



ALABAMA
GREENVILLE
THE CAMELLIA CITY

City of Greenville

Personnel Policies and Procedures Manual

October 2023

Disclaimers

THE INFORMATION CONTAINED IN THIS PERSONNEL POLICIES AND PROCEDURES MANUAL NEITHER CREATES NOR IMPLIES A CONTRACT BETWEEN THE CITY AND ITS EMPLOYEES; NOR DO THEY GRANT ANY RIGHT TO GUARANTEED OR CONTINUED EMPLOYMENT.

This Manual supersedes and replaces all previous rules and regulations, personnel manuals and/or all earlier oral and written materials about City of Greenville policies and procedures. The City of Greenville reserves the right to change, add or delete benefits and policies as necessary.

This manual was approved and adopted by the Greenville City Council on October 9, 2023.

Table of Contents

Contents

Disclaimers	i
Table of Contents	ii
SECTION 1. CITY OF GREENVILLE GOVERNMENT	1
1.1. Overview/Mission Statement	1
1.2. Organizational Structure	1
1.3. Establishment of Policies and Procedures Manual	1
1.4. Application of Policies and Procedures	1
1.5. Interpretation of Policies and Procedures.....	1
1.6. Dissemination of Policies and Procedures	2
1.7. Amendments and Changes	2
1.8. Department Manuals	2
1.9. General Definitions	3
1.10. Employee Classifications	4
SECTION 2. ANTI-DISCRIMINATION & HARASSMENT	7
2.1. Americans with Disabilities Act (ADA)	7
2.2. Equal Employment Opportunity Policy	9
2.3. Policy Prohibiting Harassment and Discrimination	9
2.4. Religious Accommodations	9
SECTION 3. GENERAL POLICIES	13
3.1. Overview	13
3.2. Merit System	13
3.3. Employment-at-Will.....	13
3.4. Code of Ethics/Conflict of Interest.....	13
3.5. Outside Employment.....	15
3.6. Drug and Alcohol Policy.....	15
3.7. Smoking and Tobacco Use Policy	22
3.8. Preventing Workplace Violence.....	23
3.9. Safety Standards	23
3.10. On-the-Job Injuries or Accidents	23
3.11. Security.....	23
3.12. City Records	23
3.13. Information Technology (IT) Policy	24
3.14. Non-Disclosure.....	27
3.15. Protected Communications	27

3.16. Business Hours and Work Attendance.....	28
3.17. Dress Policy.....	28
3.18. Unlawful Behavior by Employees	29
3.19. Use of City Vehicles and Equipment.....	29
3.20. Political/Campaign Activities	30
3.21. Federal Pregnant Workers Fairness Act (PWFA).....	31
3.22. Accommodations for Nursing Mothers	32
3.23. Federal Motor Carrier Safety Association (FMSCA) Clearinghouse.....	32
3.24. Other Information Related to the Drug and Alcohol Clearinghouse.....	34
SECTION 4. HIRING POLICY.....	36
4.1. Overview	36
4.2. Equal Employment Opportunity Policy	36
4.3. Americans with Disabilities Act Compliance	36
4.4. Job Postings.....	36
4.5. Age Requirements	36
4.6. Promotions & Transfers	36
4.7. Pre-Employment Testing.....	37
4.8. Pre-Employment Health Screening.....	37
4.9. Employment Verification/Reference Inquiries/Background Checks.....	37
4.10. Probationary Period.....	38
SECTION 5. COMPENSATION POLICY	41
5.1. Overview	41
5.2. Classification Plan.....	41
5.3. Pay Plan.....	41
5.4. Employee Anniversary Date	41
5.5. Pay Schedule	41
5.6. Payroll Deductions	41
5.7. Overtime Pay and Compensatory Time Off.....	41
5.8. Pay Adjustments.....	43
5.9. Establishment of Pay Upon Employee Reassignment	44
5.10. Hazardous Duty Pay.....	45
5.11. Longevity Credit/Payments.....	45
5.12. Time Records	45
SECTION 6. LEAVES OF ABSENCE.....	48
6.1. Overview	48
6.2. Holidays	48
6.3. Annual Leave	49
6.4. Sick Leave	51
6.5. Sick Time Donation Policy.	52

6.6. Military Leave	53
6.7. Family and Medical Leave Act of 1993 (FMLA)	54
6.8. Other Types of Leave	58
6.9. Bereavement Policy	59
6.10. Termination	59
6.11. Leave Records	60
SECTION 7. PERFORMANCE MANAGEMENT	62
7.1. Overview	62
7.2. Performance Appraisals	62
7.3. Disciplinary Actions	63
7.4. Pre-Determination Procedure	68
7.5. Grievance Process	71
SECTION 8. EMPLOYEE DEVELOPMENT	74
8.1. Overview	74
8.2. Eligibility	74
8.3. Financial Consideration	74
8.4. Department Head Responsibility	74
8.5. Required Development	74
8.6. Voluntary Development	74
8.7. Cross Training	74
SECTION 9. SEPARATION FROM EMPLOYMENT	76
9.1. Overview	76
9.2. Retirement	76
9.3. Resignation	77
9.4. Reductions in Force (RIF)	77
9.5. Termination	78
9.6. Death	79
9.7. Termination Due to Disability	80
SECTION 10. EMPLOYEE BENEFITS	82
10.1. Overview	82
10.2. Group Health Insurance Coverage	82
10.3. Group Life Insurance	83
10.4. Worker's Compensation Coverage	83
10.5. Unemployment Compensation Benefits	83
10.6. COBRA	84
10.7. Official Travel & Expenses	84
10.8. Supplemental/Additional Benefits	85
SECTION 11. ACKNOWLEDGMENT OF RECEIPT	86

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 1. CITY OF GREENVILLE GOVERNMENT

1.1. Overview/Mission Statement. It is the goal of the City of Greenville to provide quality services to its citizens in the most efficient manner possible, and to maintain the fiscal integrity of its assets. City management achieves this goal by:

- Operating a sufficiently funded city government in a financially responsible and fiscally sound manner.
- Creating diverse employment opportunities that will in turn lead to an increased tax base.
- Providing and maintaining reliable and quality infrastructure within the corporate limits.
- Providing and promoting quality housing, educational, cultural, recreational and economic development opportunities.
- Recruiting and maintaining a highly motivated municipal work force committed to excellence.
- Providing and maintaining quality public safety services (police & fire protections).
- Encouraging and facilitating citizen involvement in municipal government.

1.2. Organizational Structure. The City of Greenville is authorized by the Code of Alabama, and the Alabama Constitution to provide public services to its citizens. The citizens elect a Mayor and five city council members to govern the City. Department Heads are hired and supervised by the Mayor to manage the delivery of public services.

1.3. Establishment of Policies and Procedures Manual (hereafter called the “Manual”). In accordance with the provisions of a City Resolution of the City of Greenville, the following policies, procedures, and other administrative provisions for personnel administration are established for the information and guidance of all concerned. Any violations of City policies are subject to disciplinary action by the employee’s supervisor up to and including termination.

1.4. Application of Policies and Procedures. These policies and procedure shall apply to all employees of the City of Greenville, unless otherwise provided for by exception. These policies may not be all inclusive; however, final discretion as to interpretation or the appropriate course of action regarding a particular personnel matter shall be that of the Human Resources Director and the Mayor.

1.5. Interpretation of Policies and Procedures. This paragraph provides guidance on how City policies and procedures are interpreted.

1.5.1. The Human Resources Director shall be responsible for providing interpretation of these policies when there is internal conflict between such policies or when questions arise regarding the application of these policies to specific situations or procedures.

1.5.2. The Human Resources Director may, as necessary, issue written policy explanations relating to the interpretation or application of these policies and procedures.

1.6. Dissemination of Policies and Procedures. All employees shall have access to the City's policies and procedures as stated below. Changes and revisions of this manual will be provided to all employees in the most expeditious manner.

1.6.1. Current employees will be furnished a copy of this Manual upon its approval. New employees will receive a copy during new employee orientation.

1.6.2. Department Heads will be furnished copies of the Manual and changes made thereto, and shall be responsible for maintaining a complete set of the Manual, and shall ensure compliance with all policy and procedure statements.

1.6.3. Redistribution of the entire Manual, revised pages, or certain sections may occur periodically to provide ongoing reinforcement of the policies in general and/or certain programs specifically.

1.7. Amendments and Changes. The Manual reflects City policies and procedures at the time of its distribution. Occasionally, changes are required in the operation of City government, due to federal, state, and/or local legislature, operational changes within the local government, or by other prevailing influence. Therefore, the City reserves the right to modify, alter, revoke, suspend, terminate, discontinue, or change any language in this Manual, in whole or in part, as necessary. Employees will be immediately notified of any material policy changes.

1.8. Department Manuals. The policies and procedures as stated herein provide guidelines for all personnel of the City; however, they do not include all policies, procedures, rules, or regulations that may be necessary at an operational level.

1.8.1. When necessary to enhance efficiency and effectiveness at the operational level, departmental policies and procedures may be created to supplement this Manual.

1.8.2. No such departmental policy, procedure, rule, or regulation shall be in conflict with the basic policies of this Manual.

1.8.3. All department manuals are subject to the approval of the Mayor/Human Resource Director, with current copies distributed to the Mayor and Human Resources office.

1.8.4. If there is a perceived conflict or disagreement between the City Manual and department policies, the employee should request clarification from his/her Department Head.

1.9. General Definitions. Where used within this Policies and Procedures Manual, the following words and terms shall have meaning indicated below:

1.9.1. Allocation. The assignment of an individual position to an appropriate class of positions on the basis of the kind, difficulty, required skill and responsibility of the work performed.

1.9.2. Anniversary Date. The date an employee is appointed to regular full-time position and annually thereafter.

1.9.3. Appointing Authority. The officer, department head or body having authority under the laws of the State of Alabama or the Ordinance of the City of Greenville to make appointments to positions.

1.9.4. Class or Class of Positions. A group of positions sufficiently alike in duties to justify the same class titles and range of pay.

1.9.5. Class Description. A written description of a class of positions containing a title, examples of work performed, required knowledge, skills and abilities and qualifications for applicants or incumbents to insure satisfactory performance.

1.9.6. Classification. The entire process of assigning and reassigning individuals to positions, positions to classes and classes to grades to the end that employees will be employed and compensated on the basis of merit, fitness and actual duties performed so that there may exist equal pay for equal work.

1.9.7. Demotion. The action to change an employee from a position in one class to a position in another class having lower pay grade and requiring the performance of less responsible duties.

1.9.8. Grade or Pay Grade. The numerical designation of a fixed salary range assigned to a position, class or groups of classes.

1.9.9. Merit Increase. Advancement in pay of an employee to a higher step in pay grade based upon display of merit performance in duties and/or requiring a change in basic duties.

1.9.10. Merit System. A uniform system of personnel administration and employee recognition which has been adopted by the City of Greenville to recruit, employ, retain and advance the best qualified persons available.

1.9.11. Position Description/Job Description. A detailed written description of the specific duties assigned to and performed by a particular employee to serve as the basis for classification.

1.9.12. Probationary Period. A probationary period is a working test period of six (6)

months, during which time an employee is required to demonstrate by actual performance his/her suitability as a public employee. This period applies for new hires and current employees promoted to a higher position. For the Fire and Police departments, the probationary period of six (6) months starts at date of hire and extends after the successful completion of AFC or APOSTC. The probationary time DOES NOT include the time spent at AFC or APOSTC.

1.9.13. Promotion. The change of an employee from a position in one class to a position in another class having higher pay grade and requiring the performance of more responsible duties.

1.9.14. Reclassification. The reallocation of a position to a different class of positions based upon substantial change in duties and responsibilities.

1.9.15. Senior City Official. Individuals occupying a leadership position within the City of Greenville. Senior City officials include the Mayor, members of the City Council, and Department Heads.

1.9.16. Step or Pay Steps. The fixed rate of pay within pay range authorized for a class of positions assigned to a particular grade, through which an employee may advance, while still performing the same duties.

1.9.17. Transfer. The action of reassignment of an employee to a position in the same pay grade without increase or decrease in rate of pay.

1.10. Employee Classifications. Employment service for the City of Greenville shall be divided into elected service or the unclassified and classified service.

1.10.1. Elected/Appointed Service. The City employees elected by the citizens of the City in any general or special election or employees appointed to fill an elected position.

1.10.2. Unclassified Service. All employees in this status are appointed by the Mayor and City Council; and are employed at the will of this group.

1.10.3. Classified Service. Classified Service shall comprise all positions not specifically included by this section in the Unclassified Service. Employees in this service are either full-time or part-time. The City may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

1.10.3.1. Regular, Full-time Employee. Employees hired with the expectation of at least 40 hours per workweek for the duration of employment.

1.10.3.2. Regular, Part-time Employee. Hourly employees hired with an expectation of at least 29 hours per workweek. These employees serve at the will of the Mayor and are not eligible for fringe benefits.

1.10.3.3. Temporary Employee. Employees hired for a limited period of time not to exceed 180 calendar days. These employees may work full or part-time hours and are not eligible for fringe benefits.

1.10.3.4. Seasonal Employee. Employees hired to work on a seasonal basis not to exceed 125 calendar days. These employees may work full or part-time hours and are not eligible for fringe benefits.

1.10.3.5. Probationary Employee. Part-time and full-time employees who have not yet completed their probationary period.

1.10.4. All employees of the City are designated as either Exempt or Non-exempt in accordance with the *Fair Labor Standards Act (FLSA)* provisions governing overtime compensation.

1.10.4.1. Exempt Employees. These City employees are exempt from the provisions of the *FLSA*. They are ineligible (“exempt”) from overtime pay or compensatory time off for hours worked beyond their regularly scheduled workweek, but may be eligible for other City benefits. This category consists of elected and appointed officials, volunteers, and Department Heads, and other employees qualifying as exempt employees under the *FLSA*.

1.10.4.2. Non-exempt Employees. These City employees are covered by the provisions of the *FLSA*. They are paid on an hourly basis and regularly work at least 32 hours per week. They are eligible for overtime pay/compensatory time for hours worked over forty (40) hours in a workweek, except for qualified law enforcement and fire protection employees.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 2. ANTI-DISCRIMINATION & HARASSMENT

2.1. Americans with Disabilities Act (ADA). It is the City of Greenville's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. The City is committed to complying with the *ADA Amendments Act of 2008*, the *Americans with Disabilities Act of 1990* and its related Section 504 of the *Rehabilitation Act of 1973*, as applicable. The City recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job. We are not required to provide an accommodation that could cause the City an undue hardship as defined by law.

2.1.1. The *Americans with Disabilities Act* defines "disability" as: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such impairment; or (3) being regarded as having such impairment. "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

2.1.2. Disability Accommodation. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Director. The City encourages individuals with disabilities to come forward and request reasonable accommodation. It is the policy of the City not to discriminate on the basis of disability against any qualified person. The City will comply with federal and state laws concerning the employment of individuals with a disability. The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or present other significant operational problems.

2.1.2.1. Definition of Reasonable Accommodation. Reasonable accommodation is an adjustment to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.

2.1.2.2. The provision of a reasonable accommodation removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment and upward mobility of a qualified person with a disability or prevents their participation in a program, activity or event.

2.1.2.3. Examples of Reasonable Accommodation.

- Making facilities accessible and usable
- Job restructuring
- Modifying work schedules
- Implementing flexible leave policies

- Reassigning to a vacant position
- Providing assistive equipment at City programs
- Modifying test, training materials and policies
- Providing qualified readers or interpreters

2.1.3. Procedure for Requesting an Accommodation.

2.1.3.1. On receipt of an accommodation request, the Human Resources Director will meet with the employee and their supervisor (with the applicant in the case of a prospective hire) to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

2.1.3.2. The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the City's overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business.

2.1.3.3. The City will inform the employee (applicant) of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

2.1.3.4. The *ADA* does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

2.1.3.5. An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

2.1.4. Offers of employment may be conditioned on completion of a medical examination, to ensure that the person is capable of performing the job's essential functions with reasonable accommodation, if necessary. This medical examination is given after a conditional employment offer is made and before the commencement of employment. The City may not ask for genetic information concerning the proposed employee and/or his/her family members. Failure to submit to or complete a medical examination is viewed as rejection of the offer of employment. All information obtained by the City concerning the medical condition or history of applicants or employees is maintained in separate medical files and treated as confidential records that are disclosed only as allowed according to *ADA*, *HIPPA* and other applicable state and federal law.

2.1.5. All employees are required to comply with safety standards. If an applicant's physical or medical condition poses a direct threat to the health or safety of individuals in the workplace and this threat cannot be eliminated by reasonable accommodation, the individual will not be hired. Current employees who have a physical or medical condition that poses a direct threat to the health or safety to themselves or others in the workplace may be placed on appropriate leave. All employees are expected to comply with the City's Drug Free Workplace Policy.

2.2. Equal Employment Opportunity Policy. The City of Greenville provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic information or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

2.3. Policy Prohibiting Harassment and Discrimination. The City of Greenville strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

2.3.1. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

2.3.2. Definition of Harassment. The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, genetic information, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

2.3.2.1. "Genetic information" includes:

- Information about an individual's genetic tests
- Information about the genetic tests of a family member
- Family medical history
- Requests for, and receipt of, genetic services by an individual or a family member
- Genetic information about a fetus carried by an individual or family member, or about an embryo legally held by the individual or family member using assisted reproductive technology

2.3.3. Prohibited Behavior. The City of Greenville does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

2.3.3.1. Sexual Harassment. Sexual harassment is unacceptable. Sexually harassing behavior includes, but is not limited to, unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature.

2.3.3.1.1. Such conduct may constitute sexual harassment when it:

- is made as an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance
- creates an intimidating, hostile or offensive working environment

2.3.3.1.2. The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the City, regardless of gender.

2.3.3.2. Harassment by Non-employees. City of Greenville will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

2.3.4. Complaint Procedure and Investigation Process. Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to their Department Head or to the Human Resources Director. If that person is not available, or you believe it would be inappropriate to contact that person, contact the Mayor.

2.3.4.1. The City will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the City in enforcing this policy and investigating and remedying complaints.

2.3.4.2. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

2.3.5. Retaliation. Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, the City will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

2.4. Religious Accommodations. The City of Greenville is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from any City dress and grooming standard or the individual's schedule, basic job duties, or other aspects of employment. The City will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the City question the validity of a person's belief. If you require a religious accommodation, contact Human Resources.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 3. GENERAL POLICIES

3.1. Overview. Section 3 details the general policies of the City of Greenville.

3.2. Merit System. The City of Greenville has adopted a merit system for personnel management. This system is a management method designed to promote the efficiency and economy of the workforce and the good of the public by providing for the recruitment, employment, retention, and advancement of the best qualified persons available, on the basis of merit and fitness for duty.

3.3. Employment-at-Will. Unless expressly proscribed by statute or contract, employment is “at-will.” All City of Greenville employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be set out in writing and signed by the City of Greenville’s Mayor or Personnel Director.

3.4. Code of Ethics/Conflict of Interest. Every employee of the City of Greenville is a “public employee”. The taxpayers of this City entrust every employee with the responsibility of carrying on business beneficial to the taxpayer. It is important to the City that all employees observe high ethical standards and treat their fellow employees fairly. Employees must not allow personal or financial relationships with clients or those people seeking business with the City to interfere with the best interests of the City. Similarly, personal or family relationships between employees within the same department will not be allowed to create the appearance of favoritism or otherwise affect the workplace.

3.4.1. Ethics. Employees of the City are subject to the provisions of the Alabama Ethics Act and the decisions of the Alabama Ethics Commission. Employees may visit the Alabama Ethics Commission’s website to acquire further information of interest.

The Ethics Act states in part:

“No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his/her discretion or control for the private benefit or business benefit of the public official, public employee, any other person....”

Code of Alabama 1975, § 36-25-5(c).

3.4.2. Statement of Economic Interests.

3.4.2.1. Some employees are required to complete an annual questionnaire for the Alabama Ethics Commission. The City will give these employees the forms and other required information. These employees are responsible for filing the reports in a timely manner.

3.4.2.2. All employees who are required to file a "Statement of Economic Interests" form in accordance with Code of Alabama 1975, § 36-25-14, as amended, must comply with all requirements specified on the form. Employees are required to be familiar with and to abide by the State ethics laws applicable to municipal employees.

3.4.3. Unethical Use of City Assets. Employees cannot use any City equipment to make money or gain a personal benefit. Using City/taxpayer time, equipment, facilities, materials, his or her work time, someone else's work time or other public property for personal gain is a violation of the above quoted section. Any employee who engages in the activities described will be subject to severe disciplinary action in addition to any prosecution by the Alabama Ethics Commission.

3.4.4. Gifts.

3.4.4.1. Giving, soliciting, or accepting a gift from citizens, clients and/or suppliers is contrary to City policy except as provided in this section. To protect you and the City, every employee must understand the serious implications of accepting any monetary gift in any form or any "gifts" from any citizen, client, fellow employees and/or supplier. If a "gift" is offered to you, contact your supervisor for approval. Failure to do so could result in disciplinary action up to and including termination of your employment with the City.

3.4.4.2. You may accept greeting cards, items, services with little intrinsic value that are intended solely for presentation (such as plaques, certificates, and trophies), promotional items commonly distributed to the general public, and items or services of "de minimis," or little, value. An amendment reform to Alabama's ethics laws that took effect in August 2012 defines this as a value of twenty-five dollars (\$25) or less per occasion and an aggregate of fifty dollars (\$50) or less in a calendar year from a single provider...."

NOTE: Even a gift that is "de minimis" in value could still be considered inappropriate and in violation of the law and this manual if the intent of the gift was to try to influence a City employee for the benefit of the person or entity giving the gift.

3.4.5. Conflict of Interest.

3.4.5.1. It is against City policy for employees to deal in private transactions that compete with the City. Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of the City. Employees must avoid any situation in which loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

3.4.5.2. Examples of potential conflict of interest situations include

- Having a financial interest in any business transaction with the City
- Owning or having a significant financial interest in or other relationship with, a customer or service provider to the City

3.4.5.3. Employees with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance.

3.5. Outside Employment. Employees are required to obtain written approval from their Department Head before participating in other employment activities. A copy of the written approval shall be forwarded to the Human Resources Director to be filed in the employee's personnel record. Approval will be granted unless the activity conflicts or interferes with, or is likely to conflict or interfere with the employee's public service. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed with the City, including overtime assignments
- involve organizations that are doing or seek to do business with the City, including actual or potential vendors or customers
- violate provisions of law or the City's policies or rules

From time to time, City employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the City must be given priority. Employees are hired and continue in the City's employ with the understanding that the City is their primary employer and that other employment or commercial involvement which is in conflict with the business interests or public services of the City is strictly prohibited.

3.6. Drug and Alcohol Policy. The City of Greenville strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The City has a responsibility to the citizens to provide safe and productive government functions. Substance abuse in the workplace may result in poor work attendance, on the job injuries, unsatisfactory job performance, property damage and safety hazards to employees and the public at large. The City's intention is to implement a Drug and Alcohol Policy which will allow the City to effectively detect substance abuse by its employees and avoid employment of substance abusing applicants. It is the employee's responsibility to follow all policies and procedures and avoid the abuse of drugs and alcohol. (Code of Alabama, 1975, §25-5-334)

3.6.1. Policies. City employees who fail to follow the policies established below are in violation of this Drug and Alcohol Policy and are subject to disciplinary action as outlined in paragraph 3.6.5 below.

3.6.1.1. The illegal or unauthorized manufacture, distribution, sale, purchase, use and possession of alcohol, intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on city property or during work hours is hereby prohibited.

3.6.1.2. Reporting to and/or being at work with alcohol, intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or any other non-prescribed controlled substances in the blood or urine, where the use of such has impaired the employee's ability to perform the duties of his/her job or has posed a risk to the safety of the employees, other persons or property is hereby prohibited.

3.6.1.3. Reporting to and/or being at work with prescribed or over-the-counter medications or drugs where the use of such has impaired the employee's ability to perform the duties of his/her job or has posed a risk to the safety of the employee, other persons or property is hereby prohibited. An employee may avoid violation of this policy by timely compliance with paragraph 3.6.1.4 below.

3.6.1.4. Employees are required to advise their supervisor in writing of the taking of a prescribed or over-the-counter drug which may impair his/her ability to perform the duties of his/her job or which may create a safety risk.

3.6.1.5. Failure of an employee who is convicted of any violation of a city, state or federal criminal drug or alcohol statute to notify his/her supervisor immediately after such conviction is hereby prohibited.

3.6.1.6. Attempting to alter or the actual altering of a urine specimen or blood test is hereby prohibited.

3.6.1.7. An On-Call Employee is an employee who has been called or notified by telephone to report to a specified location and perform his/her work duties. The employee is considered on duty and subject to drug or alcohol testing under this policy at such time as he or she receives the call to report to work. The City will provide an opportunity for each such on-call employee to acknowledge the use of alcohol at the time he/she is called to report for duty, and it is the employee's responsibility to inform his/her supervisor at the earliest possible time of any potential impairment from alcohol or other intoxicants.

3.6.2. Searches.

3.6.2.1. The City may conduct searches for illegal drugs or alcohol on City premises or worksites without prior notice to employees. Such searches may

be conducted at any time. Employees are expected to cooperate fully.

3.6.2.2. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, bags, briefcases, as well as any City property that is provided for employees' personal use, such as desks, lockers, and files.

3.6.2.3. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

3.6.3. Drug and Alcohol Screening and Testing. The City may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. Any employee may be required, upon the request of his/her Department Head and approval of the Mayor, to undergo a drug and/or alcohol test as provided within this policy. The refusal to consent to testing may result in disciplinary action, including termination.

3.6.3.1. Pre-Employment Testing. Applicants for "Designated Safety Sensitive Positions" shall be tested for drug usage as a condition of employment. Pre-employment drug testing will occur at or near the final stage of the hiring process; any offer of employment shall be conditional upon a negative drug test result.

3.6.3.2. Testing Based on Reasonable Suspicion.

3.6.3.2.1. Any City employee may be asked to submit to a drug and/or alcohol test if there is an impairment of the employee's job performance coupled with a reasonable suspicion that the employee is:

- Using illegal drugs, or
- Using prescription drugs without a prescription or in excess of the prescription doses, or
- Under the influence of drugs or alcohol during working hours.

3.6.3.2.2. "Reasonable suspicion" shall mean suspicion based upon specific objective facts and reasonable inferences drawn from these facts. Reasonable suspicion does not require certainty; however, mere hunches are not sufficient to meet this standard.

3.6.3.2.3. The circumstances which would establish cause to conduct a reasonable suspicion testing should be documented in writing by the employee's supervisor and/or Department Head and include, but are not limited to:

- Direct knowledge or observation of drug related activity
- A pattern of abnormal conduct or behavior
- Unusual, irrational, or erratic behavior
- Slurred speech, glassy or bloodshot eyes, poor coordination and or reflexes, inability to walk a straight line, the smell of alcohol on the breath and other physical symptoms of being under the influence of alcohol or drugs
- Information obtained from a reliable and credible source concerning recent drug or alcohol use by the employee
- Unexplained, increased or excessive absenteeism or tardiness
- Sudden changes in work performance
- Repeated failure to follow instructions or operating procedures
- Unexplained or excessive negligence or carelessness
- Discovery or presence of drug paraphernalia in an employee's possession, or near the employee's workplace
- Odor of and/or a residual odor peculiar to some drug or to alcohol
- Arrest or conviction for a drug related crime
- An apparent state of facts and/or circumstances which would lead a reasonable person to believe an individual has been using drugs or alcohol in violation of this policy

3.6.3.2.4. If a supervisor has reasonable suspicion that an employee is in violation of this policy, he or she must report the facts and observations to his/her Department Head or the Mayor should the Department Head be unavailable.

3.6.3.2.5. The Department Head shall prepare written documentation stating the grounds for reasonable suspicion testing and present it to the Mayor for approval prior to the actual drug and/or alcohol testing.

3.6.3.2.6. Upon approval by the Mayor, the Department Head will ask the employee to consent to a drug and/or alcohol test by signing a form acknowledging his or her consent to drug/alcohol testing.

3.6.3.2.7. Refusal to consent to the drug and or alcohol test shall be the basis for disciplinary action as outlined within this policy and/or the City's Personnel Policies and Procedures.

3.6.3.3. Random Testing. The City of Greenville reserves the right to perform random drug testing for employees holding safety sensitive positions. The City will randomly drug test employees for compliance with its Drug-Free Workplace policy on a quarterly basis. Random drug testing means employees will be selected for testing using a computer-based random-number generator. This will result in an equal probability that any employee from the entire group of employees will be tested. Each quarter, on a day selected by a computer-based random-date generator, the Human Resource Director will pull a random selection of employee names and immediately notify the employees' supervisor that they were selected for testing. Testing must be completed on the same workday the employee is selected, unless absent because of extenuating circumstances such as out-of-town travel. The employee must have his/her supervisor escort to the drug-testing site. In all circumstances, testing must be completed within 24 hours of selection.

3.6.3.4. Post-Accident Testing (On-the-Job or Vehicular). In the event of an accident (on-the-job or vehicular), the accident must be reported through the proper reporting chain of command (see section 3.10).

3.6.3.4.1. Testing for the presence of drugs or alcohol may be conducted following an accident or other occurrence that involves:

- An employee injured beyond the need for simple first aid
- A fatality
- Substantial damage to City property or the property of others
- An employee has caused or contributed to an on-the-job injury which results in loss of work time
- An injury that is a workers compensation injury if there is reasonable suspicion of drug or alcohol use

3.6.3.4.2. All employees are put on notice that a positive confirmed laboratory drug test following an on-the-job accident is evidence of "willful misconduct" under this policy and disqualifies the employee from receipt of workers compensation benefits.

3.6.3.5. Follow-Up Testing. Employees who have been determined to have used illegal drugs or have otherwise violated this policy and who have been given and/or accepted the opportunity to enter a drug/alcohol rehabilitation program will be subject to unannounced follow-up testing as a condition of employment. Employees will be subject to follow-up drug and/or alcohol testing for a one-year period after successful completion of a rehabilitation program and return to work.

3.6.3.6. Routine Physical Examinations. Drug and/or alcohol testing may be required for an occupational class as a part of annual physical examinations which are designed to ensure fitness for employment and/or continued duty in sensitive and public safety positions. Individuals subject to drug/alcohol testing as part of an annual physical shall be advised that drug/alcohol testing is part of the examination before the examination begins.

3.6.3.7. Public Safety and Other Safety Sensitive Employee Testing.

3.6.3.7.1. Definition. Employees in safety sensitive jobs are those employees who discharge duties fraught with risk or injury to others that even a momentary lapse of attention can have disastrous consequences. Factors which have been considered in determining whether a position is safety sensitive include handling of potentially dangerous machinery, mostly unsupervised responsibility for children, and handling of hazardous substances in an environment where others could be injured. Positions which have been found to be safety sensitive include firefighters, emergency medical technicians, law enforcement officials who carry firearms, fire and police dispatchers, 9-1-1 operators, heavy machinery operators, bus drivers, gas meter repairmen, jail officers, and airline industry personnel. Some employees which come under federal laws and regulations, such as those under the Department of Transportation regulations, natural gas pipeline industry, and aviation, are determined to be safety sensitive by those regulations. Unless an employee comes under drug-testing regulations of some federal agency, each position must be individually evaluated to determine whether it is safety sensitive.

3.6.3.7.2. The City has performed a review of the job duties for each job classification and determined that the following employees are classified as safety sensitive:

- Police Department Officials who carry firearms
- Firefighters
- Emergency Medical Technicians
- Street, Sanitation, Horticulture, and Parks and Recreation Department personnel.

3.6.3.8. Additional Testing. Additional drug and/or alcohol testing may also be conducted as required by applicable federal or state laws, rules or regulations.

3.6.4. Drug and Alcohol Testing Procedure.

3.6.4.1. Procedure. All lab testing will be performed by a laboratory certified by the National Institute on Drug Abuse/Substance Abuse and Mental Health Services Administration (NIDA/SAMHSA) or Department of Health and

Human Services (DHHS) as qualified to perform drug and alcohol testing under Federal workplace testing programs. Procedures may include an initial screen or lab test for any or all of the following: Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Barbiturates, Benzodiazepines, Propoxyphene, or Alcohol. All positive lab results will be subject to confirmation testing and verification by a certified Medical Review Officer (MRO).

3.6.4.2. Cost of Testing. The City of Greenville will handle the cost of testing as follows:

3.6.4.2.1. The City pays for the first test regardless of whether the test is positive or negative.

3.6.4.2.2. If the original test is positive, the employee is advised that he can have the split sample tested. They are further advised that if the split sample comes back positive, then the cost of the second test is deducted from the employee's pay. If the test is negative then the City will bear the expense of the test.

3.6.4.2.3. An applicant who receives a positive result on an initial screening may choose to have the split sample tested. Applicants will be responsible for the cost of any lab test, and will be reimbursed at hire by the City if such lab test proves negative.

3.6.5. Disciplinary Action for Positive Test Results. If an employee tests positive for the use of illegal drugs or is under the influence of alcohol during work hours, that employee will be disciplined as follows:

3.6.5.1. The first violation shall result in a suspension of forty five (45) calendar days. A drug or alcohol test will be administered prior to the employee's return to work after the suspension. Another test will be given to the employee without notification during the next twelve-month period following the return to work.

3.6.5.2. The second violation shall result in termination.

3.6.5.3. Any violation by a commercial driver could result in suspension of the driver's commercial license based upon U.S. Department of Transportation rules and regulations. If a City job requires that an employee have a CDL, employees facing a suspension of their CDL could be terminated from their job. Incidents involving this policy will be referred to the Personnel Director with recommendations from the Human Resources Director and the employee's Department Head.

3.6.6. Drug and Alcohol Abuse Treatment/Rehabilitation.

3.6.6.1. If an employee voluntarily admits to a problem with drugs and/or alcohol abuse and desires treatment, that employee may request treatment from his/her supervisor, Department Head or the Mayor. This request will be confidential. The City supports such requests for help. There will be no action taken against an employee who requests treatment; however, such request must be made prior to any City mandated drug screen request. An employee shall be treated no more than two times during employment with the City. (“Treatment” is defined as the admission to a recognized inpatient or outpatient rehabilitation program and the subsequent follow-up care.)

3.6.6.2. Upon completion of treatment the employee must adhere to all aftercare contracts and agreements and shall be subject to random drug and/or alcohol testing. If the employee does not adhere to these contracts and there is a breach of contract, disciplinary action or termination procedures will be brought against the employee. Until the rehabilitation program is completed, the employee shall be placed on sick leave, annual leave or leave without pay.

3.6.7. Confidentiality. The City of Greenville is committed to a safe, productive workplace that is free of substance abuse. The City is also concerned about employees’ privacy. All information received by the City, its managers and supervisors, testing lab, or MRO, concerning employee drug and alcohol testing, initial screening results, lab test results, and related medical information is confidential. Such information shall be released only upon the written consent of the employee, except:

- To local, State or Federal agencies with investigative or regulatory jurisdiction.
- To its workers compensation carriers or third-party administrator of worker’s compensation or insurance claims, employees of the City who have a “need to know” as well as any retained consultant or counselor of the City related to its Drug and Alcohol Testing program.
- To be used as evidence, obtainable discovery, or disclosure in any public or private proceedings, with the exception of any criminal proceeding against the employee.
- By subpoena by a court of competent jurisdiction.
- To subsequent employers, upon receipt of a written request from the former employee.

3.7. Smoking and Tobacco Use Policy. For the health and safety of our employees and customers, the City prohibits the use of tobacco products in City vehicles and inside all areas of its facilities, except in designated locations outside of buildings. Both smoking, smokeless or chewing tobacco are included in this restriction.

3.8. Preventing Workplace Violence. The City of Greenville is committed to maintaining a safe workplace. Any manner of threats or acts of violence by an individual toward another on City property will not be tolerated and must be reported immediately to the employee's supervisor and the Mayor. All reasonable reports of potential or actual incidents of workplace violence will be investigated and documented promptly, thoroughly and impartially. However, nothing in this policy shall prevent an employee from lawfully defending him/herself or others in appropriate circumstances.

3.9. Safety Standards. The City of Greenville is committed to providing safe work environments for all employees. Each employee is responsible for complying with all safety standards, rules and policy that are established by the City, his/her supervisor and/or relevant outside agencies. Employees may be given job safety training relevant to their work responsibilities in accordance with state and federal law. Employees are asked to use and care for City property so as to safeguard themselves, their colleagues and the public. They are asked to be alert to and immediately notify their supervisor about any perceived unsafe conditions regarding City buildings, grounds or vehicles.

3.10. On-the-Job Injuries or Accidents. An employee must report any on-the-job injury or accident immediately using the reporting chain of command. The employee notifies his/her supervisor first, and the Human Resources Director, so that an accident report and worker's compensation claim may be quickly filed. If Human Resources Director is not available, report the incident to the Fire Chief, who is the Safety Director, or the Department Head. **The supervisor and/or the injured employee will call the Workplace Triage Hotline at 1-855-660-5200 immediately.** Please see the Worker's Compensation Section of this Manual for detailed instructions. **ALWAYS TELL THE REGIONAL MEDICAL CENTER STAFF OR THE STABLER CLINIC STAFF THAT THIS IS A WORKER'S COMPENSATION CLAIM.** The employee may be required to sign a medical release form so that the City may process his/her claim. All employees are expected to report job-related accidents of which they are aware even if the accident does not involve them directly. In the event of an injury or fatality, the supervisor or Human Resources Director shall immediately notify the Mayor. The injured person's name shall not be released to the media until appropriate family notifications have been made.

3.11. Security. City employees are issued keys, security combinations, and passwords for City property at the discretion of their supervisor. Accordingly, it is an employee's responsibility to safeguard such items and to secure City property after himself/herself. If an employee compromises the security of City property at any time, he/she shall immediately notify his/her supervisor or the City Clerk.

3.12. City Records. City records comprise all files, written documents, computer documents, and e-mail stored in City archives, City file cabinets and offices, and City computers. All City records, except those protected under Alabama Code as exempt, are public records and may be scrutinized by the public. No employee may alter, destroy, distribute, delete or remove any portion of City records without direction from his/her

supervisor. Supervisors have the right to read all contents stored on an employee's computer at any time and for any purpose. Deleted files or messages remain in the system memory and can easily be retrieved.

3.12.1. Maintenance and Retention of Records. The Human Resources Director is responsible for the maintenance of the official personnel records, including the original application for employment, the results of all tests and examinations taken to demonstrate qualifications, the employment history, current employment status, commendations, record of disciplinary actions, training records and other records pertinent to the employee's service.

3.12.2. Release of City Information/Records. Employees shall know and comply with City policies that reflect state law about making records available to the public. Employees shall know which specific City records are confidential and may not be released without the written approval of the City Clerk or Mayor, or an order from a court of competent jurisdiction. An employee may not verbally share confidential information unless his/her supervisor has given explicit consent to do so. City employees shall at all times respect the privacy of their co-workers and citizens when managing or processing a public record in which individuals are identified. All requests for City records or information must be routed to the Mayor's office through the City Clerk for disposition and approval.

3.13. Information Technology (IT) Policy.

This policy establishes the procedures and standards for the use of City owned information technology equipment, grant purchased equipment, or donated equipment (hereafter referred to collectively as "IT equipment"), which includes, but is not limited to, City owned and leased telephones or cell phones, radios, facsimile machines, voice mail, computers, electronic mail (e-mail), and Internet functions, computer-based networks, computer peripherals, operating systems, software or any combination thereof, that are made available by the City in conducting the City's business and providing quality products and services to its customers. City IT resources are made available to employees to assist in the pursuit of organizational goals. It is expected that users will cooperate with each other in order to promote the most effective use of IT resources and will respect each other's ownership of work even though it is in electronic rather than printed form. Users of City-owned or operated IT resources are responsible for knowing and abiding by the City's policy. Failure to abide by this policy may result in elimination of the privilege to use these IT resources and/or disciplinary action up to and including termination.

3.13.1. City Owned Computer Systems. In conducting business, the City relies on internal and external e-mail, the Internet and various computer software programs. This information technology is the City's business property to be used for business purposes. The City's computer systems require that each user have a unique identity referred to as a "User-ID", protected by a "Password", to gain access. Conduct which involves misuse of computer identities includes: (a) Allowing an unauthorized

individual to use the identity; and, (b) Using another individual's computer identity without the express permission of the authorized user or the express permission of the Department Head or supervisor of the authorized user.

3.13.1.1. E-Mail. Sending or receiving personal e-mail messages should be kept to a minimum and not interfere with the proper conduct of City business.

3.13.1.2. Use of Internet. Access to the Internet is provided to City users to facilitate the business of the City and provide improved services to its customers. Personal use should be kept to a minimum and preserve the integrity of the computer.

3.13.1.3. Information Technology Privacy. Employees have no right to privacy with respect to City e-mail, Internet, or computer use. The City reserves its right to monitor and review employee's usage of its information technology systems and may audit employee's Internet use, including checking the web sites employees access on the Internet.

3.13.2. Use of Telephone Devices. A large percentage of the City's business is transacted by telephone. The telephone equipment of the City is provided for the purpose of providing service to our customers. Therefore, it is necessary to limit personal calls to an absolute minimum.

3.13.2.1. City-provided Cellular Telephones. Cellular telephones that are issued to employees for work purposes should be used for that purpose only. Cell phones should not be used while driving a City vehicle, unless the cell phone is equipped with a hands-free device or used in conjunction with safety sensitive jobs.

3.13.2.2. Personal Cellular Telephones. If employees bring personal cell phones to work, these devices are to be used as determined by the Department Head and should not be a distraction to others. Abuse of cell phone usages will lead to disciplinary measures. Whenever possible, personal use should be before or after work hours, during lunch, or during other authorized breaks from work.

3.13.2.3. Texting from City Vehicle. In accordance with Alabama state law, texting, messaging or e-mailing is prohibited while operating a City vehicle.

3.13.2.4 In the event of any personal use by an employee which is inconsistent with this policy or which otherwise interferes with the employee's job performance or the accomplishment of the City's business, the employee's supervisor may restrict the employee from using the communications resources in whole or in part.

3.13.3. Computer Software. The use of City procured software is limited solely to appropriate business use. Employees are strictly forbidden from installing software on City IT systems. Copying City-owned or licensed software or data to another computer system without proper authorization from their Department Head and City Clerk is prohibited.

3.13.4. Electronic Communications. Any communication that could be construed as a violation of the City's *Equal Employment Opportunity/Harassment Policy* is strictly prohibited. Specifically prohibited are hostile, intimidating, offensive, insulting or demeaning messages about a person's sex, race color, national origin, religion, age or disability. Similarly, employees shall not print, displace or download any sexually explicit messages or material of any kind; nor any materials relating to the prohibited actions mentioned above.

3.13.5. Social Media Policy. The City of Greenville seeks to maintain professional and appropriate communications concerning its activities, employees, programs, and events. Nothing contained within this Section is intended to thwart, diminish or otherwise minimize any Constitutional rights pertaining to free speech or the application thereof. As a reminder, in your capacity as a City employee, you may, from time to time, be in receipt or aware of confidential or other non-public information. It is your responsibility and duty to ensure confidentiality is maintained. The City understands social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. You should understand, however, that use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, as it relates to your employment, we have established these guidelines for the appropriate use of social media.

3.13.5.1 Guidelines. As part of the rapidly expanding world of electronic communication, social media can mean many things, including any means of posting information or content or communicating on the Internet. This might involve your own or someone else's web log or blog, online journal or diary, personal or group web site, social networking or affinity web site, web bulletin board or chat room, as well as other new or evolving means of communication. Please note that social media, as defined here, is not limited to means of communication associated or affiliated with the City, although these guidelines should also be taken in to consideration as part of your use of any of the City's means of communication. The more common social media outlets today include Twitter, Facebook, Instagram, TikTok, LinkedIn, YouTube, etc.

The same principles and guidelines found in the City's policies should also guide your use of social media. Ultimately, you are solely responsible for what you post or communicate online. Because there are risks and rewards involve, we ask that you think carefully before

creating or posting online content. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Bear in mind that if your conduct or content adversely affects your job performance or that of other employees, or if what you do or say adversely affects the City or others affiliated with our operations or legitimate business interests, there may be disciplinary consequences.

If you have any questions about the City's policies or these guidelines, please contact your supervisor or the Human Resources Director.

3.14. Non-Disclosure. This paragraph discusses the City's policy of non-disclosure of City information and the state guidelines for public request of that information.

3.14.1. The City prohibits disclosure of any information relating to the City's clients or prior clients. Therefore, personal information or other information relating to the City's employees or vendors may not be used by employees for any purpose which is not directly related to the City's business.

3.14.2. Information relating to the City's business may not be disclosed by employees to any person or entity who is not employed by the City and/or is not authorized to receive or use the information.

3.14.3. The City is subject to the *Alabama Public Records Law* and any requests for information from an employee should be referred to the Office of the City Clerk to complete the required forms and be given the requested information in accordance with the law and the policies of the City.

3.14.4. Any employee who improperly discloses or uses confidential information will be subject to disciplinary action, up to and including termination of employment and/or legal action.

3.15. Protected Communications. A *protected communication* is any complaint regarding wrong-doing, violations of rules, law or policy, accusations of fraud, waste and abuse, or other misconduct, made by an employee to a senior supervisor or any other senior City official.

3.15.1. It is the policy of the City of Greenville that any employee has the right to contact the Mayor's office; or complain or point out wrongdoing to any senior City official at any time (i.e., make a protected communication). However, the employee should first attempt to handle complaints at the lowest supervisory level or through normal personnel or chain-of-command channels.

3.15.2. City employees have the right to contact any supervisor or senior City official to report suspected wrongdoing or mistreatment. No one may *restrict* an employee from reporting wrongdoing to a supervisor or more senior official. When an employee

reports suspected wrongdoing to a supervisor or senior official, it is known as a *protected communication*.

3.16. Business Hours and Work Attendance. The City of Greenville operates within established normal business hours. This paragraph also addresses employee punctuality, breaks, and meal periods.

3.16.1. Business Hours.

3.16.1.1. Normal Business Hours. The Mayor and City Council shall establish the standard workweek. The administrative offices of the city operate Monday-Thursday from 7:30 am - 5:00 pm and Friday 7:30 am – 12:00 noon. Department Heads of other City departments may set hours that more effectively suit the needs of the City and the services provided by their department.

3.16.1.2. Breaks. Employees are entitled to a 15-minute break for rest twice each day, spaced approximately evenly throughout the work period. Breaks may be scheduled at staggered times to allow for department coverage.

3.16.1.3. Meal Periods. Employees are entitled to a 60-minute unpaid break for meals during each work period. Department Heads of other City departments may set hours that more effectively suit the needs of the City and the services provided by their department.

3.16.2. Attendance and Punctuality. Every employee is expected to attend work regularly and report to work on time. Unsatisfactory attendance and/or tardiness may lead to disciplinary action up to and including termination.

3.16.2.1. Notification. If an employee is unable to report to work on time for any reason, he or she must telephone their supervisor as far in advance as possible. Failure to notify the supervisor for absence or tardiness may be cause for disciplinary action, up to and including immediate termination.

3.17. Dress Policy. Dress standards for employees are set by their supervisor and will be appropriate for the job being performed. In the absence of stated dress standards, clothing must be appropriate for the employee’s job responsibilities and shall always present a professional appearance to the public. If uniforms are required, they should be kept neat, clean and mended at all times. Uniforms should be worn when an employee is on the job but not otherwise. Uniforms provided by the City are considered the property of the City, and shall be returned to the City at the end of their useful life or when no longer needed by the employee for performance of their duties. Department Heads of other City departments may dress standards that more effectively suit the needs of the City and the services provided by their department.

3.18. Unlawful Behavior by Employees. All employees are representatives of the City of Greenville and they are expected to conduct themselves in a manner that reflects positively on the City.

3.18.1. City employees shall not engage in unlawful activity of any kind while on duty. Unlawful behavior by an employee while off duty that would undermine the trust placed in him/her by his/her supervisor and the public cannot be tolerated and may be cause for termination.

3.18.2. If an employee is charged with a misdemeanor or a felony, he/she must immediately report the event in writing to his/her supervisor. The supervisor may determine if an investigation is required and, in coordination with the Personnel Director, will determine his/her response from the City's point of view. The Personnel Director retains the discretion to discipline or terminate the employee based on the investigation findings. An employee's failure to notify his/her supervisor of such a situation provides grounds for immediate termination.

3.19. Use of City Vehicles and Equipment. The Mayor or Department Head shall have the authority to assign and designate the use of a City vehicle, within provisions of applicable ordinances, to an employee for the purpose of conducting official City business.

3.19.1. Driver's License Requirement.

3.19.1.1. Employees, whose job duties include the operation of a City vehicle, or who may use their personal vehicle for City business, must be in possession of a valid and current Alabama driver's license to include the appropriate class of commercial license for the vehicle being operated. Should a prospective employee have a valid out of state license when employed, he/she shall obtain a valid Alabama drivers' license within 30 days of employment.

3.19.1.2. **Under no circumstances shall a City employee, whose license has been cancelled, revoked, suspended, or expired, operate a City-owned vehicle around or about a roadway, including any City-owned property, parking lots, parking decks, etc.**

3.19.1.3. Change in Driver License Status. An employee, whose job duties include the operation of a City vehicle, shall immediately, within 24 hours, notify his/her Department Head (or delegated official) of any change in the status of his/her driver's license or the receipt of any citation for a moving violation in the operation of a City-owned motor vehicle. Failure to immediately report a driver's license revocation, suspension, cancellation, or citation, as required by this paragraph, shall result in disciplinary action in accordance with policies stated in the Manual.

3.19.2. Seat Belt Use. Seat Belt use is mandatory in all City vehicles. This applies to the driver and all passengers in seating locations equipped with seat belts.

3.19.3. City vehicles may be operated only by employees of the City on and for City business.

3.19.4. A non-employee shall be permitted to accompany an employee who is on out-of-town City business.

3.19.5 Distracted Driving. Employees should be free of distractions while operating a City vehicle. Cell phone use without a hands-free device while operating a commercial motor vehicle is strictly prohibited in accordance with the Federal Motor Carrier Safety Regulations. Cell phone use without a hands-free device in all other City vehicles is prohibited except in emergency situations. Texting, reading, typing, accessing social media, etc. while driving is prohibited

3.20. Political/Campaign Activities. The City of Greenville encourages employees to exercise their constitutional right to vote and participate in the political process. However, political and campaign activities can be disruptive and must be limited during work hours. In the interest of maintaining a productive and tension-free work environment, the City has adopted the following policy restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action, up to termination, for violating this policy.

3.20.1. Prohibited Employee Activities. Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. It is against the City's policy for any officer, agent or employee of the municipality to:

- Use work time or City resources to accomplish goals that are politically motivated
- Solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during work hours
- Use City facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity
- Utilize the City's property or City-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, email systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity
- Use the City's name or affiliation in connection with any political or campaign activity, at any time, without the City's express written approval

3.20.2. Requesting Time Off for Voting. The City encourages every employee to play an active role in the election process. Employees are generally permitted to take time off from work to vote in the event the employee's work schedule does not allow sufficient time for voting either before or after work. Employees are encouraged to

check local poll operation times before requesting time off to vote. Requests should be made as far in advance of the election date as possible to minimize disruption to work flow and operations. The City will attempt to accommodate all requests for voting leave; however, management has discretion to deny leave requests or designate permissible voting times for business reasons, to the extent permitted by law.

3.20.3. Political Coercion, Harassment and Retaliation. The City of Greenville embraces diversity and respects each employee's political beliefs and preferences. Employees of the City shall not be appointed or retained on the basis of their political activity or affiliation. Employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support for the purpose of supporting or opposing the appointment or election of candidates for any elected office. It is against City policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee with respect to his or her political beliefs or activities. The City does not permit its officials, managers, or employees to coerce any other employees into supporting or opposing any political candidate, party, or belief. It is a violation of this City's policy for any manager or employee to retaliate, threaten to retaliate, or take any adverse action against an employee for his/her support or opposition to any political campaign or party affiliation.

3.20.4. Employees Running for Public Office. Employees who decide to run for public office are expected to keep politics separate from employment, and should not allow political involvement to interfere with work performance. The City of Greenville strictly prohibits employees seeking public office from using the City's name in association with any political or campaign activity without the City's express written permission. Employees wishing to run for public office should notify their supervisor and the Human Resource Department in writing of their intentions, specifying the position and venue in which they are seeking election. City employees running for election or appointment to an office within the City of Greenville must take unpaid leave, annual leave or take a leave of absence during the campaign (ref: Code of Alabama 1975, § 17-1-4). Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The City does not guarantee that employees will be reinstated to their prior position or any other position upon return from a leave of absence for political service.

3.21. Federal Pregnant Workers Fairness Act (PWFA). The City of Greenville will provide reasonable accommodations to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA). Examples of potential reasonable accommodations include: seating, closer parking, flexible hours, appropriately sized uniforms and safety apparel, additional break time to use the restroom, eat, and rest, leave or time-off to recover from childbirth, limitations on strenuous activities. If you require an accommodation, notify your supervisor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as: the reason you need an accommodation, a description of the proposed accommodation, and

how the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The City of Greenville will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The City of Greenville is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the city.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. The city will comply with state and local laws that provide additional protections beyond the PWFA. The city will not retaliate against the employee who requests or receives an accommodation under this policy.

3.22. Accommodations for Nursing Mothers. The City of Greenville will provide nursing mothers reasonable unpaid break time to express milk for their infant child or children for up to one year following the child's birth.

If you are nursing, the City will make reasonable efforts to provide you a private, secure, and sanitary room, other than a restroom, in close proximity to the work area to express milk or to breastfeed a nursing child. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in City refrigerators, refrigerators provided in the lactation room or other location, or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share food/drink storage spaces.

The break time must, if possible, run concurrently with any break time already provided. You are encouraged to discuss the length and frequency of these breaks with your supervisor.

3.23. Federal Motor Carrier Safety Association (FMCSA) Drug and Alcohol Clearinghouse. Pre-employment queries required by 49 CFR 382.701(a). The City of Greenville shall conduct a pre-employment full query through the FMCSA Drug and Alcohol Clearinghouse (clearinghouse) before a CMV driver begins employment. The applicant shall register with the clearinghouse and login to the clearinghouse and give consent to the City to run a full query. Failure of the applicant to consent to the City running of a full query within twenty-four (24) hours of notice shall result in the application no longer being considered or withdrawal of a conditional offer and/or final offer of employment.

3.23.1. Pre-employment performance history investigations required by 48 CFR 382.413. The City will perform or have performed through a third-party administrator (TPA) a safety performance history investigation from the CMV driver applicant's previous DOT regulated employers that employed the CMV driver within the previous three (3) years. This requirement expires January 6, 2023.

3.23.2 Employee annual queries required by 49 CFR 382.701(b). The City shall conduct a limited query through the clearinghouse on all CMV drivers at least once a year. All employee CMV drivers shall sign a consent form to remain in the employee's personnel file for the duration of employment enabling the City to conduct unlimited queries on the employee CMV driver. If a limited query on a CMV driver employee shows that a record exists for the employee, then the City shall run a full query within twenty-four (24) hours. If employee fails to login to the clearinghouse and give full consent to the query in reasonable time, not to exceed twenty-four (24) hours, then the employee will be removed from safety sensitive duty, will be subject to disciplinary action, and be considered not capable of performing the essential functions of the job.

3.23.3. Notification/reporting. The City and/or medical review officer and/or a third-party administrator shall report to the clearinghouse the following required by 49 CFR 382.705:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test in violation of 49 CFR 382.211;
- An employer's report of actual knowledge, as defined by 49 CFR 382.107;
- On-duty alcohol use pursuant to 49 CFR 382.205;
- Pre-duty alcohol use pursuant to 49 CFR 382.207;
- Alcohol use following an accident pursuant to 49 CFR 382.209;
- Drug use pursuant to 49 CFR 382.213;
- A substance abuse professional's (SAP's) report of the successful completion of the return to duty process and negative return to duty test and an employer's report of completion of follow-up testing.

3.23.4 Employee shall notify the City of a change to employee's clearinghouse record within thirty (30) days of the City conducting a query. CMV driver employees shall notify the city of drug and alcohol violations while working for a different employer within one business day.

3.23.5. Return to duty prohibition. No CMV driver shall perform any safety-sensitive function if the results of a clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of 49 CFR 382.211; or that an employer has reported actual knowledge, as defined at 49 CFR 382.107, that the driver used alcohol on duty in violation of 49 CFR 382.205, used alcohol before duty in violation of 49 CFR 382.207, used alcohol following an accident in violation of 49 CFR 382.209, or used a controlled substance in violation of 49 CFR 382.213, except where a query of the clearinghouse demonstrates:

That the driver has successfully completed the substance abuse professional (SAP) evaluation, referral, and education/treatment process set forth in 49 CFR part 40, subpart O; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP and/or the City.

That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with 49 CFR 40.307 and specified in the SAP report required by 49 CFR 40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in 49 CFR part 40, subpart 0, and achieves a negative return-to-duty test result, and the City assumes the responsibility for managing the follow-up testing process associated with the testing violation.

3.24. Other Information related to the Drug and Alcohol Clearinghouse (compliance date January 6, 2020). The purpose of the Clearinghouse, as mandated by section 32402 of MAP-21, is to maintain records of all drug and alcohol program violations in a central repository and require that employers query the system to determine whether current and prospective employees have incurred a drug or alcohol violation that would prohibit them from performing safety-sensitive functions covered by the FMCSA and U.S. Department of Transportation (DOT) drug and alcohol testing regulations. This will provide FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV and ensure that such drivers receive the required evaluation and treatment before resuming safety-sensitive functions. Specifically, information maintained in the Clearinghouse will ensure that drivers who commit a drug or alcohol violation while working for another employer, or who attempt to find work with another employer, do not perform safety-sensitive functions until completing the return-to-duty process. The Clearinghouse thus addresses the situation in which drivers can conceal their drug and alcohol violations merely by moving on to the next job or the next jurisdiction. As explained below, drug and alcohol violation records maintained in the Clearinghouse will “follow” the driver regardless of how many times he or she changes employers, seeks employment or applies for a CDL in a different State. The Clearinghouse will be administered and maintained in strict compliance with applicable Federal security standards. The Agency will comply with the consent requirements of the Privacy Act prior to releasing any driver's Clearinghouse record to an employer.

Employers and medical review officers (MROs), or their designated representatives, are required to report information about positive drug test results, alcohol test results greater than 0.04 blood alcohol content, refusals to test and other non-test violations of FMCSA's drug and alcohol regulations. In addition, Substance Abuse Professionals (SAPs) are required to report information about drivers undergoing the return-to-duty drug and alcohol rehabilitation process. Employers must search the Clearinghouse for information during the pre-employment process for prospective employees and at least once a year for current employees to determine whether anyone has incurred a drug or alcohol violation with a different employer that would prohibit him or her from performing safety-sensitive functions.

<https://clearinghouse.fmcsa.dot.gov/>

<https://clearinghouse.fmcsa.dot.gov/FAQ>

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 4. HIRING POLICY

4.1. Overview. The City endeavors to hire the most suitable candidate for open positions and encourages current employees to apply for positions for which they are qualified. The City may also solicit and consider applications from external applicants. Appointments and promotions to all classified positions shall be made solely on the basis of merit, which shall be determined by evaluation of the applicant's:

- training, education, experience, physical fitness and ability
- previous performance evaluations, an oral interview
- whenever practical, an examination or demonstration performance test

4.2. Equal Employment Opportunity Policy. The City of Greenville is an Equal Opportunity Employer and will not discriminate on the basis of any group protected by federal or state law, including a person's race, ethnicity, religion, marital status, gender, sexual orientation, political affiliation, age, national origin or disability.

4.3. Americans with Disabilities Act Compliance. The City is committed to complying with the *ADA Amendments Act of 2008*, the *Americans with Disabilities Act of 1990* and its related Section 504 of the *Rehabilitation Act of 1973*, as applicable. The City will not discriminate against qualified individuals with disabilities or personal handicaps with regard to any aspect of their employment, unless the disability or handicap is directly related to job performance (the disability or handicap prevents the individual from adequately performing the required duties/tasks of the job).

4.4. Job Postings. All vacant positions shall be advertised to the public and City employees, except where an employee is to be promoted, or where an individual with specific qualifications has been actively recruited through the City recruitment processes.

4.4.1. Length of Employment Notice. Notices of job vacancies are normally open for a period of 10 days. Notices may be posted on City bulletin boards, the City website, and through other appropriate employment advertising means.

4.4.2. City employees may file a Letter of Interest in the position during the notice period with the Human Resources Director.

4.5. Age Requirements. The minimum age for employment as a probationary employee is eighteen (18) years of age. The minimum age for employment of a seasonal employee is sixteen (16) years of age.

4.6. Promotions & Transfers. This paragraph highlights the City's policies on promotions and transfers.

4.6.1. Promotions. All vacancies occurring in the Classified Service shall, whenever possible, be filled by promotion of a qualified employee within the public service. However, the Human Resources Director may recruit applicants from outside the public

service whenever there is reason to believe that better qualified applicants are available than from within the public service. Promotion within the public service shall be based on the qualifications of the person being appointed. Usually, the first consideration in filling of vacancies will be given to the most qualified applicant in the department in which the vacancy exists. Next, consideration will be given to the most qualified applicant from outside the department. If no acceptable applicant is found within the public service, the vacancy will be filled from outside the public service. The criteria used will be based upon experience, performance indicators, evaluation and examination, if necessary.

4.6.2. Transfers. Employees interested in applying for openings in other departments should inform their supervisor prior to completing an application for the job. There will be no repercussions for employees seeking a transfer.

4.7. Pre-Employment Testing. City of Greenville requires that all applicants for employment submit to a test for illegal drug or alcohol use prior to employment. Failure or refusal to submit to a test will result in withdrawal of a conditional offer of employment and/or discharge of employment if employed pending receipt of the test results. No applicant will be asked to take a test unless an offer of employment has been made. All offers of employment are conditional upon a negative test result. Employment applicants taking legally prescribed medications must notify the Human Resources Director of such, prior to the pre-employment testing.

4.8. Pre-Employment Health Screening. As stated earlier in Section 2 of this Manual, offers of employment may be conditioned on completion of a medical examination, to ensure that the person is capable of performing the job's essential functions with reasonable accommodation, in accordance with the *ADA*. Failure to submit to or complete a medical examination is viewed as rejection of the offer of employment. Further details of this policy are contained in paragraph 2.1.4 of this Manual.

4.9. Employment Verification/Reference Inquiries/Background Checks. The City of Greenville conducts reference and background checks on all new employment applicants. Applicants who have provided false information may be eliminated from further consideration for employment. Employees who have falsified information on their employment applications will be disciplined, which could include termination.

4.9.1. General Inquiries. All inquiries regarding a current or former employee must be referred to the Human Resources Department.

4.9.2. Written Requests/Inquiries. Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Director for handling. No employee may issue a reference letter to any current or former employee without the permission of the Human Resources Department.

4.9.3. Telephonic Requests/Inquiries. Under no circumstances should any employee release any information about any current or former employee over the telephone. All telephone inquiries regarding any current or former employee must be referred to the Human Resources Department.

4.9.4. Outside Requests/Inquiries. In response to an outside request for information regarding a current or former employee, the Human Resources Director will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former employee, or his/her employment with the City, will be furnished unless the employee authorizes the City to furnish this information in writing that also releases the City from liability in connection with the furnishing of this information or the City is required by law to furnish any information.

4.10. Probationary Period. The Probationary Period is intended to give new and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this working period to evaluate employee capabilities, work habits, and overall performance. Employees are encouraged to ask questions so that they will have a clear understanding of the job and performance expectations.

4.10.1. Probation Period Expectations. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by a supervisor, Department Head, and/or other appropriate official. If the probationary employee fails to meet required standards of performance, employment will be terminated, or if the individual is a promoted regular employee, the individual may be restored to the classification and position from which he/she was promoted or a comparable position. Termination or demotion will be conditional; subject to review and approval of the Appointing Authority – that person having authority under the laws of the State of Alabama or the Ordinance of the City of Greenville to make appointments to positions.

4.10.2. Length of Probation. All new and rehired employees work on an introductory or probation basis for the first six (6) months after their date of hire or rehire. All promoted and transferred employees work on an introductory basis for the first six (6) months after the date of promotion or transfer. For the Fire and Police departments, the probationary period of six (6) months starts at date of hire and extends after the successful completion of AFC or APOSTC. The probationary time DOES NOT include the time spent at AFC or APOSTC.

4.10.3. Probation for New Hires/Employees. All new employees, including former employees who have been rehired, are considered to be on probation for the first six (6) months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he/she is suited for his job. This period is not a guarantee of employment for six (6) months. If the Department Head concludes at any time that the employee is not suited for his/her position, the new employee may be terminated or may be placed on extended probation if approved by Personnel Director.

4.10.4. Probation for Promoted Employees. All newly promoted employees are considered to be on probation in their new jobs for six (6) months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he/she is well suited for the promotion. It is not a guarantee of employment for six (6) months. If the Department Head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his/her new position, the employee may be removed from that position. During the promotion probation period, promoted regular employees will continue to receive other benefits accorded to them as regular employees (i.e. vacation, sick leave, etc.).

4.10.5. End of Probationary Period. The probation period ends successfully when the Department Head, not sooner than six (6) months after the employee was hired/promoted, evaluates the employee in writing and authorizes reclassification. Upon satisfactory completion of the probationary period, employees enter the “regular” employment classification.

4.10.6. Probationary Report. At least ten (10) days prior to the end of each employee’s probationary period, the Department Head shall complete a Job Performance Evaluation for this time period and notify the Human Resources Director in writing that either:

- the employee has successfully completed his/her probationary period and shall henceforth be considered a regular employee with all rights and privileges due him/her
- the employee has not progressed as desired but is recommended for an extension of their probationary period for an additional 90 days
- the employee has not demonstrated ability to perform the duties of the position satisfactorily and is to be separated from employment, or if promoted from another position returned to the previous position or similar classification

4.10.7. Probation Extension. If the Department Head determines that a probationary employee has not progressed adequately during the probation period, the Department Head may recommend in their Probationary Report that the employee’s probation period be extended for an additional 90 days. At the expiration of the 90-day extended probationary period, action must be taken to grant regular status, terminate the employee, or return the employee to the classification from which they were promoted.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 5. COMPENSATION POLICY

5.1. Overview. The City of Greenville will provide its employees fair and equitable compensation. Equitable pay for eligible employees shall be established by the approved *classification* and *pay plan*. The Mayor and City Council shall periodically review and evaluate the effectiveness of the City's compensation system.

5.2. Classification Plan. A classification plan will be established to ensure that all City jobs are paid equitably based upon the job-related content of each job. The plan will be based upon the policy that all jobs that are comparable in responsibility, scope, complexity, and required knowledge, skill, and ability will be assigned to the same pay grade level. All positions will be assigned to an appropriate pay grade level in the classification plan.

5.3. Pay Plan. A pay plan will be established and used in conjunction with the approved classification plan to determine the proper pay level for each job covered by the City's compensation system. The pay plan will contain a minimum and maximum pay range for each pay grade level contained in the classification plan.

5.4. Employee Anniversary Date. The purpose of the employee anniversary date is to establish a point from which all employee personnel decisions that are based on years of service can be based. An employee's anniversary date will be used to determine his/her eligibility for longevity pay increases, benefits, and other areas, which are related to an employee's years of service.

5.5. Pay Schedule. The City has established a bi-weekly pay period (14 days). The pay period begins on Wednesday and ends on Tuesday before paychecks are issued. All pay earned during the pay period will be paid to the employee on the Friday following the end of the pay period. If this day is an official holiday, the last work day before the holiday will be observed as pay day.

5.6. Payroll Deductions. Certain deductions will be made in accordance with federal and state laws. In addition, the City makes available certain voluntary deductions as part of the comprehensive benefits program.

5.7. Overtime Pay and Compensatory Time Off. The Department Head shall assign each employee regular duties and responsibilities that can be normally accomplished within the workday and workweek. However, occasionally some overtime work may be necessary for the proper performance of work duties and responsibilities. Non-exempt employees have the option to select either overtime pay or compensatory time off. Exempt employees are not eligible for overtime entitlements. Public Safety employees are governed by special overtime policies. Department heads are required to double-check and verify the accuracy of time records (such as vacation, sick leave, overtime, and compensatory time) under their purview.

5.7.1. Overtime Pay.

5.7.1.1. Non-exempt. Overtime compensation is paid to all nonexempt employees at one and one-half times their rate of pay for all hours worked in excess of 40 hours per week.

5.7.1.2. Exempt Employees. Employees that are exempt from the overtime provisions as prescribed by the *Fair Labor Standards Act*, shall not be eligible for overtime entitlement, regardless of hours worked during the workweek.

5.7.1.3. Public Safety Employees.

5.7.1.3.1 Fire Department. The City of Greenville establishes a 14-day work period for designated Fire Department personnel. Overtime shall be paid on all hours in excess of 106 within the 14-day work period.

5.7.1.3.2. Police Department. The City of Greenville establishes a 14 day work period for designated Police Department personnel. Each employee in the classification of law enforcement officer shall be paid overtime for hours worked in excess of 86 within the work period.

5.7.2. Compensatory Time. The City of Greenville provides its non-exempt employees the option to select compensatory time off in lieu of monetary overtime compensation. This policy outlines the treatment of compensatory time as overtime for eligible non-exempt employees. Compensatory time will be accrued at a rate equivalent to one and one-half times the number of overtime hours worked by the employee.

5.7.2.1. An employee may use his or her accrued compensatory time only after making a formal request, and if the time off does not negatively affect the operations of the City or department.

5.7.2.2. Compensatory time may be accumulated for a period of one year beginning and ending on the anniversary date. If accrued compensatory time hours are unused and still credited to an employee after one year has elapsed, the hours will be automatically paid, using the pay rate in effect at the time the hours were worked.

5.7.2.3. All non-exempt employees may accrue up to 80 hours of compensatory time.

5.7.2.4. Fire Department. The City of Greenville establishes a 14-day work period for designated Fire Department personnel. Compensatory time shall be paid on all hours in excess of 106 within the 14-day work period.

5.7.2.5. Police Department. The City of Greenville establishes a 14 day work period for designated Police Department personnel. Each employee in the classification of law enforcement officer shall be paid compensatory time for hours worked in excess of 86 within the work period.

5.8. Pay Adjustments.

The City will provide merit increases for eligible employees in accordance with the general guidelines contained herein. Any changes in base pay of an individual employee within the employee's pay grade may occur annually coordinated with the fiscal year's budgeting process, or more frequently if approved by the mayor.

5.8.1. Procedures for Pay Increases.

5.8.1.1. The department head shall recommend to the HR Director an adjustment of an employee's base pay and justify the same in writing based upon the prevailing market conditions or internal or external equity, with supporting documentation.

5.8.1.2. The HR Director shall review the recommendation of the department head, and confirm available funding with the chief financial officer.

5.8.1.3. The Mayor shall review the recommendation of the Department Head and HR Director. If the Mayor recommends that an adjustment is warranted, he shall direct the HR Director to implement the pay adjustment. If the Mayor determines that the adjustment is not warranted, a denial shall be sent in writing to the department head that initiated the request.

5.8.1.4. An employee will be eligible for a 5% salary increase upon successfully obtaining an approved certification. All certifications should be given to the HR Director in order to receive the increase. The salary increase will be effective from the date of certificate completion. Employees who receive a salary increase based on a certification must maintain the certification's validity. The employee must provide proof of certification renewal or completion of any required continuing education units within the defined timeframe. Failure to maintain the certification may result in the salary increase being rescinded. ***Completion of a course is not considered an approved certification.***

5.8.2. Merit Increase. A merit increase may be provided to an eligible employee in accordance with criteria established by the Mayor and City Council. Normally, such increases will be based upon the employee's level of performance, with consideration also being given to length of service. An eligible employee may earn a merit increase so long as such increase does not raise his/her pay above the maximum level of pay authorized for his job in the City's classification and pay plans. Once an employee's pay

level meets or exceeds the maximum level of pay for his job, he will not be entitled to any other merit increases.

5.8.2.1. Special Merit Increase. A special merit raise, outside of the regular annual evaluation period, is intended to recognize and reward exceptional performance, significant contributions, or extraordinary achievements by employees. The Department Head must provide the HR Director a written justification outlining the reasons for his/her request, including specific examples of the employee's outstanding performance or contributions.

5.8.3. Across-the-Board Increase. The Mayor and City Council may, as determined necessary, provide an across-the-board increase to meet cost of living and labor market increases. When such increase is approved by the City leadership, the increase will be applied to the midpoint pay for each pay grade and a new minimum and maximum range calculated. An across-the-board increase will be provided to those categories of employees as determined by the City leadership to be eligible for the increase. The pay of each eligible employee will be increased by the same percent that the pay plan is increased.

5.8.4. Merit and Across-the-Board Increases in the Same Year. An eligible employee may receive both a merit increase and an across-the-board increase that is given in the same year, so long as the increase does not cause his/her pay to exceed the maximum established for his/her job, after the across-the-board increase is applied to the City's pay plan.

5.9. Establishment of Pay upon Employee Reassignment. When an employee is reassigned to another job, his pay will be established in accordance with the following guidelines.

5.9.1. Transfer. If an employee is transferred to a position that has the same pay grade level as his/her current position, his or her pay will remain the same in their new position as it was before his transfer.

5.9.2. Promotion. If an employee is promoted to a position that has a higher pay grade level than his current position, his/her pay level will be re-established for his new position. The actual amount he will receive will be established by the Department Head. If a promoted employee is returned to his old job prior to completing the required probationary period, his pay will be re-established to correspond to his old position.

5.9.3. Demotion. If an employee is demoted to a position that has a lower pay grade level than his/her current position, his/her pay level will be re-established for the new position. The actual amount he/she will receive will be established by the Department Head. However, under no circumstances will a demoted employee's pay exceed the maximum level of pay or be less than the minimum level of pay authorized for his new position.

5.10. Hazardous Duty Pay. Each eligible employee of the Police and Fire Departments, who is required to perform duties that are considered “potentially hazardous”, will be paid \$150.00 per month in addition to all other pay. This pay will not be considered when computing overtime or pay increases.

5.11. Longevity Credit/Payments. Upon the individual anniversary date, each employee shall be eligible to receive longevity pay based upon the following schedule:

Longevity Pay Rate	
Length of Service (years)	Dollar Amount
10-14	\$500
15-19	\$800
20-24	\$1000
>25	\$1500

5.11.1. Eligibility. The employee shall be eligible to receive this benefit provided the employee is actively working on their anniversary date. Should an employee terminate his/her employment or be terminated by the City of Greenville prior to the anniversary date, the employee shall not be eligible or compensated for this benefit. An employee may be on annual or sick leave on the anniversary date; however an employee may not be on a leave of absence.

5.11.2. Federal, State, FICA taxes, and retirement shall be deducted from this benefit.

5.11.3. Longevity pay shall be issued once per month in a separate payroll run during the week between scheduled bi-weekly payroll runs of the employee’s anniversary month.

5.12. Time Records. The City of Greenville is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the City has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using The City’s Leave & Absence Management System Software called TimeClock. Any requests for leave MUST be submitted through TimeClock. No written requests will be accepted.

5.12.1 You must accurately record all your time to ensure you are paid for all hours worked and must follow established City procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your supervisors of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working “off the clock.” If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 6. LEAVES OF ABSENCE

6.1. Overview. The City of Greenville provides its regular employees with various types of leave. This section seeks to explain the different types of leave, holidays, eligibility for such leave, as well as the way in which it is accrued.

6.1.1. Notice. An employee requesting a leave of absence must give the supervisor 3-5 days advance notice or, if the need for leave is not foreseeable, as much notice as is practicable under the circumstances.

6.1.2. Medical Certification and Reporting. For leaves due to illness or injury (whether of the employee or someone else), the City reserves the right to require appropriate certification from a qualified physician or other health care provider acceptable to the City. Except for military leaves and those leaves of absence with a certain return date, the employee on leave shall keep the City informed on a weekly basis if possible, or otherwise as reasonable, of his or her prognosis and expected return to work date.

6.1.3. Compliance. It is the City's intention that this policy be interpreted and applied to comply fully with the Family and Medical Leave Act of 1993, the Americans with Disabilities Act, the Pregnancy Discrimination Act, the Support for Injured Service members Act of 2007, the National Defense Authorization Act, the various veteran's laws, and all other applicable laws. Any situations not covered by any of those laws will be handled by the City at its discretion.

6.2. Holidays. All regular employees are eligible for holiday pay for official City of Greenville's holidays. Part-time and temporary employees will not receive holiday pay. For regular full-time employees with a workweek other than Monday-Friday, the Department Head shall designate the workday that the department will observe as a holiday.

6.2.1. Scheduled Holidays. The following holidays have been approved by the Mayor and City Council to be observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Memorial Day	Thanksgiving (Thursday and Friday)
Juneteenth	Christmas Day
Independence Day	

When an approved holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When an approved holiday falls on a Sunday, the following Monday will be observed as the holiday.

6.2.2. Eligibility for Holiday Pay. An eligible employee will receive holiday pay for all official holidays. Such pay will be based upon his/her regular daily rate of pay. If a non-exempt employee is required to work on a holiday, he/she shall be granted a day off, or will be paid at his/her regular rate of pay for all the hours worked. Such pay will be in

addition to holiday pay. Any entitlement to overtime pay will be calculated in accordance with the FLSA. Only the time actually worked on a holiday will be counted as work time in determining his/her overtime entitlement.

6.2.3. Preceding and Succeeding Workdays. To be entitled to receive holiday pay for a City-authorized holiday an eligible employee must work all his/her scheduled hours on work days immediately preceding and following the paid holiday, or be on approved leave with pay.

6.2.4. Holiday Pay in Lieu of Sick or Vacation Pay. If an eligible employee is on approved sick or vacation leave when an official holiday occurs, such time will be charged as holiday pay and not as sick or vacation pay.

6.3. Annual Leave. All regular full-time employees are eligible for annual leave. Probationary employees will earn 20 hours on their start date and 20 hours at the end of the six (6) month probationary period. New employees will not accrue these hours until after their six (6) month probationary period. Your request **MUST** be submitted through TimeClock’s Leave & Absence Management System software. No written requests will be accepted.

6.3.1. Leave Year. An employee's leave year will begin on his/her employment anniversary date and will end twelve (12) months later.

6.3.2. Accrual Rates. Annual Leave will be earned by each eligible employee on a yearly basis. The actual number of days an employee earns each year will be based upon his/her continuous years of completed service as determined from his/her latest hire date as a regular employee. However, your annual leave hours do not accrue until after your six (6) month probationary period is over. A newly hired employee will earn annual leave from his/her first six months (probationary period) of employment; however, if he/she does not complete at least six months of service, he will forfeit all annual leave that he/she has accrued. Eligible employees will earn annual leave according to the following schedules, based on their assigned department:

Regular Full-Time City Employees	
Completed Years of Continuous Service	Annual Leave Hours Earned
Start Date	20
6 months	20
1 year	40
2-10	80
11-15	120
>16	160

Fire Department (212 Hour Work Period)	
Completed Years of Continuous Service	Annual Leave Hours Earned
Start Date	20
6 months	20
1 year	54
2-10	108
11-15	162
>16	216

Police Department (84 Hour Work Period)	
Completed Years of Continuous Service	Annual Leave Hours Earned
Start Date	20
6 months	20
1 year	42
2-10	84
11-15	126
>16	168

REMEMBER: Annual Leave hours do not begin to accrue until the completion of the employee’s six (6) month probation period.

6.3.3. Annual Leave Limits. Employees may accrue and carry forward (past their anniversary date) a maximum of 80 hours of annual leave, to be used at the discretion of the employee and the convenience of the City. Any leave in excess of these amounts must be used by the employee’s anniversary date or will be transferred into the employee’s sick leave balance. Annual Leave must be taken in increments of 1 hour. All annual leave will be forfeited upon separation or termination of employment if it is during their probationary period.

6.3.4. Official Holiday during Vacation. When an official holiday occurs while an employee is on annual leave, the day will be credited as a paid holiday and not as an annual leave day.

6.3.5. Disposition of Annual Leave at Separation/Retirement. All non-probationary employees who resign voluntarily or retire, and who have given reasonable notice of intention to resign will receive any annual leave credit earned as of the date of the employee separation. Employees dismissed for incompetence or inefficiency *not* involving personal misconduct will receive all earned annual leave.

6.3.6. Requesting Annual Leave. An employee must give at least 3-5 days' notice of request for time off. Supervisors and department heads have discretion in granting time off for employees with consideration to the efficient operation of the department as a whole. **Your request MUST be submitted through TimeClock's Leave & Absence Management System software. No written requests will be accepted.**

6.4. Sick Leave. Sick Leave is a benefit provided to regular full-time employees at your start date of service. It is provided to ensure that an eligible employee who is unable to work due to illness or injury does not feel compelled to do so for financial reasons. Sick pay is not a right but a privilege. Abuse of sick leave privileges by any employee will be severely dealt with by the City. A doctor's certificate may be required at the discretion of the Department Head.

6.4.1. Accrual Rates.

6.4.1.1. Regular Full-time. Regular full-time employees accrue sick leave at the rate of 8 hours per month. After a probationary employee has worked one month, he/she shall be credited with sick leave at the rate of eight (8) hours per month. After completion of six (6) months of employment, he/she shall accumulate sick leave at the same rate prescribed for regular full-time employees.

6.4.1.2. Fire Department. Fire Department employees who work a 212 hour work period accrue sick leave at the rate of 10.8 hours per month. After a probationary employee has worked one month, he/she shall be credited with sick leave at the rate of 10.8 hours per month. After completion of twelve months of employment, he/she shall accumulate sick leave at the same rate prescribed for Fire Department employees working the 212 hour work period.

6.4.1.3. Police Department. Police Department employees who work an 84 hour work period accrue sick leave at the rate of 8.4 hours per month. After a probationary employee has worked one month, he/she shall be credited with sick leave at the rate of 8.4 hours per month. After completion of twelve months of employment, he/she shall accumulate sick leave at the same rate prescribed for Police Department employees working the 84 hour work period.

6.4.2. Sick Leave Limits. Sick leave need not be used within a specific year. Sick leave may be accumulated to a maximum amount of 1040 hours starting after your probationary period of six (6) months.

6.4.3. Worker's Compensation. For absences in which Worker's Compensation benefits are received, the employee may choose between (1) receiving only his/her Worker's Compensation benefit – with no sick leave being deducted; or (2) receiving his/her regular salary and submitting the Worker's Compensation check to the City Treasurer, wherein the difference between his/her regular salary and the Worker's Compensation shall be deducted from his/her sick leave.

6.4.4. Use of Sick Leave. Sick Leave will be granted to an eligible employee for any of

the following types of reasons:

- when he/she is unable to work due to personal illness, injury incurred off-duty, or when his/her presence may endanger the health of fellow workers
- keeping doctor, dentist, chiropractor or optometrist appointments
- any impairment related to pregnancy
- serious illness of a member of his/her immediate family (for purpose of this section, immediate family includes the employee's spouse, children, parents and like relations of the spouse's family)

6.4.5. Requirements for General Use. To be granted Sick Leave, an employee should notify his/her supervisor of their inability to report to work before his/her normal work day begins or as soon as possible thereafter. Failure to do so may be cause for denial of Sick Leave for the period of absence. Denial of Sick Leave may result in an employee's being charged with annual leave, or placed in some non-pay status, at the discretion of the Department Head. The employee's supervisor should complete and approve an employee Sick Leave form and note the amount of Sick Leave used on the employee's time sheet.

6.4.6. Coordination with FMLA Leave. An employee out of work due to illness, injury, or other covered condition will be placed on any FMLA leave for which he/she qualifies. See Section 6.6 for further explanation of FMLA leave.

6.4.7. Disposition of Sick Leave at Separation/Retirement. Upon separation (not including retirement) from service, all sick leave shall be cancelled and shall not be transferred to annual leave. An employee that gives notice of his/her intention to retire shall have the following options:

- Employee may elect to be compensated for accumulated sick leave upon retirement.
- Accumulated sick leave may be transferred to annual leave, in which case the employee may use accumulated annual leave prior to his/her anticipated date of retirement

A retiring employee may select either option, provided he/she has served ten (10) or more years. An unclassified employee (appointed) not reinstated that has served 10 years shall be compensated for accrued leave.

6.5. Sick Time Donation Policy. An employee may receive sick leave hours donated by other employees in extraordinary circumstances due to the health of the employee or immediate family member which the employee is charged with caring for. For purposes of using sick leave, "immediate family" shall mean present spouse, children (including natural, step and adoptive), parents, step-parents, in loco parentis, and any other individual residing within the employee's household who is a legal dependent of the employee for income tax purposes. The Human Resources Director will send a request to all City departments asking for

sick leave donations. Employees wishing to donate must complete a sick leave donation form and submit it to Payroll. Sick leave donation forms can be requested through the Human Resource office. Human Resources will then approve and send notification to the employees that it affects. A copy will be kept in both parties personnel file.

6.5.1. Eligibility. To be eligible to receive donated sick leave, an employee must meet the following criteria:

- Must be a full-time employee with 12 months of continuous service;
- Must have exhausted all available paid leave

6.5.2. Receipt of Donated Sick Time. Use of donated sick time may be used for the paid portion of a personal medical or Family Related leave of absence in the same manner as the recipient's regular sick time is used for such a purpose. Intermittent Family Medical Leave is not eligible for sick time donation. Sick time donation is not available to supplement On the Job Injury pay. Employees are reminded that unused sick time may be applied toward creditable service under the Retirement System of Alabama. Employees should consider the financial impact of losing retirement system creditable service before donating their sick time to another employee. Under no circumstances will previously donated sick time be reinstated or transferred back to the donating employee for any reason not listed within this policy, including for retirement plan purposes.

6.5.3. Additional Requirements and Guidelines. The "Sick Time Donation Request Form" must be completed and submitted to Human Resources Director. The executed (approved) "Sick Time Donation Request Form" will be returned to the Human Resources Director for placement in the employee's personnel file after the payroll department has made processing adjustments to sick time records.

6.6. Military Leave. The City of Greenville honors all those who currently serve and/or have served in the Armed Forces of the United States. Military leave refers to training and service duty performed by an inductee, enlistee, reservist, or any entrant into a temporary component of the Armed Forces, to include time spent in reporting to and returning from such service. It also includes active duty training as a reservist in the Armed Forces or as a member of the National Guard.

6.6.1. General Provisions. Military leave and veterans rights will be granted in accordance with all applicable federal and state laws.

6.6.2. Procedure. An eligible employee who wishes to be granted military leave will submit a copy of his/her military orders or other documentation necessary to

support his/her request and a leave request to the Department Head and Human Resources Director. Such requests will be submitted as soon as the employee becomes aware of his/her projected dates of service.

6.6.3. *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*. As required by the *USERRA* regarding those employees who have been called to active duty, the City will keep the employee's job open and will re-employ him/her in his/her old position or a position of like seniority, status, and pay upon his/her discharge from duty, subject to the conditions outlined in the Act. The policy and procedures regarding military leave and reemployment will be according to the most current *USERRA* and subsequent case law.

6.6.4. Code of Alabama. Alabama law provides that all public officers and employees shall be entitled to military leave of absence for required military service without loss of pay, time, efficiency rating, annual vacation, or sick leave. No employee granted a leave of absence with pay shall be paid for more than 168 working hours per calendar year, and those persons shall be entitled, in addition thereto, to be paid for no more than 168 working hours at any one time while called by the governor to duty in the active service of the state.

6.6.5. Restoration. An employee returning from military leave will be entitled to the restoration of his/her position, providing he/she makes application within ninety (90) days of release from duty, and is physically and mentally capable of performing duties with or without reasonable accommodations.

6.6.6. Disposition of Pay and Sick Leave. A regular full-time employee who leaves the service directly for military leave without pay may elect to be paid for any accrued vacation as he may be entitled to if he/she were actually separated from service. If the employee elects not to be paid for such leave, the accrued leave credit shall be reinstated upon return of the employee. Employees returning to duty under this provision shall have unused sick leave credits restored for their use.

6.7. Family and Medical Leave Act of 1993 (FMLA). The City of Greenville provides *FMLA* leave in accordance with federal law.

6.7.1. Eligibility. Employees who have been employed with the City at least twelve months during the last seven years and who have worked at least 1250 hours with the City during the twelve months immediately preceding the leave are eligible for *FMLA* leave in accordance with the *Family and Medical Leave Act of 1993*. The twelve months requirement and the 1250 hours requirement do not have to be consecutive. If an employee is on a non-*FMLA* leave and then satisfies the twelve months requirement while on that leave, he/she becomes eligible for *FMLA* leave at the time he/she meets the twelve months requirement. However, if the employee had no health insurance at the beginning of the non-*FMLA* leave, he/she does not acquire the right to health insurance upon satisfying the twelve month requirement while still on leave of absence.

6.7.2. Types of *FMLA* Leave. *FMLA* leave is available to eligible employees in the following circumstances:

- (1) for an eligible employee who is unable to work due to his or her own serious health condition
- (2) for an eligible employee to care for the employee's spouse, child, or parent with a serious health condition
- (3) for the birth of an eligible employee's child or due to the adoption of a child or placement of a foster child with the employee. *FMLA* leave for the birth, adoption, or placement of a child does not require a serious health condition, but it may be only taken within 12 months after the birth, adoption, or placement of the child
- (4) for any "qualifying *exigency*" arising out of the call to active military service of the spouse, child, or parent of an eligible employee
- (5) in order for an eligible employee to care for a spouse, child, parent, or next-of-kin who is a current member of the Armed Forces and who is being treated for a serious health condition due to an injury or illness incurred while on active duty

6.7.3. General *FMLA* Leave Provisions. Eligible employees are eligible for up to 12 weeks of unpaid leave per year (26 weeks to care for service members). All *FMLA* leave is unpaid. During the leave the City will continue to pay its portion of the cost of the health insurance. Reinstatement at the end of the *FMLA* leave is guaranteed except for special circumstances. Detailed provisions are included in this Policy.

6.7.4. Serious Health Condition. A serious health condition means any illness, injury, impairment, or physical or mental condition that makes the employee unable to perform an essential function of the position of such employee and which involves:

- (1) inpatient care (meaning an overnight stay in a medical facility) and any subsequent incapacity or treatment in connection with such inpatient care, or
- (2) incapacity requiring absence from work, or other regular daily activities, of more than 3 calendar days (including any subsequent treatment or period of incapacity) which also requires:
 - (a) at least two treatments by a health care provider, the first occurring within 7 calendar days of the beginning of the incapacity and the second occurring within 30 calendar days (absent extenuating circumstances), or
 - (b) one treatment by a health care provider plus a follow-up regimen of continuing care under the supervision of a health care provider, or
- (3) continuing treatment by a health care provider for a chronic long-term health condition which is incurable or which, if not treated, would likely result in

more than 3 days of incapacity, or
(4) any period of incapacity due to pregnancy or for prenatal care

6.7.5. *FMLA* Leave Due to an Employee’s Own Serious Health Condition. For *FMLA* leave based on an employee’s own serious health condition, actual inability to work is a requirement for *FMLA* leave, and *FMLA* leave will be granted only for the period of *actual* disability, illness, or care giving.

6.7.6. Length of Available *FMLA* Leave. Except for leaves involving service members, the maximum *FMLA* leave available is 12 weeks in any consecutive twelve month period; *i.e.*, 12 weeks in a “rolling” twelve month period measured backward from the date the employee uses any *FMLA* leave. More specifically, as of the first day of the requested *FMLA* leave, the City will look back one (1) year and determine how much *FMLA* leave was taken during that prior twelve months and subtract that amount from the 12 weeks to determine the amount of *FMLA* leave still available.

Moreover, if the City employs both parents, their combined child care leave is limited to 12 weeks (not 24 weeks), except in the case of a serious illness of a child in which case the full 12 weeks is available to each parent.

In the case of *FMLA* leave for an eligible employee to care for a covered service member with a serious injury or illness, the maximum *FMLA* leave available is 26 weeks in any consecutive twelve month period; *i.e.*, 26 weeks in a “rolling” twelve month period.

6.7.7. Medical Certifications. The City may require appropriate certification, and from time-to-time, recertification, from the employee's health care provider concerning the serious health condition involved. The City, at its expense, may require a second opinion and, if the first two disagree, a third, which shall be final. In the case of leave due to the employee's own illness or injury, a release from the employee's doctor certifying that the employee is able to resume all essential job functions will be required before the employee is allowed to return to work.

6.7.8. *FMLA* Leave for Birth, Adoption, or Placement of a Child. In the case of leaves for birth/adoption/placement only, the leave must be taken continuously and cannot be taken as a reduced work schedule.

6.7.9. Intermittent *FMLA* leave and reduced work schedule. Other *FMLA* leaves may be taken intermittently or on a reduced work schedule when medically necessary, but in those situations the City reserves the rights to (1) require appropriate certification from a health care provider and (2) to transfer the employee to a temporary alternative job (of equivalent pay and benefits) that better accommodates the employee's need for intermittent or reduced schedule leave. Only the time actually taken on an intermittent or reduced work schedule basis will be counted against available *FMLA* leave.

6.7.10. Special Provisions for Employees with Family Members in the Military

Service. The *FMLA* provides for “military care giver leave” in order for an eligible employee to care for a covered service member (spouse, son, daughter, parent, or next-of-kin) who is a current member of the Armed Forces and who is being treated for a *serious* health condition due to an injury or illness incurred while on active duty.

6.6.10.1. Length of Time. The maximum length of “military care giver leave” is 26 weeks, rather than 12 weeks. If the City employs eligible spouses, their combined leave to care for a service member is 26 weeks (not 52 weeks). This extra leave is available only once, but the normal 12 weeks of *FMLA* leave is available in any other years.

6.7.11. Qualifying Exigency. The *FMLA* also provides leave for eligible employees because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Armed Forces and is on active duty (or has been notified of an impending call or order to active duty). “Qualifying exigencies” may include helping a service member, who has received notification of a call to active duty, by helping the family member prepare for the departure or by caring for children of the service member. This leave may commence as soon as the individual receives the call-up notice. “Exigency leave” is not available if the service member is a member of the regular armed forces.

6.7.12. Notice. For leaves that are foreseeable, you should provide 30 days’ notice to the City. For unforeseeable leaves, notice must be given as soon as it is practical for an employee to do so, and employees must comply with any normal call-in procedures. Employees’ request for leave must provide sufficient information to notify the City of the request to take *FMLA* leave. Employees must also inform the City if the requested leave is for a reason for which *FMLA* leave was previously taken.

6.7.13. Leave is Unpaid. *FMLA* leave is unpaid. The employee may elect to take any accrued sick days or vacation time during the period of the leave, and the Employer, with advanced notice to the employee, may require any such accrued sick days or vacation time to be taken as part of the *FMLA* leave. Any such paid sick days or vacation time, whether elected by the employee or required by the City, will be taken concurrently with *FMLA* leave and will not extend the length of *FMLA* leave that is available.

6.7.14. Group Health Insurance. An employee on *FMLA* leave will continue to be eligible for group health insurance benefits on the same basis as before the leave, and the City will continue to pay its portion of the cost of group health insurance benefits for an employee during the term of the leave of absence.

If during the *FMLA* leave the employee wishes to continue group health insurance coverage and is drawing sick pay or vacation pay, the employee’s share of the group health insurance premium will be deducted from his pay as usual. If the employee is not receiving sick pay or vacation pay, the employee shall be responsible for arranging for the payment of his or her portion of the group health insurance premiums during

the leave of absence. If the City, in its sole discretion, elects to advance the employee's portion of the premiums while the employee is on FMLA leave, the employee will be responsible for reimbursing the City for such advances after his/her return to work.

If the employee fails to return to work after the expiration of his or her *FMLA* leave for any reasons other than continuation of a serious health for a reason or other circumstances beyond the control of the employee, the City has the right to require the employee to reimburse the City for all insurance payments made by the City on behalf of the employee during the leave of absence, together with any expenses of collection including costs and attorney's fees.

6.7.15. Other Benefits While on *FMLA* Leave. An employee receiving an *FMLA* leave of absence will continue to accrue length of continuous service during the period of the leave; however, the employee will not accrue vacation pay or sick pay for the period of time the employee is in an unpaid status. While an employee is on *FMLA* leave, the City will continue to provide those benefits (such as life and disability insurance) which it provides at its cost to employees who are actively working, but not including benefits intended to compensate employees who would otherwise be working (for example, paid holidays, bereavement pay, or jury pay). Pension contributions based on actual work requirements will not be made. For any other insurance benefits, an employee receiving a Short Term Disability leave may continue at his or her total expense those insurance benefits, if consistent with the terms of the applicable insurance policies.

6.7.16. Reinstatement. Upon expiration of the *FMLA* leave of absence, and absent special circumstances, the employee will be eligible to return to his or her former position or to an equivalent position, if the employee is able to resume all essential job functions of his/her former or equivalent position. Special circumstances would include situations such as a reduction-in-force where the employee would have lost his or her job regardless of whether on *FMLA* leave. An employee's restoration to employment may be subject to a required fitness-for-duty certification.

6.8. Other Types of Leave. This paragraph provides information on three other types of leave offered by the City.

6.8.1. Civil Leave. Eligible employees will receive normal pay for jury duty, court attendance as a witness in a case not involving personal litigation, and voting for time the employee actually missed from work. The length of time granted for voting will be the reasonable time necessary to vote and normally will be granted at the start or end of a workday.

6.8.2. Emergency Leave. The Appointing Authority may grant, at his/her discretion, leave with pay if he/she must be absent for reasons beyond his/her control to include attending funerals, bereavement, sickness in family, and other emergencies which might arise. Emergency leave may be taken for up to three (3) days.

6.8.3. Leave Without Pay. Unclassified and classified employees may be granted leave of absence without pay for a period not to exceed one (1) year.

6.8.3.1. Guidelines for General Leave without Pay. The following guidelines apply to approval of any general leave of absence without pay:

- (a) the leave will be for a justifiable reason
- (b) the leave will not cause an undue hardship on the City
- (c) the employee understands that he/she may be required to return to work before the leave of absence expires
- (d) the employee understands that failure to report for duty promptly when requested or at the end of the leave will be considered a resignation and the employee will be separated

6.8.4 Hazardous Weather. When considered necessary for the safety of its employees, the City of Greenville may authorize the closure of offices and/or a late arrival or early departure time for hazardous weather conditions. When a hazardous weather situation occurs, employees who are needed to perform essential operations (Police, Fire, Public Works, or other employees deemed needed by Appointing Authority) may be required to work.

Leave with pay may be granted to all non-essential employees when they have been advised, for safety reason, not to report to work due to hazardous weather conditions or other emergency events.

Employees will be notified of the emergency closing and when to return to work by their Department Head through a variety of means (phone, mass notification system, email, text, radio, and TV broadcasts). It is the responsibility of the employee to contact their supervisor if they are uncertain as to the situation of closures and when to return to work.

6.9. Bereavement Policy. Bereavement paid leave is provided to employees in order that they may be with the family of the deceased during the immediate period following a death. All eligible employees shall be entitled to bereavement leave with pay for twenty-four (24) hours after a death of an immediate family member. For the purpose of using bereavement leave, “immediate family” (including natural, step, adoptive), siblings, parents-in-law, grandparents and grandchildren, and any other individual residing within the employee’s household who is a legal dependent of the employee for income tax purposes. Such bereavement paid leave shall not be charged against the employee’s accrued sick leave or annual leave. An eligible employee may use an additional twenty-four (24) hours of accrued sick leave (if available, or, if approved by their supervisor) or annual leave, if more time is necessary.

6.10. Termination. An employee who fails or is unable to return to work at the end of an authorized leave of absence will be deemed to have resigned at the end of the leave.

6.11. Leave Records. All leave records shall be maintained in the Human Resources Department and filed in the employee's personnel file. **All employees need to request through TimeClock's Leave & Absence Management System software a leave of absence. No written copies will be accepted.** Therefore, all absences related to employee's time off (sick, vacation, comp., official duty leave with or without pay, etc.) will be tracked and managed through this flexible and effective leave management system.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 7. PERFORMANCE MANAGEMENT

7.1. Overview. The City of Greenville sets forth a vision to ensure that the City's goals are consistently being met with efficiency and effectiveness. To further that effort, the City utilizes performance appraisals, disciplinary actions and grievance procedures.

7.2. Performance Appraisals. The job performance of all employees will be evaluated periodically in accordance with the City of Greenville's approved performance appraisal system. The appraisal system will be job-related and will provide the employee and his/her supervisors documented information concerning the employee's performance level in his/her job.

7.2.1 Timing of Performance Appraisals. Each employee will be evaluated initially at the end of his/her probation period. Thereafter, employees shall be evaluated within the thirty (30) days before or after his/her anniversary date.

7.2.2. Personnel Files. All documentation related to the performance appraisal of an employee shall be maintained in that individual employee's personnel files. Personnel files shall be kept and maintained in a secure, confidential file, accessible to only the Human Resources Director, Personnel Director, and the individual employee.

7.2.3. Purpose of Employee Performance Appraisal. Performance appraisal results will be used for the following purposes:

- to determine an employee's qualifications for promotion
- to determine training and development assistance an employee needs
- to determine terminations when Reductions in Force (RIFs) are required
- to determine the performance level of new and reassigned probationary employees
- to determine an employee's eligibility for any merit pay increases

7.2.4. Guidelines. Performance appraisals will be performed in accordance with the following guidelines.

7.2.4.1. Regular Status Classified Employees. The Department Head, or an individual designated by the Department Head, will evaluate regular status classified employees. Normally, such employees will be evaluated annually; however, if an employee's evaluation indicates that performance is less than satisfactory, additional appraisals will be scheduled and conducted until performance is acceptable.

7.2.4.2 Probationary Status Classified Employees. The Department Head, or an individual designated by the Department Head, will evaluate probationary status classified service employees assigned to his/her department. Normally, such evaluations will be conducted at the end of the six (6) month employee probationary period. However, if the employee's performance is less than

satisfactory and the Department Head is considering either reassigning the employee to another position of equal or lower pay grade or separating the employee, a special evaluation will be made to support the Department Head's decision.

7.2.4.3. **Unclassified Employees.** The Department Head will evaluate the unclassified employees in his/her department annually in accordance with evaluation criteria to be established by the Department Head.

7.2.5. **Reports.** A written appraisal report will be prepared in accordance with the City's performance appraisal system. The employee and the individual performing the evaluation will sign the appraisal form. Each evaluation will be discussed with the employee involved. The completed appraisal report will be filed in the employee's personnel file.

7.2.6. **Promotions/Pay changes.** A copy of the most recent performance evaluation must accompany all requests for pay changes (probationary, promotion, demotion, etc.).

7.2.7. **Review of Performance Evaluation by Employees.** An employee may request to review his/her performance appraisal with the Human Resources Director without prior approval of his/her supervisor.

7.3. Disciplinary Actions. This is the disciplinary policy for all departments, supervisors and employees in the City of Greenville.

7.3.1. **Conduct, Work Habits, and Attitude.** The maintenance of high standards of honesty, integrity, and conduct by the City's employees is essential to ensure the proper performance of City business and to instill citizen confidence. Therefore, City employees are expected to maintain high standards of cooperation, efficiency, and economy in their work and to display conduct both on and off the job that reflects well on both the employee and the City.

7.3.2. **Progressive Discipline.** Discipline shall be, whenever possible, of an increasingly progressive nature. The formal progression shall be (1) verbal or written reprimand/counseling, (2) suspension (3) demotion/probation, and (4) dismissal.

7.3.3. **Types of Discipline.** The following types of disciplinary actions may be taken to correct unacceptable employee conduct that comes under the intent of this section.

7.3.3.1. **Reprimand.** A verbal reprimand will be documented and is given for unacceptable conduct or performance by an employee. A written reprimand is more severe than a verbal reprimand and will normally be used for unacceptable conduct or performance by an employee that is deemed to require more than a verbal reprimand or an informal counseling session but does not warrant more serious disciplinary action.

7.3.3.1.1. Procedure. Before any action is taken against the employee, the Department Head or Supervisor will advise the employee orally concerning the reason(s) that he/she is considering disciplinary action and will allow the employee an opportunity to respond. If the Department Head or Supervisor determines that the facts of the situation do not support the allegation, the employee will be notified orally of such decision and advised that the matter is closed. If the Department Head or Supervisor determines that the facts of the situation do support the allegation, but a written reprimand is not necessary to correct the situation, he will counsel the employee and warn him that in any future case stronger action may be taken. If the Department Head or Supervisor determines that the facts of the situation do support the allegation and a written reprimand is sufficient to correct the situation, he will prepare and deliver a written reprimand to the employee. If the disciplining individual determines that the facts of the situation do support the allegation and that stronger disciplinary action is warranted, he/she will proceed to follow the guidelines required for the anticipated disciplinary action.

7.3.3.1.2. Content of Written Reprimand. All written reprimands will contain the following information:

- (1) references to the discussion held, including the date, time, and place
- (2) reason(s) for the reprimand, the employee's explanation as was given during the discussion, other relevant information discovered during the inquiry, and the Department Head/Supervisor's conclusions
- (3) warning that future infractions could result in more severe disciplinary action
- (4) where appropriate, recommendations for corrective action

7.3.3.2. Suspension-Without-Pay. A suspension without pay will normally be administered when an employee's conduct continues to be unacceptable after he/she has been given a written reprimand. However, nothing should be interpreted herein to prevent the suspension of an employee at the first occurrence of unacceptable conduct when the circumstances involved warrant such action. This suspension must be approved by the Mayor/Personnel Director.

7.3.3.2.1. Guidelines. An employee may be suspended from duty without pay for a period of time not to exceed thirty (30) work days when such action is determined by the Department Head, as approved by the Mayor, to be justified. (See Sec. 3.6.5. for Discipline Action Related to Drug Test Failure)

7.3.3.2.2. Record of Action. A record of the complete suspension without pay action will be filed in the employee's personnel file.

7.3.3.2.3. Compensation during Discretionary Suspensions. During investigation, hearing, or trial of an employee on a criminal charge, or during the course of any civil action involving an employee, the Mayor may suspend the employee without pay for the duration of the proceeding when that suspension would be in the best interest of the City. Back pay shall not ordinarily be recoverable, but where suspension is terminated by full reinstatement of employee, the governing body may authorize full recovery of pay and benefits for the entire, or for any lesser, period of the suspension.

7.3.3.3. Demotions. Department Heads, with the approval of City leadership, may demote an employee to a position with a lower grade, if the employee's performance at the higher grade is inadequate.

7.3.3.4. Probationary Period. Regular employees may be placed on temporary probation, pending improvement of job performance or behavior.

7.3.3.5. Dismissal from Service. Dismissal from service normally will be administered when an employee's conduct or performance continues to be unacceptable after previous warnings and/or disciplinary actions. However, nothing should be interpreted herein to prevent the dismissal of an employee at the first occurrence of unacceptable conduct or performance when the circumstances involved warrant such action.

7.3.3.5.1. Notice of Dismissal. A written notice of dismissal under this procedure will be dated, signed by the Mayor, Human Resources Director, and Department Head and delivered to the employee no later than the effective date. The notice will contain:

- (1) the nature of the action being taken and the effective date
- (2) the specific reasons for the dismissal
- (3) a description of the appeal rights of the employee

7.3.4. Disciplinary/Corrective Actions. Examples of employee conduct that are considered to be unacceptable are grouped below, with a summary of the disciplinary actions that are normally recommended for each group. Such employee conduct is considered to be a rule violation pursuant to these policies and procedures. The offenses and disciplinary actions, as described, are neither all-inclusive nor automatic. *The Mayor/Personnel Director, or his/her designated representative, is permitted and expected to treat individual situations according to the circumstances and facts involved.*

7.3.5. Group One Offenses. Group One offenses are defined as instances of unacceptable conduct by an employee which, while serious, do not normally merit a suspension without pay or dismissal upon the first occurrence, and therefore, may normally be addressed by a lesser response, as outlined below, upon the first occurrence. Examples of Group One

offenses include, but are not limited to, the following types of situations:

- Improper Notice of Absence - failure to give proper notice of an absence
- Absenteeism - irregular attendance and/or absenteeism
- Tardiness - not at his assigned work station at the beginning of the first hour of the employee's workday
- Work Interference - interfering with the work of others, to include offensive personal habits which interfere with efficient operations
- Inefficiency - excessive inefficiency to include waste, loafing, leaving the work area without permission, and defective work quality
- Safety Violations - violation of normal safety practices to include failure to report a work-related accident or injury, accident proneness, or failure to attend safety classes when directed
- Abuse of Property - improper use and/or care of City property
- Political Activities - political activities during the employee's working time
- Refusal of Required Overtime - failure to respond to any requirement to work outside the normal scheduled workday when directed by the supervisor
- Court Judgments - willful and/or repeated failure to honor court judgments
- Promiscuity - promiscuous behavior on City property or at work sites
- Other misconduct - other conduct of a similar kind or seriousness

7.3.5.1. Disciplinary Actions for Group One Offenses. Disciplinary actions for Group One offenses will be taken in accordance with the guidelines established in paragraph 7.4, below. ***All offenses should be documented and the original sent to the Human Resources Director immediately to be placed in the employee's personnel file.*** Disciplinary actions normally recommended for a Group One offense are as follows:

- First Offense – verbal reprimand/counseling
- Second Offense - written reprimand
- Third Offense - suspension without pay and/or demotion
- Fourth Offense – dismissal/termination
- Multiple Offenses - the City will normally consider all offenses of the same group as repeat offenses for purposes of determining the appropriate discipline

7.3.6. Group Two Offenses. Group Two offenses are defined as instances of unacceptable conduct by an employee which are very serious and may constitute grounds for dismissal upon the first occurrence of such conduct, unless mitigating circumstances, as determined by the Mayor and City Council, render lesser discipline more appropriate. Examples of Group Two offenses include, but are not limited to, the following types of situations:

- Drugs and Alcohol - illegal possession and/or use of alcohol, drugs that have not been prescribed for the individual, or similar intoxicants while on City property or on the job
- Driving a City Vehicle Under the Influence - operation of a City vehicle or

motorized equipment while under the influence of intoxicants such as alcohol, drugs that have not been prescribed for the individual, and/or prescribed drugs which induce an unsafe mental and/or physical state

- Firearm Possession - unauthorized possession and/or use of a firearm, other weapon, explosive, or other dangerous material on/in City property or at a work site
- Falsification - deliberate falsification of records and/or personal misrepresentation of statements given to a supervisor, an official, the public, or any duly authorized committee
- Dishonesty - dishonesty as related to an individual's job duties and/or profession, or use of one's official position for personal advantages
- Fighting - fighting, except when the employee is a victim of an unwarranted assault
- Serious Leave Offenses - excessive tardiness or absenteeism, unauthorized absence, or fraudulent or abusive use of sick leave
- Conviction - conviction of a felony or misdemeanor involving moral turpitude, or conviction during employment of a misdemeanor which affects the employee's effectiveness on the job
- Theft or Abuse of Property - theft, destruction, careless or negligent use, or willful damage of City property or the property of others
- Horseplay - dangerous horseplay on the job
- Flagrant Safety Violations - flagrant violation of safety practices that might endanger the life or health of the employee or others
- Serious Rule Violations - serious violation of City administrative regulations, rules, lawful orders or directions made or given by a supervisor
- Proponent of Violent Overthrow of Government - membership in any organization which advocates the overthrow of the government of the United States by force or violence
- Bribes or Rewards - acceptance of any consideration of value or gratuity which was given to improperly influence the employee in the performance of his duties
- Gross Violations of Allowed Political Activities - political activities that are gross violations of federal and/or state laws or these policies and procedures;
- Harassment - any form of harassment including sexual, racial, political, and religious of another employee or the public
- Sleeping - sleeping on the job unless specifically authorized to do so
- Abusive Conduct - abusive personal conduct or language toward the public or fellow employees, or abusive public criticism of a superior or other City official
- Conduct Unbecoming an Employee - conduct unbecoming an employee, while on or off duty, which tends to bring discredit upon the City or its employees, or which otherwise threatens order, safety, or health
- Insubordination - acts of insubordination, including refusal to obey legitimate orders, disrespect, insolence, and like behavior and delay/failure to carry out assigned work
- Unauthorized Use Of Property - unauthorized use, misappropriation,

- destruction, theft, or conversion of City property
- Refusal to Cooperate - refusal to fully and truthfully answer questions of supervisors or other designated individuals during any inquiry, interrogation, hearing, or court proceeding
- Unauthorized Release of Information - unauthorized release of privileged or confidential information
- Conflicts of Interest - conduct or actions determined to be a conflict of interest or violation of state law and/or City resolutions, rules, regulations, or procedures
- Fraud in Personnel Matters - fraudulent misrepresentation or omission in securing an appointment or promotion in the City service
- Repeated Violations of Group One Offenses - repeated violation of Group One-type offenses
- Other Serious Misconduct - conduct not listed herein that is of a similar kind or seriousness of other Group Two offenses

7.3.6.1. Disciplinary Actions for Group Two Offenses. Disciplinary action for Group Two offenses will be taken in accordance with the disciplinary guidelines established in paragraph 7.4, below. Disciplinary action normally recommended for a Group Two offense is as follows:

- First Offense - The first offense will normally constitute grounds for dismissal. However, lesser disciplinary action may be taken if mitigating circumstances so warrant in the judgment of the City.

7.3.7. Criminal Charges. If an employee is charged with a felony, the City leadership along with the Human Resources Director may notify the employee and conduct a hearing concerning the alleged violation. If the City leadership determines there is sufficient information available to indicate that the City's rules or standards of employment, as previously noted in this section, were violated, he/she may take appropriate disciplinary action, to include suspension without pay or dismissal, as the case may warrant.

7.3.8. Appeal. A regular employee or part-time employee may appeal any disciplinary action taken against him/her which results in his dismissal to the directors of the City in accordance with the Grievance Procedure guidelines.

7.4. Pre-Determination Procedure. The mayor or department head shall have authority to discipline any covered employee pursuant to the rules and regulations adopted by the City Council.

7.4.1. Regular-status employees are subject to the rules and regulations of the city council for demotions, suspensions, and terminations. Regular-status employees shall remain in their respective employment subject to removal for cause. For department heads, removal for cause shall include failure to meet standards under performance-based contracts or agreements if such performance based contracts are implemented.

7.4.2. No regular-status employee may be suspended without pay, demoted, dismissed, or otherwise deprived of any constitutionally protected property interest in his or her job unless he or she has been afforded the opportunity of a pre-determination hearing before a neutral hearing officer of the city in which he or she is informed of the reasons in writing for the disciplinary action and afforded an opportunity to respond orally or in writing in his or her defense prior to any such disciplinary action being taken. The pre-determination procedure shall not apply to employees who have not achieved regular status. When any pre-determination matters relate to a department head, then the mayor shall perform the same functions as the department head herein.

7.4.3. Pre-Determination Procedure. The pre-determination procedure shall consist of, but is not necessarily limited to, the following:

7.4.3.1. Notification of pre-determination hearing. Prior to demotion, suspension without pay, and/or termination, a regular status employee sought to be disciplined shall receive a notification of pre-determination hearing. Such notification shall be in writing, containing charges against the employee, and set a time, date and place for a hearing on those charges.

The department head or his representative, shall sign a notification of pre-determination hearing. Said notification shall be personally served, but in the event reasonable efforts fail to locate the employee, he/she may be served by certified mail, return receipt requested, to the last address shown for that employee in the human resources department. Under such circumstances, service shall be accomplished upon the mailing of such certified notice.

7.4.3.2. Pre-determination hearing. The pre-determination hearing shall be held no sooner than forty-eight (48) hours and no later than ten (10) days after service of the charges. The hearing will be held at the time, date and place specified in the notice.

7.4.3.2.1. The hearing officer shall be the human resources director or his/her designee or the mayor or his/her designee in the event that the employee is employed in the human resources department. The hearing officer shall be neutral and detached from the charging party.

7.4.3.2.2. An employee may request, in writing, a continuance of said hearing, stating reasonable grounds therefore. The hearing officer may grant such continuance, but in no event shall the continuance be for more than three (3) days (seventy-two (72) hours.) An employee may be entitled to a continuance if he/she alleges and shows in writing that he was not served with the notification either personally or by certified mail to his last known address, more than twenty-four (24) hours before the date, time and place for the hearing.

7.4.3.2.3. An employee shall be given at least five (5) working days written notice of the meeting which shall include the date, time, and location of the hearing and the grounds for the proposed disciplinary action. At the hearing, the employee will be given the opportunity to present any evidence they may have (either orally, in writing, or both), including the testimony of other witnesses. If the employee submits a written response, a copy of such shall be filed in the personnel file. Pre-determination hearings will not be of an adversary nature. Therefore attorneys may attend but not participate nor conduct a cross examination.

7.4.3.2.4. An employee may choose to waive their right to a pre-determination meeting. A written waiver must be submitted to the HR Director no later than one hour prior to the hearing. If the meeting is waived, then the Department Head will make their decision based on the information gathered and/or received prior to the hearing. In waiving their right to a disciplinary hearing, the employee also waives their right to appeal any disciplinary action issued by the Department Head. Should an employee not submit a written waiver for the hearing and not attend the hearing, then the lack of attendance will be considered as a waiver.

7.4.4. Decision. The hearing officer shall make and render a decision no later than five (5) days after the completion of said hearing to include any additional time allocated to employee to respond in writing or to the hearing officer to gather additional information. The employee shall be notified in writing, of said decision. Notification of said decision to said employee may be made through personal service and if the same is returned, not found, then through certified mail, return receipt requested.

7.4.5. Decision after pre-determination hearing. The department head or his designee as the complainant has ten (10) days from receipt of the hearing officer's decision to render a decision after pre-determination hearing as to what disciplinary action, if any, shall take place. The disciplinary measures as stated in the decision shall take effect upon their rendition, or said decision may state when such disciplinary measures shall become effective.

7.4.6. If a decision is not made within ten (10) days and the hearing officer found no reasonable basis exists for disciplinary action then the department head may not proceed further with disciplinary action. Otherwise further disciplinary action by the department head may take place only upon a good cause showing to the mayor as to why the decision was not made in ten (10) days.

7.4.7. Appeal of disciplinary action [by] regular-status employees. Regular-status employees demoted or suspended are entitled to all the rights of appeal from said decision upon disciplinary hearing to the Mayor by filing a written demand with the Mayor for a hearing within ten (10) days of receipt of the disciplinary order.

7.4.8. Administrative leave—Regular-status employees. A department head may place a regular-status employee on administrative leave which shall be with pay prior to the

initiation of any pre-determination procedures by notifying the HR Director or his/her designee. In addition, administrative leave may be utilized for other purposes as specified in the code where discipline is not contemplated. However, an employee may not be deprived of a constitutionally protected interest in their job prior to the pre-determination measures being afforded.

7.4.9. Appeal of disciplinary action by employees who have not achieved regular status. Any probationary employee may appeal by following the grievance procedure.

7.5. Grievance Process. In those situations where an eligible employee's grievance is not resolved informally through a discussion with his/her immediate supervisor, he/she may put their complaint in written form and submit it for formal consideration. A formal submission of a grievance will be in accordance with the following procedures.

7.5.1. Open Door Policy. Every employee has the right and is encouraged to discuss any area of his/her employment with his/her immediate supervisor. Such discussion will be held free from fear, interference, restraint, discrimination, coercion, or reprisal. Likewise, employees are encouraged to bring employment and procedural questions and concerns to the Human Resources Director.

7.5.2. Grievance Procedure. This grievance procedure governs all appeals, to include disciplinary actions and dismissals.

- An employee must submit his/her grievance in writing to his/her immediate supervisor within five (5) working days of the action's occurrence for initial resolution.
- If within five (5) working days a satisfactory solution has not been obtained, the employee may file a written appeal to his/her Department Head.
- The Department Head must provide a written statement of his/her findings and action(s) taken within five (5) working days after notification of the appeal.
- If satisfaction is not obtained within five (5) working days following the appeal to the Department Head, the employee may, in writing, appeal to a committee consisting of three (3) disinterested officials or Department Heads. This committee shall be appointed by the Mayor and shall meet within three (3) days to hear the grievance. The committee shall render a decision within forty-eight (48) hours and deliver it to the Mayor in writing.
- The employee may appeal the committee's decision to the City's governing body within five (5) working days. The City's governing body shall hear the grievance and make determination thereof within five (5) working days and present the determination, in writing, to the employee with a copy going to the employee's personnel file.

7.5.3. Retaliation for Grievance Procedure Prohibited. Employees should feel free to use the City's grievance procedure. Therefore, no employee, official, or supervisor will discriminate against, coerce, or interfere with any employee, witness, representative, or appellant in the presentation or adjudication of any grievance action brought in good faith, or take any reprisal action against such persons. Allegations of any violation of these protected rights may be processed as a separate grievance under the City's grievance procedures or submitted in writing directly to the Human Resources Department. Individuals found to have violated an employee's protected rights will be subject to disciplinary action that may include dismissal.

7.5.4. Records. All formal grievance actions, to include review, investigation, and findings, will be fully documented. A copy of the completed action will be compiled and placed in the employee's personnel file. A separate copy will be maintained by the Human Resources Director.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 8. EMPLOYEE DEVELOPMENT

8.1. Overview. The City of Greenville recognizes and encourages the continual training and education of its employees. To that end, whenever possible, the City will provide support for required and/or voluntary training opportunities. It is the City's policy to aid its employees in improving their job related skill-set through professional education programs, seminars/webinars, workshops, and conferences.

8.2. Eligibility. All full-time regular employees are eligible to attend programs for professional development. A program may be attended or registered for if, in the opinion of the Department Head, it will:

- Improve the employee's ability to perform his/her job
- Help prepare the employee for a job within the City that will require a higher level of responsibility or skill
- Provide the employee with the necessary credentials to perform the job

8.3. Financial Consideration. The City may pay the cost for approved development programs, advanced training and certifications to include tuition, registration fees, books, laboratory fees, travel, meals, and lodging fees. Documentation must be submitted in advance detailing anticipated expenses. The employee will complete the required documentation, acquire supervisor's signature prior to registration. All completed forms will need to be turned in to the City Clerk's office and then given to the HR Director for placement in the employee's personnel file. Each Department will project within its yearly budget requests an amount needed for departmental training.

8.4. Department Head Responsibility. Department Heads are responsible for developing the skills of their employees through in-service training, investigating training programs outside the City government and referring municipal employees to those programs, and for evaluating the usefulness of such programming.

8.5. Required Development. The employee's Supervisor/Department Head or designated representative shall track and keep records of continuing education hours required for employees. A record of completed continuing education programming shall be placed in the employee's personnel file, located in the Human Resources office.

8.6. Voluntary Development. Employees, who have identified a particular developmental deficiency, may submit a request for supplemental training to his/her Supervisor/Department Head. Such a request may be approved or denied by the Supervisor/Department Head.

8.7. Cross Training. Department Heads are encouraged to allow employees to train in a variety of job duties essential for the efficient operation of the Department.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 9. SEPARATION FROM EMPLOYMENT

9.1. Overview. Section 9 provides information on the various options of separating employment from the City of Greenville.

9.1.1. Types of Separations. All separations of individuals from City of Greenville employment will be designated as one of the following types:

- retirement
- resignation
- reductions in force (RIF)
- termination
- death; or
- disability

9.1.2. Processing Separations. At the time of separation or prior to payment of any final compensation, all records, assets, and other items of City property in the employee's custody will be returned to City control. Certification to this effect will be made by the employee and his/her supervisor and a copy of such certification will be filed in the employee's personnel records. At separation each employee will be informed of any rights and/or benefits for which he/she may be eligible.

9.2. Retirement. Whenever an employee meets the eligibility requirements set forth in the City's retirement program, he/she may elect to retire and receive benefits earned under the provisions of the retirement program. An employee who wishes to retire should notify the Department Head and Human Resources Director in writing at least sixty (60) days prior to the requested effective date.

9.2.1. Health Insurance Benefits for Retired Employees.

9.2.1.1. A retired employee of the City who, has worked continuously for a minimum of ten (10) years and who has the combination age of sixty-five (65) years or more at the time of retirement by combining the age of the retiree plus years of service, shall have medical insurance coverage paid in full by the City until the retiree's Medicare eligibility age at which time the employee shall then be responsible for his/her insurance coverage.

9.2.1.2. All retired employees meeting the requirements of Section 9.2.1.1 shall have the option to purchase full family medical insurance coverage through the City's provider at the expense of the retired employee.

9.2.1.3. All retired employees of the City who have worked for a minimum of ten (10) years but have not attained the combination age of sixty-five (65) years after combining the retiree's age and years of service, shall have the option to purchase health insurance coverage through the City's provider at the expense of the retired employee.

9.2.1.4. Changes to the Health Insurance Benefits. If the retiree wishes to make ANY changes to his/her Health Insurance Benefits, he/she must complete, in person, the required documentation at the City Clerk's office. In the event that the

retiree stops paying for family Health Insurance premiums, the City has the right to cancel all coverages until paid in full.

9.2.2. COBRA Insurance Benefits. If a retired employee of the City does not, at the time of retirement, have enough years of service to qualify for benefits under the City's retirement plan, the employee shall be entitled to COBRA benefits, as provided by law, under the City's group healthcare plan. COBRA benefits are generally limited to 18 months, although different time periods may apply in other circumstances. Please confer with the Human Resources Director with specific questions.

9.2.3. Pay for Unused Sick and Annual Leave. At retirement, an employee may convert sick leave hours (maximum of 1040 hours) to annual leave hours. Retiring employees are permitted to add these hours to accumulated annual leave and receive payment upon departure.

9.3. Resignation. Any employee may voluntarily resign his/her position by submitting written notification to the Department Head with the reason(s) for and the effective date of his/her resignation.

9.3.1. Notice. Regular full-time and regular part-time employees are requested to submit their notifications as far in advance as possible but ideally no later than fourteen (14) calendar days prior to the effective date of the resignation. Department Heads and unclassified employees are requested to give at least thirty (30) calendar days prior to the effective date of the resignation.

9.3.2. Unauthorized Absence as Resignation. Any unauthorized and unjustified absence from work for a period of three (3) consecutive working days may be considered as a voluntary resignation by the employee.

9.3.3. Pay for Unused Annual leave at Resignation. When proper notice is given, employees may receive pay for unused accumulated annual leave. Sick leave will not be paid out to employees who resign.

9.4. Reductions in Force (RIF). Any employee may be terminated in a RIF action. RIF actions may be approved as part of a general cost reduction program or when a particular position or job is no longer needed.

9.4.1. Guidelines. In a general RIF, the Mayor and City Council will establish guidelines to be used in identifying those positions or jobs to be eliminated and the individuals to be affected.

9.4.2. Priority of Service Category and Status. Normally, employees assigned to jobs that have been identified to be included in the RIF will be separated based upon their service category and employment status. The following priorities will generally be followed in determining the individuals to be included. However, the Mayor and City Council will

determine the actual order that will be used.

- temporary employees (priority 1)
- probationary part-time employees (priority 2)
- probationary full-time employees (priority 3)
- regular part-time employees (priority 4)
- regular full-time employees (priority 5)

9.4.3. Priority within Service Category and Status. Employees within a particular service category and employment status may be selected for separation based upon the following criteria:

- their performance level as indicated by written evaluations
- their length of service in the particular service category
- the needs of the City

However, the Mayor and City Council will determine the actual order of separation.

9.4.4. Notification of Effective Date. Normally, regular and part-time employees will be notified of their termination in writing, at least seven (7) calendar days prior to the effective date of their termination due to RIF. Temporary service employees will be given as much notice as possible. A copy of the RIF notice will be placed in the employee's personnel file.

9.5. Termination. Any employee may be dismissed at the discretion of the City of Greenville for:

- unacceptable job performance
- failure to maintain qualification for licensure, insurance, or certification required for continued employment
- violation of City policy or other disciplinary dismissals
- the good of the City (i.e. behavior that reflects poorly upon the City)

9.5.1. Procedure for Termination for Unacceptable Job Performance. When the termination of a regular employee (whether full-time or part-time) is for unacceptable job performance, the following guidelines will be followed to the extent practical.

9.5.1.1. Termination Actions. The employee will be notified by the Department Head in writing of his/her termination.

9.5.1.2. Appeal. Upon dismissal, the employee will be informed of the right to file, within five (5) days of the termination, a written request for an appeal hearing conducted by the Personnel Director. The Personnel Director's review of the termination shall be limited to a determination of whether the Department Head followed the termination guidelines outlined in these policies and procedures. If the procedures were substantially followed, the termination must be upheld.

9.5.2. Procedure for Termination for Failure to Qualify for Licensure, Insurance, or Certification Required for Continued Employment. When the termination of a regular employee (whether full-time or part-time) is for failure to maintain any job-related qualifications for licensure, insurance, or certification required for continued employment the following procedures will apply.

9.5.2.1. Reasons for Termination - The Department Head may terminate any employee in the following situations:

- when he/she has obtained and verified information that the driving privileges of an employee who is required to drive to do his job have been suspended or revoked, or restricted in such a manner that the employee is rendered incapable of performing his job without violating such restrictions
- when he/she has obtained and has verified information that the employee is considered by the City's insurance carrier to be an unacceptable, or high risk for insurance; and if allowed to operate a vehicle on the City's behalf, either would not be covered with liability coverage, would cause a cancellation of the City's policy, would cause an increase in the City's insurance premium, or would prevent the City from receiving a preferred rate for which it would otherwise qualify
- when he/she has obtained and verified information that the employee is unacceptable for employee honesty or fidelity bonds required by the City for the position occupied by the employee
- when he/she has obtained and verified information that the employee has lost, has been unable to acquire, or has failed to maintain certifications required by the City for the position occupied by the employee

9.5.2.2. Termination Actions. The employee will be notified by the Department Head in writing of his/her dismissal.

9.5.2.3. Appeals. An employee may file a written appeal in accordance with the appeals process set forth in these Policies and Procedures.

9.5.3. All other terminations shall be handled in accordance with the process and appeals set forth in these Policies and Procedures.

9.6. Death. Separation is effective as of the date of death. All compensation due the employee as of that date will be paid to the estate of the employee, except for such sums that must be otherwise paid by law. Any indebtedness owed to the City will be withheld from the individual's final compensation unless waived by the City.

9.7. Termination Due to Disability. Any employee may be terminated when he cannot perform the essential functions of his job with reasonable accommodation by the City. Normally, such separation will be taken after the expiration of any accrued leave or leave without pay granted the employee in accordance with Chapter 6 of these policies and procedures.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 10. EMPLOYEE BENEFITS

10.1. Overview. The City has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability. This portion of the Manual contains a general description of the benefits to which employees of the City may be entitled.

10.1.1. This general explanation is not intended to, and does not, provide employees with all of the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination in the Human Resources office. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

10.1.2. Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the City of Greenville and its employees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

10.1.3. The City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the City reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

10.2. Group Health Insurance Coverage. The City provides group health insurance for eligible employees, currently through Blue Cross and Blue Shield of Alabama. The employee's health, dental, and vision premiums are paid in full by the City. If the employee elects family coverage, the City pays \$60 of the premium for family coverage and the employee is required to pay the remainder of the premium by payroll deduction. For specific questions, refer to a copy of the present group health policy maintained in the Human Resources office.

10.2.1. Employees who have terminated employment or have their hours reduced so that they are no longer eligible for health coverage under the City's group health plan will be offered continuation of group health coverage for not less than a period of 18 months following the event. See Section 10.6 of this Manual regarding *COBRA*.

10.2.2. Dependent children and spouses who lose their coverage under the group health plan due to an employee's death, divorce or legal separation from a covered employee, a covered employee's becoming entitled to Medicare, or a child's loss of dependent status and therefore coverage (e.g. attainment of the maximum age limit) under the plan are also eligible for continued coverage under *COBRA*. The same offer is available to active employees' spouses who are ages 65 or over. Also, see Section 10.6 of this Manual regarding *COBRA*.

10.3. Group Life Insurance. The City pays 100% of the premium for \$20,000 life and \$20,000 accidental death and dismemberment insurance coverage for all eligible employees. Refer to the group life insurance policy document for further details. Copies of the group life insurance policy documents are maintained in the Human Resources office.

10.4. Worker's Compensation Coverage. The City provides worker's compensation insurance coverage for any qualifying injury or illness that is sustained on-the-job. Benefits and eligibility in each case will be determined in accordance with the criteria specified in Code of Alabama 1975, § 25-5, as amended. Benefits are governed by state law and not set by the City.

10.4.1. Reporting Requirements. Employees are required to report **all** job-related injuries or illnesses immediately to his/her supervisor, regardless of severity. If the injured or ill employee is unable to report, a co-worker should report for the employee. The employee's supervisor shall notify the Human Resources office of the injury or illness as soon as possible so that the proper forms can be initiated. Notification to the Human Resources office should be done within the same work day that the injury or illness occurs if possible; if not, the notification should be made the following workday. In addition, a written job-related injury/illness report will be completed by the employee and his/her supervisor and submitted in accordance with guidelines established by the City. Failure to accomplish complete reporting may result in loss, or delay of receipt of any authorized benefit.

10.4.2. Compensation Benefits. For absences where worker's compensation benefits are received, employees may choose between receiving only their worker's compensation benefit (in which case no sick leave will be deducted) or receiving their regular salary and turning in their worker's compensation check to the City Clerk-Treasurer and have the difference between their regular salary and the worker's compensation deducted from their sick leave.

10.5. Unemployment Compensation Benefits. The City is covered by the Alabama Unemployment Compensation Law, which is implemented by the Alabama Department of Industrial Relations (Code of Alabama 1975, § 25-4). This government-operated system of insurance is intended to protect employees against the complete loss of income during temporary periods of unemployment by providing a weekly cash benefit to eligible employees who are not otherwise disqualified from receiving all or a portion of the benefits. The eligibility requirements and a list of reasons for disqualification are set out in the law. Employees do not pay any part of the fund that provides this benefit.

10.5.1. This Manual also constitutes the City’s warning and notice that unemployment benefits shall not be allowed to an employee having a confirmed positive drug test or to an employee who refuses to submit to or cooperate with a blood or urine test, or who knowingly alters or adulterates the blood or urine specimen (ref: Code of Alabama 1975, § 25-4-78).

10.6. COBRA. The *Consolidated Omnibus Budget Reconciliation Act (COBRA)* gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. The *COBRA* law is a means of continuing your health insurance after termination of your employment with the City. Ex-spouses and ineligible dependents may also continue their coverage under the *COBRA* law. Any employee or dependent who elects to continue coverage will be charged 102% of the premium the City pays for each employee. Apply at the Human Resources office within 60 days of termination of insurance coverage.

10.7. Official Travel & Expenses.

10.7.1. Overview. Employees of the City are, from time to time, required to travel for the conduct of City business or to attend meetings and conferences. Such travel and reimbursement for expenses incurred in connection with the travel is authorized by this policy, but only with the prior approval of the City Clerk-Treasurer and Department Head. Travel authorizations and expense voucher approval of employees are authorized by the City Clerk-Treasurer and the Department Head.

10.7.2. Travel Time Reimbursement. Full-time employees will be compensated at their normal hourly rate, up to a maximum of forty (40) hours per week, for time spent out of the office on City business that takes place during the employee’s regularly scheduled work hours. This includes travel time to and from the employee’s destination. Supervisors of departments where shift accommodations can be made are encouraged to allow traveling employees to adjust their shifts not to exceed a 40 hour work week.

10.7.3. Allowable Expenses. Employees shall follow an established schedule of allowable travel expenses while on City business. These apply where there is no other form of allowance, stipend, or deduction. If an employee is reimbursed by an outside agency for costs, those costs shall not be also paid by the City.

Allowable expenses should be pre-approved by the Department Head and include the following:

- Transportation to and from an employee's destination
- Lodging expenses for a single room in moderately priced housing that offers a government rate
- Meal per diem rate of \$75.00 per day
- Mileage expenses are reimbursed at the current rate per mile for use of personal vehicle
- Other bona fide travel related expenses approved in advance in writing by the Department Head

NOTE: Rates are subject to change. Reimbursement will be provided at the rates listed above or at the currently established and approved standard rates.

10.7.4. City and Personal Vehicles. City vehicles will be used for travel on City business to the maximum extent practical. When City vehicles are not available or practical, the City will reimburse employees for the use of their personal vehicle at the rate mentioned above while on City business. Mileage reimbursement will be requested on the City's expense form, reviewed and approved by the Department Head. An employee may not apply for reimbursement of mileage for any personal use of any vehicle.

10.7.5. Submitted Claims. In all cases, reimbursement claims must be submitted by employees to their Department Head for approval. Itemized bills or receipts must be attached and accompanied by a brief written explanation of the date and place of the expenditure, number of people housed, supplies purchased, expenses incurred, purpose of the conference or meeting, etc., with the meeting/conference agenda attached. Scanned copies of original receipts, agendas, and copies of emails containing travel details are acceptable and should be submitted with the reimbursement claim. Once approved by the Department Head and City Clerk-Treasurer, the travel claim is submitted to the City Clerk-Treasurer for processing and payment.

10.8. Supplemental/Additional Benefits. Benefit packages reflect the City's fiscal situation and the changing costs of benefit offerings. The City may provide access to but not pay for other benefits. The City may also provide paid benefits in addition to these listed at the discretion of the City Council. A schedule of optional benefits, both paid and unpaid, available to employees is available from the Human Resources office.

SECTION 11. ACKNOWLEDGMENT OF RECEIPT

11.1. Acknowledgment Statement from Employee. Individuals who accept employment with the City are required to sign an “*Acknowledgment of Receipt*” of the Manual (at the end of this Section).

11.2. The completed *Acknowledgment of Receipt* statement will be removed from the end of this manual, returned to the Human Resources Director, and placed in the employee’s personnel file.

11.3. If Manual policies or procedures are materially changed at any time, a new *Acknowledgment of Receipt* statement may again be required.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received my copy of the City of Greenville (City) Personnel Policies and Procedures Manual (Manual).

I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Manual within seven calendar days of my hire date and understand its contents. Therefore, I will act in accord with these policies and procedures as a condition of my employment with the City of Greenville. I understand that if I have questions or concerns at any time about the Manual, I will initially consult with my immediate supervisor, Department Head, or the Human Resources Director for clarification.

I understand that this handbook replaces any and all prior verbal and written communications regarding the City of Greenville working conditions, policies, procedures, appeal processes, and benefits.

I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the City may terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.** I further understand and agree that, other than the Mayor or duly designated representative of the City, no manager, supervisor, or representative of the City has any authority to enter into any agreement for employment other than “at-will”; only the Mayor has the authority to make any such agreement and then only in writing signed by the Mayor of the City of Greenville.

I understand that no contractual obligations related to continued employment, compensation or employment contract are intended or implied by this Manual or any other City policy, practice or procedure.

I acknowledge that this Manual represents only current policies and benefits. **The City retains the right to change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee.** All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Mayor has the ability to adopt any revisions to the policies in this Manual.

I understand that I must comply with all of the provisions of the Manual; if I do not comply with all provisions of the Manual, I may be subject to disciplinary action up to and including discharge.

Signature

Date

Employment Date

Please Print Your Name

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE