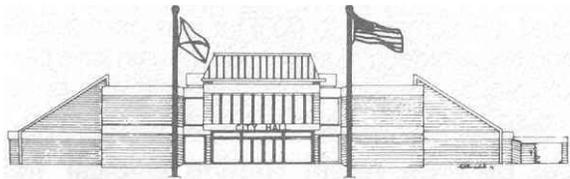


**EMPLOYMENT**



**HANDBOOK**



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# YOUR PART IN FULFILLING THE PURPOSE OF GOVERNMENT

We welcome you and value you as an employee of one of the largest employers in the Warner Robins area. There are over 600 positions covering more than 180 occupations in the City service. City employees



contribute toward the administration, operation, and maintenance of essential services - the product of city government.

The demand for our product - essential service - has grown remarkably as a result of the tremendous growth of our City. To meet this demand and render maximum service at a minimum cost to the taxpayer, teamwork is required. You are part of a team. As such, you and your job are important. So widespread and complex are



the City's operations that the work assigned to each employee is essential to the success of our City government. ***So remember, your job is important - it deserves your best!***





# THE ORGANIZATION OF YOUR CITY GOVERNMENT

## THE MAYOR AND COUNCIL SYSTEM



The City of Warner Robins operates under a strong Mayor and Council form of government. The citizens elect the Mayor and Council for four-year terms. They have the responsibility of establishing policy to govern the affairs of the City, adopting a budget for City revenue and expenditures, appointing all Department Directors, and performing other actions as necessary to govern the City.

# DEPARTMENTAL OUTLINE

The information in the following outline provides a brief sketch of each City department and explains how it fits into the overall municipal organization of the City of Warner Robins.



## ADMINISTRATIVE SERVICES

Administrative Services encompasses five important services of city government - City Clerk's Office, Customer Service, Purchasing, Information Systems and Human Resources. The **City Clerk's Office** is responsible for preparing, maintaining, and attesting to the official records of actions taken by City Council in regular and special meetings. All City elections are held under the supervision of the City Clerk. Legal requirements for advertisements, petitions, and applications for business licenses are handled by the **Tax Department** that reports to the City Clerk. The Clerk's Office also functions in the capacity of Comptroller and oversees the **Finance Department**. The **Finance Department** is responsible for accounting operations and budget preparation and maintenance; supervises the Tax Office, which is responsible for the billing, collecting, and posting of city property taxes. The functions of **Customer Service**, which include utility billing, new utility service applications, and utility service changes, are also directed from the Clerk's Office. **Purchasing** compiles specifications and is responsible for the renting, leasing, buying or otherwise acquisition of supplies, service or construction of city property. **Information Systems** manages the City's data and voice communications, network hardware, software and configurations and maintains and/or develops application software at PC, server and mainframe levels. I/S also

provides data base administration in the mainframe environment and maintains the City's web page. **Human Resources** is designed to offer programs of recruitment, compensation, performance management, benefits, employee relations, and training services to the city's employees.

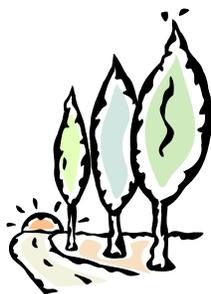
## **PARKS AND RECREATION**

The Recreation Department is responsible for managing, directing, and supervising municipal recreation areas and facilities, as well as the International City Golf Course. The recreation programs organized and conducted at these facilities include athletic programs, ceramic classes, senior citizens services, swimming courses and a variety of instructional classes. The Recreation Department is also responsible for the care, preservation, maintenance and improvement of these facilities.



## **PUBLIC WORKS**

The Department of Public Works is responsible for Engineering, Street, Grounds Maintenance, Vehicle Maintenance, Stormwater Management and Inventory/Central Receiving activities of the City. **Engineering** performs surveying, drafting and design work on street and road construction, drainage problems, park areas, and city facilities. It conducts site plan reviews and monitors the floodplain program. The responsibilities of the **Street Department** include street construction and repair, cleaning drainage ditches, laying water drainage pipes, clearing City easements, etc. **Grounds Maintenance** mows easements and ditches. The **Vehicle Maintenance Shop** performs



maintenance and repair on all city motorized equipment. The **Stormwater Management** section of Public Works oversees runoff to reduce the erosion of lands and protect businesses and residences from water damage. **Inventory/Central Receiving** receives and distributes purchased items and maintains stock inventory for all City departments.

## COMMUNITY DEVELOPMENT

**Community Development** consists of the Planning and Zoning Commission, Keep Warner Robins Beautiful, and Community Development. The **Planning and Zoning Commission** hears requests for the rezoning of property and for the



issuance of land use and building variances. It also approves building site plans and issues special exceptions thereto. **Keep Warner Robins Beautiful** promotes beautification projects, green-ways, clean-ups and the recycling of solid waste. **Community Development** is

responsible for the planning and implementation of long-range comprehensive programs designed to rebuild and revitalize slum and blighted areas of the City, and to generally improve housing and living conditions for the residents of these areas through federal, state and local government assistance.



## BUILDING AND TRANSPORTATION

**Building Inspection** operates to inspect all building, electrical, and plumbing work involved in construction within the City and also issues building permits. **Traffic Operations** is responsible for planning and maintaining safe and efficient movement of traffic on city streets and roadways. The **Metropolitan Planning**

**and Organization** is responsible for all land use and transportation planning functions of the City. It serves two counties and two cities. The **Code Enforcement** Division enforces civil codes of the City.

## UTILITY



The Utility Department provides water, sewage and natural gas services for the city and some surrounding areas. It is also responsible for water, sewer and gas line construction and the maintenance of these lines. Another function of this department is the reading and servicing of all water and gas meters. The Utility Department works closely with the Building Inspection Department on all new businesses, industries and other tie-ins to the city's utility systems. The **Pollution Control** division monitors all businesses, industries and residences for any foreign substance which might infiltrate into the water system. Samples of water and wastewater are collected and tested to assure compliance.

## POLICE

The Police Department is responsible for serving and protecting the citizens of the community and for maintaining law and order. To do this, it seeks to prevent crime, detect and investigates criminal acts, apprehend and detain law violators, coordinate animal control, and regulate traffic.



## FIRE



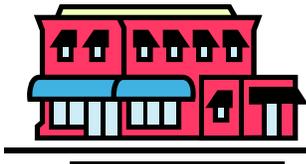
The principal function of the Fire Department is the prevention of loss of life and property from fire. This Department also responds to other emergencies including natural or man-made disasters and has an extensive fire safety education program.

## ECONOMIC DEVELOPMENT

In spite of the positive efforts within the community, certain portions of Warner Robins have deteriorated over time and are in need of redevelopment.



Community leaders recognized this need and addressed this issue with the

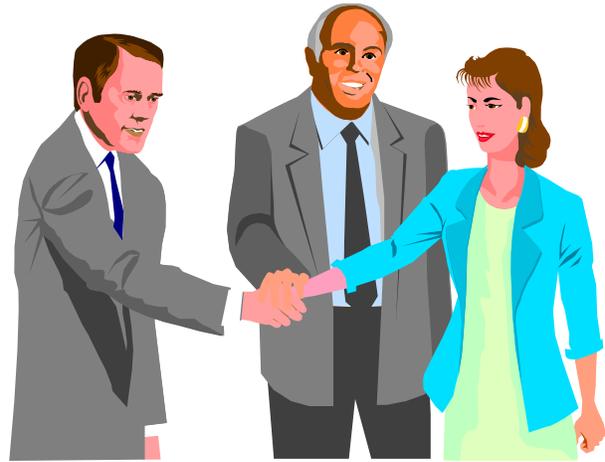


creation of an Urban Redevelopment Plan under the guidance of the Redevelopment Agency. The City of Warner Robins seeks to encourage small business development and revitalization within the Urban Redevelopment Area. The **Convention and Visitor's Bureau** works in conjunction with the Chamber of Commerce to attract visitors and small conventions to the City. It promotes the Robins Air Force Base Museum of Aviation and works in cooperation with various state, regional, and local organizations on the promotion of the City of Warner Robins, Houston County, and the Middle Georgia Area.

# EMPLOYEE RELATIONS

The City of Warner Robins has established a Classified Service System. This system is administered in accordance with the following principles.

- Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment to satisfy staffing requirements.
- Establishing pay rates consistent with the principle of providing comparable pay for comparable work and relative worth to the City.
- Training employees, as needed, to assure high quality performance.
- Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.
- Assuring fair treatment of applicants and employees in all aspects of human resource administration without regard to political affiliation, race, color, creed, national origin or ancestry, sex, religion, handicap, or age.



# DRUG FREE WORKPLACE



*The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under a federal contract or a federal grant is performed in a drug free work place environment.*

On July 3, 1989, Mayor and Council adopted the following as its drug free policy.

1. No employee of the City may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at his workplace. Such unlawful activity will be considered a sufficient ground for serious adverse personnel action, including dismissal from employment.
2. If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Human Resources Department of this City in writing of each arrest or conviction as soon as possible but in no event more than 48 hours after the arrest or conviction.

3. Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment.
  
4. In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace, this City prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during non-working hours, clearly affects the employee's ability to perform his public duties. Any questions concerning this policy should be directed to the Human Resources Director.

# ALCOHOL AND CONTROLLED SUBSTANCE ABUSE POLICY

Effective February 1993, the following regulations were implemented:

## **REGULATIONS:**

NOTE: These regulations apply to all employees of the City of Warner Robins effective the date of adoption.

- A.** The manufacture, distribution, dispensation, possession, or use of a controlled substance or associated paraphernalia at any time or place, including while at the workplace shall be prohibited.
- B.** The manufacture, distribution, dispensation, possession or use of alcohol while on work time or work premises shall be prohibited.
- C.** Reporting to work, or working, while intoxicated or otherwise impaired by alcohol or controlled substance use shall be prohibited.
- D.** The use of alcohol off-duty in a manner that tends to undermine the reputation, authority, or efficiency of the City of Warner Robins shall be prohibited.

**E.** The use or possession of prescription drugs while on work premises, or while working, which could affect or impair their ability to function in their job shall be prohibited UNLESS:

1. The prescribing physician has been notified of the duties involved with the employee's position, and has approved, in writing, the use of the drug while that employee is performing those duties; and,
2. The employee's immediate supervisor has been notified in writing by the employee that he/she is using a prescription drug, and the immediate supervisor has been provided a written statement by the employee's physician approving the use of the drug while the employee is at work.

**F.** Any employee who is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, must notify the Department of Human Resources in writing of each arrest or conviction as soon as possible but in no event more than 48 hours after the arrest or conviction.

**G.** Any individual employed by the City to drive city vehicles or operate city heavy equipment who is arrested or convicted (including a plea of nolo contendere) of violating any statute of any jurisdiction regarding driving under the influence of alcohol regardless of whether the alleged violation occurred at the workplace or elsewhere, must notify the Department of Human Resources of this City in writing of each arrest or conviction as soon as possible but in no event more than 48 hours after the arrest or conviction.

H. Individuals shall submit to alcohol and/or controlled substance abuse testing as follows:

**NOTE: Any safety-sensitive Utility Department employees or commercial driver's license holders as it relates to alcohol testing or controlled substances are also covered under a separate DOT Program.**

1. At any convenient time during the final processing prior to the actual hiring in the safety-sensitive positions of sworn police personnel, trained firefighters, school patrol, police reserve officers, utility personnel handling gas service, city drivers and heavy equipment operators.
2. When, in the opinion of the Department Director, there is reasonable suspicion that an employee of the City of Warner Robins has violated any provision of the Alcohol and Controlled Substance Policy dealing with the use of alcohol and/or any controlled substance.
3. When any employee is involved in an on-the-job accident involving property damage or personal injury.
4. When employed in safety sensitive positions, which include all sworn police personnel, trained firefighters, utility personnel handling gas service, city drivers and operators of heavy equipment, random testing will be conducted.
5. Upon return to work after participating in a rehabilitation program, random testing will be conducted at least quarterly, for a twelve-month period.



# ABOUT YOUR JOB

## THE

## CLASSIFIED SERVICE AND YOU

The City employment is made up of two parts: the unclassified service and the classification service.

Generally speaking, the *unclassified service* includes those persons who are elected officials, legal staff, etc. The majority of positions with the City are in the *classified service*. The employees in these jobs are selected according to the Classified Service System and are subject to its rules and regulations. There are over 180 different classes of jobs in the classified service, with many different duties and qualifications. Employees are evaluated for selection based on written, oral, and other examinations that vary with the position. Police Officer and Firefighter candidates are required to submit to pre-employment physical examinations as well.

## POSITION CLASSIFICATION

Similar city jobs are given the same title. All positions with the same title make up a “class” of positions. Jobs that require similar duties, responsibilities, and qualifications have the same class title. As examples: basic jobs in the labor service are in the “Laborer” class; some of the positions in the clerical series make up the “Clerk” class.

Your classification will not be changed merely because you have greater ability than the job requires. This will, however, permit you to apply for jobs that require your qualifications and abilities.

Job studies are made periodically to determine whether sufficient changes in duties and responsibilities have occurred to warrant reclassification of a given position.

## **PROBATION PERIOD**

Newly hired employees who have not completed 365 calendar days of service are probationary employees and have no protected property interests or rights requiring procedural safeguards; provided, however, that leave without pay, worker's compensation leave or suspension periods shall extend the probationary period by the same amount of time as said leave, but annual leave and sick leave shall not extend the probationary period.

During this probationary period, an employee may be removed from the position and shall be eligible for transfer or demotion to any position provided a vacancy exists and he/she meets the minimum qualifications for the position. If no such vacancy exists, the employee may be terminated. This probationary period serves as a practical working test. It helps your Department Director determine if you are able to perform the duties and accept the responsibilities of the job. If satisfied, the Director grants you regular status. If dissatisfied, he/she may issue disciplinary action up to and including discharge.

You gain regular status when you successfully complete your probationary period. This means that you are a full member of the service.

## YOUR SUPERVISOR

While you are working for the City, you will be directly responsible to only one person - your immediate supervisor. The supervisor's primary responsibility is to get the work done. He/she will train you in your job and direct your work. He expects you to work faithfully at your job during the hours assigned for your position. If you have any questions, do not hesitate to go to your supervisor for help. Given the opportunity, he will be glad to answer your questions, help you with your problems, and guide you to a better understanding of your job.



## PAY PLAN

Our pay plan provides comparable pay for comparable work and relative worth of the work to the city. The plan assigns every job in the city to a specific pay range. As a new employee, you are probably starting out at the lowest step in your pay range.



## PAY PERIODS

The payroll week starts on Monday and continues for two weeks ending on a Sunday. Your work schedule will begin at a time designated by the City. Employees are paid on alternate Fridays on a bi-weekly basis.

## HOURS OF WORK

City Hall offices are open from 8:00 a.m. until 5:00 p.m. In other department, the hours of work will depend upon the services provided. Your supervisor will tell you when you are to report, about lunch periods, and when to leave for the day.

The Police and Fire Departments must give 24-hour service seven days a week to protect the public's life and property. Many of these employees are required to take days off other than Saturday and Sunday.



Police officers work 12 hour shifts per day:

Day	6:00 a.m. until 6:00 p.m.
Evening	6:00 p.m. until 6:00 p.m.

Fire Department employees work 127 hours bi-weekly on a 24 hours on, 48 hours off basis.



## OVERTIME

Occasionally, you may be called on to work overtime. When this occurs, you may be allowed compensatory time off for the extra time worked, or you will be paid for the extra time at the established overtime rate in accordance with pay regulations and the Fair Labor Standards Act. The City has the right to schedule overtime work as required. Employees who normally perform the same type of work shall receive overtime opportunities, as much as possible. Overtime

must be approved by the Department Director and is controlled by Mayor and Council. Only employees classified as “Non-Exempt” according to Fair Labor Standards Act are eligible to receive overtime compensation. Employees classified as “Exempt” are not eligible for Overtime Compensation.

## **EMPLOYEE PERFORMANCE EVALUATION SYSTEM**

The current Performance Evaluation System was implemented in December 1987.



Objectives and Expected Standards are set for each employee and the first evaluation is conducted on the following anniversary date.

The evaluation system also lists a performance summary, including strengths, needs, and plans, and an overall performance rating by the supervisor which enables you as an employee the opportunity to be eligible for pay increases based on your performance.

Performance Evaluations are normally done on a yearly basis. Unless there has been a change in the employee’s job status during the year, the first Performance Evaluation will be on the anniversary of the employee’s date of hire.

## **EMPLOYEE IDENTIFICATION CARDS**



Upon being hired, you are provided with an Employee I.D. Card. It is your responsibility to protect the card and keep it as clean and wrinkle free as possible. Lost cards should be promptly reported to your supervisor and the Department of Human Resources. The card can also be used for identification purposes if needed.

# EMPLOYEE BENEFITS

## INSURANCE

All insurance coverage provided by the City of Warner Robins will begin as of the 61<sup>st</sup> day of full time employment. Changes in insurance can only be made during open enrollment, in the month of October unless a qualifying event occurs.

### A QUALIFYING (LIFE CHANGING) EVENT INCLUDES THE FOLLOWING:

- ✓ NEW HIRE
- ✓ BIRTH
- ✓ ADOPTION
- ✓ MARRIAGE
- ✓ DIVORCE
- ✓ LEGAL CUSTODY
- ✓ DEATH

Qualifying event changes **MUST** be made within 30 days of qualifying event.

## MEDICAL

The City offers Medical Insurance for you and your family. Every full-time city employee is eligible to participate in the program and may elect to enroll dependents for medical coverage at a rate set by Mayor and Council.



## DENTAL



Dental Insurance is provided at no cost for the employee only. Every regular City employee is eligible to participate in this program and you may elect to enroll your dependents for this coverage at a small cost through payroll deduction.

## LIFE

The City offers a Life Insurance Plan to all full-time employees. Employees are enrolled for \$40,000 coverage, with the exception of Police Officers and Firefighters who receive \$50,000 coverage. This coverage is offered at no cost to the employee. This program offers minimum coverage for dependents as defined in the plan. The plan provides for optional insurance coverage for the employee and dependents through payroll deductions.



Your group insurance booklet gives detailed information about amounts and limitations of the Plan's benefits.

For further information, you may contact the Department of Human Resources.

## VISION



Vision Benefit Coverage is provided at no cost for the employee only. Every full time City employee is eligible to participate in this program and you may elect to enroll your dependents for this coverage at a small cost through payroll deduction.

## SOCIAL SECURITY

All new full-time employees are enrolled in Social Security by contributions through payroll deduction. It provides protection for you and your family when you reach retirement age, suffer a loss of earnings because of a severe long-lasting disability, or even death.



The basic idea is workers and their employers, and self-employed people, contribute to a fund while they are working. When earnings stop because of the death of the worker or because of his retirement, payments are made from the fund to his dependents, his survivors, or the worker. Added to this is a benefit for workers who become disabled even though they have not reached retirement age.

## DEDUCTIONS

Deductions are made from each paycheck that you receive. Deductions automatically withheld are:

- ◆ Federal Income Tax
- ◆ State Income Tax
- ◆ Medicare
- ◆ Social Security (FICA)

The amount of Federal and State Income Tax withheld depends on your earnings, and number of dependents. This is determined by forms you must complete upon employment or when your status changes. Forms are available in the Department of Human Resources. You will also have a deduction for Social Security (FICA)

and Medicare made from your earnings. This amount is a percentage of your earnings and the federal government regulates the percentage.

Other items, which may be deducted from your paycheck at your discretion, include:

- ◆ AFLAC
- ◆ Savings
- ◆ United Way Contribution
- ◆ Optional Life Insurance
- ◆ Medical Insurance
- ◆ Optional Dependents Dental Insurance
- ◆ Deferred Compensation

A stub will be attached to each check you receive showing the various deductions that have been made from your pay. If you wish to add to or change any of your deductions, the Department of Human Resources will be glad to help you.

## **PENSION PLAN**

Most full time employees are members of the Pension Plan. The City pension plan will enable you to enjoy a more secure retirement. You will become a member after one year of service.



There is no maximum retirement age for city employees, with the exception of the Police and Fire Department personnel whose maximum age is 65.

Retirement booklets are available in the Department of Human Resources should you have any questions.

## DIRECT PAYROLL DEPOSIT



Direct Payroll Deposit is available for all city employees with the financial institution of their choice. It allows employees to have their paycheck automatically deposited each pay period without the inconvenience of waiting in line, parking, etc. If you would like Direct Deposit, please contact your department secretary.

# THE REAL VALUE OF YOUR CITY BENEFITS

*Typical example based upon \$12.02 per hour (\$25,000 annually)*

**Salary** **\$25,000.00**

## Benefits Supplied or Paid by City

Vacation	\$ 961.54
Sick Leave	961.54
Holidays	1,057.69
Social Security & Medicare	1,912.50
Retirement Contribution (estimated)	7,082.50
Insurance (Health, Dental, Life)	12,207.00
Worker's Compensation Ins.	<u>1,000.00</u>

**Total value of benefits** **\$22,202.00**

## TOTAL VALUE OF

**COMPENSATION PACKAGE** **\$47,202.00**

As illustrated above, the total value of the employee's compensation package is almost **DOUBLE** the amount of the salary alone. Even though healthcare costs have risen rapidly and the value of many investments frequently associated with retirement plans have fallen, the benefits awarded to the full time employees of the City

of Warner Robins have historically remained unchanged. Please note that the City pays the entire cost of the employee's retirement plan. A family health plan requires a very small contribution.



# LEAVE RULES

## HOLIDAYS

The following days are designated as regular holidays for employees in the classified service:

- |                          |                           |                           |
|--------------------------|---------------------------|---------------------------|
| ✓ <b>NEW YEAR'S DAY</b>  | ✓ <b>INDEPENDENCE DAY</b> | ✓ <b>FRIDAY FOLLOWING</b> |
| ✓ <b>MARTIN LUTHER</b>   | ✓ <b>LABOR DAY</b>        | <b>THANKSGIVING DAY</b>   |
| <b>KING DAY</b>          | ✓ <b>COLUMBUS DAY</b>     | ✓ <b>CHRISTMAS DAY</b>    |
| ✓ <b>PRESIDENT'S DAY</b> | ✓ <b>VETERAN'S DAY</b>    |                           |
| ✓ <b>MEMORIAL DAY</b>    | ✓ <b>THANKSGIVING DAY</b> |                           |

The Mayor and Council may declare other holidays at their discretion. Whenever a holiday falls on a Saturday, the preceding Friday shall be considered a holiday. Whenever a holiday falls on a Sunday, the following Monday shall be considered a holiday. Holidays that occur during annual leave or sick leave shall not be charged against such leave. Holidays that occur during leave of absence without pay shall not be paid. Full time hourly employees shall be paid for holidays on the basis of the number of hours they normally work, without overtime. Part-time employees will not be paid for holidays not worked.



Police and Fire Department personnel are assigned equivalent off days at the discretion of the Department Directors.

## ANNUAL LEAVE



### a) General:

Annual leave is for the purpose of rejuvenating both physical and mental faculties and to attend to other personal business. All full-time classified

employees are urged to take advantage of their annual leave.

### b) Rate of Leave Accrual:

Full-time employees begin to accrue annual leave immediately upon employment although, such leave may not be used until the employee has successfully completed one-half of his probationary period as provided in City Code Section 18-5.

1. Employees with less than three (3) years of continuous service earn annual leave at a bi-weekly rate of three (3) hours. Employees with three (3) years of continuous service, but less than fifteen (15) years of continuous service, earn annual leave at the rate of four and two thirds ( $4 \frac{2}{3}$ ) hours bi-weekly, and employees with over fifteen (15) years continuous service earn six (6) hours annual leave bi-weekly. (Note: Firefighters will accrue their leave at a rate adjusted for their 159 hours 21 day work schedule.)
2. Firefighters with less than three (3) years continuous service earn annual leave at a bi-weekly rate of four and one-half (4.5) hours. Firefighters with three (3) years of continuous service earn sick leave at the rate of six and ninety-nine one-hundredths (6.99) hours bi-

weekly. Firefighters with over fifteen (15) years of continuous service earn nine (9) hours annual leave bi-weekly. When any firefighter shall be transferred or promoted into another position with the city working a traditional 8-hour, 5-day work schedule, then the amount of accumulated annual leave accrued by such firefighter shall be reduced by one-third.

**c) Request for leave:**

You must request annual leave in writing (letter or use of leave slip) to your immediate supervisor at least 24 hours in advance of taking leave except in cases of family illness or emergency. You may take annual leave only after approval by your department director, so that, insofar as practical, the department can function without hiring additional, temporary help.

**d) Maximum allowable accumulation:**

1. Employees may accumulate annual leave not in excess of 240 hours.
2. Fire Department employees on the 159 hours 21 day work schedule may accumulate leave not in excess of 360 hours.
3. Leave will be accumulated through December 31<sup>st</sup> of each year.

**e) Annual leave - procedure for emergency approval:**

1. Report required: If you are unable to report for duty because of family illness or emergency which precludes obtaining prior approval of leave,

you will, if possible, telephone your supervisor 30 minutes prior to the time you are to report for work.

2. Approval: Final determination as to whether leave is approved will be made when the employee returns to duty. This determination will be made by the Department Director based on statements and other pertinent information presented by the employee.
3. If the supervisor cannot be reached, a telephone call will be made to the telephone number furnished by the immediate supervisor for this purpose. When calling in, employees will be required to furnish the following information: employee name, department, name of supervisor, type and duration of leave requested and type of emergency. This information will be forwarded to the employee's supervisor.

**f) Payment for unused leave:**

When a classified service employee is separated for the service, they shall be paid for all unused annual leave unless they fail to give a proper written notice of resignation as provided in City Code Section 18-39 (1).

## **SICK LEAVE**



**a) Employee:**

Sick leave shall be allowed to full-time employees in the event of actual illness or disability of an employee or for medical, dental or eye examination or treatment for which arrangements cannot be made outside of working hours.

**b) Family Members:**

1. Sick leave shall be allowed to full-time employees in the event of actual serious illness or disability of a member of the employee's immediate family (defined as: parent, spouse, child, brother or sister); for continuing medical appointments related to that illness, for which the attendance of the employee is needed to care for the family member or for bereavement purposes.

**c) Rate of Leave Accrual:**

1. Full-time employees begin to accrue sick leave immediately upon employment and may utilize such leave from that day forth. Sick leave accrues at a bi-weekly rate of three (3) hours based upon two 40-hour workweeks.
2. Firefighters earn sick leave at a bi-weekly rate of four and one-half (4.5) hours. When any firefighter shall be transferred or promoted into another position with the city working a traditional 8-hour, 5-day work schedule, then the amount of accumulated sick leave accrued by such firefighter shall be reduced by one-third.

**d) Reporting:**

The employee shall report their illness prior to their scheduled work time if possible. Except in the case of public safety employees (who shall have specific departmental requirements), an employee shall see that their illness is reported within thirty (30) minutes prior to the time they are scheduled to have reported for work.

e) Payment for unused leave:

When a full-time employee is separated from the service, they shall not be paid for accumulated sick leave. Such leave, however, may be applied to their length of service upon normal retirement of the employee.

f) Sick leave - regulations generally:

Availability: Sick leave may be granted when the employee is unable to perform their duties for any of the following reasons:

- Sickness
- Injury
- Pregnancy and related restrictions
- Medical, dental or optical examination or treatment
- The repair or adjustment of prosthetic appliances
- Affliction of a member of the employee's immediate family with a contagious disease. (A contagious disease is one ruled as subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.) Application for sick leave for this reason must be accompanied by a written order from health authorities requiring quarantine or isolation. By executive order of the President of the United States, federal isolation and quarantine are authorized for these communicable diseases:

- |                           |                                 |
|---------------------------|---------------------------------|
| ➤ Cholera                 | ➤ Viral hemorrhagic fevers      |
| ➤ Diphtheria              | ➤ SARS                          |
| ➤ Infectious tuberculosis | ➤ Flu that can cause a pandemic |
| ➤ Plague                  |                                 |
| ➤ Smallpox                |                                 |
| ➤ Yellow fever            |                                 |

- The employee's exposure to a contagious disease, which would make your presence at work a danger to the health of others
- Vaccination or immunization: Employees absence as a result of illness from vaccination or immunization whether or not required as a condition of employment will be charged to sick leave.

**g) Appointments and/or physical examinations:**

1. Your request for sick leave for medical, dental or optical treatment should be submitted to the supervisor responsible for approving leave prior to the beginning of leave. Appointments with doctors, dentists, and opticians should be scheduled outside duty hours when possible.



2. Sick leave for this type appointment will normally not exceed four (4) hours for each appointment. It is desirable to hold the time absent to a maximum of two (2) hours, when possible. If the appointment exceeds four (4) hours, a positive statement from the doctor shall be obtained stating that the employee was actually incapacitated for performance of duties as a result of treatment given.

3. Sick leave may be granted to wearers of prosthetic appliances for absence necessary for the repair or adjustment of such appliances, in the same manner as for medical or dental appointments. A statement from the company shall substitute for the doctor's certificate.

4. Employees who are required to report for periodic physical examinations for the retention of their status in any reserve component of the armed forces, national or state guard may be granted sick leave for the period of absence under regulations applicable to the approval of sick leave for medical examinations.

**h) Advanced sick leave:**

Sick leave not to exceed 240 hours may be advanced in cases of serious disability or ailments and/or emergency situations. Advanced sick leave will be available only to classified service employees, and each application for advanced sick leave shall be carefully reviewed by the immediate supervisor and department director. Such review shall consider the years of service of the employee and their past history, the possibility of continued employment and their accrued annual leave. Final approval shall be given by the Human Resources Director and the Mayor.

**i) Duties of applicant for sick leave, duty of supervisor:**

1. For illness of more than three (3) consecutive work days, application for leave must be accompanied by a medical certificate signed by a physician. This certificate must cover the total period of absence.
2. Employees on sick leave should report to your supervisor each day for the first three (3) days, unless it is known by the supervisor that due to the nature of the illness the employee continues to be incapacitated. For periods of extended illness, the employee should furnish the supervisor with a doctor's certificate at the end of each pay period.

3. The supervisor should, in all doubtful cases where illnesses extend from one pay period to another, contact the employee before authorizing sick leave pay.

**j) Abuse of sick leave privilege:**

1. When an employee is frequently absent due to illness, or is there is reason to believe the sick leave privilege is being abused, the Department Director may require a medical certificate be submitted for each absence, regardless of length. In those cases where a medical certificate will be required for absences three (3) days or less, the employee shall be notified of this in writing and shall acknowledge the requirement. Supervisors will frequently review records of subject personnel with a view towards removing this requirement as soon as practicable.
2. When there is suspicion of abuse of sick leave (such as reporting sick because of abuse of controlled substances or to attend to personal affairs), the immediate supervisor shall investigate the allegation. If the report of the investigation is unfavorable to the employee, the employee may be subject to appropriate disciplinary action.

## **SICK LEAVE POOL**

A pool of sick leave hours donated by classified city employees has been created. Classified employees may donate some of their unused sick and annual leave hours to the pool. Classified/Probationary employees who are in need of sick leave may request a donation of up to 240 hours from the pool. An employee committee

oversees this policy and approves or denies requests. Policies on the donation or use of hours are available in the Department of Human Resources.

## **BEREAVEMENT LEAVE**

Bereavement Leave shall be allowed to full-time employees in the event of a death of a member of the employee's immediate family (defined as: parent, spouse, child, brother or sister). Bereavement Leave shall provide three (3) days of leave per occurrence.

## **LEAVE WITHOUT PAY**

Leave without pay is a temporary absence from duty in a non-pay status. This type of leave may not be imposed upon you without your consent nor can you be required to apply for LWOP in lieu of suspension or other administrative action. This type of leave shall be requested of the Department Director with final approval given by the Human Resources Director and the Mayor. Initial grants of LWOP shall not exceed twelve (12) months.

## **ABSENCE WITHOUT LEAVE**

Any absence of an employee from duty that is not authorized by specific grants of leave under the leave regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall subject the employee to disciplinary action.

## DISABILITY

a. If you should become disabled in a non-work-related situation, the following rules shall apply:



1. You must provide your supervisor with a doctor's statement of your disability. This statement shall include:
  - ◆ A description of your disability
  - ◆ A statement as to whether or not you can fully perform your job, can perform light duty or are totally disabled
  - ◆ An indication of the approximate length of the disability and when you should be able to return back to full duty
2. If disabled you would be placed on sick leave, annual leave or leave without pay.
3. No light duty will be created for any disabled employee. However, should a light duty job become vacant, a disabled employee may be offered the position at the hours and pay rate for that position provided he/she meets the qualifications of the job. Should more than one employee be disabled and only one vacancy occurs, the most qualified employee will be offered the position.
4. Disabled employees placed on leave without pay will be required to pick up the cost of their hospital insurance and life insurance coverage, and will be placed on leave of absence with the Retirement System. Also,

employees must assume the payment of other payroll deductions such as cancer, optional life or dental insurance.

## **MILITARY LEAVE POLICY**

**a. Military Leave:** Any classified employee who leaves the service of the City to join the military forces of the United States during time of war or other national emergency, or is inducted by the selective service, may, upon written request, prior to his induction into the military service, be placed on military leave without pay, such leave to extend through a date ninety (90) days after which he is relieved from such (military) service. Such employee shall be entitled to be restored to the position which he vacated, provided he makes application to the Human Resources Director within ninety (90) days of the date of his honorable discharge or discharge under honorable conditions, and is physically and mentally capable of performing the work of his position.



**b. Military Reserve Leave:**

**1.** Any City employee who is a member of a national guard or other reserve unit of the armed forces of the United States is entitled to eighteen (18) days leave per Federal Fiscal year with pay for active duty as provided in O.C.G.A. SEC. 38-2-279. This does not pertain to temporary employees.

**2.** To receive leave, the employee must submit to their Department Director and the Human Resources Department a copy of the direct order signed by the commanding officer giving dates and times of departure and

tentative return. This information must be submitted in advance of leave being granted.

3. Employees authorized reserve leave should report for work following reserve duty at the next regularly scheduled working period or normal workday after the end of the last day necessary for the employee to travel from place of reserve duty to place of employment, or within a reasonable time thereafter if he is delayed by factors beyond control. If any individual fails to report within a reasonable amount of time after being delayed by outside factors, he will be subject to normal rules or practices concerning unauthorized absences or lateness.

## **CIVIL LEAVE**

If you are subpoenaed as a witness in a court of law or are called to serve on a jury in a court of law you will be granted civil leave for the period of time that you are actually required to be away from your job. Civil leave will not be available to an employee who is a plaintiff or defendant in a court action. A



copy of the subpoena or summons of jury duty will be submitted to the employee's supervisor prior to granting of civil leave.

## **WORKERS' COMPENSATION**

If you suffer an injury out of and in the course of your employment, you may be eligible for Workers' Compensation benefits as covered under state law. If you are injured on the job, you must report the injury to your supervisor immediately. An Injury Report needs to be completed and forwarded to Human Resources within

forty-eight (48) hours of the injury when possible. A Panel of Physicians is posted in each department for treatment of workers' compensation injuries. You may



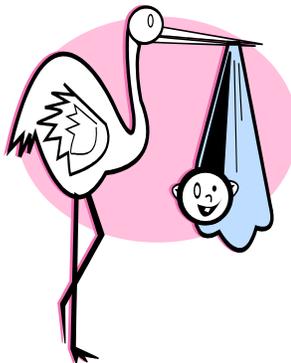
choose the physician you wish to be treated by from this list after contacting the Human Resources Department. If injured and you lose time from work due to the injury, you shall be charged sick leave, annual leave, or leave without pay for the first 7 calendar days you are out of work. Subsequently, you will receive checks on a weekly basis for the amount authorized by state law and may supplement these checks by using accrued sick and annual leave

up to a maximum equaling your normal pay prior to the injury. If you are out of work for 21 calendar days, you will be compensated for 2/3 of the personal leave used during the first 7 days.

Employees who abuse workers' compensation benefits, or violate safety policies will be subject to disciplinary action up to and including dismissal.

## **MATERNITY/PATERNITY LEAVE**

Maternity/Paternity Leave is available for those employees meeting specific criteria. Contact Human Resources to see if you are eligible to receive this benefit.



# THE FAMILY AND MEDICAL LEAVE ACT



U.S. Department of Labor  
Wage and Hour Division

(Revised February 2010)

## **FACT SHEET #28: THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

**Notice:** On October 28, 2009, the President signed the National Defense Authorization Act for Fiscal Year 2010 (2010 NDAA), Public Law 111-84. Section 565 of the 2010 NDAA amends the military family leave entitlements of the Family and Medical Leave Act (FMLA). These amendments expand coverage for “qualifying exigency” leave to eligible employees with covered family members in the Regular Armed Forces and coverage for “military caregiver leave” to eligible employees who are the spouse, son, daughter, parent, or next of kin of certain veterans with a “serious injury or illness”. On December 21, 2009, the President signed the Airline Flight Crew Technical Corrections Act, Public Law 111-119, which modifies the FMLA eligibility requirements for flight crew members. This Fact Sheet does not incorporate these amendments to the FMLA.

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. See Fact Sheet #28A: The Family and Medical Leave Act Military Family Leave Entitlements.

### **EMPLOYER COVERAGE**

The FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), **and** private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

### **EMPLOYEE ELIGIBILITY**

To be eligible for FMLA benefits, an employee **must**:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of **seven** years or more need not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services

Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service. See "[FMLA Special Rules for Returning Reservists.](#)"

## **LEAVE ENTITLEMENT**

A covered employer must grant an eligible employee up to a total of **12 workweeks** of **unpaid** leave during any 12-month period for one or more of the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; **or**
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of **26 workweeks** of **unpaid** leave during a "single 12-month period" to care for the service member. For specific information regarding military family leave, see "Fact Sheet #28A: The Family and Medical Leave Act Military Family Leave Entitlements."

Spouses employed by the same employer are limited in the **amount of** family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

Under certain conditions, employees **or** employers may choose to “substitute” (run concurrently) accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the employer’s normal leave policy.

**“Serious health condition”** means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**

- Continuing treatment by a health care provider, which includes:

(1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:

- treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
- one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**

(2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**

(3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**

(4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**

(5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

## **MAINTENANCE OF HEALTH BENEFITS**

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

## **JOB RESTORATION**

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

## **NOTICE AND CERTIFICATION**

Employee Notice Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable –

generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave. Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the **first** time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee **must** specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA. An employer that willfully violates this posting requirement may be subject to a civil money penalty of up to \$110 for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring. Employers may use the notice prepared by U.S. Department of Labor to meet this requirement.

When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee

of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under the FMLA. When the employer has enough information to determine that leave is being taken for a FMLA-qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave. Employers may use the optional forms WH-381 and WH-382 prepared by the U.S. Department of Labor to meet these notification requirements.

Certification Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave. Employers may use the optional forms WH-380-E and WH-380-F prepared by the U.S. Department of Labor for obtaining medical certifications of serious health conditions.

## **UNLAWFUL ACTS**

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to the FMLA.

## **ENFORCEMENT**

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.

## **OTHER PROVISIONS**

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to an “eligible” employee’s use of leave required by the FMLA.

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.





# YOUR RESPONSIBILITIES AS A CITY EMPLOYEE

## OUTSIDE EMPLOYMENT

You may not engage in any incompatible outside employment that could cause conflict of interest or permit use of your City employment for personal gain. Outside employment must not interfere with performance of duties for the City. Any outside employment must meet with the approval of the Department Director.



Requests for permission to engage in outside employment must be submitted to the Department Director and include the name of firm, position, duties, and hours of employment. The Department Director will then endorse the request with his recommendation and transmit the request to the Department of Human Resources.



## POLITICAL ACTIVITY

As a city employee, you may express your opinion privately as a citizen and you may vote in any election - in fact, you are urged to exercise this right as a citizen. But you may not:

- ◆ Solicit, orally or by letter, or be in any other manner concerned in obtaining assessments, contributions, or services for any political party or from any other employee.
- ◆ Accept or seek election or appointment to a city political office unless you resign from the City upon qualifying as a candidate for nomination or election to such office.
- ◆ Nothing herein contained shall be construed to restrict the right of an employee to hold membership in and support a political party, to vote as you choose, to express privately your opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings after working hours.
- ◆ The prohibitions contained in this section shall apply to all classified service employees, all directors of departments appointed by Mayor and Council, the City Attorney, the City Marshal, and all persons employed by the City to work less than full time.

## **PAYMENT OF BILLS**



Prompt settlement of lawful bills is your solemn obligation wherever you work. As an employee of the City, your obligation to pay bills on time becomes even more serious. The reputation and credit rating of all City employees can be directly affected by your action. An involuntary assignment of wages, transcripts of judgments, or failure to pay your just debts is an accepted cause for disciplinary action, including dismissal.

All past due City taxes and City utility bills may be withheld from an employee's paycheck by authority of the Mayor with the consent of the employee.

## DISCIPLINARY ACTION

The Rules and Regulations provide that Department Directors may take certain disciplinary action against employees whose conduct or performance is not satisfactory. This action may take the form of a written reprimand; collection of damages for injury to or loss of city property up to the sum of \$100.00; reduction in compensation within the range provided in the grade group; suspension without pay not to exceed 10 days or shift equivalent in any fiscal year; demotion; or dismissal; but not for personal, political, or religious reasons. You must be notified of such in writing.



- a. Any employee, who is demoted, suspended for more than five (5) days or shift equivalent, reduced in pay, or dismissed may appeal such disciplinary action as provided in Section 18-41 of the Municipal Code. The appeal shall be in writing and shall be delivered to the office of the Human Resources Director within five (5) days following delivery of the final notice of disciplinary action.
- b. Any employee who is suspended for five (5) days or less, or is assessed for injury to or loss of City property may appeal the disciplinary action to the Mayor. The appeal shall be in writing and shall be delivered to the office of the Human Resources Director within five (5) days following delivery of the final notice of disciplinary action.

If he deems it appropriate, the Mayor may meet informally with the employee and department director, but no hearing is required and the appeal can be decided strictly on the record. The decision of the Mayor shall be final and shall

be delivered to the employee within ten (10) days of the filing of the notice of appeal.

- c. There shall be no right for any employee to appeal a written reprimand or for a probationary employee to appeal any disciplinary action.

You are responsible for acquainting yourself with the standards of conduct expected of you and to conduct yourself both on and off the job in a manner that will insure that your activities reflect credit on the City of Warner Robins.

# EMPLOYEE GRIEVANCE PROCEDURE

## PURPOSE

The purpose of the employee grievance procedure is to insure that the work needed and desired by the citizens of the City of Warner Robins gets done quickly



and efficiently. In recognition that work suffers when feelings of animosity are present in and among city employees, this employee grievance procedure is designed and implemented to vent and reduce any animosity or ill feelings that may exist among employees by correcting the root cause. Each employee should realize that he or she is part of a team and that the sole

purpose of the team is to serve the citizens of the City of Warner Robins. Employees that have legitimate grievances can expect to have their complaint quickly resolved.

## GRIEVE VERSUS NON-GRIEVE ISSUES

Each employee should realize that, just like in life, everything does not always go the way we want it. People are hired and get paid to get work done. Situations will not always be perfect. The City will strive to make each job as pleasant as possible, but employees should realize that service to the citizens is the first priority. Some work-related conditions are simply not grievances but are better classified as “wants” or “wishes” that the City cannot and will not address. The following are examples of non-grieve issues:

## **NON-GRIEVE ISSUES**

- 1.** Any issue of conduct or discipline addressed in the City's disciplinary policy.
- 2.** Issues which are currently pending or have been concluded.
- 3.** Work assignments that are not a result of suspension, demotion or salary reduction.
- 4.** Issues relating to budgets, organization and number of personnel assigned.
- 5.** Performance evaluations.
- 6.** Appointments, transfers, or promotions unless motivated by unlawful discrimination.
- 7.** Job pay and classification.
- 8.** Decisions, policies, resolutions, or ordinances passed by the governing authority.
- 9.** Internal financial controls.
- 10.** Issues not directly affecting the employee, i.e. an employee cannot file a grievance of behalf of another employee.

## **GRIEVE ISSUES**

A grievance issue is any work related condition that is illegal, grossly unfair or inequitable, unsafe or hazardous. The following are examples of grievance issues:

1. Sexual harassment.
2. Sexual discrimination.
3. Any discrimination based upon race, color, creed, religion, disability, national origin, ancestry or political affiliation.
4. Lack of needed safety equipment.
5. Knowledge of theft or embezzlement of the City's property, funds, or services.
6. Knowledge of gambling on the job.

## **PROCEDURE FOR HANDLING GRIEVANCES**

Grievances may be handled either informally or formally. The decision as to which method to use is made by the employee who has the grievance. With either method, all grievances must be reported within five days of their occurrence.

Because the goal of this policy is to seek the resolution of employee grievances, employees will be required to present their own concerns at meeting (as provided for in this policy) without the aid of a representative or attorney; likewise,

supervisors and Department Directors must present their positions and responses at any such meetings without the involvement of the City Attorney's office or privately-retained counsel.

Department Directors will receive a copy of all grievances filed by all department employees.

### **INFORMAL METHOD**

The first step in the informal method is to notify your immediate supervisor. Most grievances can be worked out on this level. The employee should simply tell his or her supervisor that he or she has a grievance which needs discussion. The supervisor will either discuss it immediately or make an appointment to discuss it as soon as a convenient time can be arranged. The discussion will take place in private. The supervisor will ask that employee to fully explain the grievance. The supervisor will ask whatever questions are necessary to fully understand the nature of the grievance, the cause of the grievance, and possible solutions to the grievance. The supervisor will either make a finding on the grievance immediately or he or she will set a time during the initial interview to meet back with the aggrieved employee and explain his or her findings and a suggested solution. As part of the finding, the supervisor shall reject the grievance as being a non-grieve issue or present a plan for remedial action.

Should the above prove unsatisfactory, the aggrieved employee may ask for an appointment with his or her Department Director to discuss the grievance. The Department Director will schedule this appointment as soon as reasonably possible. This discussion will also take place in private. The Department Director will ask the employee to fully explain the grievance. The Department Director will ask whatever questions are necessary to fully understand the nature of the

grievance, the cause of the grievance, and possible solutions to the grievance. The Department Director will then set a time during this discussion to meet back with the employee. After this initial meeting and before the next scheduled meeting, the Department Director will discuss the grievance with the employee's supervisor. The Department Director will seek to ascertain from the supervisor and from his own investigation, the nature of the grievance, the cause of the grievance, and why any previous remedial action was not successful. The Department Director will then present his or her findings to the aggrieved employee at the previously scheduled meeting. The Department Director will reject the grievance as being a non-grieve issue, continue the supervisor's plan for remedial action, or implement his or her own plan for remedial action.

### **FORMAL METHOD**

To file a formal grievance, the employee shall fill out Grievance Form #1, stating with specificity the essence or nature of the grievance, the exact date and time of the grievance, and the party or parties involved. The employee may state what he or she feels should be done to alleviate the grievance. This form should be filled out within five days of the occurrence of the grievance. This form shall be presented to the Mayor's office where it shall be stamped with the date and time received. From a list of at least three (3) mediators/investigators appointed by the Mayor, the employee shall select one (1) such mediator/investigator (M/I) to investigate the grievance. The grievance shall be forwarded to the M/I by the Mayor's office within seven (7) calendar days. The M/I may or may not be a professional mediator but shall always be from outside the aggrieved employee's department. The M/I shall investigate the grievance and shall interview the aggrieved employee, the aggrieved employee's supervisor and Department Director, and all persons available that have knowledge of the events from which the grievance arose. Within seven days, the M/I shall prepare a written report

detailing the facts of the grievance and a determination as to whether or not the issue is grievous. If the M/I determines that the issue is grievous, he or she shall also include a plan for remedial action. This report shall be delivered to the Mayor's office. The Mayor shall have the right to review the M/I's report and reject it for good cause. If the Mayor rejects the M/I's report, the grievance will proceed to review by the Mayor and Council as outlined below except that the Mayor shall be the appealing party. Otherwise, the report shall be disseminated to all parties in interest and the remedial plan implemented as soon as possible.

The aggrieved employee may appeal the decision of the M/I to Mayor and Council. To initiate the appeal, the employee shall state in writing and with specificity why he or she considers the M/I's recommendation unsatisfactory. This writing shall be known as the appeal. The appeal shall be delivered to the Mayor's office and to the City Hall mailbox of each Councilperson within five days after dissemination of the M/I's report. The Mayor may appoint the M/I or another person to respond in writing to the appeal. This writing shall be known as the response. The response shall be delivered to the Mayor's office and to the City Hall mailbox of each Councilperson within five days after the appeal was delivered. Both the appeal and the response shall be signed. The employee's signature shall constitute a certificate by the signer that the signer has read the document; that to the best of the signer's knowledge, information, and belief formed after reasonable inquiry it is well grounded in fact. Also, the signature will certify that the appeal and/or response are not interposed for any improper delay or needless waste of City Resources. If any document is not signed, it shall be stricken unless it is signed promptly after the omission is called to the attention of the party. Within ten to thirty days after the submission of the documents, a hearing before the Mayor and Council shall be conducted. The Mayor and Council shall have studied the appeal and the response prior to the hearing. Each side shall have the right to make an opening statement that is no more than five minutes in length. Each side may

present their witnesses and cross-examine the other side's witnesses. Each side may make a closing statement that is no longer than ten minutes. The Mayor pro-tem shall act as moderator, limiting the testimony to relevant topics and insuring that the proceedings are conducted in an orderly manner. Within fifteen days after the close of the hearing, the Mayor and Council shall provide a written decision on the grievance. The written decision shall provide a brief summation of the facts as found by the Mayor and Council, the applicable rules and regulations applied to the facts, and a plan for remedial action. In the event that Mayor and Council find that the grievance was totally without merit and was brought to harass, coerce or intimidate any employee, sanctions may be imposed upon the employee that brought the non-meritorious grievance.

Adopted by Mayor and Council at their regular meeting on July 17, 1995.

# ADDITIONAL INFORMATION

## BULLETIN BOARDS

Every department has one or more bulletin boards located in places readily available to every employee. Job announcements are posted on them, as well as other items of importance to every employee. You should read the bulletin board in your department regularly to keep abreast of current events and information that will inform you of changes in personnel policies and procedures.



## PERSONNEL RECORD CHANGES

At any time your address, phone number, marital status, dependents, or other information concerning you changes, report the fact immediately to the Department of Human Resources and to your supervisor. This is extremely important information for your taxes or insurance coverage.

## TAX WITHHOLDING CHANGES

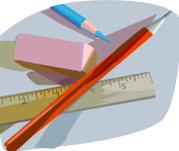
You can change your federal or state tax withholdings as often as you need by contacting Human Resources and completing a new withholding form.

# EMPLOYMENT OF RELATIVES



Relatives of elected officials are excluded from employment in any department in the city. Relatives of employees in positions that carry any degree of supervision shall not serve in a position subordinate to a relative. The full nepotism policy is defined in Section 18-3 of the City Code. “Relative” is defined as spouse, child, stepchild, grandchild, parent, grandparent, brother, sister, half-brother, half-sister, uncle, aunt, niece, nephew, or the spouse of any of them. For information on the full policy refer to the City Code or contact the Human Resources Department.

# CARE OF EQUIPMENT AND SUPPLIES



The City provides equipment and supplies necessary for the proper performance of your work. The equipment or waste of supplies higher government cost. Serviceable life of most can be greatly extended through proper use and preventative maintenance. It is a good rule to treat every piece of equipment as though you will be required to replace it when it wears out.



misuse of results in equipment

## YOUR RESPONSIBILITY AS A CITY DRIVER



As part of your regular duties, you may operate City-owned vehicles - cars, trucks, fire engines, and bulldozers - vehicles that cost the citizens many thousands of dollars to purchase.

As a city employee, you are under an obligation to care for any piece of equipment assigned to you in the performance of your work. You are responsible for having your driver's license with you at all times. You are responsible for inspecting your vehicle and seeing that it is in proper operating condition. If there is anything wrong with the operation of your vehicle, report it to your supervisor immediately. You will be held responsible if you knowingly drive an unsafe vehicle.

But more important, you have an obligation to learn the safe and legal way to drive on Warner Robins streets and to obey the laws and rules of good driving. Respect for the law and respect for the rights of others can eliminate senseless death, injuries and accidents.

Here are some of the rules and regulations which you must adhere to as a City driver:

1. You must have a valid State Class "C" license to drive an automobile or light truck; a Class "B" license is required for trucks weighing over 24,000 lbs.; and a Class "A" license is necessary for tractor-trailer trucks. Your driver's license must be in your possession at all times.
2. Your vehicle must be kept clean at all times. It is your responsibility to see that the inside of your truck or automobile is clean of trash, debris, etc.

3. Each day before beginning your duties, you must check the following: oil, water, radiator, foot and emergency brakes, tires, battery, gas indicator, horn, windshield wipers, lights, and turn signals.
4. When backing up a truck or other heavy equipment, you should have a worker on the ground in the rear directing you. Watch him for instructions at all times. If this is not possible because you do not have anyone with you, take extra care to be sure it's safe to back up.
5. Never leave the vehicle unattended while the motor is running.
6. Check the instrument panel on your vehicle periodically while in use. If any trouble develops, notify your supervisor immediately and follow his/her instructions.
7. Obey all traffic regulations. Never exceed the posted speed limit, but remember that regardless of the speed limit, the safest speed you may travel is governed by road and weather conditions.
8. All accidents must be reported immediately to your supervisor for investigation. Do not leave the scene of an accident before it is investigated, even if there is no apparent damage. If the other party involved says it is his fault and wants to leave, get his name and



license number and wait until someone in authority investigates and tells you to move your vehicle.

- 9.** You should have a vision check-up regularly to make sure your vision is not defective. If you have glasses, be sure to wear them at all times while driving city vehicles.
- 10.** Keep your seat safety belt buckled at all times while driving and require your passengers to do so. This is a state law.
- 11.** The City's heavy equipment and vehicles shall not be loaned to anyone for any purpose, unless they are being used for the benefit of the city, and then they shall be operated only by city employed personnel, unless permission is granted by three (3) members of City Council and the Mayor.
- 12.** The use of City-owned vehicles shall generally be limited to the normal workday. Any anticipated use after hours is subject to the approval of the employee's immediate supervisor.
- 13.** The City vehicles are furnished for the efficient operation of City government. Any use of a City vehicle for purposes other than those required to conduct City operations, or as otherwise specified by the Department Director, will be considered unauthorized and will subject employee to disciplinary action.
- 14.** Damage to a City vehicle when used without authority shall be billed to the employee.

- 15.** Under no circumstances shall City-owned vehicles be stored on a public thoroughfare at night, on holidays or on weekends unless permission is obtained from the employee's immediate supervisor.
- 16.** Employees required to ride in the back of pick-up trucks are authorized to do so only by sitting on the flat bed of the truck.
- 17.** Use of vehicles by non-employees is prohibited, and it will be the responsibility of each operator of a city vehicle to comply with this requirement.
- 18.** Non-City employees are prohibited from riding in City owned vehicles unless authorized by the immediate supervisor of the driver.
- 19.** Use of three-wheeled vehicles in conducting City business is prohibited.

As a final reminder of your responsibility as a City driver, remember that City vehicles are clearly marked and because of this, you are very much in the public eye. Your marked vehicle demands that you set the example.

## SAFETY

Safety is a vital personal matter. Personal injury, injury to co-workers, injury to the public, and even death are possible penalties for a moment of thoughtlessness. So, play it safe through safe practices!

File drawers left open, a box, pencil, or wet spot on the floor are office hazards that may cause injury. Look for these hazards and remove them. Faulty brakes, tires, windshield wipers, horns, or lights on city-owned equipment should be reported as soon as detected. Of course, all accidents must be reported immediately to your supervisor.



If you are injured, no matter how slightly, report to your immediate supervisor immediately.

The posting of lanterns, signs, and flags to warn motorists of dangerous conditions or “men at work”, and the parking of City equipment where it is out of the way, should be carefully observed by those who work on the public streets. Also, avoid being a traffic hazard.



Avoid possible injury by learning to lift objects safely. Before lifting any object, bend your knees, get a good footing and grasp it firmly. Keep your arms and body as nearly straight as possible, directly above the object. Lift gradually so that any strain will be on the leg muscles instead of the back. If a load is too heavy, be safety wise and get someone to help you!





Many City jobs require particular safety practices such as wearing safety glasses, gloves, and safety vests; or using special tools as needed. Remember to use common sense, care, and caution. Avoid horseplay and scuffling. It will pay off in the long run.

## COURTESY IS IMPORTANT

The public has employed us to serve them in a courteous, impartial, and efficient manner. Citizens evaluate our performance whenever they do business with us.



Many of us “meet” the public on the telephone each working day. When the telephone rings, answer it promptly and courteously. The person at the other end of the line cannot see you. He can only base his opinion of the attitude of his government on the manner in which you handle his telephone call. Therefore, it is best to speak distinctly and in a pleasant tone of voice. Guard against quick answers, rude remarks, and any inflections of the voice that might create bad impressions. To aid in taking messages, always keep a pen and pad of paper near the telephone. When asked for information, be sure that you give it correctly. If it is necessary to transfer the call, transfer it to the proper person.

When you answer correspondence for the City, you are “meeting” the public; therefore, make every effort to be thoughtful and courteous in your letters. Try to answer all questions accurately and fully. Try, also, to express in your letters an interest in the other person’s problems and a willingness to be helpful.



## DRESS

The public naturally is interested in the personal appearance of those who are on its payroll. Your personal appearance should be appropriate to the position you hold. Certain minimum requirements as to neatness and cleanliness are expected of every City employee. Make every effort to be appropriately dressed.



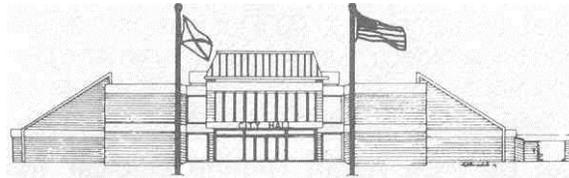
## SERVICE PINS

The City has a Service Pin Program to recognize employee seniority. The first pin is awarded to employees after five (5) years of full-time employment, then every five years thereafter. The pin, which pictures the City seal, is made of rhodium for five years and gold plated after ten years. All other pins are gold plated with one ruby for fifteen years, one emerald for twenty years, one sapphire for 25 years, one diamond for thirty years, and two diamonds for 35 years. These pins are given to employees by the Mayor at a City Council meeting along with a Certificate of Recognition.



# IN CONCLUSION

Limited space prevented answering many of the questions that are certain to arise, especially during the early phases of your employment. Other matters have only been discussed briefly. See your immediate supervisor or the Department of Human Resources if you have any questions that are not answered. Either will be glad to help you!



**PLEASE NOTE: MANY OF THE PROVISIONS IN THIS HANDBOOK ARE SUBJECT TO BEING CHANGED BY THE MAYOR AND COUNCIL. EACH EMPLOYEE SHOULD TAKE RESPONSIBILITY TO KEEP ABREAST OF SUCH CHANGES.**