

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
JUNE 23, 2022 – 5:00 PM
MUNICIPAL COURTROOM
2222 HIGHMARKET STREET
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:**



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. EXECUTIVE SESSION**
 - A. Motion to adjourn Special Meeting and enter into Executive Session pursuant to Section 30-4-70(a)(2) and (5) to receive legal advice related to the position of the City regarding potential claims and receive related legal advice on utility billing audit.**
 - B. Motion to adjourn Executive Session and reconvene Special Meeting.**
 - C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**
 - D. City Council may take action on items discussed in Executive Session.**
- 4. POLICE**
 - A. Motion to approve a contract with Saint Frances Animal Shelter in the amount of \$75,000.00 using Fiscal Year 2022/2023 budgeted funds.**
Attachments:
 - 1 Saint Frances Animal Shelter Service Agreement
- 5. FIRE**
 - A. Motion to Approve Training Center Live Fire burn facility construction and payment to Coastal Structures not to exceed \$41,960.00.**
- 6. ADMINISTRATION**
 - A. For Discussion: Proposed Draft Employee Handbook - 2022**
Attachments:
 - 1 Draft Employee Handbook with Revisions
 - 2 Draft Employee Handbook Clean
 - 3 Draft Alternate Compensation Policy - COLA
- 7. PRESENTATION**
 - A. Inner Harbor Dredging Presentation Discussion**
Attachments:
 - 1 20220614-02 GEL Engineering Presentation
- 8. ADJOURNMENT**
 - A. Motion to adjourn the Special Meeting of City Council.**



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

ACTION ITEM

DOC ID: 3599 A

Council Meeting Date:	23 June 2022
Department:	Police Department
Issue Under Consideration:	Motion to approve a contract with Saint Frances Animal Shelter in the amount of \$75,000.00 using Fiscal Year 2022/2023 budgeted funds.
Amount Requested:	\$75,000.00
Is Item in Current Budget?	No
If no, please explain:	Funds are in FY 2023
Financial Impact:	Amount requested
Points to Consider:	This is the annual agreement with the St. Frances Animal Shelter to provide housing and care for all animals delivered by the City to the shelter.
Options:	Approve/Not Approve
Staff Recommendation:	Approval

Reviews:

William Pierce Skipped 06/17/2022 2:07 PM
 already approved, workflow reset in error
 Kathy Vermeland Skipped 06/17/2022 2:07 PM
 already approved, workflow reset in error
 Finance Skipped 06/17/2022 10:40 AM
 added Kathy
 City Attorney Skipped 06/17/2022 2:00 PM
 per Sandra, skip City Attorney
 Sandra E. Yudice Ph.D. Completed 06/17/2022 2:08 PM
 Stephanie Buccione Completed 06/17/2022 2:42 PM
 Georgetown City Council Pending 06/23/2022 5:00 PM

Attachments:

- 1 Saint Frances Animal Shelter Service Agreement (PDF)

3. Animals that are the specific subject of legal proceedings will be housed and cared for by the Animal Center until such time as all legal matters are finally resolved and the Animals are legally released to the Animal Center. The City cannot guarantee speedy disposition of such cases; however, the City agrees to use its best efforts to expedite all such cases. Animals involved in legal proceedings may or may not be vicious or present some degree of danger to other animals and employees of the Animal Center. The Animal Center expressly recognizes that these animals may or may not be a danger and agrees it has the professional capability to house and handle such animals. Consequently, it may be necessary that the Animal Center keep such Animals individually segregated and, if such is the case, the City and Animal Center agree to negotiate terms for in-kind services, as described in Paragraph 10(b), which may include the construction of a segregated dog run for those animals described in this paragraph. Any such in-kind service shall be agreed upon in a separate document that memorializes the intentions of both parties outside the scope of this Agreement.
4. Animals that have been involved in a bite case, and are subject to quarantine under the South Carolina Department of Health and Environmental Control (DHEC) will not be housed at the Animal Center for the quarantine period. The animal's owner will be responsible for arranging for housing during the quarantine of the animal, and for communicating with DHEC directly. The Animal Center will only quarantine Animals involved in bite cases if the Animal is a stray and no owner can be determined.
5. Upon request of the City of Georgetown Police Department, Animal Center personnel will assist in the investigation of animal cruelty reports and discoveries within the City.
6. All Animals legally released to the Animal Center will become the sole responsibility and property of the Animal Center. The Animal Center will be responsible for making all decisions and carrying out the decisions made regarding the care, treatment, and disposition of all Animals delivered to the Animal Center pursuant to this Agreement and for setting reasonable fees for its services. With respect to an animal the Animal Center has in its possession for any reason that may be a pet, the Animal Center agrees to abide by the provisions of Chapter 3, Article 47, S.C. Code of Laws, to include but not be limited to making a good faith effort to identify a rightful owner. The parties acknowledge the Animal Center may collect fees associated with room and board, inoculation, and chipping from a private owner claiming a pet or presenting evidence that the animal is his or her property. The Animal Center will not provide spay and neuter services to any animal until such animal is unclaimed after five days under the provisions of state law, and will not provide sterilization services to any animal in the Animal Center's possession for any reason under this Agreement with the City if the owner of the animal timely claims or presents evidence that the animal is his or her property, under the provisions of Section 473-480(B), S.C. Code. The Animal Shelter may charge pet owners daily room and board charges for animals that are not spayed or neutered requiring separate shelter from spayed or neutered animals. The Animal Shelter shall make available to those owners a schedule of charges, as amended from time to time. If the pets were actually housed separately because they are not spayed or neutered, the bill shall include verification of a separate housing arrangement, as required by the Animal Shelter.

7. The Animal Center will maintain records of all animal admissions and dispositions with respect to all Animals delivered to the Animal Center by the City, which records shall be maintained for the duration of this Agreement or as otherwise legally required.
8. The Animal Center shall interact with the public utilizing the Animal Center's services in a polite, respectful manner in order to foster positive public relations.
9. The Animal Center shall carry and maintain, in full force and effect, at all times during the term of this Agreement, the following insurance coverage:
 - (a) Comprehensive General Liability in the minimum amount of Three Hundred Thousand Dollars and No/100 (\$300,000) per occurrence for Bodily Injury and Property Damage and Six Hundred Thousand and No/100 (\$600,000) for combination or multiple injury accident. The Animal Center shall maintain and provide proof of the required insurance coverage by furnishing a certificate of insurance to the City of Georgetown upon request.
 - (b) Workers' Compensation and Employer's Liability Insurance that meets the statutory requirements maintained by the State of South Carolina. The Animal Center shall maintain and provide proof of the required insurance coverage by furnishing a certificate of insurance to the City upon request.

With respect to any animal in which the Animal Center assumes responsibility pursuant to this Agreement, the Animal Center will indemnify and hold harmless the City and their agents and employees from and against all claims, whether it be in tort or contract, damages, losses, and expenses, including attorney's fees, arising out of or resulting from acts or omissions in performance of the work by the Animal Center, and anyone directly or indirectly employed by the Animal Center or anyone for whose acts the Animal Center may be liable.

- (c) The Animal Center warrants that it will perform all the tasks required of them under this Agreement with the same degree of skill and care other reputable members of the animal center profession do in the State of South Carolina. The Animal Center also warrants that it will comply with all Federal and State employment laws and will withhold all wages, commissions, salaries, and fees paid by the Animal Center to third parties, employees, agents, or sub-contractors of the Animal Center, said amounts shall include but not limited to all amounts required to be withheld on account of taxes, social security payments, or other withholdings mandated by law or regulation. The Animal Center shall comply with employment discrimination laws and immigration laws as required by Federal and State statutes. Also, the Animal Center recognizes and agrees that by its acceptance of public monies, that some records may be subject to the South Carolina Freedom of Information Act, §30-4-10, et seq., and the Animal Center agrees that it shall comply with all lawful demands to the best of its ability. The City agrees to consult with the Animal Center if such requests are made.

10. The Animal Center shall be compensated as follows:

- (a) The City agrees to compensate the Animal Center the sum of Seventy-Five Thousand and No/100 (\$75,000) Dollars for the Fiscal Year 2022/2023 agreement, said amount shall be divided into four equal parts to be paid in installments, in July, October, January, and April. Said payments shall be made no later than the thirtieth (30th) day of the month in which they are due. Time is of the essence with regard to such payments and a failure to pay on time may interrupt services. It is acknowledged by both parties that said payment as enumerated above is equal to Two Hundred Five and 48/100 (\$205.48) Dollars per day for 365 days, being the entire duration of this agreement. It is expressly acknowledged by both parties that the City utilizes the Animal Control Center for the care and disposition of animals the City collects. It is also expressly acknowledged that the City relies on the Animal Center to harbor all animals collected regardless of the animals' involvement in legal proceedings, and compensates the Center daily for these services at the amount stated above.
 - (b) The City will, in addition, provide in-kind support to the Animal Center, to wit: the City will provide public waste management service to the Animal Center (i.e. trash pick-up) for the term of this Agreement.
11. This agreement shall be for a period of one year beginning July 1, 2022, and ending on June 30, 2023, unless terminated sooner pursuant to the terms of this Agreement.
 12. Either party may terminate this Agreement at any time by providing six (6) months advance notice of termination. Compensation shall be prorated up to the actual date the agreement is terminated.
 13. It is understood and expressly agreed by both Parties that in the event funds are not appropriated or become non-appropriated in the current fiscal year by the local governing body, this Agreement will become null and void and the City will be under no obligation to provide funding excepting payment for those services already rendered by the Animal Center up to the date of non-appropriation.
 14. The Animal Center shall not, by entering into this Agreement, become a servant, agent or employee of the City, but shall remain at all times independent of the City. This Agreement shall not be deemed to create any joint venture, partnership, or common enterprise between the Animal Center and the City, and the rights and obligations of the Parties shall not be other than as expressly set forth herein.
 15. This Agreement contains the complete understanding that the Parties and any representations, promises, discussions, comments, or negotiations not expressly contained herein are deemed abandoned by each Party. This agreement shall not be altered, amended, or modified by the Parties except in writing which shall be executed by both Parties.
 16. Nothing herein is intended to be in conflict with State law or City ordinances and to the extent any part of this Agreement is deemed incompatible with same, State and City ordinances are controlling.

IN WITNESS THEREOF, the Parties do hereto their hands and seals this _____ day of

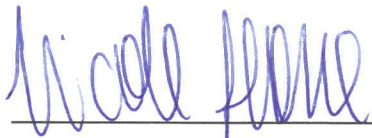
_____ 2022, binding themselves, their successors, heirs and assigns forever.

WITNESSES

CITY OF GEORGETOWN

Mayor

City Administrator



SAINT FRANCES ANIMAL CENTER



Executive Director



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

ACTION ITEM

DOC ID: 3596

Council Meeting Date:	23 June 2022
Department:	Fire Department
Issue Under Consideration:	Motion to Approve Training Center Live Fire burn facility construction and payment to Coastal Structures not to exceed \$41,960.00.
Amount Requested:	Not to exceed \$41,960.00
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None
Points to Consider:	Time restraints and COVID-19 restrictions have taken a hit on contractors with work, staffing issues, etc., which made it impossible to find a company that could handle this type of construction project and have staffing and time to complete the work. We were able to secure a contractor that can complete the Training Center project behind Fire Station 2. We are requesting to move forward as a sole source with Coastal Structures for the construction of the Training Center Live Fire burn facility.
Options:	Approve Purchase or Continue to Travel outside of our County to use other Facilities
Staff Recommendation:	Approve

Reviews:

Charles W. Cribb Completed 06/16/2022 2:12 PM
 Sandra E. Yudice Ph.D. Completed 06/16/2022 2:36 PM
 Stephanie Buccione Completed 06/17/2022 9:27 AM
 Georgetown City Council Pending 06/23/2022 5:00 PM

Attachments:



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

INFORMATION ITEM

DOC ID: 3598

Council Meeting Date: 23 June 2022
Department: Administration
Issue Under Consideration: For Discussion: Proposed Draft Employee Handbook - 2022

The City of Georgetown Employee Handbook is vital to personnel administration. The Municipal Association of South Carolina (MASC) recommends that municipalities have their personnel policy manual or employee handbook reviewed by a labor attorney - at a minimum of every five years - to comply with state, local and federal regulations, laws and constitutional provisions. The current City of Georgetown Employee Handbook was last reviewed by a labor attorney in 2017. In an effort to ensure that the City of Georgetown is remaining in compliance with state, local and federal regulations, laws and constitutional provisions, the current Employee Handbook has been reviewed by MASC Labor Attorney Kevin Sturm. The proposed Draft Employee Handbook reflects the recommended changes along with internal recommendations of Administration and Department Heads. The proposed Draft Employee Handbook is for discussion, and once there is a consensus regarding the recommendations, Mayor and Council will have to adopt and approve the handbook at a near future Council Meeting.



Employee Handbook

DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDERSTANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR ~~/MAYOR~~ OR APPROVED BY VOTE OF COUNCIL.

This version of the City of Georgetown Employee Handbook has been adopted and approved by City Council <INSERT DATE>.

Disclaimer & Acknowledgement Receipt – Employer Copy

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDER-STANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR OR APPROVED BY VOTE OF COUNCIL.

ACKNOWLEDGEMENT: I understand this Handbook replaces and supersedes all previously issued handbooks, policies, and practices.

Signature

Date

Printed Name

Disclaimer & Acknowledgement Receipt – Employee Copy

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDER-STANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR OR APPROVED BY VOTE OF COUNCIL.

ACKNOWLEDGEMENT: I understand this Handbook replaces and supersedes all previously issued handbooks, policies, and practices.

Signature

Date

Printed Name

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Equal Employment Opportunity

Equal Employment Opportunity

The City of Georgetown's policies, as well as various laws and regulations, prohibit employment decisions from being made on the basis of race, gender, religion, national origin, age, disability, veteran status, or any other class protected by the law. In addition, it is our policy to provide a working environment in which employees are free from the discomfort or pressure resulting from jokes, ridicule, slurs, and harassment either relating to such distinctions or simply resulting from a lack of consideration for fellow human beings.

If you feel that this policy has been violated by anyone with whom you come into contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you must immediately report this incident to the City. You may report the incident to your Supervisor, your Department Head, the Human Resources Director, or to the City Administrator. Your complaint will be kept as confidential as possible, consistent with its effective investigation.

In the event you believe that the City Administrator is the alleged harasser, you must immediately contact the Mayor of the City of Georgetown.

Employee's, including supervisors, who are determined to have violated this policy will be subject to serious disciplinary action up to and including termination.

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination in good faith. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to Department Supervisor, Department Head, the Human Resources Director, or to the City Administrator.

In the event you believe that the City Administrator is the alleged harasser, you must immediately contact the Mayor of the City of Georgetown.

Affirmative Action

The City continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans, and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination.

Anti-Harassment

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, gender, gender identification, sexual orientation, religion, national origin, color, age, genetic information, disability or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim. Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy if it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

If you believe this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). You may do this by:

- a. Reporting to your supervisor or to a higher level in your "chain of command."
- b. Complaints against the Administrator should be made to the Mayor.
- c. Reporting to the human resources ~~director~~department/personnel/administration.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the Human Resources ~~Director~~Department.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

-- Important--

To avoid misunderstandings, complaints made to members of management or to the human resources ~~director~~department require the completion of a complaint report, either by you or by the person, to whom the complaint

is made, summarizing the allegations, and listing any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that generally you may not sue the City for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures we have adopted are intended to establish a clear record of what has been reported.

Anti-Bullying

In addition to the Anti-Harassment Policy adopted by the City, other behaviors, which may not technically be considered unlawful harassment, are also considered inappropriate.

The following is a list of some behaviors which the City may consider a violation of this policy. The list is not all inclusive, and the City reserves the right to handle each matter as it deems appropriate.

- Singling out a person for conduct others engage in
- Shouting or raising one's voice toward an individual either in public or private
- Verbal or obscene gestures
- Insults and use of offensive nicknames. Whether such language is deemed offensive is determined by the person to whom it is directed.
- Public humiliation or reprimands
- Ignoring or interrupting employee
- Spreading rumors or gossip
- Manipulating the ability of another to complete his work. For example, overloading work; withholding information; setting unreasonable guidelines; excluding an individual or isolating him-the employee from work related activities and meetings; encouraging others to disregard or ignore an employee.

Employees, including supervisors, who are determined to have violated this policy will be subject to serious disciplinary action up to and including termination.

Employment Relationship

Filling of Vacancies

Equal employment opportunity

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the administrator.

~~It is the policy of the city of Georgetown to fill all vacant positions with the best qualified available applicants. The selections will be made on the basis of educational background, related work experience and other job related factors, but without regard to race, color, religion, age, sex, national origin, disability, veteran status, or any other class protected by the law.~~

Recruitment

In order to eliminate duplication of effort in recruiting qualified applicants, ~~and to insure that all potential applicants within a reasonable geographic area have an opportunity to learn of City position vacancies,~~ it is the policy of the City of Georgetown that only the Human Resource ~~Manager~~ Department shall be authorized to expend funds for the advertisement of vacancies or for any other purpose related to the recruitment of applicants.

All Department Heads will notify the personnel office immediately upon learning that a vacancy will occur by completing and forwarding personnel form No. 10 (P F-10) to the personnel office. The Human Resource ~~Manager~~ Department will then take those steps as may be necessary to attract qualified applicants. Generally, those applicants who meet the minimum training and experience requirements will be forwarded to the appropriate Department Head for further consideration. The Human Resources Department may assist the department head in the screening of candidates. Personnel form No. 11 (PF-11) will be used by the human resource office to refer qualified applicants to the various departments.

In certain situations, the City may choose to fill a vacancy without posting or otherwise communicating the existence of the vacancy. (For instance, the City may forego the normal selection process when a vacancy occurs within a short period of time after the filling of the same or similar position. In these situations, the City may simply choose to consider other candidates for the initial vacancy rather than commence a new recruitment effort.)

Examinations

The selection process may include one or more of the following: oral interviews, evaluation of experience and training, reference checks, written examinations when approved for use by the Human Resources ~~Manager~~ Department, performance tests, verification of college degree (s), background investigations, etc. Medical histories and or physical examinations, after a conditional offer of employment has been extended, may be required for such classifications as may be determined necessary by the City.

Promotions and Transfers

All open positions normally will be concurrently advertised internally and externally. (See Recruitment section above for exceptions to the posting/advertising requirement.) In order to provide upward mobility for City employees, the City of Georgetown, in most cases, will consider applications from persons currently employed before applications from the public are considered. Normally, a notice will be posted on the ~~bulletin board~~ City of Georgetown internal posting for each vacancy that occurs stating the position, the minimum training and experience requirements, the salary range and how and when to apply.

First consideration usually is given to those persons in the Unit or Department where the vacancy occurs for whom the vacant position would represent a promotion. If none of these persons are selected to fill the vacancy, all other City employees requesting consideration may be considered. Finally, any other applications may be considered. Despite the above information, the City will consider and select outside candidates for vacant positions whenever the City determines that it is in the City's best interests to do so.

Selection of New Employees

Below department head level - the selection of the person to fill each vacancy normally will be made by the appropriate Department Head. The Department Head typically will appraise each referred applicant and state the reasons for appointment. These reasons should then be attached to personnel form No. 11 (PF-11), which will indicate the person selected to fill the vacancy. This form will be sent to the City Administrator ~~and Mayor~~ for formal approval.

Probationary Period

All new employees shall serve a probationary period of six months. The probationary period is a trial period and serves as an extension of the interview process. During this period, the new employee's performance will be evaluated. If it is determined that the new employee's performance is not meeting the City's expectations the employee may be terminated at any time during the probationary period. If requested by the Department Head and approved by the City Administrator, the probationary period may be extended for an additional period of up to three months. If, at the end of the probationary period, the employee has performed satisfactorily, as determined by the City, in writing, regular status will be granted. If not, the employee will be terminated.

Special Note: The probationary period is not to be construed as a minimum guarantee of employment. All employees of the City of Georgetown are employed "at will," which means that both the employee and the City can terminate the employment relationship at any time, with or without notice or cause.

Promotions

All newly promoted employees are considered to be on probation in their new jobs for three months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that ~~he~~the employee is well suited for the promotion. It is not a guarantee of employment for three months. If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in ~~his~~the employee's former position that is to be filled, ~~he~~the employee may be returned to it. If there is no such vacancy, ~~he~~the employee may be considered for the filling of other vacancies for which ~~he~~the employee is qualified. If no other position is found for ~~him~~the employee, the employee may ~~be~~ terminated. This action does not prohibit an employee from applying for future vacancies with the City.

Regular Status

Employees who have satisfactorily completed the six (6) months probationary period or any extension thereof; with the City, as determined by the City in writing, shall be granted regular status. Full-time employees who have been granted regular status are generally permitted to participate in the City's ~~fringe~~General Leave benefit program.

Nepotism/Employment of Relatives

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with one anotheranother in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

The immediate family is also considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the

purposes of this nepotism policy. Members of the immediate family of elected officials of the City are not eligible for City employment.

If employees become related or create a situation prohibited by this policy, one of the employees may be asked to give up his or her position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which he/she is qualified.

Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the City's discretion.

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~~ 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
Department Heads	80 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-7-day~~ 7-day work week or other statutory period as may be appropriate. For overtime purposes, holiday time (i.e., hours not worked is considered hours worked and included to calculate overtime in a pay period). 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 ~~and~~ & 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. For compensatory time purposes, general leave hours are not considered hours worked.

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.

Non-exempt 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. Non-exempt Employees will be paid out any compensatory hours over the 20 or 24 hour threshold in the first paycheck of the new fiscal year. Non-exempt 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 their normal work 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. The \$100 on call stipend replaces the previous mileage reimbursement policy. 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 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. (Appendix C – Acknowledgement of Receipt/Authorization for Deductions)

Cash, debts owed by the employee to the City of Georgetown, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, cell phones, computers, tablets, [loans to purchase computers, laptops, etc.](#), 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: Disciplinary Action Policy will apply at the discretion of the city administrator. 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~~ [salary increases](#).

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 ~~40~~⁶⁰th percentile of their salary range in their current position after a certain amount of years. Once employees have reached this threshold of a salary range, they will receive half of their longevity raise allocation per year hereafter.

Longevity Scale

Over 30 Years – 2.5%	3.5%
25 - 30 Years – 2.0%	3%
20 - 25 Years – 2.0%	2.5%
15 - 20 Years – 1.5%	2.0%
10 - 15 Years – 1.0%	1.5%
5 - 10 Years – .5%	1.0%
5 YEARS OR LESS – .5%	1.0%

Merit: Salary adjustments within an established range are not automatic but are dependent upon the recommendation of the department director and/or division manager based on standards of performance. 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 scores earned by employees and based on a standard merit scale. Percent allocations will normally range from ~~one zero~~ (40) to three (3) percent but may be changed due to availability of funding each year.

All ~~raises~~ salary increases will be effective the first full payroll period of July.

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 leave without pay 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~~ balance 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.~~

Employment References

The City Administrator and authorized Human Resources Department employees are the only representatives of the City who may give employment references to prospective employers of current or former City employees.

The City normally will only provide a prospective employer who inquires about a current or former employee the beginning and ending dates of employment and positions held, unless the current or former employee signs a release of personnel information.

All requests for employment references should be forwarded to the Human Resources Department.

This policy necessarily means that Supervisors, Department Heads and other City employees may not write letters of recommendation or respond to requests for employment references. The policy does not affect the right of City employees to serve as personal references or as character references. However, no City employee may provide a personal reference or character reference if the employee currently supervises or has ever supervised the current or former employee for whom the reference is sought.

Time Off & Employee Leave of Absences

Official Holidays

The following shall be observed as official holidays for employees of the City of Georgetown who are scheduled to work on that day as a part of their regularly scheduled workweek:

- New Year's Day
- Martin Luther King's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Three days at Christmas

All full-time City employees working a regular City workweek who are normally scheduled to work on an official City holiday as a part of their regularly scheduled workweek shall receive a holiday allowance equal to their normal pay for one workday.

Full-time City employees required to work on an official City holiday will receive holiday allowance equal to one and a half times their normal pay for one workday or a day off with pay at the discretion of their Department Head, generally within the next sixty (60) calendar days.

A holiday falling on a Saturday will be observed on a Friday; a holiday falling on a Sunday will be observed on Monday.

All full-time Police Department employees working on rotating shift schedules who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Chief of Police, generally within the next sixty (60) calendar days.

All full-time Fire Department employees working on a rotating shift schedule who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Fire Chief, generally within the next six (6) months.

All Police & Fire Department employees as well as any weekend shift workers who are required to work on the holiday when the actual holiday falls on a weekend but the observed day is on the next business day, will receive the holiday pay for the actual day worked as long as it does not exceed the total amount of days allowed by the City for that holiday.

Civil Leave

Jury duty:

All regular City employees selected for jury duty shall be entitled to civil leave with pay for that period of absence required, not to exceed fifteen (15) work days per calendar year. Such leave shall not be charged to general leave. Employees are expected to return to work when excused from jury service if within reasonable commuting distance or they will be charged general leave time for that time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to general leave. An employee shall be entitled to all fees received as a juror.

Official Court Attendance:

All regular employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity, on behalf of the City, shall be entitled to leave with pay for such period as the court may require.

Private litigation:

Absence of a City employee to appear in private litigation in which he or she is a principal party shall be charged to general leave or to leave without pay.

Approval:

Each employee will be required to submit a completed Request for Leave or Approved Absence form to their Department Head for approval of civil leave.

General Leave

The General Leave program replaces the traditional “vacation” leave concept. This program introduces the concept that each employee assumes direct responsibility, accountability, and control of his/her attendance or absence from work.

General Leave may be used to cover the following types of absences (upon advance approval of the employee’s supervisor/manager):

1. Employee’s vacation
2. Employee’s personal leave for medical reasons
3. Family Medical Leave approved absence
4. Funeral leave

General Leave will NOT be earned due to an absence “without pay”, due to a leave of absence longer than 2 weeks.

The Department Head will be responsible for approving all leave requests. The employee is responsible for submitting a request to his/her department head, in advance, of the anticipated absence. All leave must be approved to be considered for payment under the General Leave program. Failure to receive approval by the employee’s supervisor/manager will not guarantee coverage under the General Leave program.

The approved use of General Leave for personal medical needs does not prohibit the Department Head from requesting a medical statement from the employee’s attending physician, particularly when such absence is constant, habitual or questionable.

All newly hired Department Head employees will receive two weeks of general leave that are eligible for use upon hire and will then accrue based on the appropriate schedules below. If a non- Department Head level employee is hired with significant experience for their position and is in a situation where they are leaving a considerable amount of accrued leave time from another employer, the City may offer up to one week (40 hours) of General Leave for the employee to use after they have successfully completed their probationary period. This decision will be at the sole discretion of the City.

All employees assigned to regular full-time positions who are scheduled to work an average of 30 hours or more per week will accumulate general leave time according to the schedules below. All employees who have completed their six (6) month satisfactory probationary period shall be eligible to use their general leave accrued.

0-6 months

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	18.00	1.50
1,950	37.50	7.5	22.50	1.875

2,080	40.00	8.0	24.00	2.00
2,184	42.00	8.4	25.20	2.10
2,210	42.50	8.5	25.50	2.125
2,756	53.00	10.6	31.80	2.65

6 months- 5 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	114.00	9.50
1,950	37.50	7.5	142.50	11.875
2,080	40.00	8.0	152.00	12.667
2,184	42.00	8.4	159.60	13.30
2,210	42.50	8.5	161.50	13.458
2,756	53.00	10.6	201.40	16.783

5-10 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	132.00	11.00
1,950	37.50	7.5	165.00	13.75
2,080	40.00	8.0	176.00	14.667
2,184	42.00	8.4	184.80	15.40
2,210	42.50	8.5	187.00	15.583
2,756	53.00	10.6	233.20	19.433

10-15 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	144.00	12.00
1,950	37.50	7.5	180.00	15.00
2,080	40.00	8.0	192.00	16.00
2,184	42.00	8.4	201.60	16.80
2,210	42.50	8.5	204.00	17.00
2,756	53.00	10.6	254.40	21.20

15-20 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	162.00	13.50
1,950	37.50	7.5	202.50	16.875
2,080	40.00	8.0	216.00	18.00
2,184	42.00	8.4	226.80	18.90
2,210	42.50	8.5	229.50	19.125
2,756	53.00	10.6	286.20	23.85

20 + years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	180.00	15.00
1,950	37.50	7.5	225.00	18.75
2,080	40.00	8.0	240.00	20.00
2,184	42.00	8.4	252.00	21.00
2,210	42.50	8.5	255.00	21.25

2,756	53.00	10.6	318.00	26.50
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Employees desiring to take planned general leave should give their supervisors at least two weeks advance notice. General leave will be scheduled as much as practical in accordance with employee requests. The City's workload demands, however, are paramount.

When more employees request particular days off than can be accommodated, supervisors will make general leave assignments taking into account the date the requests were made, special needs for particular [annual leave](#) [General Leave](#) dates and the employees' lengths of service.

The maximum general leave hours that can be accumulated are as follows:

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Maximum Hours Accumulated
1,560	30.00	6.00	540.00
1,950	37.50	7.5	675.00
2,080	40.00	8.0	720.00
2,184	42.00	8.4	756.00
2,210	42.50	8.5	765.00
2,756	53.00	10.6	954.00

Unused general leave will be paid for at separation **at a rate of 50%** only if the employee is terminated for non-disciplinary reasons or if the employee gives and ~~properly~~actually works a two-week notice of resignation. ~~The Administrator may waive the notice.~~ There will be no exceptions to the 50% unused general leave payout at separation. If a Department Head leaves employment within one year of hire, the original two weeks of general leave given upon hire will not be eligible for pay out. If an employee who received up to one week of general leave upon hire leaves employment within two years, the original amount of general leave given upon hire will not be eligible for pay out.

For retirement purposes, the paid leave at termination will be classified as vacation hours to determine your AFC (Average Final Compensation) calculation.

Leave Donation

Policy Statement

City of Georgetown recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available general leave hours. To address this need all eligible employees will be allowed to donate general leave hours from their unused balance to Leave Donation Bank in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate general leave hours must be employed with the City of Georgetown for a minimum of one (1) year. Employees can donate and join the pool each June for the next fiscal year. If an employee does not donate in June for a certain year, they will not be in the pool for that next fiscal year but can re-join the following year. Once the hours are donated the employee is no longer entitled to those hours. Employees should not be receiving other pay such as worker's compensation or disability benefits while receiving donated leave.

Guidelines

Employees who would like to make a request to receive donated general leave hours from the Leave Donation Bank must have a situation that meets the following criteria:

Family Health Related Emergency

Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker. Medical certification form may be required.

Employees who donate general leave time from their unused balance must adhere to the following requirements:

- A. Donation minimum - One (1) scheduled (average) working day per fiscal year.
- B. Donation maximum - No more than 50% of current balance

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future general leave time to donate.

Donations will only be received if there is an available balance in the donation bank. The maximum amount of hours that can be requested/given to an employee is up to 160 hours within a rolling 12 month period (rolling 12 month period means the 12-month period measured backward from the date that leave is requested), depending on the available balance of the pool, circumstance of the request and discretion of the City Administrator. Employees who are currently on an approved leave of absence cannot donate general leave hours.

Procedure

Employees who would like to make a request to receive donated general leave hours are required to complete a Donation of General Leave Hours Request Form and submit it to the Human Resources department for approval. Employees who wish to donate general leave hours to the leave donation bank must complete a Donation of General Leave Hours Form. All forms should be returned to Human Resources.

Approval

Requests for donations of general leave time must be approved by Human Resources, the employee's Department Head and the City Administrator.

If the recipient employee has available general leave time in their balance, this time will be used prior to any donated general leave time. Donated general leave time may only be used for time off related to the approved request. General leave time donated that is in excess of the time off needed will be returned to the donation leave bank.

Leave of Absence

Military Leave

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Employees on military leave receive paid leave for up to 15 days per military fiscal year (i.e., October to September) for training or call-up. In addition, if an employee is called upon to serve during an emergency, the employee receives paid leave for not exceeding thirty additional days.

Family and Medical Leave Act (FMLA)

Purpose

It is the policy of the City to grant up to 12 weeks of family and medical leave during any 12 month period (based on a 12 month rolling calendar. A rolling 12 month period means the 12-month period measured backward from the date that leave is requested) to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). This leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family and medical leave under this policy and the FMLA, the employee must meet both of the following conditions:

1. The employee must have at least 12 months of service and
2. Must have worked at least 1,250 hours within the preceding 12 month period.

General

Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. Generally, employees must request leaves of absence under this law and policy but, in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

Medical and Family Leave. An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Military Caregiver Leave. An eligible employee whose spouse, parent, child or next-of-kin is a covered service member of the Armed Forces of the United States may be entitled to leave of absence to care for the service member if he is injured while on covered active duty.

Qualifying Military Exigency Leave. An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (*i.e.*, notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

An eligible employee will be granted a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform the employee's job; if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work to care for that relative; or if the employee must care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Length of Leave

Medical and Family Leave. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for the employee own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

Military Caregiver Leave. Leave to care for an injured service member may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active-duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to his own serious health condition will be paid for time lost from work first from any accrued general leave balances and similar balances. An employee who takes leave for any other reason will be paid for time lost from work from any accrued general leave balance and similar balances. Leave taken under this policy counts toward the employee's 12-weeks (or 26-weeks, where appropriate) of leave regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. The payment must be received in the Finance Department by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

Accrual of general leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days' advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence.

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

A leave of absence under this policy generally ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to the employee's former position or to a position equivalent to the employee former position. The employee must demonstrate that the employee is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave without Benefits

An employee who is unable to perform the duties of the -employee position due to the employee own disability and who has exhausted the employee entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the city administrator, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of the employee health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of the -employee extended leave, the employee may be returned to the -employee previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which the employee is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, the employee may be continued on extended leave of absence status until the employee is returned to active-duty status or the -employee extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the city administrator.

Special Situations

Spouses. When both a husband and a wife are employed by the City, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12-month period or 26 weeks in a single 12-month period to care for an injured service member.

Key Employees (salaried employee in highest paid 10%~~percent~~ of all employees)

Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights ~~that appears as~~ included in Appendix A.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. Failure to make timely premium payments may result in a lapse or termination of benefits.

Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of general leave.

Employee Responsibility

Employees who request leave under this policy must give 30 days' advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence.

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

A leave of absence under this policy generally ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to the employee former position or to a position equivalent to the employee former position. The employee must demonstrate that the employee is fit for duty and must give reasonable notice of intent to return to work.

Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay and benefits. If an employee fails to return at the end of FMLA, the employee will be considered to have voluntarily resigned his/her position with the City.

Upon an employee's exhaustion of FMLA leave, and where the employee has not been able to return to work, the City of Georgetown may grant an extension of leave at the discretion of the city administrator, on a case-by-case basis up to a maximum of ~~14~~12 additional weeks subject to additional medical information becoming available unless otherwise required by law, an extension of leave may not result in an employee's taking more than 26 weeks of leave (under any policy) within the rolling 12-month period. Any extension of leave will be granted under the City's Physical Disability and Personal Leave Policy and will not include guaranteed reinstatement of City-paid benefits to review the terms and conditions of such leave, please see the City's Personal Disability Leave Policy in sSection III below.

Intermittent Leave or a Reduced Work Schedule.

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or more on a periodic basis), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hourly schedule. In all cases, the leave may not exceed a total of:

- 12 work weeks over a 12 month rolling-period, starting at the beginning of the leave. (26 weeks for a qualified military family medical leave event). Intermittent or reduced schedule leave is available only when the appropriated health care provider certifies the need to take on that basis.
- The City may temporarily transfer an employee to an alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition, or to care for a child after birth or placement for adoption or foster care.
- Normally, intermittent or reduced schedule leave is not available for the birth, adoption, or foster care of a child. However, in the City's discretion, it may agree to allow the employee to take the leave intermittently or work a reduced hourly schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- If the intermittent FMLA leave is due to the serious health condition of the employee or of a family member, periodic medical re-certification may be requested by the City to verify that the leave is medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as to not unduly disrupt the City's operations.
- FMLA leave may be taken intermittently whenever medically necessary to care for a covered service-member with a serious injury or illness. FMLA leave may also be taken intermittently for a qualifying exigency arising out of active duty status or call to active duty of a covered military member.

Physical Disability and Personal Leave

1. An employee who has completed the initial probation (and any extension thereof) may request a leave of absence for up to 3 months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are

granted only in the discretion of the City Administrator upon recommendation by the employee's department head. Employees still in their probation periods who are absent for more than five (5) consecutive scheduled workdays because of any physical disability are generally terminated, but are eligible for rehire. The circumstances of each employee situation will be reviewed by the city administrator before termination.

2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Leaves due to Pphysical disability-leaves begin on the first day of absence.
4. After the employee has -exhausted general leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.
5. Employees on leave of absence may not engage in other employment.
6. Employees desiring to return to work from an unpaid leave of absence should notify the city administrator in writing at least ten (10) days prior to their desired date of return. If the City of Georgetown finds that the employee is fit to resume the -employees duties, the employee may be recalled to the -employee former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be recalled to any job in which there is a vacancy which is to be filled and for which the employee is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Extended leave is not guaranteed. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence is generally terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. The circumstances of each employee's situation will be reviewed by the city administrator before termination.

Worker's Compensation/Light Duty

Purpose

The purpose of this policy is to ensure employees are aware of work-related and non-work related injury policies. (Reference Code of Laws of South Carolina 1976, Title 42, Workers Compensation)

"Injury" and "Personal Injury" Defined by Worker's Compensation

Injury and personal injury shall mean only injury by accident arising out of and in the course of employment and shall not include a disease in any form, except when it results naturally and unavoidably from the accident and except such diseases as are compensable under the provision of Chapter 11 of Title 42 of the Code of Laws of South Carolina. In construing this section, an accident arising out of and in the course of employment shall include employment of an employee of a municipality outside the corporate limits of the municipality when the employment was ordered by a duly authorized employee of the municipality.

Reporting Injuries

- A. Employees injured, as a result of employment with the City, must report those injuries immediately to their supervisor no matter how minor the injury seems. A First Report of Injury form will be completed by the Department and sent to Administration to be forwarded to the City's Worker's Compensation carrier. Failure to report injuries on the job may result in disciplinary action so it is important that all injuries, even those requiring no medical treatment, be reported. Additionally, failure to properly report an injury may delay or preclude workers compensation coverage.
- B. All employees injured on the job must see the City's Worker's Compensation doctors. In a non-emergency, an Authorization to Treat form, must be completed by the Supervisor and sent with the employee to the doctor. An employee cannot use his/her personal physician in Worker's Compensation cases. Second opinions must be granted by the City's Worker's Compensation carrier.

- C. Employees injured outside of employment with the City that as a result, will need to miss work time or be on restricted duty, must report all related information to their supervisor. All medical information should be sent to the Human Resources Department.

Lost Time Due to an Injury

- A. An employee injured on the job will be eligible for compensation under the City of Georgetown's Worker's Compensation coverage with the SC Municipal Insurance Trust (SCMIT) after seven (7) calendar days off from work. These first seven (7) days or workweek may be covered or paid for by general leave. If the employee's time off from work exceeds fourteen (14) days, then the first week [seven (7) day period] will be covered by Worker's Compensation. Upon receipt and endorsement of the check from SCMIT for the payment of this first week back to the City of Georgetown, credit will be given for two thirds (2/3) of the general leave time previously charged.
- B. SCMIT will pay, on a weekly basis, two thirds (2/3) of the employee's average weekly rate, based on the past 52 weeks, up to a maximum rate equal to the average weekly wage for South Carolina during the past fiscal year. Worker's Compensation checks will be mailed directly to the employee. Worker's Compensation payments made by SCMIT are not subject to Federal and State income tax or to Social Security tax. Additionally, during the period of disability (including non-FMLA leave), the City will continue to make its regular contributions towards the employee's health and/or life insurance premiums. Further, the City shall make contributions to the State Retirement Systems as though the employee had worked in the employees' regular straight time schedule of work.
- C. The employee shall be responsible for paying, by the tenth (10th) day of the month, the premiums for dependent health insurance and similar programs which are subject to payroll deduction. Should the employee fail to make any such payments when due, coverage will be terminated. With the exception of the provisions of this paragraph, employees who are unable to work due to a workers' compensation covered condition shall be subject to the terms of the City's Leave of Absence policy, including but not limited to its return to work and termination provisions.
- D. Employees may also elect to take one-third (1/3) of a day's gGeneral lLeave pay from their leave balance, if available. ~~Those dependents or other voluntary Employees'~~ deductions such as health insurance, etc. can be taken from that one-third (1/3) of a day's gGeneral lLeave pay ~~check~~.
- E. Family Medical Leave will run concurrently with lost time due to a worker's compensation injury or a non-work related injury.
- F. Employees who miss time due to a non-work related injury will need to fill out the necessary leave forms with their department per the parameters of the City's General Leave policy ~~(#28)~~. Employees will be placed on Family Medical Leave. All necessary Family Medical Leave forms will be processed through the Human Resources Department.

Return to Work Following Workers' Compensation Injury/Illness or Other Personal Medical Situations—Light/Modified Duty

- A. Full time regular employees who are temporarily and partially physically disabled as a result of an on the job injury and who, as a result of such disability are not able to safely perform the full range of their normally assigned duties, may be eligible for light duty assignment.
- B. Definition – Light/Modified duty means services to the city other than an employee's regular position or work that is less than the full scope of the employee's essential job functions per their job description; Light/modified duty will be made available to employees as long as meaningful assignments are available.
- C. Assignment of Light/Modified Duty - The City will not create light duty assignments, but will attempt to identify and assign work the employee can perform based on light duty tasks that are available and the parameters of the employee's injury. If there is light duty available in the employee's department, that assignment will be considered first. If light duty is not available in the employee's department, Human Resources will assign the employee to another department that has light duty assignments available. In this case, employees must conform to any additional workplace regulations of the

department in which the light duty assignment exists. The Human Resources Department will maintain a light/modified duty task bank submitted by all departments. Light duty may be assigned by the employee's Department Head, or Human Resources ~~or the City Administrator~~. In the event that there are more employees seeking light duty than there are available light duty assignments, the City reserves the right to give preference to an employee who has a work-related injury.

- D. Duration of Light/Modified Duty - All light/modified duty must be approved by the City Administrator. Light/modified duty will be available for a maximum of 180 calendar days per disability. An employee may apply for an extension of light/modified duty. The extension of light/modified duty shall be granted at the discretion of the City Administrator. If a light duty assignment runs out, the affected employee will be placed on Family Medical Leave.
- E. Dress Requirements – An employee assigned to light/modified duty may wear clothing modified to accommodate the disability, as long as the clothing does not interfere with the employee's ability to carry out assigned duties safely.
- F. Medical Clearance – Prior to any light/modified duty assignment (and at such intervals as the City may thereafter require) a medical doctor, satisfactory to the City, must certify that the employee is unable to perform the full range of his/her regular duties; that the inability to perform and the condition causing it are temporary; and that there is no medical risk of contagion or infection to other employees. The medical doctor must also certify that the employee can perform, without risk to himself/herself or others, the light/modified duty assignment. (No employee will be permitted to work on light/modified duty if a physician advises that the performance of light/modified duty might slow the employee's recovery or aggravate the disability). The City may require a review by its physician at any time.

Employee Benefits

Tuition Reimbursement

Policy statement:

This policy is provided to encourage all regular, full time 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 provided solely for employees to gain 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.

Eligibility:

Any regular, full time 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.

Approved courses:

An approved course is any course taken at an accredited institution of higher education.

General:

An employee interested in applying for tuition reimbursement must first request, in writing and in advance, approval of ~~their his/her~~ the employees' 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.

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. 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.

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~~Department, within ten (10) working days after grades are received, with the following attachments:

- Receipts showing the amounts paid for tuition, fees and books. ~~A copy of the~~An original of the official transcripts records-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 all studies,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 ~~Department~~Manager will forward the application to the Finance Department for payment.

~~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.~~

Required courses:

From time to time, it may be necessary for the City to require certain employees to take one or more courses for professional development and job performance improvements benefiting the City and employees. When this occurs, the City will pay all training and travel costs in accordance with Policy No. 9 the policythe Travel and Subsistence Allowance policy of this Handbook.

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 ~~Director~~Department through their Department Head.

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.

Please note: This policy does not pertain to the Police Officers whom have attended the Criminal Justice Police Academy. ÷

Travel and Subsistence Allowance

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.~~

Travel

- A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in economy class, ~~no exceptions, 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 ~~begins~~ is begun.
- C. If it becomes necessary for the City employee to use his/her own vehicle on City business, ~~he/she~~ the employee 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, ~~the employee must use the City vehicle but they choose to drive their own personal vehicle, they will be reimbursed half of the mileage for the trip.~~

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 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 meal 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.

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.

Advances

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

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)

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.

Retiree Insurance Coverage Policy

Retiree insurance benefits will be established by Mayor and City Council. ~~and are subject to change from time to time. The benefit and contribution requirements are not guaranteed. Mayor and City Council has retained the right to unilaterally modify its payments toward retiree health care benefits at any time.~~

To be eligible for City-funded retiree insurance benefits, an employee must:

- A. be eligible for benefits under the S.C. Retirement Systems and fully retire with the City of Georgetown
- B. have at least twenty (20) years of continuous service

~~Upon adoption of this policy the following criteria will apply:~~

~~The City sponsors a defined benefit postemployment healthcare plan (the “OPEB Plan”) that provides medical and dental insurance to retirees. Eligibility and benefit provisions are different for the following groups:~~

- ~~A.—Employees hired prior to July 1, 2022 -~~ Post-65 retirees will be transitioned to the Medicare Advantage Program. The Post-65 retiree will be responsible for full cost of the Medicare Advantage Program. The spouse and any eligible dependents of a retiree who becomes eligible for Medicare coverage would be eligible to continue coverage as an “active employee” as long as the premium is paid and the retiree maintains coverage under the Medicare Advantage Program.
- ~~B.—~~ Disability related retirees must have at least twenty years of continuous service to receive city-funded insurance benefits. Once the disabled retiree becomes eligible for Medicare coverage, city-funded insurance benefits may be terminated. An exception may be considered if an employee is injured in the line of duty.
- ~~A.~~ Retirees who are rehired by the City will be treated the same as other retirees for the purpose of City-funded insurance benefits.
- ~~B.~~ Employees hired on or after July 1, 2022 – retirees are eligible to continue coverage under the ‘retiree only’ insurance tiers and will be responsible to pay the full premium. Spouses and dependents of the retiree are not eligible to participate in the city insurance benefits.
- ~~C.—~~

Workplace Guidelines

Attendance & Electronic Time Recording

Purpose

The purpose of this policy is to establish clear expectations to employees regarding time and attendance. Punctual and regular attendance is an essential responsibility of each City employee. The City recognizes the need for employees to be absent from work due to illness, planned vacations, appointments, bereavement, etc. However, it is also the responsibility of the City to provide excellent and continuous service to its residents and customers, which cannot be achieved without adequate staff. The City has obligations under multiple laws to maintain accurate attendance and time records with regard to its employees. In an effort to facilitate its record keeping responsibilities, the City has implemented an electronic time clock system (E-TIME) for tracking employee

attendance and hours worked. Every City employee has important individual responsibilities with regard to attendance, record keeping, and the use of the City's electronic time clock system.

Definitions

Exempt Employee – Pursuant to the FLSA, exempt employees do not receive overtime pay or compensatory time off for those hours worked over 40 in a workweek. Exempt employees are expected to work whatever hours are necessary to satisfactorily perform their job responsibilities without regard to the number of hours worked.

Fair Labor Standards Act (FLSA) – The FLSA of 1938 as amended establishes minimum wage, overtime pay, and exemptions from overtime, recordkeeping, and timekeeping standards.

Nonexempt Employee – Employees classified as nonexempt receive hourly wages. Nonexempt employees must be compensated either overtime or compensatory time for all hours worked over 40 hours in a workweek. Special overtime rules exist for non-exempt law enforcement and fire service personnel.

Tardiness – When an employee fails to report to work at his/her scheduled starting time and/or return to duty promptly at any point during the normal schedule (e.g., lunch) without supervisory approval.

Unscheduled Absence – Absence for which the employee has not received pre-approval.

Attendance

Authorized Absence – Occurs when all of the following conditions are met:

- A. The employee provides advance notice to the supervisor compliant with the City's General Leave Policy ~~(28)~~, or in the case of an emergency or sudden illness, the employee has notified their supervisor or Department Head within 30 minutes of their scheduled start time.
- B. The employee's supervisor has approved the absence.
- C. With the exception of pre-approved FMLA, Worker's Compensation or other unpaid leave, the employee has sufficiently accrued leave time to cover the absence.

Excessive Absences – Excessive absences exist when an employee's absence from work, whether authorized or not, has an adverse effect on the department's ability to complete normal work requirements, or provide normal services. The employee's frequent absences render the employee unavailable for work, thus creating a hardship on the department. Such absences do not include pre-approved general leave, Family Medical Leave, jury duty, worker's compensation, bereavement leave, etc. However, leave for Family Medical Leave and Jury Duty should be scheduled with the employee's department and any updates or deviations from the schedule should be reported to department immediately. In cases where there is a pattern of excessive, unauthorized or unscheduled absences, additional time and documentation restrictions such as a physician's excuse will be required of the employee for requesting and obtaining leave approval, or the employee will be subject to disciplinary action up to and including termination.

Attendance Procedure

If an employee is going to be absent (unplanned) or tardy for work, they must notify their Supervisor or Department Head within 30 minutes of their scheduled start time or it will be marked as an unscheduled absence.

If an employee is absent from work for three consecutive days without any contact with their supervisor, department head or Human Resources, they will be considered to have abandoned their position and be terminated from employment.

Electronic Time Recording

Employees are to record their time and attendance as provided for within this policy.

For attendance and time record purposes, employees will necessarily fall into one of two (2) distinct groups: (a) salaried exempt employees; and (b) non-exempt employees. The Fair Labor Standards Act requires different record-keeping responsibilities for the City for these two groups. Salaried exempt employees are not eligible for overtime compensation. In contrast, non-exempt employees are entitled to overtime compensation for all hours actually worked in excess of the overtime threshold prescribed by law. If ~~you~~employees are unsure whether ~~you~~they are a salaried exempt employee or a non-exempt employee, ~~please they need to contact~~check with the City Administrator or the Human Resources ~~Director~~Department.

Employees are absolutely prohibited from clocking in or out for another employee. The employee (and no one else) is the only person permitted to use his/her employee badge ID number to clock in or out. Anyone who clocks in or out for another employee, who permits another employee to possess his/her ID badge, who requests that another employee or person clock in or out on his/her behalf, or who allows another person to clock in or out for the employee is subject to severe disciplinary action up to and including termination.

The City recognizes that, from time to time, unique circumstances will arise that may warrant a temporary modification to scheduled work times and assigned work locations. Department heads are authorized, on a limited, case by case basis, to permit non-exempt employees to work outside of their normally scheduled hours in a work week in which a non-exempt employee has missed scheduled work hours due to a medical appointment, etc. Discretion to permit temporary work schedule modifications rests exclusively with the City. Non-exempt employees must realize that there are some positions that have duties that must necessarily be performed across normal business hours – without exception.

Electronic Time Recording Procedure

Every City employee is issued an Employee “Badge” ID number and password in order to access the electronic time clock system.

Every employee is required to “clock in” at their scheduled starting time using the electronic time clock system which is accessed through the City phone system.

Non-exempt employees are required to clock in by using the phone system no earlier than seven (7) minutes prior to their scheduled starting times unless authorized to do so, in writing, by their Supervisor or Department Head. Non-exempt employees are required to obtain written approval from their supervisors before working overtime or additional time in excess of their scheduled hours. Employees may still be disciplined for clocking in or out before or after their scheduled starting ~~&and~~ ending time.

Exempt employees are required to clock in only upon their arrival for work. The City, at its discretion, may require exempt employees to clock in and/or out under other circumstances. Exempt employees are expected to abide by the guidelines of this policy and adhere to the established work hours as directed by their supervisor. Failure to follow this policy and a supervisor’s reasonable directive may result in counseling and subsequent discipline.

“Edits” (changes, corrections, manual entries, etc.) may be made by the Departmental Time Clock Administrator or other authorized member of the City’s Administration or Finance department. Employees who experience problems with the electronic time clock, who fail to clock in as required by this policy, or whose work schedules or obligations present special time recording issues must immediately inform their Supervisor, the Time Clock Administrator, or some other authorized member of the City’s management team. Time sheet falsification is subject to disciplinary action, up to and including termination.

The City will utilize a quarter hour “rounding” practice for non-exempt employees. (The quarter hour rounding practice is sometimes referred to as the “seven/eight” rule.) This means that a time entry will be “rounded” up or down to the nearest quarter hour. For example, an employee who clocks out at 5:07 P.M. will be treated as having clocked out at 5:00 P.M. An employee who clocks out at 5:08 P.M., however, will be treated as having clocked out at 5:15 P.M.

Meal Breaks

For non-exempt employees, a standard meal break [either thirty (30) consecutive uninterrupted minutes or one (1) hour, depending upon the Department] will automatically be deducted from an employee’s work time each day. Due to the unique nature of Public Safety employee schedules, rules regarding meal breaks may differ from those set forth in this policy. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out at the commencement of their meal break(s) and to clock back in at the conclusion of their meal break(s). Meal breaks should be taken away from the employee’s work area. Non-exempt employees whose duties on a particular day do not allow for a full meal break are required to notify the Time Clock Administrator, their Supervisor, or some other authorized member of the City’s management team of this circumstance so that an appropriate adjustment can be made. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out upon the leaving for the day or when leaving their assigned worksite for a medical appointment, etc.

Disciplinary Action

The City of Georgetown expects employees to meet its standards of performance and behavior and to comply with and carry out City of Georgetown rules and directives. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended, demoted or terminated, with or without notice. The City of Georgetown will administer discipline according to the situation and the City’s needs. Importantly, the City does not guarantee and does not promise that progressive discipline will be used. Any disciplinary action that is administered will be at the sole discretion of the City.

Types of Disciplinary Action:

The City of Georgetown does not guarantee and does not promise that progressive discipline will be used. Employees should have no expectation that progressive discipline will be used. Below are some examples of the types of disciplinary action that can be imposed:

- A. Letter of counseling/caution
- B. Written warning
- C. Suspension
- D. Demotion
- E. Termination

Certain types of disciplinary actions may result in an employee losing pay, such as a suspension or demotion.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct depends upon a number of factors including but not limited to the length of the employee’s service, the quality of that service, the employee’s prior disciplinary record, the seriousness of the misconduct, and the impact of the misconduct on others. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of the City of Georgetown. The following list is merely representative of some of the more obvious types of misconduct which may result in discipline up to and including discharge:

- A. Incompetency.
- B. Unauthorized absence.
- C. Insubordination, including disrespect for authority, or other conduct that tends to undermine authority.
- D. Intentional failure or refusal to carry out instructions.
- E. Unauthorized possession or removal, misappropriation, willful destruction, theft or conversion of City of Georgetown property or the property of others.
- F. Violation of safety rules, neglect, or engaging in unsafe practices.
- G. Interference with the work of other employees.
- H. Threatening, coercing, or intimidating fellow employees.
- I. Dishonesty.
- J. Willful disregard of others.
- K. Excessive tardiness or absenteeism.
- L. Failure to provide or falsification of any information required in the employment application.
- M. Failure to report properly an accident or personal injury.
- N. Neglect or carelessness resulting in damage to city property or equipment or the property or equipment of others.
- O. Repeated convictions during employment on misdemeanor and/or traffic charges. (This provision is in no way intended to limit the City of Georgetown's ability to terminate the employment relationship for a single incident or an incident that does not result in a conviction. See section (q) below.)
- P. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on city property or while on duty anywhere; working while under the influence of illegal or unauthorized drugs or intoxicating beverages; or the off-the job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be "under the influence" if ~~he~~the employee has any detectable amount of any such substance in his/her system.) ~~Only the City of Georgetown's City Administrator has the authority to permit moderate alcohol use at designated social or business functions.~~
- Q. Acts of misconduct at any time which are unbecoming of a representative of the City of Georgetown and which reflect unfavorably upon it. (This necessarily includes "charges" of misconduct.)
- R. Unsatisfactory performance.
- S. Inappropriate behavior or conduct directed toward or affecting a co-worker, vendor, customer, or member of the public.
- T. Violation of the City's policies and procedures.
- U. Any other reason deemed appropriate by the City.

Grievance Procedure

General

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, et seq., Code of Laws of South Carolina, 1976, as amended.

1. A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of the employees' rights under City policies regarding the employee's employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee's level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee's department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which ~~he~~ the employee is entitled, ~~he~~ the employee must present the grievance in accordance with this procedure.
2. An employee who believes ~~he~~ the employee has a grievance must follow the following procedure:
 - Step 1. ~~He~~ The employee must file the grievance within 10 calendar days of the event giving rise

to the grievance or the employees' knowledge of the events giving rise to the grievance. He
The Employee is to follow the chain of command in the employees/her department, appealing to
each successive level of supervision. These steps may be oral. At each level, each supervisor has
four calendar days to render a decision. If no decision is made within this time, the grievance is
considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it
is considered denied and the employee is to appeal to the next level of supervision.

Step 2. If the head of the department in which the employee is employed denies the grievance,
this decision is final as to any grievance brought by an employee in his/her initial probationary
period. A new employee is considered probationary until the probationary evaluation is completed
and approved by the department head.

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the
denial of their grievances by department heads by filing a written request for appeal at the City's Human
Resources Department. This must be done within seven calendar days of the department head's denial of
the grievance. The written request for appeal must include the following information:
 - a. the purpose of the appeal and what recommendation is requested of the Grievance Committee,
and
 - b. a statement that the chain-of-command has been followed in the appeal as is required by the
grievance procedure

The Human Resources Department will assist in preparing the appeal, if requested.

4. Within ten days of receiving the employee's request, the Grievance Committee chairman will schedule
the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the
affected department and the Human Resources Department.

The Employee Grievance Committee

The city council appoints a committee composed of seven (7) employees to serve for terms of three (3) years,
except that the members appointed initially are appointed so that their terms will be staggered. The city council
may also appoint two alternates to serve when other members are disqualified or unable to serve.
Approximately one-third of the terms shall expire each year. A member continues to serve after the expiration
of the term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the
completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding
terms at the discretion of the city council. All members are selected on a broadly representative basis from
among City employees. Members employed in the same department as the grieving employee and members
having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

- A. The Committee annually selects its own chairman from among its members. The chairman
serves as the presiding officer at all hearings that the employee attends but may designate
some other member to serve as presiding officer in the employees' absence. The chairman
has authority to schedule and to re-schedule all hearings.
- B. A quorum consists of at least two-thirds of committee members, and no hearings may be held
without a quorum.

- C. The presiding officer has control of the proceedings. ~~He~~The ~~Employee~~ may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by the employees/~~her~~ decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.
- D. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents, or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings ~~are tape-~~must be recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.
- E. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official ~~tape-~~recording and the official minutes of all hearings are subject to the control and disposition of the mayor.
- F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at all times it considers necessary and the human resource director may provide assistance in reading written materials to the Committee at the request of a grieving employee.
- G. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations ~~(and the mayor)~~ its decision on any additional or different grounds developed from the employee's presentation.
- H. In non-disciplinary grievances, the employee must establish that a right existed and it was denied the employee/~~her~~ unlawfully or in violation of a City policy. The employee makes the first presentation.
- I. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chair~~man~~ may appoint himself/~~herself~~ or another member of the Committee as timekeeper.
- J. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the Human Resources Department if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of ~~p~~Potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.
- K. The Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendations to the City Administrator for transmittal to the Mayor. If the Mayor approves, the recommendation of the Committee shall be its decision and copies of the decision shall be transmitted by the Committee to the employee and to the head of the particular department involved.

Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to terminate any employee when the City or respective elected or appointed official considers such action to be necessary for the good of the City.

Dual Employment (Outside Employment)

The work of the City of Georgetown should take precedence over any other occupation interests of its employees. All outside employment for salary, wages or commission services and all self-employment must be reported in writing to the appropriate department head and approved in advance. Each change in dual employment shall require separate approval by the Department Head and City Administrator ~~or Mayor~~.

Approval shall not be granted in the following situations:

- A. When such dual employment conflicts or interferes or is likely to conflict or interfere with the employee's service to the City.
- B. When such dual employment lowers the efficiency of the employee.
- C. When such dual employment is incompatible or creates a conflict of interest with an employee's official duties, as covered in the South Carolina Ethics Act.
- D. When, in the opinion of the Administrator, ~~and in the case of~~ Department Heads, and/or the Mayor, such employment creates the appearance of a conflict of interest.

Employees ~~may can~~ not engage in any private business or activity for personal gain while on City work time or while on City premises.

City employees ~~may can~~ not use City equipment, tools, office supplies or other resources for secondary employment, any private business or activity for personal gain.

City employees cannot participate in political campaigning while on City time or use City resources for such purposes.

Rehiring of Former Employees

All employees of the City of Georgetown are employed on an "at will" basis. The City of Georgetown guarantees employment to no one. In the same light, the City guarantees reemployment to no one. An employee who separates from employment with the City, and then subsequently attempts to be rehired by the City of Georgetown, is not guaranteed reemployment. This policy is applicable to all current and former employees, ~~including those desiring to take advantage of the PORS or SCRS retirement options.~~

Former employees, except as provided for below, will be considered for reemployment with the City of Georgetown in any position for which they are qualified. The City will consider all relevant information for all candidates for employment, including but not limited to a former employee's prior work record with the City of Georgetown.

The City may not use an in-house hiring preference in making re-hiring decisions. External candidates, a term which necessarily includes PORS and SCRS retirees (who have experienced a break in service) seeking to return to employment with the City, do not enjoy an in-house hiring preference.

As a general rule, the City does not rehire former employees who have been terminated for disciplinary reasons as determined exclusively by the City.

Consistent with City's General Leave Policy, the City pays terminating employees the cash value of half (50%) of accumulated but unused general leave, provided the employee satisfies the requisite conditions for receiving such payment.

All former employees rehired will be treated as a new hire in regards to general leave and longevity.

Former employees who are rehired after being retired will be required to pay health insurance rates at the same level as other retirees.

Vehicle Management Program

Introduction

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

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, and immediate family members on a portal-to-portal basis on scheduled work day during normal business hours, except as noted in this policy. ~~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.
- E. The City reserves the right to request random driver's license records of City employees from the SC Department of Motor Vehicles to check for DUIs, DWIs, suspended licenses, etc. to ensure that City employees are properly licensed to operate City vehicles.
- F. Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way.
- G. Any employee who violates this Vehicle Management Program policy will be subject to disciplinary action, up to and including termination.

Travel in Non-City-Owned vehicles

- A. Travel by City employees on City business, other than on call responses, 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 City employees to use their own vehicle on City business, employees will be reimbursed at a rate consistent with the IRS standard mileage rates for the current year and the Travel and Subsistence Policy.

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 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, etc.

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. Receipts from vehicle fuel purchases will need to be turned into designated department representatives daily.

- 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 Personal Identification Number (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 employees forget their PIN number, they must contact their department office manager 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 smart phone to quickly find fuel locations in our area around the City 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 Services Manager in order to verify invoice amounts and identify any irregularities.

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. In consultation with the City Administrator, department heads will authorize the assignment of such vehicles using the Assigned Vehicle Form (Form PF-020).
- 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/the employee shall immediately inform his/her Supervisor and the Administration Department Human Resources 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:
 - a. Other employees on City business.
 - b. Others engaged in advising on or assisting in matters related to City services or improvements.
 - c. City prisoners when being transported to or from a detention center.
 - e-d. Immediate family members on a portal-to-portal basis on scheduled work days during normal business hours.

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) or facilities. 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:

- a. ~~Police Officers~~Employee assigned ~~police~~ vehicles. These vehicles must remain within a distance not to exceed ~~fifteen (15)~~thirty (30) miles of a ~~City of Georgetown~~the nearest Georgetown county line boundary using the shortest, most economical and reasonable route. Please see Vehicle Take Home Policy.
 - b. Drivers of radio-equipped vehicles who are dispatched directly from their residence to the field.
 - c. Drivers of vehicles who perform certain services for the City on a regular basis directly upon leaving or returning to their place of residence.
- G. Use of drugs or alcohol is strictly prohibited.
- H. Personal alterations to city vehicles, to include but not limited to decorations, signage, and items that reflect personal views or beliefs, are strictly prohibited in and on all city vehicles.
- I. 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.
- J. Cellular and other wireless devices ~~may~~must 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.

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 employees operate a City vehicle on long distance trips while on City business, employees will be required to keep and maintain a report of such trips including mileage, gas, and oil, and repair expenses incurred on the trip. Employees will be reimbursed for vehicle expenses incurred upon presentation of evidence of payment. In addition, all such reports will be forwarded to the City Fleet Services Department 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/her personal use or to handle private business.

Vehicle Use – Take Home Vehicle

Purpose

This policy is established to ensure Department-assigned ~~owned~~ vehicles are used in accordance with the mission of the Department. For the purposes of this policy, Department-assigned ~~owned~~ vehicle includes any vehicle ~~owned~~assigned to, leased or rented by the Department.

Policy

Department Heads may assign take-home vehicles based on departmental need such as emergency response to critical incidents, tactical deployments, increased visibility in the community and other considerations. It is a requirement of any assigned take home ~~thirty~~vehicle that the employee reside within thirty (30) miles of the Georgetown County line boundary using the shortest, most economical and reasonable route for use pursuant to the following guidelines and procedures.

All personnel must recognize that they are representatives of the City of Georgetown and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicles off-duty. Employees must at all times conduct themselves in a professional manner.

The following rules apply to those employees who are assigned a take-home vehicle:

- A. Employees will maintain the vehicle in a state of readiness. The vehicle shall always have sufficient fuel.
- B. Employees shall not operate a Department vehicle at any time when under the influence of drugs and/or alcohol.

- C. Employees while in an off duty status and operating a Department vehicle, marked or unmarked, shall not stop at or frequent a business whose primary business is the sale of alcohol. Example: liquor store-/barroom.
- D. Employees and passengers are prohibited from smoking tobacco products while in the vehicle.
- E. Communications equipment such as radios will remain on during all vehicle usage.
- F. GPS equipment will remain on during all vehicle usage.
- G. ~~g~~Employees shall obey all traffic regulations (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
- H. Employees shall not park their assigned take-home vehicle at any commercial, public, or private location for compensation.
- I. Employees shall not permit any other person to operate their assigned take-home vehicle (e.g., spouse, children, ~~and friends, etc.~~)
- J. Employees shall not use their take-home vehicle to transport pets, carry excessive loads, or carry protruding objects.
- K. Employees may use the vehicle to conduct personal business within City limits, ~~except when off duty.~~ (Command staff are excluded from this exception).
- L. Employees will wear some type of identifying attire, i.e., Department approved shirt, hat, or display a city ID/badge on their person.

-(MVR)Parking:

- A. The vehicle shall be parked in the driveway or garage at the employee's residence.
- B. In the event there is no residence parking the employee will park the Department vehicle in a parking space closest to the residence, preferably within eyesight of the residence and under lighting during the nighttime.
- C. Vehicles will be locked at all times.
- D. When the employee will be away (e.g., on vacation) for periods exceeding one week, the vehicle shall be stored ~~in a secure garage at the member's residence or at the appropriate office at a City facility.~~
- E. All office identification, portable radios and equipment ~~should~~shall be secured.

Maintenance:

- A. Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.
- B. Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned employee's responsibility to ensure that the employee's assigned vehicle is maintained according to the established service and maintenance schedule.

Incident Reporting: Employee shall report to the department the following incidents:

- A. All damage sustained to a vehicle.
- B. Moving violations outside the jurisdiction.
- ~~A.C.~~ Parking violations issued to the department vehicle.

Computer, Internet, Cellphone and Communications Policy

The City of Georgetown maintains a computer network and an electronic mail system. The City provides internet access for employees through the City's computer system. The City also provides cell phones to employees in certain positions, in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. The computer, e-mail system, internet access and cell phones are provided for the sole purpose of conducting and facilitating City business. City employees are required at all times to use this equipment, systems, and access in a responsible and professional manner. The City will monitor through its software systems the employee(s) use of computers, internet, e-mail, cell phone and/or other communication equipment. Employees should be aware that our security systems are capable of recording all web traffic and each file transfer into and out of our network. The City reserves the right to do so at any time.

City Property

All City communications equipment and services, including any messages or images transmitted or stored on them, are the property of the City. The City may access, monitor, delete, and/or disclose employee telephone calls, e-mails and other communications and files as the City deems fit. **SPECIAL NOTE:** If a City employee does not wish for information, communications, or images to be accessed by the City, then the employee should not use City communications equipment or services to store or transmit the information, communications, or images. Employees should have absolutely no expectation of personal privacy when using City communications systems. The City reserves the right to access, review, copy, delete any or all e-mail messages for any purpose and to disclose them to any party as is deemed appropriate.

Improper Use (General) Prohibited

Improper use of the City's communication equipment and services may result in disciplinary action up to and including termination of employment. Improper use includes, but is not limited to, any harassing, offensive, demeaning, insulting, intimidating, threatening, hostile, vulgar, profane, obscene or sexually suggestive written, recorded, stored, or electronically transmitted images or messages. City equipment may not be used to download entertainment software or to play games.

Cell Phones/ Wireless Devices

The City recognizes that employees are our most valuable asset. Our City is firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and is committed to providing a safe working environment. Driver inattention is a factor in a majority of motor vehicle accidents. The City is not only concerned about the welfare of our employees, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, your employees' first responsibility is to pay attention to the road. When driving as a representative of the City the following procedures should be followed:

- Allow voicemail to handle your calls and return them when safe.
- If you employees need to place or receive a call, pull off the road to a safe location and stop the vehicle before using the phone.
- Ask a passenger to make or take the call.
- Inform regular caller of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1 or emergency public safety reasons.
- If placing or accepting an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Under no circumstances should employees use cell phones during adverse weather or difficult traffic conditions.
- Always avoid or terminate phone calls involving stressful or emotional conversations.
- No personal calls should be made or taken.
- Texting or usage of any wireless device while driving is prohibited.

NOTE: These provisions also apply to personal cell phone usage. Use of cell phones for personal conversations is restricted to non-duty time, such as breaks, lunch, etc. and in designated break areas.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance.

Improper Use (Specific Types) Prohibited

It is impossible to list all acts and omissions pertaining to the City's communication systems which are inappropriate and which will subject an employee to disciplinary action up to and including termination. The above

section addresses in general fashion, harassing and offensive communications and information. This section lists some of the other, more obvious types of prohibited activities. This list is not exhaustive.

- Illegal activities
- Commercial activities, Direct or Indirect, for Profit or Personal Gain
- Recreational Activities (e.g., games)

Employees may use their Internet facilities for non-business research or browsing during their meal break or after hours, provided, however, they are allowed access to the facilities during these times. Internet usage is a **PRIVILEGE** and **NOT A RIGHT**.

Authorship and Sources of Communication

City employees are prohibited from providing misleading or false information regarding the source or authorship or documents, information, messages, or images.

Accessing Information

Use of City provided equipment or facilities to access any commercial on-line service or Internet provider is authorized only through use of a City provided internet browser and City provided service provider. Use of internet providers or accounts other than those issued by the City will only be permitted when specifically authorized by the City. Accessing databases for which there are access or usage charges is not permitted without proper authorization.

Circumventing System Controls

Any attempt to circumvent communications system controls, access unauthorized programs or information OR violate security systems will result in serious disciplinary action up to and including termination. (This provision is in no way to be construed as a limit on the City's ability to access any information that has been stored or transmitted through the use of the City's systems.)

Authorized Software

Only City authorized and acquired licensed software can be installed and used on the City's computer equipment. The City must authorize use of any software before it is installed on City equipment.

Passwords and Access Codes

All employee passwords and access codes must be disclosed as required to the City. Employees are prohibited from divulging passwords or access codes to other employees or outside sources without proper authorization.

Email Etiquette

- Courtesy – Always be polite.
- Proofread your messages. Check spelling and grammar. Remember to project a professional image while sending correspondence.
- Be effective and efficient – Keep your messages brief and to the point.
- Remarks – Be careful what you say and who you quote. Be careful when using humor or sarcasm. Emails and text messages can be easily misinterpreted.
- REMEMBER that electronic messages are potentially recoverable [and may be available to others](#) under the Freedom of Information Act.
- Be aware that the recipient of your e-mail may forward your e-mail to other e-mail addresses without your knowledge or consent.
- [DO NOT FORWARD Attorney/Client Privilege e-mails.](#)

Third Party Usage

This policy applies to all employees, contractors, part-time employees, [interns](#), volunteers and other individuals who might be provided access to the City network/communications equipment.

Employee Termination, Leave of Absence, Vacation or Other

Employees who are terminated or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. The City may access an employee's e-mail if employees are on leave of absence, vacation or are transferred from one department to another and it is necessary for the City's business.

Social Networks, Personal Websites and Blogs

Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. Employees may not access social media sites, other than for business use, 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, 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 on those sites must make it clear that they are expressing their own views and not those of the City.

Workplace Safety

Safety

Purpose:

The purpose of this policy is to establish a system to provide for the safety of each City employee. By encouraging and aggressively striving for a safe work place, each employee's ability to earn a living is protected, as is the City's investment in its employees. The City, therefore, will be able to deliver services to its citizens in a safe, efficient and effective manner.

Safety Coordinator:

The City Administrator will appoint a Safety Coordinator(s) to develop and administer an occupational safety program for City employees. The Safety Coordinator will assist departments in developing contingency plans and policies for the safety committee and submit them to the City Administrator for approval. The Coordinator(s) shall be responsible for the following activities:

- A. Organizing and guiding the City Safety Committee.
- B. Serving as contact point for all work site inspections involving the Department of Labor and OSHA.
- C. Assisting ~~the Risk Manager~~ **Manager-Management** with coordinating the timely reporting, investigation and processing of Workers' Compensation Claims and investigating possible causes of accidents and making recommendations to the City Safety Committee.
- D. Maintaining comprehensive records of accident/injury experience and ensuring all appropriate OSHA logs are filed. Analyzing all records and cost reports for statistical data indicating trends, problem areas and overall safety performance.
- E. Conducting safety training or providing for the coordination of effective Safety training.
- F. Coordinating regular meetings of the Safety Committee and maintaining minutes of meetings; Forwarding committee recommendations to the Department Heads' management team with regard to potential disciplinary action or other Safety ~~Team~~ **Committee** recommendations.

Department Head responsibilities:

All Department Heads are charged with the responsibility of providing the type of work environments, work procedures and services to the public that will promote, to the greatest extent possible, the safety of the City employees and the general public. Department Heads shall initiate and actively support a Departmental Safety Program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. ~~They~~They shall:

- A. Develop, publish and enforce reasonable, practical safety procedures pertinent to the activities conducted by the Department as well as procedures required by State or Federal laws.
- B. Inform all employees about safety procedures placed in effect and take steps to provide each employee with a printed copy (Departmental Safety Policies) of all such procedures that apply to each employee.
- C. Establish and maintain a system of safety inspections, accident investigations and pertinent safety performance records.
- D. Provide continuing job training and safety instruction for all employees in their Department. Ensure that all new and temporary employees receive instructions on the safe use and operation of all equipment as well as the proper and safe way to perform jobs.
- E. Inform the Safety Coordinator of training needs and/or arrange training courses in coordination with the Safety Coordinator.
- F. Documents of all safety training should be forwarded to ~~the~~Risk Management. Employees are to sign a form indicating that they have received the training and the Department Head or supervisor will sign off as verification of the training received.
- G. Personally interview each employee who suffers a “serious” on the job injury. For purposes of this policy, “serious injury” is defined as “any injury requiring medical treatment from a medical professional including EMS personnel. Provides safety leadership through action.

Supervisor responsibilities:

The full potential of effective accident prevention can only be realized when supervisors cooperate in all phases of the Safety Program. Their close contact with the work environment and the people performing the work makes them the best qualified to translate safety principles into accident prevention on the job. They must know the details of each job they supervise to recognize potentially hazardous situations. They must enforce the safety procedures and guidelines that apply to the work they supervise. They will:

- A. Provide and document all needed job and safety training to employees in cooperation with the Department Head.
- B. Provide continuing safety instruction while issuing daily work assignments, focusing attention upon potential hazards, changes in work conditions or procedures, etc.
- C. Recommend further training as needed.
- D. Actively support safety promotional measures and continuously observe and evaluate work conditions and work procedures to detect and correct unsafe practices or conditions.
- E. Promptly investigate accidents and ensure that required reports are completed.
- F. Respond to any and all reports of hazards or unsafe practices or conditions and submit practical suggestions for corrections.
- G. Maintain high standards of housekeeping and environmental sanitation in work areas as well as performance.
- H. Strive to see that tools and equipment as well as all personal protective equipment are properly maintained and are in proper working condition.
- I. Hold regular safety meetings with their employees to discuss safety policies and procedures applicable to the job performed. Forward suggestions or concerns to Department Heads for assistance.
- J. Provide safety leadership through action!!!

Employee responsibilities:

All City employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers and the general public. They will:

- A. Immediately report to their supervisor all accidents, with or without an obvious injury that occurs within the course of each and every workday. Provide necessary information to complete reports.

- B. Promptly report to their supervisor all unsafe practices and conditions they observe.
- C. Cooperate and assist in investigations of accidents in order to help identify correctable causes and to prevent recurrence.
- D. Actively support and participate in safety promotional and educational measures utilized in Department Safety Programs.
- E. Practice approved safe work procedures for their work activity.

Medical Treatment:

Please refer to the City's Workers' Compensation policy for further information regarding injuries on the job and related medical treatment. It is important that all injuries be promptly reported. Failure to promptly report a workplace injury might significantly delay or otherwise interfere with the receipt of worker's compensation benefits.

Employee Drug Use and Drug Testing

It is well-recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale and on productivity. Furthermore, it is the policy of the City of Georgetown to comply with the Drug Free Workplace Act, to comply with applicable government regulations, to establish and maintain drug free workplaces and to prohibit the unauthorized or unlawful manufacture, distribution dispensation, possession and use of controlled substances on or off the job.

For these reasons, the City of Georgetown adopts the following policy:

General Rule

All employees of the City of Georgetown are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. City of Georgetown employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

The City of Georgetown will conduct pre-employment drug tests for all applicants tentatively selected for employment. The City shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances. Any applicant who is rejected under this policy may be considered for future vacancies if he or she can demonstrate they are no longer a user of any unlawful substances. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result.)

Police Department Drug Use and Drug Testing

The use of illegal and unauthorized drugs is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. The negative effects of drug abuse in the workplace are amplified when drug abuse exists within a Police Department. The City of Georgetown has a compelling interest in ensuring that employees of its Police Department are physically capable of performing their duties while possessing unimpeachable integrity and judgment.

Police Department personnel engage in drug interdiction activities, carry firearms, operate vehicles under dangerous conditions at high rates of speed, and have access to highly sensitive, confidential information involving drug traffickers. As a result, Police Department personnel pose a threat to public and personal safety if impaired and are subject to personal temptation as well as bribery attempts in administering drug laws even when not impaired by drug use.

Police Department personnel cannot be permitted to violate the laws which they enforce and the public has a right to expect that its Police Department's employees are both physically and mentally fit to perform their duties. Public interest demands that effective measures be taken to identify, deter, and eliminate drug use in the Georgetown Police Department.

For these reasons, the City of Georgetown Police Department institutes the following drug use and drug testing policy covering all Police Department employees.

General Rule

Effective immediately (and consistent with any policy adopted by the City prohibiting the use and possession of illegal drugs), all employees of the Police Department are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. Police Department employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

Effective immediately, the Police Department will conduct pre-employment drug tests for all applicants tentatively selected for employment with the Department. The Department shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances.

Current Employee

- A. Effective immediately, all Department employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
 1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist when :
 - a. information that an employee has used illegal drugs or substances is provided by a reliable informant;
 - b. a serious accident occurs due to fault of the employee; ~~1-~~"Serious accident" is defined as:
 - a. an accident involving a fatality;
 - b. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - c. an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates;
 - c. an employee exhibits any of the following:
 - (1) extreme mood
 - (2) swings; slurred speech;
 - (3) unusual clumsiness;
 - (4) staggering;
 - (5) dilation of pupils;
 - (6) sleeping on the job or lethargy;
 - (7) excessive unexplained sweating; or
 - (8) other aberrational behavior.
 - d. an employee has been arrested for violation of drug laws;
 - e. an employee has admitted violating the Department's drug policy;
 - f. an employee has tested positive previously for illegal drugs within the past 2 years.

2. Particularized suspicion testing shall not be conducted without the approval of the Chief or Deputy Chief of Police.
- B. Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all sworn police officers.

Testing Procedure

- A. Drug testing will be by urinalysis (or any other methodology deemed appropriate by the City).
- B. The collection of samples will be performed under reasonable and sanitary conditions.
- C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
- D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
- E. Specimens will be checked for at least the following six substances:
 1. marijuana and related substances
 2. cocaine
 3. opiates
 4. amphetamines
 5. phencyclidine
 6. barbiturates
- F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.
- H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

The Department shall attempt to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

Consequences of Violating this Policy

For all [Police](#) Department employees, violations of this policy will result in termination.

Confidentiality

Any drug test results or information supplied by employees and applicants as a part of the Department's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the cost for all drug tests to which the Department requires an employee to submit.

Notification of Test Results

- A. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.
- B. Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Alcohol Use and Alcohol Testing

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The City of Georgetown is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of the City of Georgetown to establish and maintain alcohol free workplaces, to comply with applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on City premises or time.

For these reasons, the City of Georgetown has implemented the following Alcohol Use and Alcohol Testing Policy.

General Rule

All employees of the City are prohibited from using or possessing alcoholic beverages on City premises or time. (The term "City premises or time" includes: City vehicles and private vehicles on City premises; parking lots and recreation areas; and any circumstances in which an employee is representing the City, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) City Council or the City Administrator may approve moderate alcohol use at designated social or business functions.

Furthermore, all employees of the City are prohibited from reporting to or being at work while under the influence of alcohol. (An employee shall be considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system.)

Finally, employees who are required by their jobs to possess a commercial driver's license are subject to the Federal Department of Transportation Motor Carrier Safety Regulations and, more specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- using alcohol within four hours of reporting for duty;
- reporting for work with an alcohol concentration of .02 or greater;
- using alcohol while on duty;

- using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;
- possessing alcohol while on duty;
- transporting alcohol in any DOT regulated vehicle (except when alcohol is manifested cargo).

Current Employees

- A. All City employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.
- Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist:
 - information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - a serious accident occurs due to fault of the employee;
 - "serious accident" is defined as:
 - an accident involving a fatality;
 - an accident causing bodily injury which requires medical care away from the scene of the accident;
 - an accident causing total aggregate property damage of \$2,000 based on reliable estimates;
 - an accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
 - an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - the apparent odor of an alcoholic beverage on an employee's breath;
 - other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules or violations, etc.
 - an employee has admitted violating the City's alcohol policy;
 - an employee is arrested for or convicted of an alcohol related offense;
 - an employee has tested positive for alcohol in violation of this policy within the past two years.
 - Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee;
- B. All employees occupying positions designated by the City as "safety sensitive" are subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix AB. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382. (DOT regulated employees will be randomly tested at an annualized rate of at least 25% in accordance with 49 CFR Part 382). Random selection testing is unannounced.
- C. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be terminated.

Testing Procedure

- A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
- B. Alcohol tests will be conducted to determine if an employee has violated this policy.
- C. The City shall use only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for alcohol testing pursuant to this policy.
- D. A non-evidential screening device will normally be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the City, then a confirmatory test will be conducted utilizing an EBT device.
- E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be properly certified in accordance with applicable DOT regulations.)
- F. A confirmatory test result generated through the use of an EBT which indicates a presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

Notice to Employees

The City shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

Consequences of Violating this Policy

Violations of this policy will result in discipline up to and including discharge.

- A. The City shall terminate a probationary employee and any employee in a safety sensitive position to include all sworn police officers and firefighter/EMTs who violates this policy.
- B. The City shall impose discipline up to and including termination for a non-probationary employee who violates this policy.
 - 1. The City, in lieu of terminating an employee who has violated this policy, may suspend the employee and condition ~~his/her~~the employees' continued or future employment upon the successful completion of an alcohol counseling/rehabilitation program.
 - 2. If the City, after considering all of the relevant circumstances, allows an employee who has violated this policy to continue as a City employee, the City will do the following:
 - a. Refer the employee to a Substance Abuse Professional ([SAP](#)) for assessment and require the employee to follow the SAP's prescribed program of counseling/treatment;
 - b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of counseling/treatment;
 - c. Retest the employee for alcohol use in violation of this policy before allowing the employee to return to duty;
 - d. Place the employee on probation for at least six months following the employee's return to duty; and
 - e. Require the employee to submit to unannounced follow-up alcohol testing for a period not to exceed two years. (The employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to this policy.)

- C. Should an employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
- D. An employee whose return-to-duty alcohol test indicates that the employee is in violation of this policy will be terminated.

Coming forward with Alcohol Abuse Problems

- A. Employees who have alcohol abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, normally will not be disciplined but will be subject to Consequences of Violating this Policy (B) (2). Section V (B) (2) of this policy.
- B. If an employee admits to a violation of this policy or tests positive for use of alcohol in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if ~~he~~ the employee again either admits to a violation of this policy or tests positive for alcohol in violation of this policy.

Confidentiality

Any alcohol test results or information supplied by employees as part of the City's alcohol testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the costs of all alcohol tests to which the City requires an employee to submit. However, the employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to Consequences of Violating this Policy (B) (2) (a-e). Section V (B) (2) of this policy.

Employee Assistance Program

In order to prevent the negative effects of alcohol abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations.

- A. The City's Employee Assistance Program is coordinated through the Human Resources Department. Most services provided through the program are at no cost to the employee.
- B. Periodically, the City will make available to employees information regarding alcohol abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Appendix A – Employee Rights Under The Family Medical Leave Act

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Appendix B – Safety Sensitive Positions Subject to Random Drug Testing

POSITIONS REQUIRING CDL LICENSES – (DOT)

HEAVY EQUIPMENT OPERATOR SENIOR
 MAINTENANCE SPECIALIST VEHICLE MECHANIC
 STREET CREW LEADER
 FLEET SUPERINTENDENT
 WATER DISTRIBUTION MECHANIC WATER DISTRIBUTION
 SUPERVISOR WASTEWATER TREATMENT OPERATORS
 WASTEWATER TREATMENT SUPERVISOR
 WASTEWATER/STORM WATER MECHANIC WASTEWATER
 SUPERVISOR
 STORMWATER SUPERVISOR FACILITIES MAINTENANCE
 TECHNICIAN FACILITIES MAINTENANCE SUPERVISOR TREE
 TRIMMER
 UTILITY LINE TECHNICIAN UTILITY LINE
 CREW LEADER

SAFETY SENSITIVE POSITIONS (Non DOT)

ALL SWORN POLICE OFFICERS
 ALL CERTIFIED FULL-TIME FIRE FIGHTERS/EMTS WATER TREATMENT PLANT
 OPERATORS & SUPERVISOR
 WASTEWATER/WATER TREATMENT PLANT MANAGER

I _____, acknowledge receipt of the following for use in my job for the City of Georgetown:

<u>ITEM</u>	<u>VALUE</u>
1. _____	
2. _____	
3. _____	
4. _____	

I understand that I must properly care for and maintain the equipment I have been given and return it promptly upon request. I further understand that if the equipment is damaged or lost due to improper care or maintenance by me that I may be required to pay for the cost of a replacement.

Finally, I authorize a deduction of the above-referenced value from my pay if I fail to return the equipment when requested or if due to my conduct it is lost or damaged.

Date: _____

Employee Signature



Employee Handbook

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DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDERSTANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR OR APPROVED BY VOTE OF COUNCIL.

This version of the City of Georgetown Employee Handbook has been adopted and approved by City Council
<INSERT DATE>.

Disclaimer & Acknowledgement Receipt – Employer Copy

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ACKNOWLEDGEMENT: I understand this Handbook replaces and supersedes all previously issued handbooks, policies, and practices.

Signature

Date

Printed Name

Disclaimer & Acknowledgement Receipt – Employee Copy

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Signature

Date

Printed Name

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Equal Employment Opportunity

Equal Employment Opportunity

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination in good faith. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to Department Supervisor, Department Head, the Human Resources Director, or to the City Administrator.

In the event you believe that the City Administrator is the alleged harasser, you must immediately contact the Mayor of the City of Georgetown.

Affirmative Action

The City continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans, and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination.

Anti-Harassment

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, gender, gender identification, sexual orientation, religion, national origin, color, age, genetic information, disability or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim. Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy if

it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

If you believe this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). You may do this by:

- a. Reporting to your supervisor or to a higher level in your “chain of command.”
- b. Complaints against the Administrator should be made to the Mayor.
- c. Reporting to the human resources department/personnel/administration.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the Human Resources Department.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

-- Important--

To avoid misunderstandings, complaints made to members of management or to the human resources department require the completion of a complaint report, either by you or by the person, to whom the complaint is made, summarizing the allegations, and listing any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that generally you may not sue the City for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures we have adopted are intended to establish a clear record of what has been reported.

Anti-Bullying

In addition to the Anti-Harassment Policy adopted by the City, other behaviors, which may not technically be considered unlawful harassment, are also considered inappropriate.

The following is a list of some behaviors which the City may consider a violation of this policy. The list is not all inclusive, and the City reserves the right to handle each matter as it deems appropriate.

- Singling out a person for conduct others engage in
- Shouting or raising one’s voice toward an individual either in public or private
- Verbal or obscene gestures
- Insults and use of offensive nicknames. Whether such language is deemed offensive is determined by the person to whom it is directed.
- Public humiliation or reprimands

- Ignoring or interrupting employee
 - Spreading rumors or gossip
- Manipulating the ability of another to complete his work. For example, overloading work; withholding information; setting unreasonable guidelines; excluding an individual or isolating the employee from work related activities and meetings; encouraging others to disregard or ignore an employee.

Employees, including supervisors, who are determined to have violated this policy will be subject to serious disciplinary action up to and including termination.

Employment Relationship

Filling of Vacancies

Equal employment opportunity

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the administrator.

Recruitment

In order to eliminate duplication of effort in recruiting qualified applicants. It is the policy of the City of Georgetown that only the Human Resource Department shall be authorized to expend funds for the advertisement of vacancies or for any other purpose related to the recruitment of applicants.

All Department Heads will notify the personnel office immediately upon learning that a vacancy will occur by completing and forwarding personnel form No. 10 (P F-10) to the personnel office. The Human Resource Department will then take those steps as may be necessary to attract qualified applicants. Generally, those applicants who meet the minimum training and experience requirements will be forwarded to the appropriate Department Head for further consideration. The Human Resources Department may assist the department head in the screening of candidates. Personnel form No. 11 (PF-11) will be used by the human resource office to refer qualified applicants to the various departments.

In certain situations, the City may choose to fill a vacancy without posting or otherwise communicating the existence of the vacancy. (For instance, the City may forego the normal selection process when a vacancy occurs within a short period of time after the filling of the same or similar position. In these situations, the City may simply choose to consider other candidates for the initial vacancy rather than commence a new recruitment effort.)

Examinations

The selection process may include one or more of the following: oral interviews, evaluation of experience and training, reference checks, written examinations when approved for use by the Human Resources Department, performance tests, verification of college degree (s), background investigations, etc. Medical histories and or physical examinations, after a conditional offer of employment has been extended, may be required for such classifications as may be determined necessary by the City.

Promotions and Transfers

All open positions normally will be concurrently advertised internally and externally. (See Recruitment section above for exceptions to the posting/advertising requirement.) In order to provide upward mobility for City

employees, the City of Georgetown, in most cases, will consider applications from persons currently employed before applications from the public are considered. Normally, a notice will be posted on the City of Georgetown internal posting for each vacancy that occurs stating the position, the minimum training and experience requirements, the salary range and how and when to apply.

First consideration usually is given to those persons in the Unit or Department where the vacancy occurs for whom the vacant position would represent a promotion. If none of these persons are selected to fill the vacancy, all other City employees requesting consideration may be considered. Finally, any other applications may be considered. Despite the above information, the City will consider and select outside candidates for vacant positions whenever the City determines that it is in the City's best interests to do so.

Selection of New Employees

Below department head level - the selection of the person to fill each vacancy normally will be made by the appropriate Department Head. The Department Head typically will appraise each referred applicant and state the reasons for appointment. These reasons should then be attached to personnel form No. 11 (PF-11), which will indicate the person selected to fill the vacancy. This form will be sent to the City Administrator for formal approval.

Probationary Period

All new employees shall serve a probationary period of six months. The probationary period is a trial period and serves as an extension of the interview process. During this period, the new employee's performance will be evaluated. If it is determined that the new employee's performance is not meeting the City's expectations the employee may be terminated at any time during the probationary period. If requested by the Department Head and approved by the City Administrator, the probationary period may be extended for an additional period of up to three months. If, at the end of the probationary period, the employee has performed satisfactorily, as determined by the City, in writing, regular status will be granted. If not, the employee will be terminated.

Special Note: The probationary period is not to be construed as a minimum guarantee of employment. All employees of the City of Georgetown are employed "at will," which means that both the employee and the City can terminate the employment relationship at any time, with or without notice or cause.

Promotions

All newly promoted employees are considered to be on probation in their new jobs for three months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that the employee is well suited for the promotion. It is not a guarantee of employment for three months. If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in the employee's former position that is to be filled, the employee may be returned to it. If there is no such vacancy, the employee may be considered for the filling of other vacancies for which the employee is qualified. If no other position is found for the employee, the employee may be terminated. This action does not prohibit an employee from applying for future vacancies with the City.

Regular Status

Employees who have satisfactorily completed the six (6) months probationary period or any extension thereof with the City, as determined by the City in writing, shall be granted regular status. Full-time employees who have been granted regular status are generally permitted to participate in the City's General Leave benefit program.

Nepotism/Employment of Relatives

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with one another. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

The immediate family is also considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the City are not eligible for City employment.

If employees become related or create a situation prohibited by this policy, one of the employees may be asked to give up his or her position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which the employee is qualified.

Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest will be handled at the City's discretion.

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. 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:

<u>Office Personnel</u>	<u>75 hours per pay period</u>
<u>Department Heads</u>	<u>80 hours per pay period</u>
<u>Public Utility & Services</u>	<u>80 hours per pay period</u>
<u>Police - Patrol</u>	<u>84 hours per pay period</u>
<u>Police - Investigations</u>	<u>85 hours per pay period</u>
<u>Fire - Shift</u>	<u>120 hours per pay period</u>

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 7-day work week or other statutory period as may be appropriate. For overtime purposes, holiday time (i.e., hours not worked is considered hours worked and included to calculate overtime in a pay period). 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.

Police and 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. For compensatory time purposes, general leave hours are not considered hours worked.

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.

Non-exempt 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. Non-exempt employees will be paid out any compensatory hours over the 20 or 24 hour threshold in the first paycheck of the new fiscal year. Non-exempt 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 their normal work 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. The \$100 on call stipend replaces the previous mileage reimbursement policy. 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 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. (Appendix C – Acknowledgement of Receipt/Authorization for Deductions)

Cash, debts owed by the employee to the City of Georgetown, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, cell phones, computers, tablets, loans to purchase computers, laptops, etc., 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: Disciplinary Action Policy will apply at the discretion of the city administrator. 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 based on the funding availability, which the City has to allocate towards raises. All salary increases will be effective the first full payroll period of July.

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 60th percentile of their salary range in their current position after a certain amount of years. Once employees have reached this threshold of a salary range, they will receive half of their longevity raise allocation per year hereafter.

Longevity Scale

Over 30 Years - 3.0%
25 - 30 Years - 2.5%
20 - 25 Years - 2.0%
15 - 20 Years - 1.5%

10 - 15 Years - 1.0%
5 - 10 Years - 0.5%

Merit: Salary adjustments within an established range are not automatic but are dependent upon the recommendation of the department director and/or division manager based on standards of performance. 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 scores earned by employees and based on a standard merit scale. Percent allocations will normally range from zero (0) to three (3) percent but may be changed due to availability of funding each year.

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 leave without pay for hours missed from work. If employees have enough time, they will be required to use their own General Leave balance first.

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 take unpaid time.

Employment References

The City Administrator and authorized Human Resources Department employees are the only representatives of the City who may give employment references to prospective employers of current or former City employees.

The City normally will only provide a prospective employer who inquires about a current or former employee the beginning and ending dates of employment and positions held, unless the current or former employee signs a release of personnel information.

All requests for employment references should be forwarded to the Human Resources Department.

This policy necessarily means that Supervisors, Department Heads and other City employees may not write letters of recommendation or respond to requests for employment references. The policy does not affect the right of City employees to serve as personal references or as character references. However, no City employee may provide a personal reference or character reference if the employee currently supervises or has ever supervised the current or former employee for whom the reference is sought.

Time Off & Employee Leave of Absences

Official Holidays

The following shall be observed as official holidays for employees of the City of Georgetown who are scheduled to work on that day as a part of their regularly scheduled workweek:

- New Year's Day
- Martin Luther King's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Three days at Christmas

All full-time City employees working a regular City workweek who are normally scheduled to work on an official City holiday as a part of their regularly scheduled workweek shall receive a holiday allowance equal to their normal pay for one workday.

Full-time City employees required to work on an official City holiday will receive holiday allowance equal to one and a half times their normal pay for one workday or a day off with pay at the discretion of their Department Head, generally within the next sixty (60) calendar days.

A holiday falling on a Saturday will be observed on a Friday; a holiday falling on a Sunday will be observed on Monday.

All full-time Police Department employees working on rotating shift schedules who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Chief of Police, generally within the next sixty (60) calendar days.

All full-time Fire Department employees working on a rotating shift schedule who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Fire Chief, generally within the next six (6) months.

All Police & Fire Department employees as well as any weekend shift workers who are required to work on the holiday when the actual holiday falls on a weekend but the observed day is on the next business day, will receive the holiday pay for the actual day worked as long as it does not exceed the total amount of days allowed by the City for that holiday. Senior management has authority to grant additional time off to exempt employees who have worked or attended training on a holiday.

Civil Leave

Jury duty:

All regular City employees selected for jury duty shall be entitled to civil leave with pay for that period of absence required, not to exceed fifteen (15) work days per calendar year. Such leave shall not be charged to general leave. Employees are expected to return to work when excused from jury service if within reasonable commuting distance or they will be charged general leave time for that time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to general leave. An employee shall be entitled to all fees received as a juror.

Official Court Attendance:

All regular employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity, on behalf of the City, shall be entitled to leave with pay for such period as the court may require.

Private litigation:

Absence of a City employee to appear in private litigation in which he or she is a principal party shall be charged to general leave or to leave without pay.

Approval:

Each employee will be required to submit a completed Request for Leave or Approved Absence form to their Department Head for approval of civil leave.

General Leave

The General Leave program replaces the traditional “vacation” leave concept. This program introduces the concept that each employee assumes direct responsibility, accountability, and control of his/her attendance or absence from work.

General Leave may be used to cover the following types of absences (upon advance approval of the employee’s supervisor/manager):

1. Employee’s vacation
2. Employee’s personal leave for medical reasons
3. Family Medical Leave approved absence
4. Funeral leave

General Leave will NOT be earned due to an absence “without pay”, due to a leave of absence longer than 2 weeks.

The Department Head will be responsible for approving all leave requests. The employee is responsible for submitting a request to his/her department head, in advance, of the anticipated absence. All leave must be approved to be considered for payment under the General Leave program. Failure to receive approval by the employee’s supervisor/manager will not guarantee coverage under the General Leave program.

The approved use of General Leave for personal medical needs does not prohibit the Department Head from requesting a medical statement from the employee’s attending physician, particularly when such absence is constant, habitual or questionable.

All newly hired Department Head employees will receive two weeks of general leave that are eligible for use upon hire and will then accrue based on the appropriate schedules below. If a non- Department Head level employee is hired with significant experience for their position and is in a situation where they are leaving a considerable amount of accrued leave time from another employer, the City may offer up to one week (40 hours) of General

Leave for the employee to use after they have successfully completed their probationary period. This decision will be at the sole discretion of the City.

All employees assigned to regular full-time positions who are scheduled to work an average of 30 hours or more per week will accumulate general leave time according to the schedules below. All employees who have completed their six (6) month satisfactory probationary period shall be eligible to use their general leave accrued.

0-6 months

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	18.00	1.50
1,950	37.50	7.5	22.50	1.875
2,080	40.00	8.0	24.00	2.00
2,184	42.00	8.4	25.20	2.10
2,210	42.50	8.5	25.50	2.125
2,756	53.00	10.6	31.80	2.65

6 months- 5 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	114.00	9.50
1,950	37.50	7.5	142.50	11.875
2,080	40.00	8.0	152.00	12.667
2,184	42.00	8.4	159.60	13.30
2,210	42.50	8.5	161.50	13.458
2,756	53.00	10.6	201.40	16.783

5-10 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	132.00	11.00
1,950	37.50	7.5	165.00	13.75
2,080	40.00	8.0	176.00	14.667
2,184	42.00	8.4	184.80	15.40
2,210	42.50	8.5	187.00	15.583
2,756	53.00	10.6	233.20	19.433

10-15 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	144.00	12.00
1,950	37.50	7.5	180.00	15.00
2,080	40.00	8.0	192.00	16.00
2,184	42.00	8.4	201.60	16.80
2,210	42.50	8.5	204.00	17.00
2,756	53.00	10.6	254.40	21.20

15-20 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	162.00	13.50
1,950	37.50	7.5	202.50	16.875
2,080	40.00	8.0	216.00	18.00

2,184	42.00	8.4	226.80	18.90
2,210	42.50	8.5	229.50	19.125
2,756	53.00	10.6	286.20	23.85

20 + years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	180.00	15.00
1,950	37.50	7.5	225.00	18.75
2,080	40.00	8.0	240.00	20.00
2,184	42.00	8.4	252.00	21.00
2,210	42.50	8.5	255.00	21.25
2,756	53.00	10.6	318.00	26.50

Employees desiring to take planned general leave should give their supervisors at least two weeks advance notice. General leave will be scheduled as much as practical in accordance with employee requests. The City's workload demands, however, are paramount.

When more employees request particular days off than can be accommodated, supervisors will make general leave assignments taking into account the date the requests were made, special needs for particular General Leave dates and the employees' lengths of service.

The maximum general leave hours that can be accumulated are as follows:

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Maximum Hours Accumulated
1,560	30.00	6.00	540.00
1,950	37.50	7.5	675.00
2,080	40.00	8.0	720.00
2,184	42.00	8.4	756.00
2,210	42.50	8.5	765.00
2,756	53.00	10.6	954.00

Unused general leave will be paid for at separation **at a rate of 50%** only if the employee is terminated for non-disciplinary reasons or if the employee gives and actually works a two-week notice of resignation. There will be **no exceptions** to the 50% unused general leave payout at separation. If a Department Head leaves employment within one year of hire, the original two weeks of general leave given upon hire will not be eligible for pay out. If an employee who received up to one week of general leave upon hire leaves employment within two years, the original amount of general leave given upon hire will not be eligible for pay out.

For retirement purposes, the paid leave at termination will be classified as vacation hours to determine your AFC (Average Final Compensation) calculation.

Leave Donation

Policy Statement

City of Georgetown recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available general leave hours. To address this need all eligible employees will be allowed to donate general leave hours from their unused balance to Leave Donation Bank in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate general leave hours must be employed with the City of Georgetown for a minimum of one (1) year. Employees can donate and join the pool each June for the next fiscal year. If an employee does not donate in June for a certain year, they will not be in the pool for that next fiscal year but can re-join the following year. Once the hours are donated the employee is no longer entitled to those hours. Employees should not be receiving other pay such as worker's compensation or disability benefits while receiving donated leave.

Guidelines

Employees who would like to make a request to receive donated general leave hours from the Leave Donation Bank must have a situation that meets the following criteria:

Family Health Related Emergency

Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker. Medical certification form may be required.

Employees who donate general leave time from their unused balance must adhere to the following requirements:

- A. Donation minimum - One (1) scheduled (average) working day per fiscal year.
- B. Donation maximum - No more than 50% of current balance

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future general leave time to donate.

Donations will only be received if there is an available balance in the donation bank. The maximum amount of hours that can be requested/given to an employee is up to 160 hours within a rolling 12 month period (rolling 12 month period means the 12-month period measured backward from the date that leave is requested), depending on the available balance of the pool, circumstance of the request and discretion of the City Administrator. Employees who are currently on an approved leave of absence cannot donate general leave hours.

Procedure

Employees who would like to make a request to receive donated general leave hours are required to complete a Donation of General Leave Hours Request Form and submit it to the Human Resources department for approval. Employees who wish to donate general leave hours to the leave donation bank must complete a Donation of General Leave Hours Form. All forms should be returned to Human Resources.

Approval

Requests for donations of general leave time must be approved by Human Resources, the employee's Department Head and the City Administrator.

If the recipient employee has available general leave time in their balance, this time will be used prior to any donated general leave time. Donated general leave time may only be used for time off related to the approved request. General leave time donated that is in excess of the time off needed will be returned to the donation leave bank.

Leave of Absence

Military Leave

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Employees on military leave receive paid leave for up to 15 days per military fiscal year (i.e., October to September) for training or call-up. In addition, if an employee is called upon to serve during an emergency, the employee receives paid leave for not exceeding thirty additional days.

Family and Medical Leave Act (FMLA)

Purpose

It is the policy of the City to grant up to 12 weeks of family and medical leave during any 12 month period (based on a 12 month rolling calendar. A rolling 12 month period means the 12-month period measured backward from the date that leave is requested) to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). This leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family and medical leave under this policy and the FMLA, the employee must meet both of the following conditions:

1. The employee must have at least 12 months of service and
2. Must have worked at least 1,250 hours within the preceding 12 month period.

General

Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. Generally, employees must request leaves of absence under this law and policy but, in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

Medical and Family Leave. An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Military Caregiver Leave. An eligible employee whose spouse, parent, child or next-of-kin is a covered service member of the Armed Forces of the United States may be entitled to leave of absence to care for the service member if he is injured while on covered active duty.

Qualifying Military Exigency Leave. An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (i.e., notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

An eligible employee will be granted a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform the employee's job; if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work to care for that relative; or if the employee must care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Length of Leave

Medical and Family Leave. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for the employee own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

Military Caregiver Leave. Leave to care for an injured service member may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active-duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to his own serious health condition will be paid for time lost from work first from any accrued general leave balances and similar balances. An employee who takes leave for any other reason will be paid for time lost from work from any accrued general leave balance and similar balances. Leave taken under this policy counts toward the employee's 12-weeks (or 26-weeks, where appropriate) of leave regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. The payment must be received in the Finance Department by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

Accrual of general leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days' advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence.

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

A leave of absence under this policy generally ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to the employee former position or to a position equivalent to the employee former position. The employee must demonstrate that the employee is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave without Benefits

An employee who is unable to perform the duties of the employee position due to the employee own disability and who has exhausted the employee entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the city administrator, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of the employee health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of the employee extended leave, the employee may be returned to the employee previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which the employee is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, the employee may be continued on extended leave of absence status until the employee is returned to active-duty status or the employee extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the city administrator.

Special Situations

Spouses. When both a husband and a wife are employed by the City, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12-month period or 26 weeks in a single 12-month period to care for an injured service member.

Key Employees (salaried employee in highest paid 10% of all employees)

Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights included in Appendix A.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. Failure to make timely premium payments may result in a lapse or termination of benefits.

Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of general leave.

Employee Responsibility

Employees who request leave under this policy must give 30 days' advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence.

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

A leave of absence under this policy generally ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to the employee former position or to a position equivalent to the employee former position. The employee must demonstrate that the employee is fit for duty and must give reasonable notice of intent to return to work.

Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay and benefits. If an employee fails to return at the end of FMLA, the employee will be considered to have voluntarily resigned his/her position with the City.

Upon an employee's exhaustion of FMLA leave, and where the employee has not been able to return to work, the City of Georgetown may grant an extension of leave at the discretion of the city administrator, on a case-by-case basis up to a maximum of 12 additional weeks subject to additional medical information becoming available unless otherwise required by law, an extension of leave may not result in an employee's taking more than 26 weeks of leave (under any policy) within the rolling 12-month period. Any extension of leave will be granted under the City's Physical Disability and Personal Leave Policy and will not include guaranteed reinstatement of City-paid benefits to review the terms and conditions of such leave, please see the City's Personal Disability Leave Policy in Section III below.

Intermittent Leave or a Reduced Work Schedule. The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or more on a periodic basis), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hourly schedule. In all cases, the leave may not exceed a total of:

- 12 work weeks over a 12 month rolling-period, starting at the beginning of the leave. (26 weeks for a qualified military family medical leave event). Intermittent or reduced schedule leave is available only when the appropriated health care provider certifies the need to take on that basis.
- The City may temporarily transfer an employee to an alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition, or to care for a child after birth or placement for adoption or foster care.
- Normally, intermittent or reduced schedule leave is not available for the birth, adoption, or foster care of a child. However, in the City's discretion, it may agree to allow the employee to take the leave intermittently or work a reduced hourly schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- If the intermittent FMLA leave is due to the serious health condition of the employee or of a family member, periodic medical re-certification may be requested by the City to verify that the leave is medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as to not unduly disrupt the City's operations.
- FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave may also be taken intermittently for a qualifying

exigency arising out of active duty status or call to active duty of a covered military member.

Physical Disability and Personal Leave

1. An employee who has completed the initial probation (and any extension thereof) may request a leave of absence for up to 3 months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the City Administrator upon recommendation by the employee's department head. Employees still in their probation periods who are absent for more than five (5) consecutive scheduled workdays because of any physical disability are generally terminated, but are eligible for rehire. The circumstances of each employee situation will be reviewed by the city administrator before termination.
2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Leaves due to physical disability begin on the first day of absence.
4. After the employee has exhausted general leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.
5. Employees on leave of absence may not engage in other employment.
6. Employees desiring to return to work from an unpaid leave of absence should notify the city administrator in writing at least ten (10) days prior to their desired date of return. If the City of Georgetown finds that the employee is fit to resume the employee's duties, the employee may be recalled to the employee's former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be recalled to any job in which there is a vacancy which is to be filled and for which the employee is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Extended leave is not guaranteed. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence is generally terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. The circumstances of each employee's situation will be reviewed by the city administrator before termination.

Worker's Compensation/Light Duty

Purpose

The purpose of this policy is to ensure employees are aware of work-related and non-work related injury policies. (Reference Code of Laws of South Carolina 1976, Title 42, Workers Compensation)

"Injury" and "Personal Injury" Defined by Worker's Compensation

Injury and personal injury shall mean only injury by accident arising out of and in the course of employment and shall not include a disease in any form, except when it results naturally and unavoidably from the accident and except such diseases as are compensable under the provision of Chapter 11 of Title 42 of the Code of Laws of South Carolina. In construing this section, an accident arising out of and in the course of employment shall include employment of an employee of a municipality outside the corporate limits of the municipality when the employment was ordered by a duly authorized employee of the municipality.

Reporting Injuries

- A. Employees injured, as a result of employment with the City, must report those injuries immediately to their supervisor no matter how minor the injury seems. A First Report of Injury form will be completed by the Department and sent to Administration to be forwarded to the City's Worker's Compensation carrier. Failure to report injuries on the job may result in disciplinary action so it is important that all injuries, even those requiring no medical treatment, be reported. Additionally, failure to properly report an injury may delay or preclude workers compensation coverage.

- B. All employees injured on the job must see the City's Worker's Compensation doctors. In a non-emergency, an Authorization to Treat form, must be completed by the Supervisor and sent with the employee to the doctor. An employee cannot use his/her personal physician in Worker's Compensation cases. Second opinions must be granted by the City's Worker's Compensation carrier.
- C. Employees injured outside of employment with the City that as a result, will need to miss work time or be on restricted duty, must report all related information to their supervisor. All medical information should be sent to the Human Resources Department.

Lost Time Due to an Injury

- A. An employee injured on the job will be eligible for compensation under the City of Georgetown's Worker's Compensation coverage with the SC Municipal Insurance Trust (SCMIT) after seven (7) calendar days off from work. These first seven (7) days or workweek may be covered or paid for by general leave. If the employee's time off from work exceeds fourteen (14) days, then the first week [seven (7) day period] will be covered by Worker's Compensation. Upon receipt and endorsement of the check from SCMIT for the payment of this first week back to the City of Georgetown, credit will be given for two thirds (2/3) of the general leave time previously charged.
- B. SCMIT will pay, on a weekly basis, two thirds (2/3) of the employee's average weekly rate, based on the past 52 weeks, up to a maximum rate equal to the average weekly wage for South Carolina during the past fiscal year. Worker's Compensation checks will be mailed directly to the employee. Worker's Compensation payments made by SCMIT are not subject to Federal and State income tax or to Social Security tax. Additionally, during the period of disability (including non-FMLA leave), the City will continue to make its regular contributions towards the employee's health and/or life insurance premiums. Further, the City shall make contributions to the State Retirement Systems as though the employee had worked in the employees' regular straight time schedule of work.
- C. The employee shall be responsible for paying, by the tenth (10th) day of the month, the premiums for dependent health insurance and similar programs which are subject to payroll deduction. Should the employee fail to make any such payments when due, coverage will be terminated. With the exception of the provisions of this paragraph, employees who are unable to work due to a workers' compensation covered condition shall be subject to the terms of the City's Leave of Absence policy, including but not limited to its return to work and termination provisions.
- D. Employees may also elect to take one-third (1/3) of a day's General Leave pay from their leave balance, if available. Employees' deductions such as health insurance, etc. can be taken from that one-third (1/3) of a day's General Leave pay.
- E. Family Medical Leave will run concurrently with lost time due to a worker's compensation injury or a non-work related injury.
- F. Employees who miss time due to a non-work related injury will need to fill out the necessary leave forms with their department per the parameters of the City's General Leave policy. Employees will be placed on Family Medical Leave. All necessary Family Medical Leave forms will be processed through the Human Resources Department.

Return to Work Following Workers' Compensation Injury/Illness or Other Personal Medical Situations—Light/Modified Duty

- A. Full time regular employees who are temporarily and partially physically disabled as a result of an on the job injury and who, as a result of such disability are not able to safely perform the full range of their normally assigned duties, may be eligible for light duty assignment.
- B. Definition – Light/Modified duty means services to the city other than an employee's regular position or work that is less than the full scope of the employee's essential job functions per their job description; Light/modified duty will be made available to employees as long as meaningful assignments are available.
- C. Assignment of Light/Modified Duty - The City will not create light duty assignments, but will attempt

to identify and assign work the employee can perform based on light duty tasks that are available and the parameters of the employee's injury. If there is light duty available in the employee's department, that assignment will be considered first. If light duty is not available in the employee's department, Human Resources will assign the employee to another department that has light duty assignments available. In this case, employees must conform to any additional workplace regulations of the department in which the light duty assignment exists. The Human Resources Department will maintain a light/modified duty task bank submitted by all departments. Light duty may be assigned by the employee's Department Head or Human Resources. In the event that there are more employees seeking light duty than there are available light duty assignments, the City reserves the right to give preference to an employee who has a work-related injury.

- D. Duration of Light/Modified Duty - All light/modified duty must be approved by the City Administrator. Light/modified duty will be available for a maximum of 180 calendar days per disability. An employee may apply for an extension of light/modified duty. The extension of light/modified duty shall be granted at the discretion of the City Administrator. If a light duty assignment runs out, the affected employee will be placed on Family Medical Leave.
- E. Dress Requirements – An employee assigned to light/modified duty may wear clothing modified to accommodate the disability, as long as the clothing does not interfere with the employee's ability to carry out assigned duties safely.
- F. Medical Clearance – Prior to any light/modified duty assignment (and at such intervals as the City may thereafter require) a medical doctor, satisfactory to the City, must certify that the employee is unable to perform the full range of his/her regular duties; that the inability to perform and the condition causing it are temporary; and that there is no medical risk of contagion or infection to other employees. The medical doctor must also certify that the employee can perform, without risk to himself/herself or others, the light/modified duty assignment. (No employee will be permitted to work on light/modified duty if a physician advises that the performance of light/modified duty might slow the employee's recovery or aggravate the disability). The City may require a review by its physician at any time.

Employee Benefits

Tuition Reimbursement

Policy statement:

This policy is provided to encourage all regular, full time 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 provided solely for employees to gain 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.

Eligibility:

Any regular, full time 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.

Approved courses:

An approved course is any course taken at an accredited institution of higher education.

General:

An employee interested in applying for tuition reimbursement must first request, in writing and in advance, approval of the employees' 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.

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. 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.

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 Department, within ten (10) working days after grades are received, with the following attachments:

- Receipts showing the amounts paid for tuition, fees and books. An original of the official transcripts records.
- Payment may be made only for those courses in which the employee earns a grade of "B" or better for all studies.
- 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 Department will forward the application to the Finance Department for payment.

Required courses:

From time to time, it may be necessary for the City to require certain employees to take one or more courses for professional development and job performance improvements benefiting the City and employees. When this occurs, the City will pay all training and travel costs in accordance with the Travel and Subsistence Allowance policy of this Handbook.

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 Department through their Department Head.

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.

Please note: This policy does not pertain to the Police Officers whom have attended the Criminal Justice Police Academy.

Travel and Subsistence Allowance

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.

Travel

- A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in economy class, no exceptions.
- 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 begins.
- C. If it becomes necessary for the City employee to use his/her own vehicle on City business, the employee 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, the employee must use the City vehicle.

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 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 meal 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.

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.

Advances

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

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)

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.

Retiree Insurance Coverage

Retiree insurance benefits will be established by Mayor and City Council. The benefit and contribution requirements are not guaranteed. Mayor and City Council has retained the right to unilaterally modify its payments toward retiree health care benefits at any time.

To be eligible for City-funded retiree insurance benefits, an employee must:

- A. be eligible for benefits under the S.C. Retirement Systems and fully retire with the City of Georgetown
- B. have at least twenty (20) years of continuous service

The City sponsors a defined benefit postemployment healthcare plan (the “OPEB Plan”) that provides medical and dental insurance to retirees. Eligibility and benefit provisions are different for the following groups:

- A. Employees hired prior to July 1, 2022 - Post-65 retirees will be transitioned to the Medicare Advantage Program. The Post-65 retiree will be responsible for full cost of the Medicare Advantage Program. The spouse and any eligible dependents of a retiree who becomes eligible for Medicare coverage would be eligible to continue coverage as an “active employee” as long as the premium is paid and the retiree maintains coverage under the Medicare Advantage Program. Disability related retirees must have at least twenty years of continuous service to receive city-funded insurance benefits. Once the disabled retiree becomes eligible for Medicare coverage, city-funded insurance benefits may be terminated. An exception may be considered if an employee is injured in the line of duty. Retirees who are rehired by the City will be treated the same as other retirees for the purpose of City-funded insurance benefits.
- B. Employees hired on or after July 1, 2022 – retirees are eligible to continue coverage under the ‘retiree only’ insurance tiers and will be responsible to pay the full premium. Spouses and dependents of the retiree are not eligible to participate in the city insurance benefits.

Workplace Guidelines

Attendance & Electronic Time Recording

Purpose

The purpose of this policy is to establish clear expectations to employees regarding time and attendance. Punctual and regular attendance is an essential responsibility of each City employee. The City recognizes the need for employees to be absent from work due to illness, planned vacations, appointments, bereavement, etc. However, it is also the responsibility of the City to provide excellent and continuous service to its residents and customers, which cannot be achieved without adequate staff. The City has obligations under multiple laws to maintain accurate attendance and time records with regard to its employees. In an effort to facilitate its record keeping responsibilities, the City has implemented an electronic time clock system (E-TIME) for tracking employee

attendance and hours worked. Every City employee has important individual responsibilities with regard to attendance, record keeping, and the use of the City's electronic time clock system.

Definitions

Exempt Employee – Pursuant to the FLSA, exempt employees do not receive overtime pay or compensatory time off for those hours worked over 40 in a workweek. Exempt employees are expected to work whatever hours are necessary to satisfactorily perform their job responsibilities without regard to the number of hours worked.

Fair Labor Standards Act (FLSA) – The FLSA of 1938 as amended establishes minimum wage, overtime pay, and exemptions from overtime, recordkeeping, and timekeeping standards.

Nonexempt Employee – Employees classified as nonexempt receive hourly wages. Nonexempt employees must be compensated either overtime or compensatory time for all hours worked over 40 hours in a workweek. Special overtime rules exist for non-exempt law enforcement and fire service personnel.

Tardiness – When an employee fails to report to work at his/her scheduled starting time and/or return to duty promptly at any point during the normal schedule (e.g., lunch) without supervisory approval.

Unscheduled Absence – Absence for which the employee has not received pre-approval.

Attendance

Authorized Absence – Occurs when all of the following conditions are met:

- A. The employee provides advance notice to the supervisor compliant with the City's General Leave Policy, or in the case of an emergency or sudden illness, the employee has notified their supervisor or Department Head within 30 minutes of their scheduled start time.
- B. The employee's supervisor has approved the absence.
- C. With the exception of pre-approved FMLA, Worker's Compensation or other unpaid leave, the employee has sufficiently accrued leave time to cover the absence.

Excessive Absences – Excessive absences exist when an employee's absence from work, whether authorized or not, has an adverse effect on the department's ability to complete normal work requirements, or provide normal services. The employee's frequent absences render the employee unavailable for work, thus creating a hardship on the department. Such absences do not include pre-approved general leave, Family Medical Leave, jury duty, worker's compensation, bereavement leave, etc. However, leave for Family Medical Leave and Jury Duty should be scheduled with the employee's department and any updates or deviations from the schedule should be reported to department immediately. In cases where there is a pattern of excessive, unauthorized or unscheduled absences, additional time and documentation restrictions such as a physician's excuse will be required of the employee for requesting and obtaining leave approval, or the employee will be subject to disciplinary action up to and including termination.

Attendance Procedure

If an employee is going to be absent (unplanned) or tardy for work, they must notify their Supervisor or Department Head within 30 minutes of their scheduled start time or it will be marked as an unscheduled absence.

If an employee is absent from work for three consecutive days without any contact with their supervisor, department head or Human Resources, they will be considered to have abandoned their position and be terminated from employment.

Electronic Time Recording

Employees are to record their time and attendance as provided for within this policy.

For attendance and time record purposes, employees will necessarily fall into one of two (2) distinct groups: (a) salaried exempt employees; and (b) non-exempt employees. The Fair Labor Standards Act requires different record-keeping responsibilities for the City for these two groups. Salaried exempt employees are not eligible for overtime compensation. In contrast, non-exempt employees are entitled to overtime compensation for all hours actually worked in excess of the overtime threshold prescribed by law. If employees are unsure whether they are a salaried exempt employee or a non-exempt employee, they need to contact the Human Resources Department.

Employees are absolutely prohibited from clocking in or out for another employee. The employee (and no one else) is the only person permitted to use his/her employee badge ID number to clock in or out. Anyone who clocks in or out for another employee, who permits another employee to possess his/her ID badge, who requests that another employee or person clock in or out on his/her behalf, or who allows another person to clock in or out for the employee is subject to severe disciplinary action up to and including termination.

The City recognizes that, from time to time, unique circumstances will arise that may warrant a temporary modification to scheduled work times and assigned work locations. Department heads are authorized, on a limited, case by case basis, to permit non-exempt employees to work outside of their normally scheduled hours in a work week in which a non-exempt employee has missed scheduled work hours due to a medical appointment, etc. Discretion to permit temporary work schedule modifications rests exclusively with the City. Non-exempt employees must realize that there are some positions that have duties that must necessarily be performed across normal business hours – without exception.

Electronic Time Recording Procedure

Every City employee is issued an Employee “Badge” ID number and password in order to access the electronic time clock system.

Every employee is required to “clock in” at their scheduled starting time using the electronic time clock system which is accessed through the City phone system.

Non-exempt employees are required to clock in by using the phone system no earlier than seven (7) minutes prior to their scheduled starting times unless authorized to do so, in writing, by their Supervisor or Department Head. Non-exempt employees are required to obtain written approval from their supervisors before working overtime or additional time in excess of their scheduled hours. Employees may still be disciplined for clocking in or out before or after their scheduled starting and ending time.

Exempt employees are required to clock in only upon their arrival for work. The City, at its discretion, may require exempt employees to clock in and/or out under other circumstances. Exempt employees are expected to abide by the guidelines of this policy and adhere to the established work hours as directed by their supervisor. Failure to follow this policy and a supervisor’s reasonable directive may result in counseling and subsequent discipline.

“Edits” (changes, corrections, manual entries, etc.) may be made by the Departmental Time Clock Administrator or other authorized member of the City’s Administration or Finance department. Employees who experience problems with the electronic time clock, who fail to clock in as required by this policy, or whose work schedules or obligations present special time recording issues must immediately inform their Supervisor, the Time Clock Administrator, or some other authorized member of the City’s management team. Time sheet falsification is subject to disciplinary action, up to and including termination.

The City will utilize a quarter hour “rounding” practice for non-exempt employees. (The quarter hour rounding practice is sometimes referred to as the “seven/eight” rule.) This means that a time entry will be “rounded” up or down to the nearest quarter hour. For example, an employee who clocks out at 5:07 P.M. will be treated as having clocked out at 5:00 P.M. An employee who clocks out at 5:08 P.M., however, will be treated as having clocked out at 5:15 P.M.

Meal Breaks

For non-exempt employees, a standard meal break [either thirty (30) consecutive uninterrupted minutes or one (1) hour, depending upon the Department] will automatically be deducted from an employee’s work time each day. Due to the unique nature of Public Safety employee schedules, rules regarding meal breaks may differ from those set forth in this policy. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out at the commencement of their meal break(s) and to clock back in at the conclusion of their meal break(s). Meal breaks should be taken away from the employee’s work area. Non-exempt employees whose duties on a particular day do not allow for a full meal break are required to notify the Time Clock Administrator, their Supervisor, or some other authorized member of the City’s management team of this circumstance so that an appropriate adjustment can be made. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out upon the leaving for the day or when leaving their assigned worksite for a medical appointment, etc.

Disciplinary Action

The City of Georgetown expects employees to meet its standards of performance and behavior and to comply with and carry out City of Georgetown rules and directives. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended, demoted or terminated, with or without notice. The City of Georgetown will administer discipline according to the situation and the City’s needs. Importantly, the City does not guarantee and does not promise that progressive discipline will be used. Any disciplinary action that is administered will be at the sole discretion of the City.

Types of Disciplinary Action:

The City of Georgetown does not guarantee and does not promise that progressive discipline will be used. Employees should have no expectation that progressive discipline will be used. Below are some examples of the types of disciplinary action that can be imposed:

- A. Letter of counseling/caution
- B. Written warning
- C. Suspension
- D. Demotion
- E. Termination

Certain types of disciplinary actions may result in an employee losing pay, such as a suspension or demotion.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct depends upon a number of factors including but not limited to the length of the employee’s service, the quality of that service, the employee’s prior disciplinary record, the seriousness of the misconduct, and the impact of the misconduct on others. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of the City of Georgetown. The following list is merely representative of some of the more obvious types of misconduct which may result in discipline up to and including discharge:

- A. Incompetency.

- B. Unauthorized absence.
- C. Insubordination, including disrespect for authority, or other conduct that tends to undermine authority.
- D. Intentional failure or refusal to carry out instructions.
- E. Unauthorized possession or removal, misappropriation, willful destruction, theft or conversion of City of Georgetown property or the property of others.
- F. Violation of safety rules, neglect, or engaging in unsafe practices.
- G. Interference with the work of other employees.
- H. Threatening, coercing, or intimidating fellow employees.
- I. Dishonesty.
- J. Willful disregard of others.
- K. Excessive tardiness or absenteeism.
- L. Failure to provide or falsification of any information required in the employment application.
- M. Failure to report properly an accident or personal injury.
- N. Neglect or carelessness resulting in damage to city property or equipment or the property or equipment of others.
- O. Repeated convictions during employment on misdemeanor and/or traffic charges. (This provision is in no way intended to limit the City of Georgetown's ability to terminate the employment relationship for a single incident or an incident that does not result in a conviction. See section (q) below.)
- P. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on city property or while on duty anywhere; working while under the influence of illegal or unauthorized drugs or intoxicating beverages; or the off-the job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be “under the influence” if the employee has any detectable amount of any such substance in his/her system.)
- Q. Acts of misconduct at any time which are unbecoming of a representative of the City of Georgetown and which reflect unfavorably upon it. (This necessarily includes “charges” of misconduct.)
- R. Unsatisfactory performance.
- S. Inappropriate behavior or conduct directed toward or affecting a co-worker, vendor, customer, or member of the public.
- T. Violation of the City’s policies and procedures.
- U. Any other reason deemed appropriate by the City.

Grievance Procedure

General

This procedure is adopted in accordance with the “County and Municipal Employees Grievance Procedure Act,” Section 8-17-110, *et seq.*, Code of Laws of South Carolina, 1976, as amended.

1. A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of the employees’ rights under City policies regarding the employee’s employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee’s level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee’s department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which the employee is entitled, the employee must present the grievance in accordance with this procedure.
2. An employee who believes the employee has a grievance must follow the following procedure:
 - Step 1. The employee must file the grievance within 10 calendar days of the event giving rise to the grievance or the employees’ knowledge of the events giving rise to the grievance. The employee is to follow the chain of command in the employees department, appealing to each

successive level of supervision. These steps may be oral. At each level, each supervisor has four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

Step 2. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by an employee in his/her initial probationary period. A new employee is considered probationary until the probationary evaluation is completed and approved by the department head.

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal at the City's Human Resources Department. This must be done within seven calendar days of the department head's denial of the grievance. The written request for appeal must include the following information:
 - a. the purpose of the appeal and what recommendation is requested of the Grievance Committee, and
 - b. a statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure

The Human Resources Department will assist in preparing the appeal, if requested.

4. Within ten days of receiving the employee's request, the Grievance Committee chair will schedule the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the affected department and the Human Resources Department.

The Employee Grievance Committee

The city council appoints a committee composed of seven (7) employees to serve for terms of three (3) years, except that the members appointed initially are appointed so that their terms will be staggered. The city council may also appoint two alternates to serve when other members are disqualified or unable to serve.

Approximately one-third of the terms shall expire each year. A member continues to serve after the expiration of the term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the city council. All members are selected on a broadly representative basis from among City employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

- A. The Committee annually selects its own chair from among its members. The chair serves as the presiding officer at all hearings that the employee attends but may designate some other member to serve as presiding officer in the employees' absence. The chair has authority to schedule and to re-schedule all hearings.
- B. A quorum consists of at least two-thirds of committee members and no hearings may be held without a quorum.
- C. The presiding officer has control of the proceedings. The employee may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by the

employees decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.

- D. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents, or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings must be recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.
- E. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official recording and the official minutes of all hearings are subject to the control and disposition of the mayor.
- F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at all times it considers necessary and the human resource director may provide assistance in reading written materials to the Committee at the request of a grieving employee.
- G. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations on any additional or different grounds developed from the employee's presentation.
- H. In non-disciplinary grievances, the employee must establish that a right existed and it was denied the employee unlawfully or in violation of a City policy. The employee makes the first presentation.
- I. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chair may appoint himself/herself or another member of the Committee as timekeeper.
- J. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the Human Resources Department if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.
- K. The Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendations to the City Administrator for transmittal to the Mayor. If the Mayor approves, the recommendation of the Committee shall be its decision and copies of the decision shall be transmitted by the Committee to the employee and to the head of the particular department involved.

Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to terminate any employee when the City or respective elected or appointed official considers such action to be necessary for the good of the City.

Dual Employment (Outside Employment)

The work of the City of Georgetown should take precedence over any other occupation interests of its employees. All outside employment for salary, wages or commission services and all self-employment must be reported in writing to the appropriate department head and approved in advance. Each change in dual employment shall require separate approval by the Department Head and City Administrator.

Approval shall not be granted in the following situations:

- A. When such dual employment conflicts or interferes or is likely to conflict or interfere with the employee's service to the City.
- B. When such dual employment lowers the efficiency of the employee.
- C. When such dual employment is incompatible or creates a conflict of interest with an employee's official duties, as covered in the South Carolina Ethics Act.
- D. When, in the opinion of the Administrator, Department Heads, and/or the Mayor, such employment creates the appearance of a conflict of interest.

Employees cannot engage in any private business or activity for personal gain while on City work time or while on City premises.

City employees cannot use City equipment, tools, office supplies or other resources for secondary employment, any private business or activity for personal gain.

City employees cannot participate in political campaigning while on City time or use City resources for such purposes.

Rehiring of Former Employees

All employees of the City of Georgetown are employed on an "at will" basis. The City of Georgetown guarantees employment to no one. In the same light, the City guarantees reemployment to no one. An employee who separates from employment with the City, and then subsequently attempts to be rehired by the City of Georgetown, is not guaranteed reemployment. This policy is applicable to all current and former employees.

Former employees, except as provided for below, will be considered for reemployment with the City of Georgetown in any position for which they are qualified. The City will consider all relevant information for all candidates for employment, including but not limited to a former employee's prior work record with the City of Georgetown.

The City may not use an in-house hiring preference in making re-hiring decisions. External candidates, a term which necessarily includes PORS and SCRS retirees (who have experienced a break in service) seeking to return to employment with the City, do not enjoy an in-house hiring preference.

As a general rule, the City does not rehire former employees who have been terminated for disciplinary reasons as determined exclusively by the City.

Consistent with City's General Leave Policy, the City pays terminating employees the cash value of half (50%) of accumulated but unused general leave, provided the employee satisfies the requisite conditions for receiving such payment.

All former employees rehired will be treated as a new hire in regards to general leave and longevity.

Former employees who are rehired after being retired will be required to pay health insurance rates at the same level as other retirees.

Vehicle Management Program

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.

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, and immediate family members on a portal-to-portal basis on scheduled work day during normal business hours, except as noted in this policy.
- 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.
- E. The City reserves the right to request random driver's license records of City employees from the SC Department of Motor Vehicles to check for DUIs, DWIs, suspended licenses, etc. to ensure that City employees are properly licensed to operate City vehicles.
- F. Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way.
- G. Any employee who violates this Vehicle Management Program policy will be subject to disciplinary action, up to and including termination.

Travel in Non-City-Owned vehicles

- A. Travel by City employees on City business, other than on call responses, 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 City employees to use their own vehicle on City business, employees will be reimbursed at a rate consistent with the IRS standard mileage rates for the current year and the Travel and Subsistence Policy.

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 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, etc.

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. Receipts from vehicle fuel purchases will need to be turned into designated department representatives daily.
- 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 Personal Identification Number (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 employees forget their PIN number, they must contact their department office manager 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 smart phone to quickly find fuel locations around the City that accept 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 in order to verify invoice amounts and identify any irregularities.

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. In consultation with the City Administrator, department heads will authorize the assignment of such vehicles using the Assigned Vehicle Form (Form PF-020).
- 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), the employee shall immediately inform his/her Supervisor and the Human Resources 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:
 - a. Other employees on City business.
 - b. Others engaged in advising on or assisting in matters related to City services or improvements.
 - c. City prisoners when being transported to or from a detention center.
 - d. Immediate family members on a portal-to-portal basis on scheduled work days during normal business hours.

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) or facilities. 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:
 - a. Employee assigned vehicles. These vehicles must remain within a distance not to exceed thirty (30) miles of the nearest Georgetown county line boundary using the shortest, most economical and reasonable route. **See Vehicle Take Home Policy.**

- b. Drivers of radio-equipped vehicles who are dispatched directly from their residence to the field.
 - c. Drivers of vehicles who perform certain services for the City on a regular basis directly upon leaving or returning to their place of residence.
- G. Use of drugs or alcohol is strictly prohibited.
- H. Personal alterations to city vehicles, to include but not limited to decorations, signage, and items that reflect personal views or beliefs, are strictly prohibited in and on all city vehicles.
- I. 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.
- J. Cellular and other wireless devices must 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 Computer, Internet, Cell Phone and Communications Policy for additional information.

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 employees operate a City vehicle on long distance trips while on City business, employees will be required to keep and maintain a report of such trips including mileage, gas, and oil, and repair expenses incurred on the trip. Employees will be reimbursed for vehicle expenses incurred upon presentation of evidence of payment. In addition, all such reports will be forwarded to the City Fleet Services Department 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/her personal use or to handle private business.

Vehicle Use – Take Home Vehicle

Purpose

This policy is established to ensure Department-assigned vehicles are used in accordance with the mission of the Department. For the purposes of this policy, Department-assigned vehicle includes any vehicle assigned to, leased or rented by the Department.

Policy

Department Heads may assign take-home vehicles based on departmental need such as emergency response to critical incidents, tactical deployments, increased visibility in the community and other considerations. It is a requirement of any assigned take home vehicle that the employee reside within thirty (30) miles of the Georgetown County line boundary using the shortest, most economical and reasonable route for use pursuant to the following guidelines and procedures.

All personnel must recognize that they are representatives of the City of Georgetown and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicles off-duty. Employees must at all times conduct themselves in a professional manner.

The following rules apply to those employees who are assigned a take-home vehicle:

- A. Employees will maintain the vehicle in a state of readiness. The vehicle shall always have sufficient fuel.
- B. Employees shall not operate a Department vehicle at any time when under the influence of drugs and/or alcohol.
- C. Employees while in an off duty status and operating a Department vehicle, marked or unmarked, shall not stop at or frequent a business whose primary business is the sale of alcohol. Example: liquor store/bar.
- D. Employees and passengers are prohibited from smoking tobacco products while in the vehicle.
- E. Communications equipment such as radios will remain on during all vehicle usage.
- F. GPS equipment will remain on during all vehicle usage.

- G. Employees shall obey all traffic regulations (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
- H. Employees shall not park their assigned take-home vehicle at any commercial, public, or private location for compensation.
- I. Employees shall not permit any other person to operate their assigned take-home vehicle (e.g., spouse, children, friends, etc.)
- J. Employees shall not use their take-home vehicle to transport pets, carry excessive loads, or carry protruding objects.
- K. Employees may use the vehicle to conduct personal business within City limits, except when off duty (Command staff are excluded from this exception).
- L. Employees will wear some type of identifying attire, i.e., Department approved shirt, hat, or display a city ID/badge on their person.

Parking:

- A. The vehicle shall be parked in the driveway or garage at the employee's residence.
- B. In the event there is no residence parking the employee will park the Department vehicle in a parking space closest to the residence, preferably within eyesight of the residence and under lighting during the nighttime.
- C. Vehicles will be locked at all times.
- D. When the employee will be away (e.g., on vacation) for periods exceeding one week, the vehicle shall be stored at a City facility or the City of Georgetown Police Department.
- E. All office identification, portable radios and equipment shall be secured.

Maintenance:

- A. Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.
- B. Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned employee's responsibility to ensure that the employee's assigned vehicle is maintained according to the established service and maintenance schedule.

Incident Reporting: Employee shall report to the department the following incidents:

- A. All damage sustained to a vehicle.
- B. Moving violations outside the jurisdiction.
- C. Parking violations issued to the department vehicle.

Computer, Internet, Cellphone and Communications Policy

The City of Georgetown maintains a computer network and an electronic mail system. The City provides internet access for employees through the City's computer system. The City also provides cell phones to employees in certain positions, in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. The computer, e-mail system, internet access and cell phones are provided for the sole purpose of conducting and facilitating City business. City employees are required at all times to use this equipment, systems, and access in a responsible and professional manner. The City will monitor through its software systems the employee(s) use of computers, internet, e-mail, cell phone and/or other communication equipment. Employees should be aware that our security systems are capable of recording all web traffic and each file transfer into and out of our network. The City reserves the right to do so at any time.

City Property

All City communications equipment and services, including any messages or images transmitted or stored on them, are the property of the City. The City may access, monitor, delete, and/or disclose employee telephone calls, e-mails and other communications and files as the City deems fit. **SPECIAL NOTE:** If a City employee does not wish for information, communications, or images to be accessed by the City, then the employee should not use City communications equipment or services to store or transmit the information, communications, or images.

Employees should have absolutely no expectation of personal privacy when using City communications systems. The City reserves the right to access, review, copy, delete any or all e-mail messages for any purpose and to disclose them to any party as is deemed appropriate.

Improper Use (General) Prohibited

Improper use of the City's communication equipment and services may result in disciplinary action up to and including termination of employment. Improper use includes, but is not limited to, any harassing, offensive, demeaning, insulting, intimidating, threatening, hostile, vulgar, profane, obscene or sexually suggestive written, recorded, stored, or electronically transmitted images or messages. City equipment may not be used to download entertainment software or to play games.

Cell Phones/ Wireless Devices

The City recognizes that employees are our most valuable asset. Our City is firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and is committed to providing a safe working environment. Driver inattention is a factor in a majority of motor vehicle accidents. The City is not only concerned about the welfare of our employees, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, employees' first responsibility is to pay attention to the road. When driving as a representative of the City the following procedures should be followed:

- Allow voicemail to handle calls and return them when safe.
- If employees need to place or receive a call, pull off the road to a safe location and stop the vehicle before using the phone.
- Ask a passenger to make or take the call.
- Inform regular caller of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1 or emergency public safety reasons.
- If placing or accepting an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Under no circumstances should employees use cell phones during adverse weather or difficult traffic conditions.
 - Always avoid or terminate phone calls involving stressful or emotional conversations.
 - No personal calls should be made or taken.
 - Texting or usage of any wireless device while driving is prohibited.

NOTE: These provisions also apply to personal cell phone usage. Use of cell phones for personal conversations is restricted to non-duty time, such as breaks, lunch, etc. and in designated break areas.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance.

Improper Use (Specific Types) Prohibited

It is impossible to list all acts and omissions pertaining to the City's communication systems which are inappropriate and which will subject an employee to disciplinary action up to and including termination. The above section addresses in general fashion, harassing and offensive communications and information. This section lists some of the other, more obvious types of prohibited activities. This list is not exhaustive.

- Illegal activities
- Commercial activities, Direct or Indirect, for Profit or Personal Gain
- Recreational Activities (e.g., games)

Employees may use their Internet facilities for non-business research or browsing during their meal break or after hours, provided, however, they are allowed access to the facilities during these times. Internet usage is a **PRIVILEGE** and **NOT A RIGHT**.

Authorship and Sources of Communication

City employees are prohibited from providing misleading or false information regarding the source or authorship or documents, information, messages, or images.

Accessing Information

Use of City provided equipment or facilities to access any commercial on-line service or Internet provider is authorized only through use of a City provided internet browser and City provided service provider. Use of internet providers or accounts other than those issued by the City will only be permitted when specifically authorized by the City. Accessing databases for which there are access or usage charges is not permitted without proper authorization.

Circumventing System Controls

Any attempt to circumvent communications system controls, access unauthorized programs or information OR violate security systems will result in serious disciplinary action up to and including termination. (This provision is in no way to be construed as a limit on the City's ability to access any information that has been stored or transmitted through the use of the City's systems.)

Authorized Software

Only City authorized and acquired licensed software can be installed and used on the City's computer equipment. The City must authorize use of any software before it is installed on City equipment.

Passwords and Access Codes

All employee passwords and access codes must be disclosed as required to the City. Employees are prohibited from divulging passwords or access codes to other employees or outside sources without proper authorization.

Email Etiquette

- Courtesy – Always be polite.
- Proofread your messages. Check spelling and grammar. Remember to project a professional image while sending correspondence.
- Be effective and efficient – Keep your messages brief and to the point.
- Remarks – Be careful what you say and who you quote. Be careful when using humor or sarcasm. Emails and text messages can be easily misinterpreted.
- REMEMBER that electronic messages are potentially recoverable and may be available to others under the Freedom of Information Act.
- Be aware that the recipient of your e-mail may forward your e-mail to other e-mail addresses without your knowledge or consent.
- DO NOT FORWARD Attorney/Client Privilege e-mails.

Third Party Usage

This policy applies to all employees, contractors, part-time employees, interns, volunteers and other individuals who might be provided access to the City network/communications equipment.

Employee Termination, Leave of Absence, Vacation or Other

Employees who are terminated or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. The City may access an employee's e-mail if employees are on leave of absence, vacation or are transferred from one department to another and it is necessary for the City's business.

Social Networks, Personal Websites and Blogs

Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. Employees may not access social media sites, other than for business use, 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, 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 on those sites must make it clear that they are expressing their own views and not those of the City.

Workplace Safety

Safety

Purpose:

The purpose of this policy is to establish a system to provide for the safety of each City employee. By encouraging and aggressively striving for a safe work place, each employee's ability to earn a living is protected, as is the City's investment in its employees. The City, therefore, will be able to deliver services to its citizens in a safe, efficient and effective manner.

Safety Coordinator:

The City Administrator will appoint a Safety Coordinator(s) to develop and administer an occupational safety program for City employees. The Safety Coordinator will assist departments in developing contingency plans and policies for the safety committee and submit them to the City Administrator for approval. The Coordinator(s) shall be responsible for the following activities:

- A. Organizing and guiding the City Safety Committee.
- B. Serving as contact point for all work site inspections involving the Department of Labor and OSHA.
- C. Assisting Risk Management with coordinating the timely reporting, investigation and processing of Workers' Compensation Claims and investigating possible causes of accidents and making recommendations to the City Safety Committee.
- D. Maintaining comprehensive records of accident/injury experience and ensuring all appropriate OSHA logs are filed. Analyzing all records and cost reports for statistical data indicating trends, problem areas and overall safety performance.
- E. Conducting safety training or providing for the coordination of effective Safety training.
- F. Coordinating regular meetings of the Safety Committee and maintaining minutes of meetings; Forwarding committee recommendations to the Department Heads' management team with regard to potential disciplinary action or other Safety Committee recommendations.

Department Head responsibilities:

All Department Heads are charged with the responsibility of providing the type of work environments, work procedures and services to the public that will promote, to the greatest extent possible, the safety of the City

employees and the general public. Department Heads shall initiate and actively support a Departmental Safety Program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. They shall:

- A. Develop, publish and enforce reasonable, practical safety procedures pertinent to the activities conducted by the Department as well as procedures required by State or Federal laws.
- B. Inform all employees about safety procedures placed in effect and take steps to provide each employee with a printed copy (Departmental Safety Policies) of all such procedures that apply to each employee.
- C. Establish and maintain a system of safety inspections, accident investigations and pertinent safety performance records.
- D. Provide continuing job training and safety instruction for all employees in their Department. Ensure that all new and temporary employees receive instructions on the safe use and operation of all equipment as well as the proper and safe way to perform jobs.
- E. Inform the Safety Coordinator of training needs and/or arrange training courses in coordination with the Safety Coordinator.
- F. Documents of all safety training should be forwarded to Risk Management. Employees are to sign a form indicating that they have received the training and the Department Head or supervisor will sign off as verification of the training received.
- G. Personally interview each employee who suffers a “serious” on the job injury. For purposes of this policy, “serious injury” is defined as “any injury requiring medical treatment from a medical professional including EMS personnel. Provides safety leadership through action.

Supervisor responsibilities:

The full potential of effective accident prevention can only be realized when supervisors cooperate in all phases of the Safety Program. Their close contact with the work environment and the people performing the work makes them the best qualified to translate safety principles into accident prevention on the job. They must know the details of each job they supervise to recognize potentially hazardous situations. They must enforce the safety procedures and guidelines that apply to the work they supervise. They will:

- A. Provide and document all needed job and safety training to employees in cooperation with the Department Head.
- B. Provide continuing safety instruction while issuing daily work assignments, focusing attention upon potential hazards, changes in work conditions or procedures, etc.
- C. Recommend further training as needed.
- D. Actively support safety promotional measures and continuously observe and evaluate work conditions and work procedures to detect and correct unsafe practices or conditions.
- E. Promptly investigate accidents and ensure that required reports are completed.
- F. Respond to any and all reports of hazards or unsafe practices or conditions and submit practical suggestions for corrections.
- G. Maintain high standards of housekeeping and environmental sanitation in work areas as well as performance.
- H. Strive to see that tools and equipment as well as all personal protective equipment are properly maintained and are in proper working condition.
- I. Hold regular safety meetings with their employees to discuss safety policies and procedures applicable to the job performed. Forward suggestions or concerns to Department Heads for assistance.
- J. Provide safety leadership through action!!!

Employee responsibilities:

All City employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers and the general public. They will:

- A. Immediately report to their supervisor all accidents, with or without an obvious injury that occurs within the course of each and every workday. Provide necessary information to complete reports.
- B. Promptly report to their supervisor all unsafe practices and conditions they observe.
- C. Cooperate and assist in investigations of accidents in order to help identify correctable causes and to prevent recurrence.
- D. Actively support and participate in safety promotional and educational measures utilized in

Department Safety Programs.

- E. Practice approved safe work procedures for their work activity.

Medical Treatment:

Please refer to the City's Workers' Compensation policy for further information regarding injuries on the job and related medical treatment. It is important that all injuries be promptly reported. Failure to promptly report a workplace injury might significantly delay or otherwise interfere with the receipt of worker's compensation benefits.

Employee Drug Use and Drug Testing

It is well-recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale and on productivity. Furthermore, it is the policy of the City of Georgetown to comply with the Drug Free Workplace Act, to comply with applicable government regulations, to establish and maintain drug free workplaces and to prohibit the unauthorized or unlawful manufacture, distribution dispensation, possession and use of controlled substances on or off the job.

For these reasons, the City of Georgetown adopts the following policy:

General Rule

All employees of the City of Georgetown are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. City of Georgetown employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

The City of Georgetown will conduct pre-employment drug tests for all applicants tentatively selected for employment. The City shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances. Any applicant who is rejected under this policy may be considered for future vacancies if he or she can demonstrate they are no longer a user of any unlawful substances. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result.)

Current Employees

- A. All City employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
 - a. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist :
 - i. information that an employee has used illegal drugs or substances is provided by a reliable informant;
 1. a serious accident occurs due to fault of the employee; "Serious accident" is defined as:
 - a. an accident involving a fatality;
 - b. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - c. an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates;
- B. An employee exhibits any of the following:
 - a. extreme mood swings;

- b. slurred speech;
- c. unusual clumsiness;
- d. staggering;
- e. dilation of pupils;
- f. sleeping on the job or lethargy;
- g. excessive unexplained sweating; or
- h. other aberrational behavior.

- C. An employee has been arrested for violation of drug laws;
- D. An employee has admitted violating the Department's drug policy;
- E. An employee has tested positive previously for illegal drugs within the past 2 years.

Employees required by their jobs to possess a Commercial Driver's License must provide a specimen for testing within 32 hours following a serious accident for which they arguably are at fault. (Such employees who are injured and cannot provide a specimen at the time of the accident will provide necessary authorization for obtaining hospital reports or other documents which would indicate the presence of controlled substances in the employee's systems.)

Employees required by their jobs to possess a Commercial Driver's License must submit to a drug test whenever they are issued a citation for a moving violation in connection with an accident.

Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee(s).

Random testing for illegal or unauthorized drug use shall be conducted for all employees in safety sensitive positions, all fire personnel and all sworn police officers.

Random testing for illegal or unauthorized drug use shall be conducted for all employees who are required by their jobs to possess a Commercial Driver's License. (A list of positions subject to random testing is attached as Appendix B.)

If an employee refuses to submit to a drug test when ordered to do so, the City shall terminate the employee.

Testing Procedure

- A. Drug testing will be by urinalysis or any other methodology deemed appropriate by the City.
- B. The collection of samples will be performed under reasonable and sanitary conditions.
- C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, when the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
- D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
- E. Specimens will be checked for at least the following six substances:
 - 1. marijuana and related substances
 - 2. cocaine
 - 3. opiates
 - 4. amphetamines
 - 5. phencyclidine
 - 6. barbiturates

- F. Applicants and employees will have an opportunity to provide any information which they consider

relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.

- G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.
- H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

The City shall attempt to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that the employee will abide by the policy as a condition of employment.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

- A. As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for workplace manufacturing, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.
- B. The City shall notify law enforcement authorities whenever illegal drugs are found in the workplace.

Consequences of Violating this Policy:

Violations of this policy will result in discipline up to and including discharge.

- A. For sworn police officers, the City shall terminate the employee if he or she is found to be in violation of this policy.
- B. For probationary employees, the City shall terminate the employee if he or she is found to be in violation of the policy.
- C. For all other employees, the City shall impose discipline up to and including termination for an employee who is found to be in violation of this policy:
 - 1. The City, in lieu of termination, may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of a drug counseling/rehabilitation program.
 - 2. If the City, after considering all of the relevant circumstance, agrees to allow an employee who is found to be in violation of this policy to continue as City employee, the City will do following:
 - a. Refer the employee for drug abuse counseling.
 - b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of the treatment-counseling.
 - c. Retest the employee for controlled substances before allowing the employee to return to duty.
 - d. Place the employee on probation for at least six months following the employee's return.
 - e. Require the employee to submit to unannounced follow-up drug testing for a period not to exceed two years.
 - f. Should an employee, whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program, refuse or fail to

- participate in a single counseling or treatment session, the employee will be terminated.
- g. An employee whose return to duty test sample does not indicate that the employee has discontinued use of illegal drugs, will be terminated.

Coming forward with substance abuse problems

- A. All employees (other than sworn police officers) who have substance abuse problems and report them to the City before being selected for testing and before the occurrence of an event which normally would result in testing, normally will not be disciplined upon the first violation but will be subject to Consequences of Violating This Policy (C) (2).
- B. If an employee admits to a violation of this policy or test positive for drugs in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if he again either admits to a violation of this policy or test positive drugs in violation of this policy.

Confidentiality

Any drug test results or information supplied by employees and applicants as a part of the City's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the costs of all drug tests to which the City requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Consequences of Violating This Policy (C) (2) (e) of this policy will be solely responsible for the cost of all follow-up tests.

Notification of Test Results

Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Assistance Program

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury and death. In order to prevent these consequences of drug abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and volatile family situations.

- A. The City's Employee Assistance Program is coordinated through the Human Resources Department. Most services provided through the program are at no cost to the employee.
- B. Periodically, the City will make available to employees programs and information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Police Department Drug Use and Drug Testing

The use of illegal and unauthorized drugs is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. The negative effects of drug abuse in the workplace are amplified when drug abuse exists within a Police Department. The City of Georgetown has a compelling interest in ensuring that employees of its Police Department are physically capable of performing their duties while possessing unimpeachable integrity and judgment.

Police Department personnel engage in drug interdiction activities, carry firearms, operate vehicles under dangerous conditions at high rates of speed, and have access to highly sensitive, confidential information

involving drug traffickers. As a result, Police Department personnel pose a threat to public and personal safety if impaired and are subject to personal temptation as well as bribery attempts in administering drug laws even when not impaired by drug use.

Police Department personnel cannot be permitted to violate the laws which they enforce and the public has a right to expect that its Police Department's employees are both physically and mentally fit to perform their duties. Public interest demands that effective measures be taken to identify, deter, and eliminate drug use in the Georgetown Police Department.

For these reasons, the City of Georgetown Police Department institutes the following drug use and drug testing policy covering all Police Department employees.

General Rule

Effective immediately (and consistent with any policy adopted by the City prohibiting the use and possession of illegal drugs), all employees of the Police Department are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. Police Department employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

Effective immediately, the Police Department will conduct pre-employment drug tests for all applicants tentatively selected for employment with the Department. The Department shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances.

Current Employee

- A. Effective immediately, all Department employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
 1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist when :
 - a. information that an employee has used illegal drugs or substances is provided by a reliable informant;
 - b. a serious accident occurs due to fault of the employee; "Serious accident" is defined as:
 - a. an accident involving a fatality;
 - b. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - c. an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates;
 - c. an employee exhibits any of the following:
 - (1) extreme mood
 - (2) swings; slurred speech;
 - (3) unusual clumsiness;
 - (4) staggering;
 - (5) dilation of pupils;
 - (6) sleeping on the job or lethargy;
 - (7) excessive unexplained sweating; or
 - (8) other aberrational behavior.
 - d. an employee has been arrested for violation of drug laws;

- e. an employee has admitted violating the Department's drug policy;
 - f. an employee has tested positive previously for illegal drugs within the past 2 years.
- 2. Particularized suspicion testing shall not be conducted without the approval of the Chief or Deputy Chief of Police.
- B. Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all sworn police officers.

Testing Procedure

- A. Drug testing will be by urinalysis (or any other methodology deemed appropriate by the City).
- B. The collection of samples will be performed under reasonable and sanitary conditions.
- C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
- D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
- E. Specimens will be checked for at least the following six substances:
 - 1. marijuana and related substances
 - 2. cocaine
 - 3. opiates
 - 4. amphetamines
 - 5. phencyclidine
 - 6. barbiturates
- F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.
- H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

The Department shall attempt to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free

Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

Consequences of Violating this Policy

For all Police Department employees, violations of this policy will result in termination.

Confidentiality

Any drug test results or information supplied by employees and applicants as a part of the Department's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the cost for all drug tests to which the Department requires an employee to submit.

Notification of Test Results

- A. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.
- B. Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Alcohol Use and Alcohol Testing

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The City of Georgetown is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of the City of Georgetown to establish and maintain alcohol free workplaces, to comply with applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on City premises or time.

For these reasons, the City of Georgetown has implemented the following Alcohol Use and Alcohol Testing Policy.

General Rule

All employees of the City are prohibited from using or possessing alcoholic beverages on City premises or time. The term "City premises or time" includes: City vehicles and private vehicles on City premises; parking lots and recreation areas; and any circumstances in which an employee is representing the City, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles. City Council or the City Administrator may approve moderate alcohol use at designated social or business functions.

Furthermore, all employees of the City are prohibited from reporting to or being at work while under the influence of alcohol. An employee shall be considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system.

Finally, employees who are required by their jobs to possess a commercial driver's license are subject to the Federal Department of Transportation Motor Carrier Safety Regulations and, more specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- using alcohol within four hours of reporting for duty;

- reporting for work with an alcohol concentration of .02 or greater;
- using alcohol while on duty;
- using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;
- possessing alcohol while on duty;
- transporting alcohol in any DOT regulated vehicle (except when alcohol is manifested cargo).

Current Employees

- A. All City employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.
1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist:
 - a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - b. a serious accident occurs due to fault of the employee;
 - (1) "serious accident" is defined as:
 - (a) an accident involving a fatality;
 - (b) an accident causing bodily injury which requires medical care away from the scene of the accident;
 - (c) an accident causing total aggregate property damage of \$2,000 based on reliable estimates;
 - (d) an accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
 - c. an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - (1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - (2) the apparent odor of an alcoholic beverage on an employee's breath;
 - (3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules or violations, etc.
 - d. an employee has admitted violating the City's alcohol policy;
 - e. an employee is arrested for or convicted of an alcohol related offense;
 - f. an employee has tested positive for alcohol in violation of this policy within the past two years.
 2. Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee;
- B. All employees occupying positions designated by the City as "safety sensitive" are subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix B. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382. (DOT regulated employees will be randomly tested at an annualized rate of at least 25% in accordance with 49 CFR Part 382). Random selection testing is unannounced.
- C. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be terminated.

Testing Procedure

- A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
- B. Alcohol tests will be conducted to determine if an employee has violated this policy.
- C. The City shall use only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for alcohol testing pursuant to this policy.
- D. A non-evidential screening device will normally be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the City, then a confirmatory test will be conducted utilizing an EBT device.
- E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be properly certified in accordance with applicable DOT regulations.)
- F. A confirmatory test result generated through the use of an EBT which indicates a presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

Notice to Employees

The City shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

Consequences of Violating this Policy

Violations of this policy will result in discipline up to and including discharge.

- A. The City shall terminate a probationary employee and any employee in a safety sensitive position to include all sworn police officers and firefighter/EMTs who violates this policy.
- B. The City shall impose discipline up to and including termination for a non-probationary employee who violates this policy.
 1. The City, in lieu of terminating an employee who has violated this policy, may suspend the employee and condition the employees' continued or future employment upon the successful completion of an alcohol counseling/rehabilitation program.
 2. If the City, after considering all of the relevant circumstances, allows an employee who has violated this policy to continue as a City employee, the City will do the following:
 - a. Refer the employee to a Substance Abuse Professional (SAP) for assessment and require the employee to follow the SAP's prescribed program of counseling/treatment;
 - b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of counseling/treatment;
 - c. Retest the employee for alcohol use in violation of this policy before allowing the employee to return to duty;
 - d. Place the employee on probation for at least six months following the employee's return to duty; and
 - e. Require the employee to submit to unannounced follow-up alcohol testing for a period not to exceed two years. (The employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to this policy.)

- C. Should an employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
- D. An employee whose return-to-duty alcohol test indicates that the employee is in violation of this policy will be terminated.

Coming forward with Alcohol Abuse Problems

- A. Employees who have alcohol abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, normally will not be disciplined but will be subject to Consequences of Violating this Policy (B) (2).
- B. If an employee admits to a violation of this policy or tests positive for use of alcohol in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if the employee again either admits to a violation of this policy or tests positive for alcohol in violation of this policy.

Confidentiality

Any alcohol test results or information supplied by employees as part of the City's alcohol testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the costs of all alcohol tests to which the City requires an employee to submit. However, the employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to Consequences of Violating this Policy (B) (2) (a-e).

Employee Assistance Program

In order to prevent the negative effects of alcohol abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations.

- A. The City's Employee Assistance Program is coordinated through the Human Resources Department. Most services provided through the program are at no cost to the employee.
- B. Periodically, the City will make available to employees information regarding alcohol abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Appendix A – Employee Rights Under The Family Medical Leave Act

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Appendix B – Safety Sensitive Positions Subject to Random Drug Testing

POSITIONS REQUIRING CDL LICENSES – (DOT)

HEAVY EQUIPMENT OPERATOR SENIOR
 MAINTENANCE SPECIALIST VEHICLE MECHANIC
 STREET CREW LEADER
 FLEET SUPERINTENDENT
 WATER DISTRIBUTION MECHANIC WATER DISTRIBUTION
 SUPERVISOR WASTEWATER TREATMENT OPERATORS
 WASTEWATER TREATMENT SUPERVISOR
 WASTEWATER/STORM WATER MECHANIC WASTEWATER
 SUPERVISOR
 STORMWATER SUPERVISOR FACILITIES MAINTENANCE
 TECHNICIAN FACILITIES MAINTENANCE SUPERVISOR TREE
 TRIMMER
 UTILITY LINE TECHNICIAN UTILITY LINE
 CREW LEADER

SAFETY SENSITIVE POSITIONS (Non DOT)

ALL SWORN POLICE OFFICERS
 ALL CERTIFIED FULL-TIME FIRE FIGHTERS/EMTS WATER TREATMENT PLANT
 OPERATORS & SUPERVISOR
 WASTEWATER/WATER TREATMENT PLANT MANAGER

Appendix C – Acknowledgement of Receipt/ Authorization for Deductions

I _____, acknowledge receipt of the following for use in my job for the City of Georgetown:

	ITEM	VALUE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

I understand that I must properly care for and maintain the equipment I have been given and return it promptly upon request. I further understand that if the equipment is damaged or lost due to improper care or maintenance by me that I may be required to pay for the cost of a replacement.

Finally, I authorize a deduction of the above-referenced value from my pay if I fail to return the equipment when requested or if due to my conduct it is lost or damaged.

Date: _____

Employee Signature

Alternate Compensation Policy – Cost of Living (COLA)

The City also recognizes that cost of living adjustment is an integral part of a salary and benefits packet. Therefore, the City will make an effort to distribute cost of living adjustment (COLA) and merit raises at the start of each new fiscal year based on the funding availability, which the City has to allocate towards raises. All salary increases will be effective the first full payroll period of July.

Cost of Living Adjustment (COLA): an across the board COLA will be utilized to calculate salary adjustments based on the funding available, which the City has allocated towards salary increases.

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

INFORMATION ITEM

DOC ID: 3600

Council Meeting Date: 23 June 2022
Department: Administration
Issue Under Consideration: Inner Harbor Dredging Presentation Discussion

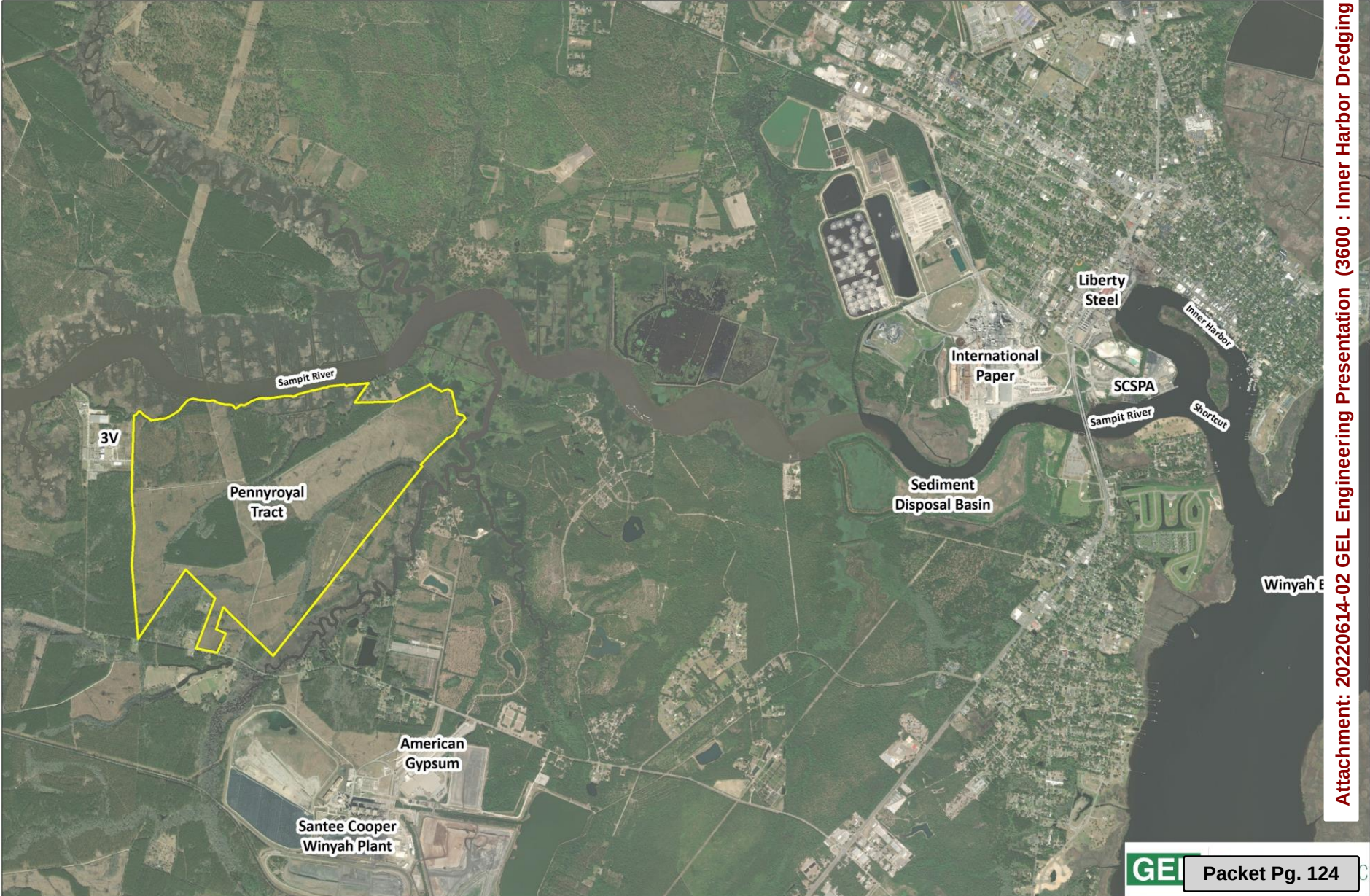


Project Status Update

Phase II Inner Harbor Study

Georgetown, South Carolina

June 14, 2022







GOAL

Determine most economical means to maintain navigable depths for the working waterfront while minimizing dredging in the Inner Harbor along Georgetown's historic waterfront.



Present Needs

- Shrimp Boats
- Small and Mid-size Recreational Boats/Yachts
- Sailboats
- Need 7 feet at Mean Low Water
- Not adequate depths for megayachts or small cruise ships
- Siltation beginning to cause limitations in marinas, relief needed



Task 1 Findings-Best Options for Further Evaluation

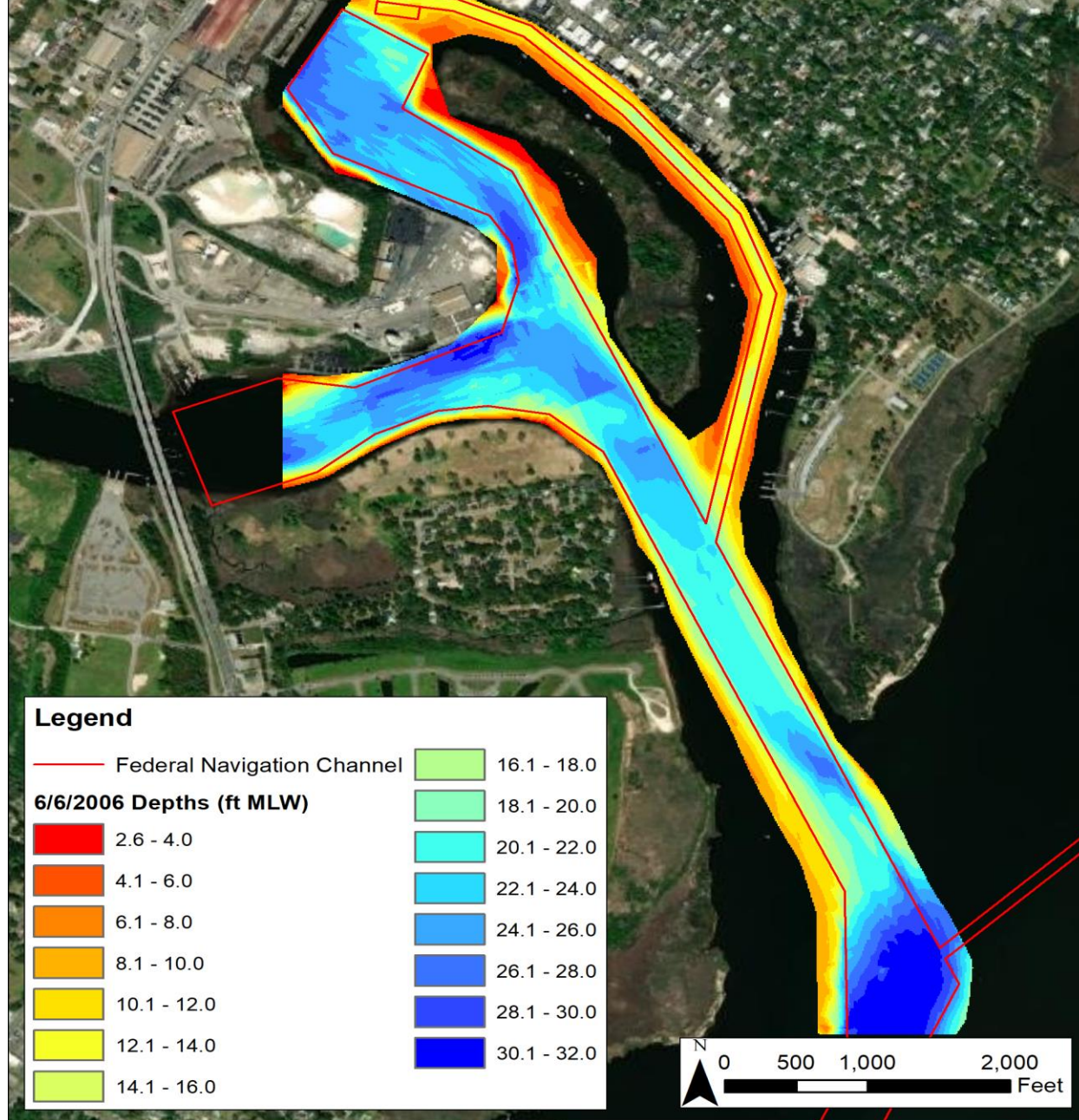
1. Dredging to an Inshore Open Water Placement Site in Winyah Bay
2. Agitation Dredging
3. Construct a Deflection Wall/Close Shortcut to Increase Flow in the Inner Harbor
4. Conventional Dredging in Combination with Options 1, 2, and/or 3



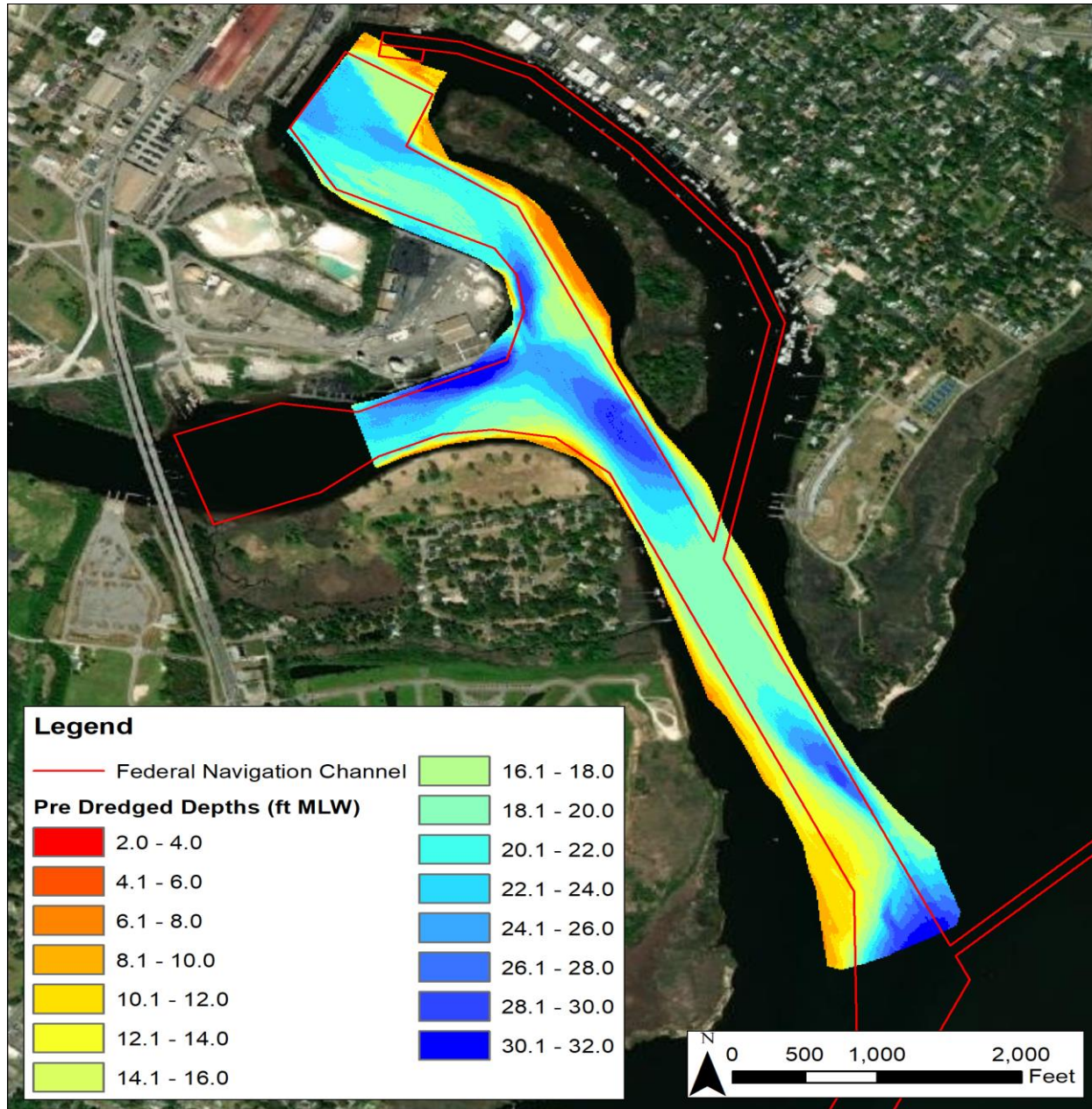
Task II

1. Complete Sedimentation Model (*Completed*)
2. Collect Sediment Quality Chemical Screening Data (*Completed*)
3. Evaluate Alternatives in Light of 1 and 2 (*Completed*)
4. Provide Recommendations for Next Steps (*Tonight's Discussion*)

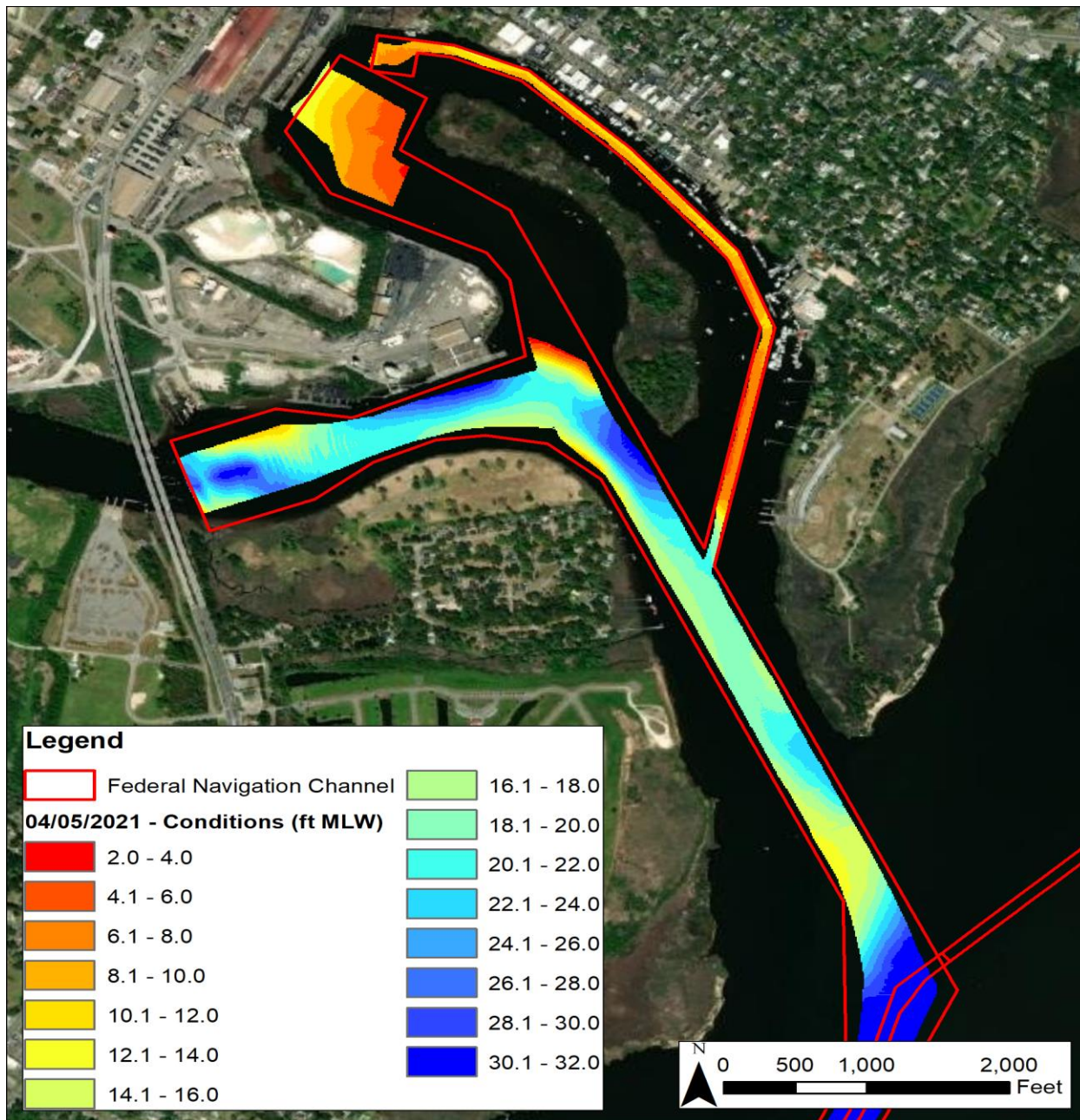




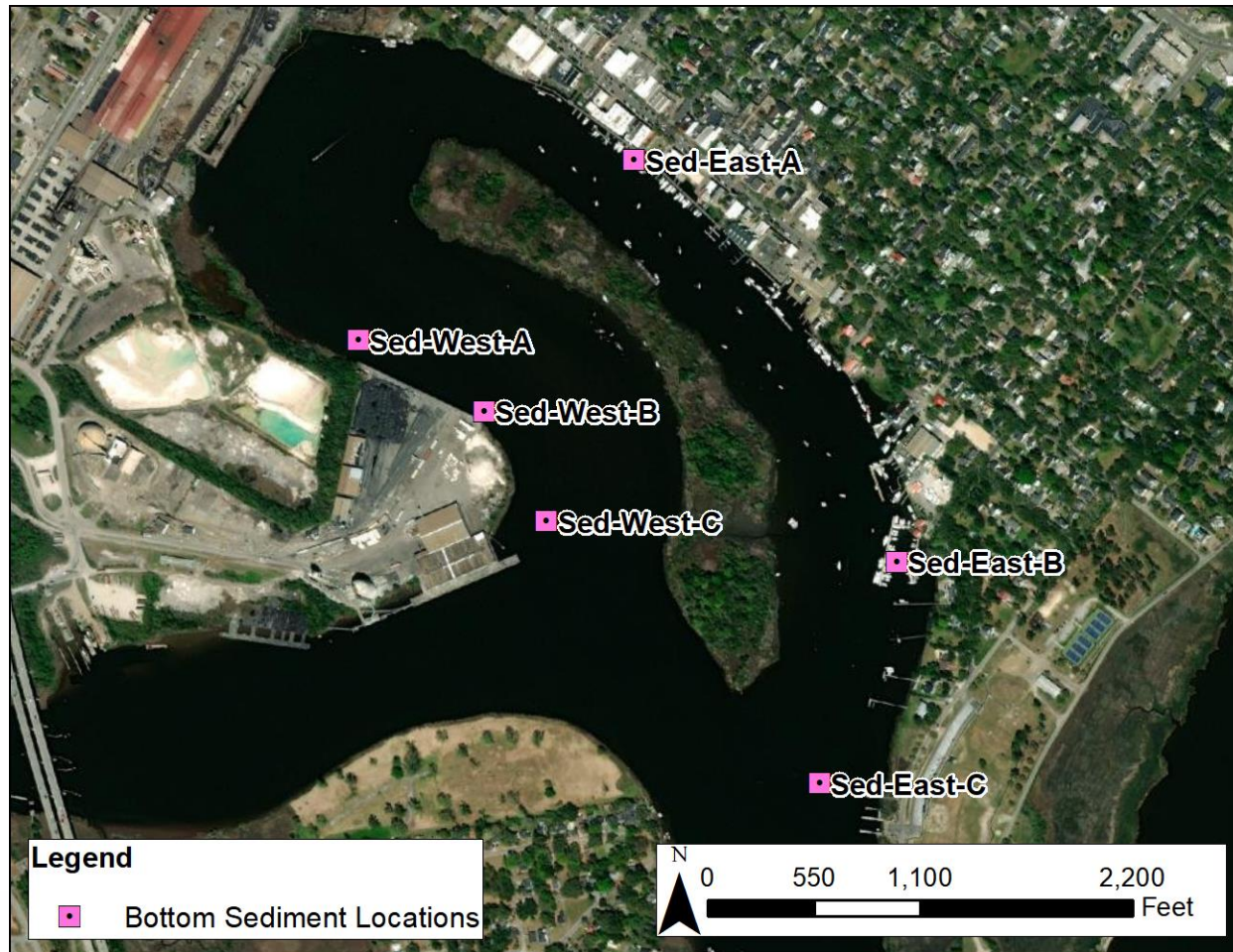
USACE June 2006 survey depths



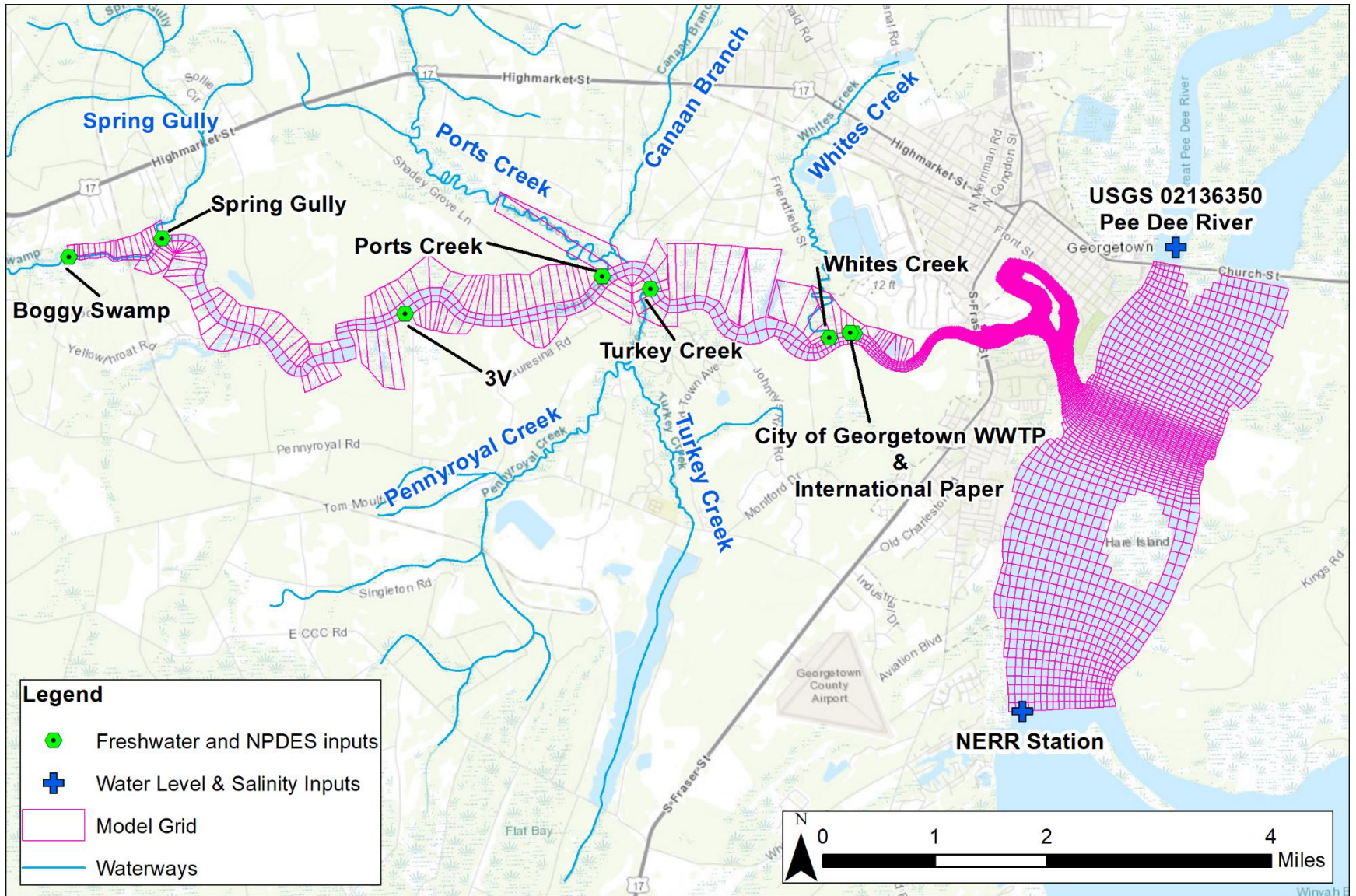
USACE June/July 2008 pre-dredge survey depths



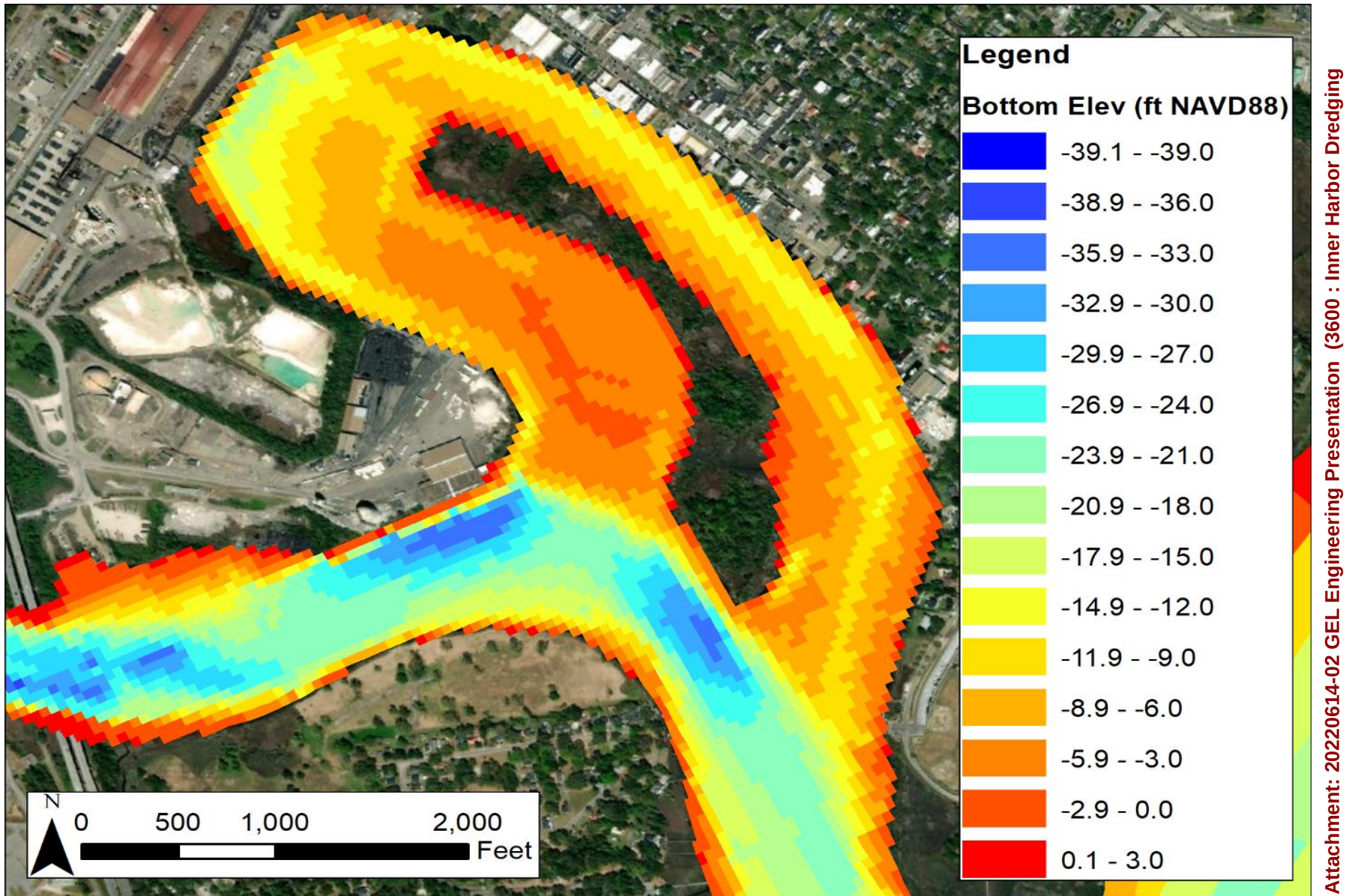
USACE 2021 condition survey depths



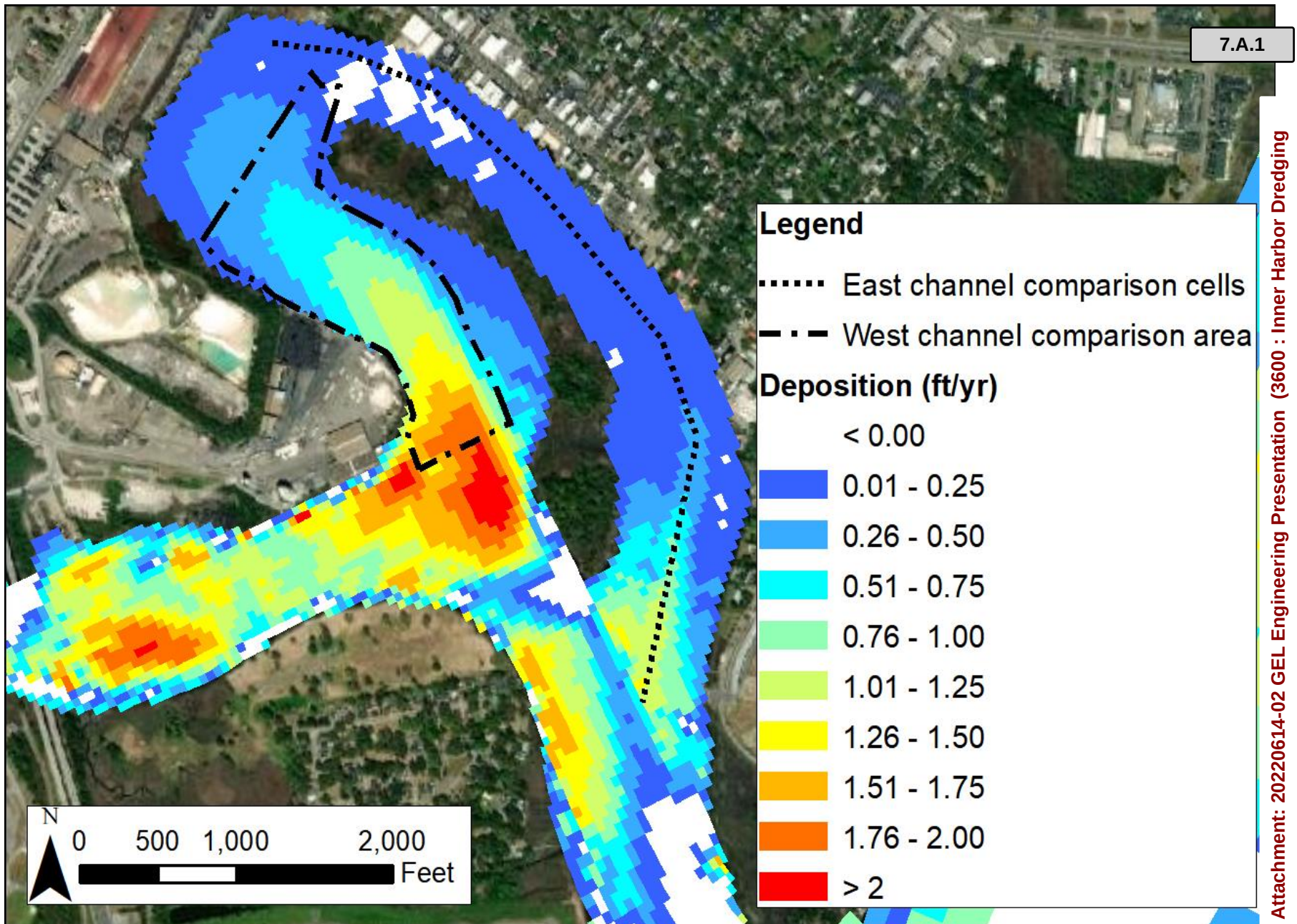
Bottom sediment core locations



Full model domain grid



Calibrated Model grid elevations in the vicinity of the Inner Harbor

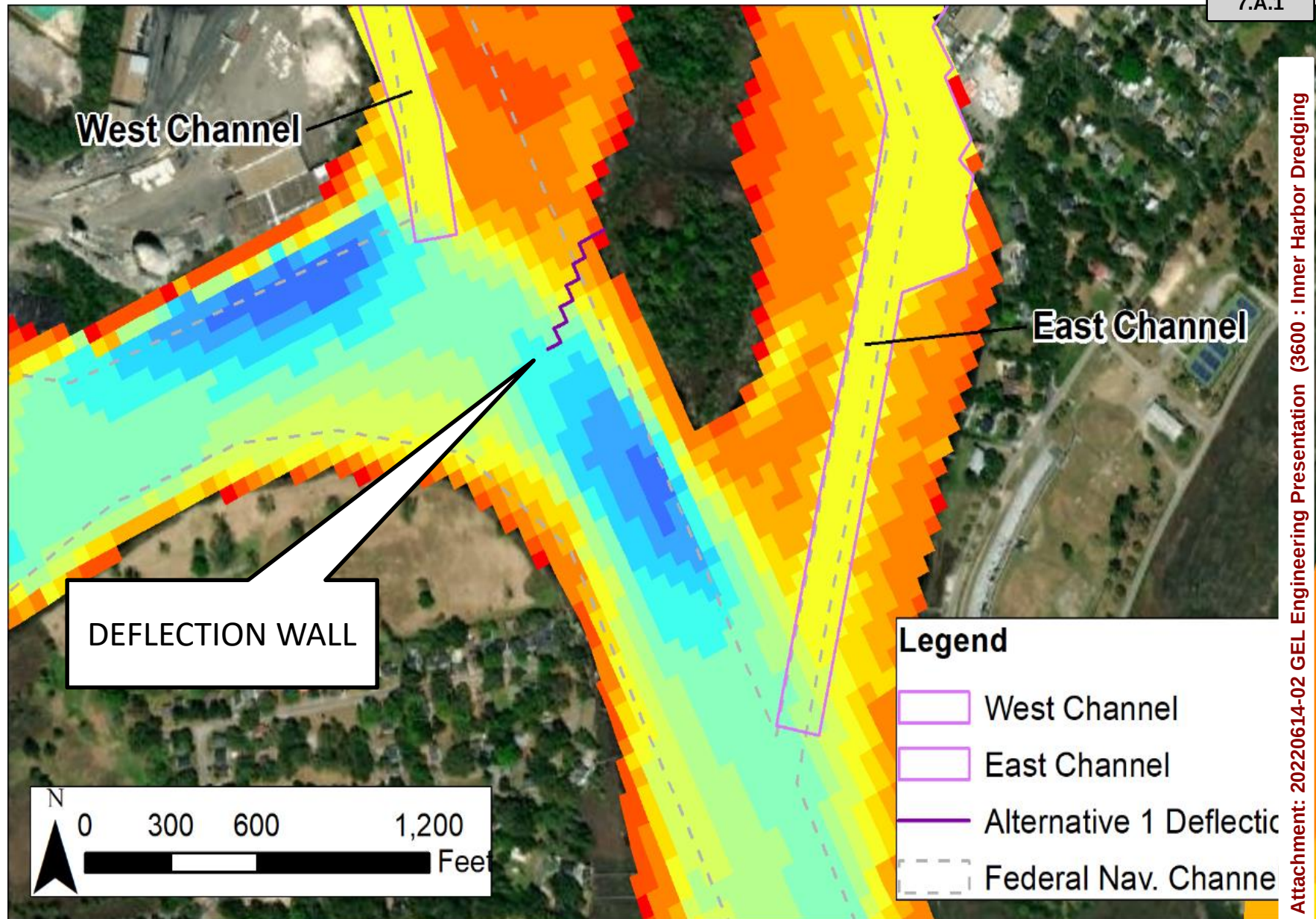


Modeled deposition rates

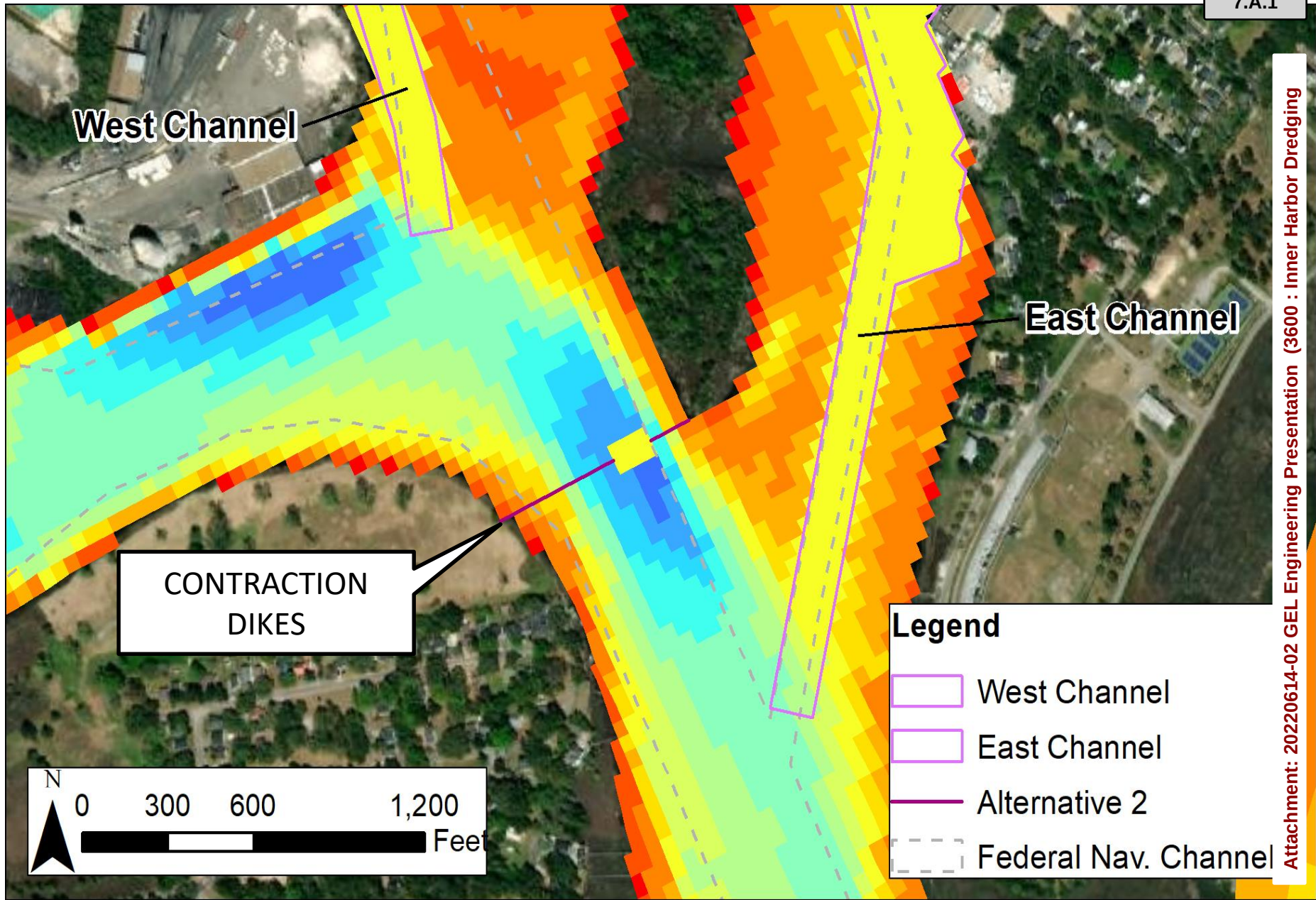
Legend

- Proposed 150' Wide Channel
- Federal Channel Alignment

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

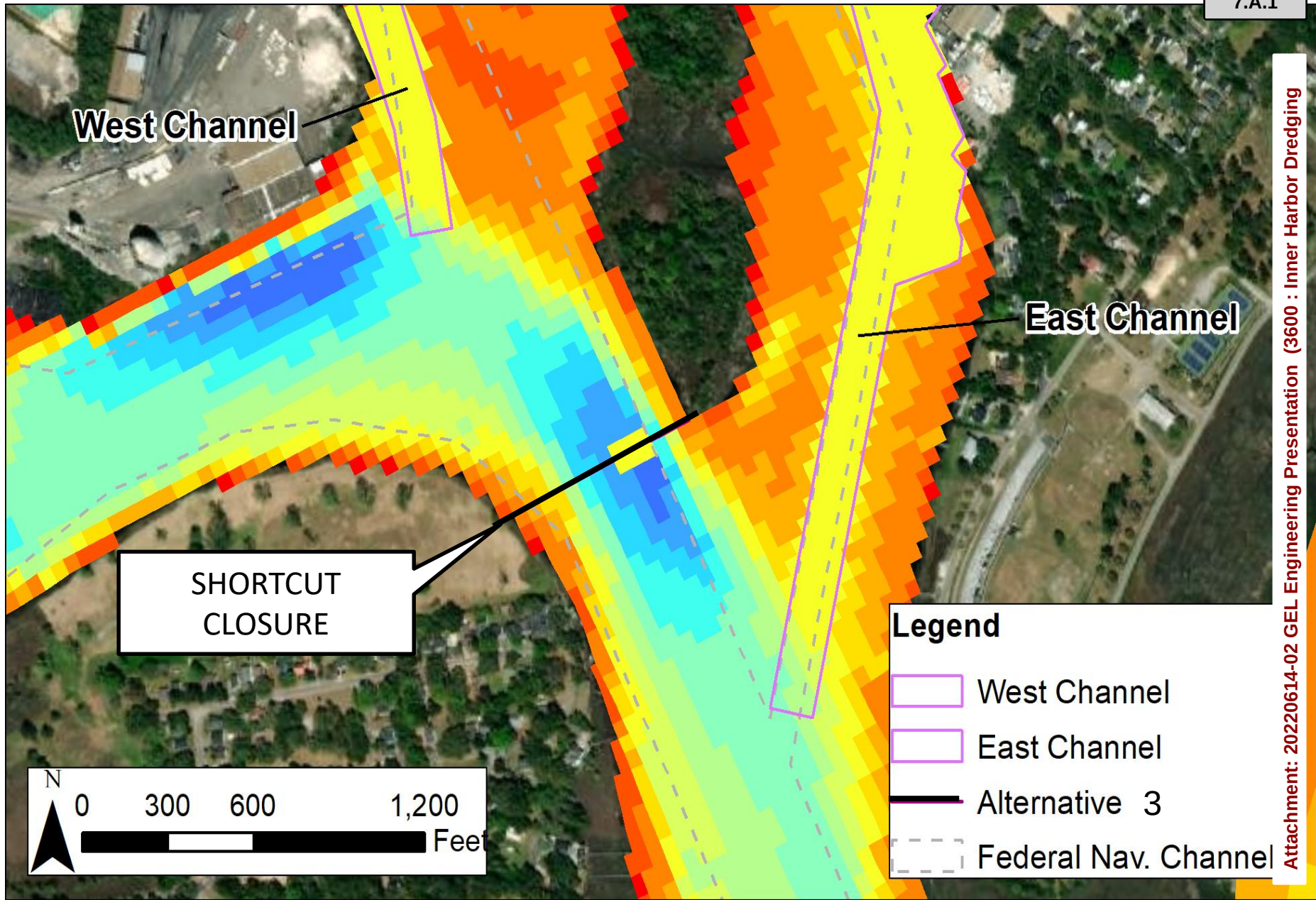


Model setup for Alternative 1, a single deflection wall



Attachment: 20220614-02 GEL Engineering Presentation (3600 : Inner Harbor Dredging

Model setup for Alternative 2, two contraction dikes



Attachment: 20220614-02 GEL Engineering Presentation (3600 : Inner Harbor Dredging

Model setup for Alternative 3, Shortcut closure



Model Predictions of Closing Goat Island Cut

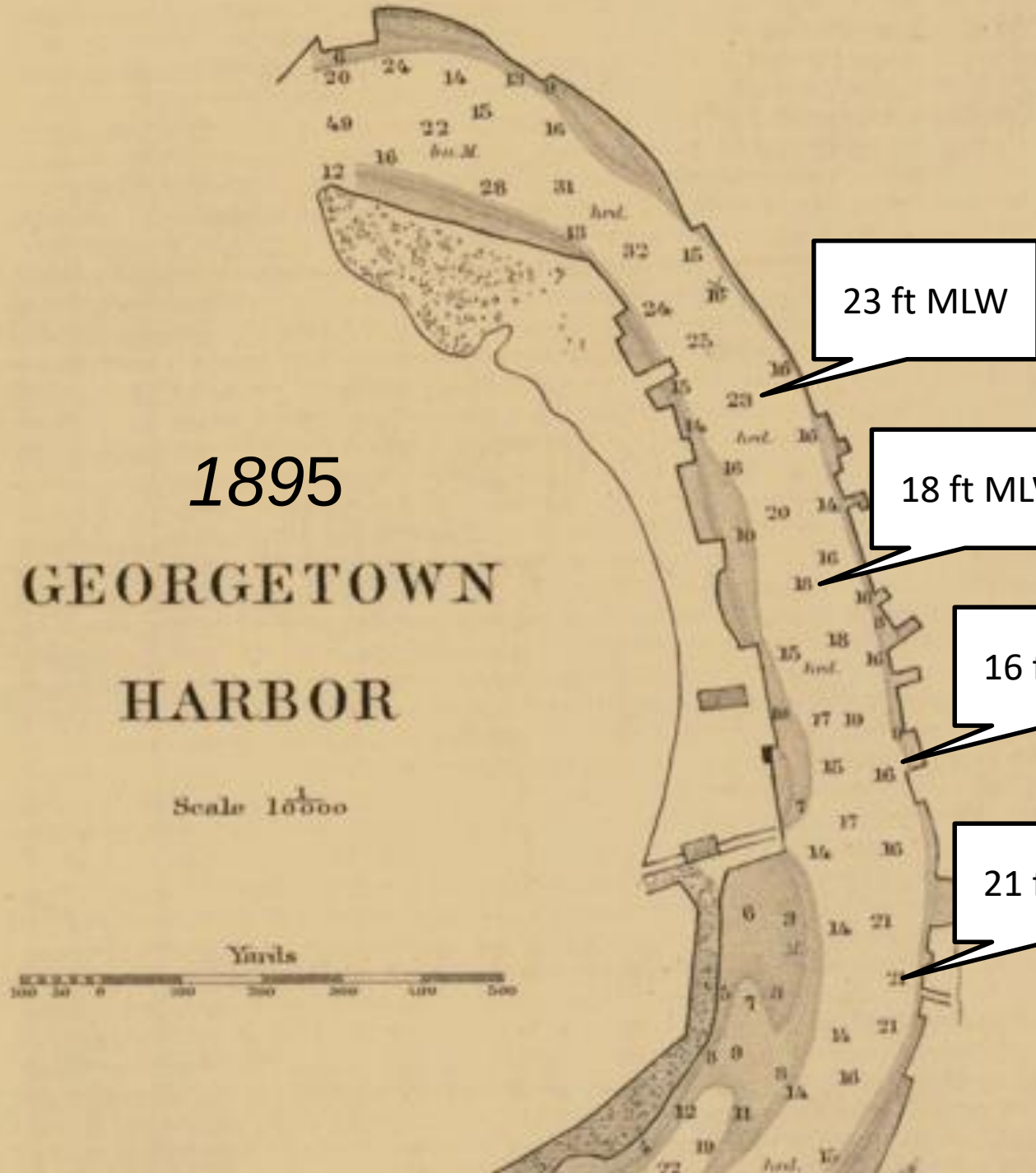
1. Slight Closure – Increases Sediment in Inner Harbor Loop by About 33%
2. Mostly Closed – Reduces Sediment in Inner Harbor Loop by about 55%
3. Completely Closed – Reduces Sediment in Inner Harbor Loop by about 85%



Alternatives 2 & 3

Issues for Further Evaluation

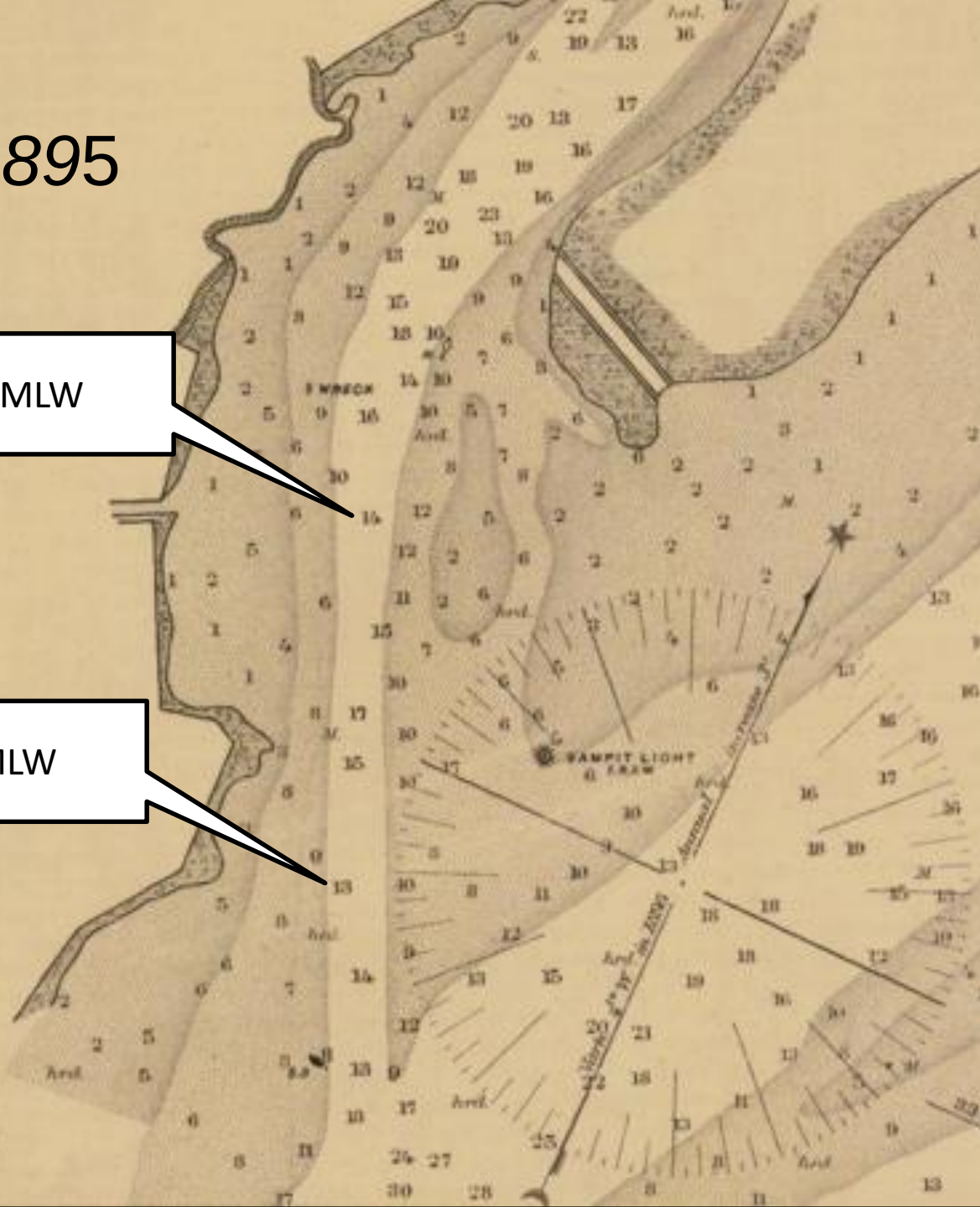
- Possible contaminants in the sediments
- Long-term impacts on tide range and wetland areas
- Possible impacts to permitted discharge limits
- Impacts to use of Pennyroyal Site
- Could create other areas to dredge



1895

14 ft MLW

13 ft MLW





Present Needs

- Shrimp Boats
- Small and Mid-size Recreational Boats/Yachts
- Sailboats
- Need 7 feet at Mean Low Water
- Not adequate depths for megayachts or small cruise ships
- Siltation beginning to cause limitations in marinas, relief needed



Summary of Findings

- Little to no dredging needed for typical barge traffic – Sampit River to US Hwy 17 Bridge
- Shortcut would need to be completely closed to significantly reduce dredging
- Closing Shortcut would require detailed evaluation and be a long-term undertaking
- Sediment quality needs further evaluation relative to Inshore Open Water Disposal or Agitation Dredging



Summary of Findings (cont.)

- The Corps dredge areas are not appropriate for Georgetown's current or anticipated needs
- **Initial dredging of Inner Harbor required under any scenario to maintain present uses**
- Conventional dredging of east and west channels (12 ft x 150 ft) estimated to be \$2,750,000 and \$1,700,000, respectively
- A narrower channel and reliance on low density mud could reduce costs



Recommendations

- Survey Inner Harbor Loop – current conditions and calculate dredge volumes (Summer 2022)
- Conduct sediment sampling required for permit and further evaluation of open water disposal (Fall 2022)
- Apply for a conventional dredge permit with a generous dredge area relative to present needs (Fall 2022)



Recommendations

- Secure SCPA Disposal Basin, become Project Sponsor, and Evaluate condition of Basin (Summer-Fall 2022)
- Obtain state and federal dredge permits (January 2024)
- Conduct dredging Fall 2024-Winter 2025
- Better define current & potential future needs; feasibility to close Shortcut (ongoing)