



**CITY OF
JACKSONVILLE**

**PERSONNEL
POLICIES AND PROCEDURES
MANUAL**

Approved by City Council: June 26, 2017

**POLICIES AND PROCEDURES MANUAL
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Welcome to the City of Jacksonville!

On behalf of the citizens of Jacksonville and your co-workers, the City welcomes you and wishes you every success. The City believes that every employee contributes directly to its growth and success. The City hopes you will take pride in being a member of its team.

This handbook is designed to acquaint you with some of the policies affecting your employment and provide you with information about working conditions and employee benefits with the City of Jacksonville. You should read, understand, and comply with all provisions of the handbook. This handbook also describes many of your responsibilities as an employee and outlines the programs the City has developed to benefit its employees. One of the City's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about each policy. Therefore, we reserve the right to add new policies and to change or cancel existing policies at any time. The City will notify you of any changes to the handbook as they occur.

The City hopes that your experience with the City of Jacksonville will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Jacksonville Mayor and City Council

CITY OF JACKSONVILLE MISSION STATEMENT

It is the mission of the City of Jacksonville Government to provide for the professional delivery of public services to all citizens thereof, while being good stewards of public resources, in order to enhance the quality of life in Jacksonville and central Alabama.

INTRODUCTORY STATEMENT

The guidelines established in the following chapters of policies and procedures implement personnel practices required for the operation of an effective personnel system for the City of Jacksonville. The elected officials and supervisors are collectively given the ultimate responsibility to make decisions that affect its operations. The Mayor, City Council and the Civil Service Board are responsible for approving various personnel policies and procedures that affect employment with the City.

In providing services to the general public, the City and its representatives must make such decisions as whom to hire, promote or demote; when to discipline and/or separate; what services to provide; what equipment to purchase, operate, or dispose of; what employees should be scheduled to work at what tasks and at what times; how the City should be organized; and whether certain functions should be performed by outside contractors. In making these and other decisions, they will take into consideration the City employees and the citizens it serves, but ultimately such decisions must be made according to their best judgment.

These guidelines are effective with the date of their adoption by the Jacksonville City Council. The City Council reserves the right to make changes in any personnel policy, rule, procedure, employee benefit, or any other personnel area. Upon becoming effective, these policies will repeal any preceding policy of the same nature.

References in these policies and procedures to the Human Resources Office shall also apply to the Utility Office Manager for Water Works, Gas & Sewer employees.

ESSENTIAL INFORMATION POLICIES

EQUAL OPPORTUNITY AND ANTI-HARASSMENT POLICY

PURPOSE

1. To prevent all forms of unlawful harassment in the workplace of the employees of the City of Jacksonville
2. To prevent unlawful discrimination in the workplace of the employees of the City of Jacksonville
3. To clarify the procedure for reporting harassment and discrimination
4. To prevent retaliation against individuals who report harassment and discrimination.

STATEMENT OF POLICY

1. **Discrimination Prohibited.** The City of Jacksonville provides equal employment opportunity to all individuals and does not unlawfully discriminate against any individual because of their age, sex, religion, race, color, national origin, political affiliation, disability, status as a veteran or member of the armed services, or any other characteristic protected by applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. If any employee feels that he or she is being discriminated against, he or she must report the incident in writing to his or her supervisor or department head within seven working days. If the employee does not feel comfortable reporting the incident to his or her supervisor or department head, the report should be made to the Human Resources Office, the City Administrator, or his or her designee. If after reporting the incident to the supervisor or department head, and the employee is unsatisfied with the action or inaction with regard to the complaint, the employee shall report the incident to the City Administrator or his or her designee.
2. **Harassment Prohibited.** City of Jacksonville does not and will not tolerate verbal or physical conduct by any supervisor, employee, customer or visitor that harasses any

employee of the City, disrupts or interferes with an employee's work performance, or creates an intimidating, offensive, or hostile environment. Harassment is a form of discrimination that includes any actions, words, jokes, or comments based on an individual's age, sex, religion, race, color, national origin, political affiliation, disability, status as a veteran or member of the armed services, or any other characteristic protected by applicable federal, state, or local law. Harassment also includes the display of offensive pictures, cartoons, drawings, movies, or other images.

Sexual harassment occurs when unwelcome sexual conduct is either made a condition of employment or creates an offensive, intimidating, or hostile work environment. Sexual harassment occurs whenever the submission to unwanted sexual activity is used or threatened as a basis for an employment decision. Sexual harassment also includes any form of unwanted sexual conduct that interferes with an employee's work performance or creates a hostile work environment, including teasing, joking, comments regarding sexual acts or the body, the use of crude language, requests for sexual favors, unwanted hugs, touches, kisses, or other physical conduct, or the display of sexually explicit pictures or images.

3. **Bullying Prohibited.** The City of Jacksonville prohibits workplace bullying by and against City employees, applicants for employment and others in the workplace environment, including members of the public. Bullying may be directed toward an employee by a department head, manager, supervisor, co-worker, subordinate, appointing authority, elected official, vendor, contractor or member of the public. Bullying conduct may be investigated even if the complaining party is not the intended target of the conduct.

4. **Reporting of Harassment or Bullying.** Any employee who believes that the actions or words of a supervisor, fellow employee, customer or visitor constitute unwelcome harassment has a responsibility to report it immediately. The responsibility to report harassing behavior applies regardless of whether the incident occurred at or away from the workplace. Employees also have a duty to report any behavior that they witness or observe that they reasonably believe may constitute harassment.

All complaints/reports of harassment should be made to the employee's direct supervisor or department head. If the employee feels uncomfortable presenting the complaint to his or her supervisor or department head, then the complaint/report should be made to the Human Resources Office or City Administrator.

All complaints/reports of harassment must be properly investigated. Complaints must be made as soon as possible after the incident occurred so as to facilitate the investigative process.

If an employee is not satisfied with the actions taken by his or her supervisor or other employee to whom a report was made in regard to the perceived harassment, then the employee shall bring the complaint to the attention of the Human Resources Office or the City Administrator in writing.

An employee does not necessarily have to violate applicable federal, state, or local law regarding harassment or discrimination to violate this policy. Any employee who violates this policy will face disciplinary action, up to and including termination.

5. **Corrective action for employees found in violation.** The department head and/or Mayor will take appropriate disciplinary action where warranted and refer the employee found to be in violation of this policy to the Office of Human Resources for additional training or to be sent for counseling. Serious infractions will warrant disciplinary action up to and including termination.
6. **Mandatory Cooperation.** All employees, supervisors, managers, and agents of the City shall cooperate with any investigative process or resolution, whether informal or formal. Any City employee who fails to cooperate and/or attempts to undermine and/or discourage participation in an investigation will be subject to discipline up to and including termination. To enable the City to achieve the goals of this policy, the Office of Human Resources shall have access to all relevant and necessary information.
7. **Confidentiality.** To the extent feasible, information provided in the complaint and investigation process at both the informal and formal level will be treated as confidential. However, the City will disclose information if deemed reasonably necessary to investigate and take appropriate corrective action, or to defend such corrective action, and/or if required by law.
8. **Retaliation Prohibited.** All allegations of harassment will be investigated in as confidential a manner as possible. Individuals who act in good faith in reporting possible harassment, including sexual harassment or discrimination, will not jeopardize their employment opportunities with the City of Jacksonville in any way.

Retaliation against individuals who report possible harassment, including sexual harassment or discrimination, will not be tolerated by the City.

Any employee found to have retaliated against another employee for reporting any type of harassment may face immediate disciplinary sanctions, up to and including termination.

AMERICANS WITH DISABILITIES AND REASONABLE ACCOMMODATION POLICY

PURPOSE

This policy provides guidelines and procedures for employees and candidates for employment who are requesting an accommodation due to a qualifying disability as defined by the Americans with Disabilities Act "ADA" as amended, "ADA AA" and the Rehabilitation Act of 1973, as amended "Rehabilitation Act."

DEFINITIONS

Direct Threat to Safety. A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.

Disability. A person is "disabled" under this policy if that person has a physical or mental impairment that substantially limits him or her in one or more major life activities or has a record of such impairment.

Essential Job Functions. The basic job duties that an employee must be able to perform in his or her assigned job, with or without reasonable accommodation. Factors to consider in determining if a function is essential include:

1. Whether the reason the position exists is to perform that function
2. The number of other employees available to perform the function or among whom the performance of the function can be distributed
3. The degree of expertise or skill required to perform the function
4. The time spent performing a function and
5. The consequences of not requiring that an employee perform a function

Qualified Individual with a Disability. An employee or candidate with a disability who has the

necessary skill, education, experience and other job-related requirements to perform the essential functions of a position with or without a reasonable accommodation.

Reasonable Accommodation. Any modification or adjustment to a job, job schedule or the work environment that will enable a qualified candidate or employee with a disability to participate in the application process or to perform essential job functions, or enjoy other benefits of employment without imposing an undue hardship on the City or imposing a direct threat of safety to the individual or others in the workplace.

Undue Hardship. The point at which an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Please note that individuals who currently use illegal drugs are excluded from coverage under this policy.

REASONABLE ACCOMMODATION

The City of Jacksonville will make reasonable accommodations whenever necessary for all qualified employees or candidates for employment with disabilities (as defined by applicable law), provided that:

1. The individual is otherwise qualified to safely perform the essential functions of the job and
2. Such accommodations do not impose undue hardship

REQUESTING AN ACCOMMODATION

If an employee has a disability that requires an accommodation in order to perform the essential functions of his or her job, or otherwise enjoy the benefits and privileges of employment, he or she must initiate a request for accommodation by contacting his or her direct supervisor, department head or the City's Human Resources Office and identify an adjustment or change at work that is needed because of a disability.

CANDIDATES FOR EMPLOYMENT

If a candidate for employment has a disability that requires an accommodation in order to apply for a job, he or she must initiate the request for accommodation by contacting the City's Human

Resources Office and identifying an adjustment or change in the application process or system that is needed because of a disability.

THE INTERACTIVE PROCESS WHEN SEEKING AN ACCOMMODATION

An employee seeking an accommodation under this policy will engage in an interactive process with his or her supervisor, department head or City's Human Resources Office to identify an accommodation that will allow the employee to perform the essential functions of the job effectively or engage in other benefits and privileges of employment that are enjoyed by similarly situated employees without disabilities.

MODIFICATIONS NOT NECESSARILY DETERMINATIVE OF DISABILITY STATUS

When appropriate, temporary modifications may be made pending review of medical information or modifications may be made without relying on whether the employee has a disability as defined by law. These actions should not be construed as a finding by the City of Jacksonville that it has made a determination that an employee is a qualified individual with a disability under the ADA.

PROTECTION FROM DISCRIMINATION AND RETALIATION

Pursuant to the City's Equal Employment Opportunity and Non-Discrimination policies, the City of Jacksonville prohibits discrimination or retaliation against an individual who has a disability and/or who requests a reasonable accommodation.

DRUG AND ALCOHOL TESTING POLICY

PURPOSE

The purpose of this policy is to establish a drug and alcohol abuse testing program for City of Jacksonville job applicants and for employees of the City of Jacksonville. This policy is created to promote the safety of City employees and the public and to promote productivity in the delivery of City services. This policy has been established to detect individuals using alcohol, controlled

substances or drugs in excess of prescribed dosage in order to avoid the employment of substance abusing applicants and to treat or remove substance-abusing employees.

STATEMENT OF POLICY

It is the desire of the City of Jacksonville to provide a drug and alcohol free working environment for its employees. In addition, the City is responsible to the citizens to provide safe and productive government functions. It is the employee's responsibility to follow all policies and procedures and avoid the abuse of drugs and alcohol. Abuse of alcohol, drugs and other psychoactive substances, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefits costs, increased work theft, decreased morale, decreased productivity, and a decline in the quality of services provided by the City. In order to avoid the problems associated with drug and alcohol abuse, the City of Jacksonville has established this policy to test employees and job applicants for drug and alcohol abuse.

PROCEDURES

1. **Violations.** The following situations or events that constitute violations of this policy specifically include, but are not limited to, the following:
 - a. A detectable quantity of illegal drug(s) in the urine, blood or hair.
 - b. A detectable quantity of prescription drugs without evidence of a duly authorized prescription or in excess of prescribed levels as determined by a medical or toxicological authority
 - c. Any use of alcohol while at work or on call or being under the influence of alcohol (under the influence of alcohol shall mean a blood alcohol content of .02 or greater)
 - d. Possession of alcohol or illegal drugs
 - e. Knowingly substituting, altering, withholding, or adulterating hair, urine, breath, or blood specimens
2. **Authority for Alcohol or Drug Testing.** Only the Mayor, City Administrator, Human Resources Office or their designees may order an alcohol or drug test.

3. **Circumstances Allowing For Testing/Types of Testing.**

- a. Pre-employment Testing. Applicants for all City positions shall be routinely tested for drug usage as a condition of employment.
 - (1) Pre-employment drug testing will occur at or near the beginning stage of the hiring process. Any offer of employment shall be conditional upon an acceptable drug test result.
 - (2) Applicants will be notified of the pre-employment policy and procedure prior to drug testing.
 - (3) Applicants applying for a job requiring a Commercial Driver's License (CDL) and who possess a CDL at the time of application shall be tested by urine drug testing.
 - (4) Refusal to take the test, test results reporting a presence of illegal drugs, or the illegal use of controlled substances shall be a basis for rejecting an applicant from the selection process until the applicant can document successful completion of a certified rehabilitation program.

- b. Random Testing. For purposes of this policy, safety sensitive positions are those which involve law enforcement, security, the protection of life and property, public health or safety, require a Commercial Driver's License (CDL), or other positions requiring extraordinary trust and confidence. Employees in sensitive positions shall include, but not be limited to, equipment operators, employees who regularly drive City vehicles, paramedics/firefighters, police officers and lifeguards. Employees occupying safety sensitive positions are required to submit to drug testing on a random basis.
 - (1) Selection of employees for random testing shall be conducted through the use of a random number generator or other neutral selection process.

- (2) When an employee is selected for random testing, both the employee and the employee's supervisor shall be notified on the day the test is scheduled. The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly pursuant to this policy.
 - (3) An employee selected for random testing may obtain a deferral of testing only if the employee's supervisor and/or the department head (with the approval of the Human Resources Office) finds that a compelling need necessitates a deferral. Deferrals may be given to the following:
 - (a) Employees on an approved leave status (sick, annual, military, family medical, civil, etc.)
 - (b) Employees on official travel status away from the test site or those about to embark on official travel scheduled prior to testing notification
- c. Reasonable Suspicion Testing. All employees may be directed to submit to a drug/alcohol test if the City has reason to believe that an employee is (1) using illegal drugs, (2) using prescription drugs without a prescription or in excess of the prescribed doses, or (3) using or under the influence of alcohol or drugs during working hours. Reasonable suspicion shall mean suspicion based upon specific objective facts and reasonable inferences drawn from those facts. Reasonable suspicion does not require certainty; however, mere "hunches" are not sufficient to meet this standard.
- (1) Factors that would establish cause to conduct reasonable suspicion testing include but are not limited to:
 - (a) Direct observation of drug- or alcohol-related activity
 - (b) A pattern of abnormal conduct
 - (c) Unusual, irrational or erratic behavior

- (d) Slurred speech, glassy or bloodshot eyes, poor coordination/ reflexes, inability to walk a straight line, and other physical symptoms of being under the influence of alcohol or drugs
 - (e) Unexplained, increased or excessive absenteeism or tardiness
 - (f) Sudden changes in work performance
 - (g) Repeated failure to follow instructions or operating procedures
 - (h) Unexplained or excessive negligence or carelessness
 - (i) Discovery or presence of drugs or drug paraphernalia in an employee's possession, or near the employee's workplace
 - (j) Odor of and/or residual odor peculiar to some drug or to alcoholic beverages
 - (k) Arrest or conviction for a drug- or alcohol-related crime
 - (l) Information provided either by reliable and credible sources or independently corroborated (particular care must be taken when implementing testing on the basis of hearsay information)
 - (m) An apparent state of facts and/or circumstances that would lead a reasonable person to believe an individual has been using drugs or alcohol in violation of this policy
- (2) If a supervisor has reasonable suspicion that an employee is in violation of this policy, he or she must report his or her findings and observations to the department head or the Human Resources Office. Based upon these findings and recommendations, a urine test or breath test will be selected as appropriate.

(3) Written documentation stating the grounds for reasonable suspicion testing shall be provided by the department head or his designee to the Human Resources Office.

d. Post-Accident Testing. Testing for the presence of drugs or alcohol shall be conducted following a work related accident or other occurrence that involves a fatality, injury, damage to City property or damage to the property of others. Post-accident testing to detect the presence of drugs shall be by urine drug test. Post-accident testing to detect the presence of alcohol shall be by breath test, or by blood sample when requested by the employee, or when breath testing cannot be conducted on the breath testing equipment operated by the City's Police Department.

e. 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 into a rehabilitation program acceptable to the City of Jacksonville will be subject to unannounced follow-up testing as a condition of employment.

(1) Employees will be subject to follow-up testing for a one-year period after return to duties or satisfactory completion of the rehabilitation program, whichever is later.

f. Department of Transportation Drug and Alcohol Testing. The City will comply with the U.S. Department of Transportation (DOT) procedures for transportation workplace drug and alcohol testing, as applicable, including random testing of employees required to hold a Commercial Driver's License (CDL).

g. Additional Testing. Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations.

4. **Rehabilitation.**

a. Prior to initiation of rehabilitation, the employee will sign a standard City release allowing the treatment provider authority to release information to

the Mayor, City Administrator or Human Resources Office.
Rehabilitation services will be obtained at the employee's expense.

- b. Any employee who voluntarily identifies himself or herself to his or her supervisor, department head, or the Human Resources Office as being in need of drug and/or alcohol rehabilitation, prior to being identified through other means or before an incident of suspected violation of this policy, will not be disciplined if he or she meets all of the following criteria:
 - (1) Obtains counseling and successfully completes a drug and/or alcohol rehabilitation program approved by the City and at the employee's expense
 - (2) The employee agrees to follow-up testing for a one-year period after return to duties or satisfactory completion of the rehabilitation program, whichever is later
 - (3) Thereafter, refrains from using illegal drugs or otherwise being in violation of this policy
- c. Until the rehabilitation program is completed, the employee may be placed on paid or unpaid leave.

5. **Disciplinary Action.**

- a. Employees found to be in violation of this policy are subject to appropriate disciplinary action up to and including termination and/or entrance into a written agreement with the City to complete satisfactorily a prescribed drug or alcohol abuse rehabilitation program approved by the City. The City is not required to pay for this rehabilitation or reimburse the employee for expenses incurred. At the discretion of the City, the employee may be given a one-time chance to go into a rehabilitation program instead of termination.
- b. Failure of an employee to participate voluntarily in a drug or alcohol abuse rehabilitation program or to satisfactorily complete the program shall result in termination of employment.

6. Confidentiality and Records Retention.

- a. The results of a drug or alcohol test of an applicant or employee shall not be disclosed without the prior written consent of the individual, unless the disclosure would be:
 - (1) To the Human Resources Office, department head, or supervisor having the authority to take adverse personnel action against such employee or to refuse employment of the applicant
 - (2) To the City Attorney
 - (3) To the administrator of any employee assistance program or rehabilitation program in which the employee is seeking admittance, receiving counseling or treatment, or is otherwise participating
 - (4) Pursuant to an order of a court of competent jurisdiction
- b. All drug and alcohol test results and other documentation shall be stored in a physically secure location. Employee drug and alcohol test results will be retained separately from the employee's personnel file, except references to those results which are necessary to document personnel actions such as leaves of absence and disciplinary action, and reasonable measures shall be taken to control access to these results.

7. Sample Collection and Testing Procedures.

- a. Sample Collection and Testing Procedures for Drugs.
 - (1) Prior to specimen collection, the employee or applicant will be required to sign consent to perform the drug-screening test. Employees will sign the "EMPLOYEE DRUG/ALCOHOL TESTING CONSENT FORM" and applicants will sign the "DRUG TESTING NOTICE AND CONSENT FORM FOR JOB APPLICANTS." An individual shall not be tested if he or she refuses to sign the consent form. If the individual refuses to sign the consent form, he or she will be referred to the Human Resources Office to arrange rehabilitation and/or

disciplinary action up to and including termination, or in the case of an applicant, disqualification from the selection process.

- (2) The drug test will screen, at a minimum, for the presence of the following drugs:
 - (a) Amphetamines
 - (b) Marijuana
 - (c) Cocaine
 - (d) Opiates
 - (e) Phencyclidine (PCP)

- (3) Employees and applicants to be tested will be instructed to report to a medical/collection facility designated by the City to provide a blood, urine, or hair specimen, as appropriate, at a designated time. Failure or refusal of an employee or applicant to report to the facility at the designated time without a valid excuse acceptable to the Human Resources Office or its designee shall be grounds for disciplinary action up to and including termination, or, in the case of an applicant, disqualification from the selection process. An employee who is suspected of being under the influence of drugs shall be transported to and from the facility by the employee's supervisor or another employee.

- (4) Prior to specimen collection, the employee or applicant will be positively identified via photo I.D. with a signature. Additional identification may be required.

- (5) An employee or applicant will be required to sign any drug screening authorization/consent/release/acknowledgment form if required by the facility in which the specimen is being collected. If the individual refuses to sign this form, he or she will be referred to the Human Resources Office to arrange rehabilitation and/or subject to disciplinary action, or, in the case of an applicant, disqualification from the selection process.

- (6) The facility will follow standard specimen collection procedures to protect against adulteration or substitution of specimens and to ensure valid drug screen results.
- (7) An applicant or employee will be given up to two hours from the employee's/applicant's arrival at the testing facility to provide a specimen. Failure to remain at the facility and provide a specimen within this time will be considered refusal to provide a specimen and grounds for discontinuance of the application process, or, in the case of an employee, to initiate disciplinary action. The individual may elect to receive, at his or her expense, a medical evaluation to determine if the failure to provide a urine specimen is the result of a medical condition. Documentation of the results of said evaluation will be provided to the Human Resources Office who will determine appropriate follow-up action.
- (8) Employees in or applicants for sensitive positions may be required to provide the urine specimen under observation by a staff member of the medical facility or an appropriate official of the City of Jacksonville.
- (9) All specimens will be delivered to a certified laboratory for testing. Specimens will first be subjected to an initial screening process to detect the presence of the drugs listed. Any positive screens will be re-tested by a certified laboratory. The laboratory will discard specimens with a negative result. Specimens having been tested as positive will be saved for at least 365 days. If a third testing is anticipated beyond the 365 day storage, the Human Resources Office should be notified in writing by the person requesting the third testing.
- (10) An employee or applicant may request an additional confirmation testing of the original specimen at the employee's or applicant's expense. If this test is negative, then the whole test series shall be considered negative. The City will pay the testing fee for the additional test if the result is negative.
- (11) The laboratory or the Medical Review Officer (MRO), as appropriate, will notify in writing the Human Resources Office or her designee of

test results. In the case of positive test results, the MRO will notify the employee or applicant and seek medically legitimate reasons for the positive test result. Following MRO review, the City will be notified of test results. Verbal reports of negative test results may precede written reports.

(12) Positive test results will be reported by the Human Resources Office to the Mayor or City Administrator (or his or her designee).

a. Sample Collection and Testing Procedures for Alcohol.

- (1) Employees suspected of being under the influence of alcohol during working hours shall be transported to a testing facility designated by the City.
- (2) The employee may be required to sign the "EMPLOYEE DRUG/ALCOHOL TESTING CONSENT FORM" before testing. An individual shall not be tested if he or she refuses to sign the consent form. If the individual refuses to sign the consent form, he or she will be referred to the Human Resources Office to arrange rehabilitation and/or be subject to disciplinary action. Said individual shall be driven home by his or her supervisor or other employee and will remain off duty pending further action.
- (3) An employee whose Breath Alcohol Content (BAC) is .02% or higher shall be driven home and remain off duty pending disciplinary action.
- (4) If the BAC is more than .0% but less than .02%, the employee will be suspended without pay for the remainder of the work shift and will be required to obtain an evaluation acceptable to the City of Jacksonville to determine if an alcohol abuse problem exists.
- (5) An employee may immediately request, at his or her expense, a further confirmation through analysis of a blood sample.
- (6) Alcohol testing for DOT requirements may have additional consequences.

EMPLOYEE ETHICS POLICY

PURPOSE

The purpose of this policy is to educate and inform City employees on state ethics guidelines for public employees that govern City employees in the performance of City business and in the duties of their respective jobs.

STATEMENT OF POLICY

It shall be the duty of all employees to conduct themselves and City business according to the highest standards of ethical conduct at all times, avoiding conflicts of interest and not gaining personal benefit from the use of public resources.

This policy is intended to provide positive direction to City employees in order to prevent potential conflicts of interest but is not all-encompassing in its definition of conflict of interest. The “prudent man” theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to review.

1. Conflicts of Interest

As per state ethics law, no City employee shall engage in any act, which is in conflict of City interests or creates the appearance of unfairness or conflict of interest with the performance of official duties. An employee shall be deemed to have a conflict of interest if the employee:

- a. Has any financial interest in any sale to the City of any goods or services when such financial interest was received with prior knowledge that the City intended to purchase the property, goods, or services
- b. Solicits, accepts, or seeks (either directly or indirectly) a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions

which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City. The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; a sample or promotional gift of nominal value (\$25 or less with an aggregate of \$50 or less per year per provider).

- c. Participates in his or her capacity as a City employee in the issuing of a purchase order or contract in which he or she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City
- d. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above

An employee should not make a unilateral decision; if there is any doubt about his or her private employment, the Human Resources office should be consulted.

- e. Discloses or uses without authorization confidential information concerning property or the affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City or
- f. Has a financial interest or personal interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

2. **Moonlighting**

Working for individual gain or profit during hours when an employee is expected to be on the job for the City is prohibited and may subject the offender to discipline, up to and including termination.

An employee holding or considering an additional job or self-employment should notify his or her supervisor in order to ensure that the additional job will not create a conflict of interest or interfere with his or her employment with the City.

Employees shall not conduct any outside business or employment activities utilizing City resources or telephones.

3. **Use of Public Property**

No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for personal convenience, profit, private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business. On a case-by-case basis, public safety employees may be permitted to use City-assigned uniforms and equipment while off-duty with prior approval by the chief of their department.

Authorized personal use may include taking an assigned City vehicle to lunch on workdays within the guidelines issued by department heads, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by policy on a case-by-case basis, as approved by the Mayor or City Administrator.

FAMILY AND MEDICAL LEAVE POLICY

The City recognizes that employees occasionally need to take time away from work to care for important family and medical needs. This policy is based on the requirements of the Family and Medical Leave Act and is designed to meet those needs in a manner that is beneficial to employees, their families, and the City.

TYPES OF LEAVE UNDER THIS POLICY

There are five basic types of FMLA leave under this policy: Employee Medical Leave, Family Leave, New Child Leave, Military Exigency Leave, and Military Caregiver Leave.

1. **Employee Medical Leave.** Time off due to a serious health condition of the employee, as certified by a health care provider.
2. **Family Leave.** Time off to care for a spouse, child or parent, with a serious health condition, as certified by a health care provider.
3. **New Child Leave.** Time off following the birth of a child or placement of a child through adoption or foster care.
4. **Military Exigency Leave.** Time off because of any qualifying exigency arising out of the fact that the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
5. **Military Caregiver Leave.** Time off to care for a spouse, child, parent or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty.

ELIGIBILITY

An employee is eligible to request an FMLA leave if he or she has been an employee of the City for at least 12 months and has worked at least 1250 hours during the 12-month period immediately preceding the leave.

REASONS FOR 12-WEEK LEAVE

Subject to the requirements described in this policy, an eligible employee may request and will be granted up to 12 workweeks of unpaid FMLA leave during any 12-month period (a rolling 12-month period measured backward from the date requested leave will be used) for one or more of the following events:

1. The birth of a child
2. The placement with the employee of a child for adoption or foster care, and first year care of a child following birth or placement for adoption or foster care
3. The care of the employee's spouse, child or parent with a serious health condition
4. The employee's own serious health condition, which renders him or her unable to perform the functions of the employee's position
5. A qualifying exigency arising out of the fact that the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation

REASONS FOR 26-WEEK LEAVE

Subject to the requirements described in this policy, an eligible employee may request and will be granted MILITARY CAREGIVER LEAVE consisting of up to 26 workweeks of unpaid FMLA leave during a 12-month period to care for a spouse, child, parent or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty. This leave is only available to the employee during a single 12-month period. In no 12-month period may an employee's total FMLA leave exceed 26 workweeks.

REINSTATEMENT

Unless one of the exceptions in the law applies, an employee who takes an FMLA leave for the intended purposes of the leave shall be entitled, on timely return from the leave and completion of all required documentation, to be restored to the position of employment held when the leave

commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. The taking of an FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this policy shall entitle any employee who returns from leave to the accrual of any seniority or additional employment benefits during the period of the leave.

HEALTH BENEFITS

At the election of the eligible employee, any group health plan as defined by the FMLA will be maintained for the duration of an FMLA leave and at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying his or her share of the premium. While on an unpaid FMLA leave, the employee will be responsible for paying this part of the premium by submitting payment to the Finance Office on or before each regular payday. The City may recover its share of the premiums for maintaining coverage for the employee under such group health plan during the period of an FMLA leave if the employee fails to return to work (or returns but fails to stay 30 calendar days) for reasons other than the continuation or onset of a serious health condition entitling the employee to leave, the continuation, recurrence or onset of a medical condition that entitles the employee to Military Caregiver Leave, or other circumstances beyond the employee's control.

Certification of inability to return to work as specified and allowed by the FMLA may be required.

SUBSTITUTION OF PAID LEAVE

An employee must substitute the applicable available paid leave for any unpaid FMLA leave, as permitted by the FMLA and its regulations. Upon exhaustion of any such paid leave, the remainder of any FMLA leave will be unpaid. In no case will the combination of paid and unpaid leave used for an FMLA purpose exceed the maximum leave allowed under the FMLA.

An employee shall substitute accrued sick time for leaves designated as SICK LEAVE. During a certified period of disability due to the birth of a child, an employee will be on SICK LEAVE and use accrued sick time. Any additional leave due to the birth of a child and the need to care for such child will be ANNUAL LEAVE for which vacation time will be applied.

NEW CHILD LEAVE

FMLA leave for first year care of a child after birth, or for the placement of a child for adoption or foster care falls under NEW CHILD LEAVE. Such leave includes paternal leave and must be taken within the 12-month period that starts on the date of such birth or placement. Regardless of when such leave begins, it will end no later than the end of the 12-month period. Unless specifically permitted, FMLA leave for these purposes cannot be taken on an intermittent or reduced leave schedule.

MARRIED COUPLES

If both spouses are employed by the City, they are limited to a combined total of 12 workweeks of FMLA leave during any 12-month period for the birth of a child or the placement of a child for adoption or foster care; or to care for the employee's parent with a serious health condition. However, each employee may use up to 12 workweeks of FMLA leave during any 12-month period if the leave is for the care of the employee's spouse or child with a serious health condition or the employee's own serious health condition. If both spouses are employed by the City, they are limited to a combined total of 26 workweeks during the single 12-month period if the leave is Military Caregiver Leave or a combination of Military Caregiver Leave and Family Leave, Employee Medical Leave or Military Exigency Leave.

ADVANCE NOTIFICATION OF NEED FOR NEW CHILD LEAVE

An eligible employee who foresees that she or he will require a leave for the birth/care of a child, or for adoption or foster care placement, must notify his or her supervisor and the Office of Human Resources in writing not less than 30 calendar days in advance of the start of the leave. If not foreseeable, the employee must provide as much written notice as is practicable under the circumstances, generally within two working days of learning of the need for leave.

ADVANCE NOTIFICATION FOR LEAVE FOR FAMILY, EMPLOYEE MEDICAL LEAVE OR MILITARY CAREGIVER LEAVE

An employee who foresees the need for a leave due to planned medical treatment for herself or himself or for an applicable family member must notify his or her supervisor and the Office of Human Resources in writing as early as possible so that the absence can be scheduled at a time

least disruptive to the City's operations. Such notice must be at least 30 calendar days in advance of the start of leave, unless impracticable, in which case the employee must provide the written notice as early as circumstances permit, generally within two working days of learning of the need for leave.

When planning medical treatment, the employee should schedule the leave so as to minimally disrupt the City's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with their supervisors prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the employee and the City.

ADVANCE NOTIFICATION OF LEAVE FOR MILITARY EXIGENCY LEAVE

An employee who foresees the need for such leave, whether because the employee's spouse, child, or parent is on active duty or because of notification of an impending call or order to active duty in support of a contingency operation, must notify his or her supervisor and the Office of Human Resources in writing as soon as is reasonable and practicable.

MEDICAL CERTIFICATIONS

1. If the requested leave is to care for a spouse, child or parent who has a serious health condition or to care for a covered service member, the employee will be required to file with the supervisor and the Office of Human Resources, in a timely manner, a health care provider's certification providing information as to the serious health condition and stating that the employee is needed to care for the family member.
2. If the requested leave is because of a serious health condition of the employee, he or she will be required to file with the supervisor and the Office of Human Resources a health care provider's certification providing information as to the condition and inability to perform one or more essential functions of the job.
3. The City may request subsequent re-certifications during the course of the leave in accordance with the limitations set forth in the FMLA regulations.
4. Records and documents relating to medical certifications, re-certifications, or medical histories of employees or employees' family members will be maintained as

confidential medical records in files separate from the usual personnel files, subject only to the limited exceptions set forth in the FMLA regulations.

INTERMITTENT AND REDUCED LEAVE SCHEDULE

Subject to the limitations and certifications allowed by the FMLA, leaves taken to care for an employee's covered family member, for the employee's own serious health condition, or to care for a qualified service member, may be taken intermittently or on a reduced leave schedule when medically necessary, provided a health care provider certifies the expected duration and schedule of such leave and provides further that the employee gives the supervisor and the Office of Human Resources at least 30 days advance written notice if the need for the leave is foreseeable based on planned medical treatment.

Subject to the limitations and certifications allowed by the FMLA, Military Exigency Leave may be taken intermittently or on a reduced schedule basis.

In the case of intermittent leave or leave on a reduced leave schedule which is medically necessary, an employee must inform his or her supervisor, upon request, of the reasons why the intermittent or reduced leave schedule is necessary and of the schedule for treatment, if applicable. In these cases, employees are ordinarily expected to consult with their supervisors prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the employee and the City. If an employee who provides notice of the need to take FMLA leave on an intermittent basis or a reduced leave schedule for planned medical treatment neglects to consult with his or her supervisor to make an attempt to arrange the schedule of treatments so as to not unduly disrupt the City's operations, the supervisor may initiate discussions with the employee and require him or her to attempt to make such arrangements, subject to the approval of the health care provider.

STATUS REPORTS AND FITNESS-FOR-DUTY CERTIFICATION

An employee on an approved leave under this policy must inform the supervisor and the Office of Human Resources regarding her or his status and intent to return to work upon conclusion of the leave. An employee may also be required to submit a fitness-for-duty certification before returning to work.

SECOND AND THIRD MEDICAL OPTIONS

In cases where there is reason to doubt the validity of the health care provider's certification for leaves taken to care for the employee's family member or their own serious health condition, the City may, at its own expense, require second and third opinions, as specified by the FMLA, to resolve the issue.

INTENT TO COMPLY WITH THE LAW

The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993, as amended, and any terms used from the FMLA will be as defined in the Act or the U.S. Department of Labor regulations. To the extent that this policy is ambiguous or contradicts the Act or regulations, the language of the Act or regulations will prevail. The City reserves the right to amend this policy from time to time to comply with any changes to the Act or regulations.

SICK LEAVE AND ANNUAL LEAVE ACCRUAL WHILE ON FMLA

When all accrued sick and annual leave is exhausted, leave accrual will cease until the employee returns to work.

COMPENSATION PRACTICES AND LEAVE POLICIES

CLASSIFICATION PLAN

Section 1: Purpose - The classification plan provides for the grouping of positions, which involve substantially the same kind of work, equal difficulty and responsibility and comparable qualifications for work performance. Each job shall be classified by a job title into a range with a minimum and maximum salary or hourly wage. No person may be appointed to or employed in a position in the classified service under a title not included in the classification plan.

Section 3: Class Specifications - The range of positions in the classification plan and their various parts have the following force and effect:

- (a) Ranges are intended to indicate the kinds of positions that are allocated as determined by their duties and responsibilities.
- (b) In determining the range to which any position should be allocated, the specification of each job description shall be considered. Consideration shall be given to the duties, specific tasks, responsibilities, and qualification requirements
- (c) Qualifications commonly required of all incumbents of the different job positions, such as acceptable physical condition only if the physical condition affects the applicant's ability to perform the job he or she seeks, suitable age, honesty, sobriety, education, and industry shall be deemed to be implied as qualification requirements for entrance to each job position even though they may not be specifically mentioned in the specifications.
- (d) It shall be the responsibility of the supervisor or department head to assure that employees under their supervision do not work out of their job description. If an employee is required or permitted to work out of their job description, this must be reported in writing within five (5) workdays to the appointing authority and the Civil Service Board.

Section 4: Amendment of Classification Plan- The City Civil Service Board and governing body are responsible for continuous administration of the classification plan and changes in organization and assignments of work required.

Section 5: Allocation of Positions -

- (a) The City Civil Service Board with the consent of the governing body shall allocate each position now existing or hereinafter created to the proper range in the classification plan.
- (b) To create a new position the governing body shall submit to the board in writing the title and job description of such position. New job descriptions must be approved by the Civil Service Board before they become effective. Any other changes in existing positions must also be approved before becoming effective.
- (c) The board, upon a request to create a new position, shall act upon such request at its next meeting.

Section 6: Reallocation of Positions -

(a) When the duties and responsibilities of a position change significantly, the employee in the position may make a written request for a study of the position. Such request shall contain the reasons for the review and carry the approval of the supervisor and appointing authority. If the position is vacant, the request may be submitted by the supervisor, with the approval of the appointing authority.

If, after a complete study, it is found that the position is not in the most appropriate range, the Board shall reallocate it to the appropriate range.

If a position is reallocated to a higher range and the incumbent's salary is below the beginning salary for the new range, the salary shall be raised to the new minimum. If a position is reallocated to a lower range and the incumbent's salary is above the maximum of the new range, the salary shall be reduced to the new maximum.

THE PAY PLAN

Section 1: Minimum and Maximum Salary Scale -

- (a) The minimum and maximum salary for each job description shall be approved by the governing body and the Civil Service Board.
- (b) The salary to be paid subordinate employees shall be determined by the appointing authority; and the salary to be paid each department head employee shall be determined by the city governing body, but in every case the salary paid shall be within minimum and maximum salary range established by the governing body and Civil Service Board for the applicable position.
- (c) The minimum and maximum salary schedules for all employees shall be kept on file with the Civil Service Board and the City Clerk of the City of Jacksonville; and it shall be open for public inspection at any reasonable time.

Section 2: Salary range -

- (a) The salary ranges are intended to furnish administration flexibility in recognizing employee performance and service, in providing employee incentive, and in meeting special and emergency conditions in which increases of individual rates are required for the good of the city service.
- (b) Ordinarily, increases in salaries shall not be made more often than once each twelve months nor shall salary advancements be given to an employee until he has completed his first six months service, except that an administrative officer may recommend to the appointing authority salary increases more frequently than once each twelve months upon detailed written statements-specifying the employee's exceptional performance or the unusual employment conditions that make such action necessary, and provided that sufficient funds exist. Annual employee evaluations, merit raises, and merit raise eligibility shall be in accordance with policies approved by the governing body. Until

such time as the governing body adopts new policies governing annual evaluations and merit raises the previous rules prescribed by the Board shall remain in effect. Any changes adopted by the governing body shall be immediately forwarded to the Board.

- (c) Any city employee who is hired from a register, promoted, or transferred shall hold the same annual evaluation date.
- (d) If any merit raise has been denied, the employee has ten working days to contest the denial in accordance with the Act.

Section 3: Pay Adjustments in Transfers, Promotions and Demotions -

When an employee is transferred, promoted, or demoted, his rate of pay for the next position shall be determined as follows:

- (a) If his rate of pay in his previous position was less than the minimum rate established for the class of the new position, his rate of pay shall be advanced to at least the minimum for the class of the new position.
- (b) If his rate of pay in his previous position was more than the maximum rate established for the class of the new position, his pay shall be reduced to a point within the range for the new position to be determined by the department head subject to the approval of the appointing authority.
- (c) If his rate of pay in his previous position falls within the range of pay established for the new position the rate of pay may remain unchanged or may be changed on the recommendation of department head or city administrator with approval from the appointing authority.

EMPLOYEE EVALUATIONS

Supervisors and department heads shall be responsible for completing periodic evaluations for all permanent employees. These evaluations, on forms prescribed by the mayor and human resources department, along with other written documentation accumulated during the evaluation period shall be the basis for the granting of employee merit raises. At the recommendation of the supervisor and department head, the mayor may approve a merit raise for an employee not to exceed six percent in a year. Any recommended increase higher than six percent within a twelve-month period, must be recommended by the mayor and approved by the council. In no instance, shall an employee be granted a merit raise which would increase the employee's salary to an amount greater than the maximum rate approved for the position by the Civil Service Board.

The human resources department shall deliver evaluation forms to department heads for completion. Completed forms should be returned to the mayor's office no less than two weeks prior to the employee's eligible date for merit raise consideration.

FAIR LABOR STANDARDS ACT (FLSA) POLICY

PURPOSE

It is the policy of the City of Jacksonville to comply with the Fair Labor Standards Act (FLSA) regulations and its application to municipal governments. The FLSA sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees who are covered by the Act and are not exempt from specific provisions. Under the FLSA, there is an important distinction between employees who are covered by the Act and those who are exempt from the Act's overtime provisions. Exempt employees are covered by the FLSA except for the specific exemptions from coverage that apply to their occupations. No provision of the FLSA will excuse non-compliance with any state law or municipal ordinance establishing a minimum wage higher than the Federal minimum wage established by the FLSA.

The FLSA establishes a minimum hourly wage rate for those employees who are within its coverage and not exempt from its requirements. It also provides for equal pay for equal work

(where positions involve equal skill, effort, and responsibility worked under similar working conditions) regardless of sex, and the establishment of minimum wage rates lower than the general standard for certain classes of employment. Except for child labor restrictions, the FLSA does not impose any flat limitation on the number of hours that may be worked by employees covered under the Act. Instead, it seeks to limit the number of hours worked by requiring additional pay, called overtime pay, or compensatory time off, for hours worked in excess of the established forty hour maximum (or as permitted by Section 207(k) of the FLSA for emergency response personnel).

STATEMENT OF POLICY

1. **Enforcement and Administration of the Fair Labor Standards Act.** The City of Jacksonville recognizes the administration and enforcement of the FLSA related statutes applying to municipal governments is the responsibility of the U.S. Department of Labor. Within the City, the responsibility and authority for the enforcement and administration of the FLSA is vested in the Mayor/City Administrator in consultation with the Human Resources Office.
2. **Overtime.** All jobs in the City will be designated as either non-exempt or exempt from the overtime provisions of the FLSA, based upon the criteria contained in the FLSA. Overtime and compensatory time shall be computed at one and one-half times the regular rate. Exempt employees are excluded from the overtime requirements of the FLSA and are not eligible for overtime pay or compensatory time off. Section 207(k) of the FLSA. For firefighters and police officers, overtime shall be paid as allowed by Section 207(k) of the FLSA.
3. **Pay Procedure.** All wage earners (hourly employees) are paid by check or direct deposit on a pay period set by the Mayor/ City Administrator. Because the City must be publicly accountable to its taxpaying citizens, absences from work are not eligible for payment unless covered by approved leave.
4. **Service Outside of Normal Work Schedule.** While the standard work week is specified in the conditions of employment for each department, there exists an obligation for every employee to assist in times of emergency, and unusual requirements may necessitate the appearance of persons in particular jobs or with particular skills. Failure to appear for such unusual assignments when ordered to

do so, in the absence of a valid excuse, will be cause for disciplinary action.

- a. **On-Call Service.** On-call service is necessary for the proper maintenance and functioning of City services. It is the duty and responsibility of each on-call employee to be available at all times in accordance with departmental guidelines. An employee on call who fails to respond to an emergency call as prescribed by departmental guidelines will be subject to disciplinary action. An employee who fails to respond when called in by the on-call person may be subject to disciplinary action. Therefore, consistent with law and fair treatment, the City shall have the authority to establish the on-call pay guidelines and procedures of the departments. An employee must work 40 hours before any overtime is paid.
 - b. All employees, except unclassified employees, are eligible for call-in pay. Eligible employees who are called-in to work outside their regular scheduled work day will be paid for at least two hours of work at their regular rate of pay regardless of the number of hours they actually work during the call-in period.
 - c. Eligible employees, who are called in to work prior to the start of the regularly scheduled work day and work continually into their workday or who are required to work continually beyond their regularly scheduled work day, will not receive call-in pay. These employees will be paid for the extra time they actually work.
 - d. Call-in pay will be paid to eligible employees only once during the 24-hour day starting at midnight each day. After the initial call-in, eligible employees will be paid for all time they actually work beyond the two-hour call-in period.
5. **Lost Paychecks.** Employees are responsible for their paychecks and reimbursement checks after they have been issued to them. Employees are responsible for immediately reporting lost or otherwise missing paychecks to the Finance Department so that a stop-payment order may be initiated. The employee shall sign documentation attesting to the loss of the paycheck before receiving a replacement paycheck. The employee shall be required to reimburse the City for any stop-payment fee incurred as a result of the lost check.

6. **Compensation and Deductions from Pay.** It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors.

a. **Review Your Pay Stub.** We make every effort to ensure our employees are paid correctly. Occasionally, however, mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

b. **Non-exempt Employees.**

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time card, time sheet, or in electronic time keeping system. Each employee must verify that the reported hours worked are complete and accurate. Your time card or sheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. You should submit your completed time card to your supervisor for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to potential disciplinary action, up to and including discharge.

It is a violation of City policy for any employee to falsify a time card, or to alter another employee’s time card; this includes willfully punching/stamping

another employee's time card. It is also a serious violation of City policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under/over report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under/over report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Office, Mayor or City Administrator.

- c. Exempt Employees. If you are classified as an exempt salaried employee, you will receive a salary that is intended to compensate you for all hours you may work for the City. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:
 - (1) Full day absences for sickness, disability or personal reasons
 - (2) Partial day absences for sickness, disability or personal reasons when:
 - (a) Permission for paid leave has not been sought or has been sought and denied
 - (b) Accrued leave has been exhausted or
 - (c) Employee chooses to use leave without pay
 - (3) Full day disciplinary suspensions for infractions of our written policies and procedures
 - (4) Family and Medical Leave absences (either full or partial day absences)
 - (5) To offset amounts received as payment for jury or witness fees or military pay

- (6) The first or last week of employment in the event you work less than a full week
- (7) Suspension without pay for full or partial day absences based on violation of a safety rule

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a retirement plan.

d. To Report Concerns or Obtain More Information.

If you have questions about deductions from your pay, please immediately contact the Human Resources Office. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Payroll Department. If you are unsure of who to contact if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the Mayor or City Administrator.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discipline for any employee(s) who violates this policy. In addition, the City will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to, and including, discharge.

OVERTIME, ON-CALL, AND CALL-BACK POLICY

STATEMENT OF POLICY

It is the policy of the City to provide sufficient staffing to permit work hours to be as close to a regular schedule insofar as may be practical and consistent with efficient operations. When necessary, however, the Mayor, department heads and supervisors may authorize over time, on-call, and call-back duties. Such duties should be kept to a minimum by adjusting the work schedule as necessary and appropriate, all to be consistent with fulfilling the assigned duties and responsibilities of each employee and department.

All employees are subject to being required by their department heads, supervisors, or the Mayor to work overtime, on-call, and call-back duties to meet service demands.

OVERTIME PAY AND COMPENSATORY LEAVE

1. Employees not exempt from the overtime pay provisions of the FLSA shall be compensated at a rate of one and one-half (1½) times the employee's regular rate of pay for any overtime work. Hours worked will be rounded to the nearest quarter hour per shift.
2. Overtime work for non-exempt employees of the City is any time worked for the City over and above the FLSA overtime threshold. Except for shift personnel of the Fire and Police Departments, overtime is paid for any time worked over 40 hours during the seven-day workweek. Shift personnel of the Fire Department are paid overtime for any time worked in excess of 212 hours per 28-day work period. Shift personnel of the Police Department are paid overtime for any time worked in excess of 171 hours per 28-day work period.
3. Any leave, compensatory time off, and on-call waiting time (as opposed to called out or call-back time) shall not be included in time worked for purposes of computing overtime.
4. Overtime work, except in the case of emergency, must be authorized in advance by the employee's department head or by the Mayor. Department heads and supervisors may adjust work schedules during the work period to minimize the number of overtime

hours earned at the end of a work period. Opportunities to work overtime should be distributed as evenly a possible among qualified employees.

5. Non-exempt employees may only accumulate up to eighty (80) hours of compensatory time unless otherwise approved by the appointing authority. Payment will be made for such overtime hours of work at one and one-half times the regular hourly rate in accordance with Fair Labor Standards Act guidelines.

An employee who has accrued compensatory time and requests use of the time will be permitted to utilize the time off within a reasonable period after making the request if it does not unduly disrupt the operations of the City. The City reserves the right, depending upon the circumstances in any department, to require the use of accrued compensatory time or to substitute payment, in whole or in part, for compensatory time. Such a substitution will not affect subsequent granting of compensatory time in the future.

Non-exempt employees who resign, retire, or are terminated from employment with the City will be paid for all accrued compensatory time.

ON-CALL TIME

On-call service is necessary for the proper maintenance and functioning of certain City services. It is the duty and responsibility of each on-call employee to be available by some reliable means of communication at all times. The department head shall be responsible for scheduling in advance qualified employees for on-call duty at any given time, and for determining the maximum permitted time for the on-call employee to reply and/or respond to an emergency call-out. An on-call employee shall receive on-call premium pay of \$1.50 per hour. When an on-call employee is called out, he or she shall receive, in addition to the on-call premium pay, compensation at his or her regular hourly rate for one hour or for the time traveling to and from the work site and the time actually worked, whichever is greater, said time to count as time worked for purposes of calculating overtime. An employee who is on-call and who fails to report for duty at the specified City job site within the maximum permitted time for reply and/or response may be subject to disciplinary action up to and including dismissal.

CALL-BACK TIME

Employees not exempt from the overtime pay provisions of the FLSA who are called back to work after the normal work shift has ended and after having left the work premises to perform *previously unscheduled work* for the City shall receive compensation for two hours or for the time traveling to and from the work site and the time actually worked, whichever is greater, said time to count as time worked for purposes of calculating overtime. An employee who intentionally avoids or unreasonably refuses call-back work may be subject to disciplinary action up to an including dismissal.

ANNUAL LEAVE POLICY

VACATION TIME

1. Work year is hereby defined to mean continuous, full-time or part-time employment for one year. The work years of employees shall begin as follows: in the case of all persons having permanent employment status or those employed after the date of the enactment of this amendment, the work year shall be computed as beginning on the same date the employee obtains permanent status.

2. Non-temporary, part-time employees are hired for jobs that have been established by the City as part-time. A part-time employee shall normally work on a regularly established basis of less than 30 hours during the established work week, with a minimum of 20 regularly-established hours during such week in order to qualify for benefits.

3. Part-time employees:

YEARS 1 – 10

AVERAGE SCHEDULED HOURS PER PAY PERIOD	ANNUAL LEAVE ACCRUAL PER PAY HOURS	ANNUAL LEAVE ACCRUAL AS % OF ANNUAL
<i>PART-TIME EMPLOYEES</i>		
20-29 HOURS PER WEEK		
4	2	5
4.5	2.25	5
5	2.5	5
5.5	2.75	5

YEARS 11 – 15

PART-TIME EMPLOYEES
20-29 HOURS PER WEEK

4	3	7.5
4.5	3.38	7.5
5	3.75	7.5
5.5	4.13	7.5

AFTER 15 YEARS

PART-TIME EMPLOYEES
20-29 HOURS PER WEEK

4	4	10
4.5	4.5	10
5	5	10
5.5	5.5	10

4. There will be no cap on the accrual rates for part-time workers; they will receive increases at the longevity thresholds, just as full-time workers do.

6. Present employees with less than 10 years of service and working less than 40 hours per week, but receiving annual leave accruals greater than those on the attached schedule, will be allowed to remain at their current accrual rate until the beginning of the eleventh year, at which time they will convert to the following schedule

7. Full-time employees:

YEARS 1 – 10

AVERAGE SCHEDULED HOURS PER PAY HOURS	ANNUAL LEAVE ACCRUAL PER PAY HOURS	ANNUAL LEAVE ACCRUAL AS % OF ANNUAL	PERIOD
<i>FULL-TIME EMPLOYEES 30 OR MORE HRS PER WEEK</i>			
6	3	5	
6.5	3.25	5	
7	3.5	5	
7.5	3.75	5	
8	4	5	
<i>POLICE OFFICERS</i>			
8.5	4.25	5	
<i>FIRE DEPT AND OTHERS ON 24-HOUR SHIFTS</i>			
	5.5	5	

YEARS 11 – 15

<i>FULL-TIME EMPLOYEES 30 OR MORE HRS PER WEEK</i>			
6	4.5	7.5	
6.5	4.88	7.5	
7	5.25	7.5	
7.5	5.63	7.5	
8	6	7.5	
<i>POLICE OFFICERS</i>			
8.5	6.38	7.5	
<i>FIRE DEPT AND OTHERS ON 24-HOUR SHIFTS</i>			
	8.22	7.5	

AFTER 15 YEARS

AVERAGE SCHEDULED HOURS PER PAY PERIOD	ANNUAL LEAVE ACCRUAL PER PAY HOURS	ANNUAL LEAVE ACCRUAL AS % OF ANNUAL
<i>FULL-TIME EMPLOYEES</i>		
30 OR MORE HRS PER WEEK		
6	6	10
6.5	6.5	10
7	7	10
7.5	7.5	10
8	8	10
<i>POLICE OFFICERS</i>		
8.5	8.5	10
<i>FIRE DEPT AND OTHERS ON 24-HOUR SHIFTS</i>		
	11	10

7. All employees who regularly handle funds must take 5 consecutive days of leave during their anniversary year, as part of the City's financial internal control.
8. Each employee is allowed to carry over at his anniversary date annual leave equal to one year's accrual at the employee's current rate.
9. A full-time employee may elect at his discretion to sell 96 hours of his allowed vacation time to the City. A part-time employee may sell 48 hours during any one-year period.
10. All other vacation time shall be taken or lost.
11. During the first 6 months of employment, vacation leave will accrue but may not be used. Thereafter, the accrued leave will be available for use in accordance with the rules governing vacations.
12. The time during which an employee shall take his vacation shall be approved by his department head; provided, however, that if an employee has not been allowed his vacation 12 working days before his work year is up, if he is entitled to 12 days, or if an employee has not been allowed his vacation prior to 24 working days before his work year is

up, if he is entitled to 24 days vacation, then and in that event, the employee may take his vacation after reporting this fact to his department head, the governing body, and the Civil Service Board.

13. Employees may use annual leave instead of sick leave at their option. If annual leave is used in place of sick leave, it will be used at the rate of 1 hour for each 1 hour of work missed by all employees.

14. Any employee missing, without authorization under the rules and regulations of this Board, more than eight (8) workdays from his employment during the work year shall not be entitled to or allowed a vacation for such work year. A record of attendance for all employees shall be kept by the respective appointing authority. Such record shall state the name of all employees, the date of any work absences by any employee and the reason for such absence. This information shall be entered on such record at the time of the absence. Within ten (10) days after the end of an employee's work year, the governing body shall transmit a copy of the required attendance record on such employee, if requested by the Board. Failure of the governing body to keep such report shall create a strong presumption that the employee did not have more than eight (8) unauthorized absences. This rule shall not be construed to allow any unauthorized absences whatsoever or prevent proper disciplinary action by the governing body because of any unauthorized absence.

SICK LEAVE POLICY

SICK LEAVE

- (a) A part-time employee shall normally work on a regularly established basis of less than thirty (30) hours during the established work week, with a minimum of twenty (20) regularly established hours during such week in order to qualify for benefits. A regular part-time employee shall earn sick leave at the rate shown below.

AVERAGE SCHEDULED HOURS PER DAY	SICK LEAVE ACCRUAL PER PAY PERIOD	SICK LEAVE ACCRUAL AS % OF ANNUAL HOURS
--	--	--

PART-TIME EMPLOYEES

20-29 HOURS PER WEEK

4	2	5
4.5	2.25	5
5	2.5	5
5.5	2.75	5

- (b) A regular full-time employee shall earn sick leave at the rate shown below.

FULL-TIME EMPLOYEES

30 HRS OR MORE PER WEEK

6	3	5
6.5	3.25	5
7	3.5	5
7.5	3.75	5
8	4	5

POLICE OFFICERS

8.5	4.25	5
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FIRE DEPT AND OTHERS ON

5.5	5
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24-HOUR SHIFT WILL USE SICK LEAVE AT RATE OF 45 MINUTES FOR EACH HOUR MISSED.

- (c) Sick leave shall be computed as earned, and each employee shall be allowed to accumulate an unlimited number of hours.
- (d) Fire Department and other employees on a 24-hour shift will use sick leave at the rate of 45 minutes for each hour of work missed.

- (e) Employees may use annual leave instead of sick leave at their option. If annual leave is used in place of sick leave, it will be used at the rate of 1 hour for each 1 hour of work missed by all employees.
- (f) There will be no cap on the accumulation of sick leave hours. All accumulated hours may be used for qualifying absences from work as set out in the present Civil Service Rules and Regulations. At a 10-years or more* service or disability retirement, 25% of the sick leave balance will be paid in cash up to a maximum of 500 hours.
- (g) Upon separation from the service of the city, voluntary or otherwise, prior to retirement, no employee shall receive any pay for unused accumulated sick leave.
- (h) Present employees working less than 40 hours per week and receiving sick leave accruals greater than those on the new accrual chart will retain their original accrual rate for the duration of their employment.
- (i) Sick leave may be granted due to personal illness, legal quarantine, or illness or death in the immediate family upon approval by his or her department head. Immediate family is hereby defined to include husband or wife, children of each, mother, father, stepmother or stepfather of the employee.
- (j) Sick leave may be granted due to death of the following relatives: mother or father of husband, mother or father of wife, stepparent of each, children of each, sister/brother of each, grandmother/grandfather of each, grandchildren of each, sister-in-law/brother-in-law of each, son-in-law/daughter-in-law of each, aunt/ uncle of each. In this case, sick leave will be limited to a maximum of three days unless otherwise approved by the appointing authority.
- (k) Any employee claiming sick leave may be required by the governing body to file a certificate from a physician stating the kind and nature of sickness or injury, that the employee was incapacitated for work for the period of his absence, that the employee is physically able to perform his duties, or that the employee has no contagious disease that might jeopardize the health of other employees.

- (l) Sick leave with pay is not a right for which employees may make demand, but a privilege granted in accordance with prescribed rules and regulations, to which the Board or appointing authority may make exceptions as the best interest of the service demands.

General Leave Regulations The governing body may adopt attendance policies and other general leave regulations regarding new child/parental leave, military leave, educational leave, and other types of leave as part of the city's general personnel policies and procedures. Such policies and procedures and any changes to such policies and procedures shall be immediately reported to the Board.

ALTERNATE DUTY POLICY

PURPOSE

This policy of the City of Jacksonville is to provide suitable alternate duty work for City employees who, as a result of a job-related injury covered under the Alabama Workers' Compensation Act or qualifying medically-related event, are temporarily disabled from performing all the essential functions of their regular job classification. The City desires to return these employees to alternate duty within work restrictions defined by the City's physician as soon as is medically permissible.

DEFINITIONS

Alternate duty. Temporary work within medical restrictions for employees with workers' compensation injuries or qualifying medically-related events. Such duties shall be consistent with employee's physical and mental abilities and may be performed as soon as is medically feasible. Sworn police officers on alternate duty will not be required or permitted to affect a forceful arrest, operate an emergency vehicle, or carry a duty weapon. Firefighters on alternate duty shall not actively engage in fighting fires and shall not operate an emergency vehicle.

City's physician. In the case of workers' compensation injury, the physician supervising the City's workers' compensation program. In the case of a non-workers' compensation qualifying medically-

related event, the employee's primary supervising physician or surgeon in consultation with the City.

Full duty. Employee is performing or is able to perform all of the essential functions of his or her job classification with or without reasonable accommodations.

Maximum medical improvement (MMI). The date after which further recovery from, or lasting improvement to, an injury can no longer reasonably be anticipated, based upon a reasonable degree of medical probability by the City's physician.

Qualifying medically-related event. An employee with an illness or injury that prevents the employee from performing the essential functions of his or her job for more than 40 regularly scheduled working hours.

Temporary total disability (TTD). The recovery period following a workers' compensation accident when an employee cannot perform all the essential functions of his or her job until the employee is released to work full duty or reaches MMI.

Temporary total disability benefits. Defined by Section 25-5-57(a)(1), Code of Alabama, 1975, as compensation of sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of average weekly earnings at the time of the injury subject to the maximums (cap) set out in Section 25-5-68, Code of Alabama, 1975. Employees assigned to alternate duty are not eligible for TTD benefits.

Workers' compensation injury. Physical injury by accident arising out of and in the course of employment with the City of Jacksonville.

DURATION

The City may place employees on alternate duty who have qualifying medically-related events or who, as a result of a workers' compensation injury, are receiving TTD benefits or are eligible to receive TTD benefits until such time as employee is released to work full duty or the employee reaches MMI. Employees reaching MMI as determined by the City's physician shall no longer be eligible for new alternate duty assignments and must either return to work full duty if released by the City's physician or if the employee is not released to work full duty after reaching MMI, the employee must be able to perform all essential functions of the job description/classification or be subject to dismissal in accordance with Civil Service Board guidelines. Employees working on alternate duty when placed at MMI remain eligible to continue working the alternate duty

assignment up to 60 days after reaching MMI. Alternate duty is not a reasonable accommodation pursuant to the Americans with Disabilities Act. Alternate duty assignments shall not exceed 180 calendar days. If the employee has not been released to full duty within 180 calendar days of the workers' compensation injury or qualifying medically-related event, the City shall consult with the treating physician and the employee's department head to determine whether alternate duty remains appropriate for the employee.

ASSIGNMENT TO ALTERNATE DUTY

Alternate duty is assigned at the discretion of the Mayor and City Administrator upon receiving a request from a department head to assign an employee with a qualifying medically-related event or a workers' compensation injury to alternate duty.

Alternate duty is not an employee right nor does it guarantee permanent continuing employment in the event the employee cannot return to work full duty and perform all the essential functions of his or her job classification with or without reasonable accommodations. Assignments of alternate duty may be postponed for a reasonable period of time while assessment of availability and compatibility for alternate duty positions is explored. In the event that an alternate duty assignment compatible to employee's abilities and temporary disability cannot be found or if the City does not find a need for an alternate duty assignment, the employee may be denied alternate duty.

PAY AND BENEFITS

Employees on alternate duty shall receive their regular hourly rate of pay and benefits and are not eligible for TTD. Generally, employees on alternate duty will not be permitted to work over forty hours per week. With prior consent of the Mayor, public safety employees may be allowed to work beyond 40 hours up to their regularly scheduled straight-time work hours. Employee work schedules shall be arranged to permit injured employees to attend physician appointments and any prescribed physical therapy and work hardening sessions.

EMPLOYEE RESPONSIBILITIES

Employees shall keep their supervisor, department head and the City's Human Resources Office apprised of any changes in medical condition which affect his or her work abilities. The employee

shall work within any medical restrictions and notify their supervisor, department head and/or the City's Human Resources Office of any request to perform work that is not within the employee's medical restrictions.

SUPERVISOR RESPONSIBILITIES

It shall be the duty of a supervisor and department head of any employee on alternate duty to ensure that the employee complies with all medical restrictions while working an alternate duty assignment. The supervisor or department head shall report any work or activity outside of medical restrictions to the Mayor, City Administrator and Human Resources Office.

REFUSAL TO WORK ALTERNATE DUTY ASSIGNMENT

Any employee who refuses to accept and work an alternate duty assignment pursuant to this policy shall be subject to discipline.

NO LIGHT DUTY

The City does not recognize any category of work as "light duty" with the exception of employees assigned alternate duty pursuant to the City's Alternate Duty Policy for workers' compensation injuries and qualifying medically-related events. An employee who has been ill or injured and returns to work is expected to fully perform all the essential functions of his or her job.

EDUCATIONAL LEAVE POLICY

1. A maximum of 30 minutes of unpaid leave per day may be allowed, at the discretion of the department head, City Administrator and the Mayor, in order that an employee may attend a class that does not fall during peak hours or during a time when the employee has a primary duty.
2. The request to change a work schedule to accommodate a class schedule should be made in writing to the employee's department head, City Administrator, and the Mayor at least one month in advance of the class.

3. The department head will make a written recommendation to the Mayor as to whether the leave should be allowed, taking into consideration the employee's job responsibilities and the needs of his department as a whole.
4. The Mayor or City Administrator will approve or disapprove the request.

MILITARY LEAVE POLICY

Military leave is available for service in the Uniformed Services including the Armed Forces, Army National Guard, Air National Guard, and Commissioned Corps of the Public Health Service and any other category of persons designated by the President in time of war or national emergency. Service includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of absence from employment for examination to determine fitness for duty.

1. **Eligibility.** Any full-time employee who leaves the City service for compulsory military duty shall be placed on military leave without pay, such leave to extend through a date of ninety days after his or her release from military service. Also, a full-time employee shall be granted a leave of absence for the purpose of being inducted or otherwise entering military compulsory military service. If not accepted for such duty, the employee shall be reinstated in his or her position, or comparable position, without loss of status or reduction in pay. If not accepted, the employee should return to work within 48 hours of the time notified of non-acceptance. Eligible employees, who anticipate military service under the provisions of these procedures, should notify their department head at the beginning of each calendar year, or as soon as possible thereafter, of the date(s) of their required service.
2. **Restoration.** Provided he or she makes application within ninety days after his or her release from duty, that he or she is physically and mentally capable of performing the duty involved (with or without reasonable accommodation), that the cumulative length of all absences due to military service does not exceed five years, *or the amount of unpaid military leave to which he or she is entitled under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA), whichever period is longer* that the City's circumstances have not so changed as to make reemployment impossible or unreasonable, and that such reemployment would not impose an undue hardship on the City, an employee returning from military leave shall be entitled to restoration:

- a. In the position of employment in which the employee would have been employed if the continuous employment of such employee with the City had not been interrupted by such service, or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform or
 - b. In the position of employment in which the employee was employed on the date of the commencement of the service in the uniformed services or a position of like seniority, status, and pay, if the employee is not qualified to perform the duties of a position previously referred to
3. **Disposition of Pay and Leave.** A full-time employee who leaves the City service directly for military service without pay, may elect to be paid for any accrued vacation leave as he or she may be entitled to if he or she were actually separated from the City 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.
4. **Military Reserve Training or Emergency National Guard Service.** A full-time employee who is a member of any reserve component of the United States Armed Forces will be allowed a leave of absence for required training or duty “on all days that they shall be engaged in field or coast defense or other training or on other service ordered under the provisions of the National Defense Act, or of the federal laws governing the United States reserves, without loss of pay, time, efficiency rating, annual vacation, or sick leave. Notwithstanding the foregoing, no employee granted such leave of absence with pay shall be paid for more than 168 hours per calendar year, and those employees 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.” (See Section 31-2-13, Code of Alabama, 1975, as amended). Part time and temporary employees are not eligible for paid military leave.
5. **Requests for Military Leave.** An eligible employee who wishes to be granted military leave will submit, through his or her department head, a copy of the employee’s military orders or other documentation necessary to support the employee’s request. Such a request will be submitted as soon as the employee becomes aware of his or her projected dates of service. Failure to submit military orders or other suitable documentation will result in the deduction of vacation leave

until or unless the military orders or other suitable documentation is received.

6. **Savings Clause.** In the event any provision of this policy regarding military leave/pay is in contravention to the provisions of any applicable state or federal law, the provisions of such state or federal law shall control.

7. **No employee or prospective employee will be subjected to any form of discrimination or harassment whatsoever on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States.** Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation because such person has exercised his or her rights under this policy or because they have assisted another person in exercising his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should follow the guidelines for reporting discrimination and harassment contained in his Handbook.

HOLIDAY POLICY

STATEMENT OF POLICY

The Mayor and Council shall establish the specific dates to be observed as official paid holidays by City employees. To be eligible for holiday pay, eligible City employees must be present at work, or on approved leave with pay, the work days scheduled immediately preceding and following a holiday. If an absence is unauthorized for either of these days, holiday pay will not be paid. Temporary employees are not eligible for holiday pay.

PROCEDURE

The normal holidays the City will observe for employees during each calendar year are:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day-after Thanksgiving Day
Christmas Eve
Christmas Day

1. **Holiday Pay.**
 - a. Full time employees will receive holiday pay equal to the hours they are regularly scheduled to work-up to 8 hours at the employee's regular rate of pay for each holiday observed by the City.
 - b. Permanent part-time employees will receive holiday pay for the hours they are regularly scheduled to work – up to six hours at the employee's regular rate of pay for each observed holiday. The part-time employee who is not regularly scheduled to work on that day will receive 10% of hours worked in the pay period in which the holiday falls.
 - c. Permanent part-time Public Safety employees working on a holiday will receive holiday pay- up to 8 hours.
2. **Temporary or Seasonal Employees.** Temporary or Seasonal employees are not eligible for holiday pay.

JURY DUTY OR COURT APPEARANCE POLICY

STATEMENT OF POLICY

The City of Jacksonville supports fully the civic duty of employees to serve as a juror or a witness. All employees will be granted leave to serve for jury duty.

PROCEDURE

1. It is the employee's responsibility to notify their supervisor immediately upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as job-related court witness so arrangements can be made to cover the employee's job responsibilities.
2. The employee must complete a leave request form, attach the official notice, summons, or subpoena to duty, and obtain the supervisor's and department head's approval for the leave.
3. The employee must notify their supervisor immediately if chosen to serve on a jury panel for an extended period.
4. At any time during the jury or witness duty if the employee completes the assignment during regular work hours, he or she is expected to return to work immediately.
5. The employee must turn in jury attendance slips to be attached to the leave request.
6. The eligible employee will receive compensation for the leave time during the pay period in which the approved leave request, along with proper documentation is submitted to the Payroll Office with the employee's time record.
7. Employees appearing as a plaintiff, defendant, or for a non-subpoenaed court appearance are not covered under this policy.

TEMPORARY LEAVE SURRENDER PROGRAM POLICY

On occasion, a City employee is faced with a medical emergency which extends beyond the employee's combined sick leave and annual leave. Fellow employees will be allowed to surrender to the City some of their unused annual leave.

1. **Scope.** This plan shall apply to all employees of the City of Jacksonville eligible to accrue sick leave.

2. **Definitions.**
 - a. *Leave Donee.* A City employee for whom the City has approved an application to receive annual leave from the City of Jacksonville's surrendered leave account.

 - b. *Leave Donor.* An employee whose voluntary written request for surrender of annual leave to the City of Jacksonville's surrendered leave account is approved by the City.

 - c. *Medical Emergency.* A medical condition of an employee or a family member, for which the employee could have used sick leave if it had been available, and which is likely to require the employee's absence from duty without pay for a prolonged period of time (loss of pay must be, as a minimum, for a full pay period).

 - d. *Surrendered Leave Status.* The administrative status of an employee while the employee is using surrendered leave.

3. **General.**
 - a. To be eligible to be a Leave Donee, a full time employee must be absent (or expect to be absent) from duty without available paid leave because of the medical emergency for at least 80 hours. Part-time employees must be absent (or expect to be absent) the number of hours of work in the employee's normal biweekly tour of duty.

- b. Application for leave must be made by the employee with a medical emergency, if he or she is capable. If not, another person may make application on his or her behalf.
- c. The employee must be notified within 10 work days after application is submitted as to whether application is approved or disapproved.
- d. Leave Donors may not surrender leave when their immediate supervisor is the applicant or when the applicant's job is classified in a range that is more than four ranges higher than that of the donor. Donors may not surrender more than one-half of their annual leave accruable during the leave year. All surrenders of leave shall be made in hourly increments.
- e. Each hour of annual leave surrendered shall reduce the Leave Donor's right to sell back to the City unused annual leave by one hour.
- f. Surrendered leave terminates when the Donee's employment terminates, by retirement or otherwise, or the medical emergency terminates. Unused surrendered leave will be returned to the Donors on a pro rata basis.
- g. An employee in surrendered leave status shall accrue annual and sick leave at the same rate as if the employee were then on paid leave status.

4. **Responsibilities.**

- a. Leave Donee. Employee must make application by completing a Donee's Request for Surrendered Leave Form and submitting it to the Office of Human Resources. The employee shall include a brief description of the nature, severity, and anticipated duration of the medical emergency, along with a physician's statement supporting the information.
- b. Leave Donors. Employees may surrender annual leave by completing a Donor's Request to Surrender Leave Form and submitting it to the Human Resources Office.
- c. Human Resources. Upon receipt of a Donee's Request, the Human Resources Office shall post notice to all employees, in places the Human Resources

Office deems appropriate, publicizing the Donee's request and soliciting annual leave surrenders. The Human Resources Office shall record the subtraction of the surrendered leave from the annual leave balance of the Donor and shall maintain the City of Jacksonville's Surrendered Leave Account. If, at the termination of the medical emergency, there remains unused surrendered leave, the Human Resources Office shall restore the unused surrendered leave to the accounts of the Donors on a pro rata basis, rounded up or down to quarter hours.

5. **Reporting of Termination of Medical Emergency.**

When the medical emergency terminates, the Donee shall immediately report same to the Human Resources Office in writing.

6. **Transferred Leave Status a Privilege, Not a Right.**

An employee's status as a Donee under this Plan is a privilege available only on the approval, and is not to be considered an absolute right.

EMPLOYEE CONDUCT AND DISCIPLINE POLICIES

PURPOSE

To outline specific areas that may result in employee discipline.

STATEMENT OF POLICY

It shall be the responsibility of all employees to represent the City to the public in a courteous, efficient, and helpful manner.

It shall be the duty of employees to maintain high standards of cooperation, efficiency, and integrity in their work with other employees. An employee who falls below standard may be subject to disciplinary action.

Behaviors for which an employee may be disciplined include, but are not limited to:

1. Failure to follow the orders of one's supervisor(s)
2. Being absent from work without permission or failure to report to the supervisor or department head when one is absent
3. Being habitually absent or tardy for any reason
4. Reporting to work under the influence of intoxicants or non-prescription/illegal drugs, or using such substances while on City property or operating City equipment or otherwise violating the Drug and Alcohol Testing Policy
5. Being wasteful of City material, property, or working time
6. Inability or unwillingness to perform legitimately assigned tasks in an efficient or effective manner

7. Violating safety rules and regulations or operating City vehicles or equipment in an unsafe manner
8. Inability to get along with fellow employees which hinders effectiveness and productivity
9. Conduct on the job that violates the common decency or morality of the community
10. Conducting City business in public in such a way as to bring criticism upon the City as a whole
11. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a City employee
12. Exhibiting an attitude of disdain for citizens while on the job or otherwise insulting them
13. Violations of City's policies against harassment, discrimination and workplace violence
14. Removal of City money, merchandise, or property or using City property for personal use
15. Lying to supervisors in connection with job duties or responsibilities
16. Dishonesty, including intentionally giving false information, withholding information, making false statements when applying for employment, or otherwise falsifying records
17. Falsification of time records for payroll
18. Abuse of leave privileges
19. Divulging or misusing confidential information, including removal of documents from City premises without proper authorization (employee lists, records, designs, drawings, or confidential information of any kind)
20. Accepting fees, gifts, or other valuable items for the performance of one's official duties or otherwise capitalizing personally from having official office

21. Commission of a felony or misdemeanor
22. Violation of any other policy of the City or its departments
23. Any conduct that is unbecoming to an employee of the City of Jacksonville

DISCIPLINARY MEASURES

The City of Jacksonville values its employees highly; however, the needs of the citizens of the City must come first. Therefore, when it becomes apparent that an employee's services are no longer beneficial to the operation of the City for any reason whatsoever, the employee's department head is authorized to recommend dismissing him or her to the Mayor and/or City Administrator. Employees should be aware that some behaviors are absolutely prohibited and should expect immediate dismissal if they engage in gross or continued violations of the standards (as set out above) expected of a City employee.

PROCEDURE

1. It is the responsibility of each supervisor to support the success of the employees under their supervision through consistent administration of all City policies and procedures including disciplinary counseling whenever necessary.
2. Under normal circumstances, the City endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as civil service or employees-at-will or in any way restricts the City's right to bypass the disciplinary procedures suggested. The normal application of progressive discipline should be:
 - a. If an employee is not meeting City standards of conduct, conditions of employment, or performance the employee's supervisor should take the following action:
 - (1) Meet with the employee to discuss the matter

- (2) Inform the employee of the nature of the problem and the action required to correct it and
 - (3) Prepare a Disciplinary Notice for the supervisor's own records indicating that the meeting has taken place, the disciplinary action, the results and consequences, and the employee's responsibility for correction
 - b. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:
 - (1) Issue a written reprimand to the employee
 - (2) Warn the employee that a third incident will result in more severe disciplinary action and
 - (3) Prepare and forward the Office of Human Resources a written Disciplinary Notice documenting the meeting, describing the first and second incidents and the disciplinary action taken, the results and consequences, and the employee's responsibility for correction. This information will be included in the employee's personnel file
 - c. If there are additional occurrences, the supervisor should take the following action, depending on the severity of the conduct:
 - (1) Prepare a Disciplinary Notice documenting the meeting and may
 - (2) Request to suspend the employee without pay for up to five working days or
 - (3) Request to suspend the employee without pay indefinitely and recommend termination
- 3. After taking action under Procedure (2)(c), above, the supervisor should prepare and forward to the department head and Office of Human Resources another written report describing the occurrences, indicating the timing between the

occurrences, and summarizing the action taken or recommended and its justification.

4. The progressive disciplinary procedures described in Procedure (2), above may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.
5. In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in Procedure (2) above may be disregarded. The Mayor should suspend the employee immediately and, if appropriate, recommend termination of the employee. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken. Employee suspended from work generally will not receive or accrue any paid leave benefits during the suspension nor will the employee be paid for the time he or she is suspended from work.
6. The Human Resources Office will be available to confer with department heads and supervisors or employees concerning any disciplinary issue and shall be notified by the department head of any disciplinary action(s) by the department.
7. The Mayor shall review and approve all recommendations for suspensions and termination before any final action is taken.
8. At any investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of City rules and regulations, the following procedures normally should apply:
 - a. Before the interview, the employee who is suspected of violating City rules and regulations should be told in general terms what the interview is about
 - b. The employee may request that a coworker be present at the interview if it may lead to disciplinary action for that employee

SEPARATIONS AND DISCIPLINARY ACTIONS

1. **Resignation.** Any employee wishing to leave the classified service in good standing shall file with the governing body, at least two weeks before leaving, a written resignation stating the effective date of the resignation and the reason for leaving. Such notice shall be promptly reported to the Civil Service Board. The number of days less than seven given as notice of resignation may be subtracted from accrued vacation leave and failure to comply with this procedure may be the cause for denying the person future employment. Unauthorized or unreported absence from work for a period of three days or more may be considered by the governing body as a resignation.

If an employee gives a resignation to the appointing authority and at the time the appointing authority requests names of applicants from the Civil Service Board to fill the position, the employee may not rescind his resignation without the approval of the governing body.

2. **Lay-Off.** The governing body may lay off any employee in the classified service when it is necessary by reason of shortage of funds or work, or changes in organization. Within a class in which such reduction of employees is necessary, the order of lay-off shall be as follows:
 - a. Temporary employees in the affected department who did not have permanent status in some other position in the classified service at the time of appointment to their present position
 - b. Probationary employees who did not have permanent status in some other classified position at the time of appointment to their present position
 - c. Other temporary employees
 - d. Other probationary employees
 - e. Employees with permanent classified status

A person with seniority over another employee may not be laid off first unless his services are inferior to those of other employees in the same class. The names of employees laid off shall be placed on a lay-off list for a period of one year. No one else may be appointed in this class in the department concerned while the name of any "laid-off"

employee remains on the lay-off list or register; provided any such employee is still able and willing to perform the duties of the job to be filled.

3. **Demotion.** The governing body may demote an employee for inefficient performance of his duties, personal misconduct, or other cause where such demotion is for the good of the service. A written report of the demotion setting out the reasons for such action shall be furnished the employee and the Board within five days of the action. The employee may appeal the action to the Board within 10 working days of notification of his demotion. The Board shall hold a hearing and render a decision in accordance with provisions of the Act.
4. **Suspension.** The appointing authority may suspend a permanent employee without pay for cause. Such suspension shall not exceed 15 working days at any one time or more than 30 working days in any one year. A written statement of the reasons for suspension shall be submitted to the Board and furnished to the employee affected within five days of the date of suspension. Such employee shall have the right to file an answer to charges, a copy of which shall be placed in his personnel file and a copy submitted to the governing body. Any employee suspended for more than 30 days shall be entitled to a public hearing in accordance with Section 14 of the Act. Annual Leave may not be sold while suspended or for a period of 3 months following such suspension.
5. **Dismissal.** Any permanent employee may be dismissed by the governing body for personal misconduct, or fact, rendering his further tenure harmful to the public interest, or for some cause affecting or concerning his fitness or ability to perform the duties of his position. Notice of dismissal shall be given in writing to the employee and the Board within seven workdays of the effective date of dismissal. The written notice shall include specific reason or reasons for such action.

No department head or supervisor shall allow harassment or discrimination against any employee under his or her supervision. The department head or supervisor shall furnish the Civil Service Board a copy of any document written within five days when an employee has been reprimanded or criticized. These documents will be reviewed by the Board and placed in the employee's file.

RIGHTS OF REVIEW AND APPEAL

1. **Appeal to the Board.** A permanent employee shall have the right to appeal any disciplinary action taken against him by the appointing authority, except a suspension of no more than 30 working days within any 12-month period. A permanent employee receiving any disciplinary action against him shall be furnished a written notification specifying reasons for such action. The written notice shall be furnished the employee and the Board within five workdays of the effective date of the action. An employee wishing to protest the action against him shall file his appeal to the Board within 10 days of the date of notification of action against him. Upon receipt of request for a hearing, the Board shall immediately order that a complete set of charges and complaints be filed in writing with the Board and a copy of such charges and complaints shall be furnished to the employee affected on the same date. After specific charges and complaints have been filed, the Civil Service Board at its next regular meeting shall set a date in which to conduct the trial of the case.

The employee and the governing body shall be notified by certified mail, at least 10 work days prior to the meeting date, of the time and place of such meeting. The Board shall have the power to continue the hearing from time to time as may be necessary. Pending the hearing and final decision on a dismissal, the employee may be suspended. The members of the Board and the specially authorized representatives of the Board shall have the power to administer oaths, take depositions, certify official acts, and issue subpoenas to compel the attendance of witnesses and production of papers necessary as evidence in connection with any hearing, investigation, or proceeding within the purview of the Act. The City attorney may be called upon to appear in all proceedings before the Board to represent the interest of the City.

Subpoenas issued as provided herein shall be served and the service fee shall be the same as that provided by law for service of subpoenas issued by a court. Payment of witness fees issued by request of the governing body or the Board shall be considered expenses of the Board and shall be paid from the treasury of the City.

The Board shall have the right to invoke the aid of a court of law in the event a person who is duly summoned to appear and testify or produce evidence refuses to attend, testify, or produce such evidence in obedience to such summons. Any employee of the City who fails to obey any subpoena may be dismissed by the Board or receive such other disciplinary action as the Board deems proper. The employee and the governing body shall

have the right to be represented by counsel. The Board shall adopt its own rules of practice and procedures and shall not be bound by technical rules of evidence.

Charges may be brought against a City employee by any citizen. Such charges will be handled as provided in Section 14 of the Act.

The Board shall have the power to: (a) affirm the disciplinary action, (b) reverse the action of the governing body, or (c) modify the disciplinary action taken and prescribe the proper penalty if it is satisfied the employee should receive some disciplinary action. If the Board decides that the employee shall be reinstated they may order him reinstated with or without pay. If they order him reinstated with pay, such pay shall not exceed the amount the employee earned during the 30-day period next preceding the disciplinary action taken against him. In all cases, the Board's decision shall be reduced to writing, a copy of the decision shall be filed with the City Clerk, and such decisions shall become effective immediately upon such filing. The decision of the Board shall become final within 10 working days after it is filed with the City Clerk, unless the governing body of the City files a notice of appeal to the Circuit Court of Calhoun County in Equity against the action of the Board. The Board's decision may be enforced through appropriate court proceedings if necessary.

2. **Appeal to the Court.** The employee, or the City governing body may, within 30 working days after the decision of the Board is filed with the City Clerk, appeal to the court from any decision of the Board by filing notice of such appeal with the Court and causing a copy of such notice to be served on other affected parties or officials. The Board shall furnish the Court with a written record of proceedings had before it with respect to the appeal and its decision in the matter. No bond shall be required for such an appeal and the cost of such appeal shall be taxed against the unsuccessful party or as the judge may direct. Review by the Court shall be without jury and be confined to the record, and to a determination of the questions of law presented; the Board's findings of fact shall be final and conclusive.

ATTENDANCE

OBJECTIVE

The purpose of this policy is to set forth the City of Jacksonville's statement of policy and procedures for handling employee absences and instances of tardiness.

GENERAL

Punctual and regular attendance is an essential responsibility of each employee at the City of Jacksonville. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of City operations.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote efficient operation and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three consecutive days or more will be considered to have voluntarily terminated his or her employment.

ABSENCE

“Absence” is defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:

1. **Excused Absence** occurs when all four of the following conditions are met:
 - a. The employee provides sufficient notice to his/her supervisor
 - b. The reason is found credible or acceptable by his/her supervisor (see #2 below)
 - c. Such absence request is approved by his/her supervisor
 - d. The employee has sufficient accrued leave to cover such absence. Any time off for which the employee does not have sufficient accrued leave is considered an unexcused absence.

2. **Unexcused Absence** occurs when one of the four conditions in #1 is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee should notify his/her supervisor before the employee's

scheduled starting time on that same day. If the employee is unable to call, he/she must have someone make the call for the employee.

Twenty-four (24) cumulative hours of unexcused absence may subject an employee to immediate termination.

Progressive discipline will be administered in accordance with the City's Conduct and Discipline Policy.

Employees who have three (3) consecutive days of excused absences because of illness or injury must give the City of Jacksonville proof of physician's care. If an employee uses more than 20 hours of sick leave in a 60 day period, the employee may be required to give proof of physician's care. If an illness or injury prevents an employee from performing his/her regularly scheduled duties, a physician's statement must be provided verifying (a) the nature of the illness or injury, (b) if and when the employee will be able to return to work, if applicable, and (c) whether the employee is capable of performing his/her regularly scheduled duties, and if not, what duties the employee is capable of performing. The employee is responsible for providing the City of Jacksonville with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

SUFFICIENT NOTICE

To be considered an excused absence as defined above, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence employees must give notice of 48 hours.
2. For an emergency absence occurring (a) at the beginning of an employee's shift, the employee must notify his/her supervisor before the beginning of the shift but no later than 30 minutes after the beginning of the shift, and (b) during an employee's shift, the employee must notify his/her supervisor prior to leaving the premises.

An employee's supervisor must approve any exceptions to this provision or any conflicts in scheduling.

TARDINESS

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor no later than 15 minutes before their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

There is a 5-minute grace period in the morning and when returning from lunch. Supervisors will track when this grace period is used in excess, i.e., more than 12 times in one year. For positions in which the main responsibility is to work directly with the public, there is no grace period, and these employees are expected to be ready to serve the public at the start of their work time. Tardiness above the grace period allowances, if any, will result in an unexcused absence.

PERSONAL APPEARANCE AND DRESS POLICY

PURPOSE

The purpose of this Personal Appearance and Dress Policy is to provide guidance for all administrative, supervisory, technical, and professional employees as to appropriate business and casual business wear during normal workdays. A primary purpose is to have employees project a professional image while allowing a comfortable working environment.

STATEMENT OF POLICY

City employees shall always be well-groomed and dressed in a manner suitable for the public service environment and will project a positive City image. Employees should wear attire that complements a workplace environment which is professionally operated.

Enforcement of this policy is the responsibility of the Office of Human Resources and supervisory personnel. City administration reserves the right to change, extend, revise, revoke, or continue this policy at its discretion. Any requests for assistance in administering or interpreting this policy should be directed to the Human Resources Office.

During working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and to ensure that their clothing is clean, and not torn, ripped, or stained.

Employees should use common sense and good judgment in determining what to wear to work. Most of this policy is left to the employee's personal discretion but supervisors have the right to determine the appropriateness of clothing. Generally, if an employee has any doubt about something, the employee should either not wear the clothing, or should speak to a supervisor before wearing it.

Some attire is unacceptable for work at any time. Any clothing, jewelry, or tattoos that contain an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way, is not permitted.

Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with this policy. Employees should contact their supervisor to request such a reasonable accommodation. Supervisors will work with the employees to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City of Jacksonville.

Typical Fridays or other days as designated by City administration may be observed as casual dress days.

This policy is a general guideline, but employees should take into consideration any job-specific safety concerns or requirements.

Any employee who violates this policy for the first time will be warned, counseled, and sent home to change clothing. Non-exempt employees will have this time charged to their annual leave. Subsequent violations of this policy may lead to increased discipline, up to, and including, termination.

PROHIBITION ON POLITICAL ACTIVITY

1. No person holding a position in the classified service:

- a. Shall seek or attempt to use any political endorsement in connection with any appointment to a position in classified service
 - b. Shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position in the classified service, or an increase in pay or any other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any consideration
 - c. Shall, directly or indirectly, pay or promise to pay any assessment, subscription, or contribution for any political organization or purpose, or solicit or take part in soliciting any such assessment, subscription, or contribution
2. No person shall be appointed, promoted, demoted, or dismissed or in any way favored or discriminated against with respect to employment in the classified service for political reasons.
3. Nothing in these rules shall be construed to prevent an employee from seeking appointment, nomination or election to a political office or from attending political meetings, or from enjoying all freedom in casting his vote, subject always to the restrictions contained in Section 1 of this rule.
4. Any employee holding a position in the classified service who violates any provision of these rules or any provision of the law may be disciplined by dismissal, suspension, demotion, or in any other manner the law and rules may provide.

INTERNET, EMAIL, AND COMPUTER USE POLICY

PURPOSE

The purpose of this policy is to outline the acceptable use of the City of Jacksonville's computer and network resources. These rules are implemented to protect the employee and the City. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, and regulatory and legal compliance issues.

STATEMENT OF POLICY

The use of the City's electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for City business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the City or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of City computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

1. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate City purposes
2. Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below)
3. Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant
4. Making unauthorized copies of City files or other City data
5. Destroying, deleting, erasing, or concealing City files or other City data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of City systems
6. Misrepresenting oneself or the City
7. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way

8. Engaging in unlawful or malicious activities
9. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems or those of any other individual or entity
10. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
11. Sending, receiving, or accessing pornographic materials
12. Becoming involved in partisan politics
13. Causing congestion, disruption, disablement, alteration, or impairment of City networks or systems
14. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging
15. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended
16. Using recreational games and/or
17. Defeating or attempting to defeat security restrictions on City systems and applications

IMPORTANT EXCEPTION: Consistent with federal law, you may use the City's electronic systems in order to discuss with other employees the terms and conditions of your and your coworkers' employment. However, any such discussions should take place during non-duty times and should not interfere with your or your coworkers' assigned duties. You must comply with a coworker's stated request to be left out of such discussions.

Using City electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the City anti-harassment policies and subjects

the responsible employee to disciplinary action. The City's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of City resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The City will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, email use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the City's electronic systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

OWNERSHIP AND ACCESS OF ELECTRONIC MAIL, INTERNET ACCESS, AND COMPUTER FILES; NO EXPECTATION OF PRIVACY

The City owns the rights to all data and files in any computer, network, or other information system used in the City and to all data and files sent or received using any City system or using the City's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The City also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access email and Internet content. Employees must be aware that the electronic mail messages sent and received using City equipment or City-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times. The City has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with City policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate City official.

The City uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with City equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send,

receive, and view on City electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and City use at any time. Further, employees who use City systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than City systems or City-provided Internet access.

The City has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

CONFIDENTIALITY OF ELECTRONIC MAIL

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and City rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

ELECTRONIC MAIL TAMPERING

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

STATEMENT OF POLICY FOR INTERNET/INTRANET BROWSER(S)

The Internet is to be used to further the City's mission, to provide effective service of the highest quality to the City's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements.

All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.

PERSONAL ELECTRONIC EQUIPMENT

The City prohibits the use in the workplace of any type of digital camera, video camera, or other form of recording device to record the image or other personal information of another person, if such use would constitute a violation of a civil or criminal statute that protects the person's right to be free from harassment or from invasion of the person's right to privacy. Employees may take pictures and make recordings during non-working time in a way that does not violate such civil or criminal statutes. The City reserves the right to report any illegal use of such devices to appropriate law enforcement authorities.

Due to the significant risk of harm to the City's electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, employees should not bring personal computers or data storage devices (CDs/DVDs, external hard drives, USB/flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them to City electronic systems unless expressly permitted to do so by the City. To minimize the risk of unauthorized copying of confidential City business records and proprietary information that is not available to the general public, any employee connecting a personal computing device, data storage device, or image-recording device to City networks or information systems thereby gives permission to the City to inspect the

personal computer, data storage device, or image-recording device at any time with personnel and/or electronic resources of the City's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the data-storage device in question in order to ensure that confidential City business records and proprietary information have not been taken without authorization. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not connect them to City computers or networks.

Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the City, from law enforcement officials, or from individuals whose rights are harmed by the violation.

PERSONAL TELEPHONE CALLS POLICY

PURPOSE

To provide for control of incoming and outgoing personal telephone calls.

STATEMENT OF POLICY

City phones are to be used for City business and may be used for personal business on a limited basis only.

PROCEDURES

Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.

When a toll call must be placed, the call is to be billed to the employee's home number or made collect.

It is the employee's responsibility to ensure that no cost to the City results from their personal telephone calls.

Violation of this policy will minimally result in cost reimbursement to the City and may subject the employee to disciplinary action.

TELEPHONE USE (CELL AND REGULAR PHONE) POLICY

STATEMENT OF POLICY

To establish policies for the use of telephones by City of Jacksonville Employees.

1. **Safety First.** A concern of the City of Jacksonville is the personal safety of employees and the public at large. Therefore, employees should use proper safety procedures at all times when using a cellular phone, but especially while operating equipment, driving on City business, or performing similar duties. It is the City's policy that cellular phones not be used at all while driving.
2. **Goal.** It is the goal of the City to provide cellular telephones to City employees who need them to perform the essential functions of their jobs. It is the further desire of the City to make sure that cellular phones are used primarily for City business, that the cost to the City for cellular phone use is kept as low as possible, and that employees and supervisors are held accountable for proper cellular phone usage, with a minimum of paperwork and auditing.
3. **Definition.** A personal call is one not related to the City's service to the public. Calls made to arrange, prepare, or accommodate an extension of or change in work hours, a change in work schedule, or in work circumstances which will result in unanticipated changes in an employee's personal schedule are not considered personal calls. In addition, emergency calls and calls to 9-1-1 are not considered personal calls.
4. **City-Owned Cell Phones.** Department heads may acquire cellular phones for employee use when the expense and use of the phones is justifiable in terms of improved service and responsiveness to citizens or other employees. Department heads are responsible for that justification, both initially and ongoing. Cellular

phones should be provided only when they are required for the employee to perform essential functions of his or her job. Simple convenience is not adequate justification. City ordinances and policies require that employees use their time, City equipment, tools, and supplies for City business. Incidental and infrequent personal use of cellular phones is permissible, but special attention should be taken in the case of cellular phones.

5. **Personal Business.** It is preferable that City-provided cellular phones not be used for personal business, but in the event an employee elects to make or receive a personal call on a City-provided cellular phone, such personal calls should be kept to a minimum, for short duration, and should be made on the employee's own time, such as during breaks or lunch, or before or after normal working hours. Employees must reimburse the City for personal cellular phone calls if total personal usage exceeds more than 30 minutes a month as indicated on the monthly statement, no matter how the calls are charged by the cellular phone service provider.

Department and office directors may require or employees may elect to reimburse the City for all personal calls made on a City-provided cellular phone. The reason for the 30-minute threshold is to reduce the amount of paperwork and auditing required for reimbursements of less than \$5.00 per month.

6. **Review.** Supervisors are responsible for ensuring that cellular phone use is consistent with this policy. They are to annually examine and report on the continued need for a cellular phone during the budget process.
7. **Alternative Approach.** Department heads may allow an employee to carry a personal cellular phone while on the job as long as its personal use does not occur during business hours. Department heads may also allow an employee to use his or her own cellular phone for City business. City business-related use of personal cellular phones is a reimbursable expense that can be paid by the City to the employee using regular reimbursement procedures.

SMOKING POLICY FOR EMPLOYEES WITHIN CITY-OWNED FACILITIES

PURPOSE

The City of Jacksonville is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees.

STATEMENT OF POLICY

1. "Smoke" or "smoking" includes the carrying or holding of a lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment or device, and the lighting of, emitting or exhaling the smoke of a pipe, cigar, or cigarette of any kind.
2. "Use of tobacco products" includes the inhaling, exhaling, dipping, sniffing, or other consumption of any tobacco product and the carrying or holding of any such tobacco product not fully contained within an airtight container.
3. This policy applies to all persons on City premises, including, but not limited to, employees, visitors, vendors, customers, and members of the general public.
4. Employees wishing to smoke may do so on their regularly-scheduled breaks. Any smoking must be conducted at least 10 feet from the entrance of any facility, building, or vehicle owned, leased, or used for City purposes, and done in such a way that persons wishing to enter or exit the facility will not have to pass through tobacco smoke. Employees will not be granted any additional breaks to smoke.
5. Any complaints about the application of this policy to the workplace should be submitted in writing to the Mayor/City Administrator for resolution. The complaint must be specific enough to allow the City to investigate and resolve the complaint.

WORKERS' COMPENSATION POLICY

PURPOSE

To provide workers' compensation guidance for City employees.

STATEMENT OF POLICY

The City of Jacksonville provides workers' compensation insurance coverage in accordance with Alabama law for any qualifying injury or illness that might be sustained on the job. Benefits and eligibility in each case will be determined in accordance with criteria specified in Section 25 of the Code of Alabama. All job-related injuries or illness will be reported immediately by an employee through his or her supervisor or department head to the City Human Resources Office. Failure to do so may result in loss, or delay, of receipt of any authorized benefits.

1. For all life threatening injuries or illnesses, please notify 911.
2. If an employee experiences an on-the-job, non-life-threatening injury or illness, he or she is required to:
 - a. Report the incident to his or her supervisor immediately
 - b. Provide written notification of how the injury occurred to the supervisor within 24 hours
 - c. Provide information to the supervisor so that the supervisor or department administrative assistant can complete the Alabama First Report of Injury within 24 hours from the time of the incident. The supervisor will then send it to the Human Resources Office
 - d. All initial medical visits are made at Tyler Center for Occupational Health located at:
731 Leighton Avenue, Anniston, Alabama 36202

- e. In the event the Tyler Center for Occupational Health is closed, after hours non-life-threatening medical treatment may be sought at Jacksonville Regional Medical Center as deemed necessary by management
- f. All related follow up visits for treatment rendered at Jacksonville RMC must be made at Tyler Center for Occupational Health. At no time will a referral to the employee's personal physician be made by the emergency room doctor in regards to workers' compensation cases
- g. Every employee injured on the job is required to:
 - (1) Keep all scheduled appointments with physicians/therapists as scheduled
 - (2) Notify his or her supervisor immediately if the physician advises the employee not to return to work, to work with restrictions and when he or she is released to full duty and
 - (3) Give the supervisor a copy of the Return to Work and/or Work Restriction Form(s) received from the physician. A copy must be given to the Human Resources Office so that it may be retained in the employee workers' compensation file
- h. If the employee's authorized treating physician releases the employee to return to work with specific temporary restrictions and the City of Jacksonville can provide a job within the recommended restrictions, he or she must return to work and attempt the alternate duty work. Alternate duty due to work related injury is offered at the will of the City of Jacksonville and is only offered on a temporary basis.
- i. The employee's authorized physician determines alternate duty restrictions. Failure to report for the assigned alternate duty work as authorized may result in the employee having to use his or her leave to cover the employee's absence. An employee may qualify for leave if the City of Jacksonville cannot provide a job within the restrictions given by the authorized physician.

- j. Medical bills and temporary benefits will not be paid until the Office of Human Resources has received the appropriate forms from the employee and his or her supervisor.
- k. After the employee's claim has been received in the Office of Human Resources, it will be submitted to a workers' compensation case manager, to determine whether it is approved. The employee will be notified if a problem arises in the process of making that decision.

If a Workers' Compensation claim is rejected as a Workers' Compensation injury, it may be applied to the employee's medical insurance.

The goal is to process Workers' Compensation claims as quickly and as fairly as possible while providing the employee the best medical care possible. The length of time required for approval will vary for each claim.

- l. All employees involved in a Workers' Compensation Injury or a Liability Property Damage incident will be required to receive a Post-Accident Drug Screen immediately after the reported incident.
- m. Official medical records in regards to Workers' Compensation and Drug Screen Testing should only be maintained in the Office of Human Resources. At no time should any medical information (personal protected health information) be retained at any other location other than the Office of Human Resources, unless written consent has been otherwise given.
- n. An employee of the City's General Fund or Water Works, Gas and Sewer Board who is injured on the job shall not receive a payroll check beyond the end of the payroll period in which he/she is injured, or the beginning date of the workmen's compensation benefits, whichever occurs last.

All correspondence concerning on the job injuries shall immediately be forwarded to the Office of Human Resources.

Employees will be required to collect any compensation checks at the Office of Human Resources.

Employees will continue to accrue leave when on paid workers' compensation.

VIOLENCE IN THE WORKPLACE POLICY

PURPOSE

To provide supervisors and employees with guidance should they encounter a situation they believe may result in violence and to provide information and training to management and employees to minimize the risk of injury or harm resulting from violence in the workplace.

STATEMENT OF POLICY

The City maintains the policy that violent acts or threats of violence (made directly or indirectly by words, gestures, or symbols) by an employee against another person's life, health, well-being, family, or property are unacceptable and will not be tolerated. Such acts or threats are cause for disciplinary action, and possible initiation of criminal charges. Violence is defined as any physical assault, threatening behavior, or verbal abuse occurring in the work setting, outside of the work setting but arising from employment relationships, or which can be perceived as job related. It is the obligation of all employees to refrain from and to report actual or threatened violent behavior at work. Supervisors and employees who experience, witness or become aware of violent actions, threats, or behaviors should immediately report said violence to their department heads, who will notify the Human Resources Office, or the Mayor/City Administrator, and, as necessary, appropriate law enforcement personnel. The Mayor/City Administrator will ensure the investigation of all reported instances of violence, and will take immediate and appropriate action. Reports of violence may also be made directly to the Mayor/City Administrator. The City will not condone any retaliation against employees who report violent acts or threats of violence, or who participate in investigations of violent acts or threats of violence. The term "violence" includes written and electronically transmitted threats (internet, text messages, email, etc.).

WEAPONS POLICY

PURPOSE

To provide a policy for the possession of weapons by City of Jacksonville employees that respects the rights of City employees while promoting a safe workplace.

City Employees shall not use, carry, or possess prohibited weapons in municipal buildings,

municipal vehicles and/or while acting in the line and scope of this employment, regardless of whether employee possesses a license to carry or possess the prohibited weapon.

Exception: This policy shall not apply to law enforcement officers or fire marshals employed by the City and required to carry a firearm pursuant to their job class specifications. Animal control officers are permitted to use tranquilizer darts, pellet guns and other equipment specifically issued to them for the use in the performance of their duties that may otherwise be prohibited by this policy. This section shall not apply to the transportation or storage of a lawfully possessed firearm or ammunition in an employee's privately-owned motor vehicle while parked or operated in a public or private parking area.

Prohibited weapons and devices:

1. Firearms, including, but not limited to, handguns, rifles, pellet guns and similar devices
2. Knives with the exception of pocket knives with a blade of less than four inches and kitchen knives may be used by employee for eating and serving food
3. Instruments capable of inflicting a heavy blow, including, but not limited to, night sticks, clubs and similar devices and
4. Explosive devices, including, but not limited to, bombs, grenades and similar devices

Penalty:

Violation of this policy shall result in disciplinary action up to and including termination.

INCLEMENT WEATHER/DECLARED EMERGENCY POLICY

PURPOSE

To establish the City of Jacksonville Policies and Procedures for non-emergency and emergency personnel pertaining to the closure of City streets, City Hall and other City facilities due to inclement weather.

DEFINITIONS

Emergency Personnel – Any City of Jacksonville employee who provides essential services to the public involving health, welfare and public safety (Police/Fire/Public Works) and other department heads/supervisors as designated.

Non-Emergency Personnel – All other City of Jacksonville employees not included in Emergency Personnel.

Weather Adjustment Leave – Leave given to Non-Emergency Personnel to compensate them for time lost due to inclement weather and leave given to Emergency Personnel required to work during the time City Hall and other City facilities are closed.

STATEMENT OF POLICY

1. When inclement weather conditions result in the closure or delay in the opening of City Hall and other public facilities by the Mayor, it shall be the responsibility of all non-emergency City employees to determine if and when City Hall and other City facilities will be open for business prior to reporting to work.
2. During such situations, it shall be the responsibility of all emergency personnel to report to work based upon policies established within each department affected.

PROCEDURES

1. **Determination and Notification.**
 - a. It will be the responsibility of the Mayor, Street and Sanitation Superintendent, and Chief of Police, along with the Calhoun County Emergency Management Agency (EMA), to determine the closure of City streets.
 - b. The Mayor shall be responsible for determining the closure of City Hall and other City facilities.

- c. The Mayor, Chief of Police, or Street and Sanitation Superintendent will be responsible for contacting EMA regarding closure of City streets, City Hall, and other City facilities. EMA will, in turn, notify local television and radio stations regarding closures.
- d. The Mayor's Office will be responsible for contacting all department heads in the event of inclement weather requiring the closure of City streets, City Hall, and other City facilities.
- e. Department heads/supervisors will be responsible for contacting employees in their respective departments.
- f. Non-emergency employees may also monitor the television and/or radio reports, contact EMA, and/or go to **Nixle.com** for reports/information.

2. **Service.**

- a. The Street and Sanitation Superintendent will be responsible for coordinating the clearing of City streets during inclement weather.
- b. Emergency personnel shall contact the Street and Sanitation Superintendent to report any hazardous conditions.
- c. Chief of Police and Fire Chief shall be responsible for monitoring and coordinating their employees during any inclement weather.

3. **Leave for Full-Time Employees.**

- a. If City Hall and other City facilities are closed during the day to permit employees to leave early, employees will be paid hours worked and given Weather Adjustment Leave for hours needed to complete their regular work shift.
- b. If there is a delayed opening of City Hall and other City facilities, employees will be paid hours worked and Weather Adjustment Leave will be applied to complete their regular work shift.

- c. If City Hall and other City facilities are closed and an employee is scheduled to be off using Annual Leave, Compensatory Time, or Sick Leave, the time during the closure will be applied as Weather Adjustment Leave and the remainder of the work shift will be completed with Annual Leave, Compensatory Time, or Sick Leave.
- d. Emergency personnel that are **required** to work when City Hall and other City facilities are closed will be paid for hours worked and will be given Weather Adjustment Leave for hours City Hall and other City facilities are closed.
NOTE: Only employees required by the City to report to work when City Hall and other City facilities are closed shall be allowed to work.
- e. Employees may use Annual Leave and/or Compensatory Time when City Hall and other City facilities are open and they are unable to report to their regular work shift due to conditions in their area, upon approval by department head and Mayor. If the roads are officially closed in their area, the employee may appeal to their department head and Mayor for weather adjustment leave.
- f. Weather Adjustment Leave is limited to 24 hours per fiscal year. After the 24 hours has been expended, employees must use Annual Leave or Leave without Pay.
- g. In the event that an employee can't get to work due to road closures in their area, the employee will be asked to provide proof of such to be eligible for Weather Leave.

4. **Leave for Part-Time Employees.**

The same rules for full-time employees will apply to part-time employees. The exception will be that Weather Adjustment Leave will be based on the hours they were scheduled to work during the inclement weather.

VEHICLE USE AND DRIVER'S LICENSE POLICY

PURPOSE

To establish a City of Jacksonville policy pertaining to the requirements and responsibilities for operating a City vehicle.

DEFINITION OF A CITY VEHICLE

Any vehicle that is owned by or leased, rented, or loaned to the City of Jacksonville. This includes equipment that does not require a driver's license but will be operated on a public street.

DRIVERS LICENSE REQUIREMENTS

Prospective and current employees, whose job duties include the operation of a City vehicle, 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. Under no circumstances shall a City employee, whose license has been canceled, revoked, suspended, or expired, operate a vehicle around or about a roadway.

During the hiring, promotion, or transfer of a current or prospective City employee, whose duties include the operation of a City vehicle, said employee shall produce a valid and current Alabama driver's license.

An employee, whose job duties include the operation of a City vehicle, shall immediately, within 24 hours, notify his or her department head (or delegated official) of any change in the status of his or her driver's license or the receipt of any citation for a moving violation in the operation of a motor vehicle whether the citation is on or off the job. Failure to immediately report a driver's license revocation, suspension, cancellation, or citation, as required by this paragraph, shall result in disciplinary action.

An employee who fails to report a change in the status of his or her driver's license or the receipt of any citation for a moving violation shall be subject to one or more of the following:

1. Letter of reprimand or
2. Suspension without pay or
3. Revocation of driving privileges and transfer/demotion to a job not requiring the ability to drive or
4. Termination of employment

MOTOR VEHICLE RECORD (MVR) REQUIREMENTS

An applicant for a position with the City of Jacksonville, whose job duties include driving a City vehicle, will have his or her current MVR reviewed by the supervisor of the department in which he will be employed, prior to being employed. If the MVR has greater than eight points according to the points scale for the State of Alabama UTC offense codes in a 24 month period listed for traffic violations or a conviction or pending charge for driving under the influence during that period, that applicant will be disqualified from consideration for the position in question.

If a current employee whose job description includes the duty to operate a City vehicle, has, at any time, an MVR that is found to be greater than eight points, that employee shall be required to attend a defensive driving course at his or her own expense. The accumulation of points is for a 24-month period. The date of reference for points accumulation shall be the date of the conviction.

The Human Resources Office shall perform an MVR check of all employees whose job requires a driver's license every three years.

Any current employee arrested for driving under the influence of alcohol or drugs will be immediately prohibited from operating City vehicles. If the person is ultimately found not guilty of driving under the influence of alcohol or drugs, driving privileges will be returned immediately. If the person is found guilty and the employee's job duties include the operation of a motor vehicle, said employee shall be subject to the following:

1. Letter of reprimand or
2. Suspension without pay or
3. Revocation of driving privileges and transfer/demotion to a job not requiring the ability to drive or
4. Termination of employment

SEAT BELT USE AND NON-EMPLOYEE PASSENGERS

1. Seat belt use is mandatory in all City vehicles. This applies to both the driver and all passengers in seating locations equipped with seat belts.
2. No non-employees, including family members of employees may ride in municipal vehicles except when it directly relates to municipal business or in an emergency situation.

ACCIDENTS INVOLVING CITY VEHICLES

1. When an accident occurs involving a City vehicle/equipment, the employee who is driving or operating said vehicle/equipment shall immediately report the accident to his or her supervisor and request the Police Department to provide an accident report for the incident.
2. The supervisor shall provide a copy of the accident report to the City Clerk or Utility Office Supervisor, depending on the department involved in the accident.
3. If any vehicle involved in the accident is towed from the scene or any individual involved in the accident is transported by ambulance from the scene, the driver of the City vehicle/equipment shall be required to undergo a drug test as soon as practical after the accident.

RESPONSIBILITIES OF SUPERVISORS

1. Ensuring that employees are aware of the driver's license requirement and MVR requirement of this policy.
2. Ensuring that the proper procedures are followed for certifying employees to operate City vehicles.
3. Ensuring employees are aware of and comply with the seat belt usage requirement.

CELL PHONE USE

An employee who uses a City vehicle or equipment is prohibited from using a cell phone or electronic device, hands on or hands off, while driving, whether the business conducted is personal or City-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the City; or any other

City or personally related activities not named here while driving. Use of City-owned vehicles or devices for personal business is discouraged.

EMPLOYEE GROUP BENEFITS

BENEFITS ELIGIBILITY

Permanent employees are eligible for benefits including medical coverage, vision coverage, life insurance and the flexible spending plan.

It is the employee's responsibility to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes either eligible or ineligible based on the plan rules, it is the employee's responsibility to notify the Office of Human Resources immediately. Employees must notify the Office of Human Resources of any changes in status within 30 days of the status change. This includes: dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours or any other change that could affect benefit plan eligibility.

MEDICAL COVERAGE

Employees must enroll for coverage within 30 days of employment or an eligible qualifying event. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting the Office of Human Resources.

The City of Jacksonville offers medical insurance and vision insurance coverage to all permanent employees working 30 hours or more per week, or 1560 hours annually. The plans are available for both individual and family. Although the City pays the employee portion of insurance premiums, employees are responsible for the family portion. Information about the current medical plan and premiums is available in the Office of Human Resources.

BENEFIT PREMIUMS/PAYROLL DEDUCTIONS

Employees are responsible to review his or her paycheck to ensure the appropriate benefit deductions have been taken. Most deductions will be taken out of 26 pay periods per year. There will be two pay periods each year in which no insurance deductions will be taken.

If an employee misses a paycheck due to work absence or unpaid time, then the missed deductions will be taken out of the next paycheck immediately upon return or the employee may pay the Finance Department the amount due each pay period.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

If an employee loses coverage due to a termination of employment, a reduction in work hours or other qualifying event, the employee and employee's covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact the Office of Human Resources for a “General COBRA Notice.”

FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Accounts (FSA) allow an employee’s medical out-of-pocket expenses and dependent care expenses to be paid with “before tax” dollars. The City of Jacksonville offers a benefit option that utilizes a debit-based benefits card to access the employee’s plan dollars.

If an employee elects this benefit, he or she chooses a dollar level based on the individual or family needs. A portion of the amount is deducted out of 26 pay periods per year. There are maximum deduction limits on this benefit.

Employees do not have to be enrolled in the City of Jacksonville’s health insurance in order to participate in FSA.

Employees may enroll during the annual enrollment period. Re-enrollment is required each year to continue participation.

LIFE INSURANCE

The City provides a group life insurance policy at no cost to you. The amount of coverage is \$25,000 for natural death and \$50,000 for accidental death. Coverage will begin on the first day of the month, following the month in which you are employed.

RETIREMENT INVESTMENTS

Retirement participation is mandatory with the Retirement Systems of Alabama. Full time employees will be automatically enrolled in the retirement plan. Part-time employees may be enrolled in the retirement plan; however, temporary employees are ineligible.

Employees who were hired before January 1, 2013, will be considered “Tier 1” employees. Any employee hired on or after January 1, 2013, will be considered a “Tier 2” employee unless

grandfathered into the Retirement Systems of Alabama. Complete information can be obtained in the Office of Human Resources.

UNIFORM POLICY

UNIFORM POLICY FOR THE FOLLOWING DEPARTMENTS:

Street & Sanitation Department (including Animal Control, Garage, Landfill, and Street Department)
Parks & Recreation Department
Utility Maintenance Department
Water and Wastewater Plants Department
Water Works, Gas and Sewer Department Office
Planning Department
Building Department
Janitorial Department

Only those employees hired as regular full-time employees in the departments listed above and designated by the Mayor to receive this benefit shall be provided work uniforms.

The City shall provide work uniforms consisting of shirts, pants and one jacket to the above-described employees. The employee will receive five changes per week and shall have a predetermined day to return their dirty uniforms to be laundered. The uniform color and style shall be at the discretion of the Mayor with all employees expected to wear similar uniforms for easy identification as City employees. **Any employee or department wishing to wear clothing other than the uniform items provided by the City must receive approval from the Mayor prior to making any change** (example: T-shirts that some departments have worn during summer months).

The supervisor of each department is responsible for implementing these policies within his or her department. The supervisor shall issue uniforms to each employee and provide a form for each employee to sign indicating receipt of the uniforms and accepting responsibility for them. A copy of this form shall be maintained in the department and one copy given to the Finance Department. If an employee resigns or otherwise leaves the employment of the City after receiving uniforms, he or she must return to his or her supervisor all uniform items they were issued. If any uniform items are not returned, the supervisor must report this to the Finance Department immediately. The employee is responsible for paying the fee required by the uniform company for the loss. Employees may NOT keep uniforms upon leaving the City's employment for personal use, and are NOT allowed to wear their City uniforms except when working at their City job, and traveling to and

from work. Employees who are found to be wearing their City uniforms when not on duty with the City will be subject to an official reprimand or other form of discipline.

Supervisors are responsible for maintaining an inventory of their employees' uniforms and notifying the uniform company representative when uniforms become damaged or worn to the point of replacement. Supervisors should maintain uniform files within their department, keeping a record of complaints or problems that need to be addressed, and forwarding these to the Mayor's Office for attention ONLY after the supervisor's efforts to resolve these problems with the uniform company representative have failed.

Supervisors shall remind employees that receiving uniforms to wear on their job with the City is an extra benefit not received by all employees. In addition, the uniform enables citizens to recognize the employee as a representative of the City. Supervisors shall also remind employees of the importance of this particular job responsibility and to do their best to represent the City in a positive manner at all times.

TRAVEL AND PURCHASING

TRAVEL GUIDELINES POLICY

If the cost of attending an out-of-town event for an employee or official is approved by the governing body of the City, the cost of such events shall conform to Code of Alabama 1975, §36-7-1 et seq., as follows:

GENERALLY

City employees and officials are reimbursed for registration, transportation, lodging, meals, and certain incidental expenses approved for reimbursement while traveling on business for the City.

1. Employees and officials shall make their own travel arrangements unless otherwise directed by the Mayor. For travel purposes, City procurement cards may only be used for registration, transportation, lodging, gasoline (when using a City-owned vehicle), and meals when authorized by the Mayor and department head.
2. Requests for advance expense money may be honored for lodging, meals/incidentals, and up to 40% of the estimated personal vehicle mileage without Council approval, provided the advance does not exceed Mayor's authorization threshold. Advance expense requests exceeding the threshold require Council approval. Advance expense money may be requested by an official or employee without access to a City procurement card for approved travel expenses not paid in advance by the City. Advance expense checks will be issued for events only when estimated lodging, meals/incidentals, and 40% of the estimated personal vehicle mileage exceeds \$100.00. Advance expense requests should be rounded to the nearest whole dollar figure.
3. The Mayor may approve and authorize payment of travel without Council approval providing the event's total estimated cost **including** all registration, travel, and lodging does not exceed \$1,000.00.
4. The Mayor will, at his discretion or direction by Council, provide to the Council a list of employee reimbursements for travel on a monthly basis.

REGISTRATION

Registration will be paid only for the City employee or official.

TRANSPORTATION

1. **Public Carrier.** Transportation by public carrier shall be paid for employees or officials only. Flying via commercial airline shall be in coach class unless otherwise approved by Mayor and Council. In-flight movies, beverages, telephone and other similar elected expenses shall not be reimbursed. Employees and officials may earn frequent-flyer mileage during City travel; however, reservations will be made based on competitive pricing and available schedules without regard to employees' or officials' airline preference.
2. **City-Owned Vehicle.** The use of a City-owned vehicle is preferable to the use of a personal vehicle when a City-owned vehicle is available for use.
3. **Personal Vehicle.** Employees and officials driving a personal vehicle on City business (monthly errands or event) approved for reimbursement shall be reimbursed at the standard IRS mileage rate for business miles driven effective at the time of travel, plus self- parking and tolls. Any cost difference between self parking and valet parking will not be reimbursed. A receipt is required for anything other than a parking meter.
 - a. Mileage will only be reimbursed for the mileage incurred from home to destination or from City office to destination, whichever is less. All reimbursement requests must list destination and reason for travel.
 - b. In the event of multiple employees traveling to the same event in a personal vehicle, only the employee or official driving (or owning) the vehicle used will be reimbursed for mileage.
 - c. City procurement cards **shall not** be used to purchase fuel for personal vehicles.

4. **Rental Car.** If a rental car at the travel destination is approved, employees and officials shall rent a mid-size or smaller car unless otherwise approved by the Mayor.
5. **Taxicab.** Taxicab fares for business travel shall be reimbursed; receipts are required for any fare in excess of \$15.00.

LODGING

Lodging shall be paid only for the City employee or official. Relatives may travel with employee or official at their own expense. Employees and officials shall be reimbursed for reasonable hotel room rates and all applicable taxes. Employees and officials are expected to exercise judgment in selecting a hotel that is convenient, but not extravagant. It is common practice for room service and hotel restaurants to not include itemized receipts. **Any meals charged to a room being paid by a City procurement card will require a detailed receipt and be subject to daily limitations.** Failure to provide a detailed receipt may result in disallowance and require reimbursement to the City. Meals charged to rooms not paid by a City procurement card will not be reimbursed without an itemized receipt (see MEALS AND INCIDENTALS section).

MEALS AND INCIDENTAL EXPENSES

A Meals & Incidental Expenses (M&IE) allowance is established and based upon the current City of Jacksonville daily rate of \$45.00 including tips and gratuities. To be eligible for full M&IE allowance, an employee must be on official business travel **outside** of Calhoun County for a **minimum of twelve (12) consecutive hours**. However, if business travel is **less than twelve (12) hours** and outside of the City of Jacksonville, an employee may submit meal receipts less than \$15.00 including tip. Employees who spend more than the M&IE allowance shall not be reimbursed for the excess expense. Employees **will not** be reimbursed if the meal receipt is not an itemized receipt. **Credit card charge receipts are not sufficient.** Itemized receipts must list food and beverages consumed. A statement from the employee regarding food and beverage consumed is **not sufficient**. In addition, federal tax rules require that the M&IE allowance be prorated for the first and last day of business. Therefore, meals on the first and last day of travel for “overnight” trips will be paid at \$30.00. Tips and gratuities exceeding 20% of any receipt over \$10.00 will not be reimbursed.

SUBSTANTIATION

You must submit a travel expense detail report form for Council approval within 10 days of travel completion. Your supervisor must approve this form. Receipts for transportation, meals, and lodging must be attached, with a copy of your **prior approved** travel request form. **Any expense not in conformity with these guidelines may be disallowed.**

REIMBURSEMENT

Reimbursement of travel expenses must be approved by the Mayor or Council either prior to or upon return from event. If travel expenses do not exceed **prior** Mayor/Council-approved amount, reimbursement checks may be issued without additional Council approval.

PROCEDURE FOR OBTAINING A TRAVEL ADVANCE

1. Complete a Request to Attend Conference/Training Session travel form.
2. Enter any necessary requisitions for registration and employee advance in Smart Fusion Accounting Software, noting requisition numbers on the Request.
3. Submit completed Request to Mayor's Office for authorization.
4. Mayor's Office will return original Request to Attend (signed by the Mayor) to the department.
5. Attach copy of registration paperwork to the correct Purchase Order. If you want the Finance Department to mail the registration with the check, be sure and attach additional copy of registration for mailing. If you want to mail the registration yourself, make sure you note that on the purchase order for us to return the check to you.
6. Attach a copy of the *signed* Request to Attend to the purchase order for any employee advance requested.
7. Forward Purchase Orders to the Finance Department for a check to be issued.

8. Purchase Order for advance expense will be forwarded to the Mayor for his signature.
9. Payment of Purchase Order for advance will be scheduled upon receipt of signed Purchase Order from the Mayor's Office.
10. Checks for an advance are issued the Friday before the date of your conference as noted on the Request to Attend. Please DO NOT wait until the day the check is to be issued to follow up. Please check with the Finance Department at least one week before the anticipated issue date.
11. Check is to be picked up by the employee and only the employee to whom the advance is being issued. Employee will be expected to sign a statement acknowledging receipt of check and understanding of the Travel Guidelines for Officials and Employees Policy.
12. PLEASE NOTE: In the event of a cancellation of the conference or postponement of need for advance, the Finance Department should be notified immediately so that we do not issue the check.

PROCEDURE FOLLOWING RETURN FROM CONFERENCE

1. Complete a Travel Detail form.
2. Attach copy of approved Request to Travel and itemized receipts (as stated in the Travel Guidelines for Officials and Employees Policy).
3. If the advance exceeds amount of receipts, submit remaining funds to a member of the Finance Department along with the Travel Detail Form. Travel detail will be checked and a receipt issued.
4. If expenses exceed amount of the advance, enter a requisition for the amount owed to the employee.
5. Submit Travel Detail to the Finance Department for review.

6. Purchase order will be attached to Travel Detail and forwarded to Mayor for signature.
7. Check will be issued to employee following return of signed purchase order from the Mayor's Office.

EMPLOYEE REIMBURSEMENT POLICY

It is City of Jacksonville policy that employees should go through the appropriate channels to purchase supplies. The City holds a number of accounts with local vendors that should be used to purchase necessary items for the use of employees in the commission of their jobs. These accounts have been established with tax exempt status, as the City is prohibited from paying sales tax. However, the City understands that occasionally an employee must make a purchase on the City's behalf using their personal money. For employees that do not have access to a City Procurement card, the following policy is to be followed when requesting reimbursement.

REIMBURSEMENT OF SUPPLIES/SERVICES

Per the City auditors, no reimbursement of sales tax will be made. It is the contention of the auditors that sales tax can only be paid when there is no other way to obtain the goods or services. Therefore, sales tax on purchases of goods or supplies made by an employee using their own funds will **not** be reimbursed.

REIMBURSEMENT OF TUITION

Tuition reimbursements or course/class fees are reimbursed on a case-by-case basis. These types of reimbursements will only be made with **prior** approval from the department head **and** the Mayor and/or Council. Many times these costs are associated with "Travel"; therefore the Travel Guidelines for Officials and Employees Policy will be used to determine reimbursement.

REIMBURSEMENT MONTHLY MILEAGE

The City understands the use of Personally-Owned Vehicles (POV) in departments where there is not a City-owned vehicle available for use. Therefore, reimbursement of mileage at the City

prevailing rate (as noted in the Travel Guidelines for Officials and Employees Policy) will be made to the employee for use of their POV for City business. The request for reimbursement should be made on a monthly basis and should include the destination, miles from City office to destination roundtrip and dollar figure for each trip. Reimbursement amount will be governed by the City of Jacksonville Travel Guidelines for Officials and Employees Policy.

METHOD AND FREQUENCY OF REIMBURSEMENT

The City reserves the right to decide the method of reimbursement at its discretion. The methods can be in the form of a check from accounts payable, through payroll as a non-taxable item or through direct deposit. Due to the indirect cost associated with the issuance of checks, the inherent risk of loss, and the time associated with issuance of employee reimbursement checks, the City has decided to impose a minimum check amount of \$10.00. This means that reimbursements will accumulate until the total amount of the check issued meets or exceeds the \$10.00 threshold. The only exception to the \$10 rule will be at the end of the fiscal year. At the end of the fiscal year all employee reimbursements regardless of the amount will be issued to clear the books.

CITY CREDIT CARDS

This policy supersedes any and all previous written policy or administrative rules published by the City of Jacksonville concerning any of the City's credit card accounts.

Throughout this document, the use of the term "card" or "cards" will refer to any City of Jacksonville credit card accounts (Wal-Mart, Home Depot, Lowe's, Visa, etc.), but also covers any local vendors with which the City has open accounts without actual credit cards (O'Reilly's, Warren Ace Hardware, Jacksonville Home Center, etc.).

1. **Issuance of Credit Cards.**
 - a. Cards on any of the City's credit accounts will be issued to departments or individual City employees with the written permission of the Mayor in his or her role as purchasing agent.
 - b. Any City employee receiving a card will sign a copy of the Credit Card Agreement. A file of original, signed card holder agreements will be

maintained in the Finance Department. Copies of card holder agreements will be maintained in the employee's personnel file.

- c. It will be the responsibility of an employee's department head to maintain a listing of cards issued to the employees in his or her department. It will also be the responsibility of the department head to collect all cards upon termination of any employee. Collected cards will be turned in to the Finance Department in person by the department head. Finance Department personnel will destroy the card and cancel the original card holder agreement.

2. **Use of Cards.**

- a. Any online purchases guaranteed for payment by a card will only be made after securing an approved purchase order (training registration costs, hotel guarantees, etc.). The blanket purchase order list cannot be used for any online purchase, as prior approval must be obtained.
- b. In the case of a generic credit card in the name of the City which any City employee can use (Wal-Mart, Lowe's, etc.), each department will use a credit card log to check out a credit card to an employee. A separate log for each credit card will be maintained. Department heads are responsible for granting approval for use of credit cards. The employee is to be instructed to return the card and the purchase receipt immediately after the purchase is made. If the purchase is made after the department head's office is closed, it may be returned the next day. If the card is not checked in timely, the department head is responsible for locating the employee who checked out the card and retrieving the card and purchase invoice from him or her.
- c. All purchase invoices are to be immediately requisitioned and upon approval submitted to the Finance Department with purchase order attached. The charge cannot be paid without the purchase order and invoice. If the lack of an invoice causes delay in paying the monthly bill, interest expense will be incurred and charged to the affected department. Such costs may be charged back to the employee or department head. Disciplinary action, up to and including termination, will be taken against any employee who abuses the use of City credit cards, or intentionally or negligently fails to follow these procedures.

- d. Vendors paid by a credit card will have hard copy paperwork (purchase orders, vouchers, etc.) signed by the appropriate approval authorities.
- e. When a purchase card is used for any travel for the City, no alcohol, gasoline for private vehicles, or any other item deemed inappropriate by the Mayor as Purchasing Agent will be charged to it (refer to Travel Guidelines for Officials and Employees Policy for more detailed information).
- f. Loss or theft of any card should be immediately reported to Finance Department personnel. The City and/or employee are responsible for charges made on the card until it is reported lost or stolen to the credit card company.

CITY PROCUREMENT CARD POLICY

PROCEDURE

There are two types of Procurement Cards. This standard operating procedure covers both types. They are referred to in the policy as a “purchase card” and a “ghost card.” A purchase card is a plastic card issued to an individual City employee and used exclusively by that City employee. A ghost card is a credit card number issued to a department for use by the department as governed by the Issuance of City Procurement Card Policy and the purchase manual. For the purpose of this operating policy, the word “card” will be used to mean both types of accounts.

1. Department head will request a card be issued to an individual in writing using the attached form.
2. Department head will submit request for approval to the Mayor.
3. The approved, signed, original requests will be submitted to the Finance Department for processing/ordering of the card.
4. Upon receipt of the card by the Finance Department, arrangements will be made to train the employee or employees responsible for the card. Training will include policies regarding use of card, the use of the reporting system, and the signing of the purchase card cardholder agreement.

5. A copy of the cardholder agreement will be sent to the Office of Human Resources for the employee personnel file. Original will be maintained in the Finance Department, along with a copy of the card issued.
6. Card will be released to employee.

CANCELLATION OF CITY PROCUREMENT CARD

1. Department head is to immediately contact the Finance Department regarding a lost, stolen, or misused card, or departure of a City employee with a City procurement card.
2. Card will be immediately restricted by the card administrator upon verbal notification. It is the department head's responsibility to collect the procurement card from any departing employee, and the card returned to the Finance Department in person. The Finance Department will pull the original cardholder agreement, and cancel the agreement forwarding the original agreement to the Human Resources Department following the destruction of the card.