



CITY OF CARROLLTON  
EMPLOYEE HANDBOOK

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## Welcome and Introduction

Welcome to the City of Carrollton! As a new employee, you are joining the team that provides quality public service and excellent customer service. The City of Carrollton recognizes that our employees are the most important asset for accomplishing our purposes on behalf of our citizens.

We wish you success in your new job. We hope your experience here will be challenging and enjoyable.

To ensure the City's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the City's mission, vision, policies and your responsibilities as an employee. This handbook contains information about the conditions of your employment, your benefits and opportunities as a City of Carrollton employee.

You should read this handbook carefully. The policies and procedures contained in this handbook constitute guidelines and are in no way interpreted as a contract between the City of Carrollton and/or any of its employees. The City expressly reserves the right to modify or delete any of the policies contained herein without notice.

Any questions regarding the content of this handbook or City policies should be addressed through your Supervisor, your Department Director or to the Human Resources Director.

**Disclaimer:** The City of Carrollton, under the authority of the City Manager, reserves the right to modify or amend the benefits package at any time it deems necessary.

## Interpretation of Policies

The City reserves the right to interpret items, implement guidelines or to exercise its judgment and discretion in administering the policies in this handbook. However, the City will not interpret, apply or enforce any handbook policy to interfere with, restrain or coerce employees in the exercise of any of their legal rights.

### Definitions

**Administrative Director:**

An individual who is assigned formal management responsibility for an established support department of City government.

**Authorizing Party:**

An individual authorized to approve or disapprove all travel-related requests. This individual is assumed to be in a level of authority that enables him/her to evaluate the need, cost, and the benefit of such travel.

**Business Travel:**

Travel for the purpose of conducting official City business.

**Department Director:**

An individual who is assigned formal management responsibility for an established line department of City government.

**Exempt/Non-Exempt Employees:**

These terms apply to employees' status ONLY as to whether the employee is covered by, or exempt from, provisions of the Federal Fair Labor Standards Act. This act mandates compensation at minimum wage and overtime rates to certain employees, requires non-exempt employees to keep an accurate record of their time worked and governs the use of child labor.

**Full-Time Employee:**

An individual, who has completed the evaluation period, meets performance expectations, and is eligible for all City benefits, subject to the definitions, terms and conditions in applicable plans or laws.

**Immediate Family:**

The term "immediate family" is defined as the following: wife, husband, father, mother, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, and stepdaughter.

**Part-Time Employee:**

An individual who is normally scheduled to work fewer hours per week than the department's regularly scheduled full-time employees and meets performance expectations. Such employees are not eligible to receive any employee benefits.

**Professional/Training Travel:**

Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

**Requesting Party:**

Any individual who will be reimbursed for those costs incurred while conducting Business Travel and/or Professional/Training Travel.

**Supervisor:**

Applies in general terms to any employee formally assigned Supervisory responsibilities for personnel and operations of a work unit within a larger department of City government. However, the City Manager, Assistant City Manager, Department Directors, Administrative Directors, and Superintendents should be understood to be “Supervisors” of individuals who report directly to them. “Supervisor” may also have special meaning as defined by different laws that may be applicable in certain situations from time to time.

**Travel Authorization/ Advance Voucher:**

The form used to authorize employee travel and travel advances.

**Seasonal/Temporary Employee:**

An individual who is employed on a temporary basis, generally in situations where the employment is not expected to continue for more than six months, and the employee is not eligible for City benefits.

## **Mission Statement**

The mission of the City of Carrollton is to provide responsive, dependable, cost effective municipal services and public amenities which enhance the economic, social and physical resources of the community so that our citizens may enjoy the best possible quality of life.

**Our Goals:**

- To respond in a courteous, timely and effective manner to the expressed needs, concerns and expectations of our citizens.
- To promptly respond to specific service requests or complaints.
- To have fair and appropriate tax rates, user fees and other revenue measures commensurate with the scope of services provided.
- To be fiscally responsible and fiscally sound.
- To promote a sense of community through sponsored activities, events, and citizen involvement.

- To be accessible to citizens and keep them informed.
- To provide the infrastructure, public facilities and community image necessary to retain and attract residents and businesses.
- To adequately and properly plan and prepare for the present and future needs of our citizens.

**The Success of Our Mission Depends Upon:**

- Competent, creative, capable, dependable, skilled and motivated employees.
- Honesty, integrity and ethics in public service.
- A collaborative management philosophy.
- A strong leadership position in the state and region.

**Personnel Objectives**

**Policy:**

The City of Carrollton recognizes that its employees are its most important resource for accomplishing the City’s purposes on behalf of its citizens. Therefore, it is deemed appropriate to set forth specific objectives to help assure effective use of this resource in a manner that highlights its importance.

The following specific personnel policy objectives, although not all inclusive, are intended to “set the tone” for developing an employment relationship with all City employees and to develop the personnel policies and procedures contained in this manual applicable to such employees. The City shall thus seek:

- To help all employees develop to their full potential and to utilize that potential in the most effective manner;
- To fully apply the principle of Equal Employment Opportunity, avoiding illegal discrimination in all aspects of City operations;
- To provide competitive compensation and benefits consistent with the City’s economic ability;
- To expect effective and efficient work performance from employees within the framework of reasonable work assignments;
- To maintain reasonable hours of work;
- To provide safe, sanitary and healthy working conditions;

- To communicate with all employees regarding all matters which affect them in their work; and
- To promote an attitude of courteous and efficient responsiveness to the public on the part of all employees.

## **Business Records**

The City and its employees maintain various types of written and electronic records related to the City's business and to our citizen's business. All such records maintained on the City's premises and in the City's systems are City property and, thus, are subject to review or inspection by the City, its employees, or agents at any time without further advance notice. For these and other reasons, please do not use our computer systems or other business systems for personal matters or matters that are not related to the City's business.

## **Confidential Information**

Employees may, by virtue of their employment with the City, obtain access to sensitive, confidential, restricted and proprietary information about the City that is not generally known or made available to the public or competitors and that the City has made reasonable efforts to keep confidential, including but not limited to financial records, citizen records and files, customer or vendor records and files, referral or mailing lists, credit card numbers, and similar information whether stored electronically or in paper format.

Such confidential information shall be used solely by employees in the performance of their job duties for the City and shall not be used in any other manner whatsoever during their employment. Employees shall not, without the prior written consent of the City, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. This prohibition expressly includes such information in electronic form. Such confidential information is the exclusive property of the City and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

**Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.**

Upon termination of employment, employees must deliver to the City immediately any and all confidential information, whether stored electronically or in paper format, including but not limited to all copies of such documents prepared or produced in connection with their employment with the City that pertain to the City's business or the employee's services for the City, whether made or compiled by the employee or furnished to the employee in connection with such services to the City. In addition, at termination, employees must return to the City all of the City's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the City.

## **Personnel Policy Administration**

### **Policy:**

The City of Carrollton provides personnel policies as a means of efficiently utilizing its staff resources in order to accomplish the City's objectives. In the preparation of such policies, the individual needs and objectives of employees will be recognized and accommodated to the extent possible and feasible, when consistent with the objectives of the City.

The following rules and regulations, and other administrative provisions for personnel administration, are hereby declared to constitute the Personnel Policy of the City of Carrollton. These rules and regulations are in addition to any Departmental Rules and Regulations, Standard Operating Practices, etc. which may be imposed by respective departments for the safe, effective and efficient operation of each department from time to time in the City's discretion or that of its professional managers and administrators.

All employees must be familiar with all personnel policies affecting them personally or affecting any other employee under their supervision. The employee is responsible for reading and acknowledging the content of the policies as stated in the Employee Handbook. Responsibility for assuring that all personnel policies are communicated to all employees lies with the City Manager, Assistant City Manager, Human Resources Director, Department Directors, Administrative Directors, Superintendents, and individual Supervisors. Questions regarding policy interpretation or application should be referred to the Human Resources Director, Department Director and/or appropriate Supervisor who will provide answers or forward questions to the City Manager for review and further action as required.

### **Changes in Policy**

These policies and procedures have been developed as guides to action. They are not contractual, do not create any property rights, and the City reserves the right to modify any policy or procedures at any time based on its judgment about the changing needs of the City and its employees, without advance notice.

*If any of the provisions of these policies shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.*



## **Equal Employment Opportunity**

### **Policy:**

The success of the City depends upon the full and effective use of all its human resources. The City will, therefore, provide equal employment opportunities without regard to race, color, religion, sex (including same sex), gender, gender identity, pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, service member status, or any other category protected by federal, state or local law. This relates to all phases of employment, including, but not limited to recruitment, hiring, placement, promotion, demotion, termination, transfer, layoff, recall from layoff, compensation, benefits, and educational, social, or recreational programs of the City.

Furthermore, the Human Resources Department shall publicize this policy throughout the City's operational and employment areas, employment agencies, and other appropriate organizations. The Human Resources Department shall also ensure that all employees have a copy of the Employee Handbook and that all employees have access to state and federal posters stating adherence of employers to applicable labor, employment, immigration, safety and other laws subsequently mandated enactments.

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA), as amended, bars discrimination against the disabled in both the public and private sectors. The ADA prohibits discrimination against disabled individuals in the areas of employment, public services, public accommodations and services operated by private entities, and telecommunications. Title I of the Act prohibits employers from engaging in conduct which discriminates against qualified disabled individuals. Employers are required to provide "reasonable accommodations" which will permit disabled individuals to apply for employment, enjoy all aspects of their jobs and advance in their careers. Employers are also not permitted to participate in contracts or business arrangements that discriminate against disabled individuals.

The City has incorporated selection procedure guidelines, which include the use of job descriptions that include Essential Functions, specifically intended to eliminate and prohibit discrimination based on a disability, race, color, religion, sex, age, national origin and other protected characteristics. Employees with questions, comments or complaints regarding the City's Equal Employment Opportunity and Disability policies are encouraged to contact Human Resources.

### **Reasonable Accommodations/Modified Job Duties**

To assist our employees who are or become disabled, and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Likewise, upon request we may grant reasonable accommodations based on pregnancy or related conditions or genuinely held religious beliefs or practices. Consistent with this policy, we may modify job duties or make other accommodations,

such as transfer to a vacant position for which the employee is qualified, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the City, we would be unable to make the particular accommodation. Similarly, when placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability, on-the-job injury, pregnancy or related conditions, or religious beliefs or practices, please follow the procedure set forth in our “Problem-Solving Procedure.” We will discuss the matter with you, investigate your request, and to the extent possible, attempt to reasonably accommodate you.

### **Verification of Employment Eligibility**

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. The Act makes it unlawful to hire anyone who is not either a citizen or an alien who has the legal right to be employed in the United States. All employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law.

### **Compliance with Applicable Laws**

The City intends to comply with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave; equal opportunity; environmental regulations and laws; safety; health; and laws regarding any other terms and conditions of employment. Similarly, we expect our employees to comply with all laws that apply to their jobs as a condition of their continued employment.

### **Contact with Governmental Agencies**

Anyone who is contacted by a representative of another governmental agency or unit, including a process server, should not accept any document on behalf of the City and should not answer any questions on behalf of the City. The government representative should instead be referred to the City Manager. The purpose of this policy is to ensure that City management receives all information pertaining to the City at the earliest date possible so it may fulfill any obligation imposed upon it by law or regulation. This policy is not designed to prohibit an individual’s cooperation with a government investigation.

## No Harassment

We do not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

**Violation of this policy will result in disciplinary action, up to and including immediate termination.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of its employees in connection with their work by non-employees. Immediately report

any harassing or discriminating behavior by non-employees, including contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

**If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:**

1. First discuss any concern with the Human Resources Director.
2. If you are not satisfied after you speak with the Human Resources Director, or if you cannot speak to the Human Resources Director, speak to the City Manager.

**You should report any actions that you believe may violate our policy no matter how slight the actions may seem.**

We will investigate the report and then take prompt, appropriate remedial action. The City will protect the confidentiality of employees reporting suspected violations of this or any other City policy to the extent possible consistent with our investigation.

**You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.**

We are serious about enforcing our policy against harassment. Persons who violate this or any other City policy are subject to discipline, up to and including immediate termination. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to the appropriate persons, so the appropriate action can be taken to address your concerns.

## **Job Posting Procedure**

The City of Carrollton believes in promoting employees from within when possible and has established a job posting policy to give all employees an opportunity to make application for positions for which they are qualified. Vacancies are posted on the City of Carrollton website at [www.carrolltonga.com](http://www.carrolltonga.com). Postings will include title, salary range, minimum hiring specifications and closing date for filing applications. Positions are posted until the position has been filled.

Employees are responsible for monitoring job vacancy notices and for completing and submitting an application with the Human Resources Department during the posting period of the given position opening.

Nothing in this policy prohibits the City from posting jobs externally and the City reserves the right to exercise its discretion and judgement to decide to hire an external candidate.

## Communication Information

### Bulletin Boards

The City maintains bulletin boards at various locations throughout our facilities as an important information source. These bulletin boards are to be used solely to post information approved by the City regarding City policies, governmental regulations, and other matters of concern to all employees which are related to the employees' employment by the City. Please form a habit of checking the bulletin boards routinely so that you will be familiar with the information posted there. No information may be placed on these bulletin boards without approval by Human Resources.

### Electronic Communications

This section sets forth the City's policies for use of its Electronic Systems (as defined below), Social Media and Blogging. Employees are required to read and review these policies, comply with and consent to their application and to acknowledge receipt of them by signing in the blank provided on the last page.

**Definition of City "Systems":** This policy covers any Electronic Communications created, sent, received, used, transmitted, or stored using any City communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, sounds, text data or any other information used in e-mail; instant messages, text messages, voice mail, fax machines, computers, two-way radios, personal digital assistants (including Blackberry, iPhone, Droid or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, audio recorders, Intranet, Internet, back-up storage, GPS capability, information on a memory or flash key or card, jump, thumb or zip drive or any other type of internal or external removable storage drives (collectively referred to as "Systems").

**Acceptable Uses of City Systems:** Employees may use the City Systems to communicate internally with co-workers or externally with citizens, suppliers, vendors, advisors, and other business acquaintances for the purpose of transacting the City's business.

**City Control of Systems and Electronic Communications:** All Electronic Communications contained in City Systems are City records and/or property. Although an employee may have an individual password to access the City's Systems, the Systems and Electronic Communications belong to the City. The Systems and Electronic Communications are accessible to the City (and its representatives) at all times including periodic unannounced inspections. The City's Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employees should have no expectation that their communications on City Systems are confidential or private.

The City's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

**Monitoring and Protection of City Assets:** The City will use various technologies to control, review and monitor the use and location of its Systems or other assets and compliance with this Policy, including but not limited to telephone recording devices, GPS or similar telemetric systems and software programs that may be developed or utilized from time to time.

**Personal Use of City Systems:** Personal communications in the City's Systems are treated the same as all other Electronic Communications and may be used, accessed, recorded, monitored, and disclosed by the City at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use the City's Systems for communication or information that employees would not want revealed to third parties. Personal use of the City's Systems should be limited to non-working time. Personal use of the City's Systems must be conducted in such a manner that it does not interfere with an employee's productivity on the job, affect the smooth operation of our Systems or use a disproportionate amount of the Systems' functional capacity.

**Prohibited Uses of City Systems:** Employees may not use the City's Systems in a manner that violates the City's policies including but not limited to its No Harassment, Equal Employment Opportunity, Workplace Violence, Confidential Information, Business Records, and No Solicitation policies. Employees may not use the City's Systems in any way that may be seen as obscene, offensive, malicious, threatening, intimidating or bullying. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; threats of violence; or any other criminal activity or any other message or image that may be in violation of City policies.

In addition, employees may **not** use the City's Systems:

- To download, save, send or access any defamatory, discriminatory, harassing, threatening or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the Internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the City might deem "adult entertainment";
- To access any non-work related "blog" or otherwise post a personal opinion during working time;
- To text message or instant message for non-work related or non-business purposes on the City's Systems;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or Systems of the City or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and,
- In connection with the violation or attempted violation of any law.

**Use of Employee-Owned Devices:** Employees may own various types of personal electronic devices such as iPods, iPads, earphones, wireless earpieces, MP3 players, music players, video

devices, pagers, cell phones, etc. Employees may only use such items during working time in a manner appropriate for the employee's job duties and expected productivity. Certain activities are never appropriate during an employee's working time. For example, listening to music, watching videos, wearing earphones or listening devices or text messaging, which is not work or business related, etc. are not appropriate during working time. Given the extent of devices and technology available, no list of unprofessional conduct will be complete, and you should know that the City may prohibit the use of any device at any time while you are working for the City. The City expects employees to be focused on working, working safely, appearing professional at all times, and being as productive as possible.

**Electronic Forgery:** An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using the City's Systems or Electronic Communications; make changes to any City Systems or Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

**Intellectual Property Rights:** Employees must always respect all copyright and all other intellectual property laws. For the employer's protection as well as your own, it is critical to show proper respect for the laws governing copyright, fair use of copyright material owned by others, trademarks and other intellectual property, including the employer's own copyrights, trademarks and brands.

**Systems Integrity, Security, and Encryption:** All Systems passwords and encryption keys must be available and known to the City. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Employees may not use the passwords and encryption keys belonging to others.

**End of Employment or Change of Job Assignment:** At the time of leaving the City's employment or reassignment to a different position within the City, employees must return all City Systems and property in their possession and promptly delete from any employee owned devices any and all records, data, notes, reports, proposals, lists, correspondence, specifications, materials, documents or other information or property belonging to the City, its successors or assigns. Employees agree not to keep such City property and information in their possession, re-create such information or deliver it to anyone else.

## **Social Networking and Blogging**

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the City has established these basic guidelines for use of social media.

**Guidelines:** In the rapidly expanding world of electronic communications, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or

diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communications.

The same principles found in the City policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects citizens, suppliers, and people who work on behalf of the City or the City's legitimate business interest may result in disciplinary action, up to and including immediate termination of employment.

**Know and Follow the Rules:** Carefully read these guidelines and the policies contained in our Employee Handbook and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including immediate termination.

**Be Respectful:** Always be fair and courteous to customers, vendors, suppliers or people whom you work on behalf of the City. Also, keep in mind that you are likely to be able to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy. Nevertheless, if you decide to post complaints or criticism to social media sites, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage our citizens, employees, suppliers or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

**Be Honest and Accurate:** Make sure you are honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City, employees, citizens, suppliers or vendors, or other people with whom you work on behalf of the City.

**Post Only Appropriate and Respectful Content:** Maintain the confidentiality of City trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not post confidential information relating or belonging to our citizens, suppliers, vendors or other third parties with whom you work on behalf of the City.

Do not create a link for your blog, website or other social networking site to a City website. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your



views do not represent those of the City, or its citizens, suppliers or third parties with whom you work on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as “the postings on this site are my own and do not necessarily reflect the view of the City of Carrollton.”

**Using Social Media at Work:** Refrain from using social media while on work time or on equipment the City provides, unless it is work-related as authorized by your Supervisor or consistent with the City’s Electronic Communications Policy. Do not use City email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is Prohibited:** The City prohibits taking negative action against any employees for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate termination.

**Compliance with Applicable Laws:** Numerous laws apply to Electronic Communications. The City will comply with all applicable laws and we expect our employees to do the same.

**Consequences of Policy Violations:** Violations of these policies may result in disciplinary action, up to and including **immediate termination of an employee’s employment as well as possible civil liabilities or criminal prosecution.** Where appropriate, the City may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. Such cooperation may include, but is not limited to, providing access to our Systems or recordings or copies of information in our Systems. The City will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

**For More Information:** If you have any questions or need further guidance, please contact Human Resources.

# Policy Regarding Official City of Carrollton Social Media and Networking Sites

The City of Carrollton has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes the procedures for the proper use of social media on official City sites.

The City of Carrollton supports and encourages the use of social media (Facebook, Instagram, Twitter, YouTube, etc.) to communicate directly with the public, stakeholders, partners, and the media. City use of social media is intended to broaden the reach of communication and engagement with the community, while utilizing new platforms that offer methods of communicating beyond the traditional source of official information located at [www.carrolltonga.com](http://www.carrolltonga.com).

This Policy is designed to encourage the use of Social Media/Networking to further the goals of the City and the missions of its departments and affiliated boards, commissions, and authorities, while establishing policy and requirements for use of Social Media/Networking by City employees during work hours or using City computers. This policy is in addition to and complements any existing or future City policies regarding the use of technology, computers, smart phones, e-mail, and the Internet.

## I. Definitions

**A. Social Media:** For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis, content hosting sites, and social networking sites and groups through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

**B. Social Networking:** Not to be confused with Social Media, social networking is the building of online communities of people who have common interests. LinkedIn, Facebook, Instagram and Twitter are the more common facilitators of these interconnected systems.

**C. Comments:** Includes all information in the form of text, pictures, videos or any other form of communicative content posted on a City social media site.

**D. Content Author:** Employee(s) authorized by the City to be responsible for preparing and posting information on a City social media site.

**E. Moderator:** Employee(s) authorized by the City to be responsible for reviewing, responding to and/or removing information posted on a City social media site.

**F. Poster:** Any person posting information on to a City social media site.

**G. Site Administrator:** Employee(s) responsible for the ongoing development, design, and maintenance of a City social media site.

## II. Authority and Guidelines

- A. The creation and/or use of a social media account or page by any City department requires the express approval of the City Manager or an authorized designee.
- B. All City social media sites should clearly indicate that they are maintained by the City in accordance with its applicable policies and federal, state and local laws, regulations and policies.
- C. The City website at <http://www.carrolltonga.com> is the City's primary and predominant internet presence.
- D. Unless otherwise approved by the City Manager, all City social media sites should link back to the official City website for forms, documents, online services and other information necessary to conduct business with the City.
- E. Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be deemed as a public record subject to public disclosure.
- F. The City's Marketing and Communications Department shall recommend to the City Manager for approval of social media technologies that may be suitable for use by City departments, affiliated boards, commissions and authorities.
- G. The City shall have a single presence on social media sites deemed appropriate for use. Requests for individual department or agency pages or sites must be approved by the City Manager who may delegate this function to the Marketing and Communications Department.
- H. The Marketing and Communications Department shall provide training and education to City agencies and departments on how to best use various social media outlets to achieve their goals within appropriate guidelines.
- I. All official City presences on social media sites or services are considered an extension of the City's communication/information networks and are governed by all City policies, including without limitation those applicable to the use of City computers and electronic media.
- J. The Marketing and Communications Department should be contacted by city staff, elected officials and affiliated agencies for assistance with developing appropriate uses for social media, selecting appropriate social media outlets, and defining a strategy for social media use.
- K. Departments that use social media are responsible for complying with applicable federal, state and city laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), the Georgia Open Records Act, First Amendment, privacy laws, sunshine laws and information security policies established by the City, its departments, affiliated boards, commissions and authorities.
- L. All City policies are applicable to interactions on social media sites when representing the City. Employees who fail to conduct themselves in an appropriate manner shall be reported to Department Directors and/or Human Resources for the appropriate action.

### **III. Monitoring & Control**

- A. The Marketing and Communications Department - on behalf of the City, City Manager, and Mayor and City Council - shall monitor content on all social media sites to ensure adherence to the Social Media Policy for appropriate use, message, and branding consistent with the goals and policies of the City.
- B. The Marketing and Communications Department has the authority to remove any information at any time from any City social media site. Appeal of the removal of information should be made directly to the City Manager or his/her designated agent for review and final determination.
- C. Violation of this policy may result in the removal of content from social media outlets, revocation of permission to post on City social media sites, civil or criminal action, and/or immediate termination of employments, depending on the person committing the violation, the nature and scope of the violation and relevant circumstances.
- D. This Policy shall apply to social media and websites maintained by all City agencies and departments as well as any affiliated government or non-government agency or official with permission to post on City.

### **V. Public Comment/Posting**

All of the following information shall be provided at each site:

Welcome to the official City [or Department of [X] [name of social media outlet].

The purpose of this site is to present matters of public interest in the City of Carrollton. Followers of the City of Carrollton are encouraged to submit questions, comments, and concerns related to the matter presented or to the business of the Department, but please note that this is a moderated online discussion site. Be courteous, respectful and relevant. Remember that your comments may be read by persons of any age, and are subject to open public records laws.

Here is our Posting Policy for participation to encourage civil discourse. If your post violates these guidelines, it will be removed. Once posted, the City reserves the right to delete submissions that contain:

- vulgar or profane language;
- personal attacks or threats of any kind; or
- offensive comments that target or disparage any ethnic, racial, religious, or other legally protected category or group;
- are spam or include links to other sites;
- are off topic and not within the limited scope of a particular site;
- include identical or repeated comments;
- contain sexual content or links to sexual content;
- promote, advocate, support or otherwise encourage illegal activity or civil wrongs;
- promote particular services, products, or political candidates or organizations;
- infringe on intellectual property rights of others, copyrights or trademarks;
- have the potential to compromise the safety or security of any individuals, the public or public systems;
- are made by persons identifiably under the age of 13;
- contain personally identifiable medical information, contain personally identifiable information (PII) such as email addresses, social security numbers, phone numbers or any other information for which a person has a reasonable expectation of privacy; or
- are otherwise deemed by the Moderator to be inappropriate or inconsistent with City policies.

**Note:** The Marketing and Communications Department will have the final say in interpreting and administering these rules. The City reserves the right to delete, disable or remove any content that it or its Moderator determines in his/her discretion does not comply with these rules. Users who violate this policy may be banned from future commenting or blocked from the social site where the violation occurred.

**Disclaimer:** Please note that public comments expressed on this site do not reflect the opinion and position of the City of Carrollton government or its officers and employees. If you have any questions, please contact [marketing@carrollton-ga.gov](mailto:marketing@carrollton-ga.gov).

Content posted to a City-owned and maintained social media site thereafter becomes property of the City. This includes all original wording and posted images. However, photography or wording that has any prior and/or documented copyright or ownership will be removed.

As a condition of using a City Site or Network, all Posters consent to these terms and conditions and guidelines and to the disclosure, monitoring, copying or sharing of content with third parties including without limitation law enforcement agencies. All Posters understand that they have no privacy or property rights or expectations in any content posted on any City Sites or Networks.

The City reserves the right to deny access to third party social media sites for any employee on their City workstation, who posts comments with inappropriate content as set forth above, at any time and without prior notice.

All comments posted to any of City third party social media sites are bound by the third party social media's Statement of Rights and Responsibilities, e.g., <http://www.facebook.com/terms.php> and <https://help.instagram.com/1215086795543252>.

The City's contractual obligations with our social media platforms require it to enforce their policies with regard to posted comments, e.g., <http://www.facebook.com/terms.php> and <https://help.instagram.com/1215086795543252>.

The City reserves the right to report any violation of any of the third party social media sites' Statement of Rights and Responsibilities so that the third party social media site can take appropriate and reasonable responsive action.

## **Recruitment and Selection**

### **Policy:**

The City's recruitment and selection activities shall be directed toward securing and maintaining the most qualified personnel available consistent with the City's ability to competitively attract and retain such personnel. All action relating to filling of vacancies shall be conducted in accordance with the City's Equal Employment Policy.

### **Provisions:**

- A. No hiring actions shall be taken except where a position is budgeted and approved by the City Manager.

- B. The Department Director shall notify the Human Resources Director that a vacancy exists, and the Human Resources Director shall begin the selection process. The Human Resources Director shall ensure that proper selection criteria are followed in order to prohibit discrimination against any and all qualified applicants.
- C. The Human Resources Director shall approve all funds expended for advertisement of vacancies or for any other purpose related to recruitment of applicants. The Human Resources Director shall ensure that all applicants are aware that supplying misinformation on City applications or on resumes is grounds for withdrawal of an offer or termination from employment with the City.
- D. In order to be considered for employment, an applicant must complete and submit to the Human Resources Director or applicable Department Director or his/her designee, a City of Carrollton Employment Application form. Resumes will not be accepted in lieu of a completed job application. All such applications and/or resumes will be retained in an “active for consideration of employment” file which shall be maintained by the Human Resources Director for a period of ninety (90) days, after which such applications shall be maintained in an “inactive for consideration of employment” file which shall be maintained by each Department Director or the Human Resources Director for a period of one year as long as required by applicable law. The Human Resources Director along with the Department Director involved in the selection process must:
- Review the current job description for the vacant position in order to determine the specific selection criteria required for the position, such as minimum experience and education requirements, the Essential Functions, and the physical and mental requirements to perform Essential Functions.
  - Examine all applications and resumes received for the purpose of determining whether the applicant meets the selection criteria established by the job description.
  - Test applicants using approved tests such as typing, word processing and other computer tests, depending upon the position. If one applicant for a position is given a test, then all applicants for the same position should be given the same test. If a test is administered it must be used with other selection data to determine the most qualified applicant. (Not all positions will require an actual test).
  - Determine the designated grade and salary range and receive approval from the City Manager as to the effective hiring range before an offer of employment is given; and
  - Select the most qualified applicant and submit the final recommendation to the City Manager in order to receive approval from him or her of the selection.
- E. Depending on specific requirements of the job, one or more of the following selection criteria may be required of the applicant: performance and psychological tests, written examinations, oral interviews, reference checks, drug tests, credit history and driving and criminal history checks. The interviewer may ask whether an applicant can perform any of the Essential Functions and/or physical and mental requirements. If an applicant is unable to perform an Essential Function, it must then be decided whether a change in the job description would cause an “unfair hardship or undue burden” on the City. If an applicant is unable to perform an essential duty because of a disability, this matter must be brought to the attention of the City

Manager. A physical examination is required for all public safety applicants after a conditional offer of employment has been issued. A drug test is required of all applicants after an offer of employment has been issued but before the applicant begins work for the City. If the applicant fails any required test even though they have been offered employment, the conditional offer of employment may be rescinded with the approval of the City Manager.

- F. No person shall begin work as an employee until he or she has completed an orientation session provided by the Human Resources Department. The orientation session ensures that all new employees complete proper employment forms for tax, immigration, safety and benefit purposes and that all new employees receive and acknowledge receipt of a copy of the City's Personnel Handbook. It is also imperative during the orientation session that the new employee provide the City with sufficient personal information to allow the City to establish employee records and implement appropriate fringe benefit actions.
- G. Selected applicants and employees must have all required licenses and certifications required by a position before they apply and upon request, they must provide evidence that such licenses and/or certifications are current. Any misrepresentation of a required certification or license is grounds for immediate termination.

**Responsibility:**

- A. All promotions, transfers, layoffs, resignations, salary changes, and reclassifications must be approved by the City Manager.
- B. All terminations, suspensions, demotions, reductions in pay, and other disciplinary actions must be imposed in accordance with procedures established in these policies unless otherwise approved by the City Manager.
- C. Responsibility for communication of these policies may be delegated by the City Manager to Department Directors.

## **Employment of Relatives**

**Policy:**

The City intends to specifically avoid the potential of one family member supervising another and the potential of family members working in the same department.

**Provisions:**

- A. Relatives will not be employed by the City where such employment would result in an employee supervising a member of his/her immediate family (as defined herein), or where such employment would result in an employee occupying a position which has direct influence over a member of his/her immediate family in matters of employment, promotions, pay, benefits, or other related matters where the employee could be subjected to charges of improperly favoring or disfavoring the member of his/her immediate family, or where one

employee would have access to confidential information. Employees must disclose to the City all family relationships of potential applicants. Failure to do so is grounds for immediate termination.

- B. If a condition prohibited by “A” above predates this policy, the City will not require a job change on the part of one of the affected employees but will seek to make an appropriate job change when opportunity permits.
- C. Upon adoption of these policies, if by reason of marriage, City employees become in violation of the provisions of this policy, one or the other must choose to accept a job reassignment, if available, or must elect to resign within sixty (60) days of said marriage.

## **Personnel Records**

### **Policy:**

Personnel records and record keeping systems shall be established and maintained as required to efficiently and effectively control and manage the City’s work force, comply with applicable Federal and State regulations, and otherwise meet the City’s needs in personnel related matters.

Records of all employee personnel actions including, but not limited to, recruiting, hiring, pay, benefits, promotions, demotions, transfers, layoffs, recall from layoffs, terminations, disciplinary action, educational/social/recreational programs, etc. shall be maintained in accordance with all legal requirements and guidelines.

All employees may have the opportunity to review portions of their personnel file during normal business hours at a time when the Human Resources Director or designee can be present.

Except for references, all information in an employee’s service record file shall be open for the employee’s review after the employee makes written request to the Human Resources Director and the request is approved by the City Manager.

Approved review of his/her service record file by an employee may be made only in the Human Resources Department during regular business hours with advance notice. Such records may not be removed from that office by the employee.

Personnel records shall be maintained in a confidential and secure manner and released only with proper authorization and in accordance with the Freedom of Information Act, and other Federal and State laws or applicable legal requirements.

Employees shall keep their Department Directors advised in a timely manner of any changes in their personal data such as name change, address, phone number, marital status, and number of dependents.

**All beneficiary designations must be changed in person in the Human Resources Department.**



## Evaluation Period

### Policy:

An employee's first six (6) months of employment shall be considered a trial or evaluation period. Police and Fire employees are subject to an evaluation period which extends to one year. However, under no circumstances will the evaluation period be less than six (6) months. Employees will remain on probation until a written decision on employment status has been made within thirty (30) days of the six (6) month evaluation period. During this time, the employee should learn the responsibilities of his or her new job and decide whether he or she enjoys working for the City. Likewise, the evaluation period represents the City's initial opportunity to evaluate the employee's suitability for his or her job.

Employees who have not completed six (6) months of employment have no guarantee of continued employment and no protectable property interest or rights requiring procedural safeguards. These employees may be terminated for any reason with no right to a due process hearing.

### Provisions:

- A. Employees are eligible to accrue, but may not take, sick and vacation leave during the evaluation period.
- B. Employees are eligible for group insurance during their second full month of employment and retirement benefits after one year of employment. *Employees are not vested in the City's retirement plan until completing 5 (5) years of service.*
- C. Employees are subject to being discharged at any time, for any reason, with or without advance notice, during the evaluation period.

## Hours of Work

### Policy:

It is City policy to establish and maintain work schedules which are as definite, predictable and as reasonable as possible based on the needs of the City and in compliance with applicable laws and regulations.

### Provisions:

#### A. Workday/Work Week

1. Normal Workday/Work Week: The normal workday and work week for non-exempt, full-time employees will not be less than 8 hours per day, Monday through Friday. In offices or other work situations where service is provided beyond the normal workday or work week (i.e. twenty-four (24) hour service, seven (7) days per week), the required regular hours of work may exceed the normal work week.

2. City employees will be paid according to established schedules. When a scheduled payday falls on a holiday or weekend, employees shall be paid on the immediate preceding weekday.
3. The employees' work schedule will be set by Department Directors as approved by the City Manager and communicated to employees in advance. "Normal" is defined as the schedule the employee will work most of the time, with the understanding that operating needs may dictate temporary deviations from the norm. If the "normal" schedule is changed, the change will be communicated to all affected employees as far in advance under the circumstances as possible prior to the change.

**B. Attendance:**

1. Consistent and prompt work attendance is a primary work requirement, and all employees shall be required to observe their established hours of work as the City may change them from time to time. Employees shall promptly notify their Supervisor, no later than one hour prior to their arrival for duty or return from meal breaks if they will be delayed for any reason or if they cannot report to work due to illness or emergency. Excessive absenteeism or tardiness may result in disciplinary action up to and including immediate termination. Moreover, the City will consider any employee who does not report to work after three consecutive days without notifying his/her Supervisor as voluntarily terminating his/her employment.

**C. Hazardous Weather Conditions:**

1. Where the City Manager declares a weather emergency and instructs employees not to report to work, employees designated in advance as essential to dealing with such emergencies are expected to be prepared to report to work as assigned. Other employees may be called to work in an emergency even though they are not designated in advance as essential.
2. If the City Manager has not declared a weather emergency, an employee absent from work due to weather conditions may be charged with an unexcused absence if circumstances do not appear to create a legitimate hindrance to the employee's travel. However, such employees may be allowed, at the discretion of their Department Director to:
  - a. Make up the time lost from work at a time scheduled by the Department Director.
  - b. Take the time off without pay.
  - c. Take the time off as vacation time.

**Recording Work Hours:**

Accurate recording of work hours by non-exempt employees is mandatory. Falsification of a timecard, or other records or benefiting from falsification by another is a breach of City policy and is grounds for disciplinary action up to and including immediate termination of employment.

## Overtime

### Policy:

The City recognizes that circumstances may require employees to work in excess of their normal daily and/or weekly work schedule in order to meet operating requirements. The City intends to establish controls in order to minimize such circumstances and assure that such overtime work is scheduled and paid in accordance with City policy and applicable State and Federal law.

### Provisions:

- A. Non-Exempt Employees. Hours worked in excess of forty (40) hours in a work week is considered overtime for pay purposes, except for fire and police employees. For purposes of determining overtime compensation, pay for vacation time, sick leave, holidays, etc. is not considered pay for time worked and is therefore not considered as hours worked for purposes of overtime computations. Pay for overtime hours worked shall be at the rate of one and one-half times the employee's regular rate of pay. Non-scheduled hours of work not qualifying for overtime payment because of vacation or leave time falling within the same week shall be paid at the regular rate of pay. Fire department employees work and are paid according to a 28 day pay period, not to exceed 212 hours per 28-day period. Police department employees work and are paid according to a 14 day pay period not to exceed 86 hours per 14-day period.
- B. Exempt employees, according to the FLSA, are exempt from the minimum wage overtime and timekeeping provisions, provided they have completed relevant job duties. **Exempt employees may be provided with time off at the discretion of the City Manager provided the City's operations are not adversely affected.** Absent special circumstances, exempt employees do not receive payment for hours worked, travel time, attendance at meetings, etc. in excess of their normal salary.

## Compensation Administration

### Policy:

Each regular full-time employee shall be placed in a job classification with an assigned pay range. Salaries of individual employees will be set within those ranges as approved by the City Manager within budget resources. Any exceptions must be specifically approved by the City Manager.

The classification and job status of each regular employee are matters of importance to the employee and the City, and any change must be made with approval of the City Manager. Any approved change shall be promptly communicated and explained to the affected employee(s).

### Provisions:

- A. Salary Increases: The City may administer salary increases based on pay-for-performance.

1. **Pay-For-Performance Increase:** This salary increase is solely based on an individual's job performance. If an employee achieves a "meets expectations" rating or higher, an increase based on the midpoint of the salary range is given and if an employee does not achieve a "meets expectations" rating, no increase is recommended. If an employee scores a "below expectations" or lower rating, he or she may be placed on a 90-day probationary period and be reevaluated at the end of that time period. If performance does not improve, the City may take appropriate action, including but not limited to reduction in pay, transfer, change of job duties or immediate termination.
  2. Employees having successfully completed their six (6) month evaluation period, but who have been employed less than one (1) full year at the time of a scheduled increase, may be eligible for a salary increase on a pro rata basis consistent with their length of service and performance in accordance with all applicable provisions of this policy and other job-related criteria as determined by the City Manager.
- B. Change of Status: Accurate records of an employee's current status as well as records of all status changes made during the term of his/her employment shall be maintained for each employee by the Human Resources Department.
1. Promotion from within is generally encouraged in filling vacancies. However, an employee must have an overall "meets expectations" performance record and proper qualifications in order to be considered a candidate for promotion. If an internal candidate is chosen to fill a vacancy, adequate notice shall be given to the employee's current Department Director before the action is implemented. Compensation increases for promoted employees will generally be based on the following:
    - a. **Promotion of One Salary Grade:** When an employee is promoted to a higher salary grade, the employee will generally receive a pay increase of 6% of the mid-point of the grade promoted to.
    - b. **Promotion of Two or More Salary Grades:** Employees promoted higher than one salary grade will generally receive 6% for the first higher grade (mid-point) plus 2% for each additional grade (mid-point) up to a maximum of 10% or the minimum of the grade promoted to, whichever is higher.
  2. Transfer opportunities will be considered in filling vacancies as employee requests and the City's needs warrant. However, the best interests of the City must be primary in considering or initiating transfers. Such transfers normally are between jobs of the same classification and grade without salary changes. However, when an employee requests a transfer to a position that reflects a lower pay grade than the employee's current pay grade, a percentage decrease in the employee's current salary may be implemented.
  3. **Compensation Policy:** The City generally utilizes the Archer System in determining its pay plan which is in accordance with all Federal laws. The pay schedule is adjusted every 2-3 years according to local market salary surveys, the cost of living indicators and the availability of local budgeted funds as approved by the Mayor and Council. Positions are currently classified using the Archer Matrix Point Factor Job Evaluation System. Salary data is gathered annually to determine external equity. Increases such as performance and

promotional increases are solely based on an employee's past and present job performance. Employees who do not score a "meets expectations" on their performance appraisal, will not receive an increase and will be placed on 90 days' probation.

4. In the discretion of the City Manager, these methods of posting, pay grading and compensation may be eliminated, changed or supplemented at any time without advance notice.

## **Performance Appraisal**

### **Policy:**

The purpose of the City's performance appraisal process is to measure, maintain and improve job performance as well as reward regular full-time employees for performing at "meets expectations" or higher level. The City uses a pay-for-performance system which is intended to truly reward those employees who perform at a higher level than those who do not. City employees who achieve "meets expectations" or a higher performance level are eligible for a pay increase. Those employees who do not perform at "meets expectations" level are not eligible for an increase.

The performance appraisal process involves:

1. Issuing employees a written job description which describes the duties and responsibilities of his or her position.
2. Having Department Directors and immediate Supervisors inform and explain to employees the expectations of their individual department and overall performance expectations of the City.
3. Conducting performance appraisals annually.
4. Evaluating employee performance relative to the issued job description.
5. Ensuring that immediate Supervisors conduct performance appraisal interviews with employees.
6. Providing the employees with an opportunity to make comments regarding the performance appraisal.

### **Provisions:**

- A. Appraisals: Each employee's performance shall be thoroughly appraised in writing on at least an annual basis, and the appraisal shall be discussed between the employee and appropriate Supervisor(s) to establish ongoing communication, to solve any work-related problems, or to outline expectations for professional growth in the job. Supervisors may conduct additional appraisals on a more frequent basis for any employee where it is deemed necessary, or if an employee's performance has declined or is not at a "meets expectations" level.

- B. **Conduct and Review with Employees:** Performance appraisals are the sole criterion for administering increases received by employees except as otherwise provided in these policies. As such, it is important that the appraisals are thoroughly and properly conducted and that they are reviewed with the employee's Supervisor, Department Director, Human Resources Director and the City Manager.
  
- C. **Appeals:** An employee who feels that his/her performance appraisal is not correct shall have the right to appeal the appraisal through the chain of command above the management representative who prepared and conducted the appraisal. For example, employees may appeal their appraisal given by a line Supervisor to the Department Director. The City Manager will exercise his/her judgment and discretion in making the final decision regarding the performance appraisal rating.

### **Social Security Insurance**

The City deducts a percentage of your pay, matches it with an equal amount from the City, and sends it to Social Security. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security office for a more complete explanation.

### **Vacation**

**Policy:**

The City will provide for employees, on a periodic and scheduled basis, to have extended time with pay away from the routine of their regular job to participate in recreational or other activities of the employee's choosing. This is intended to help employees maintain the physical health and mental outlook on life and work that will benefit them in their work and relationships with the City. The amount of vacation provided for this purpose will be based on employees' length of service with the City and will be considered as an earned benefit.

For all regular full-time employees (except Fire Department shift employees), a "vacation day" is defined by this policy as eight (8) hours in length and an employee on vacation leave will be compensated at his or her regular hourly rate times the number of "vacation hours" actually taken. For Fire Department shift employees, a "vacation day" is defined as one duty shift (24 hours) and a Fire Department shift employee will be compensated at his or her regular hourly rate times the number of duty shifts taken as vacation.

**Eligibility for Paid Vacation:**

1. Paid vacation is accumulated and accrued per pay period as follows for non-Fire Department employees:

<u>Years of Continuous Service</u>	<u>Hours Available Per Calendar Year</u>
Less than one year	40 hours
One year, less than ten	80 hours
Ten years, less than 15	120 hours
Fifteen years and over	160 hours

2. Paid vacation is accumulated and accrued per pay period as follows for Fire Department shift employees:

<u>Years of Continuous Service</u>	<u>Hours Available Per Calendar Year</u>
Less than one year	2 duty days (48 hours)
One year, less than ten	4 duty days (96 hours)
Ten years, less than 15	5 duty days (120 hours)
Fifteen years and over	7 duty days (168 hours)

Fire Department shift employees must take vacation leave in increments of not less than one duty day (24 hours) unless approved by the Supervisor.

Vacation may be accumulated to a maximum of forty (40) hours per year. Unused vacation may be carried over into the next calendar year not in excess of forty (40) hours. Fire Department employees may carry over forty-eight (48) hours.

3. Paid vacation for eligible employees begins the first day of employment but cannot be used until six (6) months of service has been successfully completed.
4. Employees are eligible to accrue vacation while assigned authorized pay status. The following constitute authorized pay status: vacation, sick leave, jury duty, military leave, and authorized holidays.
5. Vacation leave will be taken in units of whole hours.
6. Leave may be taken only after approval of the employee's Department Director. The vacation schedule shall be arranged in each department so that the department can function without hiring of additional temporary help or use of overtime hours.
7. Upon termination, employees who have completed at least six (6) months of service with the City are eligible to receive pay for accrued but unused vacation. In such an event, pay shall be at the employee's current regular rate of pay. Employees who do not give and work a two week notice or are terminated for violation of City policy, will not be paid any unused vacation.
8. If an employee leaves the City before the end of the calendar year and has used all his/her vacation time, he/she shall reimburse the City for time used but not earned to date or the City will deduct any such amounts from the employee's final paycheck.

## **Vacation Scheduling**

1. Vacation shall be taken as approved by the Department Director and to not disrupt department operations.
2. Vacation of employees shall be scheduled by the Department Director. A request for vacation shall be submitted to the employee's immediate Supervisor at least two weeks in advance. Department Directors may grant leave with shorter notice if the workload permits. Leave may be taken only after approval from the employee's Department Director. The vacation schedule shall be arranged in each department so that the department can function without hiring of additional temporary help or use of overtime.

### **Responsibility:**

- A. Department Directors shall respond to employee requests for vacation as quickly as possible and shall be as responsive in approving requests as the City's best interests and fairness to other employees allow.
- B. The City Manager shall approve vacation requests for Department Directors, Administrative Directors and the City Manager's administrative staff.

## **Holidays**

### **Policy:**

For all regular full-time employees (except Fire Department, Police Department and other shift employees), a "holiday" is defined by this policy as eight (8) hours in length and an employee on holiday leave will be compensated at his or her regular rate times eight (8) hours.

The City recognizes eleven (11) days during the year as official paid holidays for employees.

### **Provisions:**

#### **A. Holidays Observed**

1. New Year's Day  
MLK Holiday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Floating Holiday
2. If the holiday falls on a Sunday, it will be observed on the Monday following. If the holiday falls on a Saturday, it will be observed the Friday before.



B. Fire Department Shift Employees

1. Fire Department shift employees will receive six (6) 24-hour duty days (144 hours) off in lieu of the eleven (11) City holidays.

C. Eligibility for Holiday Pay

1. The employee must be a regular full-time employee who has successfully completed 30 days of employment.
2. An employee who takes unauthorized leave on either the day before or after the holiday will not be eligible for holiday pay.

D. Holidays Worked

1. An employee required to work on a holiday shall be given a compensated day off, at a later time, **if the City's staffing needs permit**, or receive additional pay at his or her hourly rate for time actually worked. However, if the compensated day off is not available due to the City's benefit staffing needs, the City can choose to pay the employee additional pay in lieu of the compensated day off.

E. No holiday time can be carried over from one calendar year to the next.

**Responsibility:**

Supervisors are responsible for completing a time report stipulating the employees who worked holidays and who are eligible to be paid overtime. If a Supervisor is in doubt as to an employee's eligibility for overtime for holidays worked, the Department Director and Human Resources Director should be contacted for guidance.

## **Sick Leave**

**Policy:**

For all regular full-time employees, including Fire Department shift employees, "sick" leave will be accumulated at the rate established per calendar year and "sick" leave taken will be charged against "sick" leave available on an hour to hour basis. For all employees, "sick" leave will be compensated at the employee's regular hourly rate times the number of "sick" leave hours taken.

**Provisions:**

A. Accruals

1. Full-time Employees: Sick leave shall be accumulated at the rate of eight (8) hours per month or ninety-six (96) hours during the twelve (12) month period. Paid sick leave for eligible employees begins the first day of employment but cannot be used until six (6) months of services has been successfully completed unless approved by the City Manager.

2. Sick leave is cumulative and all unused sick leave will be carried over from one year to the next. Upon separation, if vested in the City's Retirement Plan, employees may be eligible for credit for unused sick leave towards retirement compensation.

#### B. Eligibility for Sick Leave

1. Employees who are unable to work or disabled due to personal illness or injury, or when it is deemed by their Supervisor that their condition would endanger the health of fellow workers.
2. Approved absences for employee's medical and dental appointments.
3. For necessary absences due to illness of an employee's spouse, dependent child or parent.

#### C. Use of Paid Sick Leave

1. Sick leave will be taken in units of whole hours.
2. Unless physically unable to do so, employees must personally contact their Supervisor or Department Director to report their injury, illness or other reason for absence within one (1) hour of the report time of their scheduled workday. Failure to comply with the call-in policy will result in denial of approval for sick leave.
3. Employees must keep their Supervisor informed of their availability to work and anticipated date of return and, if requested, must provide a physician's statement from their medical provider as to the expected duration of the absence and any restrictions that may apply upon their request to return to work. Upon return to work, employee must complete a request for paid sick leave.
4. If a holiday occurs during the period an employee is on approved sick leave and the employee is eligible to receive holiday pay, that day shall not be charged as sick leave.
5. Employees are not eligible to receive sick leave while receiving workers' compensation benefits.
6. Employees who exceed ninety (90) days of sick leave will not continue to accrue any additional days of sick leave until they return to duty.

## **Leave of Absence**

### **A. Military Leave**

The City allows employees who require time off from work to fulfill military duties to meet those commitments.

An employee with such a commitment is expected to notify his or her immediate Supervisor and to provide the City with a copy of the orders as soon as possible. We ask that you be sensitive to the City's needs when scheduling military duty or training.

## **B. Leave-Without Pay**

Upon recommendation of the Department Director and with the approval of the City Manager, an employee may be granted leave-without-pay for a period not to exceed ninety (90) days when it is in the best interest of the City and the employee. When the leave-without-pay expires, the employee may be reinstated to the position vacated at the discretion of the City Manager.

An employee on leave-without-pay status shall NOT accrue annual or sick leave or receive holiday pay during that leave. The break in service, after ninety (90) days, may also result in the suspension of other benefits such as medical insurance unless the employee chooses to exercise his or her rights under COBRA.

**The opportunity to return to work after leave-without-pay depends on the staffing requirements at the time. Reinstatement cannot be guaranteed.**

## **C. Leave for Civic Duty, Jury Duty or Other Court Appearance**

All full-time City employees selected for jury duty shall be eligible for leave with pay for a period of up to fifteen (15) workdays. Such leave shall not be charged to annual or sick leave. However, employees are expected to promptly return to work on any days in which they are excused from jury duty. (Any period of time for which an employee is excused from jury duty because of illness shall be charged to sick leave or leave-without-pay)

All City employees subpoenaed or ordered to attend court to appear as witness or to testify in some official capacity on behalf of the City, the State, or the Federal government shall be entitled to leave with pay for such period as the court may require.

The absence from work of a City employee to appear in any capacity in private litigation not connected with his or work for the City shall be charged to annual leave or leave-without-pay, if approved.

## **D. Bereavement Leave**

Regular, full-time employees are eligible to receive up to two (2) days paid bereavement leave due to the death of a member of their immediate family. An employee notified of a death in his/her immediate family while at work will be paid for the remainder of the scheduled hours that day, and the two-day eligibility for paid bereavement leave will not commence until the next regularly scheduled work day which is lost. All time off in connection with the death of an immediate family member should be organized with your Supervisor.

### **Responsibility:**

Any employee applying for leave under these provisions is responsible for following appropriate procedures to apply for approval, keeping his or her Department Director apprised of any problems related to return to work, and for submitting any required documentation related to return to work.

Department Directors are responsible for considering leave requests carefully in order to make approval or recommendations to the City Manager based on the best interests of the City. The Department Director also shall provide to the Human Resources Director any needed documentation for creating necessary records of leave.

## **Family and Medical Leave of Absence (FMLA)**

### **Policy:**

It is the policy of the City of Carrollton to comply with the requirements of the Family and Medical Leave Act (FMLA) as outlined below. The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

**Employee Eligibility:** To be eligible for FMLA leave, you must:

1. Have worked at least 12 months for the City in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. Have worked at least 1,250 hours for the City over the preceding 12 months; and
3. Currently work at a location where there are at least 50 employees within 75 miles.

**Conditions Triggering Leave:** FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly born child (up to 12 weeks);
2. Placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. To care for an immediate family member (employee's spouse, child or parent) with a serious health condition (up to 12 weeks);
4. The employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. To care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks); or
6. To handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 weeks of those 26 weeks.

### **Definitions:**

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the

employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A "covered service member" is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term "serious injury or illness" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, rating, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

**Identifying the 12-Month Period:** The City measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered service member, the City calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

**Using Leave:** Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the City's operations.

**Use of Accrued Paid Leave:** Depending on the purpose of your leave request, you may choose (or the City may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some, or all, of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the City's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, etc.).

**Maintenance of Health Benefits:** If you and/or your family participate in our group health plan, the City will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums

while on leave. In some instances, the City may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

**Notice and Medical Certification:** While seeking FMLA leave, you are required to provide:

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

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the City's normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the City's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The City will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

**Employer Responsibilities:** To the extent required by law, the City will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the City will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility. The City will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

**Job Restoration:** Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Failure to Return After FMLA Leave:** Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the City’s standard leave of absence and attendance policies. This may result in termination if you have no other City-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the City’s obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

**Extended Medical Leave:** Eligible employees who have exhausted their family and medical leave and all other employees may be allowed to take an extended medical leave of absence, not to exceed twelve (12) months following the last day worked. Employees who take such extended medical leave are not guaranteed to be returned to work or reinstated to a particular job, rate of pay, or shift at the end of their extended medical leave. However, the City will attempt to return an employee to his or her regular position if it is available. If it is not available at the time reinstatement is sought, the City will attempt to place you in a similar job for which you are qualified, if such job is available. Employees on extended medical leave may maintain their insurance benefits, subject to policy terms and conditions, by paying the applicable COBRA premiums in a timely manner. Employees on extended medical leave do not accrue any additional employee benefits such as paid time off while on extended medical leave.

**Other Employment:** The City generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

**Employers’ Compliance with FMLA and Employee’s Enforcement Rights:** FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the City encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Director, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Military Caregiver Leave:** Unpaid Military Caregiver Leave allows eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered service member”, which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is

undergoing medical treatment, recuperation, therapy, or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests leave; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render a current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for service members on the permanent disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member, and also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 work weeks of Military Caregiver Leave to care for a covered service member in a "single 12-month period". Within the "single 12-month period", an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency).

**Qualifying Exigency Leave:** Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e., the employee's spouse, son, daughter, or parent).

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, State Military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, temporary rest and recuperation, post-deployment activities, mutually agreed leave.

**Failure to Return from Leave or to Comply with City Policy:** Employees may be subject to immediate termination for:

1. Failing to return to work as scheduled following the end of a leave;
2. Providing false or misleading information, or omitting certain information, in connection with a leave;
3. Violation of any of the City's rules and regulations relating to leave; or
4. Violation of City policy or performance standard.



## Group Insurance

### Policy:

Eligible employees shall be provided access to comprehensive group medical coverage provided and paid for by the City, subject to budget limitations and restrictions. Employees become eligible the first of the month following completion of thirty (30) calendar days of employment. The City's intent is to provide cost effective insurance coverage in order to give employees protection against unpredictable costs of illness and accident. This also includes and applies to the employee life insurance.

### Application:

All regular, full-time employees meeting applicable eligibility criteria and other Plan terms and conditions.

### Provisions:

Specific requirements of eligibility, premium costs for family coverage, benefit provisions, and employee rights to continue or convert this coverage upon termination of employment under Federal law are contained in a separate insurance booklet furnished to each employee. Employees are given notice of periodic changes in the plan. It is essential that each employee becomes familiar with that booklet under which the Plan is administered, along with changes in the coverage which occur from time to time. Regardless of information communicated to employees in any other form, it should be emphasized that terms of the Group Insurance Policy Contract will be controlling.

Employees shall complete and return the enrollment form as required. Any employee not desiring coverage, or desiring to cancel existing coverage, must advise the Human Resources Director in writing and sign a group insurance waiver form.

**Disclaimer:** Under the provisions of the City's group coverage, the City may terminate coverage at any time.

### COBRA Continuation Coverage

If coverage under the City's health insurance plan for you or a dependent would otherwise be terminated due to:

1. The employee's work hours being reduced or the employee is terminated
2. Employee's death or eligibility for Medicare
3. Employee's divorce or separation
4. Employee's dependent child ceases to be a dependent as defined by the group health plan and therefore, loses coverage. COBRA Continuation Coverage may be available to the persons losing coverage.

Under COBRA Continuation Coverage, the cost must be paid by you, or your dependents, in order to receive continued coverage. The City pays no portion of the cost. To be eligible, you must also complete certain paperwork in a timely manner and meet all applicable terms and conditions.

## **Workers' Compensation**

### **Policy:**

City employees who are injured on the job are protected by the Georgia Workers' Compensation Act. The provisions of this Act are the exclusive remedy for employees injured on the job and provide benefits and procedures for obtaining benefits for occupational injuries and diseases arising out of, and in, the course of an employee's employment.

The term "injury" is defined to include not only impairments that occur suddenly as a result of some trauma, but also diseases that develop over long periods as a result of occupational hazards.

An employee can receive compensation for an "injury" under the Act if:

- The injury was caused by accident
- The injury arose out of employment
- The injury was sustained in the course of employment

Unlike injuries, there is no requirement that an occupational disease be caused by "accident", but the disease shall be treated as an injury by accident. In all cases involving occupational injuries or disease, or where such is alleged, the provisions of the Act shall be controlling.

Certain exceptions apply to compensation for work related injuries which include the following:

- Willful acts of the employee such as misconduct, including intentional self-injury and injury sustained during an attack on another person
- Failure to follow safety rules, specifically those adopted by the Board of Workers' Compensation
- Intoxication
- Recreation activities, unless participation was required by the City or part of regular employment
- Heart disease, unless it can be demonstrated that the disease is attributable to the work environment
- Drug addiction

## **Responsibility:**

### **A. Human Resources Director:**

1. Is responsible for total coordination of the City's Workers' Compensation program in accordance with the provisions of the Georgia Workers' Compensation Act and other related Federal, State, or local regulations.
2. Is responsible for ensuring that the First Report of Injury form is submitted to the Insurance Company in a timely manner.
3. Is responsible for maintaining all other Workers' Compensation records, files and reports.
4. Is responsible for ensuring that all applicable City policies and procedures are in accordance with State Workers' Compensation policies and procedures.
5. Is responsible for determining the continued employment status of employees out of work on Workers' Compensation. An employee who does not return to work when released to do so by a qualified licensed physician may be terminated.
6. Is responsible for determining whether an employee is able to perform light duty work based on a physician's recommendations and the current job description.

### **B. Supervisors:**

1. Are responsible for ensuring that their employees report all on-the-job injuries to them immediately when possible, but in all cases no later than twenty-four (24) hours after the injury is incurred.
2. Must complete a Supervisor Accident/Incident Report form and have the employee complete the Employee Accident/Incident Report form and turn the forms in to the Human Resources Director on a timely basis. The Accident/Incident Report forms should be completed even if medical attention doesn't seem necessary at the time.

### **C. Employees:**

Absent extenuating circumstances, employees are required to report to their Supervisor any on-the-job injury immediately when possible, but no later than twenty-four (24) hours after the injury is incurred. The employee is obligated to cooperate, and any fraudulent activities are grounds for immediate termination. The employee must complete the Employee Accident/Incident Report form as soon as practicable.

Modified Duty: Based on a physician's statement, an employee who suffers an on-the-job illness or injury may be assigned light duty or modified work assignments, in lieu of medical leaves of absence, by the applicable Department Director upon approval from the Human Resources Director and City Manager.

\*The Panel of Physicians notice is posted prominently in all City facilities.

## **Retirement**

### **Policy:**

Subject to applicable Plan terms and conditions, regular, full-time City employees are eligible to begin enrollment after one (1) year of employment in the City's Retirement Plan as a means for preparing financially for eventual retirement.

### **Provisions:**

- A. The plan includes certain retirement and pre-retirement death benefits. Specific requirements and procedures governing plan administration, benefits, and withdrawal provisions of this plan are furnished to employees in a separate booklet, and updated copies are distributed on a periodic basis. Terms and conditions are subject to change by the City and/or the provider.
- B. All provisions of the City's retirement plan are contained in a contract between the City and the provider. Regardless of information communicated to employees in any other form, it should be emphasized that terms of the Retirement Policy will be controlling.
- C. All regular, full-time employees who were Plan participants and who had a break in service over one (1) year, are eligible to receive credit for previous service worked provided they had worked for the City full-time for five (5) years from the date of re-hire.
- D. A participant, who terminates with a vested benefit, may designate one (1) and only one (1) beneficiary who shall receive a lifetime monthly death benefit in the event of the terminated participant's death after termination but prior to Retirement.

### **Responsibility:**

The Pension Secretary shall see that each new employee to whom this policy applies is provided with explanatory information and enrollment forms in timely fashion.

Department Directors shall assist the Human Resources Director as needed in expediting enrollment of employees.

Employees shall complete and return the enrollment application provided as well as a copy of all documents as required.

**NOTE: THE CITY'S RETIREMENT BENEFIT IS NOT AUTOMATIC. FULL TIME EMPLOYEES MUST COMPLETE THE REQUIRED ENROLLMENT FORM UPON HIRE AND COMPLY WITH APPLICABLE TERMS AND CONDITIONS BEFORE BECOMING ELIGIBLE TO RECEIVE THIS BENEFIT. FAILURE TO FILL OUT THE ENROLLMENT FORM WILL RESULT IN LOSS OF ELIGIBILITY.**

## **Retirement Health Insurance**

All regular, full-time City employees, enrolled in the City's Retirement program, are eligible to receive Retiree Health Insurance Program benefits through the current medical insurance provider. The intent of retiree coverage is to provide health insurance in the absence of alternative coverage for retirees until they reach Medicare coverage. If a retiree obtains a position at another employer and is offered benefits, the retiree must drop the City's health insurance and enroll in the new employer's insurance. Employees are subject to the following general provisions and other applicable terms and conditions.

### **Provisions:**

- A. Employees are eligible for the program at age sixty (60).
- B. The program is voluntary not compulsory.
- C. The employee must be eligible for retirement under the City's GMEBS retirement program.
- D. The City will pay for the retiree's (employee only) existing health insurance coverage for the eighteen (18) month COBRA period. Dependent coverage must be paid by the employee.
- E. At the conclusion of the COBRA period the City will pay for employee coverage only under a group retiree program until age 65.
- F. The retiree coverage remains available until the employee qualifies for Medicare (usually age sixty-five (65)).

### **Responsibility:**

The Human Resource Department shall see that each new employee to whom this policy applies is provided with explanatory information and enrollment forms in timely fashion.

## **Employee Assistance Program (EAP)**

### **Policy:**

The City of Carrollton recognizes that a wide range of problems (marital, family, alcoholism, drug abuse, financial, emotional, etc.) exist in our lives that are not directly related to our employee's job functions, but can however have a detrimental effect on one's job performance. We believe that it is in the best interest of our employees and the City to provide an effective program to help our employees and their families in resolving such problems when the need arises.

### **Provisions:**

- 1. The City's Employee Assistance Program (hereafter referred to as EAP) through Tanner Engage provides consultation services for our employees. This program is free to all full-time employees and their dependents and employees are encouraged to utilize this service. Employee visits to the EAP Counselor are held in complete confidence.
- 2. Participation in this program in no way excuses employees from complying with the City's policies or from meeting normal job requirements during or after receiving EAP counseling; nor will participation in the EAP program prevent the City from taking disciplinary actions against any employee for performance problems.

3. If an employee is referred by the EAP Counselor to seek further attention from a physician, a portion of subsequent fees may be covered under the group health insurance. Any questions about this program should be referred to the Human Resources Director.

### **Work Area Appearance**

We expect employees to maintain their work areas in a neat, professional, and acceptable manner. Each employee is expected to maintain the area in which he or she is working, and all employees are expected to maintain the common areas.

### **Personal Telephone Calls, Mail and Personal Visits**

We have a limited number of telephone lines, and we must keep these lines open for citizen calls and City business. Therefore, we ask our employees to refrain from making or receiving personal calls, except for emergencies. Additionally, employees must limit personal cell phone use to non-working time such as lunch and breaks.

All mail delivered to the City is presumed to be related to our business and will be opened by the office and routed to your department. Do not use a City address for your personal mail.

All visitors on City property are required to follow City rules. Any visitor who refuses to obey these rules will not be allowed to return. Visits by friends or relatives can be disturbing to our operations. We strongly discourage such visits during work hours.

### **Tobacco and Smoking**

Smoking, vaping or use of any tobacco products is not allowed in any City owned buildings nor 25 feet from the public entrance/exit of such buildings. Use of tobacco in any form (including vaping) is permitted only in designated outdoor places at City facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present.

### **Standards of Conduct**

The City requires all employees to conduct themselves in a manner that promotes attainment of the City's objectives and to refrain from conduct or performance that impedes these goals. Accordingly, the City has established this policy and related procedures to help ensure that unacceptable behavior is corrected, and employees involved can continue working for the City. It is the City's intent to terminate the employment of those individuals who do not correct their behavior after being given an opportunity to do so, or who engage in behavior that is so seriously detrimental to the City and its employees that immediate termination is called for.

When discipline is necessary, the following guidelines may be considered:

- The purpose of discipline is to correct, not to punish.
- The severity of the discipline should be appropriate for the seriousness of the misconduct.

- Where more than one instance of discipline is necessary to correct misconduct, the discipline should be progressively more severe to impress upon the employee that the misconduct must be corrected.
- The discipline should be timely – as soon as possible and feasible after the event giving rise to the need for discipline but allowing time for proper investigation and decision on the discipline to be administered.
- The severity of the discipline should be consistent with that administered to other employees under the same or similar circumstances.

**Provisions:**

The Standards of Conduct are based on mutual respect, courtesy and cooperation. These standards are not intended to be all inclusive, rather, they are merely examples of the type of conduct that will warrant disciplinary action. Moreover, the section entitled “Disciplinary Action” merely provides non-binding, no-mandatory examples of discipline. The City reserves its right to impose whatever discipline may be deemed necessary. The City also reserves its right to discipline employees for engaging in other acts not spelled out in these rules. Such discipline could include all disciplinary steps or could result in immediate dismissal. Disregard of the Standards and reported violations, whether intentional or not, may be grounds for dismissal.

**Grounds for Action:**

The following violations of standards of conduct or City policy may result in disciplinary action as stated below.

1. Carelessness or lack of attention in following Supervisory instructions or written procedures and policies, which results in inefficiency or reflects adversely upon the City.
2. Conduct of personal activities or inefficient use of time during the work period.
3. Excessive absences or three instances of unexcused tardiness.
4. Carelessness or improper use of City property and/or equipment (this includes unauthorized personal use of a City vehicle).
5. Inconsiderate attitude or actions in dealings with the public and fellow employees. Use of abusive language and/or rudeness and disrespect in dealing with fellow employees or with the public on City business, including, but not limited to, derogatory statements regarding another race, and comments which create a situation of sexual harassment. Any personal conduct which reflects discredit upon the City.
6. Violation of the dress code which is stated in the employee handbook.
7. Careless or improper use of City property, funds, and equipment or other personal actions while on duty.
8. Conviction of any misdemeanor offense committed while on duty or on City premises.
9. Violation of the specific “Conflict of Interest” policies prohibiting certain types of political activity (see page 49).
10. Insubordination – willful failure to follow reasonable instructions or City policies in situations not involving emergency conditions or creating personal injury or danger.

## Disciplinary Actions:

### Step 1: (First Violation)

The appropriate Supervisor, after discussing the violation with the employee (verbal warning), may prepare a written warning, signed by the employee and the Department Director. The Human Resources Director shall place a copy of the documentation of the action in the employee's personnel file.

### Step 2: (Second Violation)

The employee may be suspended without pay up to three days.

### Step 3: (Third Violation)

The employee may be terminated by the Department Director.

With any violation of City policy, the City reserves the right to discipline, suspend or terminate the employee if deemed appropriate by Management.

The following violations of standards of conduct or City policy may result in immediate termination:

1. Conviction of a felony.
2. Insubordination - willful failure to follow reasonable instructions of City policies in situations involving emergency conditions or creating personal injury or danger.
3. Falsification or unauthorized use or disclosure of City records.
4. Willful misuse or embezzlement of City funds.
5. Willfully appropriating for personal use, causing damage to equipment or property of the City, to the property of others while on duty or on City property.
6. Reporting to work while under the influence of alcohol, intoxicants or illegal drugs.
7. Consumption, sale or unauthorized possession of alcoholic beverages or illegal drugs while on duty.
8. Unauthorized possession of firearms.
9. Being the aggressor in a fight, violent attack or physical threats to others, or any violent act or physical threat of sexual harassment, while on duty or on City property.
10. Abuse of status as an employee of the City for personal gain, or to harm or intimidate others.

All disciplinary action shall be imposed in accordance with the procedures established in these policies.

## **Conflict of Interest**

### **Policy and Statement of Purpose:**

The City, in its mission of service to its citizens, has an obligation to ensure public confidence in the integrity of City employees. Therefore, it is essential that the City establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there shall not exist, nor appear to exist, a conflict between private interest and public responsibilities. Violations of one or



more of the following ethical standards may be considered sufficient grounds for disciplinary action, up to and including suspension and/or immediate termination of employment.

## **Ethical Standards**

The following standards shall guide City employees in the discharge of their responsibilities:

1. **Gifts and Favors:** No employee shall request or receive a gift, favor, or loan of anything of value for himself/herself or another person if it tends to or appears to influence his/her opinion or judgments in the performance of official duties.
2. **Confidential Information:** No employee shall make use of or reveal confidential information acquired through his/her position with the City for private gain or for the private gain of any other persons or groups.
3. **Acquiring an Interest:** No employee shall acquire an interest in any contract at a time when he/she has reason to believe that such interest will be affected either by his/her own official actions or by the official actions of the City.
4. **Disclosure and Disqualifications:** An employee cannot have a financial interest in a business or activity that he/she has reason to believe may be affected by his/her actions or by the actions of the City. If such a situation arises, the employee must make disclosure of the exact nature and value of the interest in writing to the appropriate persons and ask for an opinion regarding the priority of this interest. Any employee who has such an interest shall disqualify himself/herself from participating in an official action directly affecting this interest.
5. **Contract with Employees:** The City shall not enter any contract for services or property with any employee (this does not apply to the contract between the City Manager and City, nor does it apply to employment contracts with other employees). The City also cannot enter any contract with a business in which an employee has an interest if that interest might be, or might appear to be, affected by the contract.
6. **Political Activity:** Any City employee intending to become a candidate for any political office shall upon qualifying as a candidate for nomination or election, resign from his or her position with the City. City employees may not campaign on behalf of candidates for local political office in the City of Carrollton and Carroll County.

Employees must not campaign on City premises, which means that employees must not give out information or attempt to coerce or influence other City employees. Employees may wear partisan political badges or buttons and/or display a political sticker on their personal automobile; however, such expression is subject to work related instances as it should not interfere with job related duties.

## **Outside Employment**

### **Policy:**

No employee shall have employment with or render services for any private business or concern if such employment interferes with, or is adverse to, the proper performance of his/her official duties. Nor shall any employee have employment with a business or concern when the employee's influence within the City or knowledge of the City's activities could possibly place the business or concern in a more favorable position than its competitors to do business with the City, or be subjected to City regulation. No employee shall make arrangements for outside employment on City time.

1. An employee considering outside employment must submit a written request for approval which outlines relevant details of such employment before making a commitment to another employer. The request must be approved by the employee's Department Director. Even after approval, this work must be considered secondary to primary responsibilities to the City and shall be subject to periodic review. Failure to submit a written request in a timely manner may be grounds for disciplinary action, up to and including termination.
2. No employee shall use any equipment, materials or supplies, or other City property in outside employment.
3. Please contact the Human Resources Director if you have any questions about this policy.

## **Dress Code**

### **Policy:**

Our employees are in the public's eye on a daily basis and impressions, both positive and negative, are formed partly by appearance. Appearance plays an important role in portraying the professionalism of our City Government. All employees are required to have a neat, well-groomed and professional appearance that reflects well upon the City of Carrollton. Clothes should be neat, clean and appropriate for the type of work as well as location.

All employees issued uniforms by the City are required to wear the uniforms while on duty.

### **Discipline:**

Employees wearing inappropriate attire may be instructed by their Supervisor to go home and change into appropriate attire (annual leave will be charged for time away from work). Subsequent offenses will result in discipline action, up to and including immediate discharge.

## **Drug-Free Workplace Policy**

It is the policy of the City of Carrollton to provide safe and effective public service to its citizens. Because alcohol and substance abuse either while at work, or otherwise, can seriously endanger the safety of the public and other employees as well as adversely affect the City's ability to achieve its objective of safe, effective public service, the City has developed a comprehensive Drug-Free Workplace Policy.

**Policy:**

The City desires that all work accomplished by City employees in their employment with the City be performed in a drug-free environment. Additionally, the City desires to prohibit employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace. Such activity, even during nonworking hours, clearly affects an employee’s ability to perform his/her public duties.

**Responsibility:**

Each employee is prohibited from engaging in the manufacture, distribution, dispensation, possession (except by prescription), or use of controlled substances or illegal drugs at any time, or place. Such unlawful activity shall be considered sufficient grounds for disciplinary action, up to and including termination.

If an employee is arrested for or convicted (including a plea of Nolo Contender) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred in the workplace or elsewhere, the employee shall notify the Human Resources Director in person or in writing of each arrest or conviction within five (5) days of said arrest or conviction.

**A. Prohibited Conduct**

1. Reporting for duty or remaining on duty to perform a safety sensitive function while having a blood alcohol content (BAC) of .04 or greater or having prohibited amounts of illegal substances in your system.
2. Using alcohol within four (4) hours prior to reporting for duty or performing any safety sensitive function.
3. Using alcohol and/or drugs prior to undergoing a post-accident test.
4. Refusing to submit to an alcohol and/or drug test as required by this policy.

**B. Pre-Employment Drug Testing**

The City shall require **all** applicants who have been issued an offer of employment by the City, to submit to a drug test prior to employment with the City. Applicants requiring a Commercial Driver’s License (CDL) shall be required to submit to an additional breath alcohol test. If results of such test(s) indicate the presence of illegal drugs and/or alcohol, the City may refuse to hire the applicant.

The following information **must** be obtained by the City (as required by the Department of Transportation-DOT) on any applicant requiring a CDL.

1. Any positive drug and/or alcohol test of .04 or greater; and
2. Any refusal to be tested, for the preceding two years, to be released by the applicant’s previous employer.

New applicants shall be required to provide the City with a written release form authorizing the City to receive this information. Applicants who fail to produce required documents within fourteen (14) days of such request shall not be considered for employment for the City of Carrollton. Furthermore, any applicant requiring a CDL who has had a positive test result in the past two (2) years shall not be hired. Once hired, an employee requiring a CDL must sign a written consent form authorizing the City to release any and all test results to future employers, for the two (2) years prior to terminating employment with the City of Carrollton. The City is required to provide copies of these test results promptly to possible future employers at no charge to the employee.

### **C. Testing for Reasonable Cause**

The City shall require employees to submit to alcohol and drug tests when there is reasonable cause. When there is reasonable cause for a Supervisor to believe an employee is using a prohibited substance, a determination will be made based on specific physical, behavioral, and/or performance indicators of probable substance use.

Upon notification that such a test is required, an employee shall be escorted by a Supervisor as soon as possible to the drug testing site. The Supervisor will drive or make other arrangements for the employee's transportation back to his/her residence after the test has been administered. Under no circumstances will an employee suspected of being under the influence of alcohol or drugs be allowed to operate equipment or a vehicle.

Testing without reasonable cause and/or random testing is prohibited by the City of Carrollton, except for Public Safety employees and employees with a Commercial Driver's License, for the purpose of continued employment with the City.

### **D. Post-Accident Testing**

Any employee, whose performance either contributed to an accident or cannot be completely discounted as having been a contributing factor of an accident, will be tested for the presence of alcohol and/or drugs. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, drug testing must be completed in a timely manner. Tests for alcohol use should be completed within two (2) hours of an accident, but in no case more than eight (8) hours after an accident.

### **E. On the Job Injuries Testing**

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

If an employee refuses to undergo the proper drug testing within the time set forth in this Policy, the Department Director shall immediately advise the employee in writing that such refusal will result in the forfeiture of all compensation to which the employee may be entitled under the Workers' Compensation Law of the State of Georgia.

#### **F. Random Testing – CDL and Public Safety Employees**

All Public Safety employees and employees required to carry a Commercial Driver's License are subject to periodic random testing for prohibited substances.

#### **G. Return-to-Duty Testing**

Any employee allowed to return-to-duty after engaging in prohibited conduct under this policy shall be required to undergo return-to-duty testing. If leave is related to alcohol abuse, the employee must test less than .02. A return-to-duty controlled substance test must show a verified negative result. In the event of an alcohol test above .02, or positive controlled substance test result, the employee shall be terminated.

After returning to duty, whether an employee has participated in an EAP program for the purposes of this policy, or otherwise returned-to-duty following voluntary treatment or assistance associated with alcohol or substance abuse, the employee is subject to unannounced follow-up alcohol and/or controlled substance testing. At a minimum, the employee may be subject to six (6) follow-up tests during the first twelve (12) months of returning to duty.

#### **H. Testing Procedures for CDL Employees**

**Blood Alcohol Content (BAC) Testing:** All BAC testing is performed by a certified Breath Alcohol Technician (BAT) using an evidential breath testing (EDT) device as required under DOT regulations. A "screening" test is performed first. If the BAC reading is less than .02, the test is complete. If the reading is .02 or greater, a "confirmation" test must be completed following the required waiting period (not less than fifteen (15) minutes nor more than twenty (20) minutes from the initial test) during which the employee will refrain from any activity which might affect the deep lung alcohol content. In the event of a conflict between the screening and confirmation test results, the confirmation test result shall be the determining test.

**Drug Testing:** Drug test results under this policy are determined by use of a "split sample" urine sample. A screening test is performed on the primary urine sample. If the screening is positive, a confirmation test on the same sample must be run. In the event of a conflict between the screening and the confirmation test, the confirmation test result shall be the determining test. In the event of conflicting test results, the employee may request a second test at his/her cost.

#### **I. Definition of "Refusing to Submit"**

Employees required to submit to alcohol and/or drug tests under this policy who refuse to submit to such testing shall be subject to disciplinary action, up to and including immediate termination.

“Refusing to submit” is presumed if an employee: a) fails to provide an adequate breath or urine sample; b) engages in conduct that adulterates a sample or obstructs the testing procedure; c) fails to show up for a scheduled test; and d) fails to execute paperwork required in connection with a test.

## **J. Discipline**

The City will allow all employees/applicants who test positive for alcohol and/or drugs the opportunity to explain their test results to an authorized representative from the medical facility administering the test.

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

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

Before allowing an employee to return-to-duty, the City will verify that the employee has been evaluated by a qualified Substance Abuse Professional. Any employee who refuses to accept and utilize available treatment options may be subject to disciplinary action, up to and including immediate termination. However, receipt of counseling does not prevent disciplinary action from being taken.

## **K. Employee Assistance Program (EAP)**

The City will, when feasible, facilitate the provision of treatment and rehabilitation for employees with drug or alcohol related problems through the City’s Employee Assistance Program.

When an employee’s job performance or attendance becomes unsatisfactory and the employee is unable or unwilling to correct the situation alone or with normal Supervisory assistance, the employee may have a drug and/or alcohol related problem. Employees referred to EAP by their Supervisors may be required to secure adequate medical, rehabilitative counseling or other services as necessary to resolve the problem. Services through the EAP are free to employees. The City’s Health Insurance may pay a portion of any additional treatment. Costs of treatment not covered by the City’s insurance are the responsibility of the employee.

## **L. Record Keeping**

All records required under this policy will be maintained by the Human Resources Director in separate medical files in a confidential manner.

## **M. Required Training**

The City may require Supervisors and employees to have periodic training on alcohol misuse and additional training on controlled substance abuse annually. New Supervisors and covered employees should receive training within ninety (90) days of beginning employment. This training will cover topics such as symptoms as well as indicators of probably alcohol and/or drug abuse by employees to be used in making reasonable cause determination.

## **N. Condition of Employment**

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

# **Grievance Procedures**

## **Policy:**

It is the intent of the City to treat all employees consistently in matters related to their employment and to provide employees the opportunity to have their complaints heard and answered in a timely and orderly basis. The grievance procedure set forth below shall be the means for implementing this policy. If the employee is not in agreement with the decision reached under the informal grievance procedure, the employee may present his/her grievance in writing to the City Manager or his/her designee. The City Manager or his/her designee shall render a decision and comments in writing five (5) working days after receipt. The decision of the City Manager shall be final.

## **Provisions:**

- A. **Grievance:** As used in this policy, a grievance is limited to a complaint or request of an employee that grows out of and is related to matters of employment but does not include employee discipline. Problems with compensation and benefits are not cover under this procedure. Likewise, claims of harassment, discrimination, or retaliation should be addressed through special procedures under our No Harassment Policy.
- B. **Informal Grievance Discussions:** Whenever possible, grievances should be resolved by informal discussions between the grievant and his/her Supervisor.
  - 1. **Step 1:** An employee who feels he or she has a grievance should privately discuss it in an informal manner with his/her immediate Supervisor. The employee will be given an oral decision within three (3) days after the discussion. If the alleged grievance involves some sort of direct conflict or confrontation with the immediate Supervisor to the extent that the

Step 1 process would not be constructive or if the grievance is the result of action by a higher level Supervisor, the employee may proceed to Step 2.

2. **Step 2:** If the employee is not satisfied with the decision in Step 1, or the Supervisor fails to comply with the established time limits, the employee may continue the grievance by discussing it with the Department Director. The employee will be given an oral decision within three (3) days after the discussion. If the employee is not in agreement with the decision reached by the informal discussion, the employee shall have the right to file a formal grievance to the Human Resources Director in writing within five (5) days after receiving the informal decision.

## **Disciplinary Action Procedures**

### **Policy:**

It is the policy of the City to impose disciplinary action consistent with the objectives of the City and for the purpose of ensuring the City can continue to function effectively in the accomplishment of its objectives. Disciplinary action is necessary when other procedures are unsuccessful in correcting unacceptable employee behavior. However, the following procedures are not intended to supersede the City's right to exercise its discretion to skip progressive discipline when deemed necessary.

### **Provisions:**

#### A. Oral and Written Reprimands

Oral and written reprimands are not subject to the appeals process. Employees issued a written reprimand may prepare a written response to the same for inclusion in the employee's personnel file.

#### B. Demotion, Suspension, and Termination of Employment

##### 1. Disciplinary Action Procedures

Written notice generally outlining the reasons for the proposed action shall be provided to the employee by the appropriate Department Director and forwarded to the City Manager or his/her designee.

The employee may respond to the notice of proposed disciplinary action within three (3) working days (excluding holidays and weekends) of delivery of the notice. The employee may submit any information or evidence which is pertinent to the matter. The Department Director shall consider any information or evidence submitted by the employee with or as his/her response.

Employees who receive a notice of disciplinary action proposing discharge where an investigation is deemed appropriate, the employee shall be suspended with pay for a period of up to three (3) days or for so long as it may take to conduct an investigation. Employees



who receive a notice of disciplinary action proposing demotion, reduction in pay or suspension shall be retained in their current status during the three (3) day response period.

Upon consideration of the information provided, the Department Director shall deliver a notice of decision. The notice shall be delivered either personally or by mail to the address of record in the employee's personnel file. The notice shall be dated and shall inform the employee of his/her right to appeal the notice of decision.

## 2. Appeals Procedure

### a. Appeals

Any employee demoted, terminated, suspended or reduced in pay shall have the right to appeal such disciplinary action. The appeal shall be in writing and must be received by the Department Director or his/her designee within three (3) business days following the effective date of the disciplinary action.

1. The City Manager shall serve as a Hearing Officer – or, at his/her discretion, the City Manager may appoint a Department Head outside the chain of command or a non-employee of the City to serve as a Hearing Officer – to conduct the evidentiary hearing and render an impartial decision based on testimony and/or evidence presented.
2. Upon receipt of a request for appeal, the City Manager or his/her designee shall within three (3) days of the notice schedule the hearing and cause appropriate notice to be sent to the affected employee. The time and place of the hearing shall be set after consultation with the employee, Hearing Officer and Department Director. Hearings shall not be open to the public or media. Attendance at a closed hearing is limited to persons determined by the Hearing Officer to have direct connection with the case.
3. The employee has the right to be represented by legal counsel at his/her cost.

### b. Conduct of the Hearing

1. **Access to Pertinent Data:** The Hearing Officer shall have access to any files, correspondence, memoranda, etc., which he/she feels might be pertinent to the case and shall have the right to question any officers or employees of the City whom he/she feels may be able to shed light on the circumstances involving the disciplinary action in question. No officer or employee shall be subject to disciplinary action as a result of testimony given in such a hearing except in case of perjury.
2. **Witnesses:** The employee and Department Director are entitled to produce and examine witnesses. The City shall make its employees available as witnesses before the Hearing Officer when requested by the City representative, his/her designee or the employee.

Employees of the City are in a duty status during the time they are made available as witnesses.

3. **Examination of Witnesses:** All testimony shall be under oath or affirmation. The Department Director or the City Attorney, if representing the Department Director, and the affected employee or his/her representative and the Hearing Officer may question witnesses about any matter logically relevant to the charge against the employee and the proper disposition of the matter. The Hearing Officer has authority to limit unproductive long or irrelevant or repetitive questioning or to accept offers or proof.
4. **Conduct of Participants:** The Hearing Officer may exclude any person from the hearing for contemptuous conduct or misbehavior which obstructs the hearing.
5. **Scope of Hearing:** The Hearing Officer shall limit the evidence and testimony at the hearing to the questions of whether the employee engaged in the misconduct or poor performance alleged in the notice of discipline or similar related or lesser included offenses and the appropriateness of the discipline imposed by the Department Director.
6. **Rules of Evidence:** The hearing need not be conducted in accordance with technical rules related to evidence and witnesses but shall be conducted in a manner conducive to determination of the truth. Any relevant evidence shall be admitted if it is the sort of evidence which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence in civil action. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions and irrelevant or unduly repetitious evidence shall be excluded.
7. **Burden of Proof, etc:** The burden of proof shall be on the Department Director to show that his/her action is supported by any substantial evidence. Substantial evidence is that degree of relevant evidence which a reasonable mind, considering the record as a whole, might accept as adequate to support a conclusion that the matter asserted is true.
8. **Procedure:** The City representative shall have the right to open and conclude the hearing.
9. **Record:** The hearing shall be recorded. If requested by the employee or directed by the Hearing Officer, it shall be transcribed verbatim. All documents submitted to and accepted by the Hearing Officer shall be made a part of the record. If the City submits a document that is accepted, it shall furnish a copy to the employee. If the employee submits a document that is accepted, he/she shall make the document available to the City for reproduction. Any evidence and testimony offered at the

hearing but excluded by the Hearing Officer shall be described and that description is made a part of the record.

If the City does not request a transcription of the hearing but the employee desires one, the employee shall pay the recorder the cost of such transcription. If the City requests a transcription, and the employee request a copy, the employee will be charged an equitable fee for copying and said fee will be paid prior to the employee's receiving said copy.

- c. The Hearing Officer shall submit a report within ten (10) working days of the completed hearing to the City Manager, Department Director and the affected employee. Each report shall contain the findings and conclusions and the actual disposition of the case which shall include one of the following:
  1. Reinstatement with or without all or part of the back pay.
  2. Written reprimand.
  3. Further suspension for a stated period of time without back pay to be followed by reinstatement.
  4. Some combination of the above.
  5. Termination effective the date of the notice of termination.

The decision of the Hearing Officer shall be administratively final. However, either party, the employee or City, may appeal said decision to an appropriate court of competent jurisdiction.

#### C. Disciplinary Action – Assistant City Manager and Department Directors

The Assistant City Manager and Department Directors shall be subject to the same policy provisions as other City employees regarding disciplinary action for termination, demotion and suspension. However, inasmuch as the City Manager exercises direct Supervisory control over these positions, the City Manager shall be the responsible party for carrying out the appropriate procedural steps set forth in these policies in lieu of the Department Director and either the City Manager or his/her designee shall be responsible for representing the City in the Appeals Process set forth in these policies. Disciplinary action imposed on an exempt employee shall not violate the Fair Labor Standards Act's (FLSA) disciplinary suspension rule.

**Effective Date:** The effective date shall be the date of the Hearing Officer's decision and will be communicated to the affected employee by the City Manager.

## **Separation Procedures**

### **Policy:**

Separations for whatever reason should be handled efficiently so that all paperwork is properly completed in full on a timely basis, all required communications made, and proper documentation about the termination made and placed in the file.

**Application:**

All employees leaving the City's employment.

**Responsibility:**

- A. Separations for whatever reason, require that the Supervisor involved notify and receive approval from the Department Director, Human Resources Director and City Manager within twenty-four (24) hours of the termination.
- B. An exit interview should be conducted by the Human Resources Director.
- C. Employees must cooperate with the Department Director and the Human Resources Director by turning in all City property including, but not limited to keys, uniforms and all equipment (including tools and supplies).
- D. The Human Resources Director is responsible for ensuring that the appropriate forms are completed which include:
  - Change of status form
  - Separation form
  - COBRA notice
  - Health, life and all other insurance termination forms

The final paycheck will include any accrued but unused vacation leave hours for which the employee is eligible and any deductions for vacation, other paid leave used in advance by the employee, plus any other charges, costs or other expenses for which the employee is responsible.

## **Resignation**

**Policy:**

The City shall expect employees who resign from the City to give the City reasonable notice so arrangements can be made to find a replacement and otherwise minimize any disruption of work created by the resignation.

All employees who resign from their employment with the City and then desire to resume employment, must follow the same selection procedures as all other applicants. Former City employees will not be treated differently than other applicants. Former employees will not be reinstated at their former salary or position.

**Provisions:**

- A. Reasonable Notice

1. Full-time employees and temporary employees (unless leaving at the end of a pre-agreed termination date) who resign shall submit a letter of resignation to their immediate Supervisor at least two weeks in advance of their anticipated last day of work.
2. Department Directors who resign shall submit a letter of resignation to the City Manager at least four weeks in advance of their anticipated last day of work.

## **Reduction in Force**

**Policy:**

If it becomes necessary to reduce the number of personnel in any department, selection of employees to be retained shall be based on department operating needs. Employees retained shall be those the Department Director determines are most capable of efficiently and effectively maintaining the department’s essential functions subject to approval by the City Manager.

## **Travel/Transportation**

**Policy:**

It is the policy of the City of Carrollton to provide uniformity and fairness to all employees who are traveling, to conserve funds, and to provide a level of comfort while traveling that allows business to be conducted in a professional manner. All travel requests will be processed by the Purchasing Department.

**Provisions:**

A. Guidelines

1. Decisions as to which travel is authorized begins with the budgetary process. Travel needs must be anticipated and submitted in the budget each year for approval by the Mayor and City Council.
2. The authorizing party’s responsibility is to stay within departmental budget travel appropriations as approved by the Mayor and City Council.
3. Prior to approving a travel request, the authorizing party is responsible for determining that a sufficient unexpended or unencumbered appropriation remains in the travel budget to reimburse all expected costs of the travel.
4. Requests for travel, travel advances, and actual expense reimbursement should be authorized as follows:

Requesting Party  
 Employees (other than Department Directors)  
 Department Directors

Authorizing Party  
 Employee’s Department Director  
 City Manager

5. Personal items are not authorized. The expense of family members is not authorized except in those instances where the employee's spouse is a registered participant in the conference or meeting. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.

B. Expense Reimbursement Policies

The following reimbursement guidelines are intended to set forth maximum standards. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

1. Subsistence

- A. Lodging – Reimbursement for lodging is authorized when the individual's travel requires overnight accommodations. Overnight accommodations must be authorized. Receipts are required for all lodging costs.

1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at "government rates" if possible.
2. Employees are responsible for obtaining a tax-exempt certificate from the purchasing staff prior to travel. This certificate is to be presented to the hotel/motel at the time of check-in. Employees will not be reimbursed for taxes exempted by this certificate.
3. Accommodations shall be reimbursed at actual costs incurred at the single room rate unless the room is shared by two employees.
4. When two (2) employees share a room, one (1) employee shall pay and request reimbursement for the full lodging charge. The second employee shall not be entitled to any reimbursement. Costs will be properly allocated through the travel voucher by the Accounts Payable staff.

- B. Meals – Employees are entitled to reimbursement for meals based on reasonable costs. Receipts are required for all meals.

No reimbursement will be allowed for meals covered by a registration fee or provided by other sources.

- C. Business Meals – Management is required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the Administration, such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City.

Reimbursements for these meals are pursuant to the following stipulations:

1. The requesting party is a member of City Management.
2. A receipt is provided.
3. It is submitted on a Travel Expense Voucher.

## 2. Travel

### A. Air, Rail and Bus Fare

1. Receipts are required for reimbursements of these transportation costs.
2. Transportation reservations shall be obtained at the most economical rate available.

### B. City Vehicles

1. The use of a City vehicle is authorized for business purposes from the City of Carrollton. Operation of the City vehicle outside the State of Georgia requires the prior approval of the authorized authority or his/her designee.
2. Ride-sharing will be requested when more than one (1) employee attends the same conference, meeting, training, etc.
3. Receipts must be obtained and submitted for all City vehicle expenses (including gasoline purchases).
4. City vehicles are to be driven only by City employees and officials.

### C. Personal Vehicles

1. Use of personal vehicle is allowed only if one of the following conditions is met:
  - a. No City vehicle is available.
  - b. Employee's request is approved by the authorized authority or his/her designee.
2. When more than one (1) employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4).
3. The reimbursement rate for personal vehicle mileage is in accordance with IRS regulations.
4. Requested mileage reimbursements must be supported and reported by odometer readings.
5. Employees who use their personal vehicles on City business and request mileage reimbursements must prepare their requests on a monthly basis.

### D. Rental Cars

1. A rental car may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, mass transit, etc.).
2. Rentals shall be limited to "mid-size" cars with standard accessories unless special circumstances dictate a larger vehicle.

3. Rentals should be covered by appropriate insurance as required by applicable state laws.
4. All City policies/procedures governing the use of vehicles shall apply to rental vehicles.
5. Receipts are required for the reimbursements of any rental car costs, including gas

#### E. Registration

1. Registration fees are reimbursable when supported by a receipt.
2. Advance registration should be used whenever possible.

#### F. Miscellaneous

1. Parking will be reimbursed when supported by a receipt.
2. Telephone charges are reimbursable when supported by statements or receipts. Reasonable judgment should be used in calling long distance when in overnight travel status.

The City Manager may modify or supplement these procedures or policies and adapt any forms necessary to implement them, as is deemed appropriate.

## **Use of City Vehicles**

### **Policy:**

No employee may make use of any City vehicle except as provided for by City and Departmental policy. Failure to comply may be cause for disciplinary action including up to immediate termination.

All City vehicles must always be properly marked.

All employees must have a valid, appropriate driver's license prior to driving a City vehicle. Loss of such license may jeopardize your employment status.

All employees driving or riding in City vehicles must always wear seat belts, observe all traffic laws and traffic safety procedures.

Any employee driving a City vehicle and involved in an accident which is his or her fault will be subject to a drug test and may include disciplinary action.

## **Safety on the Job**

### **Policy:**

To help ensure the health and safety of its employees, the City will seek to provide a safe and healthy work environment and safe and healthy working conditions for all its employees. To accomplish this, the City intends to promote safe and healthy work practices. Supervisors and managers will not interfere with, or attempt to discourage, reporting under this policy.



## **Provisions:**

### **A. General Safety Rules for All Employees**

1. Report all work-related accidents, injuries and illnesses to your Supervisor immediately or as soon as practical.
2. Follow all safety rules.
3. Adhere to all relevant OSHA requirements.
4. Wear seat belts always.
5. Do not engage in personal conduct that is potentially dangerous to yourself or others.
6. Do not attempt to service (clean, grease, etc.) machines while they are running except where such action is standard procedure and the safe procedure for doing so has been established and the procedure is followed.
7. Do not remove safety guards while a machine is running and, if removed, when the machine is down for repair, replace the guards immediately when the work is complete and before restarting the machine.
8. Never operate equipment without required grounding.
9. Follow lockout/tagout rules.
10. Do not wear jewelry or loose, torn, or ragged clothing around moving machinery. Appropriately contain loose hair.
11. Operate only machinery or equipment to which you have been assigned and are familiar with the safe way to operate it.
12. Use the appropriate safe method to lift heavy objects.
13. Observe good housekeeping practices to keep your work area, vehicles, or other equipment in clean and safe condition, placing all trash in proper containers.
14. Wear proper safety clothing and use equipment (personal protective equipment or "PPE") designated for the work being performed and be sure safety equipment is in good working order before using.
15. Report any unsafe condition to your Supervisor immediately.
16. If you see a fellow employee engaging in an unsafe practice or unsafe conduct, call it to his/her attention immediately. If the unsafe behavior continues, report the problem to an appropriate Supervisor.
17. Refrain from horseplay and practical jokes.

**Failure to comply with the stated safety guidelines will result in disciplinary action up to termination.**

### **B. General Responsibility of Department Directors for Safety**

1. Supervisors are responsible for the safety of their employees, for assuring that safe working conditions are maintained, and safe work practices observed, and for properly instructing employees in safe work practices.
2. If an unsafe condition is brought to a Supervisor's attention by an employee, take action to correct it immediately. Encourage employees to report unsafe work practices and conditions.

3. Do not assign an employee to perform a job that is unsafe or that you have reason to believe is unsafe. Take appropriate action to correct the situation.
4. Do not allow “horseplay”, unnecessary running, or other unsafe conduct.
5. Do not allow employees to use defective or improper tools or equipment.
6. Do not allow employees to operate or work on equipment with which they are not familiar until they have been properly trained and are qualified to do so.
7. Provide required personal protective equipment and be sure employees properly use the equipment.
8. Communicate regularly with employees individually and in group meetings on the importance of safety, how to work safely, and how to maintain a safe and healthy work environment.

### **Parking Lots and Roadways**

We ask that all of our employees park their vehicles in the areas designated for employee parking. If you have any questions as to where you should park, please ask your Supervisor.

Employees may not park in areas marked for visitors, handicap, non-parking, and non-authorized places. Employees found parking in a restricted area will be subject to disciplinary action and being towed.

We prohibit speeding or operating a motor vehicle in a reckless manner on City property or City time. Speeds on City property must not exceed ten (10) miles per hour. City roadways and parking lots are considered as much a part of the City complex as the inside of a building, and you are subject to all City rules in City roadways and parking lots.

### **Workplace Chemicals**

The City maintains a Hazard Communication Program aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (“Hazard Communication”) which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Safety Data Sheets (SDS) on each chemical, which explain how to safely work with that chemical, and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared “hazardous” in any way. Before you start a job using chemicals, you should always read container labels or consult with your Supervisor about the SDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and discuss with your Supervisor or Manager if necessary. Immediately notify your Supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical.

If you buy new chemicals, always obtain a copy of the SDS and give it to your Supervisor before you use the chemical.

Copies of our Hazard Communications materials may be obtained from your Supervisor.

## **Infectious Disease Policy**

### **Policy:**

The City desires to comply with the Ryan White Comprehensive AIDS Resources Emergency Act for the purposes of receiving and making requests on behalf of emergency response employees. The City understands that occupational exposure to blood borne pathogens may occur as a result of contact during the performance of normal job duties. Any Emergency Response employee who sustains significant exposure is assured an investigation will be made to determine if exposure was life threatening as defined by this Act. The employee is assured of counseling and testing in a timely manner.

### **Application:**

Public Safety Employees (i.e. law enforcement officers, firefighters).

### **Provisions:**

1. The Police and Fire Chief will assign a “designated officer” to serve as a contact person in case of exposure to potentially fatal infectious disease. The list of life-threatening diseases includes tuberculosis, hepatitis B, HIV/AIDS, diphtheria, meningococcal disease, rabies, and certain exotic fevers.
2. The Police and Fire Chief and/or their designees will maintain the Standard Operating Procedure in accordance with the Act and will work in cooperation with the Public Health Department and local medical facilities.
3. Any emergency response employee who sustains significant exposure is assured counseling and testing will be made available.

### **Responsibilities:**

1. Reports will be maintained on each exposure by the designated officer with the Fire Department.
2. Records of exposure will be maintained in confidential files by the designated officer.
3. Training will be developed by the designated officer and made available to all Emergency Response employees.
4. There will be on-going coordination with Public Health and the local medical facilities.

## **Workplace Violence Policy**

### **Policy:**

To provide a safe workplace for our employees and to provide a comfortable and secure atmosphere for our customers and others with whom we do business, the City will not tolerate any violent acts or even threats of violence. Violence, or the threat of violence, by or against any employee of the City of Carrollton or other person, is unacceptable and contrary to City policy, and will subject the perpetrator to serious disciplinary action and/or possible criminal charges.

### **Reporting/Investigation Procedure:**

Any employee who is threatened with or subjected to violence, or who becomes aware that another individual has been threatened with or subjected to violence, should immediately notify his/her Supervisor or someone else in management. Employees are urged to take all threats seriously. Reports of threats or violence will be carefully investigated; employee confidentiality will be maintained to the fullest extent possible; and, when necessary, appropriate action taken to ensure the continued safety of our employees and the public.

### **Discipline Procedures:**

**On City Premises:** Any employee who commits or threatens to commit any violent act against any person while on City premises will be subject to immediate termination. The City premises includes our roadways and parking lots.

**Off City Premises:** Any employee who, while engaged in City business off the premises, commits or threatens to commit any violent act against any person will be subject to immediate termination. Even when off the premises and not involved in City business, an employee who commits or threatens to commit a violent act against another person will be subject to immediate termination, if that threat or violence could adversely affect the City or its reputation in the community.

Incidents of this type will be treated very seriously. The report of a threat of bullying, violence or aggression, or use of threatening language by a City employee and the act of violence or aggression by any City employee is considered a violation of City policy (see Standards of Conduct) and the violator may be subject to disciplinary action, up to and including immediate discharge. Upon termination for such acts, the employee will not be considered for future employment with the City of Carrollton.

Documentation of any of these incidents will be made a part of the employee's permanent record.

### **Recovery Procedure:**

Counseling is available through the City's Employee Assistance Program to any employee of the City of Carrollton who has been victimized by such acts. Any threat of violence or act of violence directed toward the City of Carrollton will be reported to employees so as to increase awareness of the possibility of violence.

## **Security**

The City recognizes each individual's right to privacy; however, procedures regarding security are in effect to help protect you and your property and to safeguard the property of the City. The City reserves the right to inspect packages, cabinets and drawers, computer files, voice mail and e-mail, carrying cases, vehicles and other City or employee property. The City asks that employees cooperate on this matter as it is done for employee protection.

The City cannot be responsible for any thefts that may occur from your office or vehicle. Employees should take every precaution to secure their property and immediately report any incidents to their Supervisors.

More specifically, employees should observe the following security measures:

1. Observe all regulations regarding closing or locking of doors or safe-keeping enclosures.
2. Do not enter restricted areas without permission from your Supervisor.
3. City property or confidential information in the possession of an employee should be carefully safeguarded.
4. An employee should immediately report to his or her Supervisor any security irregularities such as acts of theft, sabotage, vandalism, or damage to City property.
5. The presence of any unauthorized persons should be reported immediately to your Supervisor.
6. Employees will be responsible for properly safeguarding their own personal property and will not be reimbursed for lost, stolen, or damaged belongings.
7. The City will have the right to inspect non-authorized packages.
8. Report any lost or found building keys to your Supervisor.

## **Hazardous Duty Pay Policy**

### **Purpose:**

This Policy implements uniform procedures for ensuring staff members who are required to work during hazardous conditions are paid a stipend for Hazardous Duty Pay. This policy will be applicable to the tracking of wages during an impending or declared emergency and/or disaster response and recovery period for all employees (exempt or non-exempt) working under the hazardous conditions. In an emergency, this policy is intended to ensure fair and equitable compensation for City of Carrollton employees. City of Carrollton provides essential services that must continue during emergency situations, such as public health emergencies that pose a risk of harm to the general public and workers. Such services are essential to ensure the continuity of government operations, to provide for public safety, and to expedite the reestablishment of government services. During emergency situations, City of Carrollton employees perform duties that may pose a risk to their health and safety, perform their regular duties under circumstances or in locations that may pose a risk to their health and safety, or both. City of Carrollton recognizes that employees should be compensated for their willingness to take on such risks.

### **Scope:**

This Policy will be applied when conditions exist that pose a hazardous work environment to one or more employees. With authorization from the City Manager, Mayor and Council may implement this Hazardous Duty Pay Policy for City Departments, in whole or in part, based on those assigned to work under the identified hazardous condition. All employees, regardless of length of service or job status, who physically report to their assigned work locations during a public health or other declared emergency may be eligible for Hazardous Duty Pay (HDP). HDP is a supplement to the employee's regular rate of pay. Specified employees may receive HDP while performing duties or working in a location that may be affected by an emergency or disastrous event.

**Policy:**

Employees will receive an additional \$20/per day (up to \$200 per bi-weekly pay period) of Hazardous Duty Pay for each day they physically report at their permanent work site or reassigned work site to perform assigned job duties. Employees will not receive HDP for hours working remotely at home, hours on any type of paid or unpaid leaves, hours that the employee is directed to stay at home without working, or any other type of non-work status.

**Coordination with Disaster Compensation Policy:**

The HDP Policy is a stand-alone policy to provide additional compensation to employees during recognized emergency or disaster events. If the City Manager, Mayor and Council elects to do so, this Policy may be used in conjunction with some or all provisions of the Disaster Compensation Policy. Any conflicts in application of this policy with the Disaster Compensation Policy will be resolved by direction of the City Manager.

**Future Policy Application:**

The HDP Policy may be amended and activated as deemed necessary for any emergency or disaster event for the purpose of providing employees with additional compensation while working in emergency situations.

**Effective Date:**

This Policy becomes effective February 4, 2019.

## Acknowledgment of Receipt of Employee Handbook

I acknowledge that I have received a copy of the **City of Carrollton** (“City”) Employee Handbook that covers many important City policies, among other things:

(initial each)

\_\_\_\_\_ Drug and Alcohol Policy

\_\_\_\_\_ Equal Employment Opportunity Policy

\_\_\_\_\_ No Harassment Policy

\_\_\_\_\_ Problem-Solving Policy

\_\_\_\_\_ Electronic Communications Policy

\_\_\_\_\_ I will familiarize myself with the Handbook and all of its contents.

\_\_\_\_\_ I understand that this Handbook represents only current policies and benefits and that it does not create a contract of employment. The City retains the right to change these policies and benefits at any time, without advance notice, as it deems appropriate.

\_\_\_\_\_ I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that the City has a similar right. I further understand that my status, as an at-will employee **may be modified only if in writing, signed by me or my representative and an authorized City representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Employee Copy – Please keep in Handbook for reference.**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Employer Copy – Please sign, tear out and return to the Human Resources Director.**