CITY OF BOAZ

EMPLOYEE HANDBOOK

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Greetings,

The City Council and I are proud to have you as an employee of the City of Boaz. Whether you are a new employee or an employee of long standing, we value the contributions you make to the citizens of Boaz. We have a great city, and great employees. Working together is in all of our best interests.

This Employee Handbook is intended to outline for you the City's policies, procedures, and benefits. We encourage you to study this handbook carefully and to become familiar with its contents. Your supervisor will be glad to answer any questions you may have.

Our goal, as employees of the City of Boaz, is to work together in harmony and to provide the best possible service to all the citizens of Boaz. Our success and our careers depend upon us working together to provide for the service needs of our citizens. Let us always strive to do our best and to apply the golden rule to all our actions.

Thanks to all of you for your contributions to our City.

Sincerely,

Tim Walker
Mayor of Boaz

sps

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PERSONNEL DEPARTMENT

The Personnel Department develops programs that are designed to promote your career development, encourage effective communications, and administer compensation and benefit programs. The Personnel Department is involved in:

- Safety
- Hiring and Orientation
- Developing and Administering Compensation and Benefit Plans
- Administering the Communications Policy
- Employee Communications and Employee Relations
- Employee Counseling
- Developing and Administering Work and Safety Rules
- Employee Training and Development
- Developing and Administering our Employee Assistance Programs

To keep benefit programs up to date, you must keep the Personnel Department informed of all changes in your address, home telephone number, marital status or dependents. Your Personnel file is considered confidential. Access to employee records and the release of information will be handled on a need to know basis and according to government regulations.

You are encouraged to contact the Personnel Director regarding any questions or concerns you may have. Bulletin boards are also an excellent source of information. Please check our bulletin boards periodically for announcements or items of interest. Bulletin boards are maintained by the Personnel Department for City notices only.

ABOUT THIS HANDBOOK

This Employee Handbook is a brief summary of the principal features of the City of Boaz's (the "City") philosophy, Employee Benefit Plans, and our operating policies. It is **not** intended to provide a comprehensive statement of all of our benefits and policies. Should there be any discrepancy between this general outline and the actual provisions of a Plan or Policy, the latter will apply. It is your responsibility to review the handbook and to be sure that you understand its provisions.

We have used the words "he," "his," "him," "she," "her," or "hers" at various places in this handbook. The use of any of these words is meant solely for the ease of reading and should not be interpreted as sex bias.

The statements set forth in this handbook are *not* intended to create, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees.

The provisions of the handbook have been developed at the discretion of the City and it reserves the right to alter, modify, amend, or terminate these policies and benefits at any time at its sole discretion. The provisions contained in this handbook supersede all existing provisions in previously issued Employee Handbooks. Only the City Council has the authority to amend or add to the policies contained in this handbook.

ACKNOWLEDGMENT

This is to certify that I have received the City of Boaz (the "City") Employee Handbook. I understand that this Handbook is not intended to be and does not constitute a contract of employment. Instead, I understand that this document is intended to provide a set of guidelines for the implementation of the City's personnel policies. Further, I understand that the City may modify any of the provisions of this manual at any time.

I understand that it is my responsibility to read and comply with the policies contained in this handbook. Furthermore, I understand that it is my responsibility to consult with my supervisor or some other City management representative if I have any questions regarding my employment with the City that are not answered by the information provided in this Handbook.

_____

Employee's Name (Typed or Printed)

_____

Employee's Signature

_____

Date

THIS PAGE IS TO BE SIGNED AND RETURNED TO PERSONNEL DIRECTOR.

EMPLOYMENT

YOUR ROLE AS A PUBLIC EMPLOYEE

In a very real sense, the citizens of Boaz employ you. As a City employee, you may report to your Supervisor or Department Head, but ultimately your responsibility is to the citizens of Boaz. In their role as elected officials, the Mayor and City Council guide and direct the city government and its employees to fulfill this responsibility to the citizens. You are encouraged to support the City and its elected officials in this effort by providing the best possible performance and services to the citizens of Boaz.

Your Supervisor or Department Head will give you job assignments, explain job and safety procedures, offer suggestions, evaluate your performance, and answer any questions you may have. You are encouraged to discuss any suggestions or concerns you may have with your Supervisor. At the same time, your commitment to teamwork and following your Supervisors' instructions are essential to maintaining a positive working relationship.

EMPLOYEE RELATIONS

The City believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other municipal employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. If, however, an employee is not comfortable going to his/her immediate supervisor, he should contact the Personnel Director. We believe that the City amply demonstrates its commitment to employees by responding effectively to employee concerns. For that reason, employees should always feel free to discuss their problems and questions with the Personnel Director.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or department head. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

HARASSMENT, THREATS, AND VIOLENCE POLICY

PURPOSE:

The purpose of this policy is to help assure a working environment where all employees can maximize productivity in their jobs by eliminating offensive or threatening conduct that might interfere with maximum productivity. There are several types of anti-social behavior that can interfere with this goal including: (1) sexual harassment: (2) racial, religious and other forms of harassment; and (3) violence and threats of violence. All of these types of behavior can distract employees from their job-related duties, and it is the policy of the City of Boaz to prohibit and eliminate these types of behaviors.

DEFINITIONS:

(a) Sexual Harassment: Sexual Harassment can include:

1. Physical assaults or physical conduct that is sexual in nature (touching, pinching, or

brushing against another's body).

2. Unwelcome sexual advances, propositions, comments, "kidding," "teasing," or requests for sexual favors.
3. Sexual displays or publications such as calendars, cartoons, graffiti, or computer pornography.
4. Other verbal or physical conduct of a sexual nature that would interfere with an individual's work performance, or create an intimidating, hostile or offensive work environment.
5. Retaliation for complaints of harassment.

(b) **Racial, Religious, National Origin, Disability, or Age Harassment:** These types of harassment can include:

1. Any conduct based on race, religion, national origin, disability, or age that makes an employee uncomfortable at work or which interferes with an employee's ability to perform the job.
2. Jokes which refer to race, religion, national origin, disability, or which portray age in a negative light.
3. The posting or distribution of cartoons, drawings, or any other material which adversely reflects on a person's race, religion, national origin, disability, or age.
4. The use of "slurs" or other offensive language.
5. Practical jokes, horseplay, or teasing which tend to make fun of a person's race, religion, national origin, disability, or which reflect negatively on a person's age.
6. Retaliation for complaints of harassment.

(c) **Violence and Threats of Violence.** This type of anti-social behavior can include:

1. Any conduct which involves the offensive touching of another employee.

2. Intimidating or threatening gestures or body postures that reflect possible violence or a threat of violence.

3. Verbal threats to "get even," "go postal," or similar statements that cause an employee to fear possible harm by another employee.

What To Do If You Experience Harassment, Threats of Violence, or Violent Behavior:

These types of anti-social behaviors can be blatant or they can be subtle. Despite the definitions given above, it is sometimes difficult to recognize whether particular conduct falls within these types of anti-social behaviors. Any employee who feels that he or she is the victim of any of these types of anti-social behaviors should report the conduct immediately. Further, any employee who observes conduct that could be a violation of this policy should report that conduct promptly.

Reports should be made to your supervisor, your department head or Personnel Director at (256) 593-7679. Upon receipt of a harassment complaint by a department head or supervisor, the Personnel Director should be notified as soon as practicable. While verbal reports will be accepted, in most cases an employee reporting these types of behavior will be asked to make a written report providing as much detail as possible concerning who has engaged in the behavior, when, where, and exactly what was done or said.

How Reports Will Be Handled:

Reports of anti-social behavior will be promptly investigated. In most cases, the investigators will meet with the person making the report to get a complete and accurate statement concerning the nature of the problem. The investigators will then normally meet with the accused employees and other potential witnesses. Once the facts have been gathered, the City will try to address and eliminate any problems through one or more of the following actions: (1) verbal counseling sessions with those committing possible anti-social behavior; (2) group meetings or training sessions; (3) referrals to formal counseling; (4) written disciplinary action or suspension; or (5) termination of

employment.

In most cases, the employee reporting the anti-social behavior will be informed of the results of the investigation and of the remedial action taken.

While all reports of anti-social behavior will be treated as confidentially as possible, the requirement to conduct an impartial investigation means that complete confidentiality cannot be assured.

Your Role and Responsibility:

First and foremost, each of us is responsible for our own conduct and should avoid the types of behaviors addressed in this policy.

Second, each of us has a responsibility to report anti-social behavior that we experience or observe.

With your help in enforcing this policy, we can make our city a better and more productive place to work for all employees.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization that has the authority to review employment decisions. In other cases where a conflict or the potential

for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the department head for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the appropriate City Officials. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Personnel/ Purchasing Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the City's requirements as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from any source other than the City for materials produced or services rendered while performing their jobs.

While outside employment is discouraged, no trial period or regular, full-time employee shall hold or accept outside employment of any kind without prior written approval from his/her Department Head and from the Personnel Director. A request to perform outside employment shall state the nature and type of employment, the hours of work and the name and business address of the prospective employer. In no case shall an employee perform outside employment while on sick leave, funeral leave, military leave, jury duty leave, paid administrative leave or Workers Compensation Leave.

Each change in outside employment shall require separate, written approval. Approval shall not be granted when outside employment conflicts or interferes with or is likely to conflict or interfere with the performance to City duties or may involve a conflict of interest. Furthermore, any such outside employment must be conditioned upon the employee's immediate release for return to City duties in the event of a City emergency and such employment shall not involve the use of the City equipment or records.

AUDIO VISUAL EQUIPMENT

In order for the City to protect confidential information, the use of cameras, tape recorders, or any other audio-visual equipment in any City facility will not be allowed without the prior approval of the Personnel Director.

JOB POSTING

The City of Boaz's policy is to consider employees for vacancies, if those employees have the required qualifications. When applicable, job vacancies will be posted on the bulletin board at City Hall. If you wish to be considered for a posted vacancy, you must present to the Personnel Department a listing of your name, department, present job, special skills, and any supplemental training or special qualifications which make you eligible for the position.

Applicants will be considered based on the eligible employees' qualifications, including education, training, experience, job performance and years of continuous service.

In the event that a newly promoted employee does not satisfy the performance criteria for his/her new position, he/she will be returned to his/her previous or substantially similar position if such a position is available. If his/her former position is unavailable, he/she will be terminated.

EMPLOYMENT STATUS & RECORDS

EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants.

TRIAL PERIOD

As a new employee, your progress and job performance will be closely monitored during a trial period of employment. For employees of all departments other than the Fire and Police Departments, the Trial Period is the first ninety (90) days of employment.

The trial period for Fire and Police Department employees is six (6) calendar months of employment, plus the additional time required, up to the maximum allowed by Alabama law to obtain the certifications required for employment in the job for which they were hired. The *Code of Alabama* provides that fire fighters have a period of up to twelve (12) months and police officers up to nine (9) months from the date of initial employment to meet certification requirements. If certification requirements are not met within these statutory maximum periods employment will be terminated.

This trial period is important. It gives you an opportunity to get to know the City and, at same time, your Supervisor can determine how well you fit the job. While learning your new job, the City will provide training and assistance and periodically review your progress. If at any time you have questions, talk with your Supervisor. Remember, your Supervisor is available to help you.

EMPLOYMENT CATEGORIES

Trial Period Employees are those employees, who have not yet completed their trial period prior to becoming regular, full-time employees. Employees are not covered by the Grievance Process until they become full-time.

Before becoming eligible for benefits (other than insurance and pension), an employee must successfully complete his trial period. After successful completion of the applicable trial period, employees will receive retroactive credit for time in service for benefit accrual purposes.

Regular Full-Time Employees are those employees hired to work a normal workweek of forty (40) hours (53 hours for Fire Department employees and 43 hours for Police Department employees) for an indefinite period, after satisfactory completion of trial period. Regular, full-time employees qualify for all benefits.

Part-Time Employees are those employees hired to work up to a normal workweek of forty (40) hours (53 hours for Fire Department employees and 43 hours for Police Department employees) for an indefinite period. Part-time employees are not eligible for any economic benefits.

Temporary Employees are those employees hired to work a normal workweek of up to forty (40) hours (53 hours for Fire Department employees and 43 hours for Police Department employees) for a definite period as opposed to an indefinite period. Temporary employees are not eligible for any economic benefits.

SENIORITY

The City believes that it is important to recognize the length of time an employee has worked for the City for the purpose of calculating certain employment benefits and as a factor for consideration when making decisions relating to promotions, transfers, reductions in force, layoffs, and recalls.

The term seniority means an employee's continuous, uninterrupted period of regular, full-time and/or part-time employment beginning with his most recent date of hire. Employees have departmental seniority. If you transfer to another department, your seniority starts again with the new department. In the event that more than one employee has the same date of hire, the resulting tie in seniority will be broken by considering the person with the lowest number formed by the last four digits in his social security number to be the most senior.

An employee will have no seniority until he has successfully completed his trial period. After the trial period has been completed, an employee's seniority date will be his most recent hire date.

If you are employed on a part-time or temporary basis and at a later date become a regular employee, your service date for calculating seniority and service award recognition will be the date your status changes to "fulltime".

Approved leaves of absence will not constitute a break in continuous service for the purpose of calculating seniority.

LAYOFF

A layoff is an involuntary separation not involving delinquency, misconduct or inefficiency but resulting from a shortage of funds or work. If a regular, full-time employee is laid off, his/her name will be entered on the layoff re-employment list. Persons on the list will be given priority over applicants if they meet the standards for the position. The employee's name will remain on the list for six (6) consecutive months. A reduction in force is an immediate loss of employment with no recall rights, since, at the time of the reduction, there was no expectancy of future employment.

TERMINATION OF SENIORITY/EMPLOYMENT

The following events will result in termination of employment and a break in service for seniority and benefit purposes:

- Voluntary quit or termination of employment
- Any involuntary termination of employment
- Failure to perform **any** work for the City for a period of nine (9) consecutive months or for a period equal to the employee's total length of service, whichever is less
- Failure to return to work following the expiration of an approved leave of absence
- Retirement or settlement for total disability

RESIGNATION

Resignation is a voluntary act initiated by an employee to terminate employment with the City. Although advance notice is not required, the City requests at least 2 weeks' written resignation notice from all employees whenever possible.

PERSONAL STATUS CHANGE

It is the responsibility of each employee to promptly notify the City of any changes in address or personal status. Personal mailing addresses, telephone numbers, number and names of

dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such reports should be accurate and current at all times. If any personnel data has changed, notify the Personnel Director.

ACCESS TO PERSONNEL FILES

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Personnel Office. With reasonable advance notice, employees may review their own personnel files in the Personnel Office and in the presence of an individual appointed by the Personnel Director to maintain the files.

EMPLOYEE BENEFIT PROGRAMS

ADOPTED 12/5/2005

PAID *HOLIDAYS*

The City offers you ten (10) paid holidays each year. They include:

New Year's Day

Robert E. Lee/Martin Luther King, Jr.

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day

Generally, if a holiday falls on Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday**. All regular, full-time employees on the City's active payroll will receive eight (8) hours of pay** based on their regular hourly rate for the holiday. You must work the last scheduled day before and the first scheduled day after a holiday to be eligible for holiday pay. Exception:

Employee may be on some type of City paid leave. Employees who work on a paid holiday will be paid for time actually worked at their straight-time rate and a premium of half-time (1/2) for all hours actually worked up to a maximum of eight (8) hours on the paid holiday in addition to holiday pay.

PAID VACATION

Vacation is your free time for fun and relaxation. We offer you annual paid vacations based on your prior years of experience. As a regular, full-time employee, you are eligible to receive paid vacation leave. You accumulate paid vacation time off based upon your prior years of service calculated from your anniversary date. After your trial period, vacation leave will be available for your use as approved by your Department Head or the Mayor. Vacation leave may be carried over to the next calendar year. The amount of leave to be carried over to a new calendar year shall not exceed vacation hours earned in the current calendar year. You may request and be paid for no more than 40 hours of vacation in a calendar year. All other hours other than, carryover hours must be taken.

You accumulate paid vacation according to the following schedule:

Years of Continuous Service	**Annual Leave**
Employment through 2 years	4 hours per month, 48 hours per year
After 2 through 10 years.....	8 hours per month, 96 hours per year
After 10 through 20 years.....	12 hours per month, 144 hours per year
After 20 years and above	16 hours per month, 192 hours per year

If you request vacation time for periods of one week or longer, such request must be received by your Department Head (or Mayor, if applicable) **in writing** at least one week in advance. Paid vacation will be scheduled based on the operational requirements of the department, your years of service and the order in which the requests are received. When vacation is to be taken, make a written request in advance to your Department Head (or Mayor if applicable)

as soon as possible. Employees will not continue to earn vacation or sick leave if they are absent in an unpaid status for more than thirty days.

A. Fire Department Employees

Fire Department employees accumulate paid vacation according to the schedule on page 16.

All request for and scheduling of vacation must be in writing and will be handled in accordance with the procedures as noted in the employee handbook.

Fire Department employees will be paid twenty-four (24) hours for each full day of vacation taken and will be charged sixteen (16) hours for that day against their total accumulated vacation time (i.e., for each hour of vacation time taken, Fire Department employees will be charged two-thirds (2/3) of an hour, rounded up to the nearest one-quarter (1/4) hour).

B. Police Department Employees

Police Department employees accumulate paid vacation according to the schedule on page 16.

All requests for and scheduling of vacation must be in writing and will be handled in accordance with the procedures as noted in the employee handbook.

Police Department employees on twelve (12) hour shifts, will be paid twelve (12) hours for each full day of vacation taken and will be charged eight (8) hours for that day against their total accumulated vacation time (i.e., for each hour of vacation time taken by Policy Department employees on twelve (12) hour shifts, they will be charged two-thirds (2/3) of an hour, rounded up to the nearest one-quarter (1/4) hour).

WORKERS' COMPENSATION INSURANCE

The City provides a comprehensive workers' compensation insurance program at no cost to employees. This program provides medical care for compensable injuries or illnesses sustained in the course of employment. Additionally, where appropriate, this coverage provides compensation benefits after a short waiting period when an employee is unable to work because of a compensable work-related injury or illness.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any absence attributed to a work-related injury or illness that meets the requirements of the FMLA will be designated as FMLA leave.

Before returning to work from a workers' compensation absence an employee must provide a physician's verification that he or she may safely return to work.

PAID SICK LEAVE BENEFITS

Upon completion of the trial period, all regular, full-time employees are eligible for sick leave with pay. Sick leave is accumulated at the rate of eight (8) hours per month. Sick leave need not be used in a specified leave year and may be accumulated toward retirement service credit. Employee will not be paid for accrued sick leave at the time of retirement or termination.

If you become sick or injured or suffer a medical condition and must be absent from work, you must contact your Supervisor prior to the beginning of your assigned shift. Should your condition continue and you must miss additional workdays, you must notify your Supervisor each day prior to the beginning of your shift. Exceptions for reporting in daily will be made in instances of serious or extended periods of illness.

You may use sick leave if you must be absent because you are personally ill, or because a member of your immediate family is ill and you are needed to care for them. You may also use sick leave benefits to provide up to one week of paid leave for the purpose of bonding with a new born child or an adopted child, as allowed under the City's FMLA policy. Such leave for bonding must be taken within one year of the birth or adoption of the child. This limitation on the use of paid sick leave benefits does not alter an employee's right to take FMLA or other available leave, nor does it affect the number of days available to an employee, under any leave of absence policy; instead, this provision simply limits the number of days of paid sick leave that may be taken for the purpose of bonding with a new born or adopted child.

A. Fire Department Employees

Fire Department employees will be paid twenty-four (24) hours for each day of sick leave taken and will be charged sixteen (16) hours for that day against their total accumulated sick leave (i.e., for each hour of sick leave taken, Fire Department employees will be charged two-thirds (2/3) of an hour rounded up to the nearest quarter (1/4) hour).

Fire Chief and Assistant work five (5) days per week and are charged eight (8) hours sick or eight (8) hours vacation for full day absences.

B. Police Department Employees

Police Department employees on twelve (12) hour shifts, will be paid twelve (12) hours for each day of sick leave taken and will be charged eight (8) hours for that day against their total accumulated sick leave (i.e., for each hour of sick leave taken, Police Department employees, on twelve (12) hour shifts, will be charged two-thirds (2/3) of an hour rounded up to the nearest quarter

(1/4) hour). Employees who work five (5) days per week are charged eight (8) hours of sick or vacation for full day absences.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

PAID FUNERAL LEAVE

You are eligible for up to three (3) days pay for an absence from scheduled work because of a death in your "immediate family." The leave of absence for which payment may be made is for the day before, day of and day after the funeral. If you are on an approved personal leave of absence due to a serious illness in your immediate family and the family member dies, you will be eligible for funeral pay. Funeral pay is based on your hourly rate for eight (8) hours and will not be made for days on which you are not scheduled to work. We consider the immediate family to include your spouse, children, parents, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, and legal step or half relationships as appropriate.

Although the City does not recognize brother-in-law/sister-in-law as part of the immediate family, the day of funeral is an excused absence with funeral leave pay up to eight (8) hours.

You must notify your Supervisor as soon as possible if you will be absent from work because of a death in your immediate family.

JURY DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees will receive jury duty pay while serving jury duty. Jury duty pay will be calculated using the employee's regular rate of pay times the number of hours the employee would otherwise have worked on the day of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

HEALTH AND DENTAL INSURANCE

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and its insurance carrier on the first day of the month following the completion of thirty (30) days of employment. Employees in an unpaid leave status (except FMLA) for more than thirty days must pay for their health insurance.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD will be provided to eligible employees upon enrollment. Contact the Personnel Office for more information about health insurance benefits.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Trial period employees who satisfactorily complete the first thirty (30) days of their trial period and regular, full-time employees are eligible for insurance benefits including:

- Employee Life Insurance
- Accidental Death and Dismemberment (AD&D)

The cost for some insurance benefits is shared by you and the City. While on an approved unpaid leave of absence, it is your responsibility to make arrangements to pay your weekly premium.

Details of the basic life and AD&D insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Personnel Office for more information about life insurance benefits.

EMPLOYEE'S RETIREMENT SYSTEM OF ALABAMA

Eligible employees participate in the Employee's Retirement System of Alabama.

Details of the Employees' Retirement System Plan are described in various publications. Contact the Personnel Office for more information.

EMPLOYEE ASSISTANCE PROGRAM

The problems of alcohol and drug abuse are a nationwide concern. It is common knowledge that substance abuse may cause serious medical problems or even death. Persons under the influence pose a serious threat to the safety of co-workers and to City property.

If you have an alcohol or drug problem, contact your Supervisor or the Personnel Department for help. Anyone who voluntarily seeks assistance will be referred to available community agencies or a private licensed psychologist for help. If you have an alcohol or drug problem and do not seek assistance, you will be subject to discipline.

Any employee who brings, uses or works under the influence of alcohol or mind or mood-altering drugs on the job may be discharged. Any employee who must bring, use or work on the job under the influence of such substances because of a doctor's prescription must notify their Supervisor in advance. Misuse of prescription drugs is also prohibited.

TIMEKEEPING/PAYROLL

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Department supervisors should accurately record the time worked for each employee. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

YOUR COMPENSATION

We are proud of our compensation and benefit programs. Every effort is made to maintain and periodically review rates of pay and benefits to insure that they are fair and competitive for each job classification. Your pay and benefit improvements depend upon a variety of factors including business conditions and your job performance.

PAYDAYS

Your pay will be electronically deposited to your banking account which you have set up with the Payroll Clerk each Friday. Each pay stub will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day before the holiday.

Your Supervisor will give you your pay stub during your workday or shift.

PAY DEDUCTIONS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If the City is served with wage orders, garnishments, tax liens or other court orders to withhold wages, the City will comply in accordance with applicable law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

WORK CONDITIONS & HOURS

SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. The Personnel Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Personnel Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

YOUR WORKDAY

A. All Employees Except Fire and Police Department

Your work schedule is based on the needs of your department. Your hours of work, work shift, and days of work will be outlined by your Supervisor. Your weekly hours may vary based upon the particular needs of your department and/or the City. You are expected to work all hours as assigned unless excused in advance by your Supervisor. Your Supervisor will keep you informed of all changes in your work schedule. If you must be absent or leave work early, notify your Department Head in advance. If you are tardy, notify your Department Head upon reporting to work.

B. Fire Department Employees

The standard workday or shift for Fire Department employees will be twenty-four (24) hours. The workweek for all Fire Department employees shall be a consecutive work period of seven (7) days with a maximum number of hours worked within that week period of fifty-three (53) hours before the employee is entitled to overtime at the rate of time and one-half (1 1/2) their regular rate.

C. Police Department Employees

The standard workday or shift for Police Department employees, including dispatchers, will be twelve (12) hours. The workweek for Police Department employees, except dispatchers, records clerk/secretary and animal control, chief and deputy chief shall be a consecutive work period of seven (7) days with a maximum number of hours within that work period of forty-three (43) hours before the employee is entitled to overtime at the rate of time and one-half (1 1/2) the regular rate.

The workweek for dispatchers, animal control, and records clerk/secretary will be a standard seven (7) day work week with a maximum number of hours within that period of forty (40) hours before the employee is entitled to overtime at the rate of time and one-half (1 1/2) the regular rate.

Police Department employees scheduled to work five (5) days per week will be charged eight (8) hours per day for absences.

USE OF TELEPHONES

Employees may be required to reimburse the City for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

SMOKING

In keeping with the City's intent to provide a safe and healthful work environment, smoking in City owned or leased buildings and parks is prohibited. Nonsmoking areas, where smoking is expressly prohibited, are clearly designated and employees are asked to respect these designations. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees and visitors.

REST AND MEAL PERIODS

We provide all employees (other than fire and police) two (2) paid ten (10) minute rest breaks and one (1) unpaid meal break during each workday. Your Supervisor will schedule the specific times for your breaks. **Please remember that these break periods include any necessary travel time to and from your break area.**

OVERTIME

A. All Non-Exempt Employees Except Fire And Police Department Employees

All non-exempt employees **except** Fire and Police Department employees will be paid time and one-half your regular rate of pay for all hours worked in excess of forty (40) hours in any pay period.

In a workweek during which a designated paid holiday falls, employees will be paid at the rate of time and one-half (1 1/2) their regular rate for hours worked in excess of forty (40) hours and eight (8) straight time hours of holiday pay and a premium of half-time (2) for all hours actually worked up to a maximum of eight (8) hours on the designated paid holiday. There is no compounding of overtime.

B. Fire Department Employees

Fire Department employees will be paid overtime at the rate of time and one-half (1 1/2) their regular rate for hours worked in excess of fifty-three (53) hours in the seven (7) consecutive day workweek. In a workweek during which a designated holiday falls, Fire Department employees will be paid at the rate of time and one-half (1 1/2) their regular rate for hours worked in excess of fifty-three (53) hours and eight (8) straight-time hours of holiday pay and a of half-time (1 1/2) for all hours actually worked up to a maximum of eight (8) hours on the designated paid holiday.

C. Police Department Employees

Police Department employees, except dispatchers, animal control, and records clerk/secretary will be paid overtime at the rate of time and one-half (1 1/2) their regular rate for hours worked in excess of forty-three (43) hours in the seven (7) consecutive day workweek. In a workweek during which a designated paid holiday falls, Police Department employees will be paid at the rate of time and one-half (1 1/2) their regular rate for hours worked in excess of forty-three (43)

[dispatchers, animal control, and records clerk/secretary 40 hours] and eight (8) straight-time hours of holiday pay and one and half-time (1 1/2) for all hours actually worked up to a maximum of eight (8) hours on the designated paid holiday.

D. An employee's Department Head must authorize over-time work in advance. Overtime is based on work hours only.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

City equipment or vehicles may not be used for the private benefit of citizens or employees.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather can disrupt City operations. In extreme cases, inclement weather conditions may hinder an employee's ability to be present for a scheduled workday. In these cases, arrangements may be made to transport employees to and from work if feasible, if not, employees must use annual leave or take leave without pay.

COMPUTER AND E-MAIL USAGE

Computers, computer files, the e-mail system, and software furnished to employees are City property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

The City is sensitive to the diversity of its employees and strives to maintain a workplace free of harassment. Therefore, the City prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the department head or superintendent or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

WORKPLACE MONITORING

Workplace monitoring may be conducted by the City to ensure quality control, employee safety, security and customer satisfaction.

Computers furnished to employees are the property of the City. As such, employees have no reasonable expectation of a right of privacy regarding anything stored or created on a computer used by them. The City retains the right to access or monitor computer usage and files at any time.

Employees may request access to information gathered through workplace monitoring that may impact employment decisions directly involving them. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the City is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

INTERNET CODE OF CONDUCT

Access to the Internet has been made available on some computers. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the City's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the City's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees accessing the Internet are representing the City. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official City business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts only.

Unacceptable Uses of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-city business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the City network or the networks of other users. It must not interfere with your productivity.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is allowed to be transmitted through the system

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software.

Copyright Issues

Copyrighted materials belonging to entities other than the City may not be transmitted by employees on the Internet. One copy of copyrighted materials may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete

information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the City or legal action by the copyright owner.

Security

All messages created, sent or retrieved over the City's Internet connection are the property of the City. The City reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individuals' or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary the City will advise the appropriate legal officials of any illegal violations.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE

The City will comply with the requirements of the Family and Medical Leave Act (the "FMLA"). Under the provisions of the FMLA, eligible employees are entitled to take a leave for the following reasons:

Parental Leave

a. Birth of a child or in order to care for a child (must be taken within twelve (12) months of the birth);

b. The adoption or state sanctioned foster care of a child (must be taken within twelve (12) months of the adoption or placement in foster care).

Medical Leave

a. The need to care for an employee's spouse, son, daughter, or parent who has a serious health condition; or

b. The employee's own serious health condition.

Although leave may be taken for any of the above listed reasons, an employee is entitled to a total of twelve (12) weeks of FMLA covered leave within a rolling twelve month period, measured backward from the date of the most recent request for a covered leave of absence. This means that each time an employee requests a leave under the provisions of this policy, the available time for a leave of absence will be the balance of the total twelve weeks which has not been used during the twelve months immediately preceding the current request for leave.

Eligibility

To be eligible for leave, you must have been employed by the City for at least twelve (12) months and have worked for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave.

Notice Requirements

Anyone requesting a leave of absence under this policy should see his/her supervisor or the Personnel Department and complete the proper leave request form.

Where the need for leave is foreseeable, the request must be submitted at least thirty days prior to the desired beginning of the leave of absence. Failure to give at least thirty days notice of a foreseeable need for a leave of absence may delay the start of such leave until thirty days after the date the notice is received by the City.

If the need for a leave is not foreseeable, the employee must provide at least verbal notification to his supervisor within three days of learning of the need for leave. In such an event the employee must submit a written request for leave to his department head as soon as practicable after giving verbal notice.

Certification Of The Need For Leave

In addition to providing notice of the need for leave, any employee who needs to have a FMLA covered Medical leave of absence, must present certification of the need for a leave of absence. This certification must be provided within fifteen (15) days of the request unless it is not practicable under the circumstances. Failure to provide certification may result in your leave being delayed, denied, or revoked.

*** NOTE:** The City reserves the right to require a second or third medical certification at the City's expense. The City further reserves the right to require recertification of the continuance of a serious health condition on thirty-day intervals. Recertification may also be required if:

- You request an extension of leave;

- Circumstances described by the original certification have changed significantly;
- The City receives information that casts doubt upon the continuing validity of the certification; or,
- You are unable to return to work because of the continuation, recurrence, or onset of a serious health condition.

Intermittent Leave

Generally, FMLA leave must be taken in a block. Under certain circumstances, however, FMLA leave may be taken on an intermittent or reduced work schedule basis.

A Parental Leave may be taken intermittently or on a reduced work schedule basis, if the employee and the City can agree on the schedule requested by the employee.

A Medical Leave may be taken intermittently or on a reduced work schedule basis, if the requesting employee produces the required certification that there is a medical need for a leave of absence and that medical need is best accommodated through an intermittent leave or reduced work schedule.

If Medical Leave is requested on an intermittent or reduced work schedule basis, the City may, at the discretion of management, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job, but the job duties of the alternative job do not have to be equivalent to the employee's regular job.

FMLA Leave Is Unpaid Leave

Employees on approved FMLA leave of absence will be required to use any earned, unused paid sick leave. Additionally, employees may elect to use accrued, but unused vacation days during the approved leave of absence.

Employees on approved FMLA leave of absence will not receive pay for lost time or any holiday pay, other than earned, unused vacation or sick leave pay. In addition, employees on FMLA leave will not earn any additional vacation, holiday, or sick leave while on leave of absence. However, employees on FMLA leave will continue to accrue seniority and service time.

Return to Work

An employee returning from a leave taken because of his own health condition must provide certification from his health care provider that he is able to return to work. When an employee returns to work at the end of FMLA leave, he will be placed in his original job or an equivalent job with equivalent pay, benefits, duties, responsibility, and authority. Employees will not lose any seniority or other benefits that were accumulated before FMLA leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, or other benefits that become available during the period of leave.

If an employee does not return to work when his leave of absence expires, or notify the City of his inability to return in order to determine whether additional leave is available, the City will terminate his employment effective on the first scheduled workday that is missed following the expiration of the FMLA leave of absence.

Spouse Aggregation

In the case where both you and your spouse are employed by the City, the aggregate number of weeks to which you both are entitled because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve (12) work weeks during any twelve-month period. This limitation does not apply in instances where leave is taken because of your own serious health condition or to care for a spouse or child with a serious health condition.

Insurance Continuation

The City will continue to pay health insurance premiums for employees on FMLA leave. Employees on FMLA leave may choose to continue employee paid life insurance on the same basis as coverage exists before requesting leave. Employee life insurance premiums will continue to be payroll deducted as long as the employee is on paid leave. While on unpaid FMLA leave, employees will be billed for their life insurance premiums and must pay by the 10th of each month.

If an employee does not return to work at the end of an approved FMLA leave, he may be required to repay the City for the insurance premiums it paid for the employee during the leave.

PERSONAL MEDICAL LEAVE OF ABSENCE

POLICY

Regular attendance by all employees is required and expected from the City. Excessive absenteeism creates a burden on other employees, affects overall City performance, and can eventually affect basic job security.

The City understands, however, that employees may occasionally develop personal medical conditions, which interfere with their ability to perform their work duties. It will be the policy of the City to allow employees who are either not eligible for or have exhausted FMLA Leave to request a Medical Leave of Absence if they are off (expect to be off) from work for a period of more than three (3) consecutive work days because of a serious **personal** medical condition, are admitted to a

hospital on an in-patient basis or require intermittent or reduced work schedule leave because of a **personal** medical condition. **Leave covered by the Alabama Workers' Compensation Statute may be considered Medical Leave of Absence if an employee is not eligible for or has exhausted FMLA Leave.**

Individuals taking such leaves shall not experience any loss of any previously accrued seniority or the ability to maintain employment benefits.

PRACTICE

Eligibility

All full-time and part-time employees who have satisfactorily completed their trial period are eligible to apply for a Medical Leave of Absence, if they are not eligible for an FMLA Leave of Absence.

Medical Leaves of Absence may not be granted to employees during their trial period.

Maximum Leave

Initially, Medical Leaves of Absence will be granted for the projected period of incapacity for the employee's particular medical condition, up to the maximum allowed under this policy, and will be effective on the first scheduled work day that the employee misses as a result of his/her medical condition. If additional time off is required, extensions of Medical Leaves may be granted if the employee has not used the maximum leave available under this policy and if he/she provides the City with sufficient medical certification in a timely manner.

The maximum time an employee may be away from work during any rolling twelve month period on a medical leave of absence will be limited to a period totaling the lesser of nine (9) months or the employee's total length of service. For this policy, both the rolling twelve-month period and the employee's total length of service will be measured from the date of the most recent request for leave.

If an employee is unable to return to work at the end of his/her approved Medical Leave of Absence, his/her employment will be terminated unless he/she is eligible for another type of leave.

Benefits/Pay - Medical Leaves of Absence

Employee's Medical Leaves of Absence are generally unpaid leaves of absence. Employees may, however, be eligible for Workers' Compensation benefits, sick leave benefits or may have accrued unused vacation that may provide income during a leave of absence. If an employee is eligible for Workers' Compensation benefits, these will be paid in accordance with state law. If an employee has sick leave benefits available, these must be used during a medical leave of absence. An employee may also elect to use accrued, but unused vacation benefits during a medical leave of absence.

During Medical Leaves of Absence, employees will not accrue additional sick leave or vacation. Additionally, employees on medical leave are not eligible to receive holiday pay. Employees who are enrolled on the City's health and/or life insurance plans and are on medical leave of absence for 30 days or less may maintain the level of coverage they had under those programs at the time their leave began by paying the same portion of the premiums they would pay if they were not on leave. Employees who are on medical leave of absence for more than 30 days must begin paying the full cost of the health and/or life insurance on a weekly basis after being on leave for 30 days.

There will be **no loss** of any previously accrued seniority or employment benefits upon return of an employee from authorized leave of absence. The employee's length of service will continue to accumulate throughout the leave period.

Leave Requests And Medical Certification Requirements

When possible, application for a Medical Leave of Absence should be made in advance, but in all cases, this must be completed during the first five (5) days of the leave of absence.

If the leave is foreseeable based on planned medical treatment, employees are required to

make a reasonable effort to schedule the treatment so as not to unduly disrupt the City's operations. Employees are required to provide thirty (30) days advance notice of a foreseeable need for leave. If the need for leave is not foreseeable the employee must provide such notice as is practicable.

If an employee is physically able, he/she should apply for a Medical Leave of Absence in person by contacting the Personnel Department. This makes it possible for the Personnel Department staff to gather all of the necessary information on the person's condition and for them to explain the applicable procedures and requirements to the employee.

If the employee is in the hospital or is too sick to apply for his/her medical leave in person, he/she may have an adult member of his/her immediate family (or other responsible party) contact the Personnel Department and complete the leave application process for him/her.

In addition to providing notice of the need for leave, an employee who requests a medical leave of absence must also present medical certification of the need for a leave of absence. This certification must be provided within ten (10) days of the request unless it is not practicable under the circumstances to do so. Failure to provide the requested certification may result in the denial or revocation of the required leave of absence.

Extensions - Medical Leaves of Absence

If an employee is medically unable to return to work on the date projected in his/her initial Medical Leave of Absence, additional leave may be granted up to the maximum leave available to the employee (including the original period). In order to receive approval for an extension of a Medical Leave of Absence, the employee must contact the Personnel Department and must complete a new Medical Leave of Absence form. The employee must also supply medical certification (physician's statement) to cover the additional time requested.

A request for an **extension** of a Medical Leave must be submitted to the Personnel Department on a Request for Leave of Absence in the same way as the initial leave request. Requests for extensions of Medical Leaves of Absence must be submitted **prior to the expiration**

of the employee's current leave of absence.

Restrictions - Medical Leaves of Absence

Employees on a Medical Leave of Absence from the City may not engage in any other employment while they are on leave.

Employees on Medical Leave of Absence from the City may not engage in any outside activity, which would be in violation of their medical restrictions.

Return to Work - Medical Leaves of Absence

Employees must return to work on the day after their Medical Leave of Absence expires. If the employee does not return to work at the end of the leave of absence and has not contacted the Personnel Department prior to the expiration of the approved Medical Leave of Absence, his/her employment will be terminated on the day after the leave ended.

The City **will** require that all employees seeking to return to work after a medical leave of absence furnish a physician's statement establishing that the employee is physically able to resume the full duties of his/her job. The City **may** also require that employees seeking to return to work following a leave of absence submit to a medical examination to verify their fitness for return to duty.

If an employee returns to work at or before the expiration of an authorized leave of absence, the City will attempt to restore the person to the same job status and at the same rate of pay provided the job still exists and the employee is capable of performing the job satisfactorily. However, an employee on medical leave of absence cannot be guaranteed a specific job, department or shift when the leave expires. The City will consider the returning employee for placement in a similar job as vacancies arise, subject to the maximum leave provisions in this and other leave policies.

ADMINISTRATIVE LEAVE

Occasionally, circumstances may arise which do not immediately warrant disciplinary action against an employee, but which require the employee to be removed from duty pending an investigation and final action by either the City or an outside agency. Such circumstances may arise as a result of actions by an employee while he/she is on or off duty. (Note: For off-duty activity to warrant action by the City under this policy, the actions of the employee, if shown to be true, must have been sufficiently related to the employee's job to render him/her ineffective in, incapable of performing, or disqualified for his/her job.) Although a supervisor or department head may determine that administrative leave is warranted, anytime such action is recommended, the Personnel Director or his/her designee should be consulted before the employee is removed from duty. In all cases, the Personnel Director or his/her designee must be consulted no later than the beginning of the next business day following the start of the administrative leave.

Administrative leave may be paid or unpaid depending on the circumstances requiring leave and the anticipated duration of the leave. The Personnel Director and/or Mayor will make this determination.

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

If employees are eligible for more than one week of paid vacation, they may elect to take vacation leave instead of time off without pay in order to attend military training.

Employees who are members of the National Guard of Alabama or are reserve officers or enlisted men in the Army, Navy, Marine Corps or Air Force Reserves shall be granted leaves-of-absence with pay for the purpose of attending an encampment of such organization for training

when so ordered by a military authority. Maximum military leave with pay shall not exceed 168 hours in any calendar year. Employees will only be paid for scheduled days of work missed as a result of military drill or leave. Weekend drills will not be paid unless this time was scheduled work time.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during period of active duty leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Personnel Department for more information or questions about military leave.

EDUCATIONAL LEAVE

Employees are encouraged to enhance their job skills through training and educational programs. Employees may request unpaid educational leave not to exceed nine (9) consecutive months. For more information on these opportunities, contact your Supervisor or the Personnel Department.

PERSONAL CONDUCT & DISCIPLINARY ACTION

PERSONAL CONDUCT AND WORK RULES

Our policy is to place as few restrictions and regulations on your personal conduct as possible. However, certain rules and expectations are necessary to protect you, your property, your co-workers, and the City's interest. Our work rules are common-sense standards necessary for any governmental operation. We rely on your good judgment and sense of responsibility to conduct yourself with courtesy and good manners.

The City practices a progressive discipline approach to work rule infractions by recognizing common-sense differences in violations between categories of job rules. For example, some rule violations may be grounds for immediate disciplinary action up to and including discharge. Violation of other rules may be grounds for counseling and written warning. An employee may be suspended without pay pending investigation of an alleged rule violation.

The purpose of our rules and regulations is not to restrict your rights but to define them for you and to protect the rights of all employees working together in mutual cooperation and respect. Our rules are intended only to illustrate typical situations. They do not include all situations, which may arise. As circumstances change, we may change our rules at any time. You will be notified of changes as they occur.

Verbal Warnings & Written Warnings

The following rule violations may result in both verbal counseling and/or written warning notices:

1. Interfering with the work of others.

2. Starting work prior to the assigned working hours or performing overtime work without authorization.

3. Being on Restricted City property during other than normal working hours unless otherwise authorized.

4. Failing to follow instructions, loafing, unsatisfactory work, or carelessness.

5. Failing to follow safe work practices and safety rules or failing to report accidents or injuries.

6. Improper dress or failing to wear required protective equipment.

7. Failing to report an off-the-job accident, injury or medical condition, which may affect the performance of your job.

8. Smoking in unauthorized areas.

9. Gambling during working hours.

10. Working on personal business on City time and property without authorization.

11. Unauthorized use of City tools or equipment or the wasting, damaging, or destruction of City property.

12. Engaging in horseplay, throwing anything that may harm others, playing jokes, or otherwise distracting or startling others, acting in a disorderly manner or being away from your workstation unnecessarily.

13. Unsatisfactory quality or quantity or work.

14. Leaving the job without permission or failing to return to work from scheduled breaks or taking excessive breaks.

15. Swapping shifts without permission.

16. Profane, abusive, threatening, or indecent language or behavior.

17. Any garnishments, levies or liens.

Any progressive disciplinary action will not take into consideration any documented discipline that is over 12 months old.

This listing is not intended to be all-inclusive. An employee's first violation will result in verbal counseling. This counseling session will be documented in the employee's personnel record and/or witnessed by another Supervisor or the City Personnel Director. A second violation within a twelve-month period, of the same or any other rule will result in a written warning which the employee will be required to acknowledge. A third infraction within a twelve-month period will result in a Final Notice and a three-day suspension without pay. A fourth violation of any rule within a twelve (12) month period will result in immediate discharge.

Disciplinary Suspension or Discharge

The following rule violations will result in discipline up to and including immediate discharge:

1. Furnishing false information on any City records or pursuant to any investigation.
2. Fighting or possessing firearms or other dangerous weapons or devices, using or possessing or being under the influence of or consuming alcoholic beverages, narcotics, or drugs during working hours.
3. Failure to cooperate in City investigations (including providing access to lockers, desks, offices, vehicles, and articles of clothing or personal items) or failure to submit to or successfully complete a substance abuse test pursuant to City policy.
4. Theft, misappropriation, defacing or damaging of the City's or another employee's property.
5. Insubordination.
6. Intentional failure to produce a satisfactory quantity or quality of work or failure to meet reasonable efficiency standards.

7. Excessive tardiness or absenteeism.

8. Failure to work all hours, including overtime, as assigned.

9. Intentional violation of safety rules.

10. Immoral or indecent conduct during working hours.

11. Harassment or the failure to report incidents of harassment.

12. Disclosing confidential City information to unauthorized persons.

13. Failing to report to work for three (3) consecutive working days without notifying the City or failing to report to work on the first working day following the expiration date of an approved leave of absence.

14. Using an approved leave of absence for a purpose other than that for which it was granted or working for remuneration while on an approved leave of absence.

15. Excessive accident record or a demonstrated inability to work safely.

16. Sleeping on the job.

17. Incompetence, inability or failure to perform assigned duties, including, but not limited to loss of job requirements, such as the loss of a required license.

18. Misconduct, including, but not limited to, engaging in offensive conduct or language toward the public, Supervisory Personnel, or fellow employees.

19. Willful making of false statements to the public, Supervisors, officials, board, commissioner, or agencies or the willful making of false statement on an employment application with the City.

20. The conviction of a job-related felony or the conviction of a misdemeanor involving moral turpitude or any other crime, which would impede the ability to perform, assigned tasks or damage the public confidence in the City.

Please remember these are only examples of violations, which may result in discipline, disciplinary suspension, or immediate discharge. Other situations of a similar nature may arise, and these too may result in various degrees of discipline or discharge.

A violation of more than one violation of any work rule by a Trial Period employee may result in discharge.

DISPUTE RESOLUTION AND APPEALS PROCEDURES

The City believes that your concerns should be promptly considered on an informal basis, if possible. To the extent that our Communications Policy does not satisfactorily resolve a problem, these dispute resolution procedures are designed to attempt to fairly resolve disputes at the earliest opportunity. This section applies to all regular, full-time, temporary and part-time employees.

Within five (5) working days from the date of a grievance, an employee must present the grievance either orally or in writing to his/her immediate Supervisor who shall make a careful inquiry into the facts and circumstances of the complaint. The Supervisor must attempt to resolve the problem promptly and fairly and provide an answer to the employee within three (3) working days from the date the grievance was submitted.

If the employee is dissatisfied with the Supervisor's decision, he/she may submit the grievance in writing to the applicable Department Head within three (3) working days from the date of the Supervisor's decision. The Department Head must make a separate investigation and provide an answer in writing to the employee within five (5) working days following receipt of the employee's written grievance.

If the employee is still dissatisfied, he/she may file a written request for a review by the Personnel Director within three (3) working days of receipt of the Department Head's written response. The Personnel Director will determine whether the problem is subject to the grievance procedure. If the dispute is grievable, the Personnel Director will review the facts, circumstances and Department Head's written answer. The Personnel Director may meet with the Department

Head, Supervisor and/or witnesses for the purpose of reviewing the matter. Within fifteen (15) working days from receiving the employee's request for review, the Personnel director must provide the employee with a written decision.

If the employee is still aggrieved, he/she may appeal the Personnel Director's decision in writing to the Chairman of the Personnel Board within five (5) working days of the Personnel Director's decision and must provide a copy of the appeal to the Personnel Director. The Personnel board shall review the grievance, conduct a hearing and announce its decision within sixty (60) calendar days. The Personnel Board's decision shall be final, subject to review by the Mayor and Council.

Any employee who is discharged, suspended for disciplinary reasons, laid off, demoted or reduced in salary not in accordance with plans or procedures approved by the Personnel Director or retaliated against for filing or participating in a dispute resolution or appeals proceeding may file a complaint directly with the Chairman of the Personnel Board with a copy to the Personnel Director.

Should the City officials fail to follow required procedures and time limits, the employee may automatically proceed to the next step in the dispute resolution procedure. Should an employee or former employee fail to follow required procedures, the complaint or grievance shall be immediately dismissed. Time limits for processing a complaint or grievance may be extended by agreement of the affected employee or former employee and the Personnel Director.

Please consult your Supervisor, Department Head or the Personnel Director for details concerning our Dispute Resolution and Appeals policies and procedures.

DRUG AND ALCOHOL TESTING – ALL EMPLOYEES

As a City, we are concerned about the adverse effects that drugs and alcohol can have upon our employees' safety and health. The abuse of alcohol and drugs leads to increased accidents and medical claims and can lead to the destruction of an employee's health and adversely affect his

or her family life. Therefore, The City has established a goal of providing a drug and alcohol-free workplace and has established an Alcohol and Drug Testing Policy to aid in achieving this goal.

Specific Prohibitions

Under The City's Alcohol and Drug Testing Policy, the possession, use, transfer, manufacture or sale of alcohol or controlled substances without a valid prescription on City property or on City time is strictly prohibited and will result in disciplinary action, up to and including termination. Reporting for a post employment offer, drug and alcohol screen test or reporting for duty or working while under the influence of alcohol or controlled substances is strictly prohibited. This prohibition includes reporting under the influence of prescription drugs, unless the employee is using a prescription drug in accordance with all directions and precautions of a valid, legal prescription.

Consequences of Violating the City's Alcohol And Drug Testing Policy

Employment will be denied to any applicant for employment as a law enforcement or correctional officer, firefighter or in any job where such testing is required by federal law or regulation to whom an offer of employment has been extended who refuses to submit to such a test or whose screening test reveals the presence of alcohol or controlled substances that are not being used in accordance with all directions and precautions of a valid, legal prescription.

It is the City's policy to help those employees with substance abuse problems that seek help on their own. However, **remaining drug and alcohol-free is a condition of employment**. Therefore, employees who are identified through this testing program as violating the City's Alcohol and Drug Testing Policy will be disciplined, up to and including being discharged. **Moreover, if an employee tests positive for a substance prohibited by the City's policy after a work related accident or injury, the employee may not be eligible to recover workers' compensation benefits. Further, an employee who is discharged for violating this policy may not be eligible for unemployment compensation benefit.**

Counseling and Rehabilitation - Voluntary Referral

The City encourages all employees who suffer from substance abuse to voluntarily request counseling or rehabilitation before their substance abuse leads to disciplinary or other work-related problems. A request for referral to counseling or rehabilitation may be scheduled by contacting the Personnel Director. The following organization is in our area that offers employee assistance and drug rehabilitation programs: Mountain View Hospital - Gadsden, Alabama

No employee who is not already under a last chance agreement as a result of a previous request for counseling or who has not otherwise voluntarily entered a drug rehabilitation or employee assistance program as allowed by the City's policy will have his job security jeopardized by such a good faith request. However, any employee whose drug or alcohol use is discovered through the testing procedures described by this policy shall not be eligible for referral and may be disciplined, up to and including discharge.

Drugs Tested

The City will test for the following drugs: alcohol, marijuana (cannabinoids), cocaine, amphetamines, methadone, benzodiazepines, propoxyphene or a metabolite of any of these substances listed in this paragraph. Drugs tested will also include otherwise legal medications which are not used in accordance with all directions and precautions of a valid, legal prescription or any other illegal substances.

Testing Of Applicants

All applicants for employment as a law enforcement or correctional officer, firefighter or in any job where such testing is required by federal law or regulation to whom an offer of employment has been extended will be subject to a drug and alcohol screening test.

Testing Of Employees

Employees may be required to undergo drug or alcohol screening under the following

circumstances:

- When involved in certain accidents or incidents.
- When the City has reasonable cause and suspicion that an employee is at work in violation of the City's Alcohol and Drug Testing Policy.
- After an employee has been referred for counseling or rehabilitation under this policy.
- Random testing as determined to be appropriate.

Refusal to Take A Drug Or Alcohol Test

Failure or refusal by an employee to cooperate with the program, to sign any required document, or to submit to a test required under the City's policy when requested may be grounds for termination of employment. **Moreover, if an employee refuses to submit to a drug and alcohol test after an on-the-job injury, the injury will be presumed to have been caused by the influence of a substance prohibited by this policy and the employee may not be eligible to recover workers' compensation benefits.**

Reporting Use of Prescription or Nonprescription Drugs

In the event an employee or applicant is using legal prescription or nonprescription medications that may potentially trigger a positive test result, the employee or applicant may confidentially report this to the City's Medical Review Officer ("MRO"), (City will have posted the business it uses along with this drug policy in all departments and the bulletin board at City Hall.) either before or after being tested. Additionally, any employee who is taking a prescription or over-the-counter medication that could impair his/her ability to perform the job to which he/she is assigned without placing the employee or others at risk of harm must report this medication usage to his/her supervisor or Personnel Director. Medical personnel will determine whether an employee can safely perform his/or duties after considering the medication taken and the nature of the work for which the person is employed or being considered. Failure to comply with these reporting

requirements may result in discipline up to and including discharge.

Contesting or Explaining A Test Result

An employee or applicant who receives a positive confirmed test result may contest or explain the result to the City's MRO, but must do so within five (5) working days after receiving written notification of the test result. If an employee's or applicant's explanation or challenge is unsatisfactory to the MRO, the MRO will report the positive test to the City. Within five (5) days of the positive test being reported to the City, the employee or applicant may contest the positive test in writing to the City. If the employee's or applicant's explanation or challenge of the positive report is unacceptable to the City, the City will provide the employee or applicant a written explanation of why the challenge or explanation is unsatisfactory within ten (10) working days of the receipt of the challenge or explanation from the employee or applicant.

If an employee or applicant tests positive and cannot be contacted within ten (10) working days after the City's **MRO** has exhausted reasonable efforts to communicate the confirmed result, the results will be considered verified.

Confidentiality

All information concerning medical examinations, drug or alcohol testing results, or rehabilitation and treatment of an individual employee will be treated as confidential information.

Official Alcohol and Drug Testing Policy

This is only a summary of the City's official Alcohol and Drug Testing Policy. The full policy and procedure document is available to all employees and applicants for their review and should be consulted with respect to any specific questions. Neither this summary, nor the City's official Policy is intended to affect the City's right to manage its work place, discipline its employees, guarantee employment, or guarantee terms or conditions of employment. No contract for employment, either expressed or implied, is created by this policy.

DRUG AND ALCOHOL TESTING – EMPLOYEES COVERED BY D.O.T. REGULATIONS

D.O.T. Alcohol and Drug Testing Program

The Department of Transportation ("D.O.T.") rules mandate alcohol and drug testing of individuals who apply for or occupy safety-sensitive positions regulated by the Federal Highway Administration ("FHWA").

In general, the rules prohibit covered employees from performing safety-sensitive functions in the following situations: where alcohol and/or drugs have been consumed on the job; within four hours after consuming alcohol; during the eight hours following a serious accident, or until the employee tests negative; where behavior or appearance is characteristic of alcohol and/or drug use; where an employee tests above 0.02 blood alcohol content; or where an employee refuses to take a required alcohol and/or drug test.

D.O.T. regulations require the City of Boaz ("the City") to conduct pre-employment, reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing for alcohol and/or drugs. The following five drugs or drug classes will be tested: Marijuana metabolites, Cocaine metabolites, Amphetamines, Opiate metabolites and Phencyclidine (PCP).

Pre-Employment Testing

All persons to be employed by the City in a job subject to D.O.T. safety regulations requirements will be required to take a drug test as part of their pre-employment examination.

Reasonable Cause Testing

If, in the opinion of Management, an employee appears to be under the influence of alcohol and/or drugs while on or in City property or equipment, or in the performance of his/her duties at any location, that employee will be required to submit to an alcohol and/or drug test. Refusal or failure by an employee to take a reasonable-cause alcohol and/or drug test upon Management request will

be considered a positive test result. If the reasonable suspicion is observed, an employee shall not perform a safety-sensitive function until an alcohol and/or drug test is administered.

Post Accident Testing

In the event an employee operating a City commercial motor vehicle is involved in a D.O.T. reportable accident, that employee will be required to submit to an alcohol and/or drug concentration test. A management representative may also request this test following any accident. Testing may be administered by the use of an evidential breath-testing machine, saliva or urine tests. Refusal to test will be considered a positive test result. Alcohol testing must be administered within 8 hours of an accident. Drug testing must be administered within 32 hours of an accident.

Random Testing

The City will randomly test at least 50% of all employees covered by safety regulations for controlled substance abuse and 25% of covered employees for alcohol abuse. Refusal to test will be considered a positive result.

Return-To-Duty and Follow-Up Testing

This testing will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to duty. Follow-up tests are unannounced and at least six tests must be conducted within the first 12 months after an employee returns to duty. Follow-up testing may be continued for up to 60 months following return to duty.

Consequences

Any employee testing positive for drugs or with a blood alcohol content in excess of 0.04 will be terminated from employment pursuant to City policy. Employees refusing to take a required alcohol and/or drug test will also immediately be terminated.

A copy of the City's D.O.T. Drug and Alcohol Testing Policy is available for review in the Personnel Department.

ATTENDANCE AND PUNCTUALITY

It is your responsibility to be present each scheduled working day. Your attendance at work each workday is vital to us and to your earning potential. You should personally notify your Supervisor before your shift is scheduled to begin, if you are unable to work. By contacting your Supervisor, you will learn whether your tardiness (reporting for work up to fifteen (15) minutes late) or absence (leaving work early, missing a portion or all of the workday or reporting for work (more than fifteen (15) minutes late) will be considered excused or unexcused. Failure to notify your Supervisor will cause your tardiness or absence to be unexcused.

Excused tardiness or absences are those events, which cause you to be away from work because of:

- An occurrence of personal illness (other than medical leave)
- Serious illness in your immediate family
- Transportation problems beyond your control
- Other absences or late arrivals as approved

Excessive excused or unexcused tardiness or absences will result in progressive discipline up to and including discharge.

Occurrences for regular, full-time, temporary and part-time employees are evaluated on a rolling one (1) year basis. Employees will be verbally counseled if they begin to accrue tardiness or absences.

Excused Tardiness or Absenteeism

Occurrence	Discipline
Third	Verbal Counseling
Fourth	Written Warning
Fifth	Written Warning

Sixth.....Final Notice

Seventh.....Discharge

Unexcused Tardiness

Occurrence	Discipline
First	Written Warning
Second	Written Warning
Third	Final Notice
Fourth	Discharge

Unexcused Absences

Occurrence	Discipline
First	Written Notice
Second	Final Notice
Third	Discharge

Occurrences for trial period employees are evaluated as follows:

Excused Tardiness or Absenteeism

Occurrence	Discipline
First	Verbal Counseling
Second (same offense)	Final Notice
Third (same offense)	Discharge

Unexcused Tardiness

Occurrence	Discipline
First	Verbal Counseling
Second	Discharge

Unexcused Absences

Occurrence	Discipline
First	Discharge

Employees will be automatically discharged for:

- Being absent for any reason for three (3) consecutive workdays without contacting their Supervisor or Department Head.
- Failing to report to work the first working day after the expiration of an authorized leave of absence.
- Misrepresenting the reason for being absent.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

RETURN OF PROPERTY

Employees are responsible for all City property, materials, or written information issued to them or in their possession or control. Employees on or before their last day of work must return all City property. Where permitted by applicable laws, the City may withhold from the employee's

check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

SECURITY INSPECTIONS

The City wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the control, possession, transfer, sale, or use of such materials on its premises. (Exception: Sworn Police Officers may carry firearms.) The City requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any authorized agent or representative of the City at any time, with or without prior notice.

Management reserves the right to inspect any packages, sacks, bags, or oversized purses that are brought onto or taken from City premises by employees.

SOLICITATION

In an effort to ensure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time or in work areas. "Working time" does not include lunch periods or any other periods in which employees are not on duty. "Working time" includes working time of both the employee doing the solicitation or distribution and the employee to whom it is directed. "Work areas" of the City do not include break rooms or rest rooms. If you have any questions as to the

meaning of "working time" or "working area," please ask your supervisor or department head for clarification.

In addition, the posting of written solicitations on City bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently.

If employees have a message of interest to the workplace, they may submit it to the Personnel Director for approval.

POLITICAL ACTIVITY

No person shall be promoted, demoted or dismissed from any position or favored or discriminated against with respect to employment because of his/her political opinions or affiliations. No person shall seek or attempt to use any political endorsement in connection with any appointment or assignment in employment. No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in employment or an increase in pay or other advantage in employment for the purpose of influencing the vote or political action of any person or for any consideration. No employee shall pay or promise to pay, directly or indirectly, any assessment, subscription or contribution for any political organization or purpose or solicit or take any part in soliciting any such assessment, subscription or contribution under coercion. No employee may solicit any type political campaign contributions from subordinates. No employee shall be a member of any national, state or local committee of a political party or an officer of a partisan political club or a candidate for nomination or election to any public office or shall take any part in the management or affairs of any political party or in any political campaign except on his/her personal time and to exercise his/her right as a citizen privately to express his/her opinion and to cast a vote. Any employee may engage in political action or political activities on their personal time before and after work, holidays and during approved leave.

Any employee who violates this section shall be terminated. (See *Alabama Code* ∋*36-26-38*)

AMENDMENT #1 TO EMPLOYEE HANDBOOK

Effective 2/01/2002

ADA GRIEVANCE PROCEDURE

The City of Boaz has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Personnel Director, 112 North Broad Street, Boaz, Alabama (256)593-7679, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate shall follow a filing of complaint. The investigation shall be conducted by the Personnel Director or designee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Personnel Director and a copy forwarded to the complainant no

later than 15 days after its filing.

5. The ADA coordinator shall maintain the files and the records of the City of Boaz relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 5 days to the Personnel Board.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that The City of Boaz complies with the ADA and implementing regulations.

AMENDMENT #2 TO EMPLOYEE HANDBOOK

Effective 3/11/2013

RESOLUTION NO. 2006-1050

RESOLUTION TO ENACT A PERMANENT SICK LEAVE DONATION POLICY FOR CITY OF BOAZ EMPLOYEES

WHEREAS, the City Council finds that there is a need to have a policy on donation of sick leave hours from one City employee to another City employee and therefore wishes to have the following policy in effect:

Sick Leave Donation Policy

I. Purpose

The purpose of the Sick Leave Donation Policy is to allow full-time employees to donate accrued sick leave hours to other full-time employees who have exhausted their accrued sick and vacation leave benefits because of an extended absence caused by a catastrophic illness or injury suffered by the employee, the employee's spouse or dependent child. A catastrophic illness or injury is one that is certified by a physician as requiring the affected employee to be absent from work for ten (10) or more consecutive days.

II. Donation of Sick Leave

Donation of sick leave must be voluntary and no manager, supervisor, appointing authority or any other City official may force, coerce or otherwise require an employee to donate sick leave.

Only full-time employees are eligible to donate sick leave. An eligible employee may donate up to five days (40 pay hours) of sick leave at a time to any number of eligible employees, up to a lifetime maximum of 60 days (480 pay hours), but a donating employee may not make a donation that reduces his/her personal accrued sick leave below 30 days (240 hours.)

A sick leave donation must be requested by the donating employee in writing using *Request to Donate Sick Leave* (Form DP-3). The donation of sick leave is irrevocable (non-returnable) as of the date the donation request is approved by the appointing authority and the Personnel Director.

Employees terminating from the City for any reason may not donate sick leave time.

Employees are reminded that unused sick leave may be applied toward creditable service under the Retirement System of Alabama. Therefore, employees should consider the financial impact of losing creditable service before donating their sick leave time to another employee. Under no circumstances will sick leave time previously donated to another employee be reinstated or transferred back to the donating employee for any reason, including retirement plan purposes.

III. Receipt of Donated Sick Leave

To receive donated sick leave, an employee must: (1) have completed one (1) year of service with the City of Boaz; (2) have exhausted all accrued paid leave, including sick leave and vacation; (3) not have received the lifetime maximum of donated sick leave; (4) submit a completed written *Request and Authorization for Catastrophic Sick Leave* (Form DP-1*); and (5) submit a Physician's Medical Certification of Catastrophic Illness or Injury* (Form DP-2) that adequately supports the request for donated sick leave (Form DP-3).

Initially, donated sick leave may not be used for brief absences (absences of less than 10 consecutive days). After a 10 day absence, the employee may use donated sick leave intermittently under the City's Family and Medical Leave Policy. Sick leave may not be used for a Workers' Compensation injury.

No employee may receive more the 30 days (240 hours) during a rolling twelve month period, or more the 60 days (480 hours) on donated sick leave in a lifetime. Sick leave donations may come from more than one employee, but may not exceed the annual or lifetime maximums.

Unused donated sick leave will remain a part of the recipient's sick leave accrual for possible future use by the recipient for any purpose covered by the City's Paid Sick Leave Benefits policy. If the recipient's employment with the City is terminated for any reason, any remaining donated sick leave will be handled in the same manner as the recipient's regularly accrued sick leave.

The City's Personnel Director will be responsible for the administration of this policy.

This policy shall become effective January 1, 2007.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Boaz as follows:

1. That the Sick Leave Donation Policy and Attachments DP-1, DP-2 and DP-3, also the Eligibility Check List be

ADOPTED AND APPROVED this the 27th day of November, 2006.

ATTEST:

TIM WALKER, Mayor

Jill Bright, Asst. City Clerk/Treasurer

Employee Eligibility Check List

This form must be completed by the Personnel Director and attached to the *Request and Authorization for Catastrophic Sick Leave*

_____ Employee is on leave of absence, approved by the appointing authority or authorized designee and has exhausted or will exhaust all paid leave.

_____ Employee has applied for Family and Medical Leave.

_____ Employee has completed one (1) year of service with the City of Boaz.

_____ Employee has not received the 12 month maximum hours

_____ Employee has not received the lifetime maximum hours

_____ Employee has completed and signed the *"Request and Authorization for Catastrophic Leave"* and agrees to accept the leave under the terms of the Sick Leave Donation Policy. DP-2 and DP-3 are on file.

_____ Employee (before Catastrophic Illness) has a record that does not indicate abuse of sick leave. i.e. uses sick leave as earned.

_____ Employee has at least 100 hours of accumulated sick leave at the time leave first began. (Employees with more than one year of service.)

_____ Employee's absence is not as a result of a Worker's Compensation injury.

BUSINESS TRAVEL EXPENSES

INTRODUCTION/OVERVIEW

It is the policy of the City of Boaz to reimburse full-time regular employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City. The City of Boaz strongly encourages use of travel discounts when making travel arrangements. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. This policy is intended to serve as a practical guideline. If a circumstance arises that is not specifically covered in this travel policy, or a situation arises where deviation from the suggestions herein result in an overall cost savings for the City of Boaz, then the most conservative course of action should be taken.

Personal funds
Employees should review reimbursement guidelines before spending personal funds for travel to determine if such expenses are reimbursable. The City of Boaz reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

TRAVEL EXPENSES/ PROCEDURES/ GENERAL INFORMATION

Forms/Procedure
Employee travel must be authorized ahead of time. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. A **Travel Request Form 112** shall be submitted prior to travel to your department head, who will review & sign it and submit it to the Personnel Manager. Upon return, a **Travel Reimbursement Form 113** shall be submitted to the Personnel Manager along with documentation within five (5) days of employee's return. The Travel Reimbursement form must be approved/signed by the Personnel Manager prior to reimbursement to employee.

Reimbursements
NO REIMBURSEMENT FOR ANY EXPENSE SHALL BE MADE IF THE ORIGINAL ITEMIZED RECEIPT DOES NOT ACCOMPANY THE TRAVEL REIMBURSEMENT REQUEST FORM 113, WHICH SHOULD BE PROVIDED TO THE PERSONNEL MANAGER NO MORE THAN FIVE (5) DAYS AFTER EMPLOYEE HAS RETURNED. For any items not prepaid prior to travel, an original itemized receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
Permissible Reimbursable Expenses include, but are not limited to:
Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Coach class or economy tickets must be purchased. A higher-priced

coach ticket cannot be purchased for a subsequent upgrade in seating. Additionally, the City will only pay for one (1) piece of checked luggage per employee.

Rail transportation. The City of Boaz will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

City Vehicles. City vehicles should be used whenever feasible under the circumstances.

Privately owned Vehicles. When use of privately owned vehicles are approved prior to travel and used to travel, the City will reimburse employee at the federal mileage reimbursement rate.

Conference registration fees. Conference registration fees can be prepaid following submission of a Travel Request Form 112. City business-related banquets or meals that are considered part of the conference can be paid with the registration fees. Registration fees paid directly by an individual will not be reimbursed until the conference is completed, and reimbursement requires an original receipt showing payment. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

Meals. The City will reimburse reasonable expenses for meals (which reimbursement is limited to the federal per-diem rate* for the place and time of travel whenever possible) when 1) the employee is traveling overnight; 2) the costs of the meal are not included in conference registration fees; 3) and/or the cost of the meal is directly attributable to approved City business. Tips of 15% of the cost of the meal are reimbursable. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, that meal may not be claimed.
In accordance with Alabama law, reimbursed expenses for meals shall not include the purchase of alcoholic beverages for any reason.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 25 miles or more from the traveler's home or primary worksite, for the place and time of travel. The City of Boaz will reimburse lodging expenses at reasonable, single occupancy or standard business room rate. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. If the lodging receipt shows more than a single occupancy, the single room rate must be noted.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while traveling, can be reimbursed. Original itemized receipts are required.

Other items. Parking costs, tolls, and miscellaneous transportation such as taxis, ferries, subways, etc. necessary to conduct City business will be reimbursed if reasonably related to the employee's duties with the City. Original receipts must be turned in with the Travel Reimbursement Form 113.

Travel for Non-Employees

Additional costs for travel, lodging, meals, or other travel expenses for spouses or other family members will not be reimbursed.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the City of Boaz: mileage unrelated to City business, expenses of travel companions, alcoholic beverages, any costs associated with employee's individual (not City-based/appointed) membership of any outside organization, personal telephone calls, airline club memberships, airline upgrades, child care, babysitting, house-sitting, or pet-sitting/kennel charges, costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion, evening or formal wear expenses, haircuts, personal grooming, laundry, dry cleaning. Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs, and other expenses not directly related to the business travel.

Any exception to this policy must have the expressed written approval of the Mayor.

*** Employee is always expected to obtain the most reasonable rate for the expense, and will only be reimbursed actual out of pocket costs. Federal per-diem rates are for reference only, and may be obtained at http://www.gsa.gov/portal/category/100120, and any related questions should be directed to the City Clerk.**

CITY OF BOAZ

TRAVEL REQUEST

Employee:_____

Department:_____

Purpose of Travel:_____ (Attach documentation)

Destination:_____

Departure Date:_____ Return:_____

Registration fee/tuition: $_____ Date due:_____

To:_____

(Attach documentation)

Employee: _____ Date: _____

Department Head: _____ Date: _____

Mayor: _____ Date: _____

(Use of your private vehicle must be requested by signing below:
I request to be reimbursed for mileage on this trip for use of my private vehicle:

Signature: _____Mayor Approved: _____

CITY OF BOAZ
TRAVEL REIMBURSEMENT REQUEST FORM

Employee: _____ **Date Travel Began:** _____

Department: _____ **Date Travel Ended:** _____

Destination: _____ **Purpose of Travel:** _____

	Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Totals**
Lodging Total (including taxes or other fees required by hotel/motel)								
Meal & Incidentals								
Transportation – Mileage (Round Trip) ____mi x $.____per mi								
Transportation (Air Fare)								
Registration								
Other:								
Parking								
Taxi								
Baggage Fee								
Totals								

Total Amount Due Employee: _____

I hereby verify that the above expenses are true and accurate, and were incurred according to the requirements of the City of Boaz Travel Policy. I have attached any pertinent receipts as required.

Employee: _____ **Date:** _____

The above amount due to the employee is hereby authorized for payment.

Mayor: _____ **Date:** _____