

## 1.1 WELCOME TO NEW EMPLOYEES AND APPRECIATION OF PRESENT EMPLOYEES

You and your job are important. Whether you are just starting out with the City or have been with the City for many years, we want you to know that we appreciate the contribution that you make to our continued growth and success. We strongly believe that what sets this City apart from other cities is our employees. You were selected because of your unique skills and abilities, and we hope that our association will be a long and pleasant one.

The City has been successful in the past because of the cooperative efforts of individuals like yourself. In order to continue this tradition, we all realize that each of us has a responsibility to try to work together as a team and to follow certain basic policies and procedures. We are confident that you will do your best to help us continue our fine success and reputation.

## 1.2 PURPOSE OF HANDBOOK

In preparing this handbook, we have tried to outline for you the privileges, benefits, and responsibilities which are yours as an employee of the City of Tifton. Read through the following pages carefully and thoroughly. They not only will help you adapt to your new job as quickly and easily as possible, but they will provide a ready reference for questions that arise from time to time during your employment. You will find much in these pages to interest you, guide you, and help you in realizing a satisfying and successful future with the City. We hope that the policies included in this handbook help you to make the best and most of your employment. With your help, the ideals contained in these policies will be upheld and continued.

This employee handbook sets forth the general personnel policies and procedures for employees of the City of Tifton. The City maintains formal Personnel Policies and Procedures. Your Department Head has a copy of these policies and procedures and will make them available to you, upon request. This handbook attempts to provide to you the information contained in those policies. Should there be a discrepancy between this handbook and the City's Personnel Policies and Procedures, the City's Personnel Policies and Procedures will take precedence. The policies and procedures included in this handbook will take precedence over any written departmental rules and procedures.

## 1.3 CITY PHILOSOPHY AND GOALS

Over the years we have earned a fine reputation for providing high value services for the citizens and taxpayers. With the cooperation of all of our employees, we hope to continue this tradition.

We believe that the past success is the direct result of our employees. We also realize that our strength and future success depend directly upon the contribution made by each of you within our organization. Productivity and efficiency result from real job satisfaction and from adequate training and individual self-development. With this in mind, we have certain goals which we think are important to all of you. We will do our best to place you in a position which best suits your natural aptitudes and skills. We also intend to provide you with detailed instruction in your work and with advice and assistance for self-development. Our philosophy includes considerate and fair treatment of all employees at all times. We recognize the importance of your individual work to the overall level of service provided our citizens, and we will give you every opportunity for advancement with the City.

## 1.4 CITY SERVICES

Following is a list of some of the services which we provide for the citizens of Tifton:

Police Protection  
Fire Protection and Prevention  
Water Distribution  
Waste Water Removal and Treatment  
Streets and Sidewalks  
Curbs and Gutters  
Traffic Control  
Natural Gas Distribution  
Surveying and Engineering  
Solid Waste Collection and Landfill  
Recycling Collection  
Parks and Cemetery Planning and Maintenance  
Senior Citizens Center  
Storm Drainage Facilities  
Telecommunications  
Community Development and Planning  
Business Development and Special Projects

## 1.5 GOVERNMENT STRUCTURE

The Charter for the City of Tifton creates a City Council - Manager form of government. In this form of government, the citizens elect a City Council and Mayor. These individuals are accountable to the citizens. The City Council appoints a City Manager who is accountable to the City Council. The City Council delegates the authority and responsibility to the City Manager to: ensure that services are provided in a timely and cost effective manner; carry out the policies of the City Council; prepare and implement an annual budget; and, manage the City work force.

## 1.6 RESPONSIVENESS TO CITIZENS

We are here to provide a quality services to the citizens of Tifton. Many times citizens do not know what it takes to create our final product. Citizens do know, however, when the phone is answered quickly and service is provided politely and responsively, or when they have been treated with consideration. The citizens of Tifton are our customers and deserve to be treated as such.

## 1.7 EQUAL EMPLOYMENT AND HARASSMENT

The City of Tifton hereby affirms its policy to ensure equal employment opportunity for every employee and applicant for employment without regard to race, religion, creed, color, sex, age, disability (provided that essential job functions can be performed, with or without reasonable accommodation) or national origin. We are firmly committed to a policy of non-discrimination in all employment practices.

This policy of providing equal employment opportunity also includes freedom from harassment due to race, religion, creed, color, sex, age, disability, or national origin. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and other such verbal or physical conduct. Harassment is prohibited by the City and is a violation of the law and will not be tolerated.

Any harassing misconduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Any employee who feels that he or she has been a victim of harassment should notify any one of the following: his or her supervisor; the Human Resources Director; any

Department Head or the City Manager. Any supervisor who witnesses or becomes aware of any allegation that harassment may have occurred has an affirmative duty to insure that the issue promptly reaches management. The City will take prompt corrective action when it becomes aware that harassment may have occurred. The claim will be investigated to determine its merit, and appropriate action will be taken, which may include discipline or discharge of the offending employee(s). Employees who bring charges of harassment or assist in the investigation of harassment charges are protected, by policy, from reprisal.

Every employee will be expected to respect the rights of others and to conform to this policy.

## 1.8 EMPLOYEE SUGGESTIONS

New ideas are important to any progressive organization. In your everyday work, you may think of changes that could improve City services or otherwise benefit both you and the City. Ideas implemented by you can prevent accidents, increase employee morale, improve method of operations, and provide exceptional customer service to citizens. We welcome and appreciate any suggestions you have that will improve the way in which we operate.

All employees are eligible to participate. Managers and Supervisors are encouraged to partake in process improvement. To submit a suggestion, you should complete a suggestion form and forward it to your supervisor. The Department Head will be responsible for the promotion of an idea to the City Manager. A suggestion form is provided for you in the back of this handbook.

## 1.9 GRIEVANCE PROCEDURE

In order to ensure that employees receive fair treatment and are given an opportunity to communicate problems and complaints, we have developed a grievance procedure to be used by everyone. Most of us have a question or complaint at some time. If you do, the only way we can answer your question or help you solve your problem is for you to tell us about it and talk it over with us.

### 1. Step One

If you have a question or complaint, you should first talk it over with your supervisor. Your supervisor knows more about you and your job than any other member of management, and he or she is in the best position to handle your problem properly and satisfactorily. He or she will do his or her best to satisfy you, and in most cases, will be able to help solve your problem.

### 2. Step Two

If the grievance is not satisfactorily resolved at Step One, you may present the grievance to the Department Head of the department in which you work. The grievance needs to be presented in writing and within ten working days of your answer from your supervisor.

After careful consideration and review of the pertinent facts, your Department Head will respond, in writing to you. The written response will be within ten working days.

### 3. Step Three

If the grievance is not satisfactorily resolved at Step Two, you may present the grievance to the City Manager. The grievance must be in writing and be presented within ten working days of the response from the Department Head. The City Manager may:

- a. Appoint an Ad Hoc Grievance Committee or a Hearing Officer to hear the grievance and submit its finding to the City Manager;
- b. Meet with the employee, if the employee so desires, to discuss the grievance; or,
- c. Consider the grievance solely on the basis of the written submission.

The City Manager or his or her designated representative will evaluate the facts and present a decision, in writing, within thirty working days of receipt of the Ad Hoc Committee or Hearing Officer finding, the meeting with the employee, or in the absence of the preceding, the receipt of the written submission. The decision of the City Manager will be final and binding on both the City and the employee.

Should you desire clerical assistance in preparing a written grievance, the Human Resources Director is available to assist in the writing of grievances.

Employees who fashion a solution outside of this procedure may forfeit rights otherwise entitled to that emanate from this handbook.

Not submitting a grievance within the time limit specified, at any level, is considered a waiver of the grievance or acceptance of the decision at the level completed. Should management not respond within the specified time frame, you may proceed to the next level. The time limits may be extended, if agreed by both parties in writing. For the purposes of this section, a working day is defined as Monday through Friday, exclusive of recognized holidays.

# EMPLOYMENT PRACTICES

## 2.1 INTRODUCTORY PROBATIONARY PERIOD

Your first 180 calendar days of employment with the City will be considered a trial or probationary period. You will be provided a current job description for your position. During this time we will be assessing your job performance, your record for reporting on time and when scheduled to work, and your overall interest in continuing your employment with the City. At the same time, you will have an opportunity to decide whether you like your new job and surroundings. Employees who are deficient in their job performance or work habits may be terminated, without additional notice at any time during the probationary period. You will be formally evaluated near the end of this period. The probationary period may be extended an additional 180 days by your supervisor. During the probationary period, you will be eligible for holidays that may occur. Eligibility for using sick time benefits and annual leave will not begin until the probationary period is successfully completed. Sick time and annual leave accruals will be credited at the completion of the probationary period, from date of employment. All other benefits will be effective on the first day of the month following 60 days of full time employment.

Once you successfully complete your probationary period, you will become a regular employee. However, under no circumstances does this mean that you are guaranteed employment for any specified length of time.

We hope that you will make the most of this "trial" period by making an effort to adjust to your new job and to demonstrate your ability and interest.

Employees that have not completed the introductory probation period of 6 months are considered probationary employees. Probationary employees do not accrue sick or vacation time, but are eligible for paid holidays. At the successful completion of probation, the employee's sick and vacation accrual banks will be credited with six sick days and five vacation days. These days will then be available to use.

## 2.2 REGULAR FULL TIME

A regular full time employee has completed the required introductory probationary period for the particular position and is regularly scheduled to work a minimum of 40 hours per week.

## 2.3 REGULAR PART TIME

Employees that are regularly scheduled to work less than 30 hours per week or less than 130 hours per month and have completed the required probationary period for the particular position employed. Part time employees are not covered by the City's Insurance plan, nor do they accrue vacation or sick leave.

## 2.4 RE-HIRED PENSIONER

Employees that are receiving City of Tifton pension benefits and are hired to work part time are titled rehired pensioners. A rehired pensioner is limited to part-time status. A rehired pensioner will need to re-vest for current pension benefits to be affected by plan changes or to earn additional benefits. Rehired pensioners are limited to 1040 hours of work per year.

## 2.5 TEMPORARY EMPLOYEES

Temporary employees are hired for an indefinite period or for a specific project (typically less than one year). Temporary employees should follow the guidelines in this employee handbook, which will provide guidance regarding the structure of the employment relationship, unless otherwise stated in the memorandum of understanding. Employees who are considered temporary do not qualify for any non-statutory benefits, including sick and vacation accruals or holidays; however, you are covered by Social Security and Worker's Compensation. The hourly rate negotiated with temporary employees includes consideration for the fact that the you are ineligible for benefits. Should the employee and the City mutually agree that regular employment status is desirable, the hourly rate may be renegotiated. In such a circumstance, the formerly temporary employee will be treated as if a new employee and will be required to complete a six-month probationary period. A temporary employee may be hired to work full time or part time hours. Hiring a temporary employee should not routinely be used as a means to evaluate a potentially permanent employee. Please refer to the definitions section for more information.

## 2.6 REHIRE

The City of Tifton will consider rehiring persons who were previously employed by the City. To be eligible for rehire, the candidate must have given appropriate written notice and have not been under investigation at the time of separation or experienced an adverse disciplinary action within twelve months prior to separation. Any exceptions will need prior approval from the City Manager.

## 2.7 SUPERVISOR'S RESPONSIBILITIES

Your supervisor has experience, demonstrated leadership, and ability to perform the work in your department. Your supervisor has been given the responsibility of overseeing your performance. Your relationship to your supervisor is very important. His or her help can be invaluable to you, particularly during your first few months on the job. Your success on the job depends upon your willingness to cooperate with him or her and to follow his or her instructions. If you have any problems or questions, which arise on a day-to- day basis, talk them over with your supervisor. You will find that he or she is willing to help at all times with all sorts of problems.

## 2.8 EMPLOYEE'S ROLE AND RESPONSIBILITIES

As an employee of City of Tifton, you represent the effectiveness of City government to our citizens. As such, you carry a great deal of responsibility to uphold our fine image of providing quality services and our established policies and practices. We hope that you will be courteous and helpful in your contacts with other employees and the general public. Often, it is the small, personal things that can make a big difference. It is up to you to help us maintain and improve our success and reputation. Through your cooperation and contributions, we hope to continue to grow and be successful. We hope that we can rely on your good judgment and sense of responsibility to conduct yourself with dignity and with respect for the City.

## 2.9 HOURS OF WORK

The regular workweek will consist of forty (40) hours per week, except for fire fighters and certified police officers. Your specific working hours will depend upon the work schedule of the department in which you work. If you work more than forty hours in a workweek, you will be compensated at a rate of 1 ½ times your regular rate of pay for all hours worked in excess of forty for that week. Overtime for certified police officers and firefighters is structured differently. Please ask your department head for details. The City's workweek for purposes of computing overtime pay is from 12:01 a.m. on Monday to 12:00 midnight on Sunday.

While the City wishes to provide steady and regular employment, specifying the above hours of work is not intended as a guarantee of hours of work per day or per week.

## 2.10 LUNCH PERIODS AND BREAKS

An unpaid meal period is provided to all employees. The exact time for meals varies by department. Your supervisor will have specific information regarding your scheduled meal break.

Any department having more than one employee is expected to stagger the lunch period so that the department is covered at all times. Should you fail to get a bona fide meal break, you must report this to your supervisor.

There are normally two fifteen (15) minute paid break periods during an 8-hour shift, if your workload allows. Your supervisor will advise you of the time of your break.

## 2.11 OVERTIME POLICY

When our workload requires that overtime be worked, the City will offer overtime opportunities to employees working in the job classification or department where the overtime is required. If no one voluntarily chooses to work the overtime needed, it will be necessary to assign the overtime to employees in order to get the job done. Every reasonable effort will be made to distribute overtime work as fairly as possible among all employees. Only employees classified as "non-exempt", under the Fair Labor Standards Act will qualify for overtime pay.

Although we will attempt to give you adequate notice of overtime assignments, this is not always possible in all situations. We will give as much advance notice of overtime work as is reasonably possible, but the City reserves the right to require an employee to work overtime without notice when necessary to meet public safety or department requirements.

If you work overtime, you will either be compensated at a rate of one and one-half times your regular rate of pay for all hours worked over forty in a workweek or be credited with one and one-half times the number of hours to your compensatory time account. Under no circumstances are employees to work overtime without advance permission from their supervisor.

Annual leave and sick time, and other paid time not actually worked are not considered time worked for the purpose of computing overtime.

The City reserves the right to change your schedule in order to avoid overtime or as required to provide for public safety or other legitimate purpose.

## 2.12 COMPENSATORY TIME

From time to time, overtime may be necessary. The City and the employee may mutually agree for the employee to receive compensatory time, instead of overtime pay. Compensatory time, or “comp time” is the granting of time off with pay. If you have worked an hour of overtime and agree to be compensated using comp time, you will be credited with one-and-one-half hours of comp time. You will be able to take this time at your convenience, as long as your absence does not unduly hinder the operation of your Department. In order to be properly credited with comp time, the form enclosed in the Forms Section of this handbook should be completed in its entirety. Compensatory time that is not documented cannot be taken or paid.

The City has established the following requirements on the use of Compensatory Time:

1. No employee may accrue more than sixty (60) hours of compensatory time for forty (40) overtime hours worked without the written authorization from the City Manager.
2. The City of Tifton reserves the right, at any time, to "buy back" accrued compensatory time at the employee's then prevailing wage rate.
3. Employees shall take compensatory time off as and when allowed by the Department Head, provided that the City of Tifton shall honor an employee's request to use compensatory time unless to do so would disrupt the operation of the employee's department or the City.

## 2.13 CALL-IN PAY

Some departments may be called upon to respond to an emergency at any time, day or night. Employees who are on-call will be required to respond to a call within the amount of time established by your department head. Employees on call are permitted to pursue personal interests, but must report to work unimpaired. Your supervisor will provide you with additional information if you are expected to be on-call. If you are on-call, you will receive additional compensation for the hours that you actually report for work. When you are on call and called in to work, you will be paid the greater of two hours or the actual number of hours worked. If more than one call is received in an eight-hour period, you will be paid the greater of the two-hour minimum or the actual hours that you work. Only hours actually worked count towards overtime.

## 2.14 ID BADGES

All City of Tifton employees are required to have an Identification Badge. This badge is used for identification and to allow you access to areas within the City that are controlled by the badge security system. If you should lose, damage or destroy your badge, you will be required to replace it at your own expense. You will not be required to pay for damage caused by normal wear and tear.

## 2.15 ATTENDANCE AND PUNCTUALITY

Regular attendance and reporting to work on time are extremely important to the effective delivery of quality City services. The job security of every employee depends on how effectively we provide City services. In fact, one of the most significant contributions you can make is to report for work regularly and on time. Being on time means that you should be at your workstation ready for work at the starting time of your shift and remain on the job until your shift is over.

Regular attendance and punctuality are also important to you personally. They establish a good work record, and they are a means of gaining recognition and opportunity for progress. However, each of us may need to be late or absent from time to time, and during those times it is important that you let us know of your absence or tardiness as far in advance as possible. In order to avoid inconvenience to our citizens, the City, your supervisor, fellow workers, and yourself, we ask that you comply with the following:

1. Any absence or tardiness for any reason should be reported at least one hour before your shift is scheduled to begin. If your supervisor is unavailable, call the Police Department at 382-3132 and give the communications staff the information needed so that they may report it to your supervisor. Give the reason for your absence or tardiness and the approximate date of return to work or the time of your arrival.
2. Mere timely reporting an absence or tardiness does not necessarily mean that it is excused. Unreported absence or lateness, or reported lateness or absence for unacceptable reasons, may, if habitual or the situation warrants it, result in dismissal from the City.
3. After 3 consecutive days of absence, the employee is required to submit to the Department Head a medical certification from the attending physician before any additional use of sick time credits can be authorized for the employee. If the employee continues to be absent, the City shall require further medical certification for each 30 consecutive days of absence, unless the Department Head has personal knowledge that the employee is hospitalized and is unable to work. Such medical certification must state that the employee is unable to perform the regularly assigned duties if sick leave is to be authorized by the City.
4. If there is suspicion of sick leave abuse based upon a pattern of absence by an employee, such as consistent absence on the day preceding or following the employee's regular days off or absence on the same day of each week or each month, a Department Head may require medical certification in granting sick leave. Medical certification should be provided on the medical provider's letterhead. Any certification not signed by the attending physician but by office staff should be so indicated.

\*Sick leave shall not be considered as time worked for the purpose of computing overtime. Employees will not be paid for accumulated sick leave upon separation under any circumstances

5. If you are absent for two or more consecutive working days and have failed to notify your supervisor, it will be considered an automatic resignation unless you can show that it was impossible for you to give notification.
6. As a general rule, employees who wish to further their educations should attend classes before their regular shift, after their regular shift or during their lunch break. Attending school (non-mandatory) should have the approval of the department head if school attendance interferes with the work schedule. The City will consider altering work schedules on a case-by-case basis, providing that the student employee can still accomplish the essential functions of the job.

## 2.16 TIME SHEETS

The City is required under the law to keep an accurate record of the hours worked each day by its employees. Your time sheet is therefore very important. Keeping an accurate record of your time is also very important to you since it is the record on which your pay is figured. Your supervisor is authorized to approve your time card. Signing another employee's time sheet or asking someone else to sign yours is a violation of City policy and will subject you to discharge.

## 2.17 PERSONNEL RECORDS

It is extremely important that you keep your personnel record up-to-date. Promptly notify Human Resources or Bookkeeping of any changes in your name, address, telephone number, marital status, dependents, and other personal information. Current information on all employees is necessary for tax purposes, employee benefits, and other matters directly affecting you.

Employees may review the contents of their own personnel file by contacting the Human Resources Director.

## 2.18 WAGE POLICY AND INDUSTRY COMPARISON

It is our policy to establish and maintain fair wages which reflect such factors as industry and area conditions, productivity, and the City's general economic situation. To meet this policy, we make periodic surveys in order to remain competitive with other institutions in the region.

Within the City itself, we make every effort to pay each employee according to the value of his or her job and effort to the overall objective of providing City services. A wage range is developed for each job classification, and the amount you receive is based upon how long you have been with the City and how well you perform within your job classification. When necessary, we re-evaluate various jobs to determine whether the wage range is in line with the relative responsibilities and duties of that job. We intend to make every effort to insure that the process of setting your wage rate is accomplished as fairly and accurately as possible.

## 2.19 PAYDAY

Employees are paid bi-weekly. When payday falls on a holiday, we will make every effort to issue checks on Thursday. Your supervisor will be able to give you additional information. Paychecks will be issued along with a statement of your gross pay and any deductions. See your supervisor regarding how checks will be distributed. If you are absent on a payday, your check will be held for you, unless you have provided written permission to another employee or a relative to pick it up for you. We cannot give paychecks to anyone but the employee without express written permission.

Any error or question concerning your paycheck should be brought to your supervisor. Your supervisor will make every effort to get the error corrected or to explain any questions you may have as quickly as possible. When a correction is necessary, please bring it to your supervisor's attention by 11:00 am on Wednesday. Corrections requested by this deadline will be fulfilled on the following check.

## 2.20 DIRECT DEPOSIT

The City of Tifton provides payday direct deposit. Using direct deposit adds convenience and security in receiving your pay. Employees who use direct deposit will have their accounts credited first thing

Friday morning. Employees who do not qualify for a checking account are encouraged to apply for a Debit Card Account or a savings account. All employees hired after March 2008 are required to use direct deposit.

## 2.21 PAYROLL DEDUCTIONS

The City is required by law to deduct from your paycheck federal and state withholding taxes and social security taxes. These amounts, which are designated on your paycheck, are forwarded directly to the state or federal government.

As a service to our employees, the City also makes other deductions which have been authorized by you in writing. These include such things as medical insurance premiums, United Way, the credit union, deferred compensation contributions, etc. If you have any questions about a particular deduction from your paycheck, contact the Bookkeeping Department.

## 2.22 GARNISHMENTS

Garnishments represent attachments on your pay for an unpaid debt. By law, the City is required to honor legal garnishments of employees' wages. Employees are expected to handle their personal affairs with a proper sense of responsibility and without requiring City involvement. Garnishments are therefore looked upon with disfavor, and repeated garnishments may subject the employee to discipline or dismissal.

## 2.23 WAGE AND PERFORMANCE REVIEWS

Your supervisor will evaluate your job performance during your probationary period and on an annual basis thereafter. This evaluation will be based on your written job description and will analyze such things as your knowledge of your job, the quality of your work, the quantity of your work, your attendance, your attitude, and your cooperation. This performance review will be shown to you and discussed with you in detail by your supervisor. It will also become a part of your personnel file and will be used as one of the criteria for determining your pay increase and opportunities for advancement. This review is also designed to help you determine your job duties and responsibilities and your areas of needed improvement.

## 2.24 PROMOTIONS AND JOB POSTING

It is the City's policy to fill new and vacant positions from within the City, when possible, by promoting qualified employees. Most vacancies will be brought to the attention of all employees by maintaining a list of open positions on bulletin boards located throughout the City. Such jobs will be posted for a minimum of three days before they are filled. The City reserves the right not to post every position. All interested employees are invited and encouraged to apply and receive consideration for open positions. Final decisions will be made based upon ability, experience, past performance, training and education.

Upon being promoted, you will be given a reasonable period of time in which to show that you are able to perform the job to which you were promoted. If you fail to demonstrate such ability, you will be returned to your former position or a similar position, if available. Employees who have successfully bid into another job will have a probationary period of 180 days and may not bid for another position for one year thereafter.

## 2.25 TRANSFERS

You may request a transfer from one department or shift to another by contacting the Human Resources Department. Notification must also be given to your department head. Employees who are involved in the disciplinary process, or have been during the last twelve months, are generally ineligible for transfer without express approval of the City Manager. Before a transfer can take place, there must be a vacancy and approval must be obtained from both department heads. The City reserves the right to transfer employees from one job to another or from one department to another, as the City's needs dictate. Employees will be informed of the need and expected duration of such transfers. An employee's pay and benefits will not be adversely affected if the transfer is temporary and at the City's request.

## 2.26 SUSPENSION WITH PAY

On rare occasions, due to unusual circumstances relating to an incident, action, event or employee behavior, the interests of the City may be best served by suspending an employee with pay. Such a suspension may last no more than six months. Please refer to the City's Policy on Suspensions with Pay for more information.

## 2.27 LAYOFF/RECALL

Although the City will make every effort to continue to provide work for all of its employees, it may be necessary for economic reasons to reduce the workforce. In carrying out any reduction in force, the following principles will apply:

1. Probationary employees in the effected department (s) will be laid off first.
2. Additional layoffs will be accomplished by removing the most junior employees in the job class and department in which layoff is necessary, provided that the overall qualifications are equal.
3. Employees who have been laid off will be retained on a seniority list for a period of one year following the layoff. When hiring resumes following a layoff, the City will make every reasonable effort to recall former employees from the list, in order of seniority and qualifications.

## 2.28 RESIGNATION/TERMINATION

Employees who are terminating their employment with the City may participate in an exit interview with the Human Resources Director. At that time you may describe the circumstances of your leaving, and you will be informed of any employee benefits or conversion privileges which may be available to you.

Employees who intend to voluntarily terminate their employment with the City are required to provide adequate written notice. Supervisors and department heads should give at least one-month notice. All other employees should give at least two weeks' notice. Employees who do not provide adequate notice will not be considered for rehire, and will be considered not to have resigned in good standing. The City Manager may approve a resignation date less than the minimum notice required.

## 2.29 BULLETIN BOARDS

Bulletin boards are located throughout the City for the posting of notices. Please develop the habit of reading these notices daily, as they are an important source of information in relating changes in City policy, governmental regulations, and other information of concern to all employees. Upon approval of the Human Resources Department, employees may contribute personal notices restricted to things they wish to buy or sell and lost and found items. These bulletin boards may not be used for political propaganda or commercial notices of any kind. If you wish to contribute a personal notice to be placed on the bulletin board, please submit a written copy to the Human Resources Department for approval. Unapproved items are subject to removal without notice.

### 2.30 TELEPHONES

Telephones located throughout the various departments are intended to be used for City business and are not for personal use. Personal calls should be kept as brief as possible. When using cell phones or radios be responsible for its use and protect your safety while talking and traveling. Here are some general safety tips: Refrain from using communication devices while driving. Get to know your phone and its features, when available use a hands-free device; position your phone within easy reach; do not take notes or search for phone numbers while driving; suspend calls in heavy traffic and always use caution.

### 2.31 CHILDREN IN THE WORKPLACE

The City recognizes the difficulty employees who are parents may have in caring for children after school and on school holidays. The City will make reasonable efforts to accommodate those parents. At the same time, the City requires that employees on the clock are productive and that the City does not unnecessarily expose itself to liability.

Children of employees are welcome to be in City buildings, while their parent is working with the following limitations:

1. Bringing a child into the work environment while the employee is working requires advance Department Head approval.
2. Children are to remain in non-work areas. This means avoiding areas open to the citizenry for the conduct of business, as well as common work areas. For example, in City Hall, non-work areas are the employee break room on the 3<sup>rd</sup> floor and city Council Chambers when meetings are not being conducted. Should these spaces be needed for business meetings, as happens from time to time (sometimes without notice), the parent will be required to find other suitable space. The decision of which area to use should be made considering the work needs of others and proximity to the parent's work space, so the child can be monitored by the parent.
3. Children must be able to sit quietly in non-work areas on an unsupervised basis. Disruptive children will be invited to leave.
4. Parents who need to transport a child during the day are encouraged to use the lunch period for this purpose. The time card should reflect this. If a parent needs to transport a child after taking a lunch break, the time card should reflect this as well.
5. Sick children should not be brought into the work environment. (One of the benefits of working for the City is that your sick time can be used when your child is sick).

### 2.32 PERSONAL MAIL

Personal mail should be addressed to your home to assure prompt delivery. The City cannot be responsible for personal mail addressed to the City.

### 2.33 PARKING

Employees at City Hall should park on Commerce Way or in the City's lot located between Commerce Way and Central Avenue. Parking spaces on First Street, east of the alley, are designated for citizens. Parking spaces in the lot between City Hall and Commerce Way are reserved for customers and visitors of the Myon Complex, except the City Manager. Each department has designated areas for employees to park. Please ask your supervisor where you can park, if you're not sure.

### 2.34 PHYSICAL EXAMINATION

Each employee is required to have a physical exam prior to starting work. The physical includes a drug and alcohol screen. The City may also require an employee to have a physical examination performed, at the City's expense, when warranted by job performance.

### 2.35 EMPLOYMENT OF RELATIVES

In order to minimize the potential for a conflict of interest, the employment of relatives is limited to relatives who do not work in the same department, or have a relative working in a supervisory capacity, at any level, to another relative.

For the purposes of this section, a relative is defined as spouse, father, mother, brother, sister, child, stepbrother, stepsister, stepchild, stepmother, or stepfather. Any exceptions to this must be approved in advance by the City Manager.

### 2.36 OUTSIDE EMPLOYMENT

City employees hold positions created for the public and funded by the public. The public has the right to expect that city employees will not engage in activities which could create a conflict of interest. Outside employment or business activity has the potential of creating a conflict of interest. In order to minimize to possibility of a conflict of interest, all outside employment or business activity must be approved in advance. If you are engaged in, or wish to become engaged in outside employment or business activity you will need to provide your Department Head with written assurance that there will be no conflict of interest in your outside employment or business activity. Your Department Head must then recommend your outside employment or business activity to the City Manager. Once the City Manager approves your Department Head's recommendation, you may commence your outside employment or business activity. Employee's engaged in outside employment or business activity at the time of publication are required to obtain approval within 30 calendar days of receipt of this handbook.

For the purposes of this section, outside employment or business activity means activity for which monetary compensation is paid.

### 2.37 CODE OF ETHICS

The City Council has passed an ordinance regarding the ethical behavior of City employees. The Code of Ethics may be found in its entirety in Chapter Two, Article Five of the City's Code of Ordinances. The Standards of Conduct, as they pertain to City employees are:

1. No employee shall use such position to secure special privileges or exemptions for such person or others, or to secure confidential information for any purpose other than official responsibilities.
2. All public funds shall be used for the general welfare of the people and not for personal economic gain.
3. Public property shall be disposed of in accordance with Georgia law.
4. No employee shall solicit or accept other employment to be performed or compensation to be received while still a city employee, if employment or compensation could reasonably be expected to impair judgment or performance of City duties.
5. If an employee accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to his/her supervisor and shall take no further action on matters regarding the potential future employer.
6. No employee shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully made available to the public.
7. No employee shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.

### 2.38 LICENSES AND REGISTRATIONS

If you work in a position that requires a license, certification or registration, it is your responsibility to provide the City with a current copy of your license or registration. You must also promptly inform the City of any changes in your professional status. Employees who do not comply with this requirement will be subject to disciplinary action. An employee who is unable to maintain in good standing a license, certification or registration which is required to do his/her job will be considered unqualified for his/her position and may have his or her employment terminated.

### 2.39 DRESS

You are expected to comply with standards of dress and appearance established by the City. Dress slacks and pant suits, including cropped pants suits (at least three inches below the bottom of the kneecap) that are professional and business looking, are acceptable dress for female employees. Skirt hemlines are not to be more than two inches above the knee. Blouses and necklines should not be so low or so tight or so short as to be revealing in any way and should cover all areas of the torso when sitting, bending, stooping, climbing, etc. Dress slacks and khakis with a City of Tifton shirt may be worn during the week. However, appropriate dress should be worn for business meetings. This applies to all male and female employees.

Denim jeans of any type are unacceptable, except when specifically approved by the City Manager or his designee. (Jeans are appropriate for clean up, fix up, or other similar duties.) Hairstyles, facial hair, jewelry, and similar appearance factors will be displayed in a manner that does not interfere with

your safety or productivity, or the safety and productivity of co-workers.

**Job function sets the standard for work clothes, uniforms, and shoes. The appropriateness of your specific dress and personal appearance shall be determined by the Department Head, who will consider your safety and public image.** However, radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

Employees of every office have some contact with the public and therefore represent the City in their appearance and by their actions. The properly attired man or woman helps to create a favorable image of the City.

If an employee reports to work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action.

# INFORMATION SECURITY POLICY

## 3.1 INTRODUCTION

Computer information systems and networks are an integral part of business at the City of Tifton. The City has made a substantial investment in human and financial resources to create these systems.

The following policies and directives have been established in order to:

Protect this investment.

Safeguard the information contained within these systems.

Reduce business and legal risk.

Protect the good name of the City.

## 3.2 VIOLATIONS

Violations may result in disciplinary action in accordance with City policy. Failure to observe these guidelines may result in disciplinary action up to and including termination of employment by the City depending upon the type and severity of the violation, whether it causes any liability or loss to the City, and/or the presence of any repeated violation(s).

## 3.3 ADMINISTRATION

The Department Heads, IT Manager, and Human Resources Director are responsible for the administration of this policy.

## 3.4 CONTENTS

The topics covered in this document include:

Statement of responsibility

The Internet and e-mail

Computer viruses

Access codes and passwords

Physical security

Copyrights and license agreements

## 3.5 STATEMENT OF RESPONSIBILITY

General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities.

## 3.6 MANAGER RESPONSIBILITIES

Managers and supervisors must:

Ensure that all appropriate personnel are aware of and comply with this policy.

Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.

## 3.7 SYSTEM ADMINISTRATOR RESPONSIBILITIES

1. Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policy directives.

2. Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

### 3.8 THE INTERNET AND E-MAIL

The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. One popular feature of the Internet is e-mail.

### 3.9 POLICY

Access to the Internet is provided to employees for the benefit of the City of Tifton and its customers. Employees are able to connect to a variety of business information resources around the world.

Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive Internet users and to protect the City's interests, the following guidelines have been established for using the Internet and e-mail.

### 3.10 ACCEPTABLE USE

Employees using the Internet are representing the City. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

1. Using Web browsers to obtain business information from commercial Web sites.
2. Accessing databases for information as needed.
3. Using e-mail for business contacts.
4. The City permits email use and browsing on City computers of a personal nature, if it occurs during bona fide non-work time.

### 3.11 UNACCEPTABLE USE

Employees must not use the Internet for purposes that are illegal, unethical, harmful to the City, or nonproductive. Examples of unacceptable use are:

5. Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
6. Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list.
7. Conducting a personal business using City resources.
8. Transmitting any content that is offensive, harassing, or fraudulent.
9. Playing computer games at any time.

### 3.12 DOWNLOADS

File downloads from the Internet are not permitted unless specifically authorized in writing by the System Administrator.

### 3.13 EMPLOYEE RESPONSIBILITIES

An employee who uses the Internet or Internet e-mail shall:

1. Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
2. Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee's name attached.

3. Not transmit copyrighted materials without permission.
4. Know and abide by all applicable City policies dealing with security and confidentiality of records.
5. Run a virus scan on any executable file(s) received through the Internet.
6. Avoid transmission of nonpublic customer information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

### 3.14 COPYRIGHTS

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given written permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.

### 3.15 MONITORING

All messages created, sent, or retrieved over the Internet are the property of the City and may be regarded as public information. The City of Tifton reserves the right to access the contents of any messages sent over its facilities if the City believes, in its sole judgment, that it has a business need to do so. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

### 3.16 COMPUTER VIRUSES AND OTHER MALICIOUS PROGRAMS

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of City resources. Other malicious programs prohibited by this policy include, but are not limited to, spoofing, packet redirection, intrusion, passive or active attacks, sniffing, back channels, trap doors, logic bombs, mail bombs, hijacks, island hopping, htr buffer overflows, RDO exploits, keystroke loggers, Trojans, spiders, bots, RATs, smurfs, and URL encoding.

### 3.17 BACKGROUND

It is important to know that:

- \* Computer viruses are much easier to prevent than to cure.
- \* Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

### TELECOMMUNICATIONS RESPONSIBILITIES

Telecommunications shall:

1. Install and maintain appropriate antiviral software on all computers.
2. Respond to all virus attacks, destroy any virus detected, and document each incident.

### 3.18 EMPLOYEE RESPONSIBILITIES

These directives apply to all employees:

1. Employees shall not knowingly introduce a computer virus into City computers.
2. Employees shall not load diskettes of unknown origin.
3. Incoming diskettes shall be scanned for viruses before they are read.
4. Any employee who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the Network Manager.

### 3.19 ACCESS CODES AND PASSWORDS

The confidentiality and integrity of data stored on City computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

### 3.20 SYSTEM ADMINISTRATOR RESPONSIBILITIES

The System Administrator shall be responsible for the administration of access controls to all city computer systems. The System Administrator will process additions, deletions, and changes upon receipt of a written request from the end user's supervisor.

Deletions may be processed by an oral request prior to reception of the written request. The System Administrator will maintain a list of administrative access codes and passwords and keep this list in a secure area.

### 3.21 EMPLOYEE RESPONSIBILITIES

Each employee:

1. Shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
3. Will change passwords at least every 90 days.
4. Should use passwords that will not be easily guessed by others.
5. Should log out when leaving a workstation for an extended period.

### 3.22 SUPERVISOR'S RESPONSIBILITY

Managers and supervisors should notify the Network Manager promptly whenever an employee leaves the company or transfers to another department so that his/her access can be revoked. Involuntary terminations must be reported concurrent with the termination.

### 3.23 HUMAN RESOURCE'S RESPONSIBILITY

The Personnel Department will notify Telecommunications monthly of associate transfers and terminations. Involuntary terminations must be reported concurrent with the termination.

### 3.24 PHYSICAL SECURITY

It is City policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards. Computing devices owned by the City of Tifton and computing devices residing on city property, regardless of ownership are subject to periodic auditing to verify compliance with this policy.

### 3.25 EMPLOYEE RESPONSIBILITIES

The directives below apply to all employees:

1. Diskettes should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
2. Diskettes should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.
3. Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
4. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
5. Since the Network manager is responsible for all equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set.
6. Employees shall not take shared portable equipment such as laptop computers out of the city offices without the informed consent of their department manager. Informed consent means that the manager knows what equipment is leaving, what data is on it, and for what purpose it will be used.
7. Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.

### 3.26 COPYRIGHTS AND LICENSE AGREEMENTS

It is the City of Tifton's policy to comply with all laws regarding intellectual property.

### 3.27 LEGAL REFERENCE

The City of Tifton and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose the City and the responsible employee(s) to civil and/or criminal penalties.

### 3.28 SCOPE

This directive applies to all software that is owned by the City of Tifton, licensed to the City of Tifton, or developed using City of Tifton resources by employees or vendors.

### 3.29 TELECOMMUNICATIONS RESPONSIBILITIES

The Network Manager will:

1. Maintain records of software licenses owned by the City of Tifton.
2. Periodically (at least annually) scan City computers to verify that only authorized software is installed.

### 3.30 EMPLOYEE RESPONSIBILITIES

Employees shall not:

1. Install software unless authorized by Telecommunications. Only software that is licensed to or owned by the City of Tifton is to be installed on City computers.
2. Copy software unless authorized by Telecommunications.

3. Download software unless authorized by Telecommunications.

### 3.31 PENALTIES

In addition to possible disciplinary action by the City, Federal and State statutes provide severe penalties for copyright violations. Violations of the copyright law expose the City and the responsible employee(s) to the following civil penalties:

- \* Liability for damages suffered by the copyright owner
- \* Profits that are attributable to the copying
- \* Fines up to \$100,000 for each illegal copy

Violations of copyright law that are committed “willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b)),” expose the City and the employee(s) responsible to the following criminal penalties:

- \* Fines up to \$250,000 for each illegal copy
- \* Jail terms of up to five years

# FRINGE BENEFIT PROGRAM

The City of Tifton seeks to provide you with a comprehensive and complete benefits package. Group benefits are offered to provide income replacement in retirement, assist with unexpected major life expenses, or to help you achieve personal goals. Employee benefits play an important role in recruitment and retention of City staff. The provisions of benefits represent a substantial allocation of the City's resources and are subject to budgetary approval by City Council annually. Therefore, the terms of benefits provided, as identified in this handbook, are subject to modification.

The information presented here is, by necessity, brief. More detailed plan information can be obtained by contacting the Human Resources Department. The city is committed to ensuring that you get the best value possible from your benefits and are available to assist with plan interpretation and to intercede with vendors and care providers as needed.

## 4.1 RETIREMENT AND INSURANCE

- A. Retirement: You will vest (gain ownership of accrued benefits) after ten full years of service. The amount of monthly benefit depends upon length of service and annual earnings. A formula is used whereby the top five years of earnings for the retiring employee are averaged and multiplied by an annual benefit factor, then multiplied by the number of years of service. For employees hired on or after July 1, 2008, there is a 5% contribution to the retirement plan.

The City maintains a formal plan document. In the event of a discrepancy, the plan document is controlling.

- B. Retiree Health Benefits: Employees with full ownership interest in the City of Tifton retirement plan or an alternate retirement plan that is approved by City Council and who are eligible to draw said benefits, without penalty, are permitted to have extended health coverage by paying the premium (in the amount determined for COBRA coverage (individual or dependent coverage) that was in place prior to separation. Such extended coverage can continue as long as the retiree is under age 65, pays the premiums on a timely basis (by the first of the month), and does not become eligible for other group health care coverage. This change applies only to employees who are actively at work on or after October 1, 1999.
- C. Deferred Compensation Plan: The City makes a deferred compensation plan available to its employees. This plan gives you an excellent opportunity to build retirement savings on a tax-deferred basis. With this plan, any amount you contribute now is not currently taxed. You are able to direct how your money is invested, either in a fixed interest bearing account or in mutual funds. You should be aware that you will be unable to get these monies while employed. After leaving City employment if you withdraw funds, the amount withdrawn will be subject to taxation at your tax rate at that time. This is technically a 457 plan that has no 10% penalty for withdrawal prior to age 59 1/2, as found with 401(k) and 403(b) plans. Beginning January 1, 2002, the Federal government is offering tax credits ranging from 10%-50% of an employee's contribution to the 457 plan. The tax credits are based on income and ends for employees with \$50,000 or more in income who file jointly.
- D. Health Care Plan: All regular full-time employees have the option to enroll in the City's Health Insurance Plan as of the 1st day of the month following 60 days of full time employment . These plans are described on separate documents provided by the insurance carrier and are available from the Human Resources Office and on the employee portal. Health insurance coverage for dependents is also made available to employees at that time.

- E. Supplemental Pharmacy Program: The City will provide its health plan participants with a supplemental pharmacy benefit for hypertensive (high blood pressure) medications and diabetic medications and supplies. This benefit takes the form of a reimbursement program. When an employee pays a co-pay for qualifying medications the receipt should be forwarded to Human Resources for processing. Reimbursements will occur once a month. The City may request verification from the treating physician that the medication is for hypertension or diabetes.
- F. Life Insurance: A term life insurance policy, with a benefit amount equal to one times salary is available to full-time employees who have completed at least three months of employment. The City pays 75% of the cost of this plan. Employees may purchase an additional life insurance
- G. Flexible Benefits: The City maintains a flexible benefit plan. By using pre-tax dollars for qualified expenses you pay less federal and state income taxes and less FICA tax. An open enrollment period is held every year. Beginning January 1, the amount that you specify is deducted from your pay on a pre-tax basis and put into a special account. Therefore, you pay less tax each week by participating in this plan. As expenses are incurred, you are reimbursed from this account on an after tax basis. Therefore, your savings is equal to your marginal tax rate. Employees in higher tax brackets will save more than those in lower tax brackets. An employee who pays 10% federal income tax, 3% state income tax, and 7.65% social security tax will save 20.65%. In order to pay a one hundred dollar dental bill this employee will need to earn \$120.65 if not using flexible spending accounts. Using the flexible spending account, this employee only needs to earn \$100.00 to spend \$100.00.
- H. Social Security: The City of Tifton pays to the federal government an amount equal to 7.65% of your taxable income. This amount, as required by law, is matched by you. These funds are sent to the Social Security Administration where they fund retirement benefits, disability benefits and Medicare health benefits for the elderly and disabled. Contact the Bookkeeping Department to obtain a form for an estimate of your social security retirement benefits.
- I. Other Insurance Plans: The following insurance programs are available to you through payroll deduction:

Dental	Intensive Care
Voluntary Life	Disability
Cancer	Accident

It may be advantageous to pay the premium for this coverage with the pre-tax dollars through the flexible spending account benefit.

- J. Credit Union: City employees have access to Southeastern Federal Credit Union. Applications can be obtained at that office.

### EMPLOYEE ASSISTANCE PLAN

The City of Tifton maintains an Employee Assistance Plan (EAP) for employees who may need expert counseling about personal issues. The EAP is available to assist employees and their immediate families (spouse and dependent minor children) with problems such as substance abuse, gambling, financial, acting out teenagers, marital problems, etc. The City has prepaid basic services, assessment and counseling sessions. The EAP may be accessed directly by the employee. In such situations, the City will never know the identity of the employee or the issue for which assistance was sought. The City may also make a mandatory referral to the EAP. In these cases, the City will request that the

employee grant permission to the EAP to share information relating solely to attendance and participation in programs, but not details of what is discussed, with the City.

### TUITION REIMBURSEMENT

To further aide you in your quest to improve yourself educationally, the City will provide 100% of the cost of obtaining a GED. Additionally, if you take technical school or college level courses that are related to your job, or for the completion of a degree that is directly related to your job, the City will reimburse you. Reimbursements will be made on a sliding scale based upon the grade earned: A = 100%; B = 85%; C = 70%. Grades below C will not be reimbursed. The educational incentive will cover the cost of tuition and books through Tuition Reimbursement. Employees who obtain other scholarships, such as Hope Scholarship, will not be eligible for the educational incentive through the City. You must obtain prior approval before any course enrollment for certification or degree through your Department Manager. Please contact the Human Resources Department for more information. In exchange for educational assistance, the City will ask you to commit to working for the City for one year for each \$1,000 of tuition assistance, prorated, once your education is completed. This benefit is subject to the annual budgeting process for availability.

### SUPPLEMENTAL PHARMACY PROGRAM

(This program is subject to budget availability.) The City will reimburse employees for their out-of-pocket costs for medications used to treat diabetes and/or high blood pressure. As an additional benefit, diabetic supplies and equipment also qualify for the reimbursement. Only employees who are active participants in the City's Insurance Plan are eligible to participate.

## HOLIDAYS

The City observes the following days as legal holidays:

January 1	(New Year's Day)
Third Monday in January	(Martin Luther King Day)
Friday before Easter	(Good Friday)
Last Monday in May	(Memorial Day)
July 4	(Independence Day)
First Monday in September	(Labor Day)
November 11	(Veteran's Day)
Fourth Thursday and Friday in November	(Thanksgiving Holiday)
December 25	(Christmas)

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday; when a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Some departments require staffing 365 days a year. In this situation, if you are required to work on a holiday, you will be able to take another day off with pay.

## ANNUAL LEAVE

### A. Accrual Rate

Regular full-time employees accrue annual leave at the following rate based on years of continuous service:

0 to 4.99 years	80 hours per year
5 years to 9.99 years	120 hours per year
10 or more years	160 hours per year

Annual leave cannot be accumulated in excess of 240 hours (thirty days). Upon separation, the employee will be paid for accumulated annual leave. Employees who do not successfully complete their probationary period, shall not be paid for accrued vacation time.

### B. Eligibility for Leave Accrual

All full-time employees, both regular and probationary, shall accrue vacation leave from the date of employment. No employee shall be eligible to use vacation leave until the probationary period has been completed. This applies to the basic probationary period as well as extended probationary periods.

### C. Use of Annual Leave

Annual leave may be used for vacation, personal business activities, and other personal activities after the successful completion of the probationary period. The scheduling of vacation shall be arranged through the supervisor and approved by the Department Head in accordance with the work requirements of each department and the needs of the City.

D. Payment of Unused Annual Leave

Unused annual leave, not to exceed 240 hours, may be paid in a lump sum upon separation after successful completion of the probationary period.

### SICK LEAVE

Regular full-time employees accrue sick leave at the rate of 8 hours per month. The accrual of sick leave is unlimited. However, employees will not be paid for accumulated sick leave upon separation. Vested employees with accrued sick leave when they retire have the accumulated time added to their length of service for the purpose of calculating years of service under the pension plan.

You may use sick leave for the illness or injury of a family member of the immediate family (child, spouse or parent). Medical certification may be requested under these circumstances.

Sick leave is a benefit to allow an employee who is ill to maintain their income while they are unable to work. Most employees are responsible in their use of sick leave. We hope that you will be responsible in your use of the sick leave benefit. Remember, if you are out, your co-workers must carry an additional load.

Sick leave may be used after the successful completion of the probationary period.

### WORKER'S COMPENSATION POLICY

An employee who sustains a job-related injury that is compensable under the Georgia Worker's Compensation Act must use a physician from the City's panel of physicians.

An employee who is able to work, with restrictions, will be placed in a modified duty job until such time as the restriction is removed. Employees who are injured and are able to work with restrictions will be placed in their own department. Should there be no suitable task for which the employee is otherwise qualified, he/she will be placed in another department, with the approval of the City Manager.

An employee who sustains a job related injury and is unable to work and is assessed as having a temporary total disability by a City of Tifton Worker's Compensation Panel physician shall be paid an amount equal to the difference between the compensation benefit and the employee's average weekly earnings. This supplemental worker's compensation benefit will continue for the period of time that the employee is absent from work or six months, which ever is less. During an employee's total term of employment with the City, the maximum supplemental worker's compensation benefit for any and all temporary total disability or disabilities shall be six months. At which time, the employee will continue to receive the worker's compensation benefit.

The City reserves the right to request that the employee submit to medical evaluations as a condition to initiating or continuing this benefit.

### FUNERAL LEAVE

A. For Death in Immediate Family:

An employee shall be granted reasonable leave by his/her Department head when necessary for death of a member of his/her immediate family. Reasonable leave shall consist of up to twenty-four (24) hours, which will be considered administrative leave and will not be deducted from the employee's accrued leave. For purposes of this section, the term "immediate family" means an employee's spouse, child, parent (of employee or spouse), brother, sister, grandparent, grandchild, son-in-law, daughter-in-law.

B. For Death in Non-Immediate Family:

In the event of the death of a relative who is not within the immediate family, as defined above, an employee may be permitted eight (8) hours off with pay to attend the funeral. This privilege can only be allowed two (2) times during any 12-month period. Non-immediate family is defined as: brother-in-law, sister-in-law, aunt, uncle, niece, and nephew.

C. Other Funeral Leave:

Funeral leave for a person other than those described above must still be approved by the Department Head, and will be taken as unpaid leave of absence or annual leave if requested by the employee.

### ADMINISTRATIVE LEAVE

From time to time, due to exceptional circumstances, the City Manager may deem it appropriate to grant an employee Administrative Leave. Administrative Leave is time off with pay. Administrative leave is leave approved by the City Manager and does not accrue based on length of service.

### FAMILY AND MEDICAL LEAVE

If you are an employee with at least one year of service and have worked at least 1250 hours in the previous twelve months, you are eligible to take up to twelve weeks of FMLA leave during a rolling twelve month period measured backward from the date an employee uses any FMLA leave. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement. Spouses who are both employed by the City are limited to a combined total of twelve weeks of leave during any 12-month period if the leave is taken for the birth of the employee's child or the placement of a child with the employee for adoption or foster care.

If you want to take a leave of absence, your request must be made in writing and presented to your supervisor. If the reason for leave is due to your own or your immediate family (parent, spouse or child) member's serious medical condition or for the birth or adoption of a child, and the leave lasts no more than twelve weeks, you will be reinstated to the same or substantially similar job. A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or requires continuing treatment by a healthcare provider. It does not include short-term minor illnesses. A substantially similar job is a job that has equivalent pay and benefits and involves similar skill, effort, responsibility and authority.

While on leave you will not accrue annual leave or sick leave hours. You may continue your life insurance and health insurance by promptly paying premiums.

Should you desire leave for a foreseeable event (i.e., pregnancy, spouse's elective surgery, etc.) You will be required to provide advance notice of 30 days or at least as much notice as is practicable. Additionally, you are requested to make reasonable efforts to schedule planned medical treatment, subject to the approval of the healthcare provider, so as to not disrupt City operations.

The City, at its discretion, may require you to provide appropriate certification from healthcare providers to support requested medical leaves. To obtain leave to care for a parent, spouse, or child with a serious health condition, the certificate must contain several pieces of information:

- \* The date the serious health condition began;
- \* The probable duration of the condition;
- \* The appropriate medical facts concerning the condition;
- \* A statement that the employee is needed to care for the parent, spouse or child; and
- \* An estimate of the necessary duration of the leave.

To obtain leave for your own medical condition, the City requires certification of all of the above, in addition to a statement that you are unable to perform the functions of your job.

### MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation 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 servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list

### MILITARY LEAVE

If you are inducted into the armed services or if you have reserve duty obligations, you will be granted a military leave of absence. Upon completion of your duties, you will be reinstated into your former position or into another position of equal seniority, pay and status, consistent with applicable laws. Please notify your supervisor and the Human Resources Department as far in advance as possible so that arrangements may be made.

### OTHER LEAVES OF ABSENCE

The City will consider, at its sole discretion, other types of leave for durations of up to 30 days. Employees who take leaves of absence for reasons other than stated in Sections A and B above will forfeit all benefit rights not statutorily preserved and reinstatement is dependent upon the circumstances surrounding the request and the availability of a vacant position at the time of the employee's return. Employees on unpaid leave will be responsible for paying premiums for insurance.

# SAFETY

## SAFETY POLICY

Safety is of vital importance to everyone here. It is the result of everyone working together. Safe work practices are as much a part of your job as doing your work properly. You will be provided with safeguards and instructions on those safety requirements and conditions, and it is your responsibility to act at all times in a safe manner. Most accidents are caused by a moment of carelessness.

Keep in mind that you are the most important factor in safety. You can help prevent injury to yourself and others by learning and obeying all safety rules, reporting unsafe acts, and consulting your supervisor when in doubt about safe practices. All of us must do our part to make the City a safe and healthy place to work. A Safety Manual is provided for you in each department.

## ACCIDENTS

Accidents can be prevented in most cases by using good judgment. If you have an accident while working, no matter how small, report it IMMEDIATELY to your supervisor, who will help you fill out an incident report and arrange for you to get medical treatment, if needed. The City carries workers compensation insurance which covers you for injuries that might occur while at work. Failure to report accidents immediately could jeopardize these benefits.

### A. Personal Protective Equipment

Many jobs require personal protective equipment to make them safer. Examples of personal protective equipment include: hard hats; safety glasses; and, earplugs. Your specific personal protective equipment may differ from other City employees, depending upon your job. Sanitation employees working the recycling truck are to wear safety glasses at all times when they are on or near the recycling truck. Failure to properly use personal protective equipment is grounds for disciplinary action, up to and including termination of employment.

B. Personal Attire

Employees working near heavy equipment or traffic should not wear loose fitting clothing. Similarly, employees working around moving machinery should not wear rings or hoop type earrings.

C. Seatbelts

All employees, whether driver or passenger must wear seatbelts whenever riding in a City vehicle or traveling on City business. Failure to properly use seatbelts is grounds for disciplinary action, up to and including termination of employment. Additionally, the City may deny the supplemental income benefits otherwise provided to employees injured on the job (see Workers Compensation Policy, page 20), if an employee has failed to properly use seatbelts and is injured in an auto accident, regardless of fault.

### JOB-RELATED INJURIES/WORKERS COMPENSATION

In the event of a job-related injury, the injured employee must do the following:

- A. Report any injury (no matter how minor) to his/her immediate supervisor. This is imperative whether medical care is requested or not. Failure or refusal to report such injuries may affect your worker's compensation benefits, and may subject you to disciplinary action. An Incident Report shall be completed whenever an employee is injured.
- B. If medical care is required, authorization for treatment (except in emergencies) must be obtained from the City. Injured employees may select a physician from the panel of physicians posted on every personnel bulletin board. Should emergency treatment be needed, the employee should proceed to the emergency room.
- C. All follow-up treatments and/or prescriptions must be authorized and coordinated through the proper personnel at City Hall. This is necessary to avoid any interruption and delay in worker's compensation benefits.
- D. Employees who are medically incapable of performing essential job functions due to an on-the-job injury and are not totally disabled will be assigned a modified duty job. The modified duty job may or may not be in the employee's regular department. Any modified duty job will be developed in consultation with the employee's worker's compensation physician. Employees who choose not to perform modified duty jobs approved by their worker's compensation physician risk a reduction in worker's compensation benefits, including any non-statutorily required benefits provided by the City.

### SUBSTANCE ABUSE POLICY

The City maintains a policy prohibiting the use, possession, and/or sale of illegal drugs. Employees are also prohibited from the use and possession of alcoholic beverages while at work. Employees found to violate these prohibitions will be subject to disciplinary action, up to and including termination of employment.

## DRUG AND ALCOHOL SCREENS

The City reserves the right to request a drug and/or alcohol screen on any employee, under the following circumstances:

1. As part of a pre-employment, post offer physical assessment,
2. As part of an overall search and inspection of an employee's working area, department or work location;
3. As part of a random drug screen for employees whose jobs require this as a matter of federal law or city ordinance. Positions subject to random screens are: jobs that require a commercial drivers license; jobs working with or around gas lines; jobs that require driving a City vehicle; jobs in which the employee carries a firearm; jobs in which the employee is routinely exposed to traffic or other moving hazards; and, jobs at the waste water treatment facility;
4. When the employee's supervisor has reasonable suspicion or cause to suspect that the employee is using or has used drugs, alcohol or another prohibited substance;
5. When an employee is found to be in possession of drugs, alcohol or another prohibited substance or when any of these items are found in an area which is controlled or used exclusively by the employee;
6. Following a vehicular accident, a serious work quality error apparently due to an employee's inattentiveness, serious judgment error, or perception error, an incident where safety precautions were violated, or whenever an employee has caused, contributed to the cause, or suffered an injury or lost working time for any person, or where damage to property has resulted from an employee's job performance;
7. As part of a routinely scheduled employee fitness-for-duty medical examination or following an employee's reinstatement to duty following treatment for substance abuse.

## PRESCRIPTION MEDICATIONS

Employees who receive prescriptions from their physician which are mood altering, mind or consciousness-affecting, or which are likely to have any effect on the individual's perceptions, sensations, thought processes, self-awareness, emotions, or other mental or physical reactions or behavior while working shall inform their immediate supervisor, Department Head, the City Human Resources Director, or the City's Medical Review Officer of the name of the drug, the name of the prescribing physician, the date of the prescription, and the condition for which the medicine was prescribed and otherwise cooperate in determining fitness for duty.

## AUTHORIZED USE OF ALCOHOL

Although the City of Tifton does not encourage or condone the use of alcohol, moderate use of alcoholic beverages during an individual's non-working hours, in strict compliance with the City Substance Abuse Policy and all state and local laws and ordinances, and in a manner which assures both that the individual will not be impaired when driving a City vehicle, nor when reporting to work, and that the individual is in compliance with prudent safety practices is not considered a violation of City policy.

If you are cited for a traffic violation and/or DUI, whether on duty or off duty, you are required to report this to your immediate supervisor prior to commencing work. Failure to immediately notify your supervisor of a traffic violation or DUI is grounds for disciplinary action, up to and including termination of employment. Such notification must occur on the next day the employee is actively at work, but in all cases prior to the employee operating a City vehicle or machine. Employees who are convicted of driving under the influence while off the job may be subject to disciplinary action, up to and including termination of employment.

### SMOKING

Smoking is a fire hazard as well as a serious health hazard. Smoking is not permitted inside government buildings nor in City vehicles. Your supervisor will show you the designated smoking area for your department. The same rules apply to the use of smokeless tobacco. Violation of the City's smoking policy is grounds for disciplinary action, up to and including termination of employment.

### VEHICLE AND EQUIPMENT USE

The operation of City vehicles shall at all times be consistent with the laws of the State of Georgia and the Ordinances of the City of Tifton. Unsafe operation of vehicles is grounds for disciplinary action up to and including termination. The City requires that employees who drive city vehicles maintain a valid driver's license and safe driving record. If you are assigned a City vehicle during duty hours, you are not allowed to take the vehicle home after hours. You should park the vehicle in the designated area at the end of the working day.

If you have 24 hour duty, your Department Head will recommend to the City Manager for use of a City vehicle on a take home basis. Once approved by the City Manager, you will be permitted to use your City vehicle for official use only. You may not transport friends or members of your family in the City vehicle, in no circumstances should a City vehicle go outside the County without prior approval from the City Manager.

The tools, supplies and other resources made available to you and are provided by the City to help you be as productive as possible for the City and its taxpayers. Tools are to be well maintained and used in a manner consistent with their intended purpose. Intentionally using a tool in a manner that conveys disrespect for City property is grounds for disciplinary action. City equipment shall not be taken home for personal use without express written approval from the City Manager.

### COMPANY OWNED AND SUPPLIED DEVICES OR VEHICLES

An employee who uses a City of Tifton-supplied device or a City of Tifton-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or City of Tifton-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the City of Tifton; or any other company or personally related activities not named here while driving.

## STANDARDS OF CONDUCT

Our philosophy here is to treat each employee with respect and trust. We trust that each of you will act responsibly in conducting yourself while at work and elsewhere. Nevertheless, there are certain standards of behavior which we expect from you as a good citizen. While an endless list of rules and regulations is not necessary for most of you, we have outlined the basic standards of conduct which must be followed by everyone.

Of course, these written standards cannot cover all conduct which is expected of each individual. We intend to use discipline as a last resort; however, you should be aware that improper conduct or improper work performance, whether or not covered by the following specific rules of conduct, may be grounds for disciplinary action in the judgment of the City, ranging from verbal reprimand to discharge, depending upon the facts of the particular case and the employment history of the employee involved.

The following are disciplinary actions that may result if discipline becomes necessary:

Level 1 reprimand  
Level 2 reprimand  
Probationary status  
Suspension without pay  
Demotion  
Disciplinary reduction in pay  
Dismissal

Employees must be aware of standards of conduct and the corrective action that Department Heads may take in response to violations of these standards. Following are definitions of common offenses and a chart that sets out the penalties that may be imposed for such offenses. The list of common offenses is not all-inclusive, and the penalty chart is merely a guideline.

### A. Definitions of Offenses:

1. Excessive Absenteeism: Failure to report to work with a reasonable degree of regularity. A pattern of absences, such as consistent absences on the day preceding or following an employee's regular days off or on the same day each week or month, shall constitute excessive absences.
2. Excessive Tardiness: Failure to report to work at the established time or to return to work after lunch or breaks by the established time.
3. Loafing or Inattention to Duty: Continued idleness or non-productiveness during working hours. This may include, but is not limited to, wasting time, engaging in idle talk or gossip, or conducting personal business.
4. Failure to Follow Instructions: Non-observance or violation of a published work rule, law, or assigned duty, whether on or off duty. Or, sub-standard performance as judged against established job description criteria.
5. Failure to Follow Safety Rules: Failure to adhere to or follow established safety rules and practices. This includes failure to wear required safety equipment and/or the performance of any unsafe acts as determined by management personnel or the Accident Review Board.
6. Gambling or the Promotion of Gambling: Betting or wagering on games of chance.
7. Sleeping While on Duty: Failure of an employee to remain awake while on duty.
8. Insubordination: Unwillingness or deliberate refusal to comply with a direct order or any established work assignment of an immediate or higher-level supervisor.

9. Possession of weapons: Possession of an unauthorized weapon on City property or on-the-job site.
10. Fighting or Disorderly Conduct: A physical or verbal assault on or against another person, unruly behavior, or the causing of a disturbance.
11. Threatening and/or Abusive Language: The use of language toward the public or a City employee that is threatening, profane, vulgar, or abusive.
12. Intoxicants (Use, Possession, or Under the Influence of): Reporting to work under the influence of alcohol, or the unauthorized introduction, possession, or use of alcohol during work hours or on City property.
13. Harassment: Sexual harassment is any unwanted sexual attention forced by one employee, either male or female, upon another. This unwanted attention may be in the form of repeated requests for dates, obscene jokes, lewd comments, physical touching, or other sexual conduct, whether at or away from City facilities. Other targets of prohibited harassment include age, disability, national origin, religious, and racial harassment.
14. Falsification of Records: Willful and deliberate alteration or misrepresentation of any public record or the facts underlying such record.
15. Illicit Chemical Substances (Use, Possession, Under the Influence of): Unauthorized introduction, possession, or use of non-prescription drugs, narcotics, hallucinogenics, or alcohol during the employee's working hours or on City property. Or the presence of metabolites in the employee's bodily fluids, as determined by a drug screen, during the employee's working hours or on City property.
16. Willful Violation of Written Rules, Regulations or Policies: Deliberate failure to abide by written rules or to follow Federal or State laws governing public employment. This may include, but is not limited to, acts of discrimination as defined by law, sexual harassment, using privileged information to violate the public trust, engaging in prohibited employment, accepting a gratuity, or illegal campaigning.
17. Willful Disregard for or Destruction of City Property: Willful damage or destruction of City property or equipment.
18. Actual or Attempted Theft or Aiding Others in Actual or Attempted Theft: the unauthorized taking, attempted taking, or aiding others in the taking or attempted taking of any City material or property.
19. Possession of or Intent to Disburse Illegal Drugs During Work Hours: Possession of non-prescribed drugs or narcotics with intent to sell or disburse while on duty.
20. Unauthorized distribution or Solicitation: Solicitation during an employee's working hours or solicitation involving other employees who are working. Distribution of unauthorized materials during an employee's working hours or in working areas.
21. Unauthorized or Improper Use of City Property or Equipment: Unauthorized use or misuse of any City personnel, property, or equipment.
22. Leaving Work Station Without Permission: Unauthorized absence from work station or duty assignment during the established work period, or leaving a work station for lunch or rest period before being properly relieved.
23. Horseplay: Actions that are intended to be mischievous or prankish, rather than malicious, but which detract from the employee's professionalism and/or work product. If serious personal injury to another results, severe disciplinary action up to and including suspension or discharge, will be considered even upon the first occurrence.
24. Reduced Work Effectiveness Due to a Charge of a Felony or Misdemeanor.
25. Reduced Work Effectiveness Due to a Conviction of a Felony or Misdemeanor.
26. Sharing computer passwords.
27. Sending or forwarding chain e-mail, for example, messages containing, instructions forward to others.
28. Using malicious software programs.

29. Conducting for profit business activities using City resources.
30. Transmitting or viewing any content that is patently offensive, unethical, harassing, illegal or fraudulent on any City telecommunications equipment or system.

## DISCIPLINARY GUIDELINES

The following consequences for the specified conduct are provided as guideline only. The City reserves the right to combine offenses in a particular case. In addition, one or more steps may be omitted if the situation warrants. Progressive discipline will not be applied in the case of major offenses calling for immediate discharge. Guidelines for certified police officers may be more restrictive.

Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence
1. Excessive Absenteeism	Oral Reprimand	Written Reprimand	Suspension without pay up to 5 work days	Dismissal
2. Excessive Tardiness	Oral Reprimand	Written Reprimand	Suspension without pay up to 5 work days	Dismissal
3. Loafing or Inattention to Duty	Oral Reprimand	Written Reprimand	Suspension without pay up to 5 work days	Dismissal
4. Failure to Follow Instructions	Written Reprimand	Suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal
5. Violation of Safety Rules and Regulations	Written Reprimand to suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal	
6. Gambling or Promotion of Gambling	Written Reprimand to suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal	
7. Sleeping While on Duty	Written Reprimand to suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal	
8. Insubordination	Suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal	
9. Possession of Weapons	Suspension without pay up to 5 work days	Dismissal		
10. Fighting or Disorderly Conduct	Suspension without pay up to 30 calendar days	Dismissal		
11. Threatening and/or Abusive Language	Written Reprimand to suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal	
12. Intoxicants, Use, Possession, Under the Influence of	Suspension without pay up to 5 workdays. Where human safety is involved - up to dismissal	Suspension without pay up to 30 calendar days to dismissal	Dismissal	
13. Harassment	Verbal reprimand to Dismissal, depending upon the circumstances			
14. Falsification of Records	Suspension without pay up to 30 calendar days to dismissal	Dismissal		
15. Illicit Chemical Substances, Use Possession, Under the Influence of	Up to dismissal			
16. Willful Violation of Written Rules, Regulations or Policies	Suspension without pay up to 30 calendar days to dismissal	Dismissal		
Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence
17. Willful Disregard for, or Destruction of, City Property	Dismissal			

18. Actual or Attempted Theft or Aiding Others in Actual or Attempted Theft	Suspension without pay up to 30 calendar days to dismissal	Dismissal		
19. Possession of, or Intent to Disburse Illegal Drugs During Work Hours	Dismissal			
20. Unauthorized Distribution or Solicitation	Written Reprimand	Suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal
21. Unauthorized or Improper use of City Property or Equipment	Written Reprimand to suspension without pay	Suspension without pay up to 5 work days	Dismissal	
22. Leaving Work Station without Permission	Oral reprimand to suspension without pay up to 5 work days	Written Reprimand to suspension without pay up to 30 calendar days	Suspension without pay up to 30 calendar days to dismissal	Dismissal
23. Horseplay	Written Reprimand	Suspension without pay up to 5 work days	Suspension without pay up to 30 calendar days	Dismissal
24. Reduced Work Effectiveness Due to a Charge of a Felony or Misdemeanor	Suspension without pay up to 30 calendar days to dismissal	Dismissal		
25. Reduced Work Effectiveness Due to a Conviction of a Felony or Misdemeanor	Dismissal			
26. Sharing confidential information such as computer passwords or gas fuel pin codes	Written Reprimand to suspension without pay up to 30 calendar days	Suspension without pay up to 30 calendar days to dismissal	Dismissal	
27. Sending or forwarding chain e-mail	Oral Reprimand	Written Reprimand to suspension without pay up to 30 calendar days	Suspension without pay up to 30 calendar days to dismissal	Dismissal
28. Using malicious software programs	Dismissal			
29. Conducting for profit business using City resources	Suspension without pay up to 30 calendar days to dismissal	Dismissal		
30. Transmitting or viewing any content that is patently offensive, unethical, harassing, illegal or fraudulent on any City telecommunications equipment or system.	Suspension without pay up to 30 calendar days to dismissal	Dismissal		

## CORRECTIVE DISCIPLINE PROCEDURE

It is City policy to use disciplinary action only as a last resort to correct problems of employee misconduct. We believe that all of you are responsible adults interested in working together toward common goals. When it does become necessary to take corrective action, we think that the following procedure will assist in treating you fairly and consistently.

1. The first step in helping you correct a problem is by counseling from your supervisor. Your supervisor will discuss your misconduct with you, and you will be given an opportunity to talk about what happened. You will be asked to sign a notation of this counseling, which will be

placed in your file. This is a Level 1 reprimand.

2. In the event the problem is not corrected, you will receive written counseling for the next offense, a copy of which you will be asked to sign for your file. The purpose of this counseling is to let you know that the problem has not been corrected and that further similar misconduct will result in more serious discipline. This is a Level 2 reprimand.
3. If the problem is still not corrected, you may be suspended, demoted or have your pay reduced, depending upon the seriousness of the infraction and the disciplinary history. Although it is our hope that you will make every effort to improve, a further violation will result in discharge.

For purposes of imposing more severe discipline, a warning or suspension will be effective for only one year after it is issued. Although this procedure will generally be followed for each separate type of offense, we may find it necessary to combine offenses in a particular case. In addition, one or more steps may be omitted if the situation warrants it. Progressive discipline will not be applied in the case of major offenses calling for immediate discharge.

In the event an employee is suspended without pay, demoted, has their pay reduced on disciplinary reasons or is dismissed, he or she may appeal. The appeal is brought directly to the City Manager in writing and must be presented within five working days of the disciplinary action. If the matter is appealed, the disciplinary action will be imposed. If the appeal results in reversal of the disciplinary action the employee will be made whole (paid for the time of suspension, reinstated with back-pay, or other appropriate remedy.)

The City Manager may:

- a. Appoint an Ad Hoc Grievance Committee or a Hearing Officer to hear the appeal and submit its finding to the City Manager;
- b. Meet with the employee, if the employee so desires, to discuss the appeal; or,
- c. Consider the appeal solely on the basis of the written submission.

The City Manager or his or her designated representative will evaluate the facts and present a decision, in writing, within thirty working days of receipt of the Ad Hoc Committee or Hearing Officer finding, the meeting with the employee, or in the absence of the preceding, the receipt of the written submission. The decision of the City Manager will be final and binding on both the City and the employee.

Employees who fashion a solution outside of this procedure may forfeit rights otherwise entitled to, which emanate from this handbook.

For the purposes of this section, a working day is defined as Monday through Friday, inclusive, exclusive of recognized holidays.

## DEFINITION OF TERMS

Date of Employment - first day of actual work during the most recent period of employment for the City.

Exempt Employees - employees who are employed in an executive, administrative, or professional capacity as defined by the Fair Labor Standards Act of 1938 (FLSA). Exempt employees are not covered by the overtime provisions of the FLSA.

Fiscal Year - begins at 12:01 a.m. on June 30th and ends at 12:00 a.m. on July 1st. This is the same as the work year.

Healthcare Provider - a doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the state in which the doctor practices or as otherwise defined by the Department of Labor.

Leave Year - a twelve-month period measured backward from the date an employees uses any leave of absence.

Nonexempt Employees - employees who are not classified as exempt as defined by the Fair Labor Standards Act of 1938 (FLSA). Nonexempt employees are covered by the minimum wage and overtime provisions of the FLSA.

Pay Status - receiving remuneration from the City through work, sick leave, vacation, funeral leave, jury duty, City recognized holidays, short-term military leave, or some training programs.

Premium Pay - rate of pay above the normal rate.

Probationary Employee - an employee serving the first six months of his or her appointment, promotion, re-employment or reinstatement to any position of employment with the city.

Promotion - a non-temporary movement to a position in higher salary grade.

Rehired pensioner – a former employee who is retired under Normal Retirement, as defined by the pension plan document, who is rehired after missing at least one payroll cycle.

Regular Full Time Position - a position assigned a normal workweek of forty hours (40) on a twelve-month basis.

Regular Part Time Position - a less than full-time position that is expected to continue on a regular weekly schedule and is for specific and regularly assigned duties within the department.

Regular Status - an employee who has successfully completed the probationary period will be considered in regular status.

Resignation - voluntary termination of employment initiated by the employee.

Temporary Full Time Position - a position assigned a normal workweek of forty (40) hours for an indeterminate period of less than 12 months or for work on a specific project of limited duration. When work is for a specific project, the job ends when the project or relevant component of a project is completed.

Temporary Part Time Position - a less than full time position which is seasonal, irregular, or when extra help is for a specified period of time.

Termination - a discontinuation of employment with the City usually initiated by the Supervisor, Department Manager, or City Manager.

Transfer - a non-temporary movement to a position in the same or lower salary pay grade.

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# NONEXEMPT COMPENSATORY TIME AGREEMENT

I understand that my current position has been determined by the City to be nonexempt according to the Federal Fair Labor Standards Act (FLSA). I also understand that I am eligible to receive overtime pay at one and one-half times my current rate of pay, OR, in lieu thereof, to receive paid time off at the rate of one and one-half hours off for each hour of employment for which overtime compensation is required.

I voluntarily waive my right to overtime pay for compensation of overtime worked in the payroll period ending and elect thereof, to receive FLSA compensatory time, which will accrue and be credited to my payroll account records as FLSA compensatory time.

I acknowledge that I may use accrued FLSA compensatory time as paid time off according to City of Tifton policies and procedures.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY THE DEPARTMENT

Comp Hours At Beginning Of Pay Cycle	_____	_____
Comp Hours Earned This Pay Cycle	_____	_____
Comp Hours Used This Pay Cycle	_____	_____
Comp Hours At End Of Pay Cycle	_____	_____

A NONEXEMPT COMPENSATORY TIME AGREEMENT FORM MUST BE PROVIDED TO BOOKKEEPING FOR EACH PAY CYCLE THAT INCLUDES EXTRA HOURS WORKED.

# CONSENT FOR MOTOR VEHICLE REPORT

I hereby authorize the City of Tifton to obtain a copy of my motor vehicle report. I understand by signing this form that without a valid Georgia Driver's license and an acceptable driving record, I will not be allowed to operate or drive a city vehicle until appropriate corrective action is taken.

I further understand this report will be obtained every three years or as often as deemed necessary in order to be in compliance with the City of Tifton's Safety Rules, and Regulations.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
GA Driver's License Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
SIGNATURE


SWORN AND SUBSCRIBED BEFORE ME AT (CITY AND STATE)  
\_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

SEAL

\_\_\_\_\_  
NOTARY PUBLIC

## SUMMARY AND ACKNOWLEDGMENT

We have prepared this handbook as a guide for policies, benefits, and general information which should assist you during your employment. However, these guidelines should not be construed as a contract. The City reserves the right to make changes in content or applications it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. It should also be understood that nothing in this handbook changes the fact that employment is at-will for an indefinite period unless terminated at any time by you or the City.

I acknowledge receipt of the Employee Handbook, and I agree to abide by the policies set forth in the Handbook.

---

Print Name

---

Signature

---

Date