SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
JULY 23, 2020 – 4:00 PM
TELECONFERENCE

LIVESTREAM:
https://www.facebook.com/cityofgtown/

Notice of this meeting has been made in accordance with the South Carolina Code of Laws as amended.

1. CALL TO ORDER

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

3. ROLL CALL

4. PLANNING AND COMMUNITY DEVELOPMENT

A. Rental Registration Program Proposal and Discussion.

Attachments:

1 Rental Property Proposal (PDF)

5. ADMINISTRATION

A. Discussion of City Employee Handbook Policies which includes proposed changes to 4 current policies and 3 newly proposed policies.

Attachments:

1 3 -Tuition Reimbursement Draft 7.15.2020 RED LINE DRAFT (PDF)
2 9 - Travel and Subsistence Allowance 7.15.2020 RED LINE DRAFT (PDF)
3 10 - Vehicle Management Program 7.15.2020 RED LINE DRAFT (PDF)
4 21 - Payment of Wages 7.15.2020 RED LINE DRAFT (PDF)
5 31-Temporary Emergency Teleworking 7.15.2020 DRAFT (PDF)
6 32 - Social Media Policy 7.15.2020 DRAFT (PDF)
7 Teleworking Application Form 7.15.2020 DRAFT (PDF)
8 30 - Teleworking Policy and Procedure - 7.15.2020 DRAFT (PDF)
9 Teleworking Agreement Form 7.15.2020 DRAFT (PDF)

6. ELECTRIC

A. Discussion of Electric Infrastructure Improvements in the 900 Block of Front St.

B. Motion to Approve Electric Infrastructure Improvements in the 900 Block of Front St for an Estimated Expense of $60,000

Attachments:

1 Briefing Document Kossove Orange St Electric (PDF)

7. ADJOURNMENT

A. Motion to adjourn the Special Meeting of City Council.

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

INFORMATION ITEM

DOC ID: 3085

Council Meeting Date: 23 July 2020
Department: Housing and Community Development
Issue Under Consideration: Rental Registration Program Proposal and Discussion.

As part of our ongoing effort to improve the housing stock of the City of Georgetown, we are proposing a Rental Registration Program.
Rental units, with some exceptions will be required to register and be inspected.
Rental Property Registration and inspection is an essential tool for creating a code enforcement system that effectively ensures public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.

PLANNING AND COMMUNITY DEVELOPMENT

ANGELA RAMBEAU, DIRECTOR

"THE OVERALL MISSION OF THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT IS TO ASSIST IN THE DEVELOPMENT OF THE COMMUNITY AND WELFARE OF ITS CITIZENS BY PROVIDING A SAFE AND ORDERLY INFRASTRUCTURE TO THE CITY'S GROWTH WHILE ENSURING PROTECTION, PRESERVATION, AND ENHANCEMENT OF ITS "HISTORIC" STATURE"

JULY 23, 2020

City of Georgetown SOUTH CAROLINA

Why do we need a Property Rental Program?

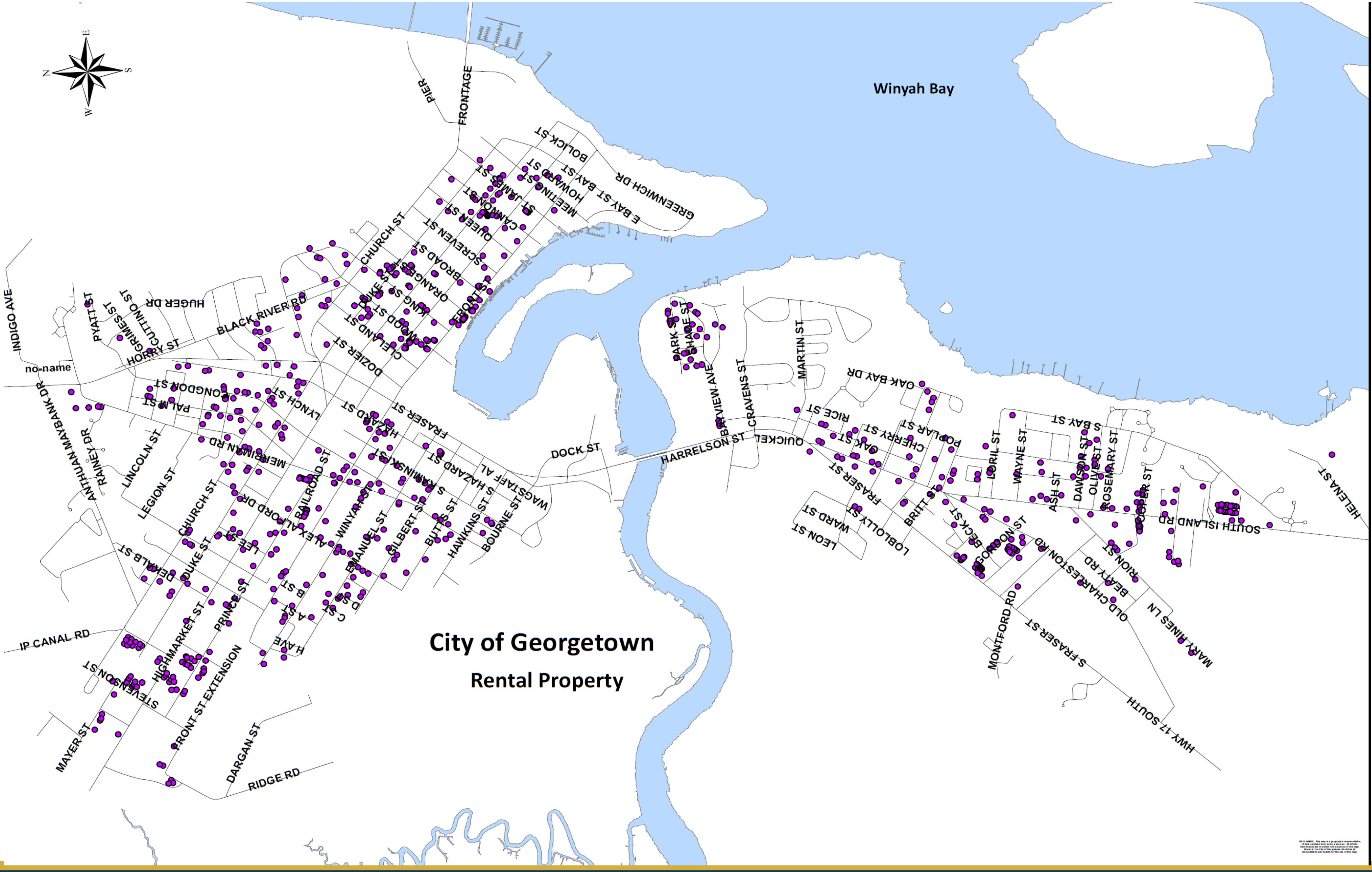
- Some dwellings in Georgetown are in need of extensive repairs and do not provide minimum safeguards to protect our residents health and safety and blight the community.
- Rental Property Registration and inspection is an essential tool for creating a code enforcement system that effectively ensures public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.
- Many residents do not have knowledge of minimum standards or may fear retaliation from property owners due to complaints.
- As our neighborhoods and homes age, the need for repair/replacement becomes evident and prudent.

Our Ordinance

- Section 5-105. Renting or leasing unfit dwellings to others.
  - It shall be unlawful for any owner, agent, servant or person….to rent or lease to any other person or allow any other person to use any property unfit for human habitation.

Background—Housing Statistics

- The City has approximately 1,349 rental units
  - 265 owned by GHA
  - 553 in apartment complexes
- 650 units to be inspected
  - 540 single family homes and 111 mobile homes
- 16.2% of our total housing units
- Spread equally throughout the city



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The Program

- Register rental units
  - Declare a local rental agent
- Initial inspection
- Correction of any violations
- Issuance of a certificate of occupancy
- Annual registration, tri-annual inspections

Who has to register?

- Each rental unit will be required to be registered annually with the City of Georgetown and pay a $50 annual registration fee.
  - All registrations (including corporate and out of town owners) will include the name and contact information of the owner and local agent. The local agent must live within 25 miles of the City of Georgetown.
  - Owners will be required to notify the City of Georgetown within 5 days of vacancy of the unit. The unit will be inspected prior to the occupancy of each new tenant.

Exemptions to Registration

- Rental units
  - Supported by funding or subsidies from the federal, state or a local government, such as GHA, and are inspected as a requirement of the funding provider
  - That have an onsite property manager.
  - Owner occupied buildings containing two separate units or less (duplexes)

Family Exemption

- Housing units occupied by a member (or members) of the owner's immediate family are exempt from registering only if they meet the following conditions:
  - The unit is occupied by an immediate family member (parent, step-parent, child, sibling) who does not hold possession of the property through a lease agreement or payment of rent and could, therefore, not be classified as a 'tenant'

Inspections

- All Rental Homes except those exempt as mentioned, will be required to be inspected.
- Inspection will follow the prescribed Code of Ordinances and International Building Codes.
- Initial inspection and 1 re-inspection will be included in the registration fee.
- Subsequent re-inspections for the same violations will be subject to a fee of $75.00.
- Failure to have the property inspected prior to occupancy will be subject a $250 penalty.
- Initial inspections are expected to take 3 years. Units will be inspected every three (3) years after that.

Inspection Standards

- City Code of Ordinances Section 1.21.16
- International Building Code,2018
- International Residential Code 2018
- National Electric Code, 2017
- International Mechanical Code,2018
- International Plumbing Code, 2018

Inspections With Code Violations

- Per Section 11-45 of the Building Code, certain violations will allow the Director and Administrator to cut power to the property with a 24 hour notice.
- Other violations will have 21 days for correction, per Section 11-41 of the Building Code.
- Per Section 1-16 of the Code of Ordinances, if the violation is not corrected after 21 days, a the dwelling will be declared unfit and a citation will be issued, stating the fine for the violation, in accordance with Section 1-16.
- The Ordinance states appeals are to go before the Health Board.
- Staff suggests creating a Property Maintenance Court, so that regular court days are not flooded by these violations.

Once all codes have been met and the inspection has been passed:

- Each rental unit will be issued a Certificate of Occupancy
- A copy of the CO shall be posted on the inside of each residential housing unit in a visible location
- The CO expires on December 31st of the calendar year following registration or renewal
- If a property owner accumulated 3 code violations for a particular property within a 12 month period, any pending applications may be rejected and current certificates may be revoked or suspended.

Implementation Plan

- Phase 1—Tenant/Landlord education
  - Packet to landlords
  - Brochure to tenants
  - Workshop for landlords/tenants
  - Feedback incorporation
- Phase 2—Ordinance Approval
- Phase 3—Implementation
  - Registration
  - Inspections/Re-inspections
  - Citations/Appeals
  - Issuance of certificate of occupancy
- Phase 4—Maintenance
  - Annual registration
  - Ongoing inspections every 3 years

Summary of Fees

- **Initial registration Plus First Two Interior/Exterior Inspections :$50**
- **Re-inspection fee to correct defect: $75**
- **Registration Fee Per Subsequent Years: $25 per unit**
- **Subsequent years inspection (every three years): Price included in the registration fee**
- **Non-Compliance Fee For Non Registration: $250**
  - Done as an administrative fine, add to tax bill
  - Double fee, 30 days after registration date
  - Double fee, 60 days after registration date
  - After 90 days of non-compliance of registration, **a Citation will be issued.**

Fiscal Impact

- Initial registrations are expected to bring in $32,000 in revenue.
- Eventually, we may need part time assistance with processing the registration forms, especially at the end of the year when renewals are due.
- We will need another vehicle so that the inspectors can work independently.

Some communities with similar programs

Cayce, SC

Clemson, SC

Columbia, SC

Greenville, SC

Irmo, SC

Newberry, SC

Rock Hill, SC

West Columbia, SC

Summary of Benefits

- Benefits to Landlords, Tenants, & the Community :
  - Documentation of the conditions of rental properties
  - Education of owners & tenants about their rights and responsibilities.
  - Ensuring that residents are provided with safe and healthy housing.
  - Promoting safe and healthy homes that protect vulnerable populations such as children and seniors.
  - Identifying dangerous structures and mitigating hazards.
  - Helping to maintain a sustainable housing stock in aging neighborhoods.

Questions??

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

INFORMATION ITEM

DOC ID: 3084

Council Meeting Date:	23 July 2020
Department:	Administration
Issue Under Consideration:	Discussion of City Employee Handbook Policies which includes proposed changes to 4 current policies and 3 newly proposed policies.

Policy No: 3
Revision Date: 07/25/2019

TUITION REIMBURSEMENT

1. Policy statement:
This policy is provided to encourage all regular employees to continue their education and training so as to maintain and improve skills and knowledge useful in their current positions. Education and training must be related solely to position with the city. Assistance is ~~not~~ provided solely for employees to gain ~~a~~an Associate's, Bachelor's or Master's Degree. Classes should be scheduled during off-duty hours. Due to budgetary limitations, the City may not be able to approve all tuition reimbursement requests. The City retains the right to amend or terminate the offering of this benefit at any time. Eligibility to participate in this program should not be considered a right of employment, but rather a privilege afforded to employees who are determined to be eligible and qualify to participate.

2. Eligibility:
Any regular employee who has completed one year of continuous satisfactory service with the City is eligible, upon the Department Head's approval and recommendation and as long as there is funding available in Department's budget.

3. Approved courses:
An approved course is any course taken at an accredited institution of higher education.

4. General:
An employee interested in applying for tuition reimbursement must first request, in writing and in advance, approval of their Department Head and Human Resources for tuition, all course related fees and related textbooks prior to enrolling in such courses. An employee who plans to take an approved course during off-duty hours may be reimbursed for tuition expenses as provided below:
A. Covered expenses:
Should reimbursement from other sources not be available, an employee may be reimbursed for the cost of tuition, all course-related fees and one-half the cost of required textbooks. All other costs, such as activity fees, graduation fees, etc., shall be paid by the employee and not eligible for reimbursement.
B. Application for tuition reimbursement:
If employee has received prior approval from their Department Head and Human Resources, the employee shall submit Personnel Form 4 (PF-4) to the Human Resources Manager, within ten (10) working days after grades are received, with the following attachments:
(1) Receipts showing the amounts paid for tuition, fees and books. A copy of the grade sheet or other proof of satisfactory completion, as appropriate.
Payment may be made only for those courses in which the employee earns a grade of "B" or better for graduate and post-graduate study and "C" or better for all other study. Proof of satisfactory completion will be required for those courses for which grades are not given.
After approving the application for reimbursement, the Human Resources Manager will forward the application to the Finance Department for payment.
C. Subject to the City's budget and the availability of funds, the City may pay up to $2,000 per fiscal year per employee for approved tuition reimbursements.

5. Required courses:
From time to time, it may be necessary for the City to require certain employees to take one or more courses. When this occurs, the City will pay all training and travel costs in accordance with Policy No. 9 of this Handbook.

6. Training programs, workshops, seminars:
The City encourages participation by its employees in training programs, workshops and seminars that will enhance job performance. To obtain approval for attendance at such programs, employees must complete and submit Personnel Form Number 5 (PF-5) to the Human Resources Manager through their Department Head.

7. Repayment of Funds

If employment with the City is terminated either voluntarily by employee or for any reason by the City for up to one (1) year after a tuition reimbursement, the employee will be responsible for repaying the City a prorated amount of the reimbursement. The obligation will be reduced by one-twelfth (1/12th) for each month the employee remains employed with the City after the reimbursement payment:

Policy No: 9
Revision Date: 07/01/~~2017~~2020

TRAVEL AND SUBSISTENCE ALLOWANCE

1. Statement of Policy
When employees of the City of Georgetown are required to travel on official business, the City will pay reasonable amounts for transportation, subsistence and lodging. Anyone else, including spouses and children, traveling with employees will do so at the expense of the employee unless otherwise authorized and approved by the Department Head and the City Administrator.

2. Travel
   A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in economy class whenever possible. Exceptions must be approved in advance by the City Administrator.
   B. All trips, made by City employees on City business, in their own vehicles, for which reimbursement is expected, must be approved by the Department Head or the City Administrator, in writing, before the trip is begun.
   C. If it becomes necessary for the City employee to use his/her own vehicle on City business, he/she will be reimbursed at a rate equivalent to that allowed by the Internal Revenue Services. However, if there is a City vehicle available for an employee to use but they choose to drive their own personal vehicle, they will be reimbursed half of the mileage for the trip.

3. Subsistence
Employees shall be paid a daily meal allowance per day while on official City business away from Georgetown for an entire workday or more. Per diem rates will be paid in accordance with the current standard South Carolina Federal Per Diem Rates.
   A. An allowance will only be advanced (paid to the employee prior to the trip) when the employee will be out of town for at least one entire day. In all other cases, allowances will be paid upon return and submittal of an expense report. Receipts are not required.
   B. All other miscellaneous expenses (~~e.g.taxi~~e.g. taxi fares, parking facilities, road tolls, etc. incurred in conjunction with City business will be completely reimbursed when supported by receipts.
   C. The City will pay the actual cost to the employee when meal prices are set by the host and exceed the scheduled allowance for that mean when attending conference, seminars, etc.
   D. When meals are provided by the host at no expense to the employee, the City will deduct the scheduled amount for those meals from the employee's total daily allowance.

4. Lodging
When lodging is required, employees are expected to utilize standards, medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, the hotel or motel where the meeting is to be held may be used. In all cases, the City will pay no more than regular single room rates. Receipts must be presented for all lodging.

5. Advances
Travel advances may be made to cover anticipated travel expenses with the prior written approval of the City Administrator.

Policy No: 9
Revision Date: 07/01/2017

6. General

All travel must be authorized in advance. All expenses, other than daily allowances, must be supported by an expense report. Each employee, through the Department Head, will submit Personnel Form No. 8 (PF-8) Travel Request, to the City Administrator for approval. Requests for advance travel pay must be approved and received by the Finance Department no later than noon on Wednesday of the week prior to commencement of travel. In addition, Personnel Form No. 9 (PF-9), Travel Expense Statement, must be submitted to the City Administrator within seven working days after returning to work. Employees will not be compensated for overtime when attending host events that are held outside of their regular schedule working hours. (E.g. optional after hour receptions, cocktail events, after hours networking events, etc.)

For travel request that are within 60 miles of the City of Georgetown, overnight lodging will not be approved. Only travel request where the event is held over 60 miles outside of the City of Georgetown, will lodging be approved for overnight stay. (City Council retreats are excluded)

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7. Deviations

The City Administrator is authorized to approve deviations from this policy in such cases where strict interpretation would work an undue hardship on a representative of the City traveling in behalf of the City.

Policy No: 9
Revision Date: 07/01/2017

PAGE 17

Policy No: 10
Revision Date: 07/01/2017

VEHICLE MANAGEMENT PROGRAM

1. Introduction
   The purpose of this policy is to provide basic guidelines for City employees in the use and maintenance of city owned vehicles and travel on City business.

2. General rules
   a. City vehicles shall be operated in a safe and courteous manner at all times.
   b. No one shall be transported in a City vehicle except City employees or others traveling on City business. Any exception must be authorized, in advance, in writing, by the City Administrator.
   c. City vehicles shall only be used for official City business.
   d. Seatbelts shall be provided in City-owned motor vehicles where required, and seatbelts shall be used at all times.

3. Travel in Non-City-Owned vehicles
   a. All trips made by City employees on City business in their own vehicles for which reimbursement is expected, must be approved, in advance and in writing, by the Department Head or the City Administrator.
   b. If it becomes necessary for the City employee to use his own vehicle on City business, he will be reimbursed at a rate consistent with the Travel and Subsistence Policy.

4. Vehicle management
   a. Each City-owned motor vehicle, except as exempted by the City Administrator, shall be plainly marked on each side with an approved City emblem.
   b. Each vehicle shall be assigned an identification number by the Fleet Superintendent or his designee. These numbers will be used for radio and report identification.
   c. All City markings shall be removed from each vehicle when disposed of by the City.
   d. No City-owned vehicle shall be operated on any street without a state license plate unless exempt such as a fire apparatus and etc.

5. Fleet gas cards for City vehicles
   a. Each Fleet Gas Card will contain the City's Fleet Gas Account number, prefix number, card number (different for each card), expiration date and specific City vehicle tag and asset number.
   b. Fleet Gas Cards are to remain in their assigned vehicles at all times, there are exemptions for certain departments where employees will have to request and sign gas cards out~~.~~ Gas cards should never be removed from the assigned vehicles unless they are being used to purchase gas. Each card contains specific vehicle identification information and should only be used for that vehicle. ~~There is no need to keep receipts~~ Receipts from vehicle fuel purchases will need to be turned into designated department representatives daily. ~~All purchases are automatically logged into the Fleet Management FuelNet System.~~
   c. Each department will have a MISCELLANEOUS gas card for fuel purchases for Non-Vehicle Equipment. Employees will need to keep receipts when using a Department MISCELLANEOUS card and indicate which piece of equipment it was used for. Department Heads will need to provide allocations for use of miscellaneous gas card.
   d. When using a vehicle, employees should always verify that the correct gas card is in the vehicle before use. If there is no gas card or there is the incorrect gas card in a vehicle, employees must immediately report it to their supervisor.
   e. Employees must immediately report a lost or stolen gas card to their supervisor/department, who should then report it to the Fleet Superintendent.
   f. All employees are responsible for remembering their driver pin numbers. Driver pin numbers are the only way an employee can use the gas card. Driver pin numbers are unique to each employee therefore there is absolutely ***no*** sharing of pin numbers amongst employees. If an employee forgets their pin number, they are to contact their department ~~or Human Resources~~ to retrieve it.

g. Employee's personal use of the City's Fleet Gas Cards is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.
h. A Driver Guide with instructions on how to use the gas cards will be distributed with all cards and should remain in the vehicles with the gas cards. There is a WEX Connect Mobile App that can be downloaded to an IPHONE or ANDROID to quickly find fuel locations in our area that accept our fleet gas cards, as well as maps and directions and current fuel prices. Employees are encouraged to utilize this tool. Employees can also visit this link to find locations - http://www.wexinc.com/accepting-locations/
i. Reports of fuel usage by driver pin number, vehicle card number and department will be reviewed weekly by departments and monthly by the Fleet Superintendent ~~and each department~~ in order to verify invoice amounts and identify any irregularities.

6. Restrictions on use of City vehicles
   a. City owned vehicles assigned to Department Heads or to other City employees as a condition of employment may be used by these employees to commute from home to work and from work to home. All other City owned vehicles will be used only for City business.
   b. Only those City employees with a valid State driver's license may operate City owned vehicles. In the event that any employee's driver's license is revoked, suspended, or otherwise restricted in any fashion to include the issuance of a (temporary alcohol license), he/she shall immediately inform his Supervisor and the Administration Department.
   c. Persons not employed by the City shall not operate a City-owned vehicle; provided, however, that the Department Head or Supervisor may authorize non-City employees to pick up and deliver vehicles for repair.
   d. No driver of City equipment will permit carrying passengers in or on any vehicles with these exceptions.
      1. Other employees on City business.
      2. Others engaged in advising on or assisting in matters related to City services or improvements.
      3. City prisoners when being transported to or from a detention center.
      4. The driver shall require all passengers to wear seatbelts and to otherwise comply with applicable laws regarding safety restraints.
   e. City owned vehicles will be parked, when not in use, in a pre-designated parking space in the various City parking lot(s). When not in use, vehicles will have all windows closed and doors locked. At no time will the keys be left in the vehicle when it is left unattended. An employee who violates this policy will be subject to disciplinary action, up to and including termination.
   f. Employees not usually authorized to take vehicles home at night or over weekends shall not do so except when the conduct of City business can be facilitated. Examples of when permission may be granted by the Department Head on a daily basis include the following:
      1, Police officers assigned police vehicles. These vehicles must remain within a distance not to exceed fifteen (15) miles of a City of Georgetown boundary.
      2. Drivers of radio-equipped vehicles who are dispatched directly from their residence to the field.
      3. Drivers of vehicles who perform certain services for the City on a regular basis directly upon leaving or returning to their place of residence.
      4. Drivers who take a car home only on the days that they remain on duty status and are subject to call-back. This does not include Supervisory personnel.
   g. Use of drugs or alcohol is strictly prohibited.
   h. Use of tobacco products, including e-cigarettes and smokeless tobacco, is strictly prohibited. All vehicles will have a "NO SMOKING" decal inside the vehicle to remind employees.
   i. Cellular and other wireless devices may not be used while operating a moving licensed vehicle and/or in-gear motorized off-road (maintenance/construction type) equipment due to the distraction and lack of concentration they present to safe work performance. The only exception is for calls placed to 9-1-1. If there is a passenger in the vehicle, it is acceptable to let the passenger make or receive the cellular phone call. See policy number 20 (Computer, Internet, Cell Phone and Communications Policy) for additional information.

7. Usage of City vehicles for long distance traveling
   a. On approval of a Department Head, and with due regard to the abilities of an employee to operate the vehicle properly, any employee may be granted the privilege of operating a vehicle outside of the City limits of Georgetown while conducting City business.

b. When an employee is operating a City vehicle on long distance trips while on City business, he will be required to keep and maintain a report of such trips including mileage, gas, and oil, and repair expenses incurred on the trip. The employee will be reimbursed for vehicle expenses incurred upon presentation of evidence of payment. In addition, all such reports will be forwarded to the City Vehicle Service Center for processing.

c. No City employee will operate a City owned vehicle on a long distance trip, or on any portion of a long distance trip, for his personal use or to handle private business.

8. Usage of private vehicles

a. The city of Georgetown, from time to time, may find it desirable to pay mileage for the use of a vehicle owned by an individual employee for the conduct of City business. However, the City of Georgetown assumes no liability to third parties or to the employee for damages arising out of an accident or mishap while the private vehicle is in operation on City business. The use of a private vehicle on City business as provided herein must be approved by the Department Head. The City does not authorize the use of any personal vehicle for the City related business if the personal vehicle is not properly insured against liability in accordance with applicable state law.

b. The Finance Department shall determine approved distances and reimbursement amounts from Georgetown to frequently traveled locations. Payment for vehicle mileage involving such locations shall be in accordance with the standard chart amounts. In other instances, the individual shall be reimbursed at a rate established in the Travel and Subsistence Policy. It is understood that the employee who operates a private vehicle on City business does so at his own risk and that the City of Georgetown assumes no responsibility for the operation, maintenance, insurance or risks involved in the operation of such vehicles.

9. Responsibilities of employees regarding City owned vehicles.

a. City Vehicle Services Center responsibilities
   1. It will be the responsibility of the City Vehicle Services Center to conduct regular maintenance checks on City owned motor vehicles. Each Department Head will be notified in writing of such scheduled check-ups by the Vehicle Services Center.
   2. Upon completion of a preventative maintenance check or other unscheduled check-up, the Vehicle Services Center will inform each operator in writing of any malfunction still existing in the City vehicle and of all maintenance and repair work made on the City vehicle during that check-up.
   3. It will be the responsibility of the Vehicle Services Center to perform or have performed any and all major repair work on City vehicles.

b. Management responsibilities
   1. It will be the responsibility of each Department Head to ensure that proper operating, maintenance procedures and regulations are followed.
   2. It will be the responsibility of Department Heads to assure that City vehicles assigned to their Departments are presented to the Vehicle Service Center at the appointed time for preventative maintenance checks. Adequate records of all vehicle maintenance shall be kept on file in each Department. The Department Head will arrange for appropriate training of employees to operate City vehicles.
   3. The Department Head will ensure that daily preventative maintenance checks are performed.
   4. The Department Head will clearly indicate to the employee the responsibility assumed when operating a vehicle, and will indicate that damage to the vehicle as a result of negligence on the part of the employee will make the employee financially responsible for the full cost of the repair, not to exceed the amount of the insurance deductible, with the amount of the indebtedness to the City being deducted, in reasonable increments, from the employee's subsequent paychecks. Any remaining indebtedness at the time of termination of employment will be deducted from the employee's final paycheck.

C. Operator responsibilities
  1. It is the responsibility of the driver of any City vehicle to operate that vehicle at all times in a manner consistent with the principles of courtesy and safety in compliance with Municipal and State traffic and parking laws and regulations.
  2. The following are specific areas of responsibility which the employee shall insure are performed at regular intervals, during the operation of the vehicle:
     a. Proper inflation of tires.
     b. Checking oil and water at least each time the vehicle is refueled. Checking oil and water occasionally after the vehicle has warmed up.
     c. Checking radiator for water and anti-freeze in accordance with proper vehicular operation and in harmony with prevailing weather conditions.
     d. Immediately reporting any and all damages and or malfunctions to the vehicle to the Department Head. The employee will take proper steps after reporting such damage and or malfunction to see that it is corrected immediately.
     e. Evidence of deliberate abuse or lack of reasonable care of a City vehicle on the part of any operator will be grounds for disciplinary action.
     f. Maintaining a professional appearance by keeping the vehicle clean and clear of debris.

10. <u>Reporting accidents</u>
     a. In case of an accident, however minor, the employee will follow, in order, the following procedures:
        1. All accidents must be reported.
        2. Necessary aid will be rendered to anyone injured.
        3. The employee will not admit liability to any party at the scene of an accident.
        4. The City of Georgetown Police Department will be summoned to the scene of the accident immediately. In the case of an accident involving a police or fire vehicle and or an accident occurring outside of the City limits of Georgetown, the South Carolina State Highway Patrol shall be summoned. Officers responding to an emergency call must deposit all passengers at a safe location before responding to the call.
        5. The employee will obtain the name, address, insurance company and serial number of the other party as soon as it is practicable at the scene of the accident.
        6. When the accident has been thoroughly investigated by the police, the employee will notify his Department Head immediately and request instructions as to where the vehicle will be transported if it is inoperable.
        7. The employee will stay with his vehicle until it has been removed to a location for repair, and will then return to his Department unless he requires medical attention in which case he shall be relieved upon arrival of police or rescue units.
        8. In all cases, the City Administrator shall be notified of any accidents or damage to City vehicles. Department Heads will be responsible for immediately notifying the Administration Department designee regarding insurance claims.
        9. The employee will prepare or obtain if already prepared the following accident reports or copies thereof in triplicate:
           a. S.C. Uniform Traffic Collision Report.
           b. S.C. Traffic Collision Report

10. Employees who are subject to regulation by the Federal Department of Transportation because they possess a Commercial Driver's License shall comply with all applicable post-accident drug and alcohol testing requirements.

11. Employees who arguably may be at fault regarding an automobile accident will be subject to drug and alcohol testing in accordance with the City's drug and alcohol use and testing policies.

PAYMENT OF WAGES

PAY SCHEDULE AND SCHEDULED WORK HOURS

Employees will be paid on a bi-weekly basis with payday being on Friday. The City has a mandatory direct deposit policy for employee paychecks. Employees can use a bank of their choice for direct deposit. Direct deposits can be made into checking and/or savings accounts. Pay stubs or first time paper checks will be available for departmental pick up after 10 am on pay day from the Finance Department.

The normal work hours for office personnel are **Monday - Friday, 8:30 A.M. to 5:00 P.M. with a one (1) hour, unpaid lunch break**. Public Utility & Services personnel work varying hours depending on departmental and City needs. Public Safety personnel work varying shifts and are notified in advance what their shift schedules will be. Below are the scheduled work hours per pay period in the City:

Office Personnel	75 hours per pay period
Public Utility & Services	80 hours per pay period
Police - Patrol	84 hours per pay period
Police - Investigations	85 hours per pay period
Fire - Shift	120 hours per pay period

OVERTIME

For overtime purposes, the normal work week for most employees is the seven (7) day period beginning at 12:01 A.M. on **Monday** and ending at Midnight the following **Sunday**. Police and Fire Service personnel are subject to special rules regarding their respective work weeks.

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") will be paid overtime at a rate of 1½ times their regular rate of pay for all hours worked in excess of forty (40) during a seven day work week or other statutory period as may be appropriate. For overtime purposes, compensatory time and general leave hours are ***not*** considered hours worked. Non-exempt Police and Fire Service Personnel, because of the unique nature of their duties, are subject to different overtime thresholds and special rules regarding overtime compensation and are paid FLSA pay.

Police & Fire Special Overtime Exemption: The FLSA provides two special overtime exemptions available only to public agencies whose employees are engaged in fire protection or law enforcement activities as those terms are defined in the Department of Labor regulations. Under Section 207(k) of the FLSA, Police and Fire may reduce overtime liability by establishing work periods of 7 to 28 days. The maximum number of hours that can be worked under Section 207(k) without incurring any overtime liability for law enforcement personnel every 14 days is 86 hours and for fire protection personnel every 28 days is 212 hours.

Employees who work over the numbers of hours as indicated in the table above within the prescribed number of days shall receive compensation at the rate of 1 ½ times their regular hourly rate.

All overtime must be pre-approved by the employee's supervisor prior to the employee working the overtime. If an employee works unauthorized overtime, the employee will be paid the overtime in accordance with the Fair Labor Standards Act and Department of Labor, however the employee will be subject to disciplinary action. An employee who regularly violates this policy, will be subject to termination. There will be flexibility exercised for Public Safety, Services and Utility workers that are required to work during emergency situations.

COMPENSATORY TIME

Non-exempt 37.5 hour/week employees who work over the 37.5 hour threshold in any workweek have the option to earn compensatory time at straight time instead of receiving straight pay at the discretion of the City. Non-exempt employees who work over 40 hours in any workweek have the option to earn compensatory time at 1 ½ times their regular rate instead of receiving overtime pay at the discretion of the City. Police and Fire personnel also have the option to accrue compensatory time at the rate of 1 ½ hours for each hour worked over the allowable limit according to the table referenced above.

Employees can accrue compensatory time throughout the fiscal year (July 1 – June 30) but may not be allowed to carry over more than 20 hours (24 hours for fire personnel) into the next fiscal year. Employees will be paid out any compensatory hours over the 20 or 24 hour threshold in the first paycheck of the new fiscal year. Employees who leave employment will also be paid out any compensatory time in their balance in their final paycheck.

Employees who are exempt from the overtime provisions ("FLSA") will not accumulate compensatory time off. Senior management has authority to grant additional time off to exempt employees who have worked extraordinary amounts of time in excess of their normal schedule, but no exempt employee has a right to such additional paid time off. In no event will unused designated time off time be paid at termination.

ON CALL PAY / CALL OUT PAY

On-call time generally consists of performing work after hours in response to calls for service to the public. Those employees who respond to service calls after their normal work hours, will be paid an on call stipend for their service in addition to call out pay of a minimum number of work hours but in all cases shall not be paid less than the actual time worked. When on call, these employees are to be available for call by way of telephone 24 hours a day and are required to remain in close proximity of the City limits in order to report in for a call within a timely manner. On call rotations usually last for seven (7) days.

All non-exempt (hourly) employees that have primary "on-call responsibilities" will be paid a $100 on call stipend during their active on-call period. In addition, an employee designated as being "on call" will receive call out pay of two (2) hours minimum, for responding to service calls outside of their regular work day schedule. If an employee is called out multiple times during a two (2) hour period, the employee will only receive two (2) work hours unless the call for service extends longer than two (2) hours, then the employee will receive pay for actual time worked. If an employee is called out again after a two (2) hour period ends, the employee will then receive an additional two (2) hours of call out pay for that call out. Employees are solely responsible for covering the entirety of their on call rotation and must inform their supervisor of any changes to scheduling.

Please refer to the table below regarding which departments are eligible for on call and call out pay:

DEPARTMENT	CALL OUT PAY MINIMUM	ON CALL STIPEND
Water Utilities	2 Hours	$100.00
Electric - Line Technician	2 Hours	$100.00
Electric – Meter Technician	2 Hours * only if called out otherwise actual time worked	$100.00
Police- Investigations	2 Hours	$100.00
Municipal Court	2 Hours	$100.00

PAYCHECK DEDUCTIONS

The City shall make deductions from employees' paychecks as required by law. Upon the written authorization of the employee, the City may make deductions for insurance, other benefits, etc.

Cash, debts owed by the employee to the City of Georgetown, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, cell phones, computers, tablets and other items belonging to the City and advanced or issued to an employee and not repaid or returned by him at the time of termination are considered "advances of wages," the value of which may be deducted from the employee's final paycheck(s). By accepting or continuing employment, the employee authorizes these deductions.

Failure to Receive Proper Pay/Benefits: It is the employee's responsibility to review each pay period's pay stub for accuracy. Employees should inform Human Resources as soon as possible regarding any errors in their paycheck so the error can be researched and corrected if needed.

Negligence while using City Vehicle: City employees who operate City vehicles and who, as a result of their negligence as determined by the City, cause damage to a City vehicle, acknowledge and agree that they are financially responsible for the full cost of the repair, not to exceed the amount of the City's insurance deductible. Such employees further agree and consent to the deduction of the repair costs, in reasonable increments, from their subsequent paychecks until the repair costs have been paid in full. In the event the employee terminates employment with the City prior to the complete payment of the debt, the remainder of the debt shall be deducted from the employee's final paycheck.

COMPENSATION

The City believes in rewarding employees for both their years of continuous service and exceptional performance through longevity and merit raises. The City will make an effort to distribute longevity and merit raises at the start of each new fiscal year (July 1st) based on the funding the City has to allocate towards raises.

Longevity: The City recognizes that it must attract and retain top talent by rewarding loyalty and inspiring new or potential employees to see that the City values experience and perseverance. Longevity raises will be based on total years of service with the City. The ultimate goal of the City is to have employees reach the 40th percentile of their salary range in their current position after a certain amount of years. Once an employee has reached this threshold of a salary range, they will receive half of their longevity raise allocation per year hereafter.

Merit: The City acknowledges that hard working employees should be incentivized for performing above standards. Performance evaluations are completed to allow employees to receive feedback on their performance and a chance for supervisors and employees to exchange ideas, improvements, constructive criticism, and praises. Merit raises will be based on scores from performance evaluations completed for the prior calendar year for all regular employees. Probationary employees will need to have their evaluation completed prior to June 1st in order to be eligible for merit raises for the next fiscal year.

Merit percent allocations will be determined by individual performance ~~a standard deviation formula of scores by department.~~scores earned by employees and based on a standard merit scale. Percent allocations will normally range from one (1) to three (3) percent but may be changed due to availability of funding each year.

All raises will be effective in either the first or second payroll of July, depending on which pay period the July 1st date falls.

INCLEMENT WEATHER

There may be times when the City will close certain departments/offices due to inclement weather or emergencies as defined by the SC Emergency Management Division. During these emergencies, non-essential and essential employees will be determined by the Department Head of that department. Non-essential employees whose departments are closed due to inclement weather or emergency may utilize General Leave or compensatory time for hours missed from work. The City may advance compensatory time to employees who do not have sufficient leave to cover their absences. If employees have enough time, they will be required to use their own General Leave or compensatory balances first, unless there are extenuating circumstances.
Any advanced compensatory time will need to be made up by the Employee. Any hours made up that are over forty (40) hours in a work week will be credited as Overtime (1 ½ times regular rate). The City will determine the date that the advanced compensatory time will need to be made up by for each event that occurs. If the advanced compensatory time is not made up by the date determined by the City, the remaining negative balance will be deducted out of any newly accrued general leave from the Employee's balance. Supervisors will be responsible for managing employees who are making up time to ensure the time is made up by the deadline set by the City.

If a non-essential employee chooses not to report into work due to weather but the City's offices are open, they will be required to use their own General Leave or compensatory time or take unpaid time.

Most essential employees will be required to work during inclement weather or other emergency events. All non-exempt essential employees who are required by their Department to stay at work, on City Property for 24 hour periods and are not released to go home until the emergency concludes, will be compensated for 24 hours each day they are required to stay at work. At the City's discretion, some hours of each 24 hour compensation period may be paid as compensatory time, based on the length and severity of each event.

Policy No: 31
Creation Date: 07/01/2020

TEMPORARY EMERGENCY TELWORKING

Objective:
In the event of an emergency such as *force majeure* events (e.g., a weather disaster or pandemic), the City of Georgetown may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

In the event of an emergency, the City of Georgetown may require certain employees to work remotely. These employees will be advised of such requirements by the department head. Preparations should be made by employees and department head well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The information technology division is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department head can initiate a temporary telecommuting agreement during emergency circumstances. The employee and department head will discuss the job responsibilities and determine if the job is appropriate for a teleworker arrangement, including equipment needs, workspace design considerations and scheduling issues.

A teleworker agreement will be prepared by human resources and signed by the employee and his or her Department Head.

The employee will establish an appropriate work environment within his or her home for work purposes. The City of Georgetown will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space or additional costs of utilities.

The City of Georgetown will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the City is to be used for business purposes only.

Consistent with the City's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and the City of Georgetown may require employees to return to regular, in-office work at any time.

Telework is a benefit that should not be abused, and will be decided by the department head on a case by case basis.

Policy No: 32
Creation Date: 7/2/2020

SOCIAL MEDIA

Introduction

The purpose of this policy is to provide basic guidelines for City employees in the use of social media. Social networking, personal websites, and blogs have become common methods of self-expression. The City of Georgetown respects the right of employees to use these media sources during their personal time. The only sure way to avoid violating the City's policy on personal social media site access is to not access such sites at all during working hours or using City equipment.

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts they make. Posts that contain obscene or harassing material, that are unlawful; that contain personal attacks on coworkers, members of the general public, specific groups, etc.; that reasonably call into question the employee's judgment; or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate City policies, if done in person, also violates City policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the City of Georgetown on those sites must make it clear that they are expressing their own views and not those of the City and that they do not represent the City.

The City of Georgetown has established these guidelines for appropriate use of social media. Therefore, this policy applies to all employees who work for the City of Georgetown.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or web site, web bulletin board or a chat room, virtual meetings, whether or not associated or affiliated with the City of Georgetown, as well as any other form of electronic communication.

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

Know and follow the rules

Carefully read these guidelines, the City of Georgetown Computer, Internet and Communications policy, and the Equal Employment Opportunity/Anti-Harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, contractors, and people who work on behalf of the City of Georgetown. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, supervisors, managers, directors or human resources than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, harassment or bullying that disparage customers, employees, contractors, your employer and anyone. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, character defamation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or city policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City of Georgetown, fellow employees, customers, contractors, or people working on behalf of the City of Georgetown.

Post only appropriate and respectful content

- Maintain the confidentiality of the City of Georgetown private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications, including documents exempt under the Freedom of Information Act.
- Do not create a link from your blog, website or other social networking site to a City of Georgetown website without identifying yourself as a City of Georgetown employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City of Georgetown. If the City of Georgetown is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Georgetown fellow employees, customers, contractors, or people working on behalf of the City of Georgetown. If you do publish a blog or post online related to the work you do or subjects associated with the City of Georgetown, make it clear that you are not speaking on behalf of the City of Georgetown. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views and/or opinions of the City of Georgetown.”

Using social media at work

The use of City resources for personal use is prohibited. Therefore, refrain from using social media while on work time or on equipment the City provides, unless it is work-related as authorized by your department head or consistent with the City’s Computer, Internet and Communication policy. Do not use City of Georgetown email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

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

Teleworking Application Form

Employee Name________________________________ Title ______________________________

Department ___________________________

Number of days I would like to telework: _________________

Please describe how you think your job responsibilities are suited for telework:

TELEWORKING APPLICANT

I have discussed teleworking with my supervisor and understand that my application does not guarantee that I will be eligible to telework. I have read the teleworking policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that teleworking can be terminated at any time by the City of Georgetown or me.

Teleworking Applicant Signature ____
Date _________________

APPROVALS

1. Department Head: ___________________________ Date: ______________

   Approved ☐ **Disapproved** ☐

2. Personnel Director: __________________________ Date: ______________

   Approved ☐ **Disapproved** ☐

3. City Administrator: ___________________________ Date: ______________

   Approved ☐ **Disapproved** ☐

Created April 28, 2020
Human Resource Management

Policy No: 30
Creation Date: 07/01/2020

TELEWORKING

Objective:
Telework allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of Georgetown considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the City.

Definitions:
Telework – is a work schedule alternative, which permits work to be done at home that the City may offer to some employees when it would be a benefit for the employee and the City. The process whereby employees conduct City work (during all or a part of their scheduled hours) while not located on City property.

Procedures:
Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, such as a set schedule of working away from the office as described below. Either an employee or a department head can suggest telework as a possible work arrangement.

Any telework arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the City. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telework arrangement. There may be instances, however, when no notice is possible.

Eligibility:
Individuals requesting formal telework arrangements must be employed with the City for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. Telework arrangements are approved by Department Heads on a case-by-case basis. Telework might not be feasible within some departments or for certain positions within a department. Telework is a benefit that should not be abused, and will be decided by the department head on a case by case basis.

Before entering into any telework agreement, the employee and department head, with the assistance of the Human Resources division, will evaluate the suitability of such an arrangement, reviewing the following areas:

A. Employee suitability. The employee and department head will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
B. Job responsibilities. The employee and department head will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.
C. Equipment needs, workspace design considerations and scheduling issues. The employee and department head will review the physical workspace needs and the appropriate location for the telework.
D. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and department head agree, and the Human Resources division concurs, a draft telework agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the department head, manager, or supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and department head will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and department head will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the department head and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment:
On a case-by-case basis, the City will determine, with information supplied by the employee and the department head, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telework arrangement. The Information Technology division will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for city business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. If, at any time during the telework agreement period, a piece of equipment is lost, stolen or damaged, the employee must fill out a loss report and report the incident to their department head and the Information Technology division. Upon termination of the telework agreement or overall employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The City will not be responsible for paying additional cost of electricity due to the use of electronic devices while teleworking.

Security:
Consistent with the City's expectations of information security for employees working at the office, telework employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked doors, file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety:
Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.
Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the workers' compensation policy. Telework employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of telework with family members prior to entering a trial period.

Time Worked:
Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the City's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's department head. Failure to comply with this requirement may result in the immediate termination of the telework agreement and disciplinary action up to and including termination.

Ad Hoc Arrangements:
Temporary telework arrangements may be approved for circumstances to include but not limited to inclement weather, pandemics, special projects, and business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal telework arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

Please note: *Telework is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a trial period.*

Responsibilities:
1. Employee
    1.1. Become familiar with guidelines for teleworking
    1.2. Propose a telework arrangement to their Supervisor.
    1.3. Complete and sign the Teleworker's Agreement and propose desired modifications.
    1.4. Abide by the terms and conditions of the Teleworker's Agreement.
    1.5. Set up a dedicated telework area that is safe for the employee and others entering it.
    1.6. Establish work practices that make the telework arrangement transparent to customers (customers should not be inconvenienced in their dealings with the employee or City).
    1.7. Report to City work locations as required for meetings, training, etc.
    1.8. Report Teleworking Agreement work output on a regular basis.
    1.9. Safeguard proprietary information (regardless of form).

2. Supervisor / Department Head
    2.1. Become familiar with guidelines for telework.
    2.2. Consider employee requests to telework that would benefit the teleworker and do not adversely affect City interests.
    2.3. Decide if a telework arrangement is beneficial to the employee and to the City.
    2.4. Work with employees to complete the Teleworker's Agreement and ensure that the employee receives a copy of the completed agreement and all subsequent changes.
    2.5. Give and explain to employee a copy of the Teleworker's Agreement.
    2.6. Update Teleworker's Agreement if any aspect of the original agreement changes.
    2.7. Review instructions for computer security and safeguarding proprietary information with employee.
    2.8. Maintain inventory of City-owned equipment in employee's telework space.
    2.9. Continue normal management activities including career development, ongoing feedback and performance appraisals. Monitor and request reports on teleworking.

3. Human Resources Department
    3.1. Assist and encourage employees / supervisors wishing to implement telework arrangements.
    3.2. File original signed Teleworker's Agreement in the Official Personnel File.

Teleworking Agreement Form

Employee Name ___________________ **Title** _____________________ **Department** ________________

Teleworking Work Schedule

Day(s) requested: ☐Monday ☐Tuesday ☐Wednesday ☐ Thursday ☐Friday

☐Weekly ☐Bi-Weekly ☐Emergency Need

Teleworking schedule effective beginning:_______________________________

Employee

I have read the teleworking policy and understand that it is not an entitlement and that it is not appropriate for every employee. I agree that all City business will be performed in the agreed upon workspace within my home and using City-issued equipment only. I agree to adhere to all policies and procedures applicable to my employment while teleworking. I understand that teleworking can be terminated at any time by the City of Georgetown.

Employee's Signature _______________________________ Date __________________

APPROVALS

Signature below, indicates that the department head has discussed the possibility of teleworking with the above mentioned employee. The department head believes that the employee is a good candidate based on job responsibilities and performance in his or her current position.

1. Department Head: ____________________________ Date: _______________ **Approved** ☐ **Disapproved** ☐
2. Personnel Director: ___________________________ Date: _______________ **Approved** ☐ **Disapproved** ☐
3. City Administrator: ____________________________ Date: _______________ **Approved** ☐ **Disapproved** ☐

Created April 28, 2020
Human Resource Management

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

INFORMATION ITEM

DOC ID: 3086 A

Council Meeting Date: 23 July 2020
Department: Electric
Issue Under Consideration: Motion to Approve Electric Infrastructure Improvements in the 900 Block of Front St for an Estimated Expense of $60,000

The owner of 916 and 918 Front St intends to establish a new restaurant at this location and would like to make the rear of the property available for outside dining. He has asked the Electric Department to remove or relocate a pole along the back property line in order to facilitate this. The attached briefing document has been prepared to inform Council of the extent of work necessary to accomplish removal of the pole.

City of Georgetown
SOUTH CAROLINA

Executive Offices
(843) 545-4001

To:	City Council
Prepared by:	Alan J. Loveless, Director of Electric Utility
Department:	Electric
Date Prepared:	July 17, 2020
Subject:	Infrastructure Improvements in 900 Block of Front St.

Issue Background

Mr. David Kossove has purchased the properties at 916 and 918 Front St. and wishes to establish a restaurant and make improvements in the rear of the property to facilitate outdoor dining. As part of these improvements, he has asked the Electric Department to remove (requiring burying power lines) or relocate (requiring leaving overhead lines) a pole that is located on his property. We have initiated design work to develop a plan to accommodate this request.

Discussion

The rear of these two properties borders the City's Orange St. parking lot. The pole in question holds a transformer bank that serves 17 accounts on 15 properties on Front St and King St. The Kudzu Bakery property is served by an underground primary line that feeds from this pole. Numerous telephone and cable television lines are also attached to this pole. According to the property survey (Attachment 1), the pole is located within a 5 ft. utility easement along the back property line. In order to remove this pole, it will be necessary to place a pad-mounted transformer bank in the Orange St. parking lot and to run secondary conduits and conductors along the rear of these properties in order to provide service.

As is the case with virtually all of Front St., there is very little room for utility lines due to property line to property line construction. There are a mixture of 3-phase and single phase electric services involved. Most of these services are overhead. An easement along the rear of several properties will be necessary in order to place lines underground. It is unknown at this time if the City may obtain this easement. We are investigating the possibility that the 5 ft. utility easement across the back of 918 exists also across the back of adjoining properties.

A drawing of our proposed design is included with this document as Attachment 2.

Alternatives

1. Relocation of the pole off of the property to a location within the Orange St. parking lot. Routing the services back to the 920 through 930 properties would remain an issue.
2. Burying lines from the parking lot to the private properties. We believe that the work proposed in Attachment 2 is the best alternative, which includes locating the transformer on the parking lot and running lines underground.
3. Leave the pole in place.

Drawer 939
Georgetown, SC 29442

Recommended Course of Action
It is recommended to convert the overhead lines to underground to improve the reliability of services and resilience, especially during storms. The key to making our improvements feasible is an easement across the back of these properties allowing us to serve the 920 through 930 properties. If this easement exists, or can be obtained, the work on Attachment 2 is the best solution if an acceptable agreement can be made regarding the cost of the project.

Timeline for Recommendation
It is estimated that the work shown on Attachment 2 will take approximately 2 weeks.

Fiscal Impact
Mr. Kossove's investment in purchasing the properties and renovating them will highly benefit the City: (1) The restaurant will generate hospitality tax revenues; (2) Since the properties are in the Tax Increment Finance (TIF) District, the City will receive also TIF revenues (as specified in the TIF Ordinance and the negotiated agreements with the County and the School District) to fund improvements in the City as outlined in the ordinance; and (3) May incentivize additional and much needed improvements on Front St. with private investment. *<u>In the long term, the revenues that the improved properties may generate for the City would outweigh the investment from the City on this project</u>*.

It is estimated that the work proposed on Attachment 2 will cost approximately $65,000. The Electric Department's initial proposal was to expect the property owner to bear the cost of all secondary/service conduit placed on private property. Mr. Kossove has indicated that he will contribute to the investment, which is estimated to be $5,000. This is in addition to the cost to convert his overhead lines to underground by a private contractor. This is consistent with our practices involving commercial or residential developments.

Funding was included in the FY 2021 budget for projects of this type.

Social Impact
The restaurant would generate jobs with the potential of increasing income levels of City residents. The removal of this pole and placement of some of the secondary lines underground will greatly improve the aesthetics within the Orange St. parking lot. *<u>Placing the lines underground will increase the City's resilience and improve service reliability to the customers involved, especially during storms</u>*.

Attachments
Attachment 1 – Survey of 918 Front St property
Attachment 2 – Proposed underground design

ATTACHMENT 1

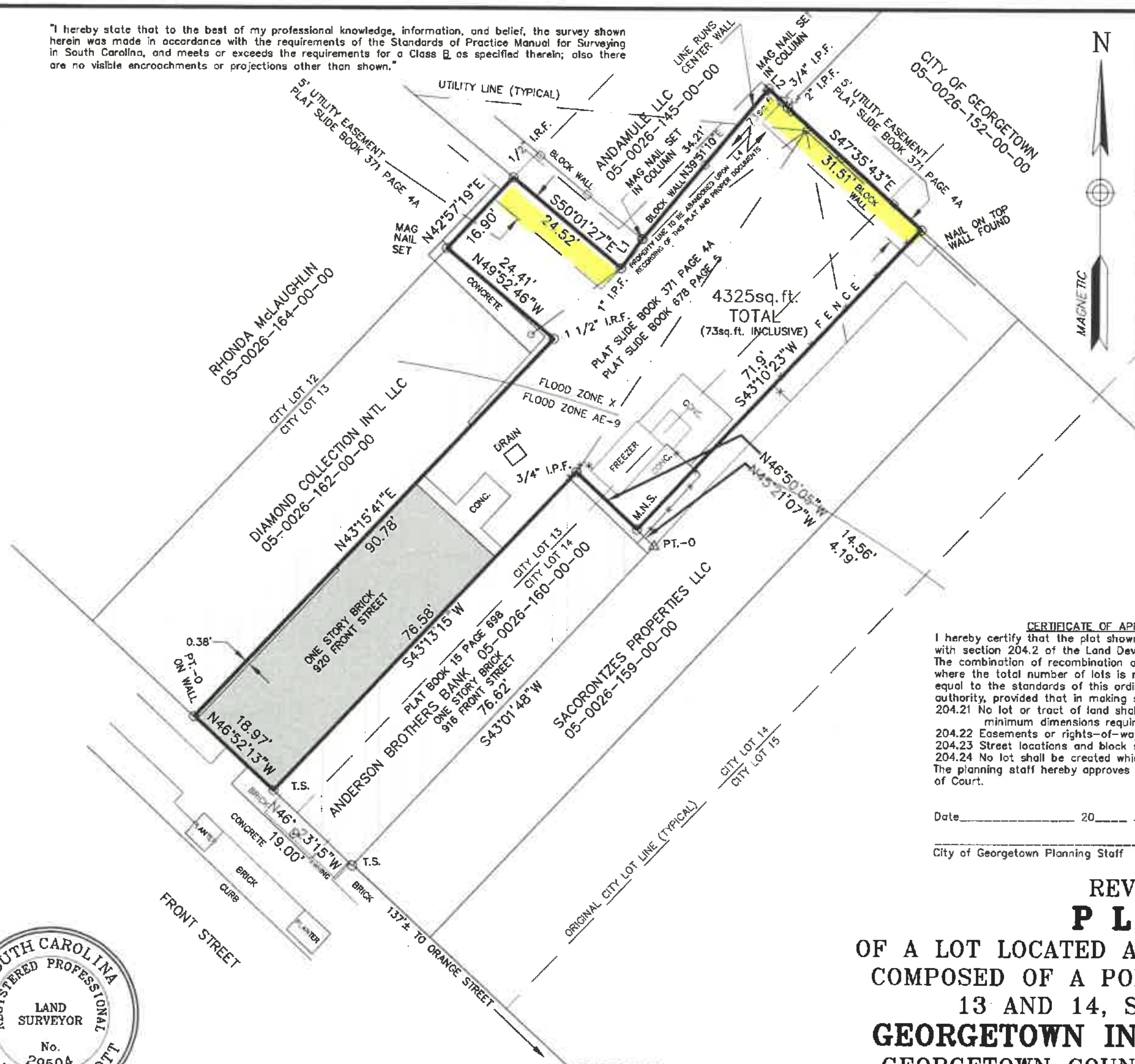
REFERENCES:

1. PLAT RECORDED IN PLAT SLIDE BOOK 371 PAGE 4-A.
2. DEED RECORDED IN RECORD BOOK 3542 PAGE 316.

NOTES:

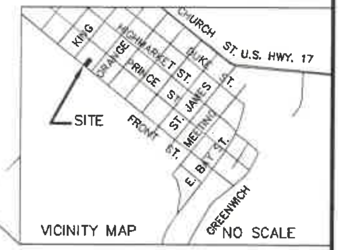
1. THE FLOOD LINE SHOWN HEREON SCALED FROM F.I.R.M. COMMUNITY PANEL 450087 0002 D, DATED 3-16-89.
2. OWNER OF RECORD: POBUCKRA PROPERTIES LLC
   P.O. BOX 1500
   PAWLEYS ISLAND, SC 29585
3. ZONED: CC
   * SETBACKS TO BE VERIFIED BY GEORGETOWN COUNTY (AND IF APPLICABLE, VERIFIED BY APPROPRIATE HOA OR ARB).
4. THIS PROPERTY IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. NO TITLE SEARCH PERFORMED BY THIS OFFICE.
5. THIS SURVEY WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITY APPEARING ON SAID SURVEY. THIS SURVEY DOES NOT EXTEND TO ANY UNNAMED PERSON(S) OR ENTITY WITHOUT AN EXPRESSED RECERTIFICATION BY L. BRUCE ABBOTT.
6. THIS SURVEY IS NULL AND VOID IF SIGNATURE AND EMBOSSED SEAL ARE ABSENT.

"I hereby state that to the best of my professional knowledge, information, and belief, the survey shown herein was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meets or exceeds the requirements for a Class B as specified therein; also there are no visible encroachments or projections other than shown."



LINE	BEARING	DISTANCE
L1	N35°46'50"E	6.33'
L2	S47°31'59"E	3.20'
L3	S42°26'12"E	1.41'
L4	N43°45'05"E	40.47'

GCROD



L E G E N D

- I.P.F. – IRON PIPE FOUND
- I.P.S. – IRON PIPE SET
- I.R.F. – IRON REBAR/ROD FOUND
- I.R.S. – IRON REBAR/ROD SET
- T.S. – TACK SET
- M.N.S. – MAG NAIL SET
- PT.O – CALULATED POINT
- W – WATER METER
- —x—x—x— – FENCE/LATTICE

CERTIFICATE OF OWNERSHIP AND DEDICATION

The undersigned hereby acknowledge that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan (development/plat) with my (our) free consent and that I (we) dedicate all items as specifically shown or indicated on this Plat.

SIGNED ______________________ DATE

SIGNED ______________________ DATE

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the plat shown here has been found to comply with section 204.2 of the Land Development Regulations:
The combination of recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of this ordinance and other regulations of the governing authority, provided that in making such changes:
204.21 No lot or tract of land shall be created or sold that is smaller than the minimum dimensions required by these or other city regulations;
204.22 Easements or rights-of-ways reserved for drainage shall not be changed;
204.23 Street locations and block size shall not be changed; and
204.24 No lot shall be created which does not abut a street.
The planning staff hereby approves plat for recording in the office of the Clerk of Court.

Date______________ 20____ .

____
City of Georgetown Planning Staff

SOUTH CAROLINA TIDEWATER LAND SURVEYING LLC No. 5648 CERTIFICATE OF AUTHORIZATION

TIDEWATER LAND SURVEYING LLC
36 NEW CASTLE LANE
PAWLEYS ISLAND, SC 29585

SOUTH CAROLINA REGISTERED PROFESSIONAL LAND SURVEYOR No. 29504 L. BRUCE ABBOTT

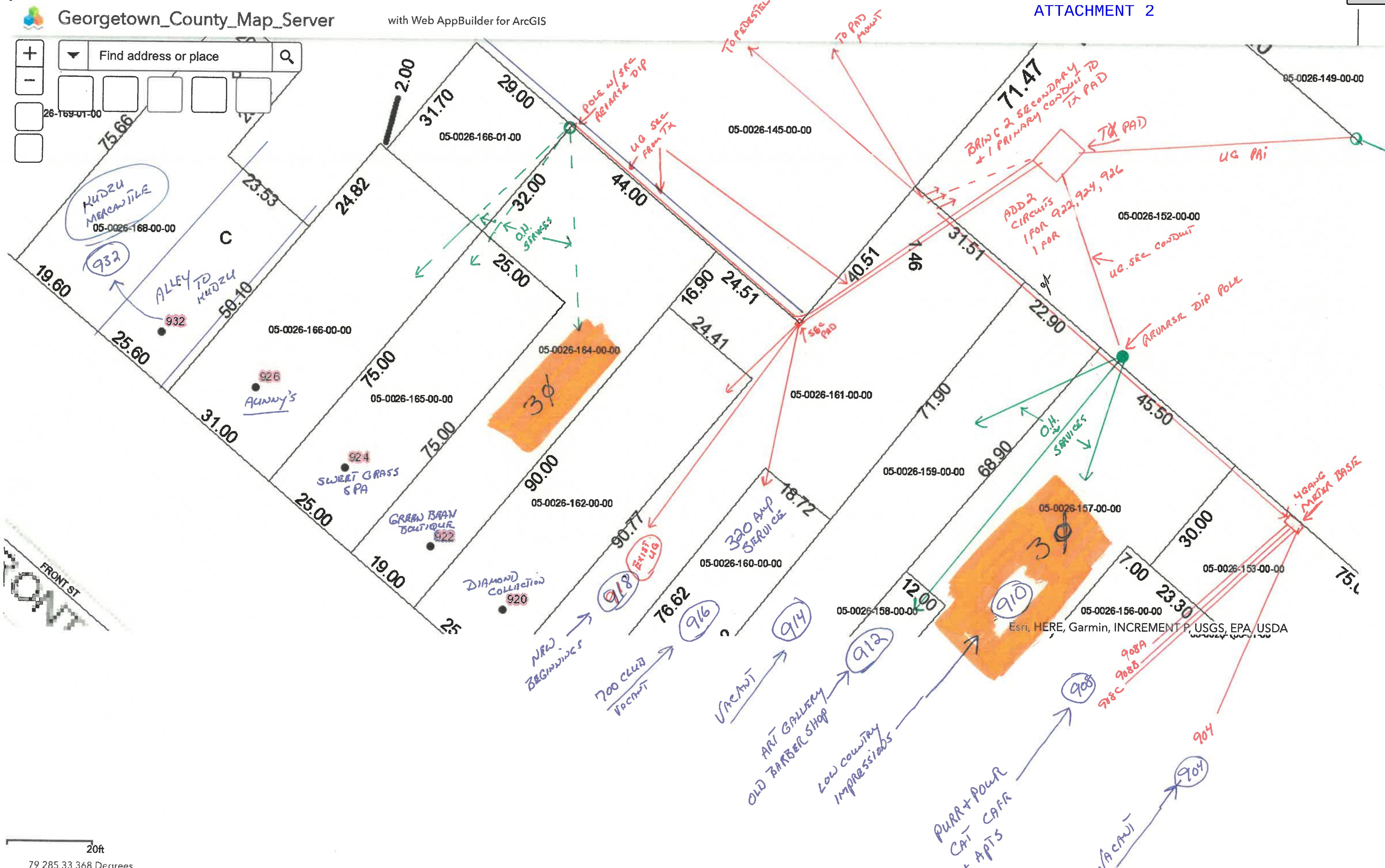
L. BRUCE ABBOTT SCPLS#29504
843-833-2190 Lbruceabbott@gmail.com

REVISION
REVISED 7/7/20 TO SHOW ADDITIONAL 73sq.ft. TO BE ADDED TO EXISTING LOT.

REVISED
P L A T
OF A LOT LOCATED AT 920 FRONT STREET COMPOSED OF A PORTION OF CITY LOTS 13 AND 14, SURVEYED FOR
GEORGETOWN INVESTMENTS, LLC
GEORGETOWN COUNTY, SOUTH CAROLINA
T.M.#05-0026-161-00-00
JUNE 1, 2020

0 10 20 30 40
ONE INCH = 20'

ATTACHMENT 2



https://georgetown.maps.arcgis.com/apps/webappviewer/index.html?id=8914e8af08b34826b2f38aac4dec476b#

Attachment: Briefing Document Kossove Orange St Electric (3086 : Motion to Approve Electric Infrastructure Improvements in the 900 Block of