

CITY OF TOCCOA PERSONNEL POLICIES AND PROCEDURES

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CITY OF TOCCOA	Number: Policy 1
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SECTION: Objectives and Administration	Original Date: January 1992
TITLE: Personnel Objectives	Revised Date: April 2015

Purpose: This policy establishes the objectives to guide the City in meeting its stated mission and goals.

Discussion: The City 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 objectives, although not all-inclusive, are intended to form the structure for interactions with City employees and for the development of the personnel policies and procedures contained in the Personnel Policy Manual.

Personnel Objectives: The City of Toccoa shall seek to:

- ◆ Help each employee develop their potential and utilize that potential for the benefit of the City;
- ◆ Apply the principle of Equal Employment Opportunity, avoiding unfair as well as illegal discrimination in all aspects of City operation;
- ◆ Provide equitable and competitive compensation and benefits consistent with the City’s economic ability;
- ◆ Require effective and efficient work performance from employees within the framework of reasonable work assignments;
- ◆ Maintain reasonable hours of work;
- ◆ Provide safe, sanitary and supportive working conditions;
- ◆ Communicate with employees in all matters that affect them in their work; and
- ◆ Promote an attitude of courteous and efficient responsiveness to the public on the part of all employees.

CITY OF TOCCOA	Number: Policy 2
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SECTION: Objectives and Administration	Original Date: January 1992
TITLE: Policy Administration	Revised Date: April 2015

Purpose: This policy describes how policies and procedures are to be used as a means of efficiently managing staff resources in the accomplishment of the City’s objectives. In the development and execution of policies, the individual needs and objectives of City employees will be recognized and accommodated to the extent feasible consistent with the City’s objectives.

Application: All City of Toccoa employees except where specifically excluded by a stated policy.

Provisions:

A. POLICY ESTABLISHMENT, REVIEWS AND REVISIONS

- (1) Any revisions to policies contained in this manual must be approved by the City Commission.
- (2) Policies are subject to change and improvement and all employees are encouraged to notify their supervisors of policy concerns or suggested improvements.
- (3) Each personnel policy should be reviewed at least once each year for possible revisions.
- (4) Any proposed revisions shall be prepared and drafted in the same format before final approval by the Commission.
- (5) Policies can only be changed by official action of the Commission in a manner comparable with original adoption of the policies.
- (6) The City’s legal counsel shall review a new policy or revision before it is approved for implementation to ensure that the policy is not in conflict with applicable laws, regulations or possible provisions with unwanted legal ramifications.
- (7) The City Manager will sign a policy after it has been approved and return it to the appropriate department for implementation and distribution of copies to all holders of Personnel Policy Manuals.

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B. POLICIES AND MANUALS: FORMAT AND DISTRIBUTION

(1) Policy Format

- [a] All policies will be prepared and issued in standard Personnel Policy Format.
- [b] All policies will be written using the same format for subdividing policies into sections and subsections, as appropriate.

(2) Manual Format

- [a] All approved policies should be maintained in loose leaf three (3) ring binders.
- [b] Binders should be of identical size and color with the title “City of Toccoa PERSONNEL POLICY MANUAL” imprinted in large bold letters on the front and side of the binders.
- [c] The manual should be sub-divided by a tabbed divider for each section of policies, with the number and title of each section imprinted on the divider tab.

(3) Manual Distribution

- [a] Personnel Policy Manuals are the property of the City.
- [b] The Human Resources Director is responsible for manual maintenance and distribution.
- [c] Distribution will be implemented so that the City Manager, City Attorney and every Commissioner and management employee has ready access to a manual.
- [d] The employee who has been issued a manual is responsible for adding new and revised policies as issued and for removing and destroying old ones.
- [e] If the person who is responsible for the manual leaves the City, he/she must return the manual to the Human Resources Director.

C. POLICY COMMUNICATION

- (1) All employees should be familiar with personnel policies affecting them personally or affecting any other employee under their supervision.
- (2) The City Manager and Human Resources Director with the assistance from Department Heads and Supervisors, shall be responsible for assuring that all personnel policies are communicated to all employees.

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(3) The Human Resources Director will provide answers or forward questions regarding policy interpretation or application to the City Manager for review and further action as required.

D. POLICY EXCEPTIONS: These personnel policies address a wide range of situations and occasionally, a situation may arise where an exception is warranted. In such cases, the following actions must occur.

- (1) An exception should be requested by contacting the Human Resources Director.
- (2) The Human Resources Director will concisely document information about the exception and discuss the situation with the City Manager.
- (3) The City Manager evaluates the exception and may approve it if he/she believes in its merit.
- (4) Approved exceptions will be used as they are needed within the structure and intent of the affected policy.
- (5) If immediate action is necessary, approval of the exception may be sought verbally and the documentation can follow at a later time.
- (6) Exceptions to policy relate only to specific situations and cannot be extended to other situations without approval.
- (7) The Human Resources Director will maintain a file of approved and disapproved exceptions for future reference.

E. CHANGES IN POLICY: These policies and procedures have been developed as guide to action. They are not contractual and the City reserves the right to modify any policy or procedure at any time based on the changing needs of the City and its employees.

CITY OF TOCCOA	Number: Policy 3
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SECTION: Employment Practices	Revised: April, 1998
TITLE: Definitions and Employment Categories	Revised Date: April 2015

Purpose: The purpose of this policy is to define the categories of employment at the City of Toccoa and describe employment related actions.

Application: All employees of the City of Toccoa.

Classifications/Grades of Employment:

Employees are placed into their jobs based on classifications or grades for the positions they hold within the City government. An employee’s grade or classification may change because of promotion or demotion. The grade may change if the position or the internal worth of the position changes. Changes in the classification of positions are determined through the City’s classification system.

Definitions:

A. EMPLOYMENT CATEGORIES

(1) Full Time Employees:

- [a] Must have successfully completed the **appropriate probationary period** of satisfactory service.
- [b] Are not considered temporary employees.
- [c] Are expected to work their department’s regularly scheduled work hours as set from time to time.
- [d] May be either salaried or hourly (exempt or non-exempt).
- [e] Are eligible for all city benefits.

(2) Part-time Employees:

- [a] Are scheduled to work fewer hours per week than the department’s regularly scheduled work hours. (Part-time is less than 30 hours per week)
- [b] May apply for up to 12 weeks of unpaid leave as defined in the Family Leave section.
- [c] Are not eligible for any benefits offered to full-time employees.
- [d] Permanent part-time, defined as those part-time positions scheduled to last more than one year, are eligible to receive the Christmas Bonus.

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(3) Probationary Employee - An employee who has completed less than the appropriate probationary period as defined in Policy #3, Definitions and Employment Categories of satisfactory full-time service. This evaluation period may be extended by the immediate supervisor for up to an additional 60 days with recommendation of the Human Resources Director and approval of the City Manager.

(4) Exempt Employees - Employees as defined by the Fair Labor Standards Act as salaried workers who are not eligible for overtime pay.

(5) Non-exempt Employees - Employees defined by the Fair Labor Standards Act who are paid on an hourly basis and are eligible for overtime.

(6) Temporary Employee:

[a] Is employed on a temporary basis.

[b] Employment situation is not expected to continue for more than six months.

[c] Is not eligible for city benefits.

(7) Supervisor:

[a] Any employee formally assigned supervisory responsibilities for personnel and operations of a work unit within a larger department of city government.

[b] Department Heads and the City Manager should be understood to be “supervisors” of individuals who report directly to them.

(8) Department Head - An employee assigned by the City Manager with formal management responsibility for an established department of city government.

B. CHANGE OF EMPLOYMENT STATUS

(1) Promotion - The movement of an employee to a different position having a greater degree of responsibility and a higher job classification. When promoted, the employee will serve an evaluation period of six months for all positions except public safety which will be twelve (12) months.

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(2) Demotion - The movement of an employee to a different position having a lesser degree of responsibility and a lower job classification.

(3) Lateral Transfer - The movement of an employee from one position to another position having the same job classification and similar levels of responsibility.

(4) Suspension - An action taken to relieve an employee of his/her prescribed duties for a specified period of time.

(5) Dismissal - An action taken that involuntarily removes an employee from the job position and separates him/her from City service.

(6) Resignation - The separation from employment at the City at the election of the employee.

(7) Layoff - An action taken that removes employees from employment at the City due to a "lack of work." Laid-off employees may be requested to return to their positions when the need for the work and staff returns.

CITY OF TOCCOA	Number: Policy 4
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SECTION: Employment Practices	Original Date: January 1992
TITLE: Equal Employment Opportunity	Revised Date: April 2015

Purpose: It is the policy of the City of Toccoa to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, veteran or disabled status.

Discussion: The success of the City depends upon the full and effective use of all its human resources. This policy shall be widely publicized throughout the City’s operational and employment areas including all officials and employees of the City.

Application: All City of Toccoa employees.

Provisions: The City will administer this policy in all phases of employment, including but not limited to:

- [a] recruitment, hire and rehire
- [b] placement;
- [c] promotion and demotion;
- [d] transfer;
- [e] layoff and recall from layoff;
- [f] compensation and benefits; and,
- [g] educational, social, or recreational programs of the City.

The Human Resources Director, under the direction of the City Manager is charged with the responsibility to monitor all equal employment activity and the responsibility for assuring an attainment of the City of Toccoa’s stated objective of full compliance with the national policy of non-discrimination in employment, in accordance with Section 503 of the Rehabilitation Act of 1973, Public Law 93-516 dated December 7, 1974, the Civil Rights Act of 1966, Pregnancy Discrimination Act of 1968, Age Discrimination Act of 1967, Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990, and Uniformed Services Employment and Re-employment Rights of 1994.

CITY OF TOCCOA	Number: Policy 5
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SECTION: Employment Practices	Original Date: January 1992
TITLE: Recruitment and Selection	Revised Date: April 2015

Purpose: To establish methods that ensure the recruitment, selection and retention of the most qualified persons for the City’s work force. All actions relating to the filling of vacancies shall be conducted in accordance with the City’s Equal Employment Opportunity Policy.

Application: All future and current employees of the City of Toccoa.

- Provisions:**
- (1) The City Manager must authorize all selections, placements, promotions, demotions, transfers, layoffs, dismissals, salary changes, disciplinary actions or any other actions related to employment.
 - (2) The City Manager may delegate the administration of these actions and their related policies to the Human Resources Director.
 - (3) The Toccoa City Commission shall have no role in the administration of these actions and their related policies.
 - (4) The City Manager must approve and budget the position before any hiring action is taken.
 - (5) The Department Head shall notify the Human Resources Director immediately upon learning that a vacancy is to occur so that the Human Resources Director can initiate appropriate steps to attract qualified applicants.
 - (6) The Human Resources Director and the City Manager are the only persons authorized to expend funds for advertisement of vacancies or any other purpose related to recruitment of applicants. As a general rule, job openings will be posted “in house” at least one week prior to advertising for outside applicants. This will be done to allow present, qualified employees first opportunity to apply for positions in the City.
 - (7) In order to be considered for employment, an applicant must complete and submit the City provided application form to the Human Resources Director.
 - (8) The Human Resources Director will maintain all applications for a period of one year after submission.
 - (9) An applicant is required to reapply for an employment position after one year in order to renew job candidacy.

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(10) The Human Resources Director will forward all qualified applications received for a position to the appropriate Department Head for consideration.

(11) The Department Head will make recommendations on the selection of the qualified applicants for final selection by the Human Resources Director and approval by the City Manager.

(12) Depending on specific requirements of the job, one or more of the following selection criteria may be required of the applicant: performance tests; written examinations; oral interviews; reference checks; driving tests; and, criminal history checks. Physical examination shall be required prior to actual employment. Drug tests shall also be required.

(13) Moving/relocation expenses will only be paid by the City in exceptional situations where it is deemed in the best interest of the City. In such cases, the move and related expenses must have prior approval of the City Manager. The amount of expenses to be paid will be determined on an individual basis based on the merit and circumstance of each case.

(14) All new employees must complete orientation procedures and submit necessary personal information required by the City.

CITY OF TOCCOA	Number: Policy 6
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SECTION: Employment Practices	Original Date: January 1992
TITLE: Nepotism	Revised Date: April 2015

Purpose: To define the types of personal relationships that may not work together within the same work unit in departments of the City of Toccoa.

Discussion: Relatives of City employees may be considered for employment on the same basis as other applicants except where there is a possibility of favoritism in employment matters.

Application: All employees of the City of Toccoa.

Definitions: (1) Close relative may be formed through blood or marriage and includes any of the following: husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent, step-parent, stepson, and stepdaughter.

(2) A “prohibited relationship” exists when an employee works together with another employee who is a close relative as defined above. A prohibited relationship also exists if two persons, who work together, have established a cohabitive relationship and share the same household.

Provisions: (1) Close relatives of employees of the City may not be employed in any department where another close relative is serving in a supervisory capacity.

(2) No employee may occupy a position that has direct influence over a member of his/her immediate family in matters of employment, promotions, pay, benefits, or any other related matters where favoritism could become an issue.

(3) The City Manager may approve an exception to this policy only in situations where the employment:

[a] is for a temporary emergency situation.

[b] normally would not exceed thirty (30) calendar days.

[c] is for a highly technical, specialized, or demonstrably difficult to fill position.

CITY OF TOCCOA	Number: Policy 7
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SECTION: Employment Practices	Revised: April 1, 1998
TITLE: Probationary Period	Revised Date: April 2015

Purpose: To establish a probationary period for new, transferred and/or promoted employees in order to assess their suitability for the newly attained position.

Provisions: (1) An employee's first six months of employment shall be considered a trial or probationary period. **Probationary period for Public Safety Employees will be (1) one year.** A probationary employee may be considered for other positions within the same department during their probationary period.

(2) An employee who is transferred to another position at a higher, lower, or equal level to his/her current position will be considered to be in an evaluation period for six months (**one year for Public Safety Employees.**) (Pay will be evaluated at the time of transfer and could be lowered if position is a lower grade)

(3) The City shall evaluate the employee's skills, abilities and suitability for the new position.

(4) During the initial 6 months (this includes public safety employees) a new employee may accrue but may not use sick leave or vacation leave without recommendation of the Department Head and Human Resources Director, and approval by the City Manager, but may receive holiday pay and use Civic Duty Leave if required. The employee covered under (2) above will continue to earn and use leave as before the status change.

(5) Eligibility for group insurance occurs on the first day of the month following the first full calendar month of employment.

(6) Eligibility for retirement benefits begin to accrue after one year from the date of hire.

(7) New employees are subject to discharge at any time during their probationary period without right of appeal. Probationary employees will not receive pay for accrued vacation leave upon termination prior to probationary period being successfully completed.

(8) The probationary period may be extended for up to an additional sixty (60) days at the recommendation of the immediate supervisor and the Human Resources Director, and approval of the City Manager.

CITY OF TOCCOA	Number: Policy 8
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SECTION: Work Schedules	Original Date: January 1992
TITLE: Hours of Work	Revised Date: April 2015

Purpose: To establish the work hours for employees of the City of Toccoa.

Policy Statement:

It is City policy to establish and maintain work schedules that are as defined and reasonable as possible consistent with the needs of the City and compliance with applicable laws and regulations.

Application: All full-time employees of the City of Toccoa.

Responsibilities:

The Human Resources Director will maintain an attendance record for each employee. This record will reflect all absences including sick leave, vacation, and any other type of leave, and shall be reconciled on a yearly basis.

Definitions:

(1) Work day - The work day consists of eight (8) hours of compensated work for the day. Non-exempt (hourly) employees should not clock in prior to 7:53 a.m. or clock out after 5:07 p.m. unless prior authorization has been given.

(2) Work week - The work week consists of five (5) days for a total of forty (40) hours of compensated work for the week.

(3) On-call - Time during which the employee is to be available immediately in case he/she is needed at the job.

(4) Assigned work schedule - The schedule the employee will work most of the time, with the understanding that operating needs may dictate temporary deviations from the norm. **Schedules will be made to make sure that each employee, at his/her option, will have a minimum of one weekend off per month.**

(5) Break periods - Short rest periods away from the job. Formal paid break periods are not designated. If and when breaks are given is determined by the Department Head and is dependent on the department involved, operating needs, and contractual or legal requirements.

(6) Fire Department - employees work and are paid according to a 28 day pay period, not to exceed 212 hours per 28 day period.

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(7) Police Department - employees work and are paid according to a 28 day pay period, not to exceed 171 hours per 28 day pay period.

Provisions:

A. WORK DAY/WORK WEEK

- (1) The actual work schedule is dependent on specific job functions and may vary.
- (2) For record keeping and payroll purposes, the normal work week begins at 12:01 AM on Sunday and ends at 12:00 midnight the following Saturday.
- (3) Employees will be paid on established payday schedules. When a scheduled payday falls on a holiday or weekend, employees shall be paid on the immediately preceding weekday.

B. HOURS WORKED

- (1) Compensated and accrued time worked includes:
 - [a] All time an employee is required to be on duty at his/her normal work station or elsewhere at the request of the City.
 - [b] All time worked away from an assigned work station (e.g. home) provided such work is recommended by the Department Head and approved in advance by the City Manager.
 - [c] Rest or break periods of short duration. Such periods, including coffee breaks, shall not be used to allow employees to come in late, leave early or extend lunch periods.
 - [d] Time spent traveling on one-day assignments. This will be based on exempt or non-exempt status and in accordance with FLSA standards.
 - [e] Time spent traveling on overnight assignments away from home when the time traveling occurs during the employee's normal daily working hours. This also has application on days when the employee is not normally scheduled to work (e.g. Saturday and Sunday). This will be based on exempt or non-exempt status and in accordance with FLSA standards.

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[f] Time spent in attendance at required meetings, training programs, or other approved activities. This will be based on exempt or non-exempt status and in accordance with FLSA standards.

(3) Hours Worked - Exclusions

[a] Meal periods during the employee’s scheduled workday where the employee is completely relieved of duty for the meal. This time includes the designated lunch period of the normal workday.

[b] Time spent in leave status, vacation, designated holidays, or in any situation where the employee is not performing work for the City.

[c] Normal travel to and from home or place of residence and the employee’s assigned place to report for work.

[d] While in attendance at required meetings or training programs or conventions, time spent for meals and social hours is not counted as “hours worked.”

C. ON-CALL

(1) At the discretion of a Department Head, certain employees may be designated to be available during periods not normally worked in case he/she is needed at the job.

(2) On-Call periods are generally set for a one week period, and are compensated equal to eight (8) hours pay for the on-call period.

(3) An employee designated as “on-call” who is called in to work shall be compensated for all hours worked at the overtime rate, i.e., time and one half (1 1/2), if applicable.

If called in on a scheduled “holiday” or holiday week, employee will be paid time and one half (1 1/2) for all hours worked, even if 40 hours have not been worked.

(4) Employees called to assist an on-call employee shall be paid for a minimum of two (2) hours, either regular or overtime, as applicable.

(5) In the event the employee fails to respond to a call to work, he/she shall forfeit all on-call pay for that period, and may be subject to disciplinary measures up to and including dismissal.

NOTE: This On-Call Policy does not apply to Public Safety (or Water Treatment)

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D. ASSIGNED SCHEDULES

Employees’ work schedules will be set and communicated to them in advance. If the assigned schedule is changed, the change will be communicated to all affected employees.

E. ATTENDANCE

Consistent and prompt work attendance is a primary work requirement and all employees shall be required to observe their assigned hours of work. Employees shall promptly notify their supervisors if they will be late to work, late from meal breaks, or unable to work because of illness or emergencies. An employee who will not be at work at the beginning of the scheduled shift must call in 30 minutes prior to the beginning of the shift.

F. HAZARDOUS WEATHER CONDITIONS

(1) When 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 also may be called to work in an emergency situation even though not designated in advance.

(2) If the City Manager has not declared a weather emergency and an employee is absent from work due to weather conditions, the employee may be charged with an unexcused absence if circumstances do not appear to create a hazard. However, at the discretion of the City Manager, the employee may:

- [a] Make up the time lost from work at a time scheduled by the Department Head.
- [b] Take the time off without pay.
- [c] Take the time off as vacation time.

(3) Employees who have pre-scheduled time off will still be required to use scheduled time off even if the City is closed.

(4) At City Manager’s discretion, employees required to work during hazardous weather when the City is closed, may receive extra compensation.

CITY OF TOCCOA	Number: Policy 9
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SECTION: Work Schedules	Original Date: January 1992
TITLE: Overtime	Revised Date: April 2015

Purpose: To establish controls in order to minimize circumstances where overtime work is required and to assure that such overtime work is scheduled and paid in accordance with City policy and applicable State and Federal laws.

Policy Statement:

The City recognizes that circumstances may require employees to work in excess of their usual daily and/or weekly work schedule in order to meet operational requirements.

Application: All exempt and non-exempt employees of the City of Toccoa.

Provisions:

A. NON-EXEMPT

- (1) Hours worked in excess of forty (40) hours in a work week is considered overtime for pay purposes. Non-exempt (hourly) employees shall not clock in prior to 7:53 a.m. or clock out after 5:07 p.m. unless pre-approved by supervisor.
- (2) Pay for vacation time, sick leave, holidays, and the use of other accrued time is not pay for time worked and is not considered as hours worked for purposes of overtime computations.
- (3) The rate for overtime pay is one and one-half times the employee's hourly rate of pay.
- (4) If an employee has taken approved leave during the week resulting in less than forty (40) hours scheduled work, then additional non-scheduled work required in that same week will not be paid at the overtime rate until forty (40) hours is reached. These employees will be paid at their regular hourly rate of pay.

B. EXEMPT EMPLOYEES

- (1) Exempt employees will not receive payment or compensatory time off for work hours, travel time, attendance at meetings or additional non-scheduled events in excess of the usual work week, except at the discretion of the City Manager in extreme circumstances.
- (2) The Department Head may approve compensatory time off if an exempt employee is required to work on an authorized holiday. The Department Head must notify the Human Resources Director prior to granting such time off.

CITY OF TOCCOA	Number: Policy 10
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SECTION: Leaves of Absence	Original Date: January 1992
TITLE: General	Revised Date: April 2015

Purpose: To describe the responsibilities and procedures for the application for leave by employees of the City of Toccoa.

Application: All full-time employees

Responsibilities:

(1) Any employee applying for leave under a specific leave provision is responsible for:

- [a] following appropriate procedures to apply for approval;
- [b] keeping the Department Head apprised of the situation and any problems that may arise; and
- [c] submitting any required documentation related to the return to work.

(2) The Department Head is responsible for:

- [a] considering the best interests of the City when making recommendations to and seeking approval from the City Manager, and
- [b] providing the Human Resources Director with any necessary documentation required to maintain records.

(3) The Human Resources Director shall maintain a record of all matter relating to these leaves in the files of individual employees and other general files as may be required.

CITY OF TOCCOA	Number: Policy 11
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SECTION: Leaves of Absence	Original Date: January 1992
TITLE: Military	Revised Date: April 2015

Purpose: To delineate eligibility and procedures for employees of the City of Toccoa to take military leave.

Policy Statement:

In accordance with Georgia law all employees who are members of the Georgia National Guard or any reserve unit of the United States Armed Forces shall be entitled to military leave without loss of pay, performance rating or other benefits for up to eighteen (18) days in any one (1) calendar year for the purpose of training or other such duties as required by the appropriate authority.

The City of Toccoa will provide this military leave according to USERRA and the Georgia Code Section 38-2-279 of the official Code of Georgia.

Provisions:

- (1) Employees ordered by appropriate authority to serve during an emergency shall be entitled to a leave of absence without loss of pay, performance rating or other benefits for a period not to exceed thirty (30) additional working days.
- (2) The employee must submit, in advance, an order from the appropriate military office as evidence of active duty for which the leave is being taken to his/her immediate supervisor.
- (3) An employee who leaves city service to join the military forces of the United States on full-time active duty status during time of war or national emergency shall be placed on military leave of absence without pay.
- (4) A former employee of the city who returns from active duty within five (5) years of his/her entry day to the military, if still qualified, shall be reinstated to the position previously held or to one of comparable pay, status and benefits.
- (5) The employee must make application for reinstatement within ninety (90) days after release from active military duty in order to qualify for placement under the terms of this policy.

CITY OF TOCCOA	Number: Policy 12
REVISED:	Page 1 of 2
SECTION: Leaves of Absence	Original Date: January 1992
TITLE: Educational	Revised Date: April 2015

Purpose: To establish the procedures enabling employees of the City of Toccoa to further their education and develop increased job skills and abilities.

Policy Statement:

City employees are encouraged to maintain and improve their job related skills and knowledge and positive initiatives in this regard will be noted, where appropriate, in performance appraisals of these employees.

Provisions:

(1) Approval for Educational Leave of Absence

The Department Head may recommend and the City Manager may approve a leave of absence provided the courses taken by the employee are taken at an accredited institution as part of a curriculum leading to a certificate, diploma, degree or specialized professional designation, and the courses are determined to directly help the employee improve performance in the current position or prepare the employee for future positions.

(2) Education or Training Required by the City

- [a] Leave with pay will be granted as required for participation in training.
- [b] Costs of training will be paid by the City contingent upon a plan developed by the appropriate Department Head and the employee and approved by the City Manager.
- [c] Proper documentation of all expenses shall be required prior to reimbursement.

(3) Education or Training Not Required by the City

- [a] Education or training taken by an employee on a part-time basis must not diminish the employee's ability to perform normal duties of his/her position with the City.
- [b] A Department Head must receive approval by the City Manager to allow minor schedule adjustment for an employee to participate in voluntary training or educational activity. These adjustments must not create operational problems for the employee's department or affect other City operations.
- [c] Any schedule adjustment made for an employee to participate in training is limited to one (1) course per school term.
- [d] Employees with less than six (6) months of service shall not be eligible for educational leave consideration.

CITY OF TOCCOA	Number: Policy 13
REVISED:	Page 1 of 4
SECTION: Leaves of Absence	Original Date: January 1992
TITLE: FMLA	Revised Date: April 2015

Purpose: To establish the procedures to follow in the implementation of the provisions of the Family and Medical Leave Act (FMLA).

Policy Statement:

Under the provisions of the FMLA, an employee may be granted up to twelve (12) weeks of family and/or medical leave during any twelve (12) month period. This leave is not intended to replace other authorized leaves.

Provisions:

(1) An employee must be employed for at least twelve (12) months and have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave.

(2) After satisfying the previous criteria, an employee may take up to twelve (12) weeks of family leave per year as long as he/she works at least 1,250 hours in a rolling twelve (12) month period. A rolling twelve month period is defined as a twelve (12) month period measured backwards from the date an employee uses any family leave.

(3) The following types of leaves are allowable:

- [a] the birth, adoption or foster care of a child,
- [b] care for an employee’s child, spouse, parent, or spouse’s parent who has a serious health condition, and
- [c] the serious health condition of an employee where the employee is unable to perform the essential function of his/her position.

(4) An employee’s entitlement to leave for the birth of a child, placement of a child for adoption, or foster care expires at the end of the twelve (12) month period which began on the date of the birth or placement of the child.

(5) Family Leave may be paid or unpaid. Leave is paid when an employee takes sick or vacation leave for a condition that qualifies for this type of leave. For example, an employee can use sick and/or vacation leave for the birth of a child and the time taken will be counted toward the twelve (12) weeks per year of family leave.

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SECTION: Leaves of Absence	Original Date: January 1992
TITLE: FMLA	Revised Date: April 2015

Once an employee exhausts available paid leave, then any more leave taken for family purposes will be without pay. During periods of unpaid leave, no sick or vacation leave will be accrued, nor shall holiday pay provisions apply.

(6) An employee is required to pay his/her contribution of insurance premiums while on family leave without pay.

(7) In a situation where both husband and wife are employed by the City and qualify for family leave, the total number of weeks they may take to care for a family member is twelve (12) weeks during a twelve (12) month period.

(8) Family Leave may be taken intermittently in increments of two (2) hours.

(9) Part-time employees receive a pro-rata amount of Family Leave because this leave is based on a standard forty (40) hour work week. The amount available for a part-time employee is calculated individually based upon the amount of time worked during the year.

(10) The procedures to request Family Leave are as follows:

[a] An employee must request leave at least thirty (30) days before the leave is to begin when the time for leave is foreseeable; such as, an expected birth, placement of a child for adoption or foster care, of planned medical treatment for a serious health condition of the employee or family member.

[b] If thirty (30) days notice to request leave is not feasible due to medical emergency or change in circumstances, leave must be requested as soon as possible.

[c] An employee must request leave by completing the appropriate "Family Leave Request Form." In emergency situations where written notification is not possible, verbal notice will be accepted.

[d] The "Family Leave Request Form" must be signed by the employee's immediate Supervisor, the Department Head and then approved by the by the HR Director.

[e] An employee must obtain a medical certification from a physician if taking leave to care for a family member or due to the employee's own serious health condition. This certification must be turned in with the "Family Medical Leave Form" to the Human Resources Director within two (2) business days of turning in the leave request.

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SECTION: Leaves of Absence	Original Date: January 1992
TITLE: FMLA	Revised Date: April 2015

[f] The medical certification must contain the following information:

- * Name of health care physician.
- * Physician’s type of medical practice.
- * Medical facts that support the certification.
- * Explanation of how the condition qualifies as a serious health condition under the Family Leave provision.
- * Date the serious condition began.
- * Duration of serious health condition and estimate of length of incapacitation.

[g] The Human Resources Director may call the physician to clarify any information given in the medical certification, but may not request additional information.

[h] The Human Resources Director will notify the employee within two (2) business days as to the approval of the leave or requirement for more information.

[i] The Human Resources Director may, at the City’s expense, require the employee to submit to another certification by another physician if there is doubt of the validity of the original certification. The City may designate the physician, but it cannot be a physician regularly employed by the City.

[j] In the event the opinion of the employee’s physician and the City’s physician differ; the City, again at its expense, may require medical certification from a third physician. This third opinion shall be final and binding. The third physician must be jointly approved by both the employee and City.

[k] The City may request recertification every thirty (30) days for pregnancy, chronic illness, or permanent/long term supervision of a health care provider.

[l] The City may require an employee on leave to report periodically on his/her status and intent to return to work.

[m] Failure of an employee to return to work on the agreed upon date may result in the employee being terminated.

(11) Return from work by an employee under the FMLA is as follows:

[a] The employee may be required to obtain and present certification from the health care provider that the employee is able to resume working.

[b] The employee shall be returned to the former position or to a position of equal status, pay and other terms and conditions of employment.

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SECTION: Leaves of Absence	Original Date: January 1992
TITLE: FMLA	Revised Date: April 2015

- [c] Exceptions to restoration of an equivalent position when an employee returns are:
- * the employee is no longer able to perform essential functions of the job.
 - * the employee is considered a “key employee” where denial of job restoration is necessary to prevent substantial and grievous economic injury to the operation of the City.

CITY OF TOCCOA	Number: Policy 14
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 1992
TITLE: Leave Without Pay	Revised Date: April 2015

Purpose: To describe how employees of the City of Toccoa may request to take leave without pay.

Provisions:

- (1) Full-time employees may request leave-without-pay status for a period not to exceed one (1) year.
- (2) An employee with less than six months service in the current period of employment will not be considered for leave under this section.
- (3) Reinstatement in the employee's previous job is not guaranteed. When recommending approval for the leave, the Department Head may request a commitment from the City Manager to reinstate the employee to his/her position.
- (4) Purposes may include:
 - [a] extended educational leave for study not required by the City, and
 - [b] other personal purposes as requested by the employee.
- (5) An employee on leave-without-pay for more than 10 days shall not accrue vacation or sick leave or receive holiday pay during the leave.
- (6) Benefits such as medical insurance and retirement contributions will be suspended after thirty (30) days unless the employee chooses to pay the required contribution.
- (7) Eligibility for these benefits will be reinstated if the employee returns to work within the one year period.
- (8) The employee must submit a completed leave request form to the appropriate Department Head.
- (9) The Department Head shall forward all requests for leave without pay with his/her recommendations to the Human Resources Director for final approval by the City Manager.

CITY OF TOCCOA	Number: Policy 15
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 1992
TITLE: Civic Duty	Revised Date: April 2015

Purpose: To establish the provisions for leave taken by employees to engage in their civic duties or other court appearances.

Provisions:

- (1) The City will allow employees to take time off from work to fulfill their civic responsibilities in accord with State and Federal laws and Regulations.
- (2) All full-time employees selected for jury duty shall be entitled to their regular salary or hourly rate for the period of absence required. They will also be allowed to keep their jury duty pay. (Police Officers who have civic duty as a part of their job responsibility are not allowed to keep their jury duty pay.)
- (3) Employees are expected to promptly return to work any time they are excused from jury duty (whether it be a portion of the day or full day).
- (4) The time an employee uses to be excused from jury duty because of illness shall be charged to sick leave or leave-without-pay.
- (5) City employees subpoenaed or ordered to attend court to appear as witness or to testify in some official capacity on behalf of the City, State or Federal government shall be entitled to leave with pay for such period as the court may require.
- (6) Absence from work by an employee to appear in any capacity in private litigation not connected with his/her present position for the City shall be charged to vacation or leave-without-pay.

CITY OF TOCCOA	Number: Policy 16
REVISED:	Page 1 of 2
SECTION: Compensation Administration	Original Date: January 1992
TITLE: Performance Appraisal	Revised Date: April 2015

Purpose: To establish guidelines for the evaluation of employees

Policy Statement:

It is important that appraisals be thoroughly and properly conducted with open, two-way communication.

Application: All full-time employees of the City of Toccoa.

Provisions:

- (1) Employees will receive a written job description that describes the duties and responsibilities of their position that outline the City's expectations for performance.
- (2) Each employee may be evaluated at least once each year.
- (3) Performance appraisals shall be in writing and kept in the employee's personnel file.
- (4) The performance appraisal process is not a disciplinary process; employees should be fully apprised of performance issues throughout the year, allowing corrections to be made as concerns occur.
- (6) The Human Resources Director shall monitor performance documents for compliance with policy.

Procedures:

- (1) Standards shall be set in accordance with the established job description for each employee and the needs of the City.
- (2) Approximately thirty (30) days prior to an employee's evaluation date, the Human Resources Director will provide the supervisor with the forms and instructions for completing the forms and conducting the appraisal.
- (3) The supervisor completes the form, independently rating employee performance in each criterion listed on the form based on the agreed upon performance standards. The instructions provide a method to evaluate whether an employee has achieved his/her objectives during the rating period.
- (4) The evaluation is reviewed by the next level of supervision prior to the presentation of the form to the employee.

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SECTION: Compensation Administration	Original Date: January 1992
TITLE: Performance Appraisal	Revised Date: April 2015

(5) Each employee has the privilege of a personal performance evaluation with the supervisor, free from interruptions. The supervisor discusses the evaluation with the employee, pointing out areas of performance strengths as well as areas where improvements are needed.

(6) The evaluation session is also used to establish standards for the next review process.

(7) The employee is requested to sign the evaluation form in the space. The signatures verify only that the evaluation has been discussed with the employee and does not indicate the employee's agreement or disagreement with the rating given.

(8) The employee may request a review of his/her evaluation from the Department Head who shall review the evaluation for accuracy, objectivity and fairness.

(9) The employee shall have the right to request the performance appraisal be reviewed by the Human Resources Director and/or the City Manager if he/she believes it to be unfair.

CITY OF TOCCOA	Number: Policy 17
REVISED:	Page 1 of 3
SECTION: Compensation Administration	Original Date: January 1992
TITLE: Compensation	Revised Date: April 2015

Purpose: To describe how an employee’s compensation is established, maintained and affected by changes in status.

Application: All employees of the City of Toccoa.

Responsibilities:

(1) The City Manager shall approve and monitor all compensation policies in order to ensure compliance with all legal and regulatory requirements, insofar as feasible, and ensure the City’s ability to maintain competitive salaries to attract and retain quality employees.

(2) Department Heads will implement these policies by:

- [a] communicating them to employees;
- [b] placing high priority on training, development and performance appraisals on employees;
- [c] assuring even-handed administration of all approved procedures;
- [d] communicating to the Human Resources Director concerning any problems relating to compensation plan administration; and,
- [e] providing the Human Resources Director with reports and documentation needed for administrative action or record-keeping.

(3) The Human Resources Director shall maintain copies of City of Toccoa policies along with confidential records of the current compensation plan and pay ranges, and employee’s salary data, current status and history.

(4) The Human Resources Director shall provide the Department Heads with the information necessary to communicate with their employees regarding compensation issues and status.

(5) The Department Heads will maintain confidentiality and discuss the following issues only with the involved employee, his/her supervisor, Human Resources Director, or City Manager:

- (1) The individual’s salary grade, current salary range and exempt or non-exempt status,
- (2) The individual’s scheduled performance appraisal and review date and,
- (3) The approved amount and effective date of any salary increase, decrease or other change in the salary status.

CITY OF TOCCOA	Number: Policy 17
REVISED:	Page 2 of 3
SECTION: Compensation Administration	Original Date: January 1992
TITLE: Compensation	Revised Date: April 2015

Provisions:

- (1) Each full-time employee’s salary shall be determined by its placement in the pay range for the position within the identified job classification (grade).

- (2) The City Manager must approve salaries of employees within budget resources and any exceptions made from the salary range.

- (3) Hire Rate:
 - [a] New employees may be hired into a position at the minimum rate of the salary grade of the position assigned. The actual rate paid will depend on the qualifications of the applicant and the estimated amount of training and time in the position for the individual to become fully proficient. Any rate above the minimum must be approved by the City Manager.
 - [b] The City Manager may approve a hire rate of 5% below the minimum for the pay grade for any position requiring Georgia certification where the new employee is hired in a training capacity pending completion of Georgia certification.

- (4) Performance Increases: An employee ‘s salary may be adjusted annually based on a review of performance as detailed in Policy 16.

- (5) Promotion: Promotion from within is encouraged in filling vacancies. Employees must have a record of meeting performance expectations in the current position before being considered for the next, higher level position. Compensation increases for promoted employees will be based on:
 - [a] Promotion of one Salary Grade: An employee promoted to one higher salary grade shall receive a pay increase to at least the minimum of the grade promoted to.

 - [b] Promotion of Two or More Salary Grades: Employees promoted higher than one salary grade shall receive an increase to the minimum of the newly promoted grade.

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SECTION: Compensation Administration	Original Date: January 1992
TITLE: Compensation	Revised Date: April 2015

(6) Transfers: Transfers are normally between jobs of the same classification and grade without salary changes. Transfer opportunities will be considered in filling vacancies as employees' requests and the City's needs warrant. The best interests of the City must be primary in considering transfers.

(7) Demotion: Employees who are moved to a position of lesser responsibility and salary, may or may not receive a salary decrease dependent on the circumstances and City Manager's decision.

(8) Salary Adjustments: Occasionally, adjustments may be made for reasons other than performance or promotion based on labor market conditions or identified salary inequities. The City Manager must approve any such salary adjustment.

(9) The effective date of all salary changes (increase or decrease) should coincide with the beginning of a payroll period.

CITY OF TOCCOA	Number: Policy 18
REVISED:	Page 1 of 2
SECTION: Benefits	Original Date: January 1992
TITLE: Vacations	Revised Date: April 2015

Purpose: To establish how vacation time is earned by employees of the City of Toccoa.

Policy Statement:

The City will provide its employees, on a periodic and scheduled basis, extended time with pay away from the routine of their regular jobs.

Application: All full-time employees

Responsibilities:

- (1) Employees should request vacation leave of more than four (4) hours, except in case of emergency, at least one week before such leave is taken.
- (2) The immediate supervisor may approve leaves of less than four (4) hours.
- (3) The Department Head must approve employee's vacation time if it is more than (4) four hours.
- (4) Department Heads may approve employee requests as quickly as possible with consideration to scheduling and fairness to other employees.
- (5) Department Heads must request approval of their vacation time from the City Manager.

Provisions:

(A) ACCRUALS

(1) Vacation time is accrued as follows:

Years of Continuous Service	Hours Earned per Month	Days Earned
First day of hire thru 5 years	6.67 Hours	10
1 st day of 6 th year thru 10 years	8 Hours	12
1 st day of 11 th year thru 15 years	10 Hours	15
1 st day of 16 th year and over	12 Hours	18

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SECTION: Benefits	Original Date: January 1992
TITLE: Vacations	Revised Date: April 2015

Years of Continuous Service	Hours Earned per Month	Duty Days Earned
Fire Department		
First day of hire thru 5 years	8	4
1 st day of 6 th year thru 10 years	10	5
1 st day of 11 th year thru 15 years	12	6
1 st day of 16 th year and over	14	7

(2) Employees shall continue to accrue vacation time while on authorized paid leaves.

(3) Employees may transfer vacation hours to other employees experiencing an unforeseen medical emergency if criteria for transfer is met.

(B) SCHEDULING

(1) Vacation leave shall be taken in units of whole hours or whole days.

(2) Employees will be encouraged to take at least one week of vacation, or total amount earned if less than one week, during each year.

(3) All vacation must be taken in the year or no later than the following year that it is earned. If the accrued vacation is not taken in the year, or following year it is earned those vacation hours not used will be forfeited.

(4) Employees will not be paid additional compensation in lieu of vacation.

(5) The Department Head will schedule vacation times for the department and try to accommodate employee's vacation time requests. In cases where employees in the same work unit have requested the same vacation times, the employee's seniority will be considered (or will be reviewed on a case-by-case basis).

(6) The supervisor must receive approval from the Department Head regarding any exceptions made from this procedure.

(7) Upon termination, regular full-time employees shall receive pay for all accrued vacation up to a maximum of twenty (20) days' pay. In such an event, pay shall be at the employee's current rate of pay.

CITY OF TOCCOA	Number: Policy 19
REVISED:	Page 1 of 2
SECTION: Benefits	Original Date: January 1992
TITLE: Holiday	Revised Date: April 2015

Purpose: To establish the paid holidays for the employees of the City of Toccoa.

Application: All full-time employees.

Responsibilities:

- (1) Supervisors are responsible for determining eligibility for holiday pay in accordance with the terms of this policy.
- (2) The Human Resources Director will provide guidance if an supervisor is in doubt as to an employee's eligibility for holiday pay.

Provisions:

A. HOLIDAYS OBSERVED

- | | |
|-----------------------------------|---------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Thanksgiving Day & Friday after |
| Good Friday | Christmas Eve |
| Memorial Day | Christmas Day |
| Independence Day | Employee Birthday |

- (1) Holidays that fall on Sundays will be observed the following Monday.
- (2) Holidays that fall on Saturdays will be observed the preceding Friday.

B. ELIGIBILITY FOR HOLIDAY PAY

- (1) An employee must have worked or have been in pay status, the last day he/she was scheduled to work before the holiday and the first day he/she was scheduled for work after the holiday.
- (2) An employee who is absent the day before or after a holiday should have received prior approval for the absence or be able to document the cause of the absence to the Department Head, if so requested. The Human Resources Director shall recommend and the City Manager shall make the determination of eligibility for holiday pay.

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SECTION: Benefits	Original Date: January 1992
TITLE: Holiday	Revised Date: April 2015

C. WORK ON SCHEDULED HOLIDAYS

An employee who is scheduled to work on a holiday will receive pay at his/her hourly rate for the time worked during a holiday in addition to holiday pay.

CITY OF TOCCOA	Number: Policy 20
REVISED:	Page 1 of 3
SECTION: Benefits	Original Date: January 1992
TITLE: Sick Leave	Revised Date: April 2015

Purpose: To describe how City of Toccoa employees accrue time off with pay to be used when they cannot work due to personal illness or injury of self or immediate family members.

Application: All full-time employees.

Provisions:

A. ACCRUALS

<u>Years of Service</u>	<u>Hours Per Month</u>	<u>Days Per Year</u>
First Year	4	6
First Day of Second Year	6	9
First Day of Third Year	8	12
Maximum Accumulation		120
<u>Fire Department Employees</u>		<u>Duty Days</u>
First Year	6	3
First Day of Second Year	8	4
First Day of Third Year	12	6
Maximum Accumulation		40

Employees who are in any unpaid leave status shall not accrue sick leave.

B. ELIGIBILITY FOR SICK LEAVE

- (1) Employees who are unable to work due to personal illness or injury of self or immediate family members. Immediate family includes: father, mother, spouse, children, brother, sister or any other family member living in same household. *Any other requests for other family members may be submitted in writing to Department Head for consideration.
- (2) Approved absences for medical and dental appointments.
- (3) Employees who must care for their sick or injured spouse or dependent child or parent.

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SECTION: Benefits	Original Date: January 1992
TITLE: Sick Leave	Revised Date: April 2015

(4) Attendance at a funeral of a family member when that attendance has been approved by the Department Head. An employee may be granted up to 3 working days of accrued sick or vacation leave for an immediate family member. Any additional leave time needed would have to be accrued vacation. Funeral attendance of a non-family member should be vacation leave.

C. USE OF PAID SICK LEAVE

(1) Sick leave will be charged in units of whole hours or whole days.

(2) Employees, unless physically unable to do so, must report their injury, illness or other reason for absence to their supervisor at least thirty (30) minutes prior to the starting time of their scheduled workday.

(3) Employees must keep their supervisor informed of their condition and anticipated date of return.

(4) If an employee is out of work for more than 3 days on sick leave, the employee may be required to provide a doctor's excuse for additional accrued sick leave usage. A Department Head may require a doctor's excuse for less than 3 sick days.

(5) An employee who is on approved sick leave during a holiday will not be charged sick leave for that day if he/she is eligible for holiday pay.

(6) No employee will be paid sick leave during a work week if the use of that sick leave would result in the employee's hours for that work week totaling more than 40 hours.
(Added September 29, 2006)

(7) Employees will not be paid for unused, accrued sick leave at the time of termination. Employees who have met the requirements for regular retirement may receive up to 960 hours (six months) additional service credit.

(8) When an employee has exhausted all available accrued leave (sick and vacation), the employee will be notified of his/her responsibility to pay for employee benefits.

(9) Employees may not use sick leave after providing the City of Toccoa with their notice of resignation.

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SECTION: Benefits	Original Date: January 1992
TITLE: Sick Leave	Revised Date: April 2015

D. UNUSED SICK LEAVE BONUS

(1) Employees are encouraged not to use their sick leave unnecessarily.

(2) At the discretion of the City Manager, employees who have accrued sick leave and use little or no sick leave during the fiscal year will receive the following bonus provided after the end of that fiscal year:

<u>Department</u>	<u>Hours of Sick Leave Used</u>	<u>Vacation Days Awarded</u> OR	<u>Days Bonus Pay</u>
Regular	0-7	3	3
	8-16	2	2
	17-24	1	1
	25 and over	N/A	N/A
Fire	0-23	3	3
	24-47	2	2
	48-71	1	1
	72 and over	N/A	N/A

CITY OF TOCCOA	Number: Policy 21
REVISED:	Page 1 of 2
SECTION: Benefits	Original Date: January 1992
TITLE: Group Insurance	Revised Date: April 2015

Purpose: To establish that employees are insured under comprehensive group medical coverage provided and paid for by the City of Toccoa.

Policy Statement:

The City’s intent is to provide cost effective insurance coverage giving employees protection against unpredictable costs of illness and accident. This also includes and applies to the employee life insurance program.

Application: All full-time employees on the first day of the month following the first full calendar month of employment.

Responsibilities:

- (1) The Human Resources Director shall provide each new employee who qualifies for this policy with explanatory information and an enrollment card during employee orientation.
- (2) The Human Resources Director shall assist employees and Department Heads with health and life group insurance, as needed.
- (3) Employees shall complete and return insurance cards as required.
- (4) Any employee not desiring coverage or desiring to cancel existing coverage must advise the Human Resources Director and sign a group insurance waiver card.

Provisions:

- (1) A separate booklet furnished to each employee shall state specific requirements of eligibility, premium costs for employee/family coverage, benefits provisions, and employee rights to continue or convert this coverage upon termination of employment under Federal law.
- (2) Employees are given notice of periodic changes in the plan.
- (3) Each employee must become familiar with the booklet under which the plan is administered along with changes in the coverage that occur from time to time.
- (4) The terms of the Master Group Insurance Policy Contract will control all terms regardless of information communicated to employees in any other form.

CITY OF TOCCOA	Number: Policy 22
REVISED:	Page 1 of 3
SECTION: Benefits	Original Date: January 1992
TITLE: Workers' Compensation	Revised Date: April 2015

Purpose: To describe the procedures that employees of the City of Toccoa must follow to become eligible for benefits under the Workers' Compensation Act (the Act).

Policy Statement:

All employees are eligible for coverage under the Workers' Compensation Act in cases of injury or illness sustained as a result of work or while on duty. The rules and regulations of the Act shall govern all workers' compensation matters.

Responsibilities:

A. The Human Resources Director is responsible for:

- (1) 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) Timely submission of the State Form (First Report of Injury) to the State.
- (3) Workers' Compensation records, files and reports.
- (4) Determination of the continuing employment status of employees receiving benefits from workers' compensation.

B. The Supervisor is responsible for:

- (1) Assuring that employees report any on-the-job injuries immediately when possible, but in all cases, no later than twenty-four (24) hours after the injury has occurred.
- (2) Providing a written report of the accident and injury to the Human Resources Director on a timely basis.

C. Employees are responsible for:

- (1) Reporting any on-the-job injury (whether medical attention is required or not) to their supervisor immediately when possible, but in all cases, no later than twenty-four (24) hours after the injury is incurred.

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SECTION: Benefits	Original Date: January 1992
TITLE: Workers' Compensation	Revised Date: April 2015

(2) Returning to work when released to do so by a qualified licensed physician. Failure to do so may result in termination.

Procedures:

(1) An employee who sustains an injury while performing his/her duties should immediately report the injury to the immediate supervisor whether medical attention is required or not. If supervisor or department head isn't available, employee should contact the HR Director

(2) The employee or supervisor must immediately contact the appropriate law enforcement authorities if the nature of the accident requires police attention or investigation.

(3) The supervisor with consultation with employee will assess the injury and if necessary make arrangements for transportation for treatment at the Toccoa Clinic during regular business hours and to Stephens County Hospital emergency room for emergency care if the Toccoa Clinic is closed. Employees will be allowed to choose a physician from the Panel of Physicians. No employee should receive medical services for an on-the-job injury without proper authorization, unless it is an emergency where proper notification cannot be rendered at the time.

(4) The supervisor will notify the Human Resources Department as soon as possible of the accident, but no later than 24 hours. (If on week-end, first day of the week) after the accident. Supervisor must complete an Accident/Injury Report, and forward it within 48 hours to the Human Resources Director.

(5) The City may request an employee who has been in an accident to submit to a drug and/or alcohol test.

(6) The Workers' Compensation Notice lists a Panel of Physicians and the Bill of Rights for the injured employee. Failure to report the injury or to receive medical treatment from a Panel physician will jeopardize payment of any medical bills under Workers' Compensation Insurance and may make the employee liable for his/her expenses. All follow up care must be rendered from a physician on the Panel.

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SECTION: Benefits	Original Date: January 1992
TITLE: Workers' Compensation	Revised Date: April 2015

(7) The employee must report to the Human Resources Director after seeing a Panel physician and before returning to work.

(8) Employees who have lost time due to a work related illness must have a doctor's statement for the time missed and a doctor's "release statement" to return to work.

(9) Employees absent from work due to work related injury or illness are not to be terminated unless authorized by the Human Resources Director and approved by the City Manager.

(10) Employees who are in a non-pay status due to an injury shall not accrue vacation or sick leave and are not eligible for holiday or Christmas Bonus.

(11) When an employee is injured on the job with lost time, the employee will be allowed to use accrued sick and/or vacation to supplement their income for the seven day waiting period until worker's compensation benefits begin.

CITY OF TOCCOA	Number: Policy 23
REVISED:	Page 1 of 2
SECTION: Benefits	Original Date: January 1992
TITLE: Retirement	Revised Date: April 2015

Purpose: To describe the retirement programs offered to the employees of the City of Toccoa.

Policy Statement:

All full-time employees shall be members of the City’s Retirement Plan (the Plan), which is part of the Georgia Municipal Employee Benefit System (GMEBS), under the conditions established in the Plan.

Application: All full-time employees, as provided by the Plan, who have worked for the City for one (1) year. Employees who have met the requirements for regular retirement may receive up to 960 hours (six months) additional credited service for unused, accrued sick leave.

Responsibilities:

- (1) The Pension Secretary shall ensure that each new, eligible employee is provided with explanatory information and enrollment forms upon eligibility.
- (2) Department Heads shall assist the Pension Secretary in expediting enrollment of employees.
- (3) Employees shall complete and return the Plan enrollment card at the time of orientation.
- (4) The Pension Secretary, as described by the Plan, shall file all required forms with GMEBS.
- (5) The employee must inform the Pension Secretary of intent to retire at least thirty days prior to the expected date of retirement.

Provisions:

- (1) The Plan includes certain retirement, pre-retirement death and disability benefits.
- (2) Specific requirements and procedures governing plan administration, benefits and withdrawal provisions of the Plan are furnished to employees in a separate booklet and updated copies are distributed on a periodic basis.
- (3) All provisions of the City’s retirement plan are contained in an ordinance and contract between the City and GMEBS. **Regardless of information communicated to employees in any other form, the terms of the GMEBS Insurance Policy will be controlling.**

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TITLE: Retirement	Revised Date: April 2015

(4) The City also participates in supplemental retirement programs that are available as an option for employees. These are detailed in the Plan documents and are covered under Sec. 457 of the IRS Code.

CITY OF TOCCOA	Number: Policy 24
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Disciplinary Process	Revised Date: April 2015

Purpose: To establish policy and related procedures to help ensure that unacceptable behavior is corrected.

Policy Statement:

In order for the City to function effectively toward accomplishment of its objectives, it is necessary that all employees conduct themselves in a manner that promotes the attainment of these objectives. Accordingly, the City has established this policy to identify unacceptable behaviors and measures to correct those behaviors in order to provide involved employees with the opportunity to continue working for the City.

Application: All employees of the City

Provisions:

A. Termination

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 necessary.

B. Discipline

When discipline is necessary, the following guidelines should 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.

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C. Disciplinary Actions

(1) The behaviors described in the section Groups 1,2 or 3 on pages 51-53 are examples of the type of conduct that will warrant disciplinary action. The section entitled Disciplinary Action on pages 51-53 provides non-binding, non-mandatory examples of discipline for those actions.

(2) The City reserves the right to impose whatever discipline it deems appropriate from those categorized in the Disciplinary Action section.

(3) The City reserves its right to discipline employees for engaging in other acts not spelled out in these “grounds” that follow. Such discipline could include all disciplinary steps or result in immediate dismissal.

(4) The following, beginning on the next page, are declared to be grounds for oral reprimand, written reprimand, demotion, suspension or removal of any employee. This list is not all inclusive; however, it is some examples of disciplinary action.

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GROUP 1

- 1) Carelessness or lack of attention in following supervisory instructions or written procedures and policies that results in inefficiency or reflects adversely upon the City.
- 2) Conduct of personal activities or inefficient use of time during the work period.
- 3) Within a 12-month period: Any single day of unexcused absence including unjustified requests for sick leave.
- 4) Carelessness or improper use likely to result in excessive wear or minor damage to City or private property and equipment. This includes unauthorized personal use of a City vehicle.
- 5) Inconsiderate attitude or actions in dealings with the public and fellow employees.
- 6) Personal conduct that reflects discredit upon the City.
- 7) Violation of dress code.

DISCIPLINARY ACTION

- Step 1: First Violation - The appropriate supervisor, after discussing the violation with the employee, shall prepare a written warning and provide copies for the employee, the Department Head, and the employee's personnel file. Such warnings shall be removed from the file if no further violations occur within one year from the warning.
- Step 2: Second Violation or single violation of more than one separate item on the Group 1 list within one year.. - The employee shall be suspended without pay for three (3) days upon the approval of the Department Head, Human Resources Director, and City Manager. Documentation of the action shall be provided to the employee and the Human Resources Director for placement into the employee's file.
- Step 3. Additional violations within a year following Step 2 - Subject to review of the case and approval by the Department Head, Human Resources Director and City Manager, the employee shall be dismissed.

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GROUP 2

- 1) Carelessness or improper use of city property, funds and equipment or other personal actions while on duty that are likely to result in property damage and/or minor personal injury.
- 2) Conviction of any legal misdemeanor offense committed while on duty or on city premises.
- 3) Use of abusive language and/or rudeness and disrespect in dealing with fellow employees or with public on city business, including but not limited to, derogatory statements regarding another race and comments that create a situation of unlawful harassment.
- 4) Violation of the specific "Conflict of Interest" policies prohibiting certain types of political activity.
- 5) Insubordination - willful failure to follow reasonable instructions or city policies in situations not involving emergency conditions or creating personal injury or danger.

DISCIPLINARY ACTION

- Step 1: First Violation - The employee shall be suspended without pay for three days upon approval of the Department Head, Human Resources Director and City Manager. Documentation of the action shall be placed into the employee's personnel file.
- Step 2: Second Violation or violation of another item on the Group Two list within one year after the first violation. Subject to the review and approval of the Department Head and Human Resources Director and City Manager, the employee shall be dismissed.

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GROUP 3

DISCIPLINARY ACTION

- 1) Conviction of a felony.
- 2) Falsification or unauthorized use or disclosure of city records.
- 3) Willful misuse or embezzlement of city funds.
- 4) Willfully appropriating for personal use, causing damage to equipment or property of the city; causing damage to the property of others while on duty or on city property.
- 5) Reporting to work while under the influence of intoxicants or illegal drugs.
- 6) Consumption, sale or unauthorized possession of alcoholic beverages or illegal drugs while on duty.
- 7) Unauthorized possession of firearms.
- 8) Being the aggressor in a fight, violent attack or physical threats to others while on duty or on city property.
- 9) Being a proven aggressor in a situation or unlawful harassment at any time in connection with the job.
- 10) Abuse of authority or status as an employee or official of the City for personal gain or to harm or intimidate others.

Subject to review and approval of the Department Head and Human Resources Director and City Manager, the employee shall be dismissed.

CITY OF TOCCOA	Number: Policy 25
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Grievances	Revised Date: April 2015

Purpose: To establish procedures for employees of the City of Toccoa to use when they feel that they have been treated unfairly and request an opportunity to have their concerns addressed.

Policy Statement:
It is the intent of the City to treat all employees fairly and consistently in matters related to their employment and to provide employees the opportunity to have their complaints fairly heard and answered.

Application: All full-time City employees except Department Heads who have completed at least six months of satisfactory service.

Definitions:

A. GRIEVANCE

A grievance, as used in this policy, is limited to a complaint an employee has regarding issues related to matters of employment. This complaint may include, but is not limited to employee discipline, discharge and involuntary transfer, promotion and demotion. Compensation and benefits shall not be a proper subject for procedure except as it may involve alleged incorrect application of the City’s compensation and benefit plans.

B. PERSONNEL GRIEVANCE COMMITTEE

The Personnel Grievance Committee is the entity that has the responsibility of hearing an employee grievance and determining the appropriate action to rectify the issue. The Committee is selected and functions in the following manner:

(1) The City Manager appoints a Personnel Grievance Committee consisting of nine (9) members. The members shall represent a cross section of City employees. Employees filing the grievance will choose five (5) employees from the list of nine (9) to hear their grievance. If a grievance is initiated by or involves an employee of a department of which a committee member is also an employee, such member shall be disqualified from participating in the hearing of that grievance.

(2) Terms of Office: Three (3) years with the term of office of each member staggered so that the three (3) year term of office of at least one member expires each year

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(5) Interim Appointments: The City Manager shall appoint replacements to positions that become vacant. Such replacements shall be for the unexpired terms of the positions being filled.

(6) Authority: The Committee may:

- [a] call for files, records and papers pertinent to any investigation;
- [b] determine the order of the testimony of witnesses;
- [c] secure the services of a recording secretary;
- [d] evaluate all evidence and testimony; and,
- [e] make recommendation to the City Manager as to the actions required to resolve the grievance. The Committee shall not rule on the performance of the supervisor or department head in the action, only the action taken. No recommendations for discipline of others shall be made by the Committee.

(6) Committee Chair: The Committee shall agree on which of its five members shall be Chair of the Committee. The Chair shall:

- [a] preside at all meetings unless he/she designates another Committee member to do so;
- [b] take proper action to ensure a fair, thorough, orderly, and expeditious hearing;
- [c] have authority to direct the activities of the Committee and the parties shall abide by Chair's decisions. If a committee member objects to the Chair's decision, a majority vote of the Committee will govern.

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TITLE: Grievances	Revised Date: April 2015

Procedures:

A. STEP 1: INFORMAL

Whenever possible, grievances should be resolved by a discussion of the issue between the grievant and his/her supervisor. If the issue is not resolved, then the employee may proceed to Step 2.

B. STEP 2: FORMAL

- (1) The employee request a review by the respective Department Head.
- (2) The request for review must be submitted no later than five (5) working days of the alleged grievable action.
- (3) The Department Head must render a written decision concerning the action within two (2) working days.
- (4) If the employee is not satisfied with the decision reached in Step 2, he/she may proceed to Step 3.

C. STEP 3: FORMAL

- (1) The employee must present the grievance, in writing, to the Human Resources Director within five (5) working days from the receipt of a decision reached in Step 2.
- (2) The Human Resources Director shall schedule a hearing with the Personnel Grievance Committee within three (3) working days.
- (3) The Committee shall conduct such investigations and fact findings as may be necessary and will give its written recommendation to the City Manager within five (5) working days after the hearing.
- (4) The City Manager has the final authority over the recommendations made by the Committee.
- (5) The City Manager will provide a written decision to all parties within ten (10) working days after the receipt of the Committee's recommendation.

CITY OF TOCCOA	Number: Policy 26
REVISED:	Page 1 of 3
SECTION: Employee Relations	Original Date: January 1992
TITLE: Unlawful Harassment Policy	Revised Date: April 2015

Purpose: To establish the Unlawful Harassment Policy for the City of Toccoa.

Policy Statement:

The City is committed to providing a professional work environment that maintains employee equality, dignity and respect. In keeping with this commitment, the City strictly forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this policy. Any harassment prohibited by this policy, whether verbal, physical or environmental is unacceptable and will not be tolerated whether it occurs in the workplace or at outside work-sponsored activities. **All employees are required to attend mandatory training on Unlawful Harassment during Orientation.**

Definitions:

Any verbal, physical or visual conduct, which could offend, intimidate or create a hostile working environment for any individual, on the basis of race, color, religion, national origin, gender, age, disability or any other characteristics protected by federal, state or local law. The City also specifically prohibits sexual harassment which is defined in this policy as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Conduct prohibited in this policy will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment.
- (2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
- (3) Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidation, hostile or offensive work environment.

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The types of behavior that may constitute prohibited harassment include:

1. Derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color, religion, national origin, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law;
2. Unnecessary touching or physical assault;
3. Sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or
4. The display of offensive or sexually suggestive pictures or objects.

Provisions:

1. This policy applies to all City employees, managers, supervisors, and other staff, whether related to conduct engaged in by fellow employees, supervisors, elected and appointed officials, or someone who is not directly related to the City, such as a vendor, consultant, client, customer or other City contact.
2. It shall be the joint responsibility of managers, supervisors, and Human Resources to ensure adherence to this policy. Human Resources will assist in the coordination and implementation of this policy. All supervisors and managers have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment.
3. The City encourages employees to report all perceived incidents of harassment, regardless of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, co-worker, visitor, customer or other person, must bring the problem to the Human Resources Director, or the employee's supervisor.

Responsibilities:

1. If you believe that you have been harassed, you should immediately report the incident to the Human Resources Director. If you are uncomfortable reporting the harassment to the Human Resources Director or if you believe that your complaint was not properly addressed, you should report the incident to the City Manager.

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2. The complaint will be thoroughly investigated in a professional manner. You will be notified of a decision or of the status of the investigation as soon as possible. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven.
3. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action (up to and including dismissal) will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.
4. Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate, and consistent with the Georgia Open Records Act, in order to protect the privacy of persons involved.
5. If a harassment complaint is directed against the Human Resources Director, the responsibilities assigned above will be directed to the City Manager.
6. If the harassment complaint is directed against the City Manager, the responsibilities above will be directed to the City Commission.
7. Retaliatory action of any kind taken as a result of any individual or any employee seeking redress under this policy is prohibited and shall be regarded as a separate and distinct cause for complaint and discipline under this policy.

CITY OF TOCCOA	Number: Policy 27
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Termination	Revised Date: April 2015

Purpose: To delineate the types of separations from employment at the City of Toccoa and describe the procedures and entitlements related to those separations.

Application: All employees of the City of Toccoa.

Definitions:

- (1) Voluntary Separations - A separation is voluntary when employees choose to resign on their own volition.
- (2) Involuntary Separations/Released Employees: - These separations occur due to the lack of work.
- (3) Discharge - Employees who are discharged for committing any act contrary to City policies or who have demonstrated failure to competently and consistently perform their duties.
- (4) Exit Interview - A discussion that takes place with the separating employee and the Human Resources Director or his/her designee before the employee leaves the City.

Responsibilities:

- (1) The supervisor must notify the Department Head, Human Resources Director and City Manager of any termination in his/her area within twenty-four (24) hours.
- (2) The Human Resources Director shall, with assistance from the Department Head as required:
 - [a] ensure that all procedures are followed relating to cancellation or continuation of City benefits;
 - [b] determine appropriate processing of the employee's final paycheck. The final paycheck will be issued on the next regular pay period after the termination is effective unless an exception is approved by the City Manager;
 - [c] recommend all non-voluntary separations to the City Manager for approval;

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- [d] maintain files on the separated employees in accordance with state and federal regulations: and,
- [e] conduct an exit interview.

(3) Department Heads shall properly document all separations.

Provisions:

(1) In all cases of separation, the employee is entitled to any:

- [a] salary/wages earned but not received;
- [b] vacation leave earned, but not taken;

(2) Full-time, part-time and temporary(leaving before their release date) employees who resign of their own volition are expected to provide written notice to their immediate supervisors as follows:

- [a] Two (2) weeks notice in advance of the anticipated last day of work for all levels except Department Heads.
- [b] Department Heads must provide notice four (4) weeks in advance of the anticipated last day of work.
- [c] Where it is determined to be in the best interest of the City or the employee, an employee may be paid all benefits and salary due, and asked to leave immediately.

(3) Probationary Period employees are not required to give the two weeks notice but should work out a reasonable notice with their supervisor.

(4) Employees, in most cases, who resign with prejudice will not be eligible for rehire.

(5) The Department Head may approve the rehire of an employee who has resigned with prejudice if the employee was prevented from giving proper notice due to extenuating or other circumstances beyond the employee's control.

(6) Employees who are terminated for cause may not be eligible for rehire. If the City considers re-employment of employee previously terminated, the decision to consider rehiring will be solely at the discretion of the city and will be based on the City's assessment of potential re-employment.

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(7) Exit interviews should be conducted and forwarded to the respective Department Head and City Manager for their review.

(8) All requests, written or oral for verification of employment or salary of a former employee must be referred to the Human Resources Director for reply.

CITY OF TOCCOA	Number: Policy 28
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Reduction in Force	Revised Date: April 2015

Purpose: To describe procedures related to releasing employees due to lack of work.

Policy Statement:

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.

Provisions:

A. REDUCTION PLAN

- (1) A plan for the reduction in force and maintenance of essential operation shall be prepared by the Department Head concerned and approved by the City Manager prior to implementation of the plan.
- (2) Employees retained shall be those the Department Head determines are most capable of efficiently and effectively maintaining the Department’s essential operations.

B. STATUS OF RELEASED EMPLOYEES

- (1) Employees released due to a reduction in force shall retain the right to consideration for reinstatement to their prior position, if a position becomes available, for a period of one (1) year from the separation date.
- (2) Offers of re-employment to previously released employees will be based on past job performance and seniority.
- (3) Refusal by a released employee to accept a position offered for reinstatement nullifies that employee’s right to further consideration for employment.
- (4) Released employees will be given consideration for openings in other departments of the City for which they may qualify.
- (5) Employees whose performance is not satisfactory shall be separated by the appropriate method for unsatisfactory performance rather than reduction in force, whenever possible.

CITY OF TOCCOA	Number: Policy 29
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Drug Free Workplace	Revised Date: April 2015

Purpose: To establish guidelines concerning the use of intoxicants or drugs by employees and elected officials of the City of Toccoa.

Policy Statement:

The City intends to provide a safe and efficient working environment for its employees and as a result, will not tolerate drug or alcohol use which imperils the health, safety, and well-being of its employees or any aspect of its operations. This policy applies to all employees and elected officials of the City. **All employees are required to attend Drug Free Workplace training during Orientation and must receive 1 hour of training per year. Supervisors must also receive 1 hour of supervisory training per year.**

A. AUTHORIZED PRESCRIBED MEDICINE

- (1) The appropriate use of physician prescribed or over-the-counter medications and drugs will not be a violation of this policy.
- (2) Any employee who is taking any medication or drugs which could interfere with the safe and effective performance of duties or operation of vehicles or equipment shall notify his/her supervisor before beginning work. Failure to do so may result in disciplinary action, including termination.
- (3) Pre-clearance from a physician will be required if there is a question regarding an employees ability to safely and effectively perform assigned duties.

B. PROHIBITIONS

- (1) The use or possession of alcohol or illegal drugs off City premises and while not on duty may be cause for discipline up to and including dismissal where such conduct can be shown to have a direct and material adverse impact on the City’s interests, including its public image.
- (2) The following conduct is expressly prohibited and violations shall result in dismissal:
 - [a] Unauthorized use, consumption, possession, manufacture, growth, distribution, dispensation or sale of controlled substances or illegal drugs or drug paraphernalia on City premises, in City supplied vehicles, in any City work area, or public property.

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[b] Unauthorized use, consumption, possession, manufacture, distribution, dispensation or sale of alcohol, while on duty, on City premises, in City supplied vehicles, in any City work area, or public property.

[c] Being under the influence of an unauthorized or controlled substance, or illegal drug or alcohol on City premises, in City supplied vehicles, in any City work area, or public property.

[d] A conviction of an employee for the sale of, or possession with intent to sell illegal drugs at any time or place, is cause for immediate dismissal.

C. SEARCHES

(1) The City reserves the right to search for evidence of prohibited conduct at any time and without notice or employee consent, all areas and property, real or personal, which are owned or controlled by the City or where the City has the right to control, including joint control with an employee. Such areas and property include, but are not limited to City owned or leased or controlled:

- [a] buildings;
- [b] land;
- [c] motor vehicles;
- [d] desks, lockers, files, and
- [e] storage containers.

(2) With respect to personal property not owned or controlled by the City, but which is in possession or control of the employee on City premise or located in a City supplied vehicle or in a City work area and where any supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of alcohol or drugs and where alcohol or drugs are suspected to be inside such personal property, the employee may be ordered to submit said personal property to a search. Such may include orders to:

- [a] unlock and open vehicles, tool and lunch boxes, and lockers, etc., and
- [b] turn inside out clothing pockets, billfolds, purses, envelopes, sack, etc.

(3) The refusal of the employee to comply with such order may be cause for discipline, including termination.

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D. TESTING

(1) Definitions

- [a] Safety Sensitive Position: This is a position which involves the use of dangerous equipment that may cause serious injury or harm to the operators or others or a position that involves duties, functions or situations which have the potential of causing serious injury or harm to the employee or others. Safety sensitive positions include but may not be limited to the following:
- i) Sworn law enforcement personnel and fire department personnel;
 - ii) Police radio dispatchers, property clerks;
 - iii) Operators of large equipment including construction and heavy equipment operators, and skilled laborers;
 - iv) Drivers of city vehicles, operators of vehicles or equipment requiring the commercial drivers license (CDL);

Additional job classifications may be added by the City Manager.

- [b] Reasonable Suspicion - This is that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such “reasonable suspicion” must be based on specific, objective facts or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol. Such facts include but are not limited to:
- i) direct observation of prohibited drug or alcohol use;
 - ii) slurred speech;
 - iii) alcohol beverage odor on breath;
 - iv) unsteady walking and movement;
 - v) physical altercation, and/or aggressive, hostile, threatening, disruptive or unusual behavior;
 - vi) a report by a reliable source of prohibited drug/alcohol use;
 - vii) evidence that an employee’s drug/alcohol test has been tampered with;
 - viii) evidence that the employee is involved in the use, possession, sale, solicitation or transfer of prohibited drugs;
 - ix) Tardiness or absence indicative of off-duty use of alcohol or prohibited drugs that renders the employee unable or unwilling to perform duties.

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[c] Random Testing - The random basis means that every member of the safety sensitive employee population has an equal chance of being selected for testing.

(2) Pre-employment, and Promotion or Transfer to Safety Sensitive Positions

[a] The City shall require as part of the employment process, that upon an offer of employment conditional on the outcome of the drug/alcohol test, the prospective employee or employee to be appointed, promoted or transferred to any “safety sensitive” position, must submit to a pre-employment or pre-appointment drug and alcohol screening/testing in order to determine the individuals suitability for employment or appointment.

[b] The applicant/employee shall have the right for a retest of the same specimen at a certified lab of their choice at the applicant/employee’s expense.

[c] An applicant shall be given an opportunity to explain or to provide a bona fide verification of a valid current prescription for any drug identified in the drug screening/testing.

[d] The applicant will be informed if the reasons for rejection for employment or appointment include the results of the screening/testing.

[e] An employee/applicant who screen/tests positive for alcohol or drugs will be in violation of this policy and may be subject to disciplinary action including termination

[f] Refusal of an employee/applicant to submit to the screen/test will be cause for rejection for the appointment.

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(3) Physical Examinations

All applicants who have been offered employment with the City shall undergo a physical exam, that examination may include a breath, saliva, urine and/or blood tests for alcohol and drugs as a condition of employment. In such instances:

- [a] Physical examinations shall be coordinated with the Human Resources Director.
- [b] An employee who tests positive for alcohol or drugs during such a physical exam will be in violation of this policy.
- [c] Refusal of the employee to submit to the test will be cause for discipline, including termination.

(4) Accidents Resulting in Property Damage/Injury

[a] The City Manager and Department Heads are authorized to require drug or alcohol testing when an employee is involved in a property damage accident.

[b] An employee will be required to submit to drug or alcohol testing if he/she is involved in:

- i) in a motor vehicle accident while operating a City vehicle, or
- ii) any job-related motor vehicle accident, or
- iii) any other accident that results in property damage or injury.

The facts underlying the determination to require testing shall be disclosed to the employee at the time the order to take a test is given.

[c] The employee will be taken by a supervisor or other management staff to a collection site to provide the required urine and/or blood and/or breath or saliva specimen as soon as possible after the accident.

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- [d] All cases involving post-accident testing must be immediately reported in writing to the Human Resources Director.
- [e] Reports of post-accident testing shall detail the specific facts, symptoms or observations that formed the basis for the determination to require testing.
- [f] The record of the test results shall be included with the report to the City Manager.
- [g] An employee who tests positive for drugs or alcohol as a result of such testing will be in violation of this policy.

(5) Reasonable Suspicion Testing

- [a] Whenever the City Manager or a Department Head has a reasonable suspicion that an employee on duty or scheduled for duty is intoxicated or under the influence of alcohol or drugs, the employee may be ordered to submit to a drug and/or alcohol test
- [b] Refusal by an employee to submit to the test will be cause for discipline, including termination.

(6) Random Testing

[a] Safety Sensitive Positions

Individuals employed in these positions shall be subject to testing on a random basis. The City Manager shall determine the frequency and number of such random selectees to be tested.

[b] Commercial Drivers

i) Individuals employed as operators of vehicles or equipment requiring the commercial driver's license (CDL) shall be subjected to additional alcohol and drug testing on a random basis as require by 49 Code of Federal Regulations, Part 382, as amended.

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- ii) At least twenty-five percent (25%) of the City’s CDL holders shall be random tested for alcohol during each calendar year.
- iii) At least fifty (50%) of the City’s CDL holders shall be random tested for controlled substances during each calendar year.
- iv) At least fifty (50%) of Gas Dept. employees shall be random tested for controlled substances during each calendar year.
- v) The Human Resources Director shall comply with all reporting and recordkeeping requirements of 49 Code of Federal Regulations, Part 382, as amended.

Toccoa Natural Gas Drug & Alcohol Policy is a Separate Plan and is required by the U. S. Department of Transportation and PHMSA (Pipeline and Hazardous Materials Safety Administration). (Copy on file in HR Office and Gas Utilities Department)

All Random Drug Testing selection will be provided by the company contracted to provide the drug free services.

(7) Return to Duty From Suspension Without Pay

- [a] In addition to the testing situations previously described, individuals employed in safety sensitive positions shall be subject to testing upon return to duty from disciplinary suspensions.
- [b] An employee who screens/tests positive for alcohol/drugs will be in violation this policy and may be subject to further disciplinary action, including termination.
- [c] Refusal of an employee to submit to the screen/test will also be cause for disciplinary action including termination.

(8) On the Job Injuries

- [a] 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.
- [b] Employees who require emergency medical treatment for an on the job injury may be ordered by a Department Head to report to a collection site as soon as the medical emergency is resolved.

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[c] Employees not requiring emergency medical treatment may be ordered to report to a collection site by a Department Head immediately after the occurrence of the injury or accident or immediately after the employee gives notice of such occurrence, whichever occurs first.

[d] Employees who are unable to drive to a collection site will be transported by the Department Head or designee

[e] If an employee refuses to sign the proper forms to provide a blood, urine or saliva sample as required for testing within the time set forth in this policy, the Department Head 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 Worker's Compensation Law of the State of Georgia and all injury with pay leave that the employee may otherwise receive.

[f] The Department Head shall also immediately advise the Human Resources Director of the injured employee's refusal to cooperate.

[g] Employees who refuse to go to a collection site or who fail to provide a blood, urine or saliva specimen as required for testing within the time set forth in this policy shall forfeit all compensation benefits under the Worker's Compensation Law of the State of Georgia and injury with pay leave.

[h] An employee's refusal shall constitute a violation of this order and shall result in disciplinary action which may include termination of employment.

E. TESTING PROCEDURES

(1) Applicants and employees subject to testing will be requested to sign, prior to testing, an approved form consenting to the testing and to the release of the test results to the Human Resources Director.

(2) If the individual does not sign the form, refusal constitutes failure to obey an order to submit to the test and is grounds for disciplinary action including termination.

(3) The failure of an employee to provide a urine specimen within two hours of the request at the test site is tantamount to a refusal.

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(4) Refusal by an applicant to sign the consent form and/or be tested shall be grounds for rejection of the application.

(5) The drug and/or alcohol analysis may test for alcohol or a controlled substance which could impair an employee's ability to safely or effectively perform the functions of his/her job.

(6) Controlled substance means any drug listed in 21 U.S.C. 812 and other federal regulations. Such drugs include, but are not limited to:

- * prescription medications,
- * heroin and cocaine,
- * morphine and its derivatives,
- * P.C.P.
- * methadone,
- * barbiturates and amphetamines, and
- * marijuana and other cannabinoids.

(7) Lab reports and/or test results will not be placed in the employee's personnel record. This information will remain in a separate record that will be securely kept under the control of the Human Resources Director.

(8) Test results will only be released by the Human Resources Director to the City Manager on a strictly need to know basis and to the tested individual upon request.

(9) Release of information may also occur in case of the following events:

- [a] The information is compelled by law or by judicial or administrative process; including disciplinary proceedings.

F. MEDICAL REVIEW OFFICER (MRO)

(1) An employee/applicant who tested positive, will be contacted by a Medical Doctor who serves as MRO for the City of Toccoa and the Drug-Free Workplace Program provider. The employee/applicant will be informed of the positive result and asked to provide a legitimate medical explanation for that positive. The MRO may elect to contact the employee's/applicant's Medical Doctor, Dentist, Pharmacist, etc., to verify such result prior to reporting to the City. The MRO has 48 hours from his receipt of the positive test, to investigate and to report the result to the City of Toccoa.

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- (2) The employee/applicant will be given written notice of a confirmed positive result within within five (5) working days of the City’s receipt of the result. The employee/applicant will also be given five (5) working days to contest the result. If requested by the employee/applicant, the City will provide a copy of the test results to them. The employee/applicant will be reminded that if the sample he provided for the testing was sufficient, he/she may, at their own expense, request a second confirmation test of a portion of the remaining sample by a NIDA or other federal Health and Human Services Department approved laboratory of the employee’s applicant’s choosing (list of such approved labs will be provided by the Drug Free Workplace provider).
- (3) In the event the MRO is unable to contact the employee directly, the following procedure should be followed:
- (a) The MRO or designee will contact the City representative, the Human Resources Director, or designee and inform the City that the employee could not be reached at the phone number provided.
 - (b) The HR Director or designee will personally contact the employee immediately upon being contacted by the MRO and/or designee and make arrangements for the employee to be located and transported by someone in a supervisory capacity to City Hall where employee can contact the MRO in a private/confidential manner.
 - (c) Until City receives confirmation that the test is a verified positive (no medical reason involved) the employee should not be allowed to drive or operate any city equipment and should be sent home or taken home and placed on paid or unpaid administrative leave.
 - (d) The above procedures should be kept as confidential as possible to protect the employee and City from any liability issues.

G. DRUG ALCOHOL SCREEN ANALYSIS

(1) Alcohol

- [a] An employee shall be deemed to be “under the influence” of alcohol where a blood/alcohol content by weight of alcohol exists in the person as follows:
- i) .04 percent or more.
 - ii) An employee may be found to be “under the influence” where a breath/blood alcohol exists in the person is less than the foregoing amounts and other competent evidence shows job performance or employee safety to be affected.
 - iii) An employee may be found to be “under the influence” where a blood alcohol content by weight of alcohol exists in the person’s blood is less than the foregoing

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amounts and other competent evidence shows job performance or employee safety to be affected.

[b] Testing for alcohol violations will be performed by a City approved laboratory and the Toccoa Police Department. Such testing will be conducted in accordance with the usual protocol of the Department.

[c] Tests will be performed on the breathalyzer by certified operators.

[d] Other alcohol testing devices that become available for use by the police in its normal operations may also be used for this policy.

[e] Test results shall be provided to the Human Resources Director, Department Head and City Manager as detailed in this policy.

(2) Drugs

[a] The drug screen analysis will include those agents that most frequently are the drugs of abuse. The list will be subject to review and modification.

[b] Two types of drug tests will be used, they are as follows:

- 1) Initial test or initial screening test is a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure or shall use a more accurate scientifically acceptable method approved by the National Institute on Drug Abuse (NIDA), as such more accurate testing becomes available.
- 2) Confirmatory tests or confirmation test is a second analytical procedure used after an initial screening test to identify the presence of a threshold detection level of a specific drug or metabolite in a specimen. A confirmation test must be different in scientific principal from that of the initial screening test procedure. This confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy that is at least as accurate as the gas chromatography/mass spectrometry (GC/MS) method.

[c] Each drug screening may include a test for the following illicit narcotics or drugs:

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- i) Amphetamines (Benedrine, Dexedrine, Methamphetamine)
- ii) Barbiturates (Seconal, Phenobarbital, Pentobarbital)
- iii) Cannabinoid metabolites (Marijuana, Hashish, THC)
- iv) Opiate derivatives (Heroin, Morphine, Codeine)
- v) Cocaine metabolites (Benzoylecgonine, Ecgonine, Crack)
- vi) Phencyclidine (PCP)

Other tests may be added as soon as they are generally accepted as accurate and reliable.

[d] Thresholds have been established that set the limit at which a drug test may be called positive.

- i) Specimens containing the drug or metabolite below the threshold are identified as “negative.”
- ii) All specimens identified as positive on the initial test shall be confirmed.

[e] The initial and confirmatory drug test cutoff values promulgated by the Department of Health and Human Services (Federal Register, Vol.53, No.69, published April 11 1988), and as amended, are hereby adopted as the cutoff values for this policy. These test levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

[f] Threshold levels specified by the reagent manufacturers will be used for drugs or compounds not listed in the Federal Register, or specified by law.

H. ACCEPTABLE LABORATORIES

Only laboratories currently certified by the National Institute on Drug Abuse and the U.S. Department of Health and Human Services may conduct initial and confirmatory drug tests. In addition, the following with apply:

- (1) Chain of custody procedures will be followed set by the lab.
- (2) Specimens found to be positive will be maintained (frozen) for one year, unless the laboratory is otherwise directed by the City’s Medical Review Officer.
- (3) An inadvertent failure to comply with a requirement of this protocol that does not render the test result unreliable shall not prevent the City from imposing disciplinary action, including termination, against the employee

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I. PROGRAM ADMINISTRATION

The Human Resources Director is responsible for the overall administration of the program. Responsibilities are to:

- (1) Prepare a report submitted to the City Manager on a quarterly basis outlining the :
 - [a] number of tests given;
 - [b] basis of the tests (random, pre-employment, post-accident, etc.);
 - [c] results on a summary basis; and,
 - [d] costs incurred in the program.
- (2) Provide Department Heads with the names of employees selected at random to be tested.
- (3) Assist Department heads in the administration of the City's Drug-Free Workplace Program.
- (4) Assist employees who voluntarily come forward to get assistance with any substance abuse problems they have.
- (5) Receive the results of all drug tests and maintain the information in a secure file for a minimum of five (5) years.
- (6) Notify the appropriate Department Head when a positive result is received.
- (7) Designate collection sites and perform other actions necessary to implement this policy.

J. CONSEQUENCES FOR VIOLATION OF THIS POLICY

The City will allow all employees/applicants who test positive for alcohol and/or drugs the opportunity to explain the test results to the Medical Review Officer.

Violation of the City's Alcohol and Drug Policy may result in severe disciplinary action including 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:

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- (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 to submit a breath, saliva, urine or blood specimen for testing when ordered by management;
- (6) Fails to fulfill the terms of a drug/alcohol assistance option or last chance agreement.

K. CONDITION OF EMPLOYMENT

Compliance with the City’s Alcohol and Drug 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 the Policy or to fulfill agreements will be grounds for disciplinary action, including termination.

L. CONDITION OF RE-EMPLOYMENT

- (1) Any employee who has been terminated for violation of the Drug Free Workplace may be considered for rehire provided the following conditions are met:
 - [a] At least 12 months have passed since termination.
 - [b] Previous work history, attendance record and termination report were favorable.
 - [c] Must submit to a pre-employment drug screen.
 - [d] May be drug tested upon request for a period of two (2) years, in addition to participation in the random pool.
 - [e] May be required to produce a rehabilitation/assessment certification (at applicant’s expense) prior to actual employment.

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[f] Any confirmed failure would be cause for immediate termination with no further eligibility for re-hire.

[g] Probationary period may be extended by Human Resources Director beyond the applicable probationary period.

CITY OF TOCCOA	Number: Policy 30
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SECTION: Employee Relations	Original Date: January 1992
TITLE: Dress Code	Revised Date: April 2015

Purpose: To establish the requirement that City of Toccoa employees adhere to dress standards required for specific job functions.

Provisions:

(1) All employees are required to be clean and neat and have an appearance that is appropriate for their work and which reflects well upon the City. Females should be neat and clean and dress in appropriate business casual attire. Men should have hair, beards, mustaches groomed at an appropriate/respectful length

(2) Casual Day attire:

[a]The City Manager, at his/her discretion, shall allow the designation of specific days as “Casual Days.”

[b] Appropriate casual day attire includes:

- i) City of Toccoa polo shirt, t-shirt, or sweatshirt;
- ii) Blue jeans (not cut-off);
- iii) Slacks;
- iv) City Short/Dress Shorts (not blue jeans and of reasonable length);
- v) Skirts/Skorts (of reasonable length).

(3) The following employees are required to wear uniforms as specified by their departments:

- [a] Police; Fire
- [b] Street and Solid Waste;
- [c] Parks;
- [d] Cemetery; and
- [e] Water/Sewer and Natural Gas.

(4) The City will provide uniforms to employees who are required to wear them. Uniforms should not be worn while off-duty.

(5) Uniforms must be worn at all times when an employee is on duty. Uniforms are to be neat and clean upon the employee’s arrival at the work place.

(6) Uniforms are to be returned to the City upon termination of employment.

CITY OF TOCCOA	Number: Policy 31
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SECTION: General	Original Date: January 1992
TITLE: Personnel Records	Revised Date: April 2015

Purpose: To describe the types of records and actions required to maintain information on all persons who are or have been employed by the City of Toccoa.

Policy Statement:

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 and comply with applicable Federal/State//Local regulations.

Application: All employees of the City of Toccoa.

Responsibilities:

- (1) Employees shall notify their Department Heads of any changes in the personal data such as address and phone number.
- (2) Department Heads shall notify the Human Resources Department of any changes that department employees have made that would impact the personnel records.
- (3) The Human Resources Director shall, receive any inquiries concerning Personnel Records and shall respond promptly and directly to routine requests under this policy or seek guidance from the City Manager to interpret questions of policy.
- (4) The City will respond as legally required to requests for credit references on present or previous employees and job references on previous employees. Unless required, such information will be released only upon written request/authorization of the employee.
- (5) The Human Resources Director shall retain personnel records of terminated employees for three years from the date of termination or the required length of time based on the Records Retention Act.

Provisions:

A. PERSONNEL/SERVICE RECORDS

- (1) Records of all employee personnel actions shall be maintained in accordance to all legal requirements and guidelines. These records will include but not limited to:
 - [a] recruiting and hiring;
 - [b] benefits;

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- [c] promotions, demotions, and transfers;
- [d] layoffs and recall;
- [e] leaves and terminations;
- [f] evaluation reports and discipline actions; and,
- [g] participation in specific training and other activities.

(2) Approved review by an employee of his/her file may only be made in the Human Resources Department.

(3) An employee may not remove any of his/her files from the Human Resources Department.

(4) Personnel records shall be maintained in a confidential and secure manner and released only with proper authorization and in accord with the Freedom of Information Act and other applicable Federal, State and local regulations.

CITY OF TOCCOA	Number: Policy 32
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SECTION: General	Original Date: January 1992
TITLE: Conflict of Interest	Revised Date: April 2015

Purpose: To establish 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.

Policy Statement:

The City, in its mission of service to its citizens, has an obligation to ensure public confidence in the integrity of its employees.

Definition: An election is partisan if any candidate for an elective public office is running as a representative of a political party whose presidential candidate received electoral votes at the preceding presidential election.

Provisions/Ethical Standards:

(1) Gifts and Favors: No employee shall request or receive a gift, favor, or loan 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:

[a] An employee who has a financial interest in a business or activity that he/she has reason to believe may be affected by his/her official actions or by the actions of the City shall make disclosure of the exact nature and value of the interest in writing to the appropriate persons.

[b] Any employee who has a financial interest shall disqualify himself/herself from participating in any official action directly affecting this interest.

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(5) Contract with Employees: The City shall not enter into any contract for services or property with any employee without prior approval of the City Manager. This does not apply to the contract between the City Manager and the City. The City also shall not enter into any contract for services with a business in which an employee has an interest if that interest might be, or might appear to be, affected by the contract. This section is not applicable under circumstances which constitute an emergency situation, so long as the report detailing the circumstances is later submitted to the City Manager.

(6) Employee Running for Office :

[a] A City employee may not campaign or run for local political office in the City of Toccoa until he/she has filed as a candidate for election. Once the employee has filed, he/she is required to use available vacation leave, request a leave of absence without pay, or resign from employment with the City. An employee taking a leave of absence without pay shall not accrue vacation or sick leave, and shall not be eligible for holiday leave during the period of the leave.

[b] If the employee who requests a leave of absence to run for office is unsuccessful in his/her election, the employee may request reinstatement to active status as an employee of the City. The City may place that employee in the position the employee vacated, or another position for which the employee qualifies. The employee shall return to the same rate of pay held prior to the leave of absence.

(7) Political Activity: Prohibitions of the Hatch Act are not affected by state or local laws. All employees are covered by the Federal Hatch Act. This Act states that an individual principally employed by a state or local executive agency in connection with a program financed in whole or part by federal loans or grants may:

- [a] Be a candidate for public office in a nonpartisan election except in the City of Toccoa and Stephens County elections;
- [b] Campaign for and hold elective office in political clubs and organizations;
- [c] Campaign for candidates for public office in partisan and nonpartisan elections except for City of Toccoa elections;
- [d] Contribute money to political organizations or attend political fund raising functions but may not contribute money to be used by candidates for City of Toccoa elections;

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- [e] Not be a candidate for a partisan election;
- [f] Not use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;
- [g] Not directly or indirectly coerce contributions from subordinates in support of a political party or candidate.
- (h) Not campaign for any candidate, including themselves, while on duty.

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SECTION: General	Original Date: January 1992
TITLE: Outside Employment	Revised Date: April 2015

Purpose: To establish requirements regarding City of Toccoa employees' authority to work for other entities.

Provisions:

(1) 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.

(2) No employee shall 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 conduct business with the City or be subjected to City regulation.

(3) An employee considering outside employment must submit a written request outlining the specific of such employment to his/her Department Head for approval before accepting such position. Employee should notify his/her Department Head of any changes in outside employment.

(4) Outside employment must be considered secondary to primary responsibilities to the City and shall be subject to periodic review.

(5) No employee shall use any equipment, materials, supplies or any other City property while engaged in outside employment.

CITY OF TOCCOA	Number: Policy 34
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SECTION: General	Original Date: January 1992 Revised 07/05
TITLE: Travel and Expenses	Revised Date: April 2015

Policy Statement:

The City of Toccoa will bear the cost of all reasonable and authorized expenses incurred by employees while traveling out of the City or within the City while on official business.

Application: All City employees

Responsibilities:

(1) Authorization - All out of town City travel at the expense of the City, including conference registration fees, must be approved by the Department Head and City Manager prior to the time such expenses are incurred. Such approval shall be obtained on the authorized "Travel Authorization Form."

All expenses, after they have been incurred, must be approved by the Finance Director on the "Employee Expense Statement Form." This form must be submitted to the Finance Director's office within ten days after a trip is completed.

(2) Expenses - The following list of expense classification is for information and guidance of employees in determining expenses which are appropriate when traveling on City business. The list is intended as a guide and is not necessarily inclusive. Discretion is allowed. The City Manager may approve other travel expenses in order to provide for unusual circumstances.

Employees are expected to show good judgment in matter of travel expense and have proper regard for economy in the conduct of business away from the City.

[a] Transportation: Tourist class airplane passage will be considered for out-of-state travel and cases within the state when time restraints require air travel. City vehicles, rather than personal vehicles, are to be used for out-of-city trips. Business related cab fare, shuttle service, or public transportation fees will be reimbursed. The expense of gas and/or other routine supplies will be reimbursed. Receipts for such payments must be furnished in order for reimbursement. Use of personal cars for out-of-city trips may be approved by the City Manager when the use of the City vehicle is not available or is not practical. When this mode of travel is approved, the annual IRS approved mileage reimbursement rate will be allowed.

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[b] Lodging: Expenses will be allowed for adequate lodging. Receipt for lodging must be provided. Lodging cost shall not include personal phone calls, movies, or room service.

[c] Per Diem: Shall cover meals, tips, incidental cab fare and all other incidental expenses. No receipt required.

[d] Telephone: Charges will be allowed for official calls only.

[e] Registration Fees: Fees charged for registration at any convention, seminar, school, and so forth, are allowable. Registration fees, when possible, should be paid in advance.

[f] Overnight Parking: Fees and charges incurred during time of travel are acceptable. Receipts required.

(3) Advance and Reimbursement:

[a]Cash Advance: A cash advance can be obtained when, in the opinion of the Department Head and/or City Manager, it would work an unnecessary hardship on the person traveling to pay total expenses and be reimbursed. This advance can be requested at the time the proper form is submitted for authorization.

[b]Reimbursements: May be made once the travel event has been completed, and the Travel-Expense form has been fully completed and turned into the City Manager's Office. It is the responsibility of each Department Head to assure that this system is properly implemented in his/her Department. These forms should be turned into the City Manager's Office within ten (10) working days from the time of travel. All cash advances should be settled with the Finance Office within that time period.

(4) Local Expenses: Expenses incurred in the City will be handled by reimbursement. Receipts should be submitted and approved by the Department Head and/or Finance Director through the purchase order process. Once the request for payment has been submitted and approved, they will be placed in line for payment.

(5) Municipal Commission: For the purpose of implementing these policies, members of the City Commission shall be considered employees of the City of Toccoa and subject to these travel procedures.

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SECTION: General	Original Date: January 1992 Revised 07/05
TITLE: Travel and Expenses	Revised Date: April 2015

Per Diem Travel Policy:

The City Commission of the City of Toccoa recognizes that travel and conference attendance on behalf of the City is necessary and desirable in the proper and official pursuit of City business. To this end, and to effect a uniform policy regarding related to expenses, the following shall constitute the official policy for the City of Toccoa for all authorized official City travel.

A. SECTION I - AUTHORIZED CITY TRAVEL

- (1) City Commissioners and City Manager shall be paid per diem of \$75 for each night which involves an overnight stay away from the City and \$50 for the return day's trip and no accounting shall be required thereof. Department Heads shall be paid per diem of \$50 for each night which involves an overnight stay away from the City and \$30 for return day's trip, and no accounting shall be required thereof. All other employees shall be reimbursed for actual expenses, but not to exceed Department Head per diem levels.
- (2) The per diem shall cover meals, tips, and all other incidentals expenses.
- (3) The City shall pay actual air or rail transportation cost, computed at tourist class rates, plus cab fares to and from airport.
- (4) The City shall pay actual hotel room cost and conference registration fees. Hotel cost shall not include personal phone calls, movies, or room service.
- (5) If any member of Commission chooses to drive his/her personal car out of the state, he/she may do so and be paid actual mileage not to exceed the cost of airfare. However, in such an instance, he/she shall defray all costs connected with the travel to and from the meeting and per diem shall begin the first day of the meeting or the day prior for meetings which begin at such an hour that a day-of-the-meeting arrival is not possible, and shall be paid through the last day of the meeting or through the day following the meeting where the concluding banquet or conference session is at night (this is based upon the theory that air transportation is sufficient to get anywhere within the continental United States in one day of travel).
- (6) When a personal car is used on relatively short trips, at the option of the City, the City shall pay the annual IRS approved mileage reimbursement rate for the use thereof.

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B. SECTION II - ACTUAL EXPENSES

For all travel not included in Section I, actual expenses shall be itemized on an official expense form available from the Finance Director and signed by the appropriate City department head prior to submission to the City Manager for final approval. Travel in personal vehicles shall be computed at the annual IRS approved mileage reimbursement rate per mile. A City car shall be utilized when available.

C. SECTION III - DEVIATIONS

The City Manager is authorized to permit deviations in such cases as strict interpretation hereof would work an undue hardship on a representative of the City attending a conference on behalf of the City.

CITY OF TOCCOA	Number: Policy 35
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SECTION: General	Original Date: January 1992
TITLE: Safety on the Job	Revised Date: April 2015

Purpose: To establish procedures that promote safe and healthy work practices and compliance in accordance with the programs and requirements in the areas of Occupational Safety and Health.

Application: All City employees

Provisions:

A. GENERAL SAFETY RULES FOR ALL EMPLOYEES

- (1) All injuries and accidents must be reported to the immediate supervisor.
- (2) Employees are not to engage in personal conduct that is potentially dangerous to themselves or others.
- (3) Machines are not to be serviced while they are running except where such action is standard procedure and the safe procedure for servicing is established and followed.
- (4) Safety guards are not to be removed while a machine is running. If the guard is removed in order to service the machine, it must be replaced immediately when the work is completed and before the machine is started.
- (5) Jewelry or loose, torn or ragged clothing is not to be worn around moving machinery. Loose hair must be contained.
- (6) Employees are to:
 - [a] Only operate machinery that has been assigned to them and in which they are familiar with the machinery's safe operation.
 - [b] Use the appropriate safe method to lift heavy objects.
 - [c] Observe good housekeeping practices to keep their work area, vehicles or other equipment in clean and safe condition and place all trash in proper containers.

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- [d] Observe all safety practices and procedures relative to the work being performed.
- [e] Use proper safety clothing and equipment designated for the work being performed and be sure safety equipment is in good working order before using.
- [f] Report any unsafe condition to the supervisor.
- [g] An employee should alert another employee if he/she observes the individual engaging in unsafe practices or conduct. If the behavior continues, the employee should notify the appropriate supervisor.

[h] Employees are required to wear seatbelts while operating or riding in a city vehicle. Failure to wear a seatbelt could result in disciplinary action.

Exceptions to this policy would be for employees who make frequent, repetitive stops that result in the vehicle moving typically slower than 5-10 mph and frequent exits from the vehicle to perform the required duties.. Examples include meter readers, solid waste collectors, etc., while actually on the scheduled route.

[i] Employees are required to wear seatbelts on those pieces of equipment that are equipped with seatbelts and/or a rollover protection device.

[j] Employees are required to attend regular scheduled safety meetings conducted by either a member of the safety committee or the safety coordinator. These meetings will be held no less than 4 times per year for each city department.

[k] A safety committee member or safety coordinator shall conduct bi-annual site inspections for each department.

B. GENERAL SAFETY RESPONSIBILITIES OF THE SUPERVISOR

(1) Supervisors are responsible for:

- [a] the safety of their employees;
- [b] assuring that safe working conditions are maintained and safe work practices observed;
- [c] properly instructing employees in safe work practices; and
- [d] safe operation and care of all City equipment and facilities.

(2) Supervisors should:

- [a] Take immediate action to correct any unsafe condition reported by an employee.
- [b] Encourage employees to report unsafe work practices and conditions.
- [c] Provide required personal protective equipment and be sure employees properly use the equipment.

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[d] Communicate regularly with employees individually and in group meeting on the importance of safety, how to work safely and how to maintain a safe and healthy work environment.

(3) Supervisors should not:

[a] Assign an employee to perform a job that is unsafe or that he/she has a reason to believe is unsafe. Appropriate action should be taken to correct the unsafe condition.

[b] Allow “horseplay,” unnecessary running or other unsafe conduct.

[c] Allow employees to use defective or improper tools.

[d] Allow employees to operate or work on equipment with which they are unfamiliar until they have been properly trained and qualified on the use of the equipment.

CITY OF TOCCOA	Number: Policy 36
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SECTION: General	Original Date: January 1992
TITLE: <i>Workplace Violence (New Policy)</i>	Revised Date: April 2015

Purpose: The City of Toccoa is committed to providing, in so far as it reasonably can do so within available resources, a safe environment for working and conducting business. The City will not tolerate acts of violence committed by or against City employees, or members of the public, while on City of Toccoa property or while performing City of Toccoa business at other locations.

Application: All City Employees

Provisions:

Violence in this policy shall mean an act or behavior that:

1. is physically assaultive;
2. a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property;
3. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
4. would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
5. is a behavior, or action, that a reasonable person would perceive as menacing;
6. involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
7. consists of a communicated or reasonably perceived threat to destroy property.

Violent actions on City property or facilities, or while on City business, will not be tolerated or ignored. Any unlawful violent actions committed by employees or members of the public while on City property, or while using City facilities, will be prosecuted as appropriate. The City intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

Application:

The objective of this policy is to achieve the following:

1. reduce the potential for violence in and around the workplace;
2. encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
3. mitigate the negative consequences for employees who experience or encounter violence in their work lives.

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POSSESSION AND USE OF DANGEROUS WEAPONS BY EMPLOYEES

In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on City property, in City vehicles or in any personal vehicle driven to work by the employee or any personal vehicle used for City business.

Dangerous Weapons Defined

A dangerous weapon is any instrument capable of producing bodily harm, in a manner, under circumstances and at a time and place that manifests an intent to harm or intimidate another person or that warrants alarm for the safety of another person.

Exceptions to Dangerous Weapons Prohibitions

Employees of the City of Toccoa may possess a firearm on City property if:

1. Engaged in military or law enforcement activities

Responsibilities:

Employees

Employees are responsible for:

- a. Refraining from acts of violence and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace; and
- b. Reporting to managers and supervisors any dangerous or threatening situations that occur in the workplace.

Managers/Supervisors

Managers and supervisors are responsible for assessing situations, making judgments on the appropriate response, and then responding to reports of knowledge of violence and for initiating the investigation process.

2. Any report of violence, will be evaluated immediately and confidentially, and appropriate action will be taken, where possible, in order to protect the employee from further violence. Appropriate disciplinary action will be taken when it is determined that City of Toccoa employees have committed acts of violence.
3. Where issues of employee safety are of concern, managers and supervisors should evaluate the workplace and make appropriate recommendations to the City Manager regarding a reasonable response.

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City Manager

In so far as is reasonably possible, the City Manager, or the City Manager’s designee, is responsible for developing procedures that are designed to reasonably achieve:

1. prompt and appropriate response to any act of violence;
2. accountability among employees for acts of violence committed in the workplace;
3. establishment of a Crisis Management Team to provide immediate response to serious incidents;
4. establishment of avenues of support for employees who experience violence; and
5. communication of this policy and administrative procedures to employees, managers and supervisors.

6. Achieving Goals and Evaluating Process

To achieve the goals and objectives of this policy, the City intends to do the following:

7. Establish procedures and methods for implementing policies and for addressing violence in the workplace.
8. Provide training to managers, supervisors, and other employees;
9. Evaluate the physical environment for safety and consider modifications; and
10. Evaluate progress in achieving the goals and objectives of this policy.

11. Procedures for Dealing With Act of Violence in the Workplace

When a violent act occurs:

1. If the act or altercation constitutes an emergency, **CALL 911**. In instances that are not emergency situations, contact your immediate manager or supervisor. When 911 is contacted, contact an immediate supervisor after contacting 911
2. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or it would be too dangerous to the employee of manager to attempt to separate the parties, CALL 911.
3. Contact the appropriate Department Director.
4. The Department Director will contact the Human Resources Director, who will take responsibility for coordinating response to the incident.
5. In instances that involve emergency situations, or criminal activity, the Human Resources Director will contact the City Manager and the Police Department. Incidents involving emergency situations and/or criminal activity will be referred to the Police Department for assessment and, if necessary, investigation.
6. In instances when it is not appropriate to refer an incident to the Police Department, the Human Resources Director will evaluate the situation and make a recommendation regarding the need for an investigation. If an internal investigation is recommended, the Human Resources Director will coordinate the investigation process.

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Conducting an Investigation

Incidents involving emergency and/or criminal activity will be referred to the Police Department for investigation. Incidents that do not involve an emergency situation, and/or criminal activity, will be handled by the Human Resources Department. The Human Resources Director, in consultation with the City Manager, will determine whether an investigation is needed and who will conduct the investigation.

1. Data Collection

There are great liabilities and legal implications associated with violent behavior in the workplace; therefore, before beginning any investigation, consult with the Human Resources Department and the City Manager.

The investigation that you conduct could lead to disciplinary action; please be sensitive to the rights of all persons involved and proceed in a manner that demonstrates objectivity, fairness, and a concern for confidentiality. Remember, document all aspects of your investigation.

2. Interview with the Alleged Victim

When talking with the alleged victim, speak clearly and non-judgmentally. Approach the interview in a sensitive, supportive manner. The goal of the interview is to develop a true and accurate account of the incident.

1. Obtain the date/time of the violent incident
 2. Find answers to the questions: who, what, when and where. Find out what specifically happened in this and any other incidents.
 3. Determine the background of the situation, including the relationship between the parties before the incident.
 4. Obtain the names of anyone else who:
 - a. Saw or heard the incident
 - b. Has talked with about the incident
 - c. Also has had encounters with the alleged offender
1. Find out what the person did in response to the violent encounter.
 2. Find out whether the person has documented the incident, or any other violent encounters that the person has had with the alleged offender.
 3. Reassure the person that the City is actively responding to the incident and that any retaliation will not be tolerated.

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Interview with the Alleged Offender

Approach the interview in a non-judgmental, sensitive manner. Keep in mind that a person is innocent until proven at fault. Unreasonable assumptions of guilt before an investigation has been completed can impede an appropriate investigation.

1. Present the incident or incidents described by the victim, or your own observations if you directly saw the incident.
 2. Get the alleged offender's side of the story.
 3. Investigate with such statements as:
 - a. "Describe the incident that occurred between you and the victim."
 - b. "Describe your relationship with the victim and other interactions that you have had."
-
1. Listen attentively as the alleged offender talks.
 2. Advise the offender of the seriousness of any form of retaliation against the recipient/victim, or any action that might be interpreted as retaliation.

Interviews with Observers or Others in the Workplace

In your investigation, realize that observers may also be disturbed by the violent interaction they have witnessed.

Investigate with questions such as:

1. What type of interaction did you observe between the offender and victim?
2. Are there others who might be able to comment, or who observed the same incident?

CITY OF TOCCOA	Number: Policy 37
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SECTION: General	Original Date: October 31, 2005
TITLE: <i>Accident Review Policy (new)</i>	Revised Date: April 2015

Purpose: The City of Toccoa’s Goal is to establish procedures that promote safe work practices that will, in turn, help prevent accidents. These procedures will assist in treating all employees in all departments fairly and consistently. Additionally, these procedures may provide a mechanism for tracking accidents as well as imposing appropriate disciplinary action in accordance the City’s Personnel Policy.

This policy is advisory in nature and will act as a guide to the general practices and procedures of the City.

Application: All City Employees

Provisions: This accident rating review policy will be utilized after any accident involving a City employee while operating city-owned vehicles or equipment. Appropriate personnel will determine if the employee is at fault and if disciplinary action is appropriate. Examples may include but are not limited to:

1. Damages to city owned vehicles, equipment and property;
2. Damages incurred to privately owned vehicles, equipment and property;
3. Personal injuries that require medical assistance

All offenses shall be grouped into three categories as described in the Personnel Policy Manual (Section VII. EMPLOYEE RELATIONS, Policy 24 – Disciplinary Process)

Group List: Group 1 = Minor
 Group 2 = Major
 Group 3 = Extensive

Responsibilities:

All accidents are to be reported (no matter how minor) to the Department Head for review and completion of the Accident Rating Review Form. The Accident Rating Review form should be turned in to the Human Resources Director as soon as possible after the incident. (If dollar values haven’t been received, report the accident with the anticipated date of completion of the form).

CITY OF TOCCOA	Number: Policy 38
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SECTION: General	Original Date: January 1992
TITLE: Employee Assistance Program	Revised Date: April 2015

Purpose: To define the purpose and parameters of the Employee Assistance Program (EAP) as offered to all employees of the City of Toccoa.

Policy: Recognizing that the health and well-being of its employees is vital to the success of the City, an Employee Assistance Program has been established to provide responsible, confidential assistance to employees experiencing personal problems with may adversely affect their job performance.

Application: All City Employees

Provisions:

1. The City recognizes that a wide range of human problems not directly associated with one's job function can affect an employee's job performance; and recognizes that many human problems can be successfully treated whether the problem is one of substance abuse, physical, mental, or emotional illness, or financial, marital, or family stress.
2. Since employee work performance can be affected by the problems of the employee's spouse or other dependents, the Employee Assistance Program is also available to the dependents of all City employees.
3. Those seeking help through the EAP are assured that their jobs and promotional opportunities will not be jeopardized solely as a result of a request for assistance.
4. Employees who participate in the EAP are expected to meet all existing job performance standards and established work rules as would any non-participating employee.
5. EAP is not designed to prevent termination. If job performance or conduct is unsatisfactory, the normal disciplinary or termination procedures can and will be followed regardless of participation in EAP.
6. The decision to participate in the EAP is strictly voluntary and the personal responsibility of the employee, unless specific actions as outlined elsewhere in the personnel policies and procedures make it mandatory for the employee to seek assistance from the Program.

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TITLE: Employee Assistance Program	Revised Date: April 2015

Procedures

1. Referrals

a. Self Referral: The employee may or may not be experiencing job performance problems, but may need to seek EAP support. No contact will be made with the supervisor unless written permission is granted by the employee.

b. Supervisory Referral: The supervisor may suggest that employees seek assistance from the EAP if he/she notices a decline in work performance or attitude, which the supervisor feels may be a result of personal problems. Supervisory referral in no way obligates the employee to schedule an appointment or use the services of the EAP.

c. Mandatory Referral: Where the employee’s behavior is intolerable/disruptive, it maybe agreed among the supervisor, Department Head, Human Resources Director, and City Manager, that the employee must participate in EAP. A written agreement of participation must be signed by and adhered to by the employee in order to continue employment. This step is generally taken in conjunction with disciplinary action.

2. Appointments:

a. Self-Referral: Will be made outside of regularly scheduled work hours whenever possible, or if not possible, may be covered by pre-approved sick leave.

b. Supervisory or Mandatory Referrals: Coordination of assessment and treatment will be facilitated between the EAP counselor and the City.

CITY OF TOCCOA	Number: Policy 39
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SECTION: General	Original Date: March, 2011
TITLE: Electronic Communication Policy	Revised Date: April 2015

Purpose: To establish guidelines concerning use of City of Toccoa Electronic Communication equipment.

Application:
All employees of the City of Toccoa

Policy Statement:

This policy covers the use of all technology resources belonging to the City of Toccoa. It includes (but is not limited to) pagers, radios, all computer systems of any size and function and their attached peripherals, landline phones, cellular phones, facsimile, voice mail systems, e-mail systems, networks resources and Internet resources. All technology resources owned by the City of Toccoa are in place to enable the City of Toccoa to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Because technology systems are constantly evolving, the City of Toccoa requires its employees to use a common sense approach to the rules set forth below, complying not only with the letter, but also the spirit, of this policy.

Provisions:

This policy, upon adoption by the City Commission, shall remain in effect until such time that it is altered, modified, or rescinded by the City Commission.

Definition:

E-mail – The distribution of messages, documents, files, software or images by electronic means over a phone line or a network connection. This includes internal e-mail, external e-mail and internet e-mail.

Internet and the World Wide Web – A worldwide network of computer servers connected by phone lines that allow access to the public through a special language (Hypertext Transfer Protocol or HTTP).

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SECTION: General	Original Date: March, 2011
TITLE: Electronic Communication Policy	Revised Date: April 2015

A. GENERAL POLICY

Information Access and Ownership – All technology resources and all information transmitted by, received from, or stored on City of Toccoa systems are property of the City of Toccoa, as well as being public record. As such, this information is subject to inspection by the City Manager and/or his designee and potentially, members of the public. The City reserves the right to enter, review and monitor the information on all systems, including voice mail, electronic mail and information stored on computer systems or media, without advanced notice. This might include investigation of theft, or unauthorized disclosure of confidential business or proprietary information, or personal abuse of the system or monitoring workflow and productivity.

Anytime information is transmitted through electronic media, there is the possibility that it could be intercepted. Therefore, no confidential City of Toccoa information may be transmitted electronically without the prior approval of the City Manager and/or his designee. If the employee is uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting.

If the City of Toccoa determines that an employee has used technology resources in a manner that violates this policy or other City policies, the City will take appropriate disciplinary action up to and including dismissal.

Personal Use – Personal use of a City owned technology resource by a City employee is allowed with the following restrictions:

1. Employees should be aware that personal use of a City owned technology resource is still subject to all the rules in this policy including inspection and monitoring.
2. There must be no cost to the City.
3. Use should be conducted on an employee’s own time. However, personal telephone calls on non-cellular phones or personal use of e-mail on an occasional basis may be permitted providing they do not interfere with a City employee’s obligation to carry out their duties in a timely and effective manner.
4. Use must not interfere with other employees performing their jobs or undermine the use of City resources for official purposes. Use of the City’s technology resources for operating a personal business or soliciting of any kind is prohibited.
5. Some technology resources, such as cellular phones, are billed from the first minute of use (both local and long distance) and these technology resources are not allowed to be used for personal use except in an emergency. In the event of emergency use, the employee is expected to reimburse any charges to the City.
6. Use of the City’s technology resources for operating a personal business or soliciting of any kind is prohibited.
7. Individuals who are not employees of the City of Toccoa (including an employee’s family or friends) are not allowed to use the City’s technology resources.

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8. Personal use of the City resources by an employee neither expresses nor implies sponsorship or endorsement by the City of Toccoa.

Personal Cell Phones/Wireless Devices

While at work employees are expected to exercise the same discretion in using personal cellular phones and wireless devices as is expected for the use of City issued phones. Excessive personal calls and text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others as well as producing a non-professional image. Employees are encouraged to make personal calls and text messages on non-work time where possible and to ensure that friends and family members are aware of this policy. Violation of this policy may result in disciplinary action up to and including dismissal. Based on job requirements, departments may prohibit the use and/or possession of personal cell phones/wireless devices on the job.

Security – Each employee is responsible for all actions taken while using his/her user profile, password or access code. Therefore, none of these are allowed to be shared with anyone else (including other employees with the City of Toccoa) at any time. They must not be written down, stored, posted, or, programmed into a macro or stored on the computer system in an unencrypted form.

Except as provided elsewhere in this policy, the examination, modification, copying or deletion of files and/or data belonging to other employees without their prior consent is prohibited.

All City employees should be vigilant to protect files, programs or documents received on media (diskettes, CD ROM or tapes,) through the internet (including e-mail) or through file transfer. This is to prevent viruses from infecting the City’s entire network. The Internet provides easy access to software distributed by companies on a trial basis. The free access does not indicate that the software is free or that it may be distributed freely. Applicable software copyright laws must be followed.

In addition, software may not be loaded onto any City of Toccoa computer system through any of the above methods without prior approval from the City Manager and/or his designee. This includes shareware, freeware, personal software or Internet distributed programs.

Appropriate Use – At all times when an employee is using the City of Toccoa technology resources, he or she is representing the City. The same good judgment should be used in all resources that would be used in written correspondence or in determining appropriate conduct.

While in the performance of work related functions, while on the job or while using publicly owned or publicly provided technology resources, City of Toccoa employees are expected to use them responsibly and professionally. They shall make no intentional use of these resources in an illegal, malicious, inappropriate or obscene manner. Each internet capable workstation will be configured to allow the screening and review of sites visited on the internet.

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TITLE: Electronic Communication Policy	Revised Date: April 2015

When sending or forwarding an e-mail, either internally or externally, all employees shall identify themselves clearly and accurately. Anonymous or pseudonymous posting is expressly prohibited.

City of Toccoa employees have a responsibility to insure that all public information disseminated via the Internet is accurate. Employees shall provide, in association with such information, its source and the date at which it was current and an electronic mail address allowing the recipient to contact the staff responsible for making the information available in its current form.

EMERGENCY PROCEDURES TOCCOA CITY HALL 2011

In the event of an emergency or disaster situation, employees must be able to respond appropriately and effectively. The emphasis is on preservation of life and health by taking calm, timely action and using available resources within the Toccoa City Hall. In the event of an emergency or disaster, changing conditions may require expedient decisions.

The building may be evacuated in the event of a gas leak, major water leak, fire, structural damage or any other incident that may pose a life-threatening hazard to personnel. Follow instructions from emergency responders, law enforcement, and Crisis Management Team Representatives (see below) when an evacuation is ordered.

DO NOT USE ELEVATORS DURING AN EMERGENCY.

All communication with the Media will be made by the City Manager's Office.

IMPORTANT – All employees shall familiarize themselves with all emergency exits throughout the building.

1. THE CRISIS MANAGEMENT TEAM CONCEPT

The Crisis Management Team concept is a coordinated effort involving Public safety personnel and individual representatives from each department or office located within the Toccoa City Hall.

Under this concept, one representative is appointed by the department head to serve as the CMT Representative. The CMT representative is responsible for keeping track of all respective office or department personnel in the event that an emergency situation occurs at the City Hall.

CMT representatives will also receive additional training on evacuation and search procedures and will assist public safety, when needed. Crisis Management Team personnel will meet on an annual basis to receive procedural updates and any related training.

2. FIRE

Any City Hall personnel who receives information of a fire in the building or finds a fire in the building should attempt to extinguish it with a standard fire extinguisher. If the origin of the fire cannot be located or if the fire is too large to extinguish with a standard fire extinguisher, 911 should be notified immediately along with CMT representatives and the Police Department by the quickest means possible. Such initial notifications shall be made in a non-disruptive manner and as quietly and discreetly as possible.

The City Manager shall be notified as quickly as possible and advised of the situation so that a determination can be made whether to order an evacuation of the City Hall.

An evacuation of the entire City Hall will only be ordered by the City Manager, the Fire Chief, Chief of Police or the appropriate designee.

Should an evacuation be ordered, it will be conducted in an orderly and effective manner based on the Crisis Management Team model.

Persons to be evacuated should be advised of the situation and instructed to remain calm and to evacuate the building immediately by the nearest exit, without running or making any unnecessary noise and without using the elevators.

Evacuees should be directed to proceed to the Chamber of Commerce/Depot parking lot and remain there for a head count and until further notice.

CMT representatives should be alert for any disabled, extremely young or elderly citizens who may require special assistance from others being evacuated.

No items should be removed from the building except for readily available personal property, such as pocketbooks, briefcases, and outer clothing.

Police and Fire personnel shall assist in the evacuation of the City Hall.

3. SEVERE WEATHER

In any instance where, due to severe weather conditions, the City Manager decides to close the City Hall completely or for a portion of the business day, Department Heads will be notified and will, in turn, notify personnel for whom they are responsible.

3.1 TORNADO

Since our Police Officers are in constant radio contact with 911 Dispatch and other First Responders in the field, they will know if a tornado is approaching. They will keep the Police Department and the Police Chief updated constantly. He will keep the City Manager informed.

If the City Manager decides that City Hall personnel should seek shelter, they will be notified using the Crisis Team model. All City Hall personnel will be advised to proceed to the basement of the City Hall building in an orderly manner. The basement of the original building was declared an emergency shelter by the Federal Government when the building was the Post Office. It is under ground with no windows. The squad room and restrooms/locker rooms in the Police Department are also under ground with no windows and can be used for shelter. All City Hall personnel will remain sheltered until the all clear notice is given. The City Manager will instruct appropriate personnel to lock the front and rear doors of the City Hall until personnel are permitted to return to their work stations. The front doors of the Police Department will remain unlocked.

The Police and Fire Departments will constantly monitor the weather situation and keep the City Manager updated.

4.0 MEDICAL EMERGENCIES

At the first sign of a possible medical emergency, city hall personnel shall immediately contact the 911 Dispatch Communications Center and request emergency medical support.

First aid will be provided if within the capability of City Hall personnel to do so. Doyle Street Fire Department personnel are trained First Responders and can be called by telephone after 911 is notified.

5.0 HOSTAGE/ACTIVE SHOOTER INCIDENTS

A hostage/active shooter situation is normally initiated by a disgruntled former or current employee or a discontented customer.

If a person enters the City Hall with a weapon in a threatening manner, takes a hostage(s), or fires shots, call 911 and the Police Department immediately. CMT representatives should be notified. If there is any doubt as to whether or not there are hostages, it will be assumed hostages may be involved.

Upon hearing shots fired in the building, all employees should close and lock their office doors until notified by the Police it is safe to open them. Personnel close to an exit should leave the building and proceed to the Chamber of Commerce/Depot parking lot and await further instructions and information. It is imperative that the Police get an accurate head count; those missing will be presumed taken hostage which presents alternate tactical considerations. All personnel not involved in the situation shall be evacuated when safe to do so. Other individuals not involved in the situation will be prevented from entering the area.

An inner perimeter will be established by the Police around the area where the subject(s) is located.

Once the immediate incident area is isolated, all individuals on the floor of the situation shall be instructed to leave the building by the quickest means possible.

Primary and emergency exits on the floor shall be manned or locked to prevent any entry on the floor by non-law enforcement personnel.

Once the floor area of the incident is under control, instructions will be given to all other individuals in the City Hall to evacuate the building.

Upon their arrival, other law enforcement personnel will establish an outer perimeter around the City Hall.

An initial Command Post will be established at the Toccoa Police Department.

In an active shooter situation, all available law enforcement officers will be notified of the situation and requested to respond to the City Hall immediately to resolve the situation.

6. BOMB THREATS

6-a BOMB THREATS RECEIVED BY TELEPHONE

When dealing with a bomb threat that is called in, it is crucial that the call recipient gather as much information as possible. This can be accomplished by utilizing the ATF Bomb Threat Checklist (copy attached), in addition to adhering to the following procedures:

- a. Keep the caller on the line as long as possible.
- b. If your telephone has caller ID, copy the number and/or letters on the display.
- c. Follow the line of questioning designated on the ATF Bomb Threat Checklist and document on the checklist every item of information gathered as you are speaking to the caller.
- d. **DO NOT HANG UP, EVEN IF THE CALLER DOES.**
- e. As soon as possible, notify your CMT Representative or ask a co-worker to notify the Police Department of the call.

6-b BOMB THREATS/SUSPICIOUS PACKAGES RECEIVED BY MAIL

If an item of mail containing a threat has been received and opened, save all materials from the item. Handle all of the materials of the item as little as possible and immediately notify Police personnel.

If a suspicious package is received, leave the package where it is found and notify Police personnel immediately.

The City Manager, Chief of Police and Fire Chief shall be notified as quickly as possible and advised of the situation.

Unless a suspected explosive device is found, an evacuation of the City Hall will only be conducted upon the order of the City Manager and/or the Chief of Police.

Should an evacuation be ordered, it will be conducted in an orderly and expeditious manner, based on the Crisis Management Team model.

CMT representatives, Police Officers, and Fire Fighters should be alert for any disabled, extremely young or elderly citizens who may require special assistance during an evacuation.

All light switches, computers, telephones (including cell phones), fax machines, and other electrical devices should be untouched.

No items should be removed from the building except for readily available personal items, such as pocketbooks, briefcases, and outer clothing.

Evacuees should be directed to leave the building through the nearest exit and proceed to the Chamber of Commerce/Depot parking lot where each CMT Rep. will make sure all department personnel are accounted for.

a. Search procedures

When available, a bomb detection dog should be obtained by the Police Department to conduct the search.

If a bomb detection dog is not available, the best individuals to search are Police Officers and CMT representatives familiar with the area. They are more aware of items that are out of place or alien to the facility.

Search teams should be formed, consisting of two people. Each team will be assigned a specific location to search.

The Chief of Police or Asst. Chief of Police should plan actions by search personnel. There should be no undue movement, bumping, or shaking of items and furniture.

Always start the search outside of the City Hall and then start at the lowest level of the interior and work up to the highest floor.

Never touch light switches or electronic control panels.

If the building is not evacuated, the Police Chief or his designee will ask for permission to conduct a discrete search of the inside and outside of the premises, especially in those areas accessible to the public, such as restrooms, waiting and reception areas.

If the building is evacuated, the search will not begin until all the evacuees have left the area.

b. Search Techniques

The search of a building should be divided into three areas:

Exterior:

The exterior search begins at ground level. Close attention should be given to piles of leaves, shrubbery, trashcans, and parked vehicles adjacent to the City Hall (see vehicle search procedures below.)

Public Areas

The public area surrounds the building and extends outward 25 to 50 feet from the building to some natural obstacle such as a wall or curb.

Interior areas

Special attention should be given first to unlimited access areas, restrooms and utility areas.

Whenever entering an area, remain calm and quiet. Listen closely for any unusual sounds. Search from the lowest point and work upwards in four levels:

Level one – floor to waist; check chairs, desks, trashcans, cabinets and any other place where a bomb might be concealed.

Level two – waist to eye level; check behind pictures, tall cabinets, and within closets.

Level three – eye level to ceiling; check any item suspended from the ceiling, such as light fixtures and heating/air ducts.

Level four – ceilings and false ceilings.

Vehicles Searches

Bombs in vehicles are normally meant to kill rather than to harass. While devices in buildings are designed to explode at specific times, those in vehicles are usually set to explode with a triggering device.

The first step is to locate the suspicious vehicle's owner. A registration check can and should be performed from a neutral area by a Police Officer.

Ascertain (if possible) when the vehicle was last operated, whether it was left unlocked, who the passengers were, who the next driver was intended to be, and if previous threats had been made.

Check the exterior of the vehicle for any signs of tampering and the immediate area for unusual marks on the ground and for bits of tape or wire.

Isolate the area if there are any indications of an explosive devise.

Safety of personnel and others in the area is of the utmost importance.

Strict radio and cell phone silence will be maintained at all times in the area of a suspicious package or vehicle.

Communication between search teams and with other response personnel shall be performed by runner.

Delay the search if it is too close to detonation time.

All search activities will be suspended no later than 15 minutes prior to the time the device is scheduled to detonate, when such activation information is available.

All search personnel will be evacuated to a safe location outside the inner perimeter and will remain there for at least one hour past the time the device was to be detonated, before resuming the search.

If no explosive or suspicious device is located, the City Manager will be informed of the results of the search and told he can now authorize the re-entry of evacuated personnel.

ACTIONS TO BE TAKEN UPON LOCATING A SUSPECTED BOMB

If a suspected bomb is located, do not touch or move it.

All search activities will stop and all personnel will evacuate the area to a safe location outside the inner-perimeter.

The person who located a suspected explosive device shall obtain as much information as possible, to include:

Its exact location and complete physical description, the presence of wires or batteries, and any other distinguishing characteristics.

The Police will contact Dispatch to have EOD personnel, Fire, EMS, and Investigative personnel notified.

Bomb disposal personnel shall assume responsibility of the incident scene upon their arrival and until such time as the device is neutralized or removed from the area.

The Command Post for a bomb threat at the City Hall shall be located at the Stephens County Library Parking lot located at Sage and Savannah Streets. The Police Chief or Asst. Chief and/or the City Manager or their designee shall remain near the Command Post so as to provide appropriate direction and supervision to response personnel from other agencies.

Duties of Command Post Personnel:

Monitor on-going activities and give assignments to response personnel.

Coordinate with Dispatch for additional assistance.

Maintain accountability of response personnel.

Obtain blueprints or floor diagrams.

Insure proper reports are initiated upon termination of the event.