



City of Statesboro – Human Resources Policies and Procedures

SECTION 1 OVERVIEW

- 1.1 Introduction
- 1.2 General Provisions



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 1.1 Introduction

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

The purpose of these policies and procedures, also referred to as the “employee handbook,” is to provide a set of principles for establishing and maintaining a harmonious and productive environment for the employees of the City of Statesboro. The fundamental objectives of good personnel administration as supported by these policies include:

1. To promote and increase effectiveness, efficiency and performance in regard to service to the City of Statesboro through systematic performance planning and review.
2. To provide for the fair and consistent treatment of applicants and employees in accordance with applicable law.
3. To provide a program that effectively supports recruitment, selection of applicants, and the retention and advancement of employees of the City of Statesboro.
4. To establish an equitable and uniform plan of position classification and compensation based upon the relative duties and responsibilities of employees in specified positions, and other job-related factors.
5. To motivate and empower employees to work toward the goals of the City administration by providing a cohesive work environment and opportunities to achieve personal career performance goals.
6. To provide a cost effective and efficient workforce on behalf of the City of Statesboro and its citizens.
7. To ensure that each employee is treated with respect and dignity.

How to Use this Manual

The format of this manual is such that each section describes the “Subject” or topic discussion followed by the policy statement. The policy statement describes what the City of Statesboro’s practice will be. The procedures are intended to give more detail about how the policy should be administered and what it means. The effective date is posted on the first page of each section or policy. It will also note any revision date.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 1.2 General Provisions
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

It is the policy of the City of Statesboro to administer Human Resources matters in a fair and consistent manner in accordance with applicable law.

PROCEDURES AND GUIDELINES

1. Amendments to Policies and Procedures: These personnel policies and procedures are approved by the City Manager and the Statesboro City Council, as provided by the Charter of the City of Statesboro. Article IX, Section 2, Paragraph 2 of the Georgia Constitution authorizes the General Assembly to provide by law for the self-government of municipalities by delegating its power "... so that matters pertaining to municipalities may be dealt with without the necessity of action by the General Assembly." The General Assembly passed O.C.G.A. § 36-35-3, providing "Home Rule" to municipalities. In addition, O.C.G.A. § 36-34-1 - 8 spells out specific powers of cities generally, and O.C.G.A. § 36-35-4 authorizes cities to fix the salary, compensation, and expenses of its municipal employees and to provide insurance, retirement, social security, health insurance and workers compensation benefits. Article IX, Section 2, Par. 3 of the Georgia Constitution authorizes cities to provide specific public services. To carry out these public services, Section 4-2 of the City Charter granted by the General Assembly authorizes the City Council "... to make and pass all needed bylaws, ordinances, resolutions, rules, and regulations not contrary to the Constitution and laws of this state."
2. Pursuant to these provisions in the Georgia Constitution, the general statutes, and the City Charter, these personnel policies and procedures have been adopted by written Resolution of the Mayor and City Council. They may only be amended by a further written Resolution adopted by the Mayor and City Council. These policies and procedures are applicable to all employees of the City of Statesboro.
3. Any questions regarding personnel policies or procedures should be directed to the Director of Human Resources.
4. This handbook is intended to provide a better understanding of City policies and procedures. The information in this handbook represents guidelines only and the City reserves the right to modify this handbook, amend, or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time in its sole discretion, or to require

and/or increase contributions toward benefit programs. From time to time, employees may receive updated information concerning changes in policy.

5. Employment at the City is “at-will”. This means that either the City or the employee may end the employment relationship at any time, for any or no reason, with or without notice. See Section 2.3 on Employment-at-Will.

6. All employees are responsible for reading the handbook, familiarizing themselves with its contents, and adhering to all of the policies and procedures of the City, whether set forth in this handbook or elsewhere.

7. The City Manager is responsible for administering the policies in this employee handbook, as amended by the Mayor and City Council from time to time, with certain responsibilities delegated to the Director of Human Resources. The City Manager may establish additional supplemental personnel rules or procedures in keeping with the spirit and intent of the personnel policies, as he/she deems necessary and appropriate. These either have been, or may be developed, and issued as memorandums by the City Manager. The City Manager, the City Clerk, and the Director of Human Resources shall maintain copies of all of these additional administrative rules.

8. Any employment issue which is not addressed in this employee handbook shall be resolved in the discretion of the City Manager.



City of Statesboro – Human Resources Policies and Procedures

SECTION 2 HUMAN RESOURCES FOUNDATIONS

- 2.1 Equal Employment Opportunity
- 2.2 Accommodations for Disabilities and Genetic Information
- 2.3 Employment-at-Will
- 2.4 Unlawful Harassment
- 2.5 Workplace Violence



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 2.1 Equal Employment Opportunity
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City of Statesboro provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or other protected category, as required by applicable law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The City of Statesboro will not discriminate against any applicant or employee based on any legally prohibited factor, pursuant to applicable law.

In addition, the City of Statesboro will conduct all federally funded programs and activities in accordance with Title VI of the Civil Rights Act of 1964 which protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance.

Every manager and supervisor is expected to implement this policy and to maintain a professional working environment which is free of intimidation, sexual or racial harassment, and all other forms of unlawful harassment and discriminatory conduct.

PROCEDURES AND GUIDELINES

1. **Identification as EEO Employer:** The City identifies itself as an “Equal Employment Opportunity” employer on materials including but not limited to:

- Employment advertisements
- Job Postings
- Recruiting Materials
- Application Forms
- Employee Handbooks
- Offer Letters

2. **Federal and State Posters:** All required state and federal posters regarding Equal Employment Opportunity will be posted in areas accessible to employees.

3. Reporting Discrimination: An employee who feels he/she has been discriminated or retaliated against should immediately report the matter to the supervisor. If for any reason, the employee feels uncomfortable going to the supervisor, or is not satisfied with the supervisor's response, the employee should contact the next level of management, the City Manager, or the Director of Human Resources. Any supervisor or manager receiving a complaint or concern under this policy must promptly forward it to the next level of management or the Director of Human Resources.
4. No Retaliation: The City also prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation includes any adverse employment action against an employee because the employee has complained about or resisted discrimination or retaliation, or has cooperated in an investigation. Refusal to cooperate in such an investigation is also against the rules of the City.
5. Confidentiality: All allegations will be treated confidentially to the extent possible, consistent with legal requirements and the needs of the fact-finding process. Information will be shared strictly on a "need to know" basis.
6. Investigation of Complaints: The Director of Human Resources will promptly investigate all complaints under this policy.
7. Violation: If the City determines that prohibited discrimination or retaliation has occurred, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 2.2 Accommodations for Disabilities and Genetic Information
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City complies with the Americans with Disabilities Act and applicable federal and state laws providing for equal employment opportunities for qualified individuals with disabilities, as may be applicable. The City also provides reasonable accommodation for such individuals, except where such an accommodation would create an undue hardship on the City or a direct threat to the health and safety of the employee or others.

In addition, the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA.

PROCEDURES AND GUIDELINES

1. **Job Openings:** Information about job openings shall be accessible to people with disabilities and available through alternate formats upon request.
2. **Interviewing:** Interviewers should not ask questions about whether an applicant has a disability or about the nature of the disability. Except as otherwise allowed by law, medical information cannot be discussed until after an offer of employment has been extended.
3. **Medical Examinations:** All employees may be required to undergo medical examinations or inquiries and/or provide the City with medical information in connection with their jobs, as permitted by applicable law. The City of Statesboro will not require a medical exam before making an employment offer.
4. **GINA:** Genetic information will not be sought when obtaining medical information with respect to an employee. Further, to comply with GINA, as may be applicable, the City asks that employees do not provide any genetic information when responding to requests for medical information. "Genetic information" under GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

5. Confidentiality Regarding Medical Information: All employees with responsibilities which may require knowledge of an employee's medical information are to treat this knowledge in a confidential manner, as required by law.
 - A. Supervisors who are responsible for assigning work responsibilities will be informed regarding any known restrictions on the work or duties of employees with disabilities and any accommodations that have been made or requested.
 - B. First aid and safety personnel may be informed at appropriate times if an employee's medical condition may require emergency treatment.
 - C. Appropriate persons investigating compliance with federal/state/local laws may be informed.
 - D. Management should be informed of any disabilities on a need-to-know basis only.
6. Reasonable Accommodations: An individual who needs a reasonable accommodation should inform the Director of Human Resources.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 2.3 Employment-at-Will
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Employment with the City of Statesboro is at-will. This means that either the employee or the City has the right to terminate employment at any time, for any reason, with or without cause or notice.

PROCEDURES AND GUIDELINES

1. **Agreements:** Neither this employee handbook nor any other oral or written policy or procedure, nor any statement by any employee, supervisor or manager, can or will change the at-will nature of the employment relationship unless specifically stated in a written employment contract and signed by the employee and by the City Manager.
2. **Human Resources Materials:** This employee handbook is not a contract, express or implied, for employment or for benefits and does not guarantee employment or benefits for any time period. No express or implied contract concerning any term or condition of employment will be communicated to employees or contained in any City of Statesboro materials, written correspondence or verbal conversations.
3. **Introductory Period:** Completion of an introductory employment period or conferral of regular employment status will not change an employee's status as an employee-at-will.
4. **Offer Letter:** Nothing contained in a letter extending an offer of employment shall alter an employee's at-will status.
5. **Termination:** Nothing contained in materials provided to employees in connection with their employment shall require the organization to have "just cause" to terminate an employee.
6. **Benefits:** With respect to any fringe benefits currently offered by the City, employees should refer to the actual plan documents and summary plan descriptions. The complete plan documents govern the plan terms. Benefits may be amended, decreased, or discontinued at any time as the law allows. This employee handbook is not a contract or promise of continued benefits of any kind.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 2.4 Unlawful Harassment
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City of Statesboro is committed to providing a work environment that is free of unlawful harassment. The City expressly prohibits and will not tolerate harassment of an employee because of race, sex, pregnancy, religion, color, age, national origin, disability, genetic information, veteran status or other legally protected category. Such harassment is against the law and is against the policies of the City.

PROCEDURES AND GUIDELINES

1. **Definition:** Illegal harassment may include:
 - Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
 - Unwelcome touching or other physical contact, such as pinching, assault, coerced sexual acts, suggestive, insulting or obscene comments or gestures.
 - Offensive calendars, posters, pictures, postcards, e-mails, screen savers, comments, jokes, innuendoes, or other statements that demean someone because of sex, race, color, national origin, age, disability, or other protected status.
 - Graphic commentary about an individual's body, comments on sexual prowess, sexual deficiencies, sexual preferences and sexual habits.
 - Sexual harassment may include conduct that expresses a romantic or sexual interest in another person, but it may also include conduct that is simply demeaning or derogatory because of a person's sex. Similarly, other forms of illegal harassment may include

conduct that discriminates against or demeans a person because of his or her race, color, religion, age, national origin, disability, or other protected category.

- Sexual harassment may apply to conduct between members of the same sex, or conduct by women directed toward men, or conduct by men directed toward women. As between members of the same sex, sexual harassment may include homosexual conduct, but it may also include conduct between heterosexuals such as hazing.
- Harassment may apply to conduct outside the workplace and outside working hours, as well as on the work site.
- Harassment may apply to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment.

Put more simply, treat other people with respect. Recognize that people come from different backgrounds and have different perceptions about what is, and what is not, funny or appropriate for work. When in doubt, err on the side of caution.

2. Reporting Harassment: An employee who feels he/she has been harassed or retaliated against should immediately report the matter to the supervisor. If for any reason, the employee feels uncomfortable going to the supervisor, or is not satisfied with the supervisor's response, the employee should contact the next level of management, the City Manager, or the Director of Human Resources. Any supervisor or manager receiving a complaint or concern under this policy must promptly forward it to the Director of Human Resources.

Employees are also generally encouraged to tell the person who is engaging in behavior that the employee finds offensive that such behavior makes the employee uncomfortable and request that the person stop the behavior immediately.

3. Management Responsibility: Managers and supervisors are charged with the responsibility of ensuring that employees are provided an environment where they can be productive, satisfied, and safe. Managers and supervisors who observe instances of harassment, who should reasonably have been expected to know that someone may have been harassed, or who receive a report of harassment, shall inform the next level of management and the Director of Human Resources immediately. Any failure to inform the proper supervisor and the Director of Human Resources shall make the manager/supervisor subject to disciplinary action, up to and including termination of employment.
4. Employee Responsibility: Every employee shares responsibility to make the workplace a safe environment. Any employee who becomes aware that an employee, customer, or visitor to the workplace may have been harassed is expected to report such behavior to the supervisor, Department Head, or Director of Human Resources immediately. Failure to do so will cause the employee to have neglected the shared responsibility for a safe workplace

and may subject the employee to disciplinary action up to and including termination of employment.

5. No Retaliation: The City also prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation includes any adverse employment action against an employee because the employee has complained about or resisted harassment or retaliation, or has cooperated in an investigation. Refusal to cooperate in such an investigation is also against the rules of the City.
6. Confidentiality: All allegations will be treated confidentially to the extent possible, consistent with legal requirements and the needs of the fact-finding process. Information will be shared strictly on a “need to know” basis.
7. Investigation of Complaints: The Director of Human Resources will promptly investigate all complaints under this policy.
8. Violation: If the City determines that prohibited harassment or retaliation has occurred, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 2.5 Workplace Violence
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City of Statesboro is committed to preventing workplace violence and to maintaining a safe work environment. The City will foster a work environment which is free from threats, threatening behavior, acts of violence, or any related conduct which intimidates others or disrupts another's work performance.

PROCEDURES AND GUIDELINES

1. All employees, including supervisors and managers, should be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.
2. Any person who makes threats, exhibits threatening behavior or engages in violent acts on City-owned or leased property may be removed from the premises immediately pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off City-owned or leased property but directed at City employees while conducting official City business, are also a violation of this policy. Threats, threatening behavior, or other acts of violence made by City employees against other City employees or customers are a violation of this policy.
3. A violation of this policy may occur in person or via telephone, fax, electronic or conventional mail, social media, or any other communication medium.
4. Violations of this policy may lead to disciplinary action up to and including dismissal and/or criminal prosecution where applicable. In addition, violators may be barred from City-owned or leased premises, and any business relationship with the offending individual may be terminated.
5. Employees should immediately notify their supervisor and/or Department Head of any threats which they have witnessed, received, or have reason to believe that another person has witnessed or received. If the supervisor or Department Head is not immediately available, employees should contact any available supervisor/manager in the area, or contact the police. The supervisor, Department Head, Director of Human Resources and/or City Manager should be notified as soon as possible.

6. Department Head and supervisors should evaluate work sites and establish a security plan to minimize risk of bodily or psychological harm for employees.
7. The Human Resources Department will orient new employees regarding the City's policy on workplace violence and shall facilitate training such that all employees are aware of the policy. In addition, Department Heads and supervisors shall continue communications with all employees on a regular basis to maintain awareness of the potential for workplace violence.
8. Employees are encouraged to voice concerns or raise issues related to workplace violence and to bring such issues to the attention of the supervisor or Department Head. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede. Go immediately to the nearest supervisor to report the situation.
9. Each employee who receives a protective or restraining order which lists City-owned or leased premises as a protected area is required to provide his/her supervisor, Department Head and Human Resources with a copy of such order.



City of Statesboro – Human Resources Policies and Procedures

SECTION 3 EMPLOYMENT

- 3.1 Recruitment and Selection
- 3.2 Employment Verifications
- 3.3 Immigration Law
- 3.4 Introductory Period
- 3.5 Employment Categories
- 3.6 Student Internships
- 3.7 Reinstatement
- 3.8 Promotions and Transfers
- 3.9 Temporary Help



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.1 Recruitment and Selection

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City of Statesboro is an Equal Opportunity Employer. All positions shall be filled by qualified individuals without regard to race, color, sex, pregnancy, national origin, age, religion, disability, genetic information, veteran status or other legally protected factors. The City has established procedures which standardize the recruitment and hiring process in an effort to maintain the City's commitment to equal opportunity. Hiring managers are expected to comply with the recruitment and hiring policies and procedures.

PROCEDURES AND GUIDELINES

1. **Filling a vacancy:**

- A. **Notification/Review:** To initiate recruitment for a new vacant position, the hiring manager shall forward to the Human Resources Department notification of any anticipated or current vacancies in authorized positions as provided by the position classification and compensation plan and the budget. The Human Resources Department will review each vacancy request and verify proper compensation and classification.

2. **Recruiting:**

- A. **Coordination:** All recruitment, advertising and testing shall be administered by, coordinated through, or approved by the Director of Human Resources.
- B. **Internal Posting:** The vacant position is usually advertised on a job announcement published by the Human Resources Department. The announcement shall be distributed internally to appropriate locations where it is to be posted immediately at work sites by Department Heads in a prominent location for employee viewing. To be considered for any vacancy interested employees should complete and submit an employment application within the recruiting period. The hiring manager may request in writing that the vacancy be posted or advertised within City Departments before searching outside the organization. Internal searches are usually only open for five (5) business days.

- C. External Recruitment: The vacant position is usually externally advertised in recruitment outlets selected by the hiring manager and the Department of Human Resources. Exempt positions shall be externally recruited for a minimum of fifteen (15) business days. Non-exempt positions shall be externally recruited for a minimum of five (5) business days.
- D. Direct Appointment: In order to proceed with direct appointment, the hiring manager must seek written approval from the City Manager. A copy of this approval must be provided to the Director of Human Resources to be placed in the search file. The selected individual must complete an employment application which documents his/her education, experience and skills.
- E. Department Head Vacancy: In the case of a Department Head vacancy, the City Manager is authorized to conduct a competitive recruitment search. Upon the conclusion of the search and the selection of the candidate, the City Manager will notify Mayor and Council in executive session.

3. Applying by the Closing Date: All employment applications must be submitted to the Human Resources Department on or before the closing time and date to be considered for employment. To prevent lost or misplaced applications and ensure the security of applicant information, all applications should be directed to the Human Resources Department.

4. Screening Applications:

- A. Minimum Requirements: The Human Resources Department staff shall receive and conduct initial screening of all applications for employment. The Human Resources Department will then refer to the hiring manager persons whose education, training and experience and other job-related qualifications are best suited for the position. Applicants are expected to complete all required application materials in full. The hiring manager must ensure that any candidate considered for an interview meets the minimum advertised requirements.
- B. Reference Checks: The Human Resources Department may investigate any statement contained in the application, and obtain evidence regarding the individual's suitability for employment. The Human Resources Department or the hiring manager may perform reference checks, or have others perform such checks, on persons being considered for employment. All information provided in response to reference checks should be documented and forwarded to the Human Resources Department.
- C. Employment Disqualifiers: A person may be disqualified for further consideration for various reasons, including but not limited to, the following:
 - 1) The person lacks the minimum requirements for the position.
 - 2) The person has been convicted of a crime(s). When considering whether disqualification is appropriate based on a criminal conviction, the City uses

a targeted screening process and an individualized assessment, as required pursuant to applicable law.

- 3) The person has made a false statement on the application or pre-employment documents, or has omitted material information on such documents.
- 4) The person has been previously dismissed from any public service for failure of personal conduct, or other similar causes.
- 5) The person has failed to submit a prescribed application correctly or by the closing date/time.
- 6) The person is extended a conditional offer of employment and fails any required test including, but not limited to physical, psychological, psychometric, or drug tests.

5. Interviewing: The hiring manager shall review applications, conduct interviews, and make selections from only those applicants referred by the Human Resources Department. The hiring manager shall select an interview panel of at least three (3) persons. The interview panel may consist of staff member(s) from the Human Resources Department. (Prior to serving on interview panels, employees desiring to serve on interview selection panels must attend interview training conducted by the Human Resources Department). The hiring manager may conduct preliminary interviews by telephone or video conference. At a minimum, the hiring manager shall select at least three (3) qualified applicants to interview per vacant position, unless otherwise approved by the Director of Human Resources. The hiring manager must maintain appropriate documentation of the questions posed by the interviewers and responses of each candidate. After the interviews are complete, the hiring manager will select his/her candidate(s) for hire, in consultation with next level management, as appropriate. The selected candidate must have the minimum requirements, including education, training, and experience, for the position. Each employment selection shall be made in accordance with established Human Resources procedures.

6. Confidential Selection and Testing Materials and Records: All selection and testing materials and records are confidential and are available only to the persons who have a need to know and in accordance with applicable law.

7. Job Offer Procedures:

A. All hiring managers will complete and return the following materials to the Human Resources Department:

- 1) Written memo from the hiring manager describing reasons for selection of the top candidate.
- 2) Notice of non-selection of all eligible applicants.

- 3) All applications of rejected applicants.
- 4) Application of successful applicant(s).
- 5) Standardized interview questions, all summary responses from all interviewed candidates, notes, reference checks and recommendations from panel members.

B. The Human Resources Department staff will:

- 1) Receive the documents, review the selection recommendation, and ensure that the process meets established standards.
- 2) Ensure that references have been checked and discuss starting pay with the hiring manager for the selected candidate.
- 3) Upon completion of the above, extend a conditional offer of employment based on successful completion of, but not limited to, education verification, reference checks, required testing, criminal background check, motor vehicle report, drug screen and credit check (if applicable). In addition, for all safety sensitive or high risk positions the conditional offer will be based upon the completion of a pre-employment physical.
- 4) Upon successful completion of all pre-conditions for employment, forward an employment offer to the successful applicant which contains notification of employment, listing terms of employment, position, classification, salary, onboarding date, and location of worksite.

8. New Employee Onboarding:

- A. Purpose: The purpose of the new employee onboarding process is to ensure that all incoming employees have an informed comprehensive overview of the City of Statesboro as well as a hospitable transition during their first months of employment.
- B. First Day of Employment: The onboarding process begins with an orientation that takes place on specific dates designated by the Human Resources Department and continues with various introductory training programs during and beyond a new employee's introductory period. On the first day of onboarding employees participate in an interactive program that provides an overview of the City's operations, standard employment rules, regulations, structure, expectations, policies, benefits and a tour of the City of Statesboro facilities. No employee shall begin employment without first attending onboarding unless approved by the Director of Human Resources.

9. Personnel File: Human Resources staff will create an official personnel file. In addition, a medical/benefits file will be created and maintained separately.



City of Statesboro – Human Resources Policies and

Procedures

SUBJECT: 3.2 Employment Verifications

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

All inquiries regarding employment opportunities or employment verifications, references and recommendations about former or present employees must be referred to the Department of Human Resources.

PROCEDURES AND GUIDELINES

Inquiries covered by this policy include but not limited to, unemployment claims, verification of employment, loan verification, requests for disability insurance information, reference checks, and similar requests for information. Should the employee wish the City to release any or all information to an outside party for such purposes as loan approvals or reference checks, the employee must first inform the Human Resources Department in writing and/or sign an authorization for release of personal data on a form approved by the Director of Human Resources. Personnel reference information is confidential, except as otherwise provided by law. Unauthorized disclosure of personnel history of any employee may result in action up to and including termination of the employee(s) involved in the disclosure.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.3 Immigration Law

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

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

PROCEDURES AND GUIDELINES

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Within three days of the new hire employment date, and upon completion of the Form I-9, Human Resources will submit a request through the E-Verify Employment Eligibility Verification system. Human Resources will receive notice of the employee's employment authorization or different status and take action accordingly.



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SUBJECT: 3.4 Introductory Period

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The introductory period provides time for effective adjustment of new, promoted, or transferred employees to satisfy performance standards.

PROCEDURES AND GUIDELINES

1. **Introductory Period:** This period of time is for the employee to become familiar with the job duties and work requirements and for the supervisor to evaluate the employee's suitability for the job. During the introductory period the immediate supervisor should point out any problems with job-related performance to the employee, and how he/she can correct them. For the length of introductory periods, see Section 3.5.-1.
2. **Extensions:** A Department Head may extend an employee's introductory period in the event such an extension is necessary for further evaluation of the employee's performance.
3. **Performance Reviews:** Prior to completion of the introductory period, a performance review shall be completed to indicate whether the employee is meeting expectations and whether the employee has successfully completed the introductory period.
4. **Discipline:** If, after attempts to correct job-related performance issues and the employee continues to perform in an unsatisfactory manner, the supervisor or Department Head should counsel the employee that if the issues are not corrected his/her job could be jeopardized. If problems continue, the Department Head may recommend dismissal, demotion or other disciplinary action.
5. **Appeals:** An employee who is in the introductory period following his/her initial hiring with the City shall have no right of appeal from a decision to terminate his/her employment for unsatisfactory job performance. An employee, who is in the introductory period following his/her promotion or transfer to another job within the City, shall have the right to appeal from a decision to either terminate, or demote or otherwise discipline the employee for unsatisfactory job performance in the new position. For Grievance and Appeal Process see Section 7.4.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.5 Employment Categories

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Employees are categorized for the purposes of pay, benefits, and continued employment, among other factors.

PROCEDURES AND GUIDELINES

1. **Introductory Employee:** Full-time and part-time employees are considered to be in an introductory period during their first six months of employment. (For public safety positions the introductory period lasts for 12 months.) *Note that all new Water/Sewer and Wastewater operators are on a 12-month certification requirement and Laboratory Technicians are on an 18-month certification requirement to remain employed in these positions.
2. **Regular Full-Time Employee:** An employee of the City who is scheduled to work at least thirty (30) hours per workweek on a regular basis is considered a regular full-time employee. There are four classes of regular full-time employees for pay purposes: 1) salaried employees exempt from the Fair Labor Standard Act's minimum wage and overtime provisions; 2) non-exempt employees under the FLSA who regularly work a 40-hour week; 3) non-exempt Fire Department employees on a 28-day work period; and 4) non-exempt Police Department employees on a 28-day work period. Temporary employees and employees hired on a contract basis are not regular full-time employees, regardless of how many hours a week they work.
3. **Regular Part-Time Employee:** An employee of the City who is scheduled to work fewer than thirty (30) hours per workweek on a regular basis is considered a regular part-time employee. A regular part-time employee is not eligible for employee benefits, except as otherwise required by law. Temporary employees and employees hired on a contract basis are not regular part-time employees, regardless of how many hours a week they work.
4. **Irregular Part-Time Firefighter:** An employee who works for the City of Statesboro in the Fire Department who is certified as a firefighter and works fewer than thirty (30) hours per week is considered an irregular part-time employee. An irregular part-time firefighter is not eligible for employee benefits, except as otherwise required by law.

5. Temporary Employee: An individual hired directly by the City for a specific period of time or until the completion of a particular project may be a temporary employee. A temporary employee is not eligible for employee benefits, unless otherwise required by law.
6. Contract Employee: An individual hired pursuant to an individual written employment contract, which governs his/her employment relationship with the City, is a Contract Employee. A Contract Employee must abide by the rules and regulations in this handbook except where such rules and regulations are expressly contradicted by the terms of his/her employment contract with the City. The benefits, if any, for which a Contract Employee is eligible, shall be spelled out in the terms of his/her employment contract.
7. Unclassified Status: Unclassified Services shall include the following:
 1. City Manager
 2. Municipal Court Judge
 3. City Clerk
 4. City Attorney

Unclassified Service means that these employees work at the will of the electing or appointing authority. Unclassified individuals have no expectation of a pre-dismissal hearing, evidentiary hearing, grievance, or appeal rights.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.6 Student Internships

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City of Statesboro Student Internship Program is intended to expose vocational and college students with various operations of municipal government. Interns will gain practical work experience related to their field of study. The program will also serve to increase the interest of students in future career opportunities in the City of Statesboro and other municipalities.

PROCEDURES AND GUIDELINES

1. **Eligibility:** To qualify for the City's internship program, the individual must be a recent graduate, currently enrolled, or pending admittance in a degree program and registered for courses during the internship period, either in vocational school or an accredited college. College students must have completed or be enrolled at either the undergraduate or graduate level. However, summer interns do not have to be enrolled in summer school.
2. **Compensation:** Student interns may be hired on an annual or seasonal basis. Interns may be paid within designated classifications and pay ranges, or may work as unpaid volunteers as determined by the City. As interns are classified as temporary employees, they are not eligible for benefits, except as required by law.
3. **Coordination:** All internships must be coordinated through the Human Resources Department. Students paid or non-paid must complete the appropriate onboarding process through the Human Resources Department prior to interning with the City of Statesboro.
4. **FLSA Requirements:** All unpaid internships must primarily benefit the intern and follow applicable requirements under the FLSA.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.7 Reinstatement

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

A regular employee who resigns while in good standing or who is dismissed because of reduction-in-force may be reinstated.

PROCEDURES AND GUIDELINES

1. **Definition of Reinstatement:** An action taken by the City whereby a former employee is reemployed.
2. **Voluntary Separations:** Reinstatements for voluntary separations will be discretionary and shall include consideration of documented past performance.
3. **Terminated Employees:** Employees who are terminated for cause shall not be eligible for re-hire without the written approval of the City Manager.
4. **Uniformed Services Employment and Reemployment Rights Act (USERRA) Rights:** An employee who enters extended active duty with the Armed Forces of the United States, or as a member of a Reserve component of the Armed Forces will be granted reinstatement rights commensurate with applicable law.
5. **Introductory Period:** A reinstated employee shall be required to serve an introductory period of employment if reemployed.
6. **Credited Service:** An individual who is a reinstated employee will not be credited with prior years of service for the purposes of benefits entitlement, except with respect to applicable retirement programs pursuant to the terms of the plans.
7. **Salary and Benefits:** Reinstated employees shall receive the normal starting salary and benefit levels for the vacant position being filled pursuant to the City's standard policies and procedures. Any recommendation to extend prior salary levels and benefits for a reinstated employee is subject to prior written approval by the City Manager. All written approvals will be placed in the personnel file of the reinstated employee.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.8 Promotions and Transfers

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Employees are encouraged to pursue career growth opportunities. Employee development opportunities provide upward mobility and lateral movement to regular employees as vacancies become available.

PROCEDURES AND GUIDELINES

1. **Advancement**: The City of Statesboro is committed to providing opportunities for all employees to attain higher levels of responsibility based upon qualifications and job performance and the business needs of the City.
2. **Voluntary Transfers**: Any employee may ask to be considered for voluntary transfer from his/her current position to another position for which he/she is qualified. The position need not be within the same department. If there is a vacancy in the position sought and the employee is minimally qualified, the employee will be given consideration for the position. Transfers can only be made to a job at the same (a lateral transfer) or a lower (a lower transfer) grade on the Position Classification and Compensation Plan.
3. **Involuntary Transfers**: A Department Head may request that the City Manager consider an involuntary transfer of an employee when the employee's job performance or conduct is unsatisfactory. Any transfer to another position that is outside the employee's current department is subject to review by the Director of Human Resources, approval by the Department Head of the department to which a transfer is being considered, and approval by the City Manager.
4. **Transfers – Effect on Pay**: A lateral transfer will not result in a change in wages or salary. A lower transfer will result in a reduction in wages or salary. The reduction in pay would normally be the percentage difference between the pay grades of the former position and the new position. However, the City Manager may consider less reduction in pay if he/she believes the employee's background, experience, and work record indicate the employee would do an above-average job in the lower transfer position.
5. **Promotions**: A promotion is defined as a move from one position classification to another that is assigned to a higher wage or salary grade.

A. Internal Promotions: It shall be the policy of the City to seek qualified applicants for vacant positions giving consideration to promoting from among qualified candidates already employed by the City. A supervisor's recommendation to promote an employee shall be reviewed by the Director of Human Resources and subject to written approval by the Department Head and the City Manager. The City Manager and/or Director of Human Resources may participate directly in the interview and selection process as fully as he/she deems appropriate to assure that the position is properly filled. All promotions shall follow general and internal recruitment procedures. For Recruitment and Selection procedures see Section 3.1.

B. Compensation: All promotions shall normally result in an initial increase. However, no employee promoted to another position may be paid less than the minimum on that position's pay grade. At the conclusion of a promotional process, the City Manager may assign a higher starting wage or salary to the selected candidate beyond a normal promotional increase, if it is determined that the applicant possesses superior qualifications in comparison to other applicants by virtue of past performance, experience, training and education. All determinations should be documented and accompany the personnel action form in the selected candidate's personnel file detailing the reason for the assignment of the higher salary wage. See Position Classification and Compensation Plan at Section 6.1.

6. How to Apply: Employees interested in promotions or transfers should complete and submit an application of employment to the Human Resources Department by the established closing date and time. Applications must provide complete information regarding the employee's job-related experience, training and education. Employees should not rely on information currently in the personnel file or the interviewer's supposed knowledge of the employee. Employees are expected to provide complete job-related information indicating why they are the best qualified for the position.

7. Job Announcements: Employees should check their department bulletin boards for announcements and requirements for job openings. Each department shall post all job announcements in an area where all employees have access. All openings will also be posted on the City's website at www.statesboroga.gov. Copies of job descriptions for any such positions are available from the Human Resources Department to any interested employee.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 3.9 Outside Temporary Help

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

In order to serve unanticipated temporary needs in a timely and cost-effective manner, the Human Resources Department will assist departments in obtaining outside temporary help.

PROCEDURES & GUIDELINES

1. **Requesting Temporary Help:** When temporary help is needed, Department Heads and supervisors shall request temporary services by notifying the Human Resources Department, and outlining the needed skills, licenses, and estimated duration of need. No unauthorized persons are allowed to secure temporary services without the approval of the Director of Human Resources. Human Resources will secure necessary services or advise the requesting department how to proceed.
2. **Onboarding:** Temporary workers will report first to Human Resources for basic onboarding orientation regarding general behavioral expectations, dress code, and safety.
3. **Ending Assignments:** When managers have a need to end a temporary assignment, they must advise Human Resources.
4. **Timesheets & Invoices:** Copies of temporary workers' timesheets and invoices shall be forwarded to Human Resources to reconcile with invoices.
5. **Co-Employment Avoidance:** Neither the City nor any representative shall assume the role of the employer for temporary workers employed by temporary service agencies. City representatives shall not determine benefits, or take disciplinary action as the employer. Any disciplinary action shall be taken by the temporary service agency as the employer.



City of Statesboro – Human Resources Policies and Procedures
SECTION 4
EMPLOYMENT BENEFITS

- 4.1 Holiday Leave
- 4.2 Vacation Leave
- 4.3 Sick Leave
- 4.4 Donation of Sick Leave
- 4.5 Civil Leave and Bereavement
- 4.6 Maternity, Paternity and Adoption Leave
- 4.7 Family and Medical Leave
- 4.8 Military Leave
- 4.9 Leave of Absence
- 4.10 Group Health Insurance
- 4.11 Retirement Benefits
- 4.12 Education Assistance
- 4.13 Worker’s Compensation Insurance
- 4.14 Leave for Blood, Organ and Bone Marrow Donation



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.1 Holiday Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

It shall be the policy of the City to ensure that all regular full-time and part-time employees enjoy paid holidays.

PROCEDURES AND GUIDELINES

1. All regular full-time and part-time employees shall be eligible for holiday leave for the following days, and such other days as may be designated by specific action of the Mayor and City Council:

New Year's Day	Rev. Martin Luther King, Jr. Day
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day

2. When an official holiday falls on Saturday or Sunday, the City Clerk shall designate the day to be observed as the holiday with approval of the City Manager.

3. Holiday Pay:

A. Exempt (Salaried) and Non-Exempt (Hourly) Regular Employees: as defined in Section 5.1-3.A.-B., shall be given the day off. All eligible employees who are required to work on the scheduled holiday shall be paid for any overtime worked in accordance with the rules governing overtime, or be given another day off in lieu of the holiday. The exempt Fire Department Battalion Commanders working the 24/48 schedule will be given 11.2 hours for each holiday to be used at another time.

B. All Non-Exempt Fire Department Employees on the 24 On/48 Off Schedule: as defined in Section 5.1-3.C., shall be paid 11.2 hours for every holiday, rather than given the time off. This is necessary to maintain the staffing levels to cover each shift. They shall work any scheduled shift that falls on a Holiday. The employees on this schedule average 56 hours per week, versus 40 hours per week for regular employees, which means their normal hours are 1.4 times (56 hours divided by 40 hours) those of employees who regularly work 40 hours per week. Therefore, the

equivalent amount of hours for a holiday would be 8 hours x 1.4, which equals the 11.2 hours noted above. These personnel currently receive 12 hours off for each holiday prior to the move to the new schedule. Therefore, no adjustment in accrued holiday hours is necessary to convert them to the new schedule.

- C. All Non-Exempt Police Department Employees on the 28-day Schedule: as defined in Section 5.1-3.D., shall be paid 8.6 hours for every holiday, or be given the opportunity to take the same number of hours for a holiday at a later date in the event the employee works the holiday. If the employee does not want to take time off at a later date, he/she shall be paid for the additional hours worked, as required by the FLSA. The employees on this schedule average 43 hours per week, versus 40 hours per week for regular employees, which means their normal hours are 1.075 times (43 hours divided by 40 hours) those of employees who regularly work 40 hours per week. Therefore, the equivalent amount of hours for a holiday would be 8 hours x 1.075, which equals the 8.6 hours noted above.
- D. Part-Time Employees: Holiday pay for part-time employees will be calculated based on the number of hours they were scheduled to work on that day if it had not been a holiday. Part-time employees do not get paid holiday time for the days they would not have worked.
- E. Temporary Employees: as defined in these policies, are not eligible for holiday pay.
- F. Sick/Vacation Leave: Holidays which occur during an employee's sick leave or vacation leave shall not be charged as sick or vacation for such days off.
- G. Emergencies: An employee who is scheduled to be off duty on a holiday may be called back into work during an emergency situation. Such decisions will be made by the City Manager or Department Head.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.2 Vacation Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Vacation leave is provided to employees for the purpose of taking rest away from the job. It is believed that employees are more productive if they have the time away from their job. It also recognized that employees will occasionally need time away from work to attend to certain personal matters.

PROCEDURES AND GUIDELINES

1. **Vacation Leave Eligibility:** All regular full-time and part-time employees are eligible to accrue vacation leave as outlined in Subsection 3.A. below. Temporary and other part-time or substitute employees are not eligible for vacation leave.
2. **Rate of Vacation Leave Accrual:** Introductory employees do not accrue any vacation time. Regular full-time and part-time employees accrue vacation leave retroactively upon completion of the introductory period for the months of the introductory period, and at the end of each month thereafter. Employees under temporary, provisional, or emergency appointments will not be granted vacation leave under these policies.
3. **Vacation Accrual Schedule:** Regular part-time employees shall only accrue a fraction of the stated time, equal to the fraction of a comparable employee's standard workweek. For example, a secretary who works 20 hours per week would receive $\frac{1}{2}$ of the stated time, as the employee works $\frac{1}{2}$ of the standard workweek worked by a comparable 40-hour per week, full-time secretary.

A. **Salaried and Non-Exempt (Hourly) Regular Employees:**

0 years up to 10 years of service:
Ten 8-hour days, or 80 hours,
Accrued monthly at 6.67 hours per month

Over 10 years up to 20 years of service:
Fifteen 8-hour days, or 120 hours,
Accrued monthly service at 10 hours per month

Over 20 years of service:
Twenty 8-hour days, or 160 hours,
Accrued monthly at 13.33 hours per month

- B. Non-Exempt and Exempt Fire Department Employees on the 28-Day Work Period Schedule: The average hours scheduled for these employees is 56 in a week, as opposed to 40 hours for a regular non-exempt employee, which is 1.4 times the regular employees' hours. Therefore, these employees will earn vacation leave at 1.4 times that of regular employees, or 11.2 hours instead of 8 hours, as follows:

0 years up to 10 years of service:
Ten 11.2-hour days, or 112 hours,
Accrued monthly at 9.33 hours per month

Over 10 years up to 20 years of service:
Fifteen 11.2-hour days, or 168 hours,
Accrued monthly at 14 hours per month

Over 20 years of service:
Twenty 11.2-hour days, or 224 hours,
Accrued monthly at 18.67 hours per month

- C. Non-Exempt and Exempt Police Department Employees on the 28-day Work Period Schedule: The average hours scheduled for these employees is 43 in a week, as opposed to 40 hours for a regular non-exempt employee, which is 1.075 times the regular employees' hours. Therefore, these employees will earn vacation leave at 1.075 times that of regular employees, or 8.6 hours, as follows:

0 years up to 10 years of service:
Ten 8.6-hour days, or 86 hours,
Accrued monthly at 7.16 hours per month

Over 10 years up to 20 years of service:
Fifteen 8.6-hour days, or 129 hours,
Accrued monthly at 10.75 hours per month

Over 20 years of service:
Twenty 8.6-hour days, or 172 hours,
Accrued monthly at 14.33 hours per month

These different accrual rates will assure that all employees receive the same proportional amount of time off as all other employees within the same category of years of service, regardless of the type of shift or schedule they may work.

4. Maximum Allowable Accumulation of Vacation Leave: Unused vacation leave not to exceed the equivalent of 30 days for regular employees may be carried into the next calendar year. Exceptions may, under unusual circumstances, be authorized by the City Manager. The maximum allowable accumulation for the four categories of employees, expressed in hours, is as follows:

240 Hours Salaried Regular Employees

240 Hours	Non-Exempt (Hourly) Regular Employees
336 Hours	Non-Exempt and Exempt Fire Department Employees on the 28-day Work Period Schedule
258 Hours	Non-Exempt and Exempt Police Department Employees on the 28-day Work Period Schedule

5. Use of Vacation Leave: Vacation leave assignments will be made by the Department Head in accordance with the preference of the employee where possible. However, vacation leave must be taken at the convenience of the department in order to maintain acceptable levels of staffing at all times to perform the department's operations without interruption. Seniority within the department will be a major factor, but not the only one considered in preparing vacation leave schedules. The Department Head's decision as to when vacation leave may be taken shall be final.
6. Vacation Leave Upon Termination of Employment: Except as otherwise provided in Section 8 of the Human Resources Policies and Procedures, any employee who has accumulated vacation leave at the time of termination of employment shall be entitled to receive pay for such accumulated vacation leave at his/her current hourly rate of pay up to the maximum allowable accumulation described in Paragraph 4 above. Since introductory employees do not accrue any vacation time, an employee who is terminated prior to the expiration of the introductory period (including any extensions thereof) shall not receive any vacation leave pay.
7. Advancement of Vacation or Sick Leave: The City of Statesboro does not provide advancement of vacation leave. See Section 4.4 on Donation of Sick Leave.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.3 Sick Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Sick Leave is a privilege granted by the City of Statesboro. Sick leave should not be abused; it is to be used for salary continuation in the event an employee becomes ill and is unable to work.

PROCEDURES AND GUIDELINES

1. **Sick Leave Defined:** Sick leave is paid leave that may be granted to each eligible employee who through illness or injury becomes incapacitated to a degree that makes it impossible for the employee to perform the duties of his/her position; who has been quarantined by a physician because he/she has been exposed to a contagious disease; who requires medical, dental, or optical examination or treatment; or whose immediate family member requires care by the employee because of an illness or injury. The employee's department should notify and review employee absences of three (3) or more days with Human Resources to determine whether such time may qualify as FMLA leave. For the purpose of this policy, "immediate family" is defined as the employee's spouse, child, father, mother, brother, sister, grandparents, or any of the above as they pertain to the employee's spouse.
2. **Sick Leave Eligibility:** All regular full-time and part-time employees are eligible to accrue sick leave as set out in Subsection 4.A. below. Temporary and other part-time or substitute employees are not eligible to receive sick leave.
3. **Sick Leave for On-the-Job Injury:** For Worker's Compensation procedures see Section 4.13.
4. **Rate of Sick Leave Accrual and Maximum Accumulation:**
 - A. Full-time eligible employees shall accrue sick leave monthly at the rates set out below for the four categories of employees:

8 Hours per Month	Salaried Regular Employees
8 Hours per Month	Non-Exempt (Hourly) Regular Employees
11.2 Hours per Month	Non-Exempt and Exempt Fire Department Employees on the 28-day Schedule
8.6 Hours per Month	Non-Exempt and Exempt Police Department Employees on the 28-day Schedule

B. Limits: There is no maximum limit on the accumulation of sick leave, and employees are encouraged to accumulate sick leave as a safety net in the event of a prolonged recovery from an illness or injury. Sick leave shall accrue from the date of employment, but no employee shall be entitled to use sick leave until they have completed ninety (90) days of service with the City. An employee who has not worked at least seventy percent (70%) of his/her regularly scheduled hours in any calendar month shall not accrue sick leave credit for that calendar month.

5. Responsibility for Reporting Inability to Report for Work:

A. An employee who must be absent from work because of the employee's or an immediate family member's illness or injury, is responsible for reporting that information to the appropriate supervisor or Department Head, or their designee, as determined in advance by each Department Head, at least one hour prior to the designated reporting time on the day of absence. This is necessary in order for the Department Head to rearrange work schedules, or call in additional personnel to cover for the absent employee. In unusual situations that would reasonably prevent an employee or an immediate family member from calling in this information, this deadline may be waived by the Department Head, provided the information was called in as soon as reasonably possible. If the Department Head determines that the employee could have called in the information within the one-hour deadline, but failed to do so, the employee will be denied the use of sick leave.

B. Unless FMLA leave is approved, an employee is expected to keep his/her supervisor or Department Head, or his/her designee, informed of his/her progress on a daily basis so that the department's work schedules can be adjusted in a timely manner with minimum disruption to co-workers. See also Section 4.7 on FMLA.

6. Use of Sick Leave: Sick leave is not to be considered a right which an employee may use at his discretion, but a privilege not to be abused. Department Heads who have reason to believe that an employee is abusing sick leave may require the employee to furnish a physician's certificate for each period of absence notwithstanding any other provision herein. The employee's failure to provide such certificate will be considered refusal to follow instruction of a supervisor and will result in disciplinary action and may result in the leave being considered unauthorized.

7. Sick Leave Abuse: Employees who are found to have abused sick leave or use sick leave improperly are subject to disciplinary action up to and including dismissal.

8. Physician's Certificate: When an employee uses sick leave for three or more consecutive work days (or for two or more consecutive shifts for non-exempt Police and Fire Department employees on the 28-day schedule), a written statement by a licensed physician or dentist certifying that the employee's condition prevented the employee from performing the duties of his/her position may be required by the Department Head. The physician statement should also certify that the employee is fit for duty after the absence

and able to return to work. Should any restrictions apply, such restrictions must be included on the certificate.

9. Fitness-For-Duty: Department Heads, supervisors, and employees share responsibility for the safe performance of work. Employees shall not be on duty when they may endanger their own health or that of other employees or the public, or when due to illness or injury, the employee cannot safely perform duties required of the job.

Where reasonable job safety concerns exist, an employer may require a fitness-for-duty certificate, stating any work restrictions.

10. Pay for Sick Leave Upon Termination of Employment: An employee shall not receive payment for any accumulated sick leave upon separation from City employment, regardless of the reason. If a regular full-time employee is separating due to retirement under the rules of the City's defined benefit retirement system, the accumulated days of sick leave shall be credited towards additional credited service for purposes of calculating the retirement benefits, pursuant to the terms of the applicable plans, as they may change from time to time.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.4 Donation of Sick Leave
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

It is the policy of the City of Statesboro to establish a sick leave donation program for eligible regular employees who have exhausted their paid leave and would otherwise be subject to a loss of income during a continuing absence from work in the event of catastrophic illness, serious health condition or due to the need to care for a seriously ill member of the employee's immediate family or household.

PROCEDURES AND GUIDELINES

1. **Triggering Health Condition Defined:** A serious, catastrophic, or life-threatening medical condition which incapacitates the employee and is likely to require the employee's absence from duty for a prolonged period of time.
2. **Eligibility:** Any employee requesting participation in the sick leave donation program shall:
 - A. Have exhausted all paid sick, vacation, compensatory and holiday leave.
 - B. Not have submitted a written notice of resignation, and not be the recipient of a proposed adverse action for dismissal.
 - C. Worked at least one (1) year with the City of Statesboro.
 - D. Provide medical documentation designating the need for medical leave, and expected return to work date (medical documentation must be provided at the time donations are requested and at any time thereafter as required).
 - E. Have no counseling statements, disciplinary action, or unsatisfactory performance evaluations related to attendance in the twelve months prior to requesting the donation of leave.
3. **Requests:**
 - A. A regular full-time or part-time employee, who meets the above requirements, shall make a request in writing to his/her Department Head requesting the use of donated leave prior to paid leave being exhausted. If the Department Head approves the request for donated leave, an application for donated leave will be submitted by the

Department Head utilizing a leave donation form. The request will be submitted to the Department of Human Resources.

- B. The Department of Human Resources will review the request for compliance with the criteria listed in the eligibility requirements above. If the request meets the criteria and all items of the request form are completed, the request will be approved. The request form will then be forwarded to Payroll for processing. The leave recipient may then advise potential donors that they may contribute leave by using the leave donation form as provided by the Human Resources Department to request transfer of some of their leave to the recipient's account.
- C. When soliciting leave from other employees, potential leave recipients must be careful to refrain from any activity that might be interpreted as pressuring other employees to donate leave. Nothing herein requires any employee seeking donation of paid leave to reveal any medical information relating to the need for leave.
- D. Once the maximum donated time, as described below, is reached or the recipient's leave has ended, no donated time thereafter shall be accepted by Payroll and the completed forms will be returned to the Human Resources Department.
- E. Medical information will be treated confidentially in accordance with applicable law.

4. Donation Requirements:

- A. Regular full-time and part-time donation recipients receive time only in whole hours, with an eight (8) hour minimum donation. Temporary and other employees are not eligible for donated leave.
- B. A maximum of 480 hours of donated time is permitted per recipient, per rolling 12-month period measured backwards from the date the employee uses any donated leave. Regular part-time employees may receive a prorated donation amount of 240 hours maximum.
- C. The leave donation program does not cover time off due to a job-incurred injury/illness. The employee seeking a leave donation must not be receiving, or qualified to receive, worker's compensation benefits or any other payment for their absences.
- D. Donated leave is irrevocable and will not be returned to the donors.
- E. While an employee is using donated leave the employee's normal accrual of both vacation and sick leave will cease.
- F. Donors must maintain a minimum balance of 160 hours of sick leave or the equivalent of (20) twenty days.

- G. Employees who have notified the City of their intent to resign or retire may donate no more than 40 hours of sick leave.
- H. Employees who have been dismissed from employment may not donate sick leave.
- I. Upon termination of the need for leave, the employee's Department Head will immediately notify the Human Resources Department and the Payroll Administrator.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.5 Civil and Bereavement Leave
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City wishes to provide time off for certain other situations which do not meet the criteria for Family and Medical Leave, military leave, vacation, sick leave, or holidays.

PROCEDURES AND GUIDELINES

1. **Civil Leave:** Should an employee be called for jury duty or subpoenaed as a witness, a paid leave of absence will be granted in accordance with applicable law. The employee must notify his/her supervisor of the selection for jury duty or being subpoenaed, and provide a copy of the selection notice or subpoena if so required. Employees are expected to make adequate arrangements for the continuation of their regular assignments while serving on a jury or as a witness. Employees required to attend court due to being charged with a crime are not eligible for this leave. Civil leave is not granted for an employee's appearance (not work-related) in court as a plaintiff or defendant.
2. **Bereavement Leave:** A regular full-time or part-time employee requesting a leave of absence to attend the funeral of an immediate family member will receive time off with pay for up to three regularly scheduled work days. For the purpose of this policy, "immediate family" is defined as the employee's spouse, child, father, mother, brother, sister, grandparents, or any of the above as they pertain to the employee's spouse. Employees will not be paid for days on which the employee is not scheduled to work. Arrangements for additional time off without pay, as a personal leave of absence, must be approved by the Department Head. The City understands that a death in the family can be a difficult time, and we will make reasonable efforts to accommodate leave requests under these circumstances.
3. **Time-Off to Vote:** As required by O.C.G.A. § 21-2-404, any employee, upon reasonable (24 hour) notice to his/her Department Head, shall be permitted to take any necessary time off from employment to vote in any municipal, county, state, or federal political party primary or election for which the employee is qualified and registered to vote on the day on which such primary or election is held; provided, however, that such necessary time off shall not exceed two hours; and provided, that if the hours of work of any employee commence at least two hours after the opening of the polls, or end at least two hours prior to the closing of the polls, then this time off shall not be available. The Department Head may specify the hours during which the employee may be excused for voting. Subject to applicable law, any time excused for voting shall be deducted from the employee's accrued

vacation leave, unless the employee requests to take it as unpaid leave. All employees are encouraged to use early voting procedures in order to decrease the impact of voting on their regular schedules and accrued vacation.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.6 Maternity, Paternity and Adoption Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City has implemented this leave policy to enable employees who are new parents to spend time with their newborn or newly adopted children. The City recognizes the physical, emotional and psychological demands of both childbirth and adoption, and considers that a period of leave is important for the well-being of both the parent and the child. This policy is adopted as an affirmation of the City's commitment to support its employees both in their decisions to become parents and in their work as employees.

PROCEDURES AND GUIDELINES

1. **Eligibility:** Any regular employee who gives birth or adopts a child, and who has been employed by the City on a full-time basis for at least 12 months prior to the date on which a leave period is to begin, is eligible for the benefits under this leave policy. Employees who are spouses of persons giving birth or adopting a child, and who have similarly been employed full-time for 12 months, are considered eligible for the benefits under this policy, regardless of family status or gender.
2. **Amount of Paid Days:** Maternity, paternity and adoption leave is not charged against the employee's other paid leave credits, and the amount of paid days received is 3 days. This benefit shall be taken consecutively and within a reasonable amount of time following the birth or adoption.
3. **Both Parents:** If both parents are employees, only one may access the paid benefits of this policy.
4. **Temporary employees:** are not eligible for paid leave under this policy.
5. **Continuation of Benefits:** Health insurance benefits will continue to be provided during the paid leave under this policy at the same rate as in effect before the leave was taken, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.
6. **Requirements for Obtaining Paid Leave:** The employee must provide to the Department Head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with the Human Resources Department.

7. Exhausted Leave: After the 3 days of leave have been exhausted, subsequent leave will be covered under appropriate policies. Paid leave under this policy will run concurrently with FMLA leave, if applicable. After paid leave under this policy is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave, if applicable.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.7 Family and Medical Leave
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City of Statesboro offers leave under the Family and Medical Leave Act ("FMLA") and complies with applicable state leave laws. The FMLA generally requires covered employers to provide up to 12 weeks (or 26 weeks for certain military leave) of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year, and for 1250 hours over the previous 12 months, and if there are at least 50 employees of the employer within 75 miles.

PROCEDURES AND GUIDELINES

A. REASONS FOR TAKING LEAVE

1. Basic Leave

Unpaid leave must be granted to eligible employees for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

2. Military Family Leave

- Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of

the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*Note: The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

B. ADVANCE NOTICE AND MEDICAL CERTIFICATION

An employee may be required to provide advance leave notice and medical certification. Taking of leave may be delayed or denied if requirements are not met.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The employee must provide 30 days advance written notice when the leave is foreseeable. If it is not possible to give 30 days’ notice, the employee must give as much notice as is practicable and generally must comply with the employer’s normal call-in procedures. If the employee is undergoing a planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer’s operations. While on leave, the employee must report periodically regarding the employee’s status and the intent to return to work.

The employer may require reasonable documentation of a family relationship, medical certification to support a request for leave because of a serious health condition, and second or third opinions (at the employer’s expense), periodic re-certification, and a fitness for duty report to return to work.

C. USE OF LEAVE/SUBSTITUTION OF PAID LEAVE

An employee does not need to use FMLA leave in one block. When medically necessary, leave can be taken intermittently (i.e., leave taken in separate blocks of time due to a single qualifying reason) or on a reduced leave schedule (i.e., from full to part-time). Leave due to qualifying exigencies may also be taken on an intermittent basis.

Leave for a husband and wife employed by the same employer may be limited under certain circumstances, for example, for the birth of a son or daughter, to care for an employee’s parent with a serious health condition, or to care for a covered service member with a serious injury or illness.

When an employee has earned or accrued paid leave, such as vacation or sick leave, the employee is required to first use any available paid leave during qualified FMLA leave. The total leave available under the FMLA remains 12 weeks per year (twelve-month period) (or 26 weeks for care of a covered service member), including both paid and unpaid leave. In the event paid leave is less than the full FMLA leave entitlement, the additional weeks shall be unpaid.

If an employee uses paid leave for FMLA leave, the employee must comply with the employer's normal policies and procedures for the applicable paid leave.

FMLA leave shall run concurrently with worker's compensation absences.

D. JOB BENEFITS AND PROTECTIONS

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. While the employee is on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium, if any. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. If the payment is more than 30 days late, the employee's health care coverage will be dropped for the duration of the leave.

If the employee chooses not to return to work for reasons other than a serious health condition, serious injury or illness of a covered service member, or other circumstances beyond the employee's control, the employer will require the employee to reimburse the employer the amount it paid for the employee's health insurance premiums during unpaid leave.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The employer may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position if necessary to prevent substantial and grievous economic injury to the operations of the employer.

E. ELIGIBILITY/DESIGNATION OF LEAVE

The employer must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

The employer must inform employees if leave will be designated a FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

F. UNLAWFUL ACTS/ENFORCEMENT

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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

G. SELECTED DEFINITIONS

- **Twelve-Month Period**

Rolling 12-month period measured backward from the date employee uses any FMLA leave. The 12-month period for leave to care for a covered service member is measured differently.

- **Serious Health Condition**

An illness, impairment, or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

- **Qualifying Exigency Leave**

Leave used for:

- 1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
- 2) **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.

- 3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- 4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
- 5) **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
- 6) **Temporary rest and recuperation.** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen days of leave for each instance of rest and recuperation.
- 7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.
- 8) **Parental care.** To make arrangements, facilitate care, or provide care on an emergency basis to a parent of the military member, where the parent is incapable of self-care and the need for care or change in arrangements is created by the military member's call or order to active duty. The parent must qualify as a parent of the military member under the FMLA definition of "parent" described above.
- 9) **Mutually agreed leave.** Other events that arise from the close family member's duty under a call or order to active duty, provided that the City and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

H. ROLE OF HUMAN RESOURCES

It is the responsibility of the Human Resources Department to designate leave, paid or unpaid, as FMLA-qualifying. The Human Resources Department has the right to designate any qualifying time off as FMLA leave, even if the time is not specifically requested as FMLA leave by the eligible employee. It is the responsibility of the Human Resources Department to notify the employee that it has designated such leave as FMLA-qualified. The employee's supervisor should notify and review employee absences of three or more days with Human Resources to determine

whether such time may qualify as FMLA leave. Employees with questions about this policy are encouraged to consult with the Human Resources Department.

I. MISCELLANEOUS

- Leave Accrual: Employees will not normally accrue leave during continuous FMLA leave.
- Fraud: Providing false or misleading information or omitting material information in connection with FMLA leave may result in disciplinary action, up to and including immediate termination.
- Other Employment: Employees on approved FMLA leave cannot accept other employment without the City's approval.
- Limited Nature of This Policy: This policy should not be construed to confer any express or implied rights to any employee not expressly provided for by the FMLA.
- Record Keeping: A confidential medical file will be kept for each employee using FMLA leave. These files will not be maintained in the employee's personnel file, but will be kept in a file separate from the personnel file. The files are kept for a minimum of 3 years from the date leave was requested.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.8 Military Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City supports its employees who serve in the military. In accordance with federal and state law, the City provides leaves of absence and reinstatement to eligible employees who are fulfilling or who have fulfilled military duty requirements.

The City will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq., and O.C.G.A. § 38-2-279.

PROCEDURES AND GUIDELINES

If you are called to fulfill military obligations, you will be granted unpaid leave for the duration of the term, in accordance with applicable law. Written application for a military leave of absence must be made as soon as possible after receiving military orders.

Employees may use compensatory time off or vacation leave to attend such duty, pursuant to applicable law.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.9 Leave of Absence

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

A leave of absence may be granted without pay up to 12 weeks for any reason not covered by the Family and Medical Leave Act or other City leave policies. An employee may receive a leave of absence without pay for good and sufficient personal reasons, and provided that no significant disruption to the City's activities and staffing will result. Each case will be considered individually.

PROCEDURES AND GUIDELINES

1. **Eligibility:** Regular full-time and part-time employees are eligible for a leave of absence. Reasons for leave could include medical situations where FMLA leave is exhausted or not yet available or for personal needs or other reasons.
2. **Requesting Leave of Absence:**
 - A. All requests for leaves of absence must be submitted to the Department Head in writing at least 30 calendar days before the date the leave is to begin, unless circumstances do not permit.
 - B. Leave of absences are granted at the discretion of the Department Head in consultation with the Director of Human Resources and with the approval of the City Manager.
 - C. Requests for extensions should be made at least 2 calendar weeks before the return date. Employees should use the Request for Leave Absence form (Blue Sheet).
3. **Pay During Leave:** Employees must exhaust accumulated sick leave if the reason for leave is one that would be covered by sick leave standards. Employees must exhaust accumulated vacation leave and compensatory time off before taking unpaid leave, in accordance with applicable law. During the leave, employees are not eligible for any pay increases. Employees may receive donated leave after the exhaustion of accrued sick and vacation leave.

4. Filling the Position During a Leave:

- A. A request for a leave of absence for other than military leave or FMLA leave should be made with the full understanding that while the City will make every effort to have a comparable position with comparable pay upon the employee's return from leave, the City cannot guarantee reinstatement.
- B. If the employee does not report to work at the end of his/her leave of absence, the employee may be deemed to have voluntarily resigned.

5. Additional Leave After FMLA: If leave under this policy is granted after FMLA leave is exhausted, FMLA reinstatement rights terminate at the end of the FMLA period.

6. Medical Coverage: Employees must contact their HR representative for information regarding continuation of medical coverage while on leave under this policy. Employees may be required to make contributions for health and life insurance premiums. Employees on leave without pay will not lose any employment benefits or seniority assured before the date on which leave commenced.

7. Leave Accrual During Leave: Employees who are on leave under this policy do not accrue sick leave or vacation time. Employees on leave without pay will not lose any employment benefits or seniority assured before the date on which leave commenced.

8. Effect on Performance Evaluations: Performance evaluations may be delayed the length of the leave of absence if the employee has not had sufficient time to demonstrate performance.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.10 Group Health Insurance
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY .

Employee benefits are available to certain groups of employees and administered without regard to any protected class in accordance with applicable law. Benefits are subject to modification dependent upon continued funding.

PROCEDURES AND GUIDELINES

1. Medical Insurance:

- A. The City provides major medical health insurance coverage to all regular full-time employees and their dependents, with the City currently paying a portion of the premium for both the employee and the dependent coverage; and the employee paying the remaining portion through payroll deduction. The employee payments are exempt from federal and state income taxes and from federal payroll taxes. Currently, the City employs a Third Party Administrator to administer a self-funded health benefits plan. The City evaluates this coverage annually, and may change the components of the Plan in order to control the rapidly escalating costs of medical care. The City may change from a self-funded to a fully or partially insured plan in the future if the City Council deems that in the best interest of the City.

All covered employees are provided a Group Health Plan Summary and a health benefits card. Each employee should pay careful attention to which health care providers are within our group insurance network, as out-of-network providers can cost you substantially more. Any questions regarding the Plan should be directed to the Human Resources Department.

- B. Section 125 (Flexible Spending) and Section 129 (Dependent Care Plans): The City provides payroll deduction whereby an employee may deduct from salaries and wages a specified amount for either medical expenses or child care. The advantage to employees is that the salary or wages deducted are exempt from both federal and state income taxes, and the amount deducted for medical expenses is exempt from federal payroll taxes. That can represent a considerable savings to the employee. The details of this benefit, including the maximum deduction limit per year, are available from the Director of Human Resources.

C. COBRA Extended Coverage Upon Termination: The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires employer-sponsored group medical and dental plans to allow covered employees and their dependents to elect to have their current medical coverage continued at the employee and dependent's expense, at group rates plus up to a 2% administrative charge, for up to thirty-six (36) months following a qualifying loss of coverage. You may have other options available to you when you lose group health coverage, such as purchasing an individual plan through the Health Insurance Marketplace, through which you may qualify for lower monthly premium payments and lower out-of-pocket costs. If you choose instead to enroll in COBRA coverage, and later drop that coverage before the end of the maximum COBRA coverage period available to you, you will not be able to purchase individual health insurance until the next open enrollment period or until you have exhausted all of your COBRA coverage rights, whichever comes first. If you are not covered by health insurance, you may have to pay a penalty when you file your individual income taxes.

- 1) Qualified persons who must be permitted to continue group medical and dental coverage are:
 - a) An employee whose group health plan coverage terminates due to a reduction in work hours or termination of employment, other than termination due to gross misconduct; or
 - b) A spouse who loses eligibility for coverage under the group health plan as a result of: (1) divorce or legal separation; (2) the employee's death, termination of employment or reduction of work hours; (3) your spouse's employment ends for any reason other than his or her gross misconduct; (4) your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both).
 - c) A dependent child who loses eligibility for coverage under the group health plan as a result of: (1) the death of the parent-employee; (2) the parent-employee's reduction of hours or termination of employment for any reason other than gross misconduct; (3) the parent-employee becomes entitled to Medicare coverage (under Part A, Part B, or both); (4) the parents become divorced or legally separated; or (5) loss of dependent child status under the plan, e.g. due to age or marriage.
- 2) COBRA continuation coverage will be terminated for persons who become covered under another group plan or become entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage. COBRA continuation coverage will also be terminated before the end of the maximum coverage period if the City ceases to provide any health plan for its employees or if the any required premium is not paid when due.

- 3) Group health and dental benefits and premium rates for individuals electing continuation are the same as for active employees and their dependents plus a 2% administrative charge. Individuals electing continuation coverage must pay the entire premium amount monthly in advance.
- 4) The City, upon employment and at the time of a qualifying event as explained above, will notify the affected employee of his or her COBRA rights. It is the employee's responsibility to keep the Personnel Department informed of any address changes or other pertinent information regarding themselves and their dependents.

D. Provisions in Retirement.

- 1) Any employee who retires before age 65, but not sooner than age 62 (or age 55 for a sworn police officer or firefighter), may stay on the City's medical insurance plan until they qualify for enrollment in the federal Medicare Plan.
 - a) If the employee has a minimum of 10 years, but less than 25 years of creditable service with the City as defined by the GMEBS Plan, the City will pay 50% of a single or family coverage premium until the employee is eligible for Medicare.
 - b) If the employee has 25 or more years of creditable service with the City, the City will pay 100% of a single or family coverage premium until the employee is eligible for Medicare.
- 2) Any retired employee whose spouse is younger than the employee may continue to cover the spouse on the City's medical insurance plan at the single coverage premium until the spouse qualifies for Medicare coverage, provided that a) the employee had a minimum of 10 years of creditable service at retirement; and b) the employee had paid for dependent coverage for at least the last 5 years of his/her employment, and had it in force at the time of his/her retirement.
 - a) If the employee had a minimum of 10 years, but less than 25 years of creditable service with the City as defined by the GMEBS Plan, the City will pay 50% of a single coverage premium until the spouse is eligible for Medicare.
 - b) If the employee has 25 or more years of creditable service with the City as defined by the GMEBS Plan, the City will pay 100% of a single coverage premium until the spouse is eligible for Medicare, pursuant to applicable law.

2. Life Insurance: The City provides life insurance benefits for regular full-time employees, their spouse, and children. Employees should consult the Human Resources Department for more detailed information on this coverage.
3. Long Term Disability: The City provides long-term disability insurance coverage for regular full-time employees. Employees should consult the Department of Human Resources for more detailed information on this coverage.

This is only a summary of the group health and welfare benefits that the City may offer. Although the City currently intends to continue offering these benefits, the City may terminate, change the eligibility for, change the coverage provided by, or change the cost of any of these benefit options at any time. These benefits are complex, so the formal plan documents, insurance policies and other plan documents which describe these benefits in more detail govern these benefits. If there is any conflict between the language in this Policy and the provisions of the formal plan documents, insurance policies, and [Benefit Handbooks], those documents will control.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.11 Retirement Benefits
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City of Statesboro takes an active role in helping employees to prepare financially for retirement. As a part of the fringe benefit program, the City provides the opportunity to participate in three retirement savings programs. Benefits are subject to modification at any time.

PROCEDURES AND GUIDELINES

1. Defined Benefit Plan

- A. Eligibility: The City is a participant in the Georgia Municipal Employees Benefit System (GMEBS), which is a defined benefit plan developed by the Georgia Municipal Association.
- B. Program Provisions and Administration: For eligibility and further information, see the Master Defined Benefit Plan Summary Document and/or contact the Director of Human Resources.

2. Defined Contribution Plan

- A. O.C.G.A. § 45-18-30 et seq. authorizes cities to provide deferred compensation plans. O.C.G.A. § 45-18-34 specifies that any amounts deferred shall not reduce any retirement, pension, or other benefit provided by law.
 - 1) The City is a participant in the Georgia Municipal Association’s Defined Contribution (Section 457(b)) Plan.
 - 2) The City is also a participant in the Nationwide Retirement System Defined Contribution (Section 457(b)) Plan.
 - 3) Note: Any employee convicted of a public employment related crime or a drug related crime may have their retirement benefits reduced or terminated in compliance with O.C.G.A. § 47-1-20 et seq.

This is only a summary of the retirement benefits that the City may offer. Although the City currently intends to continue offering these benefits, the City may terminate, change the eligibility for, change the coverage provided by, or change the cost of any of these benefit options at any time. These

benefits are legally complex, so the formal plan documents, insurance policies and other plan documents which describe these benefits in more detail govern these benefits. If there is any conflict between the language in this Policy and the provisions of the formal plan documents, insurance policies, and other plan documents, those documents will control.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.12 Education Assistance

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City recognizes the importance of continued life-long learning. The City provides encouragement and financial assistance to employees who wish to continue their education. The City values college education, as well as technical training and certification programs.

PROCEDURES AND GUIDELINES

1. **Eligibility:** Regular full-time employees who have completed one year of regular employment with the City are eligible for the Education Assistance Program. The City will reimburse tuition or books offered by accredited institutions such as colleges, universities, or technical schools. Part-time and temporary employees are not eligible for education assistance under this policy.
2. **Job-Related:** Any regular full-time employee with at least one year of service with the City is eligible, provided the employee's Department Head has approved the course of study and the specific courses as job-related or directly related to an area of City employment in which the employee has a career interest, and the City Manager has concurred.
3. **Course Load:** No more than two courses may be reimbursed in any quarter or semester, and attendance must not interfere with the employee's normal schedule.
4. **Accredited Institutions:** The coursework must be at an accredited institution such as a college, university, or technical school. The employee must authorize the institution to send the Human Resources Department a copy of his/her transcript verifying that the eligible course(s) was passed with at least a "C" before reimbursement is made.
5. **Tuition/Books:** The City will assist with tuition and book costs for a maximum of two courses per quarter or semester in its assistance program; however, the City will not pay for any courses not required in the course of study. If the employee takes more than two courses, the employee will pay for any tuition and books above the amount for the two courses. Receipts itemizing both tuition and books must be presented to the Human Resources Department before reimbursement is made. The City will not reimburse tuition or book expenses that have been paid by a grant, scholarship, or similar financial aid. The maximum allowable amount for tuition and books per year will vary from fiscal year to fiscal year depending upon the availability of funding. Please contact Human Resources for the current maximum amount.

6. Program Limitations/Preferences: This program will usually be limited to no more than two courses per participating employee with a cap on the number of employees participating, depending on budgetary constraints and other considerations. Employees should discuss this program with their Department Head and the Department of Human Resources well in advance to assure the employee is eligible for the next semester or quarter. In the event there is more demand for this program than funding, preference will be given to those employees who are currently enrolled in an approved program of study. Applications must be submitted prior to the employee enrolling in the course to help ensure reimbursement.

7. Repayment: Employees participating in this program must sign an agreement to repay the City either with time of service and/or monetarily. The repayment with time will begin at the end of each course for which reimbursement was given. The repayment period will be as follows:

Four months for every semester-based course reimbursed.

Three months for every quarter-based course reimbursed.

If the employee leaves City employment prior to completing the time of service above, the employee shall repay the City from accrued vacation or other pay the amount of tuition and books reimbursed, minus an amount equal to the ratio of days worked in the repayment period to the number of total scheduled work days in the repayment period. All reimbursements by employee leaving the City's employment will be in the form of cash, cashier's checks, money orders or a deduction for any accrued vacation otherwise due at termination; no personal checks will be accepted.

Nothing herein alters the at-will employment relationship between the City and the employee.

8. Dropped Classes: If an employee drops a course, he/she will be required to reimburse the City.

9. Job Related Training and Certificates: Many City positions require state-mandated certifications in order to hold the position. In addition, there are numerous courses, seminars, and similar training programs available to City employees, even for positions where a certification is not required. Each employee should consult his/her Department Head and the Department of Human Resources about the availability of such training for his/her position, and how the employee can apply for the training. Employees are encouraged to attend training in order to improve their job skills and abilities, and to prepare them for possible promotions.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.13 Worker's Compensation
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Worker's Compensation Insurance provides economic assistance when an employee is injured in the course of work. Employees injured on the job, including approved travel on City business, are protected against loss of income and medical expenses pursuant to the Georgia Workers' Compensation Act.

PROCEDURES AND GUIDELINES

1. **Eligibility:** Employees paid through the City's payroll are eligible for Worker's Compensation insurance benefits should they sustain a work-related injury or illness.
2. **Program Provisions:**
 - A. **Medical Treatment:**
 - 1) Employees are required to report all work-related injuries/illnesses to their supervisor immediately. Employees that do not report work-related injuries/illnesses immediately will be subject to disciplinary action up to termination.
 - 2) In the case of a minor work-related injury, immediate first aid should be administered by utilizing the nearest first aid kit.
 - 3) For non-life threatening work-related injuries/illnesses that require medical attention, contact the Human Resources Department prior to sending the employee to a medical facility for non-emergency care.
 - 4) The employee has a right to seek medical treatment. If the employee declines medical treatment and the supervisor or Human Resources Department believes that medical treatment is necessary, the employee will be directed to complete the medical refusal form or seek medical treatment.
 - 5) For life threatening work-related injuries/illnesses, employees should notify their supervisor (if possible), then go directly to the Emergency Room or CALL 911 immediately, and then notify the City of Statesboro HR Coordinator immediately.

- 6) For a non-life threatening injury/illness, the employee should provide his/her own transportation to the medical facility, if possible. If this is not possible, the employee may be escorted by an employee or supervisor.
- 7) Except in emergencies, it is required that employees who sustain a work-related injury/illness receive medical treatment with medical providers that the City of Statesboro has listed on its OFFICIAL NOTICE Panel. These are posted on each department's information board. Failure to use the medical providers in the panel may result in medical costs being denied by the State Board of Worker's Compensation. In this event, the employee may be required to pay his/her medical expenses directly and not receive compensation for lost wages.

B. First Report of Injury:

- 1) Upon injury or illness, the First Report of Injury worksheet should be completed legibly and in full detail by the employee. If not possible or handwriting is not legible, the First Report of Injury form may be completed by the department's worker's compensation contact or supervisor. The First Report of Injury should then be forwarded to the Human Resources Department immediately and no later than 24 hours of the injury/illness by email or intercity mail. If faxed then the HR Coordinator should be notified via phone or email that the fax has been sent to ensure receipt.
- 2) Once the employee returns from the physician the employee should notify the supervisor and Human Resources of any follow-up appointments and provide them with the authorized doctor's note listing the restrictions and the period of time for those restrictions. Before the employee can return to regular duty the employee must be released back to work. Once received this note should be forwarded to the Human Resources Department to be filed.

C. Corrective Action: In coordination with the Safety Coordinator, the supervisor should take corrective action to educate, train, and install protective devices or measures, such that the same injury will be less likely to occur again. See Section 7.3 Corrective Action and Code of Conduct for guidance.

D. Payment of Claim: The Human Resources Coordinator will also report to the City's Worker's Compensation Administrator to ensure that medical costs, as well as income benefits, are properly paid in accordance with applicable law.

E. Coordination with Family and Medical Leave: Employees who are unable to work because of a work-related injury/illness and who are eligible for FMLA leave shall be placed on FMLA leave pursuant to the City's FMLA policy.

F. Pay During Leave:

- 1) First 7 days: For the first 7 scheduled work days or 56 scheduled work hours* of lost time due to an on-the-job injury/illness full-time employees must use their available sick or vacation leave or compensatory time off.

*Note: hours pertain to departments with alternative work hours

- 2) After First 7 Days: The employee will receive no further salary or wages from the City until the employee returns to active work. During this period, the employee may make arrangements with the Human Resources Department to take any accrued sick leave, then any accrued vacation leave in order to obtain a level of weekly compensation from a combination of the Worker's Compensation income benefit and the sick leave or vacation leave which shall be no greater than the compensation the employee received prior to the work-related injury/illness. The employee will have the option to continue all regular payroll deductions for the employee's share of all employee benefits, in order to keep them in place in accordance with the applicable plans and policies and law.
- 3) Light Duty Program: Occasionally, an employee who has suffered an on-the-job injury/illness is unable to perform his/her regular duties, but is able to perform other productive duties in his/her department. Department Heads should make every effort to return employees to work in some productive capacity from on-the-job injuries/illnesses as soon as possible. However, if light duty work or appropriate duties within the skill level and/or physical capability of the employee are not available within the department, the Department Head should consult with the Human Resources Department for possible placement of light duty in another department on a temporary basis.
- 4) Refusal of Light Duty Program: During the time of injury/illness if the employee is placed on light duty, and the employee chooses not to work any light duty assignments provided by the City, the employee will be responsible to use any available sick leave time while off-duty.

- G. Return to Work: Before returning to work, a physician certificate is mandatory to determine the capacity of the employee to resume duties safely. Upon return to work the employee's salary/wages will be computed on the basis of the last salary/wages paid plus any merit increase or other salary increase to which the employee would have been entitled during the period covered by Worker's Compensation leave. Performance evaluations must be completed before any merit increases can be calculated and become effective. If the period of absence was long enough to substantially affect the supervisor's ability to fairly and reliably evaluate performance, the merit increase may be delayed.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.14 Leave for Blood, Organ and Bone Marrow Donation

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Pursuant to O.C.G.A. §§ 45-20-30 and 45-20-31, eligible employees will receive paid leaves of absence in the circumstances described in this policy.

PROCEDURES AND GUIDELINES

Blood Donation: Paid leave of not more than eight hours in each calendar year for the purpose of donating blood. This absence shall be computed at two hours per donation, up to four times per year. However, any employee who donates blood platelets or granulocytes through the plasmapheresis process shall be allowed a leave of absence, without loss of pay, of not more than 16 hours in each calendar year which shall be computed at four hours per donation, up to four times per year.

Organ Donation: For an employee who serves as an organ donor for the purpose of transplantation, paid leave of 30 days. Such leave shall not be charged against or deducted from any vacation or sick leave and shall be included as service in computing any retirement or pension benefits. Organ donor leave shall be subject to appropriate documentation from a medical professional and will only be awarded in the event the transplantation actually occurs.

Bone Marrow Donation: For an employee who serves as a bone marrow donor for the purpose of transplantation, paid leave of seven days. Such leave shall not be charged against or deducted from any vacation or sick leave and shall be included as service in computing any retirement or pension benefits. Bone marrow donor leave shall be subject to appropriate documentation from a medical professional and will only be awarded in the event the transplantation actually occurs.



City of Statesboro – Human Resources Policies and Procedures

SECTION 5 CONDITIONS OF EMPLOYMENT AND THE WORK ENVIRONMENT

- 5.1 Attendance and Hours Worked
- 5.2 Severe Weather
- 5.3 Bulletin Boards/Solicitation and Distribution of Literature
- 5.4 Other Employment and Conflicts of Interest
- 5.5 Code of Ethics
- 5.6 Political Activity
- 5.7 Gifts
- 5.8 Nepotism
- 5.9 Confidential Matters
- 5.10 Uniform Dress Code
- 5.11 Time Clocks
- 5.12 Drug and Alcohol Policy
- 5.13 Equipment Use, Care and Maintenance
- 5.14 Vehicle Use, Care and Maintenance
- 5.15 No Smoking
- 5.16 Technology and Communications Equipment Usage
- 5.17 Travel
- 5.18 Media Inquiries



City of Statesboro—Human Resources Policies and Procedures

SUBJECT: 5.1 Attendance and Hours Worked
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

Each employee is important to his/her department and the City. On-time, regular attendance is an essential job function of each job at the City. Absence affects our overall efficiency and places additional requirements on fellow employees. If an employee must be absent, it is his/her responsibility to make advance arrangements with his/her supervisor. This may entail submission of a written request for leave or, in an emergency or illness, a simple call to his supervisor. See Section 4.3 on Sick Leave for detailed requirements on reporting an absence.

PROCEDURES AND GUIDELINES

1. **The Work Week:** The standard work week shall be from 12:01 a.m. Sunday until 12:00 p.m. midnight on Saturday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. **Field Operations:** Some operations employees, including public works, water/sewer & wastewater treatment, gas, public safety, may work hours that differ from the administrative core business hours. This is necessary to best serve customers and deliver services.
3. **Hours of Work and Work Periods:** Personnel shall be divided into four categories of employees for pay purposes as follows:
 - A. **Exempt (Salaried) Regular Employees:** They will be paid bi-weekly on Friday. Their vacation, sick, holiday, and other authorized leave time actually used during that period will be recorded.
 - B. **Non-Exempt Regular Employees:** They will be paid bi-weekly on Friday and will receive overtime pay or compensatory time for all hours actually worked in excess of 40 hours during that work week. They will also be paid for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period.
 - C. **Non-Exempt Fire Department Employees on the 28-day Schedule:** They will be paid every 14 days. For the first 14 days of the 28-day work period, they will be paid straight time for any hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period. At the end of the second 14 days of the 28-day work period, they will be paid straight time for

all hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during the second 14 days of the full 28-day work period. In addition, for all hours in the 28-day work period actually worked over the FLSA's allowed 212 hours, they will be paid at the overtime rate.

D. Non-Exempt Police Department Employees on the 28-day Schedule: They will be paid every 14 days. For the first 14 days of the 28-day work period, they will be paid straight time for each hour actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during this time. At the end of the second 14 days of the 28-day work period, they will be paid straight time for any hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during the second 14 days of the 28-day work period. In addition, for all hours in the 28-day work period actually worked over the FLSA's allowed 171 hours, they will be paid at the overtime rate.

4. Alternate Work Schedules: When activities of a particular department require some other schedule to meet work needs, the City Manager may authorize a deviation from the normal work schedule. Alternate work schedules shall be approved in advance by the Department Head and City Manager and documented in the employee's personnel file.
5. Training and Travel Time: Time spent in professional or technical training seminars which is required by the City shall be counted as time worked. A non-exempt employee shall be paid for travel time which occurs during the employee's regular work hours. Questions about travel time should be directed to the Director of Human Resources.
6. Attendance: Each Department Head shall be responsible for the punctual attendance of all employees under his/her administrative supervision and shall keep such attendance records as shall be required by the City Manager.
 - A. Tardiness and absenteeism interfere with department objectives and may result in appropriate and reasonable disciplinary action.
 - B. Unauthorized or unreported absence shall be considered absence without leave, and deduction of pay shall be made for periods of absence in accordance with the Fair Labor Standards Act.
 - C. Employees who take unauthorized leave (absence without leave) the day before or after a holiday will not be paid for the holiday.
 - D. Three (3) consecutive working days of absence without authorized leave will be considered a resignation from employment without notice. Employees in such cases will be considered to have abandoned their positions, will be removed from the payroll, and employment will be terminated.
7. Overtime: Supervisors shall arrange the work schedules of their hourly employees so as to accomplish the required work within the standard work day for their department. Hourly employees shall be required to work overtime only in unusual circumstances with the prior

approval of the Department Head. Overtime work shall be considered work performed by a non-exempt (hourly) employee at the direction of the Department Head or his/her authorized designee which exceeds the established work week, or work period, of the hourly employee.

- A. Unapproved work performed during non-work hours, including time prior to the start of the work day, during lunch period, and after the work day has concluded, including taking work home, is prohibited.
 - B. The overtime rate of pay shall be one and one-half times the hourly employee's regular rate of pay. Overtime shall be granted only upon the approval of the Department Head.
 - C. During peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department and shift.
 - D. Sick leave, vacation, leave without pay or holidays not worked do not count as hours worked for purposes of overtime calculations.
8. Emergency On-Call Duty: Employees performing on-call duties are required to wear a pager or cell phone, and to stay within a 25-minute response time at all times while on-call. Employees performing on-call duties will be paid \$100.00 on-call pay for one week of duty. In addition to the \$100.00 on-call pay, employees will be paid for any time actually spent in making calls at a rate of no less than one and one-half times their normal hourly pay rate. Employees shall be paid for the number of hours worked on such calls, with a minimum of one hour for any such call.
9. Non-Emergency On-Call Duty: Employees performing non-emergency on-call duty are required to wear a pager or cell phone, but are not required to stay within any given geographical range to assure a specific response time. Employees performing this duty will not be eligible for the \$100.00 per week pay of those on Emergency On-Call Duty, but will be paid for any hours worked the same as those on Emergency On-Call Duty.
10. Compensatory Time: Under normal circumstances, the City will elect to pay for overtime work, rather than allow an employee to take compensatory time in lieu of overtime compensation. However, an employee may request, and the Department Head, for a legitimate reason and with the approval of the City Manager, may grant compensatory time in lieu of overtime pay. For each hour of overtime worked that is allowed as compensatory time, the employee shall be credited with 1.5 hours of accrued compensatory time.
- A. All compensatory time will be utilized before the end of the calendar year.
 - B. An employee's compensatory time shall be taken before the use of vacation, unless such use will result in a loss of vacation due to the annual maximum limits on vacation or if another City policy requires vacation to be paid first.

- C. It shall be the policy of the City of Statesboro to limit the maximum compensatory time accrual for employees to 60 hours. The City Manager must approve, in advance, the accrual of hours beyond the amount limited by the policy, but may not approve additional hours that exceed the limit established by law.
- D. Banked or accrued compensatory time must be paid to the employee who is promoted to an exempt position or upon involuntary or voluntary termination of employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.2 Severe Weather
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

In situations involving inclement weather, ice, snow storms, hurricanes, or other unusual conditions, it is the policy of the City to ensure that its departments are opened to the public at the usual time unless the Department Heads have received prior notification to the contrary from the City Manager's office.

PROCEDURES AND GUIDELINES

1. Under certain adverse weather conditions and other circumstances, the City Manager may grant paid time off.
2. Departments shall remain open for the full scheduled work shift unless authorization for late start-up (usually announced over the radio), early closing or other deviation is received from the City Manager's office.
3. Non-exempt employees who voluntarily come in late or leave work before an official closing time will be required to first use compensatory time off, then vacation or time without pay, in accordance with applicable law. Employees must properly notify immediate supervisors of their need for leave and obtain approval for such leave.
4. Maintenance of City operations are essential in severe weather crises, and the need for staffing becomes critical at those times. Employees who have problems with transportation to work due to severe weather should contact their supervisor and seek assistance in getting to their assigned workplace. The City Manager may grant administrative leave if adverse weather conditions make travel extremely hazardous. Administrative leave shall be paid at straight time.
5. Emergency Call back: Employees may be called into work on scheduled days off or after normal business hours when an emergency arises. Such decisions will be made by the Department Head or the City Manager.
6. In questionable instances of adverse or inclement weather or other unusual conditions, employees should:
 - A. First call their supervisor(s) for further direction.

- B. If not successful in contacting their supervisor(s) employees should call into their prospective departments and the City Manager's office to see if a phone message regarding closing has been posted.
- C. In the event that the above steps have yielded no results, employees should be guided by those same attendance instructions affecting U.S. Government employees as may be published by local radio or television stations.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.3 Bulletin Boards/Solicitation and Distribution of Literature
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City of Statesboro expects that its employees will focus their primary attention during working hours on the business of the City and the customers we serve. To his end, solicitation and distribution of literature during working hours and on City premises is prohibited.

PROCEDURES AND GUIDELINES

1. Bulletin boards are provided for official City business, announcements, holiday notices, job openings, policies and procedures. Employees should periodically check the boards for new announcements. Bulletin boards shall not post commercial or political advertising or any other activity, meetings or announcements unless sponsored by the City.
2. The City prohibits all solicitation for contributions, membership in clubs or organizations, signatures for petitions or the sale of consumer products, or other outside business when the employee soliciting or being solicited is supposed to be working.
3. Distribution of non-work related literature by employees is prohibited at all times in work areas.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.4 Other Employment and Conflicts of Interest
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

It is expected that each employee's position with the City will be the primary employment interest. Each employee is expected to devote primary attention to the customers they serve and to consider the best interests of the customer and the City organization. It is expected that employees will not abuse the trust placed in them to serve the public. The employees of the City are expected to observe and obey the laws of the State of Georgia and the Ordinances of the City of Statesboro. Conflicts of interest shall be strictly prohibited. Generally, activities which create the perception of a conflict of interest or which do not represent the best interests of the City organization and the customer are also prohibited.

PROCEDURES AND GUIDELINES

1. **Outside Employment:** A regular full-time employee of the City is expected to treat his/her position with the City as the employee's primary job, and is expected to get an adequate amount of sleep between work days in order to perform his/her duties in a satisfactory manner. Additionally, outside employment may not be appropriate for an employee of the City or may create a conflict of interest. To assure adequate rest, and that any outside employment is appropriate, does not reflect negatively on the City, and does not create a conflict of interest, a regular full-time employee must obtain written permission from his Department Head before engaging in outside employment. The Department Head shall review such employment and make a recommendation to the City Manager for final approval. Failure to comply with this policy may result in discipline up to and including immediate termination.
 - A. Outside employment (including volunteer work) shall not present a conflict of interest when:
 - 1) There is no conflict in working hours;
 - 2) The employee's efficiency and productivity is not reduced in his/her primary job. Employees may not leave work early, use City equipment, or conduct outside employment on City premises or during hours paid for by the City; and

3) There is no conflict of interest that could compromise the integrity of the City, cause embarrassment to the City, or reasonably be expected to undermine customer confidence.

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Jeff to check with Alvin.

B. Employment with firms, offices, businesses, agencies and including self-employment that clearly present a conflict of interest with an employee's public service position will be grounds for disciplinary action including dismissal.

2. Dual Employment: An employee cannot be additionally "employed" by another City department without advance review by the Director of Human Resources and approval by the City Manager.

3. Conflicts of Interest: The City recognizes the problem of conflicts of interest in the work place and believes the City has a legitimate right to know of possible conflicts between an employee's own interest and those of the City. Each employee should provide, in writing, a description of any potential conflict of interest to his Department Head and the Director of Human Resources for inclusion in his/her personnel file.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.5 Code of Ethics
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The General Assembly of the State of Georgia has adopted a Code of Ethics for Government Service, codified in O.C.G.A. § 45-10-1. That Code applies to every employee of the City of Statesboro, and each employee is expected to abide by its requirements.

PROCEDURES AND GUIDELINES

Code of Ethics for Government Service: O.C.G.A. § 45-10-1: There is established for and within the state and for and in all governments therein a code of ethics for government service which shall read as follows:

Any person in government service should:

- 1) Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
- 2) Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- 3) Give a full day's labor for a full day's pay and give to the performance of their duties their earnest effort and best thought.
- 4) Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- 5) Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- 6) Make no private promises of any kind binding upon the duties of office; since a government employee has no private word which can be binding on public duty.

- 7) Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- 8) Never use any information coming to their confidentially in the performance of governmental duties as a means for making private profit.
- 9) Expose corruption wherever discovered.
- 10) Uphold these principles, ever conscious that public office is a public trust.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.6 Political Activity
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Service provided to public customers by City employees shall be delivered without regard to political party or affiliation. To further protect the public trust, no employee shall use his/her City employment position to advocate or oppose the candidacy of any individual. No City employee shall hold a City elective office. No City employee shall coerce, command, or advise any other City employee or officer to contribute anything of value to any person or party for political purposes. No employee shall be permitted to solicit funds for political or partisan purposes during working hours; use any supplies or equipment of the City for political purposes; or be a candidate for or accept appointment to City of Statesboro political offices while employed by the City.

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PROCEDURES AND GUIDELINES

1. An employee may participate in political activities at other levels of government (County/State/Federal), provided that such participation is at no time engaged in during working hours or while wearing a City uniform, and provided such participation does not adversely affect performance as a City employee.
2. An employee who qualifies for elective office at the City of Statesboro shall resign in writing from City service effective as of the date of qualification.
3. Nothing in this section shall be construed to prevent employees from: becoming or continuing to be members of any political party, club, or organization; attending political meetings; expressing their views in private on political matters outside working hours, and off City premises.

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City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.7 Gifts

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Employees are expressly prohibited from accepting any gift, favor, or item that may tend to influence the discharge of their duties.

PROCEDURES AND GUIDELINES

1. Employees are prohibited from accepting any gift, favor, or item valued at more than \$50 from any customer, citizen, vendor, business person, or other individual who could expect to receive, in return, preferential treatment in the discharge of the employee's duties.
2. An official or employee of the City shall not grant or promise any improper favor, service, or thing of value in the course of discharging his/her duties.
3. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, to prohibit employees from accepting social courtesies which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions.
4. Inspectors, contracting officers, enforcement officers, and other employees shall guard against contacts which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.8 Nepotism

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City recognizes that there are situations where romantic, familial, or other personal relationships between employees can adversely impact the conduct of the City's activities. The City recognizes the right of individuals to privacy in their personal relationships and the City will only involve itself where such relationships have the potential to impact the City's activities.

PROCEDURES AND GUIDELINES

Nepotism is defined as the bestowal of official favors on one's "relatives", as defined by this section, especially in hiring. City of Statesboro employees and officials subject to these policy and procedures are prohibited from engaging in nepotism.

- A. "Relative," for purposes of this section only, is defined as a spouse, parent, step-parent, parent in-law, child, step-child, child-in-law, brother, brother-in-law, sister, sister-in-law, and any persons living in the employee's household.
- B. Every candidate for employment must list on their employment application all "relatives". In addition, employees are required to notify their supervisor of any "relatives" who are applying for a position with the City or who are employed by the City.
- C. If one employee is the Department Head, manager or supervisor of a relative, one of the employees involved may have to transfer or terminate employment to avoid potential adverse impact on the City's activities. In addition, the City will consider such relationships before making any initial hiring or promotion decisions.
- D. To avoid favoritism, undue influence and conflicts of interest due to family relationships, the "immediate family" members of active City Council members are not eligible to work for the City of Statesboro. For the purpose of this policy, "immediate family" is defined as the Council member's: spouse, child, father, mother, brother, sister, grandparents, or any of the above as they pertain to the Council member's spouse.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.9 Confidential Matters
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

Upon employment with the City and as a condition of continuing employment, the City requires that all employees (including temporary employees) agree to protect the confidential affairs of the City. Disclosure of confidential information is prohibited and may result in disciplinary action up to and including immediate discharge.

PROCEDURES AND GUIDELINES

1. **Medical Information:** Unauthorized disclosure of another employee's medical information may lead to action up to and including termination of the employee(s) involved.
2. **Media:** The City also requires that employees not disclose to anyone, other than authorized City representatives, any information which has not been cleared for public disclosure, released to the news media, published in a newsletter, or otherwise approved for general distribution. No confidential information, records, or material concerning the City or records exempt from disclosure under the GA open records act may be used, released or discussed with anyone outside the office or with other employees without the authorization of the employee's Department Head.
3. **Open Records:** All open records requests should be directed to the City Clerk, who will consult the City Attorney if there is a question about the legality of releasing the requested information. Violation of this policy may result in immediate discharge and may result in civil and/or criminal liability.
4. **Georgia Whistleblower Act:** Nothing in this policy or in the employee handbook prohibits disclosure of a violation or noncompliance with a law, rule or regulation to a supervisor or government agency, pursuant to the Georgia Whistleblower Act. See O.C.G.A. § 45-1-4.

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City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.10 Uniform Dress Code
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The clothing and accessories worn by all employees shall be worn in a manner that will project a positive image toward the community and protect the safety of employees. Employees shall be well groomed and clothing and accessories shall be appropriate to the work environment and shall include safety gear, as applicable.

PROCEDURES AND GUIDELINES

1. Dress Code for Civilian (Non-Public Safety) Employees – Administrative and Office Staff: Administrative and office staff in non-public safety positions shall wear apparel which is professional, neat, and appropriate for the work environment. Monday through Thursday, female staff shall wear business attire which includes slacks, skirts, dresses, jackets, sweaters, blouses, and knit tops. The length of skirts and dresses should be appropriate for the business environment– as a guideline, no more than 4” above the knee. Shoes should be appropriate for the work environment. Male staff should wear slacks with belts, appropriate business shirts (to include such types as oxford cloth and golf shirts) and appropriate shoes. Tennis shoes, blue jeans or denim overalls, shall generally not be worn Monday through Thursday. T-shirts shall generally not be worn Monday through Thursday, except for T-shirts with the City emblem. Denim suits, skirts, dresses and related apparel may be worn so long as it is appropriate for the environment. Tight fitting clothing such as leggings and tights should not be worn. All clothing should be properly fitted.
 - A. Casual Days: Unless designated otherwise by the Department Head, Fridays are designated casual dress days. Administrative and office staff may wear blue jeans (no holes), slacks, and tennis shoes. “Skorts” may be worn, but not shorts. “Skorts” are defined as shorts with wide legs which truly look like skirts. “Sweats”, tank tops (sundresses for females), clothing showing a bare midriff, halters, jeans with holes, low neckline front or back, flip flops and slippers or clothing that has words, pictures, scenes, or symbols that would be disruptive to the work place and other recreational-type clothing should not be worn in the work environment. Tight fitting clothing such as leggings and tights should not be worn. T-shirts may be worn, however, care should be taken to select shirts that would represent the City professionally. When attending business meetings on Casual Dress days, employees should consider their audience and the image projected, and should dress appropriately. On occasion, Department Heads may authorize a more relaxed

dress code when appropriate for the specific work involved. Employees who are issued uniforms must wear them during the work week.

- B. Work Days: Occasionally, administrative staff is involved in unusual activities such as work days, moving or packing boxes for storage. On these occasions and for limited and specific times, Department Heads may authorize a more relaxed dress code, appropriate for the work.
- C. Special Events: Shorts and other recreational clothing may be appropriate for special events. Such events will be approved by the City Manager or designee.

2. Dress Code for Civilian (Non-Public Safety) Employees – Field Operations Staff:

- A. Special Events: Shorts and other recreational clothing may be appropriate for special events. Such events will be approved by the City Manager or designee.
- B. Outdoors: While on duty, staff working outdoors or in “field operations” (e.g. water plant, building inspections, public works, and recreation) must wear issued uniforms. The City will provide for the number of items noted for each employee. However, all apparel and all other City property with the City emblem must be relinquished when employees terminate employment. Failure to do so will result in withholding from the last paycheck, or other action, against the former employee as allowed by applicable law.
- C. Cleanliness: Employees are required to maintain and to wear uniforms that are neat, clean, and in serviceable condition. This means that uniforms are to be clean when reporting to work daily and worn in such a way as to present a positive image to the general public. It will be the supervisor’s responsibility to ensure compliance with this Uniform Dress Code and those contained in specific departmental procedures.
- D. Hats: Baseball style hats with the City logo, safety hats, or other specialized safety headgear are the only headgear allowed to be worn during working hours. Baseball hats are not required to be worn. However, if they are worn, they must be worn correctly with the bill of the hat to the front of the head. The only exception will be those personnel who are mowing. Mowers may turn the hat to the back of the head to keep the wind from blowing the hat off. Once off the mower, employees will turn the hat to the front of the head. Safety headgear will be worn when required as per the manufacturer or OSHA specifications.

- 3. Safety Accessories: Safety is an important concern. Employees who are required to wear safety vests, safety glasses, hard hats, gloves, steel-toed shoes, back braces, or other safety gear must wear the required gear at all times when working in the tasks assigned. This is intended to protect the safety and well-being of the employees as well as the customers we serve. Supervisors are responsible to ensure that safety accessories are properly worn. Failure to consistently and properly wear or use such gear, and the failure to consistently

enforce the wearing or use of such gear, will result in disciplinary action up to and including termination of employment.

4. New Employees: Employees will usually be fitted for uniforms and safety gear during the first week of work. Employees who do not complete the 6-month introductory employment period will be required to return clothing bearing the City logo and to repay the cost of such items, as allowed by applicable law.
5. Returning and Replacing City-Provided Uniforms, Equipment, and Accessories:
 - A. Each employee is responsible for the care and protection of City-purchased uniforms, safety accessories, and other items.
 - B. When items begin to show signs of normal wear such that the employee reasonably anticipates the need for replacement, employees should contact the immediate supervisor to request replacement items. New orders for uniforms should only be placed when an item is worn, torn, or otherwise damaged and no longer presents the appropriate appearance. Each employee's supervisor will be tasked with determining when an item no longer represents the City appropriately and will be responsible for all orders placed.
 - C. When lost, worn, or damaged by neglect, employees will be required to replace the items at their own expense. This may be payroll deducted at a designated amount per week, as allowed by applicable law.
6. Purchasing Additional Items: Employees who wish to purchase additional clothing items without the City logo, may do so at their own expense with the approval of their Department Head.
7. Wearing of Uniform Off-duty: No part of the City-issued uniforms, or articles of clothing bearing the City emblem, shall be worn off-duty without the written permission of the Department Head.
8. Changing Attire: Employees who are improperly dressed may be required to leave work to change their attire. Non-exempt employees will not be compensated, and exempt employees will be charged vacation time, for the time they are away from work to change improper attire.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.11 Time Clocks

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City of Statesboro will provide time clocks or similar devices for use in reporting hours worked to ensure an accurate record of attendance and proper payment for hours worked.

PROCEDURES AND GUIDELINES

1. **Clocking in and out:** All regular non-exempt employees shall generally clock in and out each work day. This includes at the beginning and end of the work day or when leaving the work site for lunch or personal business.
 - A. If employees are to be paid for more than their regular shift, supervisors must approve overtime in advance and must clearly communicate to the Payroll office what hours are to be paid and in what form (e.g. overtime or compensatory time). Appropriate supporting documentation is required.
 - B. Employees shall not work before or after scheduled work times or during the lunch break without prior approval from an authorized supervisor.
 - C. Employees are expected to be at the work site, clocked in and ready to begin work, when the shift/day begins. Arrival after the scheduled starting time shall be considered late.
 - D. Employees who report to an alternate work site (away from a time clock site) for training or other assignment shall have prior written approval from an authorized supervisor. The supervisor shall be responsible to ensure that the employee properly reports starting and stopping times. Employees who are attending training sessions shall not include lunch breaks as hours worked.
 - E. Employees must notify supervisors immediately if they are unable to clock in/out or if they fail to clock in/out and for what reason.
 - F. Employees who are called out after the normal work day and who report directly to a field location for the call out, shall maintain a manual record (“call log”) of the time the call began, the specific nature of the reason for the call and the work performed, and the time the work ended. Employees shall present such written record to the supervisor at the beginning of the following work day. Supervisors

shall then submit corrections to the Department Head and certify accuracy of the record.

- G. Employees shall not clock out/in for regular short work breaks. In the event the employee needs more than a 15-minute break to conduct personal business, or leaves the work site during a break to conduct personal business, the employee must first get permission from the supervisor, and then clock out/in.
- H. Employees who leave the work site for approved leave (sick, vacation, or use of compensatory time) shall clock out/in upon leaving and returning. Employees shall complete a request for approved absence and receive approval from the supervisor before leaving the work site.
- I. Working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are also prohibited from clocking out before actually stopping work. In the rare event that an employee should inadvertently perform work before or after clocking in or out (e.g. a customer meets an employee on the way out of the work site at the close of the work day and the employee works to meet the customer's need), the employee must inform the supervisor as soon as possible and document the work performed. The Department Head will then adjust/edit the time record to ensure that the employee is properly paid.

2. Supervisory Responsibility:

- A. Department Heads or their designee will be responsible to review, approve, and appropriately adjust/edit time records for accuracy. Department Heads or their designee shall be responsible to adjust time records if an employee fails to clock in/out properly, if an employee reports to a work location other than the centralized location where the time clock resides, or when an employee is called out to work after normal work hours. Documentation shall be maintained to substantiate all adjustments. Such documentation shall be maintained within the automated record and shall include the initials of the person who made the adjustment.
- B. Overtime or other early or late clock ins/outs shall be documented along with the reason for either.
- C. Department Heads shall be responsible to record all time off including sick leave, vacation, compensatory time taken, holidays, and other leave. Supervisors shall submit documentation of such absences to the Department Head in a timely manner. Department Heads shall edit the time record to indicate paid or unpaid leave of absence and the type of leave or compensatory time used.
- D. Adjustments/edits should be made weekly to avoid errors and omissions which may occur if these adjustments/edits are posted toward the end of the payroll period.
- E. Department Heads shall determine and advise supervisors and managers when overtime hours worked are to be converted to compensatory time. Such time shall be recorded and reported to Payroll.

3. Administration:

- A. Initial and periodic training will be conducted by the Finance Department Staff. Any employee or supervisor requiring additional training shall contact the Finance Department directly.
- B. Employees will not be issued a special check for any time not properly recorded and not timely reported to the supervisor. If any time is payable, the employee will be paid on the next regular payday.
- C. Finance Department staff will report any irregularities or patterns to the Human Resources Department staff, who will review with the supervisor/Department Head and report findings to the City Manager.

4. Disciplinary Action:

- A. Employees who habitually fail to clock in/out properly, or who fail to timely report problems will be subject to disciplinary action up to and including dismissal from employment.

- B. Employees who habitually clock in after the start of the work day will be subject to disciplinary action up to and including dismissal from employment.
- C. Any employee who falsifies or otherwise alters a timekeeping or other work record without proper authorization, or attempts to do so, will be subject to immediate dismissal. In addition, any employee who interferes in any way with the proper functioning of the time clock system or records, or attempts to do so, will be subject to immediate dismissal.
- D. Employees are prohibited from viewing the time records of other employees without specific authorization.
- E. Damage inflicted upon the time clock software or hardware will be considered damage to City property and criminal activity. Any employee who participates or contributes to any damage to the time clock software or hardware shall be subject to immediate dismissal from employment.
- F. Any employee who underreports or fails to report hours worked is subject to disciplinary action. Any supervisor who fails to report time worked when he/she knew or should have known that the employee worked, is also subject to disciplinary action up to and including dismissal from employment.
- G. Attending to personal matters or simply not working while clocked in is grounds for disciplinary action up to and including dismissal from employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.12 Drug and Alcohol Policy
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City of Statesboro has a strong commitment to its employees and the public to provide a safe, productive, drug-free work environment. Substance abuse is a serious threat to our employees and to the public. Substance abuse contributes to a loss of over \$100,000,000,000 a year to the national economy through accidents, illness, poor quality production, sick leave, and medical care. To address this problem, the Mayor and City Council have adopted this Drug and Alcohol Policy.

Policy Goals

- A. Prevention - to prevent the abuse of alcohol and use of illegal drugs by City employees. It is universally accepted that alcohol and drug abuse is destructive. Yet many individuals start or continue these habits because they lack reliable information about the devastating effects of alcohol and drug abuse. The policy seeks to educate employees about the facts behind substance abuse so that they can see the potential effects of this behavior.
- B. Cost Effectiveness - to combat the abuse of alcohol and drugs in a cost effective way.
 - 1) Properly instituted, the policy will increase worker productivity, and decrease absenteeism, accidents, and health care costs.
 - 2) The policy will also help decrease the chances of the City being held legally liable for acts committed by an impaired employee.
 - 3) Finally, this policy should improve employee retention rates, thereby lowering employee turnover costs such as hiring and training new employees to replace those who have quit or have been terminated due to alcohol and drug abuse.
- C. Clear Communication of City's policy - to clearly communicate the City of Statesboro's position on the use/abuse of alcohol and drugs.
 - 1) Awareness of the provisions of the policy should lead to greater compliance with the policy by all employees.

- 2) Implementing such a policy reassures the citizens that City employees obey the law and City services paid for by tax dollars are safe and effective.
- D. Assistance to Alcohol/Drug Dependent Employees - to provide for referral to available drug/alcohol rehabilitation programs.

PROCEDURES AND GUIDELINES

1. Definitions

- A. Legal Drug - this includes prescribed and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed and/or manufactured.
- B. Illegal Drug - this includes any drug (1) which is not legally obtainable; (2) which is legally obtainable but was not legally obtained; or (3) which is being used in a manner and/or for a purpose which was not prescribed, intended by a physician or the manufacturer, or legally authorized.

2. General Regulations

- A. An employee reporting for work or to the job site visibly impaired will be considered unable to properly perform his/her required duties, will not be allowed to work and will be required to leave the job site. The employee will be required to obtain assistance in transportation.
- B. The manufacture, sale, distribution, possession, or use of an illegal drug or associated paraphernalia at any time or place, is prohibited.
- C. The manufacture, sale, distribution, possession or use of alcohol while on work time, on work premises, or driving a City vehicle is prohibited.
- D. Reporting to work, or working, or driving a City vehicle, while intoxicated or otherwise impaired by alcohol or drugs is prohibited.
- E. The use of alcohol off-duty in a manner that would undermine the trust that citizens place in a City employee's ability or capacity to perform duties with efficiency, safety and professionalism is prohibited. Employees wearing uniforms or using City vehicles in off-duty situations must refrain from any use of alcoholic beverages while doing so.
- F. The valid use of prescription medication or over-the-counter drugs is permitted. However, the use or possession of prescription or over-the-counter drugs while on work premises, while working, or while driving a City vehicle, which could affect or impair the ability to safely perform one's job is prohibited UNLESS:
 - 1) The employee has notified the immediate supervisor of such drug;

- 2) The employee's physician has been notified of the duties involved with the employee's position, and has confirmed in writing that the employee is safe to perform his/her duties while using the drug; and
- 3) The employee's immediate supervisor has received a copy of such confirmation from the physician. Consistent with applicable law, the City may determine in its sole discretion to reject a physician's statement if the employee presents a direct threat to himself/herself or others.

G. Any employee who is arrested or convicted (including a plea of nolo contendere or forfeiture of bond) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the work place, must notify the Director of Human Resources and his/her Department Head in writing of the arrest or conviction as soon as possible but in no event more than five (5) calendar days after the arrest or conviction.

H. Any individual employed by the City to drive vehicles or operate heavy equipment who is arrested or convicted (including a plea of nolo contendere or forfeiture of bond) of violating any statute of any jurisdiction regarding driving under the influence of drugs or alcohol regardless of whether the alleged violation occurred at the work place, must notify the Director of Human Resources and his/her Department Head in writing of the arrest or conviction as soon as possible but in no event not more than five (5) calendar days after the arrest or conviction.

3. Drug/Alcohol Testing Program and Procedures

A. The overall responsibility for the Drug and Alcohol Policy lies with the City of Statesboro's Human Resources Department. Drug tests and any other expenditures for program costs will be cleared through and approved by the Director of Human Resources and/or the City Manager.

B. Copies of the Drug and Alcohol Policy will be distributed to each employee through our employee onboarding or in-house training programs.

C. The employee's supervisor or another supervisor will escort an employee who has been selected for testing to the designated lab. The employee will sign a consent form to be tested.

D. The employee will return to work until test results are verified except for reasonable suspicion and post-accident testing. For reasonable suspicion and post-accident testing the employee will be placed on leave until results from the test are verified. The employee may use any available vacation during such leave.

E. The Director of Human Resources will notify the Department Head of the results. If the test is negative, no further action is required; if the test is positive, the employee will be disciplined up to and including termination.

- F. The City has established a professional relationship with a quality laboratory certified through NTA (National Testing Association).
- G. Where appropriate, samples will be collected at the medical facility and will be carefully checked and marked with the name of the employee, the date the sample was collected, and the location where the sample was collected.
- H. When testing for alcohol, the standard Breathalyser used for DUI suspects is utilized. This test will be administered at the Statesboro Police Department. In the event a breath test cannot be administered, a blood test will be substituted. The City policy is that any alcohol content (BAC) level will be sufficient for a presumption of impairment. The employee has the right to request a blood test if he/she so desires. This test will be conducted at the employee's expense.
- I. For drug testing, urine samples will be used, and the presence of foreign metabolites in urine will indicate a violation of this policy.
- J. Employees may, but are not required to, provide information they consider relevant to a drug/alcohol test, including identification of currently or recently used prescription or non-prescription medication or other relevant medical information, in accordance with applicable law.¹ The City reserves the right to take disciplinary action, up to and including termination for violation of this policy.

4. Types of Testing

The City will conduct the following drug/alcohol tests:

- A. Pre-Employment, Post-Offer Drug Testing:
 - 1) The City will conduct a pre-employment screening following an offer of employment contingent upon the successful completion of such testing.
 - 2) Should the applicant refuse to be tested, the job offer is automatically rescinded. Should the applicant's test results show a positive screen, then the offer made by the City will be rescinded. Inquiries to a specific application with a positive test result will be advised the applicant "failed to meet the qualifications necessary for employment". The individual will

¹ The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA. To comply with this law, the City asks that employees do not provide any genetic information when responding to requests for medical information. "Genetic information" under GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

not be able to apply for employment with the City again until he/she provides the City with a written statement from a drug/alcohol rehabilitation program verifying the successful treatment for alcohol and/or drug abuse.

- 3) An existing employee who is assigned to a safety sensitive or high risk position, as defined by applicable law, will be subject to an alcohol and drug test before assuming his/her new position.

B. Random Testing:

- 1) It shall be a condition of continued employment for employees in safety sensitive or high risk positions to submit to random alcohol and/or drug screening. Covered employees consist of those in the following categories:
 - a) Employees whose job position requires a CDL (commercial driver's license).
 - b) Public Works Department employees (except clerical).
 - c) All police employees (except clerical).
 - d) Water/Sewer and Wastewater Treatment Plant employees (except clerical).
 - e) State-certified firefighters, volunteers and dispatchers.
 - f) All Natural Gas department employees (including clerical).
- 2) All covered employees, including temporary employees performing work in a covered position, will be tested every twelve (12) months at a rate of fifty percent (50%) of the affected work force for drugs and ten percent (10%) for alcohol. Random testing will be done at least four (4) times a year on an unannounced time schedule. All employees subject to random selection testing shall be in the selection pool for each random testing date.
- 3) To assure that the selection process is random, all full and temporary employees covered by this policy will be placed in the following pools: Safety-Sensitive Pool, CDL Pool, and Natural Gas Pool. The random selection procedure will be based on employees' social security numbers.
- 4) In order to assure that the selection procedure reaches the appropriate testing level during each test period, employees with alternate social security numbers will be tested in order of selection, if the initial individual selected is unavailable for testing due to vacation, medical leave or travel requirements.

C. Reasonable Suspicion Testing: It shall be a condition of continued employment for each employee to submit to an alcohol and/or drug screening when there is reasonable suspicion to believe that the employee is using or has used illegal drugs and/or abused alcohol. Reasonable suspicion may include:

- a) An on-the-job incident, such as a medical emergency, that is likely to be attributable to alcohol or illegal drug use by an employee;
 - b) Observation of behavior exhibited by an employee that might render the employee unable to perform his/her job or that might pose a threat to the safety or health of the employee, fellow employees, or the general public;
 - c) Verifiable information that an employee may be illegally using drugs or under the influence of illegal drugs or alcohol;
 - d) Physical on-the-job evidence of drug or alcohol use by an employee;
 - e) Documented deterioration in an employee's job performance that is likely to be attributable to drug or alcohol use by the employee;
 - f) The results of other scientific test(s) that may tend to indicate possible use of drugs or alcohol; or
 - g) Any other *specific, timely, and describable* action that would give a supervisor reason to suspect that an employee may have broken a substance abuse prohibition.
- 1) Reasonable suspicion must be based on objective indications of alcohol and/or drug/alcohol abuse. Two supervisors are generally required to substantiate the decision to test for reasonable suspicion.
 - 2) The employee in question should be escorted by the supervisor to his/her office or to an area where confidentiality can be maintained. The other "observing" supervisor or manager who can maintain confidentiality should be witness to the conversation.
 - 3) The supervisor should be clear with the employee about the observed behavior. The supervisor must keep statements and questions confined to job performance and work-related behavior.
 - 4) After the test is completed the supervisor will make the necessary arrangements to have the employee taken home. If the employee refuses assistance, or at any time during the process of this test decides to leave the worksite on his/her own, the police will be contacted.

D. Post-Accident Testing:

- 1) An employee will be tested if the employee was involved in an on-the-job accident involving property damage or personal injury. If the employee was injured in the accident and still hospitalized, a technician will be sent to the hospital to gather the screen.
- 2) A police report must be prepared on any traffic accident involving a City employee in a City vehicle where either one or more vehicles are involved or a personal injury has occurred.
- 3) Employees exhibiting no indications of substance abuse at the time of a traffic accident but requiring testing, may return to work but need to be placed in a non-driving position until the results of the test are reported. Driving a City vehicle while under the influence of alcohol or drugs constitutes a serious offense and will result in the termination of the employee and criminal charges.

E. Testing Required by DOT Regulations: The City will test for drugs/alcohol as otherwise required by applicable DOT regulations.

F. Post Alcohol/Drug Treatment Testing: The City recognizes that alcohol and drug abuse and addiction are treatable illnesses. To support City employees, the City encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem and encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems, identify sources of help, and receive treatment.

- 1) The Director of Human Resources will maintain a Resource Directory of rehabilitation programs and services available in Bulloch County. Leave for purposes of treatment and rehabilitation will be granted in accordance with applicable law.
- 2) The cost of rehabilitation programs will be the responsibility of the employee except for what is covered under the City's group health plan.
- 3) In order to be considered for reinstatement following leave for drug/alcohol treatment, the employee must complete the entire treatment program, must submit a written release from the program, must test negative on any follow-up drug/alcohol screens, and must comply with any requirements relating to FMLA leave, if applicable. Reinstatement following treatment is not guaranteed, except as required by law.
- 4) Upon release from a rehabilitation program, employees who are returned to work will be required to submit to unannounced drug/alcohol testing by the City for up to one (1) year, from the date in which the employee returned to work, with a minimum of 6 drug/alcohol tests in one year.

- 5) Refusing to consent to testing or testing positive will be grounds for immediate termination.
- 6) An employee seeking assistance under this policy must not have tested positive on any drug/alcohol test or been scheduled for testing at the time treatment is sought.

5. Confidentiality

All matters dealing with drug/alcohol testing will remain confidential and handled on a need-to-know basis, consistent with applicable law.

All meetings involving a violation of the Drug and Alcohol Policy should be on a “closed door” basis, restricted to those who have a legitimate business role in the proceedings. No employee should ever publicly comment that an employee is an alcoholic or illegal drug user. Inquiries as to the reason for any disciplinary action must be forwarded to the Director of Human Resources or City Manager.

Any lawsuit, administrative claim or other contest filed by any employee against the City which concerns the testing or implementation of procedures under the City’s Drug and Alcohol Policy shall be considered a waiver of confidentiality by the employee and test results and other observations of the employee made pursuant to the policy may be disclosed by the City in such proceedings, pursuant to applicable law.

Nothing herein shall restrict or preclude any employee from testifying fully and truthfully in any legal or administrative proceedings, as required by law.

6. Disciplinary Action

Employees are required to adhere to this policy as a condition of employment and continued employment.

Any employee determined to be in violation of this policy is subject to disciplinary action, up to and including termination of employment, for even a first offense. An employee with a positive test result is subject to immediate termination.

In addition, refusal or failure to submit to a required medical examination or test, substitution, contamination, adulteration, dilution or otherwise tampering with a test sample, or refusal or failure to sign a required acknowledgment or other consent form is misconduct and is grounds for disciplinary action, up to and including termination under this policy.

An employee who violates this policy may also forfeit rights to worker’s compensation and/or unemployment compensation benefits.

Criminal prosecution may be pursued depending on the severity of the offense and the overall circumstances.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.13 Equipment Use, Care and Maintenance
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

The City of Statesboro will provide safe, well-maintained, and sufficient equipment for use by City employees in the performance of their work. The City will ensure the safety of the customers we serve and the employees who use such equipment through the use of standard guidelines for the care, maintenance, and use of equipment, as well as the qualifications and training of employees.

PROCEDURES AND GUIDELINES

1. **Scope:** Equipment includes a broad range of tools such as a hammer or rake to heavy construction equipment, office computers, and telephones. See also Section 5.14 on Vehicle Use, Care, and Maintenance as it relates to motorized equipment requiring a drivers' license.
2. **Employee Selection and Qualifications:** Only qualified and trained employees will be selected and assigned to use/operate City owned/leased equipment. Human Resources staff will assist the department in screening job applications to determine whether the applicant has sufficient experience and/or training. Once hired, the Department Head and supervisor are responsible to properly train and further ensure the employee's safe and efficient operation of equipment. An employee who is directed to use equipment with which the employee is unfamiliar or untrained, should inform his/her supervisor before using or operating the equipment.
3. **Assignment of Equipment:** Equipment shall be assigned to employees according to the task and most efficient means of completion. If an employee is given exclusive assignment of equipment or tools, (e.g. laptop computer), the employee will be asked to sign a document acknowledging receipt and agreeing to care for the equipment properly. The employee will also be expected to return the equipment when employment terminates unless other arrangements are made for the disposal of the equipment as assigned by the HR Director. Employees may be required to share the cost of repairs or replacement for equipment damaged or lost through improper care or negligence.
4. **Inspection, Care and Maintenance of Equipment.** Following are policy and procedures for employees who use or who are responsible for maintenance and repair of City equipment. Failure to meet any of these standards will result in disciplinary action, up to and including

dismissal. Dismissal may occur after the first infraction of a serious nature. Failure of the supervisor to properly supervise the care of equipment may also lead to disciplinary action against the supervisor.

- A. At the beginning of the workday, employees are required to inspect equipment for proper operation. Employees should practice preventive maintenance and properly care for equipment during use.
- B. A maintenance file shall be maintained on appropriate equipment to contain preventative maintenance records and all repairs, including cost.
- C. Employees are prohibited from using City equipment other than for official City business as authorized by the supervisor or Department Head. City equipment is not to be borrowed or removed from its location for any reason that is not related to City business.
- D. Equipment shall not be misused or mishandled, or maintained in an inappropriate manner.
- E. Employees are required to use City equipment in such a manner as to reduce the opportunity for damage and unnecessary wear and tear.
- F. Employees are required to operate equipment properly, safely, and according to standard instructions.
- G. Employees are required to wear appropriate safety gear, anticipate dangers and opportunities for accidents, and take other protective measures.
- H. Employees are prohibited from servicing equipment while a machine is running, except where such action is standard procedure and the established safe procedure for doing so.
- I. Employees are prohibited from wearing jewelry or loose, torn, or ragged clothing near moving machinery. Employees must appropriately contain loose hair.
- J. Employees are required to operate machinery and equipment only after the employee has been properly assigned to the equipment and trained to operate it.
- K. All portable electric tools must be grounded, provided with ground fault interrupters, or other proper insulation. Saws, grinders, and similar tools must have guards properly affixed. Guards shall not be removed during use. Employees are required to replace safety guards immediately before restarting machines when safety guards are removed for repair.
- L. Lockouts shall be used with keyed padlocks. All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such

operations could cause injury to personnel. Employees shall not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

5. Accidents Resulting in Injury to Employee and/or Damage or Loss of Equipment: Employees shall report accidents and injuries as soon as possible to the immediate supervisor. Immediate supervisors shall report to the Department Head, prepare the First Report of Injury, and contact the Human Resources Department to prepare for authorization of medical treatment. Medical attention should be the first priority. (See injury reporting procedures in Section. 4.13 on Worker's Compensation Insurance). Any accident involving a vehicle or other motorized equipment shall be investigated by the supervisor of the affected employee, and he/she shall make a recommendation to the Department Head for any disciplinary action. This investigation shall be in addition to the normal investigation by law enforcement officers of any vehicular accidents. The supervisor should include a copy of any law enforcement accident report with his/her recommendation to the Department Head. The Department Head will review the recommendation and authorize the disciplinary action he/she deems appropriate given the seriousness of the accident, the extent of bodily harm, physical property damage, the circumstances that caused the accident, whether the employee has had other accidents involving City equipment and other relevant factors. A Safety Review Team directed by the Safety Coordinator will meet periodically to review all accidents.
6. Disciplinary Action Following an Accident: The standard of professional and safe use of equipment and tools is to avoid preventable accidents. If an accident is found to be preventable, and if an employee is found by his/her supervisor, Department Head, or Safety Coordinator to have contributed to the accident, appropriate disciplinary action will be taken. While these guidelines for disciplinary action present an opportunity for the employee to correct deficiencies and improve performance without losing his/her job, nothing in these guidelines prevents immediate dismissal, or any other disciplinary action in any specific case, without following these steps.
 - A. For the first occurrence of a preventable accident resulting in damage or injury (which requires medical treatment) with respect to which the employee is determined to have contributed, the employee will typically be issued a written warning. In addition, the employee may be placed in a remedial training program to correct the deficiency which led to the accident. The employee may also be required to contribute to the cost of repair or replacement of damaged equipment, as allowed by applicable law.
 - B. Following the second occurrence of a preventable accident within a 12-month period resulting in damage or injury (which requires medical treatment) with respect to which the employee is determined to have contributed, the employee will typically be suspended without pay and may be required to contribute to the cost of repair or replacement of damaged equipment, as allowed by applicable law. The employee may also be placed in a remedial training program to correct the deficiency which led to the accident.

- C. Following the third occurrence of a preventable accident (within a 2 year period) resulting in damage or injury (which requires medical treatment) with respect to which the employee is determined to have contributed, the employee will be discharged from employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.14 Vehicle Use, Care and Maintenance
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City of Statesboro will provide safe, well-maintained vehicles for use by City employees in the performance of their work. The City will ensure the safety of the citizens we serve and the employees who operate such vehicles through the use of standard guidelines for the care, maintenance, and operation of vehicles, as well as the qualifications, selection, and training of its drivers and operators.

PROCEDURES AND GUIDELINES

1. **Driver/Operator Qualifications:** For positions which require a driver's license, the City shall hire only those persons who have a valid driver's license, and who maintain a safe driving record and demonstrate a regard for traffic laws as evidenced by an official pre-employment Motor Vehicle Records (MVR) review. Employees are prohibited from driving in the course of business without a valid driver's license.
2. **Selection Guidelines:** A safe driving record and valid driver's license shall be required for any employee who is required to drive or who may drive a City owned or leased vehicle or personal vehicle in the course of City business. An unsafe driving record may be evidenced by any of the following:
 - A. Any period of suspension of a driver's license or driving with a suspended license at any time in the 12 months preceding the date of application. Suspension arising from changes in insurance carriers will not be evidence of an unsafe driving record.
 - B. A serious (major) traffic violation in the 12 months preceding the date of application including but not limited to excessive speeding (speed 15 mph more than posted limit), reckless driving, improper or erratic lane changes, following the vehicle ahead too closely, a violation arising from a fatal accident, or driving under the influence of alcohol or drugs (DUI/DWI conviction, guilty plea or nolo contendere).
 - C. Two or more at-fault accidents in the 12 months preceding the date of application.
 - D. Three or more moving violations in the 36 months preceding the date of application including speeding, violation of traffic signals, illegal turn or maneuver, and improper passing.

- E. Cancellation of auto insurance because of a poor driving record in the 12 months preceding the date of application.
- F. Dismissal from previous employment because of improper or unsafe vehicle use in the 12 months preceding the date of application.
- G. A pattern of violations which may indicate a disregard for the law including but not limited to fleeing from police, hit and run, felony use of a vehicle.

3. Motor Vehicle Records: An MVR will be reviewed annually for any employee who is required to operate a motor vehicle or any motorized equipment for which a driver's license is required. An MVR will also be reviewed annually for any employee who may drive a City vehicle or personal vehicle in the course of work. Annual reviews will cover a 3-year history. Pre-employment reviews will include a 7-year history.

The selection criteria listed above shall be used to determine whether the employee's safe driving record has been compromised. (Note that an employee's safe driving record can be affected by a violation which occurs off duty in the employee's personal vehicle.) If the safe driving record has been compromised such that the City would be placed in a position of potential exposure to liability by allowing the employee to continue driving, the following action may be taken:

- A. If driving is a primary function of the employee's position, the employee may be reassigned to a non-driving position, if available, if the employee is qualified, and if performance is otherwise satisfactory.
- B. If driving is a primary function of the employee's position and no alternative position is available, employment may be terminated.
- C. If driving is not a primary function of the employee's position, but the employee sometimes drives in the course of work, the employee will not be allowed to drive in the course of work until the selection criteria can be met.
- D. In cases involving Commercial Driver's Licenses, Department of Transportation regulations apply.

4. Notification Requirements: Each driver of a City vehicle who is notified of the loss, suspension or revocation of his/her license to drive or operate a motor vehicle in any state shall notify his/her supervisor no later than the next business day and before he/she operates vehicles or equipment in the course of work. Each driver shall also notify the immediate supervisor of any traffic violations which result in a conviction, guilty plea or nolo contendere plea, when they could affect the driver's safe driving record. The supervisor shall notify the Department Head and the Director of Human Resources.

5. Reporting Motor Vehicle Accidents and Traffic Violations: When an accident or violation occurs while an employee is driving a City vehicle, or a personal vehicle on City business, employees and supervisors shall follow the reporting process outlined below. Accidents

must be reported as soon as possible. Medical attention for any injured party is the first priority. Investigation following each accident will determine whether the employee contributed to the accident in any way. Failure to timely report a motor vehicle accident may result in disciplinary action up to and including dismissal.

- A. Medical needs should be determined first. Those involved in the accident or reporting to the scene of the accident shall ensure that medical attention is sought where needed.
- B. Each accident shall be thoroughly investigated after being reported by the driver no matter how minor. The driver will complete the Accident Investigation Report form provided by the Safety Coordinator.
- C. The supervisor will complete his/her portion of the form and submit it to the Department Head and Safety Coordinator
- D. The Departmental Safety Coordinator shall review the circumstances surrounding the accident and make recommendations to the Department Head.
- E. The investigative report should be forwarded to the Department Director for final disciplinary action, to the HR Coordinator, and to the Purchasing Director/Safety Coordinator for insurance purposes.
- F. The Department Head will assign follow up responsibility to the Departmental Safety Coordinator or other appropriate person(s) to ensure that action has been taken such that the preventable accident will not be repeated.

6. Disciplinary Action Following an Accident: The standard of professional driving performance is to avoid preventable accidents. If an accident is found to be preventable, appropriate disciplinary action may be taken. While the following guidelines for disciplinary action present an opportunity for the employee to correct deficiencies and improve performance without necessarily losing his/her job, nothing in these guidelines prevent immediate dismissal, or any other disciplinary or disciplinary action in any specific case, without following these steps.

- 1) For the first occurrence of a motor vehicle accident resulting in damage or injury (which requires medical treatment) with respect to which the employee is determined to have contributed, the employee will typically be issued a written warning. The employee may also be placed in a remedial training program to correct the deficiency which led to the accident. The employee may also be required to contribute to the cost of repair or replacement of any damaged vehicle, as allowed by applicable law.
- 2) Following the second occurrence of an accident resulting in damage or injury (which requires medical treatment) within the previous 12-month period with respect to which the employee is determined to have contributed, the employee will typically be suspended without pay and may

be required to contribute to the cost of repair or replacement of any damaged vehicle, as allowed by applicable law. The employee may also be placed in a remedial training program to correct the deficiency which led to the accident.

- 3) As a result of the third occurrence of an accident within a 2-year period resulting in damage or injury (which requires medical treatment) with respect to which the employee is determined to have contributed, the employee will be discharged from employment.

7. Assignment of Vehicles: Vehicles shall be assigned to employees in accordance with the requirements of the job to be performed. Vehicles may be assigned on daily basis, job basis, or other job-related manner. Vehicles are assigned at the discretion of the Department Head or designee.

8. Take Home Vehicles: Employees who are assigned “take home” vehicles should be aware of potential public perception in how they use their vehicles or where they use them. “Take home” vehicles are defined as those assigned to an individual employee who is expected to drive the vehicle from home to work. Department Heads will prepare a department policy regulating vehicle use within the department, which positions are approved to take home vehicles, including methods for approved call out procedures. Departmental policies must be consistent with this policy and must be approved by the City Manager prior to implementation. Employees may be assigned “take home” vehicles subject to the following guidelines:

- A. An employee is subject to call for work at any hour due to emergencies;
- B. An employee must report to a project or work site rather than to his/her assigned office, provided such practice is in the best interest of the City and the function being performed;
- C. An employee is a law enforcement officer or assigned to special investigative work and is routinely called out for public safety reasons;
- D. An employee is on temporary assignment outside his/her normal geographic work area;
- E. An employee is a key administrative person who is responsible for projects requiring call back or routinely is required to attend and participate in various functions after hours and on weekends. Justification must include nature of the work or type of meetings and frequency of same; or
- F. Other circumstances not anticipated herein where the City Manager determines that exclusive assignment is in the best interests of the City.

9. Inspection, Use, Care and Maintenance of Vehicles: Following are policy and procedures governing City employees when using or responsible for City vehicles or motorized

equipment. These guidelines for safe operations are not absolute, inflexible rules, but must be tempered with common sense on the part of our employees. In the absence of a reasonable basis for departure from these guidelines, failure to meet these standards will result in disciplinary action, up to and including dismissal. Failure of the supervisor to properly notify the Department Head may also result in disciplinary action against the supervisor.

- A. Employees shall use City vehicles and equipment only for City business. Employees shall operate City vehicles and equipment only in appropriate areas and locations. Care should be taken not to drive or operate vehicles in areas which could cause damage or unnecessary wear and tear. Employees who operate or who ride as a passenger in City vehicles should maintain awareness of public perception in how the vehicles are used. Employees should not park vehicles in locations which could appear inappropriate, such as in front of a liquor store. Employees may not use City vehicles for personal errands. Employees must ensure that City vehicles are used only for authorized purposes.
- B. Employees assigned “take home” vehicles shall not operate the City vehicles during off duty hours unless in the course of assigned business. It is permissible to make personal stops while driving to and from work locations before or after business hours or during the lunch hour, so long as no additional mileage is incurred. However, consideration should be given to the nature of the stop and how the public might perceive the vehicle’s use. For example, a stop at a grocery store after business hours on the way home or during the lunch hour is permissible, while a stop at a liquor store would be inappropriate. Employees should use good judgment in driving City vehicles under all conditions. Employees shall not use City owned or leased vehicles for any other personal purpose or when off duty. Employees will be personally and financially responsible for damage occurring to any City vehicle when being used for other than City business. Unauthorized vehicle use may result in disciplinary action up to and including dismissal.
- C. At the start of each workday, every vehicle operator shall perform an inspection of the vehicle assigned. The operator will be responsible for his/her equipment during the hours of operation. The operator shall use a checklist to document the safety inspection which should include, at a minimum, operational check on lights, horn, directional signals, brakes, motor oil, windshield washers/wipers, tires, and seat belts. Any defects shall be corrected before the vehicle is operated. A standard checklist shall be used within each department to report any of these or other items which require repair to the City Fleet Maintenance superintendent.
- D. Employees shall wear seat belts at all times, and obey all traffic laws and signals. Drivers should also require all passengers to wear seatbelts as provided in the vehicle.
- E. Employees shall be prohibited from texting and reading while driving or while operating any City of Statesboro vehicle or equipment.

- F. Employees shall drive defensively, with caution at all times, and extend the proper courtesies to other drivers and members of the public at all times.
- G. Employees shall maintain a safe driving record and valid driver's license. Employees must notify the immediate supervisor immediately of any revocation or suspension of employee's license or any charge or violation arising from vehicle operation, on or off duty, and must do so before a vehicle is operated in the course of work. Failure to report any license suspension or revocation, or any charge or violation arising from vehicle operation, on or off duty, will be grounds for disciplinary action, up to and including dismissal.
- H. Employees shall use City vehicles in the most efficient manner possible, conserving fuel, trips and staff time, and wear and tear on the vehicle. Choose the most economical routes to and from work locations.
- I. Employees shall be observant in anticipating obstacles, objects, or conditions which could damage the vehicle or cause an accident or injury.
- J. Employees shall use care in hauling and transporting objects, supplies, and equipment so as not to unnecessarily scratch, dent, or cause damage to the vehicle or cause a road hazard for others. Employees shall not transport items or cargo having no relation to the conduct of official business. Employees shall not transport any items, equipment, or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute hazard to safe driving, to pedestrians, or to other vehicles.
- K. Employees shall report all injuries and accidents to the supervisor immediately.
- L. Employees shall avoid conduct in the vehicle which could create potential danger to employees or others.
- M. Employees shall not service vehicles while they are running, except where such action is standard procedure and is the established safe procedure for doing to.
- N. Prior to backing, the employee will ensure the area is clear to back and get out of the vehicle to check if necessary. Large vehicles shall use a spotter when backing.
- O. Employees shall maintain proper following distances, avoid tailgating, and allow room to come to a safe stop.
- P. Employees shall make sure intersections and blind corners are clear from vehicles and pedestrians before entering. When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.

- Q. Employees shall maintain safe speeds at all times. Traffic, weather, and road conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
 - R. All traffic violations shall be reported to supervisors immediately. Violations shall be investigated by supervisors and drivers will be subject to disciplinary action. Employees shall accept legal responsibility for violations and fines resulting from actions of the employee as a driver. Employees will be responsible for tickets and fines resulting from illegal parking.
 - S. Employees are prohibited from driving while intoxicated. Employees shall not operate a City vehicle at any time or a personal vehicle on City business while under the influence of alcohol or any drug or other medication or intoxicating substance. No driver shall use alcohol, narcotics, illegal drugs, or other drugs that may impair the ability to perform while driving or operating equipment. Disciplinary action for violation of this policy may include termination of employment after a single occurrence.
 - T. Each employee who is assigned a vehicle shall have the responsibility of maintaining the interior and exterior appearance of the vehicle and ensuring mechanical maintenance is performed on the vehicle as scheduled or required.
 - U. Employees are prohibited from transporting family members, friends, associates, or other persons who are not employees of the City or serving the interest of the City without the approval of the Department Head.
 - V. Employees shall not extend the use of City vehicles beyond the length of time required to complete the official business purpose of the trip.
 - W. Drivers and occupants of City owned or leased vehicles may not smoke while in the vehicle.
10. Reporting and Managing Vehicle Maintenance: All departments are required to report all defects in a timely manner to the City Fleet Maintenance Division and all maintenance shall be performed only by qualified persons within the City Fleet Maintenance Division.



Acknowledgement of Valid License/Certification

I understand that if I operate City vehicles or equipment for which a license or certification is required, or if I operate my own personal vehicle in the course of my work, it is my responsibility to maintain the appropriate valid license or certification. If I am required to operate City vehicles or equipment for which a license is required, I further understand that I must notify my supervisor of any traffic violations, for which I am charged and which result in a conviction, guilty plea or nolo plea, because they could affect my safe driving record. Should my license or certification be suspended or revoked, or should I be charged with such traffic violations described above, I understand that I must notify my supervisor immediately and before I operate vehicles or equipment in the course of my work.

Signature: _____ Date _____

Print Name: _____ Job Title: _____



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.15 No Smoking

EFFECTIVE DATE:

DATE REVISED:

POLICY

The City of Statesboro will provide a safe and healthy work environment for all employees. To support this standard, employees and visitors will be prohibited from smoking inside any City-owned or leased buildings or vehicles. Smoking includes any form of tobacco products that are smoked (e.g. cigarettes, cigar, pipes, electronic cigarettes) or applied to the gums (e.g. dipping, chewing tobacco, or snuff), and/or inhaled.

PROCEDURES AND GUIDELINES

1. For employees and visitors who wish to smoke, designated areas will be provided outside City owned and leased buildings and facilities.
2. Smoking in City owned or leased vehicles is prohibited.
3. Department Heads shall be responsible to work with employees to identify reasonable rest periods during which employees may smoke if they wish. Department Heads should provide reasonable rest periods to all employees for the purpose of refreshing themselves in the course of work, however, productivity and efficiency shall not be sacrificed. All rest periods, for whatever purpose, should be limited and brief. Note that the employer is not required to provide “breaks” for smokers. Any breaks or rest periods are provided as a courtesy by the employer, are paid work time, and may not be combined with other breaks or saved for use on another day or time. The nature of the work should be considered when providing rest periods. Any breaks and rest periods provided for smokers shall be provided similarly to non-smokers. Reasonable standards shall be applied when determining rest periods.
4. The City of Statesboro provides a Tobacco-Free wellness program to assist all employees who wish to cease smoking. Employees receive a monthly discount on their health insurance premium for enrolling in this program, according to the terms of the plan.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.16 Technology and Communications Equipment Usage
EFFECTIVE DATE: 01/17/2017 DATE REVISED:

POLICY

The City of Statesboro will provide communication systems, electronic and written documents/resources, and equipment to ensure proper and safe communications and access to information necessary to perform the job. This equipment, systems, documents and resources are the property of the City, remain dedicated to the service of the City's customers, and are provided for the safe and efficient performance of work related to the business of the City organization and the customers served.

PROCEDURES AND GUIDELINES

1. Employees shall use all City communications equipment, systems, resources, and documents for business purposes, including paper documents, electronic data, computers, photographs taken on the job or in relation to the job, electronic data devices, video devices, video or voice recordings taken on the job or in relation to the job, telephonic equipment and data, and any other communications equipment, systems, documents, or recordings provided by the City.
2. While the City recognizes that it is sometimes necessary to engage in personal communications during normal business hours, employees are encouraged to limit the use of business and personal telephones and other communications devices, for personal communications, while on City work time. Employees who receive faxes, mail, email, text messages, other electronic data or messages, or telephone calls at work or while on working time shall have no expectation of privacy with regard to these communications.
3. Employees shall not charge long-distance personal calls to the City's account.
4. Communications while using business telephones, personal or City-provided cellular phones, City provided email or personal email using City computers or systems, facsimiles, radios and other means of communication in the workplace or related to work, shall be professional, courteous, and respectful at all times. This includes verbal communications as well as written communications. Employees should remain aware of other employees or customers who may overhear or see such communications and to use proper protocol and good judgment at all times.

5. Email communications represent the City and must be professional and contents must be appropriate to the business environment. Personal opinions, personal “tag lines” (e.g. “Live, Laugh, Be Happy”, “Go Green”), or religious notations are inappropriate and will not be used. Slang or inappropriate abbreviations (e.g. lol for “laugh out loud”) should be avoided. Any logo or message must represent the City as a whole and be approved by IT staff in advance of its use. Care should be taken to use proper grammar and appropriate language as in any other written document.
6. All communications and information transmitted by, received from or stored in the City’s email system are City records and the property of the City.
7. Employees have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over City email or using any City technology, resources, documents, communications systems or equipment.
8. Personally owned communications equipment and devices used for City business must be reviewed and approved by the Information Technology (IT) staff with regard to compatibility, potential viruses, and other negative impact on City systems and resources. This includes any data storage device.
9. Employees are prohibited from using personal radio technology which is worn in the ear, such as “Ipods”, during working hours for non-work purposes. Such technology for non-work purposes is a distraction from the work and can create the impression that the employee is not attentive to co-workers or the public being served.
10. Employees are encouraged to be mindful of the effect of personal radios in the workplace. The content or volume may be distracting to employees or others in the work area. The content and volume of music or “talk radio” programs in the workplace must be appropriate and inoffensive to others.
11. The City regards the Internet, email, and other communication channels as valuable tools to assist its employees in their professional and work activities. The City expects and requires that employees will utilize these communication channels and tools primarily for authorized City purposes and business.
12. The Internet is a public network and any individual who has an account with an Internet Service Provider can access it. It can provide employees with access to an extensive amount of information for researching various subjects related to their professional and work activities. Information found on the Internet has been published by many different individuals and organizations and may or may not be reliable. Employees should consider the source of information when using it for business purposes.
13. The City reserves the right to inspect all e-mail files, other storage of electronic data, and all documents arriving at or existing in the workplace. The Director of Human Resources may also request a copy of any electronic mailbox in the normal course of any investigation or inquiry.

14. Employees should understand that “deleted” e-mails may remain on hard disk or back-up medium until written over by different electronic data. Thus, merely deleting or erasing an e-mail or other electronic file does not necessarily remove the data from storage and access by the City.
15. No employee shall disguise the sender or originator of any e-mail.
16. Each employee’s personal computer password is the property of the City.
17. No employee is permitted to access or attempt to access another employee’s computer or computer files without permission of the other employee, except appropriate supervisors, managers, and Information Technology staff.
18. All communications (electronic or otherwise), sent inside and outside the City organization, will be in good taste and adhere to generally accepted standards of respect for other individuals. Employees are prohibited from forwarding or sending messages that are abusive, harassing, offensive, humiliating, or which otherwise may be understood or interpreted as demeaning to one’s sex, race, sexual orientation, age, national origin, or religious or political beliefs. Any use of electronic communications systems which violate the City’s Equal Employment Opportunity or Unlawful Harassment policies will result in disciplinary action up to and including termination of employment.
19. Employees are prohibited from forwarding chain letters, virus warnings or hoaxes, or to support other such “re-mailing” activities. Additionally, any use of unauthorized messaging or Internet Chat is prohibited.
20. Use of Internet or email access is a privilege that may be revoked by the City Manager with or without cause.
21. Any employee who engages in excessive, improper, or abusive use of the Internet, email, telephone, radio communications, or other communication devices, systems or channels will be subject to appropriate disciplinary action up to and including dismissal. The use of computer games on City computers is considered improper.
22. No employee is permitted or authorized to download any files, images, programs or other electronic data from the Internet without the proper permission of the appropriate supervisor or Information Technology Department staff. The City will monitor and record the use of the Internet including downloads and web sites visited/accessed through City Internet browsers. The City will also monitor the use of email and Internet usage, to include software not supported by City IT staff.
23. The City recognizes that employees may wish to browse Web sites for personal reasons. Such activity must be limited and modest, and not interfere with the employee’s work or those in the work area. The City expects and requires that all Web sites accessed through City computers will be tasteful and reflect the generally accepted community standards.

24. Employees are allowed modest use of City email for personal reasons on a very limited basis. All emails must be appropriate, professional, and in good taste. Such use must not interfere with City work. Any inappropriate use of email may result in revocation of the privilege of further personal use.
25. Improper use of any electronic communications equipment, systems or resources will result in disciplinary action up to and including dismissal from employment.
26. No employee is permitted or authorized to tape record meetings, presentations, or conversations of other employees, customers, or others in the course of business or on City premises without the express consent of all individuals involved. This is not intended to prohibit the City Manager from tape recording appeal hearings, to prohibit video recording of Police Department promotional testing exercises, or other public safety activities undertaken by the City. This policy shall not interfere with Police investigations, internal affairs investigations, or other authorized use of tape recording devices.
27. Each employee is responsible for following this policy. Violation of this policy will result in discipline up to and including termination.
28. Each supervisor and Department Head is also responsible for ensuring that employees are trained regarding this policy and the general expectations for communications.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.17 Travel
EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

The City of Statesboro recognizes that employees may be required to travel out of town for work-related reasons. The City will reimburse employees for allowable travel expenses. The City will also provide guidelines which employees will be expected to follow in travelling on behalf of the City of Statesboro. Travel is defined as the use of a City vehicle, use of a personal vehicle, use of other forms of transportation, lodging, meals and incidental expenses associated with conducting out-of-town City business or professional development. This may include but not be limited to travel for meetings, conferences, educational workshops, seminars and training, and conventions from which the employee and the City would benefit. Payment will occur only for travel expenses that are reasonable and necessary; travel expenses are public information and must be able to sustain the test of public review. Normal home to work/work to home travel and business travel within Bulloch County is not subject to this policy nor is such travel eligible for reimbursement.

PROCEDURES AND GUIDELINES

1. **General:** All travel by City employees, elected and appointed officials shall be governed by the procedures in this subsection.
 - A. **Travel Authorization.** Each person required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the Department Head or other designated official for the performance of travel. Approval may be in the form of a standing authorization in the case of individuals required to travel on a regular or continuous basis or a specific authorization in the case of those individuals who are required to make occasional trips.
 - B. **Advance Notice.** All requests for scheduled travel and/or registration are to be made by the Department Head or designee and submitted at least ten (10) days in advance to the Finance Department (emergency situations will be considered). Registration forms, meeting/seminar agendas and cost estimates are to be attached to the requisition (copies will suffice).
 - C. **Advance Funds.** Travelers may draw advance travel expense money from the Finance Department in accordance with the rules set out in this Policy. Those reimbursable expenses not subject to an advance travel draw will be reimbursed

after the trip provided the required documentation is submitted to the Finance Department.

- D. Air Travel. Limited to economy cabin or convention rate only on scheduled air carriers. Saturday night stays are encouraged if the lower airfare will reduce the total cost of the trip. This expense can be advanced.
2. Auto: Mileage will be paid based upon the current rate allowable by the IRS. All auto travelers in personal automobiles are expected to keep accurate records of mileage driven and in those cases where two or more travel in the same auto, mileage will be paid to the owner of the auto. This expense can be advanced.
 3. Transportation:
 - A. It is expected that the most direct, practical and economical mode and route of travel will be arranged and used. Transportation is paid only if it is reasonable and necessary to accomplish the City's business.
 - B. Reimbursement for transportation will be for the most economical means of travel to the destination. For example, roundtrip by auto is 1500 miles @ 34.5 for a total of \$517.50 and roundtrip airfare is \$250.00. The maximum reimbursable amount would be \$250.00.
 - C. Transportation should be shared by employees traveling together whenever possible.
 - D. City vehicles should be used for day or overnight travel whenever possible. Where City vehicles are not available, employees may use personal vehicles.
 - E. Rental cars may be used only when necessary for official purposes while traveling.
 4. Leased Vehicle: The use of commercially leased vehicles will be left to the discretion of City personnel responsible for authorized travel and will be reimbursed for official use only. This expense can be advanced.
 5. Hotel/Motel: The City will pay an amount equal to established conference rates prevailing at the conference/seminar headquarters hotel or should accommodations not be available at the headquarters hotel, the City will pay the prevailing rate at alternate hotels recommended by the conference/seminar officials. Luxury hotels should be avoided. The City will obtain the lowest possible rates available. The City can either prepay this expense, or provide the traveler with an advance to cover this cost.

*Note- Local government employees are exempt from paying hotel/motel tax for Georgia hotels on official business. To avoid paying this tax, a "Hotel/Motel Tax Exemption Request" form shall be completed and provided at check-in by City personnel.

6. Meals:
 - A. Per Diem: Due to meal rate levels varying upon travel destinations, meal rates will be determined by using the U.S. General Services Per Diem rates at www.gsa.gov. To be approved for these rates, printed documentation from the U.S. General Services web page must be provided with travel requests to the Finance Department.
 - B. Departure Time: Officials and employees are entitled to reimbursement for per diem breakfast expenses if they depart prior to 7:00 a.m. and for dinner expenses if they return later than 7:30 p.m.
 - C. Meals Included: Travelers are expected to take advantage of meals included in the conference/seminar registration fees. The per diem amount will be decreased by the amounts above for meals that are included in a conference, seminar, or similar registration. No receipts will be required for meals covered by registration or the per diem. The per diem may be advanced, minus the amounts for meals already covered.
7. Long Distance Telephone Calls: These calls are frequently made on trips for both business and non-business purposes. To avoid confusion and questions, long distance charges on telephone bills should be marked as business or personal. Business calls are reimbursed to the traveler, but personal calls are not with the exception that one personal call home (not to exceed five (5) minutes) shall be permitted each day of the trip. This expense cannot be advanced, and will only be reimbursed based upon a written invoice showing the actual charges.
8. Miscellaneous Expenses: Tips should not exceed fifteen (15) per cent of the total bill for a meal.
 - A. Other tips (bellhops, parking valet, etc.) should be reasonable.
 - B. Reasonable taxi fares, subway fares, toll fees, parking fees, etc., incurred in connection with City travel will be paid as required.
 - C. Other necessary and unusual expenses incurred will be paid after written explanation is attached to the travel voucher.
 - D. Miscellaneous expenses will not be advanced, but must be filed for on a reimbursement basis. All miscellaneous expenses will require a receipt except for tips, tolls or subway fares.
9. Accountability: Within five (5) business days after returning from a trip the traveler must submit to the Finance Department a completed travel expense sheet with receipts of incurred expenses attached. In cases where expense receipts are not available (taxi, tips, etc.) the traveler is expected to keep accurate records and make them available if required and noted on the request for reimbursement.

All elected officials and employees who make or have made a travel reservation and fail to cancel, if necessary, in a timely fashion may be required to reimburse the City for all costs incurred by the City due to this failure. The City must be reimbursed within fourteen (14) days after notification of the occurrence.

10. Non-Reimbursable Expenses: The City will not pay for any of the following charges:
 - a) Laundry, cleaning and pressing of clothes
 - b) Shoe shine
 - c) Alcoholic beverages
 - d) Carwash
 - e) Movies and Videos
 - f) Any expense for another person(s) unrelated to City business
 - g) Entertainment for the employee or others without prior approval of the Mayor or City Manager
 - h) Other miscellaneous items such as: toiletry items, snacks, pain relief medication, souvenirs, books, magazines or newspapers

11. Travel of Elected Officials: The Mayor and Members of City Council shall be limited to \$4,500.00 each for travel during the fiscal year. Travel should be limited to National League of Cities, Georgia Municipal Association, Legislative Conferences, Mayor's Day, and Joint ACCG and GMA Conventions. Travel to other than the traditional conventions listed above must have approval of the Mayor and City Council.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.18 Media Inquiries
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

To ensure that the City maintains the appropriate public image and that communications to the media (e.g. newspapers, television, radio, periodicals) are accurate and in line with applicable City policy, the City Managers office should be made aware of inquiries from the media.

PROCEDURES AND GUIDELINES

1. **Purpose:** To define the procedure for handling inquiries from the media.
2. **Scope:** This policy applies to all employees of the City of Statesboro.
3. **Responsibilities and Administrative Procedures:** The City of Statesboro handles all general media requests through the Office of the City Manager except that the City of Statesboro Police and Fire adhere to a strict chain of command regarding on scene media interaction. General media requests at the department level should be filtered to the office through the department head prior to the actual media event. This includes radio, television, print, internet and phone interviews, as well as any written communication to the media.



City of Statesboro – Human Resources Policies and Procedures

**SECTION 6
CLASSIFICATION AND COMPENSATION PLAN**

6.1 Position Classification and Compensation Plan



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 6.1 Position Classification and Compensation Plan
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Positions shall be grouped by job title and allocated to a pay grade and pay range based on job duties and functions which are approximately equal in complexity, difficulty, level of responsibility, and other job-related factors. The Position Classification and Compensation Plan (“Plan”) provides a complete inventory of all regular positions in the City. Appointed positions which do not fall within the Plan are City Manager, City Attorney, and Municipal Court Judge. The Plan is on file in the City Manager's Office and the Director of Human Resources' Office and is effective as of its date of adoption. The Plan designates classes of positions and titles and establishes wage and salary ranges (grades) for each classified staff position that is under the direction of the City Manager.

PROCEDURES AND GUIDELINES

1. **Adoption and Amendment of the Plan:** The Plan was adopted on April 5th, 2016, by written Resolution adopted by the Mayor and City Council. Any amendments to the Plan also shall be by written Resolution of the Mayor and City Council so that the integrity of the Plan is maintained.
2. **Limit on Number of Authorized Personnel:** No personnel may be hired unless there is a vacancy in one of the authorized positions determined by the Mayor and City Council in the annual Budget, or amended by them during the fiscal year. In no event shall any employee beyond the authorized number, by position classification, be hired or promoted within any department of the City. The City Manager is authorized to hire or promote replacement employees when he/she is informed that an employee has filed for disability, or has been granted an extended leave of absence with or without pay, consistent with applicable law.
3. **Administration of the Plan:** The Plan shall be administered by the City Manager, with certain responsibilities delegated to the Director of Human Resources, in accordance with the appropriation for staff services as set out in the City Budget adopted annually, or subsequently amended during the year, by the Mayor and City Council. The wage or salary compensation for an authorized full-time position shall be no less than the minimum, nor exceed the maximum amount, designated for the wage or salary range grade to which the position is assigned, except that the Mayor and City Council may approve the City Manager's recommendation for reclassification of a position to a higher or lower wage or

salary range grade. The City Manager shall keep the Mayor and City Council advised regarding the wage or salary compensation for all employees.

4. Job Descriptions: A job description shall be created for each job class. It forms the foundation for classification of the position, for recruiting efforts, performance expectations, and training needs.
 - A. The job description shall document the general purpose of the job, essential job duties, tasks and responsibilities, and other related job duties, tasks, and responsibilities. The job description shall also contain an inventory of the knowledge, skills, abilities, and other characteristics necessary for satisfactory performance of the job. Finally, the job description shall contain documentation of the required training, education, and experience necessary for minimally qualified employees. Desired qualifications may also be stated. Job descriptions are descriptive and explanatory of the kind of work performed and are not necessarily inclusive of all duties performed. They provide examples of work to be performed by employees in this job classification.
 - B. The Director of Human Resources shall be responsible for maintaining an official copy of each job description. Changes to the job description may be made by the Director of Human Resources with the concurrence of affected Department Heads utilizing the position revision form and with the approval of the City Manager. Employees may also request that changes be made to the job description. Such requests should be submitted to the immediate supervisor. The Director of Human Resources shall conduct a review and make a recommendation to the Department Head and City Manager. Each employee shall be provided a copy of his/her job description at the time of hire, movement to a new position, or when the description substantially changes.
5. Administration and Maintenance of the Plan:
 - A. The City Manager shall be responsible for the general administration and maintenance of the Plan, including job descriptions. The Director of Human Resources shall be responsible to the City Manager for the daily administration and maintenance of the Plan.
 - B. Department Heads shall be responsible for bringing to the attention of the Director of Human Resources material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing position. The Director of Human Resources shall discuss findings with the Department Head and recommend changes to the City Manager.
 - C. Reclassification is a procedure for keeping position classifications up-to-date. When the City Manager finds that a substantial change has occurred in the scope of duties and responsibilities of an existing position, or that the position is underpaid or overpaid for the relevant labor market or the position title is not relevant to its duties, he/she shall recommend to the Mayor and City Council that the existing

position job description be revised; and that the position receive a new position title, and be reallocated to an appropriate salary or wage grade within the Plan.

6. Requests for Reclassification:

- A. Forms: A request for a job evaluation may be made when a job changes significantly in scope or responsibility. All requests for reclassification should be submitted using the:
 - 1) Job Assessment Tool: This form has been designed to obtain critical information about a request for a revision for a job description and an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position.
- B. Department Heads: shall request that the Director of Human Resources review the classification of any position. This should occur when Department Heads believe the duties and responsibilities have changed substantially such that the position has become more or less complex, difficult, or carries a lesser or greater level of responsibility. Following the receipt of the Job Assessment Tool (JAT), the Director of Human Resources shall review the request and report findings and recommendations to the City Manager. In order to maintain the integrity of the Plan, reclassifications shall not occur without the Director of Human Resources reviewing the applicable form(s).
- C. Employees: who consider their position to be improperly classified will first submit a request for reclassification to the immediate supervisor. The appropriate Department Head will then review the request, and if the Department Head finds merit in the request, the Department Head will immediately transmit the recommendation to the Director of Human Resources using the JAT. The Director of Human Resources shall conduct a review and report findings and recommendations to the City Manager. If it is found that the request is not justified, the Department Head will so advise the employee of this decision.
- D. New Position: When a new position is established or the duties of an existing position change, Department Heads will submit a revised comprehensive job description outlining in detail the duties of the position. The Director of Human Resources will review the job description and make the appropriate class allocation and title change or recommend to the City Manager the establishment of a new class. In order to maintain integrity of the Plan the Director of Human Resources may consult with the Carl Vinson Institute or a similar compensation administrator to conduct a job analysis on reclassifications.
- E. Reclassification Reviews: All Department Heads should plan in advance to allow all requests for reclassification to be subject to a two (2) or three (3) week reasonable review by the Director of Human Resources at minimum, but not limited

to, prior to receiving approval from the City Manager. A reasonable review period is designed to provide the City Manager, Director of Human Resources and administrative staff the opportunity to evaluate requests.

7. Pay Structure: The pay structure forms the foundation for the Plan and is considered a part of the Plan. The pay structure contains a number of pay grades necessary to accommodate all job classes and positions in the organization. The pay structure contains minimum pay rates, midpoint pay rates, and maximum pay rates for any given grade.
8. Starting Wage or Salary: The starting wage or salary for a staff employee shall normally be set at the entry level designated in the Plan for the particular position title. However, the City Manager may assign a higher starting wage or salary if it is determined that the applicant possesses superior qualifications in comparison to other applicants by virtue of past performance, experience, training and education.
9. Cost of Living Adjustments to the Plan: The City Manager is responsible for making recommendations to the Mayor and City Council in the annual budget process for any proposed cost-of-living adjustments to the Plan. Periodically, he/she may make a recommendation to have the entire plan studied or revised by an outside agency such as the Institute of Government at the University of Georgia or a human resources consultant. The City Manager also is responsible for making recommendations to the Mayor and City Council for any amendments in the classification of any position when its duties have changed, or if the pay rate is either too low or too high compared to the relevant labor market. Any such amendments to the Plan shall be by written Resolution of the Mayor and City Council so that the integrity of the Plan is maintained.
10. Employee Evaluations and Merit Increases:
 - A. Based on the City Manager's continuing evaluation of staff performance, an employee may be considered annually for a possible merit pay increase. Merit pay increases are not awarded automatically each year. The City Manager shall determine whether a merit pay increase is warranted, and its effective date. Examples of factors considered are initiative, attitude, and application of time, reliability, knowledge of work, quality and quantity of work, punctuality and attendance.
 - B. The anniversary date for merit pay consideration shall be as currently exists for those employed upon adoption of these policies, and shall be the anniversary date of hiring for all newly-hired employees. An employee's anniversary will normally change to the anniversary of any subsequent promotion.
 - C. Each employee's job performance will be evaluated by the supervisor, reviewed and approved by the Department Head, and submitted to the City Manager with the Department Head's recommendation for approval of any merit increase. The Department Head may recommend the standard merit increase be given, be delayed pending further improvement in deficiencies noted in the evaluation, or denied based upon poor performance that has not, and is not likely to improve. The City

Manager shall make his/her decision on all merit increases, after conferring with the Director of Human Resources, and taking into account the supervisor's evaluation, comments of the employee, the recommendation of the Department Head, all disciplinary matters and any damage to City equipment or vehicles during the time period covered by the evaluation. See Section 7.1 on Performance Evaluations.

11. Pay for Promotions and Transfers: See Section 3.8 on Promotions and Transfers.
12. Pay Advances: The general policy is that there will be no advances against an employee's pay.
13. Other Incentive Pay: Other incentive pay may be approved from time to time for completion of certain certification programs. An employee should check with the Department Head for any such programs within his/her department.
14. Fair Labor Standards Act Compliance: The policies of the City as set out in this employee handbook are in full compliance with the Fair Labor Standards Act and the administrative regulations for its enforcement. By separate Resolution, the Mayor and City Council have enumerated those positions that qualify for exemption from the overtime provisions of the FLSA. Those positions are paid a salary, as opposed to an hourly wage, and do not qualify for overtime.
15. Payroll, Work Hours, Work Week, Work Period, Scheduling For Exempt and Non-Exempt Employees: All non-exempt employees are required to report all hours worked accurately using a time-clock or other approved record-keeping device. Payroll Summary reports for exempt employees shall be completed, signed by the Department Head and forwarded to payroll. All absences (including for vacation, illness, injury, death in the family, etc.) should be reported using the employee leave form. Each employee must sign a leave form indicating which days the employee is requesting time-off. The leave form should be submitted to the employee's supervisor and/or to the Department Head for approval. The Department Head should submit all leave forms for his/her department to payroll in a timely manner.
 - A. Pay Period: Employees shall receive salary or wages payable as set out in Section 5.1-3: Hours of Work and Work Periods. The City of Statesboro normally compensates employees via direct deposit. If there is an error in the automatic direct deposit statement, the employee should advise his/her Department Head or the Director of Human Resources immediately. The City will make the correction as soon as possible.
 - B. Automatic Deposit: The bank is not required to have the payroll funds which have been automatically direct deposited into employee accounts until 9:00 am each Friday. If an employee tries to access the funds prior to that time, he/she may incur overdraft and other charges.

- C. Garnishments: The City will make deductions from an employee's earnings to pay creditors pursuant to garnishment proceedings, as required by applicable federal and state laws. Each employee should protect his/her interests and good credit standing by meeting his/her financial obligations.
- D. Spousal and/or Child Support: Federal and state laws require the City to make deductions from employee earnings to pay for spousal and/or child support if required by a court of competent jurisdiction.
- E. Payroll Deductions: Federal and state laws require the City to make certain deductions from employee earnings, including federal and state income tax withholding and social security (FICA and Medicare) taxes. No deductions, other than those legally required, will be made from an employee's paycheck without that employee's written consent. Employees may authorize deductions for participation in medical, dental and other insurance plans, the United Way, the Fort Stewart Federal Credit Union, and any Section 457 Deferred Compensation Plan the City offers.
- F. FLSA Pay Deductions Policy:

The City will make pay deductions in compliance with applicable law.

1) Non-Exempt Employees

The City will take deductions from pay for non-exempt employees as authorized under applicable law.

2) Exempt Employees

The regular salary of exempt employees is a pre-determined amount constituting all of part of their compensation. For exempt employees, deductions from salary are generally prohibited, except as provided by law. Exceptions include:

- 1) where the exempt employee does not perform any work during the work week;
- 2) where the exempt employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability;
- 3) where the exempt employee is absent for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice providing compensation for salary lost due to illness;
- 4) to offset amounts the exempt employee receives for jury duty or as witness fees;

- 5) to offset amounts the exempt employee receives as military pay;
- 6) for penalties imposed in good faith for infractions of safety rules of major significance;
- 7) for disciplinary absences of one (1) or more full days imposed in good faith pursuant to written policy for infractions of workplace conduct rules;
- 8) where the exempt employee is in the initial/terminal week of employment;
- 9) where permitted by the FMLA, as may be applicable;
- 10) for debts owed by the exempt employee to the City, as allowed by applicable law.

The City is not required to make these deductions, but is permitted to do so. The City prohibits all deductions from the salary of exempt employees which are not proper under applicable law.

Each employee is responsible for reviewing his/her paycheck upon receipt. Where the employee finds an improper deduction, the employee must inform the Payroll Administrator immediately.

16. Availability of the Plan: A copy of the Plan shall be available for inspection by the public under reasonable conditions during business hours.



City of Statesboro – Human Resources Policies and Procedures

SECTION 7

MANAGING PERFORMANCE

- 7.1 Performance Evaluations
- 7.2 Performance Improvement Plans
- 7.3 Disciplinary Action and Code of Conduct
- 7.4 Grievance and Appeal Process



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 7.1 Performance Evaluations
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Performance will be managed by communicating clear expectations, providing employees with sufficient training, guidance, and tools to perform the job, and by providing feedback to employees at periodic intervals to ensure optimum performance. Performance evaluations also provide employees with the opportunity to identify goals and plans for professional and job development.

PROCEDURES & GUIDELINES

1. **Basis for Performance Evaluation:** The standard job description, along with additional departmental operating procedures and expectations, will form the basis for performance expectations. Each employee will be provided a copy of the job description at the time he/she enters a new job, or at such time that the current job description substantially changes.
2. **Performance Evaluation Instrument:** All supervisors and managers shall use a standardized, approved instrument to evaluate the performance of all employees on an annual basis. Supplemental performance evaluation materials may be used with the approval of the City Manager, in order to make performance evaluations more meaningful and job-specific.
3. **Procedure:** Upon original appointment, upon promotion or transfer to a different position, each employee's performance shall be evaluated on the same schedule as an introductory employee. See Section 3.4 on the Introductory Period. When an employee moves to a substantially different position, a new performance evaluation date shall be established. Special evaluations may take place at the request of the employee with the approval of the Department Head. Special evaluations may also be initiated by the supervisor. Special evaluations may be conducted when an employee is uncertain of how well he/she is performing, when substantially new job functions are assigned, or when performance difficulties are detected.

A. **Step 1. Creating a positive atmosphere:**

In preparation for performance evaluations, supervisors should help employees understand that performance evaluation is a two-way conversation. Performance evaluation is a constructive process and an opportunity for the supervisor or the employee to discuss the job and any work-related issues.

B. Step 2. Invite the employee to evaluate his/her own performance:

Before the supervisor prepares the evaluation of the employee's performance, the supervisor may wish to give a blank performance evaluation form to the employee and ask the employee to evaluate himself/herself. If the employee does not have a copy of the job description, provide one. Also ask the employee to list or discuss things the employee believes he/she has accomplished since the last evaluation. Finally, supervisors should ask the employee to list or discuss goals for the next evaluation period – things the employee wants to learn or areas he/she wants to grow in. Ask the employee to return the self-evaluation to the supervisor before the supervisor meets with the employee to discuss the evaluation.

C. Step 3. Complete the performance evaluation form:

- 1) Review and consider information provided by the employee's self-evaluation: If the employee's self-evaluation is substantially different from the supervisor's observations, the supervisor should usually meet with the employee to discuss the differences in perception before preparing the final evaluation. The supervisor should explore the reasons the employee feels so differently from what the supervisor has observed. Supervisors should exercise diplomacy in asking questions, so as not to discourage the employee from future growth or future self-evaluation. This should be a fact-finding mission. When the supervisor has identified the reasons the employee views his/her performance differently, the supervisor should use this information to develop a plan of action for the performance evaluation conference with the employee.
- 2) Refer to the job description: Consider the duties and responsibilities outlined in the job description.
- 3) Review and consider any documentation prepared by the supervisor during the evaluation period: Any critical incidents (positive as well as negative) such as counseling sessions, commendations, or other performance related discussions must be considered.
- 4) Review and consider the goals that were set during the last evaluation and determine whether they have been met: If not, consider why not. Consider the things within the employee's control. Look for and comment on trends in the employee's performance and development. Focus on the employee's performance since the last evaluation.
- 5) Review the performance rating scale: Beside each expectation on the evaluation form, place the corresponding numeric rating in the box that most closely describes how well the employee is performing the function or responsibility. If some performance expectations do not apply, simply write "does not apply" and do not rate that item. If using the electronic version, simply place a check mark in the appropriate box. Note that all boxes must

be checked for the calculation to work properly. For the performance rating scale please refer to the current performance evaluation.

- 6) Performance Comments: Write notations to support the ratings chosen. Performance comments are important in order to personalize and make the ratings meaningful to the employee. Performance comments should follow every rating regardless of whether it meets the standard, is above, or below. Comments should be written in such a way that they will help the employee to understand specifically what behaviors, incidents, or other information was considered and why performance is rated at the level it is. Where applicable, use specific examples that apply to this individual. Avoid repeating generic phrases. In addition, any area below standards must be accompanied by documented performance improvement plans to help the employee identify what must be done in order to improve performance. A follow-up timeline should also indicate when performance will be reviewed again to determine whether the employee has improved performance to an acceptable level.
- 7) List the employee's accomplishments: according to observed behavior and results obtained. Consider also what the employee has identified as his/her accomplishments.
- 8) List goals for the next rating period: Consider what the employee has identified as his/her goals. These should be things both the supervisor and the employee would like to see the employee improve upon, learn, or do to be promoted.

D. Step 4. Review the evaluation with the Department Heads:

At a minimum, share general observations and overall rating of the employee before sharing the observations and final ratings with the employee. Particularly when pay increases are linked to the evaluation, the Department Head's support and agreement are critical before sharing the evaluation with the employee.

E. Step 5. Conduct the performance evaluation conference:

Meet with the employee at a time and in a place that is quiet and free from interruption. The location should be comfortable, without distractions, and where the employee can be at ease. The supervisor should let the employee know that during this time, the supervisor's attention is focused on this employee completely. The supervisor should listen first, then carefully and diplomatically share the supervisor's observations, particularly if the supervisor's observations are less favorable than the employee's self-evaluation. When the conference with the employee has been completed, the supervisor should ask the employee to sign and date the form. (The employee's signature on the performance evaluation form does not necessarily indicate agreement with the contents of that form but merely

indicates that the employee has seen and understands the contents of that appraisal). The employee should be invited to make any comments he/she wishes to make. Close the conference by giving the employee a copy of the completed, signed, and dated performance evaluation form.

F. Helpful hints to remember:

- 1) This is an evaluation of the person's performance, not the person.
- 2) Keep personal issues out if it, unless they affect job performance.
- 3) Focus on job-related information.
- 4) Make sure numeric ratings are supported by written comments.
- 5) Do not be influenced inappropriately by single events or issues that may overshadow performance over the longer term. Consider performance over the entire rating period, not just things that have happened recently. Informally assessing performance quarterly or periodically will assist in this area.
- 6) Confront difficult issues. They will not go away by themselves. It is unfair to the supervisor, the employee, co-workers, and customers to allow poor performance to continue.
- 7) Consider ending the evaluation discussion on a positive note. Even if the employee is having difficulty, encourage the employee.

4. End of Introductory Period: A performance evaluation form shall be completed at the end of the introductory period (6 months for non-public safety positions and 12 months for public safety positions) and submitted to the Human Resources Department. If the Department Head wishes to extend the introductory period because of marginal performance or a need for further training, a Personnel Action/Memo form shall accompany the performance evaluation indicating the reasons for the extension.
5. Confidentiality: Performance evaluations shall be confidential and available only to the employee evaluated or the employee's supervisor, Department Head, Director of Human Resources, City Manager, or other appropriate individual, or as otherwise required by law.
6. Custodian of the Record: The performance evaluation shall reside in the employee's personnel file in the Human Resources Department.
7. Departing Supervisor: An employee in a supervisory position who is leaving the position may be required to submit performance evaluation forms on all the employees under his/her supervision who have not been evaluated within the previous six-month period.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 7.2 Performance Improvement Plans
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

When an employee is performing below the established standard, the employee and the supervisor together will develop and document plans to bring the employee's performance up to the standard.

PROCEDURES AND GUIDELINES

1. **Rating of "Needs Improvement"**: Following a regularly scheduled or other performance evaluation, where the rating is, on the average, "Needs Improvement" in any area of job function and responsibility, the supervisor, along with the employee, is required to develop and document plans for bringing performance up to the required standard. The employee will share responsibility for identifying steps needed to improve performance.
2. **Specific Information**: The performance improvement plan will state specifically which performance indicators are below standard and why. The performance improvement plan will also state specifically what is required of the employee in order to be rated "Meets Expectations".
3. **Time Frames**: The performance improvement plan will contain time frames during which the employee must achieve certain levels of improvement. Supervisors shall follow up with the employee and document such follow up including the results of interim evaluations.
4. **Follow-Up**: At the end of the established performance improvement time period, the supervisor will again evaluate the employee's performance. If satisfactory improvement has not occurred, the supervisor and employee will determine what steps shall be taken in order to achieve satisfactory performance or to remove the employee from the position.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 7.3 Disciplinary Action and Code of Conduct

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Customer service is of primary importance to the organization. Employees will conduct themselves in a professional, courteous manner at all times. They will always seek to satisfy the customer while balancing the best interests of the City organization. Conduct on the job will be governed by good judgment and consideration for others. If, however, disciplinary problems arise, supervisors and Department Heads should make every effort to ensure that employees have a thorough understanding of the City of Statesboro's policies and are aware of what is expected in job behavior and performance.

PROCEDURES AND GUIDELINES

1. **Disciplinary Process:** Employees of the City of Statesboro are members of a team working together with a primary objective of serving the community. Employees who fail to follow the necessary rules and regulations do a disservice to all other employees and their prospective departments. It is the policy of the City of Statesboro to administer discipline in fairness to the employee and the City of Statesboro, and in accordance with the City of Statesboro Human Resources Policy and Procedures.
2. **Responsibility of Management in the Disciplinary Process:** Supervisors at all levels of the City of Statesboro are responsible for the administration of discipline. Generally speaking, the first line supervisor has the greatest opportunity to identify disciplinary needs and to take corrective action. As the immediate supervisor of the Department Heads, the City Manager is authorized to take any disciplinary action he/she deems necessary with a Department Head. However, the City Manager may not terminate a Department Head without first discussing the matter in executive session with the Mayor and City Council. The City of Statesboro recognizes two broad categories of discipline: corrective action and punitive discipline.
 - A. **Corrective Action:** In taking corrective action, supervisors will take in to consideration whether the employee knew the expectation, the severity of the offense, the cost involved, past violations, the length and quality of service documented in the employee's personnel file, and the demonstrated ability of the employee concerned, among other legitimate factors. This discipline is appropriate in those cases involving minor infractions that can be corrected through proper counseling or training.

- 1) Counseling: may be appropriate when substandard performance has not reached a critical level and the situation does not warrant more severe action. The supervisor will tell the employee that he/she is being counseled (as appropriate to the situation) and will explain why. The supervisor will describe the specific problem and indicate what actions the employee should take to correct the problem and to prevent recurrence. The supervisor will explain that subsequent failures or violations will result in further corrective action. (Where counseling is the first step taken to correct a deficiency, the supervisor may choose to keep the documentation in a working file and not forward it to Human Resources. At the time the counseling document becomes the basis for further action, it shall be included in the official personnel file).
- 2) Training: A supervisor should use training as a function of discipline in those areas involving minor infractions, usually of a procedural nature in departmental policy. Examples of areas that training may be used as a function of discipline include, radio procedures, firearms qualifications, and report writing, etc.

Supervisors who utilize training as a form of discipline, should document the employee's shortcomings, deficiencies, or lack of expertise, and either take immediate steps to retrain in deficient areas, or schedule that employee for training. Documentation shall be forwarded to the Department Head.

B. Punitive Discipline: Punitive discipline may be progressive and includes verbal, written, probation, suspension, demotion and dismissal. This discipline is appropriate in those cases involving major infractions that can be corrected through proper progressive discipline.

- 1) Verbal Reprimand: may be appropriate when prior counseling has not produced the desired results or when the violation or offense is more serious. The supervisor should verbally and privately explain to the employee the deficiency in performance, behavior, or conduct. The supervisor should describe the specific issue, explain what must be done to correct the problem, and establish a time frame for correction.
- 2) Written Reprimand: may be appropriate when the conduct or behavior is serious or when previous counseling and warning have not produced the desired result. The supervisor shall describe in writing the specific violation at issue and specifically what the employee is expected to do to correct the problem. The employee should be asked to sign the document indicating that he/she understands the problem and the expectation, and the document should be forwarded to Human Resources for the personnel file.
- 3) Suspension: may be appropriate when the situation is not sufficiently grave to warrant dismissal or when there is reasonable belief that behavior or

performance can be corrected. Suspension is intended to get the employee's attention and make clear the seriousness of the issue. An employee may be suspended in excess of 3 days by the appropriate Department Head in consultation with the Director of Human Resources. The City Manager shall be notified of such suspensions in excess of 3 days. An employee may be suspended with or without pay, pending investigation. Documentation should be prepared by the supervisor, signed by the employee, and forwarded to Human Resources for the personnel file.

- 4) Suspension Pending Investigation of Charges or Trial: The placing of an employee on administrative leave with pay pending investigation of criminal charges and/or trial for job-related offenses.
 - 5) Emergency Action: An employee may be removed from the workplace during emergency situations and suspended with or without pay. Examples of emergency situations include but are not limited to: when an employee may be injurious to himself/herself, to fellow workers, or the general public, or when the employee may damage public property and/or sufficiently disrupt the workforce.
 - 6) Probation: An employee may be placed in probationary status for up to one year for failure in performance or conduct. This means that the employee's job is in jeopardy and the employee may be dismissed from employment.
 - 7) Demotion: may be appropriate for employees whose work has not been satisfactory but who do not warrant dismissal.
 - 8) Dismissal: may be appropriate when the employee has failed to correct behavior or improve performance or when behavior or conduct is so serious that no reasonable person would expect to be warned. All documentation should be prepared by the supervisor, and forwarded to Human Resources. All recommendations for terminations shall be subject to a review period by the Director of Human Resources prior to dismissal. A review period is designed to provide the Director of Human Resources and administrative staff the opportunity to evaluate documentation, investigative and/or personnel files before rendering an opinion and providing notification to the City Manager.
- C. Initiation of the Disciplinary Process: Corrective and punitive disciplinary action against an employee shall be initiated promptly, when it is evident that such action is necessary to maintain an orderly and productive work environment. Except in cases of serious violation of policy or procedure, disciplinary actions should normally be progressive in severity. The severity of the action shall be determined after consideration of the nature and gravity of the offense, its relationship to the employee's assigned duties and responsibilities, the employee's work record and other relevant factors. In each case, where corrective or punitive discipline is

modified from the recommended practice, the reasons for modification shall be noted in the documentation.

- D. Rolling One-Year Period Disciplinary Process: Discipline is generally in effect for a rolling one-year period. This means that if a written reprimand is given in February, a violation in July of that same year will result in a suspension. However, if a written reprimand is given in February and another violation does not occur until after February of the following year, the original written reprimand will not typically be considered in determining the discipline for the subsequent violation. Note, however, that discipline may be accelerated and an employee may be terminated for a first violation depending on the severity of the conduct. In addition, all employees of the City are employees-at-will and this policy is not intended to change that relationship.
- E. Confidentiality/Need-to-Know Basis: Discussions regarding corrective or punitive discipline should be conducted in private. Disciplinary and corrective action will be shared with others only on a “need to know” basis.

3. Standards of Conduct: The City endeavors to employ responsible individuals and believes that the vast majority of employees are responsible persons who understand and respect the rights and property of their fellow employees and that of the City. However, when large groups work together, reasonable rules are necessary for the orderly conduct of operations. To this end, the City has established reasonable rules to ensure the orderly and efficient conduct of its business, to assure the safety of its employees, customers and property, and to comply with applicable laws. Employees are expected to comply with rules established by the City. Failure to do so may result in appropriate disciplinary measures up to and including termination of employment.

- A. The first violation of any of these rules will result in disciplinary action ranging from an oral warning to termination of employment, depending upon the severity of the situation:
 - 1) Habitual or excessive tardiness or absenteeism.
 - 2) Failure to report immediately to the supervisor any job-related accident or injury or unsafe working condition.
 - 3) Failure to report an off-the-job accident or injury, which may affect the performance of your job.
 - 4) Smoking in restricted or unauthorized areas.
 - 5) Texting and/or reading while driving a City vehicle.
 - 6) Gambling during work or on City property.
 - 7) Working on personal business or projects on City time.

- 8) Creating or contributing to unsanitary or disorderly housekeeping.
- 9) Failing to notify the City promptly when you will be absent from work or late to work.
- 10) Soliciting employees while either the person being solicited or the person doing the soliciting is on work time. This applies to selling of any type; solicitation of memberships, pledges, or subscriptions; circulating petitions; or collecting money.
- 11) Conduct which endangers you, another employee or member of the public.
- 12) Unauthorized use of City tools, equipment, telephones or other City property.
- 13) Failure to use safety equipment required by the City or to comply with safety rules.
- 14) Distribution of literature or printed material of any kind in the work area or during work time or posting or removing notices, signs or other written materials.
- 15) Remaining on or coming onto City work premises during off-duty hours for purposes other than to work without advance approval. (Employees may be allowed to report early and/or leave late due to transportation arrangements with advance authorization of their supervisor).
- 16) Sleeping, loafing on the job, engaging in horseplay, throwing anything that may harm another, playing jokes or otherwise distracting or startling others, acting in a disorderly manner or being away from your work station unnecessarily.
- 17) Refusal or failure to carry out instructions fully or to perform work assignments as required by supervisory personnel.
- 18) Negligence or abuse resulting in the damage or destruction of tools, machinery, equipment, products, materials, or other property belonging to the City or to others.
- 19) Removing City property from a work site without written authorization.
- 20) Operating or tampering with City equipment, which the employee has not been authorized to use or repair.
- 21) Restricting work production, encouraging or persuading others to restrict work production or supporting an interruption of work.

22) Failure to follow worker's compensation policies and procedures.

B. The first violation of the following may result in immediate termination of employment:

- 1) Obtaining materials or tools based on fraud or misrepresentation.
- 2) Possession or use of alcohol or illegal drugs at work or working on the job under the influence of alcohol or drugs regardless of whether they are properly prescribed. From time to time there may be City-sponsored events where alcoholic beverages may be served. Employees who partake in such beverages are expected to conduct themselves in an orderly manner that does not result in intoxication.
- 3) Carrying explosives or unauthorized weapons on a work site.
- 4) Deliberate action causing damage or destruction or waste of tools, machinery, equipment, product, materials or other property belonging to the City, a City official or to a fellow worker.
- 5) Giving false information in making application for employment or any other City record or pursuant to any City inquiry or investigation.
- 6) Immoral or indecent conduct on a work site, including abusive or threatening language to any employee.
- 7) Making false or malicious statements or defaming another employee, City official or the City.
- 8) Fighting or attempting bodily injury to others on a work site except in clear cases of self-defense.
- 9) Stealing or hiding any property of other employees, persons, City officials or the City.
- 10) Failure to return to work from an authorized leave of absence.
- 11) Falsifying time sheets or payroll records or not reporting vacation and/or sick leave time.
- 12) Being absent three (3) consecutive working days without calling in.
- 13) Divulging confidential information to an unauthorized person or making any disclosure of confidential information regarding the City to any person, agency, publication, radio or television station without authorization from the City, except to the extent that the employee reports a violation of or noncompliance with a law, rule, or regulation to a supervisor or a

government agency, as protected under O.C.G.A. § 45-1-4. See also Confidential Matters at Section 5.9 regarding Georgia Whistleblower Act.

14) Abusive conduct toward a fellow employee, City official or member of the public.

C. It should be noted that these are only examples of violations that may result in disciplinary action up to and including immediate discharge. Other situations may arise and these too may result in various degrees of discipline. Employment at the City remains at-will.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 7.4 Grievance and Appeal Process
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Differences of opinion are expected in the workplace and can be beneficial when presented in a positive manner. Employees are encouraged to constructively share different views and opinions with co-workers and supervisors for the purpose of increasing efficiency, productivity, and service delivery. Conflicts which cannot be resolved within the organizational framework will be resolved through the grievance and appeal process.

Regular full-time and part-time employees who have completed their introductory period may use the grievance and appeal process in cases where they have been subject to a disciplinary suspension with or without pay, disciplinary demotion or pay reduction, or dismissal.

PROCEDURES AND GUIDELINES

1. **Grievance Process:** The purpose of the grievance process is to promote a better understanding of policies, practices, and procedures affecting employees and to improve employee/supervisor communications and relations. Occasional mistakes and/or misunderstandings will inevitably occur. A healthy organization requires that employees freely and openly discuss problems with their supervisors and management.
 - A. The grievance and appeal process is designed for employees who disagree with a disciplinary action of a supervisor or Department Head and desire to challenge the action to another level. Not all actions that an employee disagrees with are grievable. For example, the following areas are not subject to grievance:
 - 1) Issues which are pending or have been concluded by other administrative or judicial procedures.
 - 2) Budget allocations and expenditures, and organizational structure (including scheduling), to include the persons or number of persons assigned to particular jobs or units.
 - 3) Reductions to the work force.
 - 4) Reorganizations.
 - 5) Minor disciplinary actions such as verbal and written reprimands.

- 6) Any matter which is not within the jurisdiction or control of the City Manager.
- 7) Decisions, policies, practices, resolutions, or ordinances adopted by the City Council or the City Manager which are not work-related.

B. Informal Process: When employees disagree with a disciplinary action, the employee is encouraged to come forward and discuss his/her views with the supervisor.

C. Formal process: An employee who is not satisfied after discussing the matter with his/her supervisor shall present any grievance to the Department Head within five (5) work days after such discussion.

- 1) The grievance must be written and include the employee's name, position title, division and department and the date it was submitted. In addition, the grievance must explain the concern and what remedy is sought, names of possible witnesses, any documentary evidence and any other information the employee wishes to be considered.
- 2) The Department Head shall inquire into the facts and circumstances of the grievance and may discuss the matter with others involved, such as employees or witnesses, and may review any documents or other materials, as deemed necessary. The Department Head may also consult with the Director of Human Resources and the City Attorney on the matter. The Department Head shall attempt to resolve the problem fairly and promptly within ten (10) work days after receiving the written grievance, unless he/she notifies the employee that more time is needed to render the decision.
- 3) If the grievance is not resolved as provided above, the employee may appeal the grievance and decision in writing to the City Manager, through the Director of Human Resources, within five (5) work days after receipt of the decision from the Department Head on the grievance. The employee shall include in the appeal all matters he/she wants addressed and that are subject to the grievance and appeal process and forward any supporting documentation, names of possible witnesses, and any other information the employee wishes to be considered by the City Manager.
- 4) The employee's failure to appeal to the City Manager, or the Mayor and City Council in the case of a Department Head, within the five (5) business days provided will cause the employee to forfeit their opportunity to further appeal the grievance.

2. Appeal Hearing Process:

A. To ensure consistent treatment, all disciplinary action more severe than a written warning is subject to the grievance and appeal process. Within ten (10) working

days of receipt of the written appeal (unless the investigatory process or City business needs require that the hearing be scheduled at a later date), the City Manager shall schedule an appeal hearing with the employee and anyone else he/she deems appropriate to participate in such hearing. (A Department Head is only entitled to an appeal hearing in front of City Council).

- B. The City Manager may confer with the appropriate Department Head, the Director of Human Resources and/or the City Attorney regarding the appeal, and may include one or more of them, or other appropriate witnesses, in the hearing. The City Manager may seek additional information bearing on the matter outside of the hearing. The City Manager shall render a decision in writing on the appeal to the employee within ten (10) working days after the appeal hearing, unless he/she notifies the employee that more time is needed to render the decision.
- C. The employee will sign and date a copy of the City Manager's decision to acknowledge receipt thereof, or the City Manager will make a notation for the employee's file that the employee has been informed of the response. The decision of the City Manager in all grievances shall be final except when the employee is a Department Head.
- D. At any time, the City Manager may discharge any employee, however, the City Manager may not terminate a Department Head without first discussing the matter in executive session with the Mayor and City Council.
- E. A Department Head who appeals the decision of the City Manager regarding a grievable disciplinary action to the Mayor and Council must submit the appeal in writing to the City Attorney and Director of Human Resources within five (5) work days after the decision of the City Manager on the grievance. The employee shall include in the appeal all matters he/she wants addressed and that are subject to the grievance and appeal process and forward any supporting documentation, names of possible witnesses, and any other information the employee wishes to be considered, all prior written decisions rendered during the grievance process, and a complete written brief describing all of the facts in dispute with copies of the supporting evidence or documentation that has been used to support any claims of the employee. The City Manager shall also file a complete written report describing all of the facts in dispute with the supporting evidence or documentation to support his/her decision on the matter. The City Attorney shall provide the Council with the complete appeal in a timely manner.
- F. Appointed Staff: City Attorney, Municipal Court Judge, City Clerk and City Manager do not have appeal rights.

3. Appeal Hearing Procedures – Employees (Excluding Department Heads)

The appeal hearing will be conducted under the following procedures:

- 1) Notice of Hearing: The employee will receive notice of the hearing, including the time, place and purpose of the hearing. The notice will also identify the matters to be heard and will inform the employee of his/her opportunity to present evidence, witnesses, other information and to be advised by legal counsel.
- 2) Advice of Legal Counsel: Employees shall represent themselves in all hearings. Employees may only be advised by legal counsel.
- 3) Transcript: An electronic recording of the hearing will be made and will be available to all parties. A copy of a written transcript (if available) may be made available to the employee at his/her cost.
- 4) Evidence: The City Manager will preside at the hearing and will have full authority to conduct the hearing in the manner deemed fit by the City Manager. The City Manager may permit evidence or rebuttal evidence. The hearing will be informal and the legal rules of evidence and rules of civil procedure shall not apply.
- 5) Time Limit: Hearings will last no longer than (2) hours, unless an extension is granted by the City Manager.
- 6) Final Decision: A final decision on the appeal will be made by the City Manager.
- 7) Legal Fees: The City of Statesboro shall not be liable for the payment of legal fees in connection with any appeal procedure initiated by an employee.

4. Appeal Hearing Procedures - Department Heads

- A. The Council shall review the written appeal information and within thirty (30) days decide on one of the below courses of action:
 - 1) To not hear the appeal and let the City Manager's decision stand, thereby denying the appeal.
 - 2) To hear the appeal.
- B. Should the Mayor and Council decide to hear the appeal, the City Attorney or Director of Human Resources, will at the Mayor and Council's direction, notify the Department Head of the hearing date, time, and location. The hearing date will be no later than six (6) weeks after receipt of the appeal documentation by the Mayor and Council unless the business needs of the City or of the Mayor and City Council require that the hearing be scheduled at a later date. After the hearing, the Council shall make a decision on the appeal.
- C. The appeal hearing will be conducted under the following procedures:

- 1) Notice of Hearing: The employee will receive notice of the hearing, including the time, place and purpose of the hearing. The notice will also identify the matters to be heard and will inform the employee of his/her opportunity to present evidence, witnesses, other information and to be advised by legal counsel.
- 2) Advice of Legal Counsel: Employees shall represent themselves in all hearings. Employees may only be advised by legal counsel.
- 3) Transcript: An electronic recording of the hearing will be made and will be available to all parties. A copy of a written transcript (if available) may be made available to the Department Head at his/her cost.
- 4) Evidence: The Mayor and Council will preside at the hearing and will have full authority to conduct the hearing in the manner deemed fit by the Mayor and Council. The Mayor and Council may permit evidence or rebuttal evidence. The hearing will be informal and the legal rules of evidence and rules of civil procedure shall not apply.
- 5) Time Limit: Hearings will last no longer than (2) hours, unless an extension is granted by the Mayor and Council.
- 6) Final Decision: The decision of the Mayor and Council shall be final.
- 7) Legal Fees: The City of Statesboro shall not be liable for the payment of legal fees in connection with any appeal procedure initiated by a Department Head.

D. Upon hearing the appeal, the Mayor and Council may, by majority vote, provide the following actions:

- 1) Overturn the City Manager's decision.
- 2) Let the City Manager's decision stand, thereby denying the appeal.
- 3) Modify the decision of the City Manager and demote, reduce the salary, suspend with or without pay or terminate the employee.



City of Statesboro – Human Resources Policies and Procedures

SECTION 8

EMPLOYEE OFFBOARDING

8.1 Termination of Employment

8.2 Exit Interview



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 8.1 Termination of Employment
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

An employee may resign or be dismissed from employment. Employment at the City is at-will.

PROCEDURES AND GUIDELINES

All separations from employment shall be designated as one of the following categories and shall be accomplished in the manner indicated.

1. **Resignation in Good Standing:** An employee may resign by notifying the Department Head of the effective date as far in advance as possible. Good standing means that an employee demonstrates concern for the City work objectives and its customers by providing his/her supervisor the recommended minimum notice of resignation. The City recommends an employee give a minimum of fourteen (14) calendar days' notice in writing to his/her immediate supervisor or Department Head. If the employee is a Department Head, the City recommends a minimum of four (4) weeks' notice. The purpose of notice is to provide the manager with time for transition, to reassign job duties, transfer information, and otherwise complete work which the departing employee had in progress. Employees who resign in good standing will be eligible for payment of accrued vacation leave. Failure to resign in good standing may affect the employee's ability to be paid for unused vacation leave. After an employee has submitted notice to resign, requests for vacation or sick leave may not be approved.
2. **Dismissal:** An employee may be dismissed from employment when performance or behavior does not meet organizational expectations. Department Heads have the authority to dismiss employees from their respective departments after consultation with the Director of Human Resources and approval of the City Manager. All recommendations for terminations shall be subject to a review period by the Director of Human Resources.
3. **Job Abandonment:** An employee who is absent from work for three (3) consecutive work days without leave approval, or without having called the immediate supervisor or Department Head will be considered to have voluntarily abandoned his/her job and resigned from employment with the City. Such employees are not entitled to pay for accrued vacation leave.
4. **Unavailable for Work:** An employee may be separated from employment at the initiation of the employee or the employer if the employee is unavailable for work.

5. End of Temporary Assignment: Temporary appointments are made for a limited period of time. Employment shall be terminated when the assignment has been completed.
6. Layoff: An employee may be involuntarily separated from employment by reason of lack of funds or changes in the organization. Consideration will be given to the need for service, the quality of each employee's past performance, length of service and other legitimate business factors, in determining those employees to be retained.
7. Retirement: When an employee plans to retire, he/she should give at least thirty (30) day notice. This provides time for the Department Head to transition critical duties and select a replacement. An employee must make written request to the Human Resources Department to initiate payment from the Retirement Plan.
8. Death: All compensation due in accordance with these procedures will be paid to the estate of a deceased employee or as otherwise required by law. The date of death shall be recorded as the separation date for computing compensation due.
9. Documentation Required: The Department Head should submit a Personnel Action form to the Human Resources Department indicating the last day to be worked, along with a copy of the written resignation, if applicable. When the employee leaves on the last day of work, the Department Head is expected to collect all uniforms, tools, equipment, keys, and any other property of the City. A termination checklist will indicate other activities which should occur. Department Heads are expected to notify the Human Resources Department if employees fail to return property such that action may be initiated to collect outstanding debts from the final paycheck, as allowable by applicable law.
10. Final Paycheck: The Department Head must submit a final timesheet in order to generate a final paycheck. The final paycheck will be prepared within the standard payroll cycle. Any debts owed to the City (e.g. unreturned uniforms, keys, tools etc.) will be withheld from the last payroll check, as allowable by applicable law.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 8.2 Exit Interview

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Employees who voluntarily leave the organization are encouraged to participate in an exit interview. The City is interested in the observations and suggestions of such employees and wishes to learn from their experiences. The information can help identify the reasons employees leave the organization, and their level of satisfaction with programs, services, and benefits.

PROCEDURES AND GUIDELINES

1. The Human Resources Department will contact departing employees and arrange for an exit interview. A standard questionnaire will be used to learn about the employee's level of satisfaction with policies, procedures, benefits, training opportunities, job responsibility, career growth opportunities, and other job-related issues.
2. The Human Resources staff will provide feedback to Department Heads annually or as otherwise necessary.



City of Statesboro – Human Resources Policies and Procedures
SECTION 9
RECORDKEEPING

- 9.1 Personnel Records
- 9.2 Criminal History Records Security
- 9.3 Employee Handbook Acknowledgments



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 9.1 Personnel Records

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

Individual personnel files shall be established and maintained for each employee according to standard criteria and applicable law. Employee information is confidential, except as otherwise provided by law (including but not limited to the Georgia Open Records Act). Personnel files shall be maintained in the Human Resources Department.

PROCEDURES AND GUIDELINES

1. The confidentiality of employee information applies to all formats, including computer databases, files, written materials, or verbal communications.
2. The Director of Human Resources shall be the custodian of all personnel records and the records shall be the property of the City.
3. The Director of Human Resources will prescribe necessary forms and reports, including but not limited to Personnel Action and Payroll Forms, Separation Reports, Employment Applications, Offer Letters, Performance Appraisals, Applications for Job Postings, New Employee Information Documents, and Emergency Notification Forms.
4. Information relating to each employee is maintained in accordance with appropriate laws and regulations. Medical/benefits information is maintained in a confidential file, separate and apart from general employment documents.
5. Each employee may request in writing to inspect his/her official personnel file during normal business hours by appointment with the Human Resources Department. Each employee may receive a copy of documents placed in his/her personnel file.
6. Materials shall not be removed from the personnel files except by direction of the City Attorney.
7. Only with the approval of the Director of Human Resources shall materials be added to any employee personnel file.
8. An employee who objects to material in the file may place in the file a statement relating to the objectionable material. The employee may seek the removal of such material in accordance with established grievance procedures.
9. Personnel records containing confidential information will be routed under cover, either by inter office envelope marked confidential or other protective means.

10. All inquiries regarding employment opportunities or about former or present employees must be referred to the Director of Human Resources. This includes unemployment claims, verification of employment, loan verification, requests for disability insurance information, reference checks, or similar requests for information. Should the employee wish the City to release any or all information to an outside party for such purposes as loan approvals or reference checks, the employee must first inform the Director of Human Resources in writing and sign an authorization for release of personal data in a form approved by the Director of Human Resources.
11. The City retains employment records for all employees only in the designated administrative office. The City requires employees to keep their employment history current by submitting notice immediately of change of address, telephone number, educational status, marital and benefit status, and similar changes. Notice of changes should be submitted to the Director of Human Resources on the status change form provided.
12. Under the Georgia Open Records Act, all personnel records are open to public inspection unless an exception applies. Exceptions include but are not limited to: employee medical records; records on ongoing criminal investigations; records that reveal certain personal or family information; and financial data or information other than compensation by a government agency. See O.C.G.A. § 50-18-72.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 9.2 Criminal History Records Security
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

All City of Statesboro employees with access to Criminal History Records are required to be familiar with the City of Statesboro Criminal History Records Security policy.

PROCEDURES AND GUIDELINES

1. **Criminal Justice Information (CJI)**: is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments or other formal criminal charges, and any disposition arising there from including acquittal, sentencing, correctional supervision and release.
2. **Use of CJI**: Use of state and FBI criminal history records obtained by a non-criminal justice agency are solely for the purpose requested and cannot be disseminated outside the receiving agency.
3. **Record Storage**: All criminal history record information received from GCIC and/or the FBI for background check purposes shall be stored in a secure location. Areas in which the information is processed and handled shall be restricted to authorized personnel in the performance of their duties.
4. **Disposal of CJI**: When CJI is no longer needed, it shall be destroyed by burning, shredding or other method rendering the information unreadable. Record destruction must be conducted under the supervision of authorized recipients.
5. **Physical Security**: Recipients of CJI must provide a secure area, out of the view of the public and unauthorized personnel, for the handling and retention of CJI. City of Statesboro shall institute reasonable procedures to protect any central repository of criminal history record information from unauthorized access, theft, sabotage, fire, wind, flood, power failure or other natural or manmade disasters.
6. **Penalties for Misuse of CJI**: Title 28 U.S.C. § 534, Pub. L. 92-544, and Title 28 C.F.R. § 20.33(b), provide that the exchange of records and information is subject to CANCELLATION if dissemination is made outside the receiving departments or related agencies. Furthermore, depending upon the nature of the offense and the identity of the offender, federal or state crimes may be charged for the willful, unauthorized disclosure of CJI. O.C.G.A. § 35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law.

7. Training Requirements: In accordance with the GBI Security Policy, City of Statesboro shall ensure that all personnel with access to CJI receive Security and Integrity of Criminal Justice Information training and/or Security and Awareness training at least every two years. New employees must complete the training within sixty (60) days of employment. Security and Integrity of Criminal Justice Information training and/or review of the Security and Awareness training video is required for all personnel directly associated with the accessing, maintaining, processing, dissemination or destruction of CJI. Training records must be kept on employees who complete Security and Integrity training, for auditing purposes.

EMPLOYEE HANDBOOK ACKNOWLEDGMENTS

ACKNOWLEDGMENT ABOUT AT-WILL EMPLOYMENT

I acknowledge that I have received a personal copy of the employee handbook. I understand that the information in the City of Statesboro's handbook represents guidelines only and that the City reserves the right to modify this handbook or amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time in its sole discretion, or to require and/or increase contributions toward benefit programs. I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of the City, whether set forth in this handbook or elsewhere. If I have questions or concerns, I understand that I may ask my supervisor or the Director of Human Resources.

I UNDERSTAND THAT THIS HANDBOOK IS NOT A CONTRACT, EXPRESS OR IMPLIED, FOR EMPLOYMENT OR FOR BENEFITS AND DOES NOT GUARANTEE EMPLOYMENT OR BENEFITS FOR ANY TIME PERIOD. EMPLOYMENT AT THE CITY IS "AT-WILL." THIS MEANS THAT EITHER THE CITY OR THE EMPLOYEE MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT NOTICE.

I UNDERSTAND THAT NEITHER THIS HANDBOOK NOR ANY OTHER ORAL OR WRITTEN POLICY OR PROCEDURE, NOR ANY STATEMENT BY ANY EMPLOYEE, SUPERVISOR OR MANAGER CAN OR WILL CHANGE THE AT-WILL NATURE OF THE EMPLOYMENT RELATIONSHIP UNLESS SPECIFICALLY STATED IN A WRITTEN EMPLOYMENT CONTRACT AND SIGNED BY ME AND BY THE CITY MANAGER.

Employee Name

Employee Signature

Date

ACKNOWLEDGMENT ABOUT HARASSMENT

I understand that sexual harassment, or harassment based on any other legally protected category, is against City policy and is against the law. I acknowledge that I have received and read the City's Unlawful Harassment Policy. I have had the opportunity to ask questions about the policy and how it works. I further understand that if I have a question or a complaint, I should discuss it with my supervisor, the Department Head, City Manager, or the Director of Human Resources.

Employee Initials: _____

ACKNOWLEDGMENT ABOUT DRUGS/ALCOHOL

I acknowledge that I have received a copy of the City's Drug and Alcohol Policy. I have had a chance to review the policy, and I understand the contents of the policy.

Employee Initials: _____

ACKNOWLEDGMENT ABOUT TECHNOLOGY USAGE

I acknowledge that I have read the Technology and Equipment Usage Policy and I understand that when I use, open, or access the City of Statesboro's communication systems (telephone, radio, pager, cell phone, voice mail and other such devices), hardware, software, e-mail, or internet access, I have no right to or expectation of privacy in their use or the communication of information thereon. I further acknowledge that these systems and equipment are City property and are to be used for job-related purposes.

I also agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to the City monitoring my use of all communications systems at any time at its discretion. Such monitoring may include, without limitation, printing and reading all e-mail entering, leaving, or stored in these systems, listening to my voice-mail messages, and monitoring internet access in the ordinary course of business.

If I have questions about whether an activity is appropriate, I will contact my supervisor or Department Head.

Employee Initials: _____

[to be placed in employee's personnel file]