

**CITY OF GRANTVILLE, GEORGIA
CITY COUNCIL MEETING AGENDA**

MONDAY, APRIL 24, 2023 AT 6:30 P.M.

Glanton Municipal Complex, City Council Chambers, 123 Lagrange Street, Grantville, GA 30220

Call to Order, Invocation, and Pledge of Allegiance

Citizen Comment Regarding Agenda Items

Approval of Agenda

Approval of Minutes: City Council Meeting Minutes March 27, 2023

City Council Work Session Meeting Minutes April 10, 2023

Decision on Resolution 2023-09 Accepting the Fiscal Year 2022 Audited Financial Statements for Fiscal Year Ending September 30, 2022 presented by Gerald G. Pentecost, CPA

Decision on Second Reading Ordinance Number 2023-08 to Repeal Ordinance Number 701 adopted December 20, 1998 City of Grantville Employee Handbook.

Decision on Second Reading Ordinance Number 2023-09 to Amend Chapter 2 of the Code of Ordinances to Establish Guidelines for the Scheduling and Conducting Council Committee Meetings.

Decision on Second Reading Ordinance Number 2023-10 to Amend Section 26-32 of the Code of Ordinances to Revise the Penalties for Littering.

Decision on Second Reading Ordinance Number 2023-11 to Amend Chapter 29, Art. I of the Code of Ordinances on Destruction, Defacing City Property.

First Reading Ordinance 2023-12 Amending Chapter 2 Section 2-24 Rules for regularly scheduled council meetings

First Reading Ordinance 2023-13 Amending the Zoning Ordinance to Amend Article 4 Zoning Districts and Boundaries by Adding District: Historic Mill Village (HMV) and Amend Text and for other purposes.

First Reading Ordinance 2023-14 Amend the Zoning Ordinance Section 14-12 Variances for Maximum size of a Directional Sign

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MONDAY, APRIL 10, 2023 AT 6:30 P.M.

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Decision on Resolution 2023-07 Adopting Five (5) Principles of Ethics approved by the GMA Board and Agreed upon by the City of Grantville Mayor and City Council

Decision on Resolution 2023-08 Adopting the 2023 City of Grantville Personnel Policies attached as Exhibit A and incorporated herein as fully as if set forth verbatim.

Decision on Resolution 2023-10 Appointing Voting Delegate and alternate for the Municipal Gas Authority of Georgia's Annual Election

Discussion on Recommendation for Processing Volunteers for Boards/Advisory Committees

Announcements:

The 2023 Gas Authority Annual Election vote will take place on Friday, May 5, 2023 at 10:30 a.m.

City Hall will work Monday -Thursday from 7 a.m. to 5:30 p.m. The City Hall Lobby will be open for walk in service Monday - Thursday from 7:30 a.m. to 5 p.m. Police Department operations will not be affected. For Emergencies: DIAL 911. Senior Activity Center will be open Monday thru Friday, as normal.

Reminder: Download the GOGrantville mobile app to your smartphone to receive traffic alerts, citizen alerts and notifications from the City of Grantville Police Department, Public Works/Utilities, Administration and Recreation

Citizen Comments

City Council and Staff Comments

Adjournment

**CITY OF GRANTVILLE, GEORGIA
CITY COUNCIL MEETING MINUTES
MONDAY, MARCH 27, 2023 AT 6:30 P.M.**

Glanton Municipal Complex, City Council Chambers, 123 Lagrange Street, Grantville, GA 30220

Call to Order at 6:30 p.m. by Mayor Proctor followed by the Invocation and Pledge of Allegiance

Present: Mayor Richard Proctor, Councilmembers Dee Berry, David Clark, Casey Evans and Alan Wacaser. Also Present: City Manager Al Grieshaber, City Attorney Mark Mitchell and City Clerk Robi Higgins

Citizen Comment Regarding Agenda Items – Selma Coty

Approval of Agenda: Wacaser/Berry: 4-0

**Approval of Minutes: City Council Meeting Minutes February 27, 2023 Approved Wacaser/Evan: 4-0
City Council Work Session Minutes March 13, 2023 Approved Evans/Berry: 4-0**

Decision on Second Reading Ordinance Number 2023-07 to Amend Chapter 20 Terms of Office Historic Preservation Commission and other purposes Motion to amend Chapter 20: Wacaser/Clark: 4-0

Decision on the Establishment of a new Zoning District (R-40) to encourage the development of small tracts of land for Single Family Residential uses with densities ranges suggested by the City Council for the development of vacant parcels of land with transitional densities in built-up areas and to encourage innovative site planning.

Motion: Wascaser/Evans: 3-1 (Berry)

Discussion on First Reading of Ordinance Number 2023-08 to Repeal Ordinance Number 701 adopted December 20, 1998 City of Grantville Employee Handbook

Discussion on First Reading of Ordinance Number 2023-09 to Amend Chapter 2 of the Code of Ordinances to Establish Guidelines for the Scheduling and Conducting Council Committee Meetings

Discussion on First Reading of Ordinance Number 2023-10 to Amend Section 26-32 of the Code of Ordinances to Revise the Penalties for Littering

Discussion on First Reading of Ordinance Number 2023-11 to Amend Chapter 29, Art. I of the Code of Ordinances on Destruction, Defacing City Property

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Decision on Resolution Number 2023-05 Pledging to Practice and Promote Civility in the City of Grantville

Motion: Berry/Clark 4-0

Decision on Resolution Number 2023-06 Designating Authorized Signatories for the MEAG Power Municipal Competitive Trust Motion: Evans/Wacaser: 4-0

Decision on Installation of Speed Humps on City Streets - No action.

Decision on the Purchase and Installation of SMART meters to replace and upgrade utility metering throughout the City of Grantville Approved on motion Wacaser/Evans: 4-0

Decision on appointment of Charlie Andrew Williams and Chad Long to the Historic Preservation Commission
Motion: Wacaser/Clark: 4-0

Decision on appointment of Melissa Walls to the Parks and Recreation Advisory Board Motion: Wacaser/Evans: 4-0

Decision on the Application for a Special Event Permit requested by Grantville Kiwanis for Kiwanis Family Fun Day and Movie Night on April 22, 2023 from 4 p.m. to 9 p.m. on the hill behind the Malcolm-Clements Building, Griffin Street Park, 329 Griffin Street. Rain date: April 29, 2023 Motion: Wacaser/Clark: 4-0

Decision on the Application for a Special Event Permit requested by Change Church for Recovery Rare of Breed Concert Tour on Wednesday, April 12, 2023 from 4:30 p.m. to 11 p.m. on at the Ballfields, Park Drive. Motion: Wacaser/Clark: 4-0

Announcements:

The Water Leak Protection Program for City of Grantville Water Utility customers has been established. Sign up forms will be in the March Utility Bills. Forms are available in the City Clerk's office and online at www.grantvillega.org.

A four-day work week for City Hall employees will commence on April 5, 2023. Police Department operations will not be affected. Senior Activity Center will be open Monday thru Friday.

Citizen Comments: Dustin Mitcho; Parks and Recreation Adv. Board- Projects brought forward was asked to put them on hold due to job posting.

City Council and Staff Comments: None

Adjournment: Motion: Evans/Berry @ 7:32p.m.

CITY OF GRANTVILLE, GEORGIA
CITY COUNCIL WORK SESSION MINUTES
MONDAY, APRIL 10, 2023 AT 6:30 P.M.

Glanton Municipal Complex, City Council Chambers, 123 Lagrange Street, Grantville, GA 30220

Call to Order at 6:30 p.m. by Mayor Proctor followed by the Invocation and Pledge of Allegiance

Present: Mayor Richard Proctor, Councilmembers Dee Berry, David Clark, Casey Evans and Alan Wacaser. Also Present: City Attorney Mark Mitchell and City Clerk Robi Higgins

Citizen Comment Regarding Agenda Items - None

Approval of Agenda: Motion to approve Evans/Wacaser: 4-0

The City Council Discussed the following items at length:

Discussion on the Recommendations from the Planning and Zoning Commission (Memo attached).

Discussion on Approving Directional Signage for Coweta County BOE/West GA RESA.

Second Reading Ordinance Number 2023-08 to Repeal Ordinance Number 701 adopted December 20, 1998 City of Grantville Employee Handbook **(no action necessary)**.

Second Reading Ordinance Number 2023-09 to Amend Chapter 2 of the Code of Ordinances to Establish Guidelines for the Scheduling and Conducting Council Committee Meetings **(no action necessary)**.

Second Reading Ordinance Number 2023-10 to Amend Section 26-32 of the Code of Ordinances to Revise the Penalties for Littering **(no action necessary)**.

Second Reading Ordinance Number 2023-11 to Amend Chapter 29, Art. I of the Code of Ordinances on Destruction, Defacing City Property **(no action necessary)**.

Discussion/First Reading Ordinance 2023-12 Amending Chapter 2 Section 2-24 Rules for regularly scheduled council meetings

Discussion/First Reading Ordinance 2023-13 Amending the Zoning Ordinance to Amend Article 4 Zoning Districts and Boundaries by Adding District: Historic Mill Village (HMV) and Amend Text and for other purposes.

Discussion on Resolution 2023-07 Adopting Five (5) Principles of Ethics approved by the GMA Board and Agreed upon by the City of Grantville Mayor and City Council

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MONDAY, APRIL 10, 2023 AT 6:30 P.M.

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Discussion on Resolution 2023-08 Adopting the 2023 City of Grantville Personnel Policies attached as Exhibit A and incorporated herein as fully as if set forth verbatim. Draft available upon request.

Discussion on Resolution 2023-09 Accepting the Fiscal Year 2022 Audited Financial Statements prepared by Gerald G. Pentecost, CPC for Fiscal Year Ending September 30, 2022

Discussion on Resolution 2023-10 Appointing Voting Delegate and alternate for the Municipal Gas Authority of Georgia's Annual Election

Discussion on Recommendation for Processing Volunteers for Boards/Advisory Committees

Announcements:

Initial Notice: The 2023 Gas Authority Annual Election will be held Friday, May 5, 2023 at 10:30 a.m.

City Hall will work Monday -Thursday from 7 a.m. to 5:30 p.m. The City Hall Lobby will be open for walk in service Monday - Thursday from 7:30 a.m. to 5 p.m.

Police Department operations will not be affected. For Emergencies: DIAL 911

Senior Activity Center will be open Monday thru Friday, as normal.

Citizen Comments – Cathy Southern 78 Church Street

There being no further business, the meeting adjourned at 7:37 p.m.

/S/ Roberta Higgins

City Clerk

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-09

A RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS & SUPPLEMENTAL INFORMATION _SEPTEMBER 30, 2022 FOR THE CITY OF GRANTVILLE

WHEREAS, The City engaged the services of Gerald G. Pentecost, Jr. CPA to perform an audit of the financial statements of the governmental activities, the businesstype activities and each major fnd, and the aggregate remaining fund information of the City of Grantville, Georgia as of and for the year ended September 30, 2022 ; and

WHEREAS, the audit of these statements and funds and the schedule of findings and responses has been completed and presented to the City Council for acceptance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Grantville, Georgia, and it is hereby resolved as follows:

The Audited Financial Statements and Supplemental Information — September 30, 2022 for the City of Grantville is hereby accepted and will be forwarded to all other appropriate agencies.

IT IS SO RESOLVED this 24th day of April, 2023.

MAYOR: _____

ATTEST: _____

City clerk

THE CITY OF GRANTVILLE, GEORGIA

ORDINANCE NO. 2023-08

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF GRANTVILLE TO REPEAL ORDINANCE NUMBER 701 ADOPTED DECEMBER 28, 1998, ADOPTING THE CITY OF GRANTVILLE EMPLOYEE HANDBOOK

WHEREAS the City of Grantville Employee Handbook presently utilized is outdated, does not reflect current employment policies, and does not include current benefits afforded to employees of the City of Grantville.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Grantville and it is hereby ordained as follows:

Section 1.

Ordinance Number 701 adopted December 28, 1998, adopting the City of Grantville Employee Handbook is repealed in its entirety.

Section 2. Repealer

All ordinances or parts of ordinances or resolutions or parts of resolutions in conflict with this ordinance are repealed.

First Reading: March 27, 2023

SO ORDAINED in lawfully assembled open session this 24th day of April 2023.

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk

ORDINANCE NO. 2023-09

AN ORDINANCE BY THE CITY OF GRANTVILLE, GEORGIA
TO AMEND CHAPTER 2 OF THE CODE OF ORDINANCES TO ESTABLISH GUIDELINES
FOR THE SCHEDULING AND CONDUCTING OF COUNCIL COMMITTEE MEETINGS;
TO LIMIT THE PURPOSES FOR WHICH COMMITTEES MAY MEET AND ACT; TO
REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; AND FOR
ALL OTHER LAWFUL PURPOSES

WHEREAS, pursuant to sections 2.03 and 3.01 of the Charter of the City of Grantville the Mayor and City Council of the City of Grantville are authorized to adopt by ordinance rules to govern the conduct of council business, and particularly the actions of council committees;

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Grantville, Georgia, and it is hereby ordained by the authority of the same that Chapter 2, Article II of the City of Grantville Code of Ordinances is amended by adding the following:

SECTION ONE

Section 2-25. Scheduling of council committee meetings.

No council committees as established by Section 2.09 of the Charter shall meet to consider or act on any matter except those matters related to the oversight of the activities of and establishment of policies for the operation of a department that are referred to the committee by action of the city council.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

First Reading: _____

SO ORDAINED in lawfully assembled open session this, _____ day of _____ of _____ 2023.

MAYOR

Attest: _____ Clerk

ORDINANCE NO. 2023- 10

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GRANTVILLE, GEORGIA AMENDING SECTION 26-32 OF THE CODE OF ORDINANCES OF THE CITY OF GRANTVILLE TO REVISE THE PENALTIES FOR LITTERING; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; AND FOR ALL OTHER LAWFUL PURPOSES

WHEREAS, the Mayor and Council of the City of Grantville has the authority, power and control to abate nuisances within the City limits; and

WEHERAS, O.C.G.A. § 16-7-43 provides for penalties for littering offenses; and

WHEREAS, the Mayor and Council has determined that it is in the best interests of the health, safety and welfare of the general public to revise the penalties for littering.

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Grantville, Georgia, and it is hereby ordained by the authority of the same that the following ordinance is hereby adopted:

SECTION ONE

Section 26-32 is amended by deleting it in its entirety and replacing it as follows:

Section 26-32. Penalties.

Any person who violates this article shall be guilty of a violation and, upon conviction thereof, shall be subject to a fine of not less than \$500.00 and not more than \$1,000.00. In addition, and in the sound discretion of the court:

- (1) The person may be directed to pick up and remove from any public street or highway or public right-of way for a distance not to exceed one mile any litter he has deposited and any and all litter deposited thereon by anyone else prior to the date of execution of sentence; or
- (2) The person may be directed to pick up and remove any and all litter from any public property, private right-of-way, or with prior permission of the legal owner or tenant in lawful possession of such property, any private property upon which it can be established by competent evidence that he has deposited litter. Pick up and removal shall include any and all litter deposited thereon by anyone prior to the date of execution of sentence; and
- (3) The court may publish the names of persons convicted of violating this article.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

First Reading: _____

SO ORDAINED in lawfully assembled open session this ____ day of _____, 2023.

MAYOR

Attest: _____
Clerk

ORDINANCE NO. 2023-11

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GRANTVILLE, GEORGIA AMENDING CHAPTER 29, ARTICLE I OF THE CODE OF ORDINANCES OF THE CITY OF GRANTVILLE TO ESTABLISH THE OFFENSES OF DESTRUCTION OF AND DAMAGE TO PUBLIC PROPERTY, MALICIOUS MISCHIEF AS TO PUBLIC PROPERTY AND DEFACING PRIVATE SIGNS AND BUILDINGS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; AND FOR ALL OTHER LAWFUL PURPOSES

WHEREAS, Section 1.04(l) of the Charter of the City of Grantville provides that the Mayor and Council of the City of Grantville has the authority, power and control “To define, regulate and prohibit any acts, practice, conduct, or the use of property, detrimental, or likely to be detrimental, to the health, morals, safety, security, peace, convenience or general welfare of the inhabitants of the city”; and

WHEREAS, Section 1.04(t) of the Charter of the City of Grantville provides that the Mayor and Council of the City of Grantville has the authority, power and control “To exercise and enjoy all powers, functions, rights, privileges and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, morals, and general welfare of the city and its inhabitants...; and

WHEREAS, the Mayor and Council has determined that it is in the best interests of the health, safety, security and welfare of the general public to establish general offenses for the damaging and defacing of public and certain private property in the City.

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Grantville, Georgia, and it is hereby ordained by the authority of the same that the following ordinance is hereby adopted:

SECTION ONE

Chapter 29, Article I is amended by adding as follows:

Sec. 29-13. Destruction of, damage to property—Public, generally.

It shall be unlawful for any person to damage, break, mutilate, alter, deface or in any other manner destroy or injure public property, either real or personal, belonging to or used by the city.

Sec. 29-14. Malicious mischief as to public property.

It shall be unlawful for any person to paint, mark, print or in any manner to deface or to paste advertising matter of any kind on any of the signs or public property within the city.

Sec. 29-15. Defacing private signs or buildings.

It shall be unlawful for any person to paste, glue or fix in any manner any cardboard or paper advertisement on, or to mark with paint, crayon or otherwise, any private sign or building within the city without permission of the owner.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

First Reading: _____

SO ORDAINED in lawfully assembled open session this ____ day of _____,
2023.

MAYOR

Attest: _____

Clerk

ORDINANCE NO. 2023-12

AN ORDINANCE BY THE CITY OF GRANTVILLE, GEORGIA
TO AMEND CHAPTER 2 OF THE CODE OF ORDINANCES TO AMEND THE
RULES FOR REGULARLY SCHEDULED COUNCIL MEETINGS

WHEREAS, pursuant to Section 2.03 of the Charter of the City of Grantville the Mayor and City Council of the City of Grantville are authorized to adopt by ordinance rules to govern the conduct of council business; and

WHEREAS, the Mayor and Council have previously adopted certain rules by ordinance that are designed to promote a fair and open process for city government; and

WHEREAS, the Mayor and Council desire to amend those previously adopted rules;

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Grantville, Georgia, and it is hereby ordained by the authority of the same that Section 2-24 of the City of Grantville Code of Ordinances is amended by amending as follows:

SECTION ONE

Section 2-24. Rules for regularly scheduled council meetings.

(2) All persons addressing the council (except at the Public Comment section of the agenda) must request to be placed on the agenda and must make this request to the City Clerk's office by no later than 12:00 noon of the Tuesday prior to a Monday meeting date of the city council. Those persons making such request will be placed on the agenda so as to allow their comments to be made before the council considers any old or new business on the agenda.

(14) Questions from councilmembers may be asked for clarification. However, no person shall be allowed to enter into any discussion, either directly or through a member of the council, without permission of the Mayor.

SECTION TWO

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

First Reading: April 24, 2023

SO ORDAINED in lawfully assembled open session this ____ day of _____,
2023

MAYOR

Attest: _____
Clerk

Grantville City Council Meeting rules for Agenda Items

The agenda for city council meetings is determined and approved by the Mayor and the City Manager.

Rules:

Items can be added for consideration prior to the first council meeting in the month that is deemed the work session. This meeting falls on the second Monday of every month.

Items for consideration must be submitted in writing by 12:00 pm on the Tuesday of the week preceding the council meeting.

The agenda is then finalized and available by Thursday at 3:00 pm.

The work session meeting is utilized to review and discuss agenda items. There will only be voting during this session if an emergency item is so deemed on the agenda.

On the fourth Monday of the month is the regular city council meeting where agenda items that were discussed in the work session are voted on. As noted Ordinance changes and new Ordinances require four sessions in order to be voted on. There will be no agenda items added in the regular city council meeting unless it is deemed an emergency.

Rules for adding items to the agenda:

In order to have an item to be considered the following will be required.

1. Title and description of item
2. Reason for item
3. Description of benefit to citizens of Grantville.
4. Resources required
 - a. Human capital
 - b. Cost of initial project
 - c. Need for ongoing cost, both human and monetary
 - d. Proposal on where the cost comes from in the budget
 - e. Impact to future budget and taxes
5. Time frame for delivery of project

This packet must be sent to the City manager and Mayor in order to be considered. The project will then be assessed and either added or not.

ARTICLE II. - CITY COUNCIL

Sec. 2-23. - Meetings.

The second Monday night of each month shall be designated as a work session, and the fourth Monday night shall be designated as a regular city council meeting during which ordinances and resolutions may be passed and all other the business of the mayor and council may be carried out. Said meetings shall be held at 6:30 p.m. in the council chambers. If a work session or regular scheduled meeting falls on a holiday, or it is determined that the time for the meeting is inappropriate, city council shall set an alternate and time for each meeting.

(Ord. No. 02-2010, § 2, 3-22-2010; Ord. No. 2018-06, § 1, 10-8-2018)

Sec. 2-24. - Rules for regularly scheduled council meetings.

The following rules are designed to promote a fair and open process for the city government:

- (1) All rules and procedures will be posted in the council chambers.
- (2) All persons addressing the council (except at the public comment section of the agenda) must request to be placed on the agenda and must make this request to the city clerk's office by no later than 12:00 noon of the Wednesday prior to a Monday meeting date of the city council. Those persons making such request will be placed on the agenda so as to allow their comments to be made before the council considers any old or new business on the agenda.
- (3) A time restraint of three minutes is placed on each instance with each instance limited to one issue. Piggyback speakers will not be allowed under the three-minute, one-issue rule.
- (4)

Every speaker will advise the council on the issue furnished for agenda purposes. Every speaker will be respectfully heard by the council without public display of approval or disapproval from the audience.

- (5) While everyone has the right to disagree, members of the audience that are continually disruptive to and disrespectful of the purpose of the meeting, participants in the meeting, and each other are politely and respectfully urged to refrain from their actions or shall vacate the meeting.
- (6) Councilmembers must yield the floor to the councilmember speaking.
- (7) All second readings will be placed under one motion.
- (8) The chairperson will have the prerogative to recognize any councilmember wishing to bring an issue, not on the agenda, to the attention of the council.
- (9) The mayor, as presiding officer of the council, may impose time limits and any procedures deemed necessary for the effective operation of the council.
- (10) Persons who are not on the agenda wishing to address the council shall do so during the public comment sections of the agenda. There shall be two public comment sections at each regular meeting of the council. The first public comment section shall occur at the beginning of each regular meeting regarding items that are on the agenda. The second public comment section will occur prior to adjournment regarding items that are not on the agenda.
- (11) A maximum of ten speakers, five in the first public comment section and five in the second section, shall be allowed to address the council at each regular meeting. Prior to speaking, each speaker must complete a public comment form and submit it to the city clerk. Forms are available near the entrance to the meeting room and will be accepted on a first come basis. No prior reservations will be taken for these slots.

- (12) All persons shall address the council in the following manner:
 - (a) State his/her name and address;
 - (b) The speaker shall be required to state:
 - i. Whether he/she is speaking for himself/herself or for another;
 - ii. If he/she represents an organization or represents a policy established by an organization or governing body and whether he/she is being compensated by the person(s) for whom he/she speaks;
 - iii. Whether he/she or any member of his/her immediate family has a personal interest in the pending matter.
- (13) All remarks shall be directed to the council as a body and addressed through the mayor. Remarks shall not be made to a particular councilmember.
- (14) Questions form councilmembers may be asked for clarification. However, no person shall be allowed to enter into any discussion, either directly or through a member of the council, without permission of the mayor.

Audience Participation Form

Date: _____

Welcome to the meeting of the Grantville City Council. The following rules are designed to promote a fair and open process for the administration of the City of Grantville, Government.

1. Council Room demonstrations are not permitted.

2. Anyone desiring to address the Council should fill out this form and place it in the "Completed Forms" Box. The Chairperson will recognize you at the appropriate time.

3. The Mayor as presiding officer of the Council may impose time limits and any procedures deemed necessary for the effective operation of the Council.

Your presence is appreciated!

Name _____

Address

Phone _____

Please Check The Appropriate Box

I wish to address the Council on the following issue:

<input type="checkbox"/> I do not wish to address the Council, but I would like to register the following opinion:

_____ Signature	_____ Printed Name
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(Prior Code, § 2.04.015; Ord. No. 687, 1-12-1998; Ord. No. 2019-01, § 1, 2-25-2019; Ord. No. 2019-12, § 1, 12-16-2019; Ord. No. 2020-01, § 1, 3-23-2020)

Secs. 2-25—2-51. - Reserved.

ORDINANCE NO. 13

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GRANTVILLE, GEORGIA AMENDING THE ZONING ORDINANCE OF THE CITY OF GRANTVILLE TO MAKE THE FOLLOWING TEXT AMENDMENTS TO THE ORDINANCE AMEND ARTICLE 4 ZONING DISTRICTS BY ADDING HISTORIC MILL VILLAGE (HMV); AND FOR OTHER PURPOSES

WHEREAS, the Mayor and Council of the City of Grantville have determined that it is in the best interest of the City to amend the Zoning Ordinance of the City of Grantville;

The Mayor and Council of the City of Grantville, Georgia hereby ordain as follows:

Section 1.

Article 4. Zoning Districts and Boundaries is amended as follows:

A. Section 4.1 is amended by adding the following district:

HMV Historic Mill Village

B. Section 4.1 is amended by adding the following subsections:

4.1-12 *Historic Mill Village (HMV)* The purpose of this district is to recognize the distinctive nature of the City's historic Mill Village area and to encourage residential development that is consistent with the area, including accommodating higher density single family residences of approximately eight (8) units per acre.

Section 2.

All ordinances or parts of ordinances in conflict with this ordinance are repealed.

First Reading: 4/24/2023

SO ORDAINED in lawfully assembled open session this ____ day of _____, 2012.

MAYOR

Attest: _____
Clerk

ORDINANCE NUMBER 2023-14

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GRANTVILLE, GEORGIA AMENDING THE ZONING ORDINANCE OF THE CITY OF GRANTVILLE TO MAKE THE FOLLOWING TEXT AMENDMENTS TO THE ORDINANCE AND AMEND ARTICLE 14 SIGNS BY AMENDING SECTION 14-12 TO ADD A PROVISION FOR THE GRANTING OF A VARIANCE FOR CERTAIN NON-BUSINESS DIRECTIONAL SIGNS AND FOR OTHER PURPOSES

WHEREAS, the Mayor and Council of the City of Grantville have determined that it is in the best interest of the City to amend the Zoning Ordinance of the City of Grantville.

The Mayor and Council of the City of Grantville, Georgia hereby ordain as follows:

Section 1.

Article 14. Signs is amended as follows:

Section 14-12 Variances is amended by adding the following:

(b) Standards

3. Where the maximum size of a non-business directional sign as provided for by Section 14.6-2(c) of this Article would not accomplish the agency or organization's need to provide adequate direction to its facility.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed.

First Reading: April 24, 2023

SO ORDAINED in lawfully assembled open session this ____ day of _____, 2023.

MAYOR

Attest: _____
Clerk

CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-07

A RESOLUTION REAFFIRMING THE MAYOR & CITY COUNCIL OF THE CITY OF GRANTVILLE'S PLEDGE TO SUBSCRIBE TO THE FIVE PRINCIPLES OF ETHICS OF THE GEORGIA MUNICIPAL ASSOCIATION CITY OF ETHICS PROGRAM

WHEREAS the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program; and,

WHEREAS the City of Grantville, wishes to be recertified as Certified City of Ethics under the GMA Program; and,

WHEREAS part of the recertification process requires the Mayor and Council to re-adopt the ethics principles approved by the GMA Board;

NOW THEREFORE IT BE RESOLVED by the governing authority of the City of Grantville, Georgia, that as a group and as individuals, the governing authority reaffirms its pledge to subscribe to the following ethics principles and pledges to conduct its affairs accordingly:

- *Serve Others, Not Ourselves
- *Use Resources With Efficiency and Economy
- *Treat All People Fairly
- * Use The Power of Our Position For The Well Being Of Our Constituents
- *Create An Environment Of History, Openness And Integrity

RESOLVED this _____ day _____, 2023.

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

ATTEST: City Clerk

THE CITY OF GRANTVILLE, GEORGIA

RESOLUTION NO. 2023-08
BEFORE THE CITY COUNCIL

**A RESOLUTION APPROVING AND ADOPTING THE 2023 CITY OF GRANTVILLE
PERSONNEL POLICIES ATTACHED HERETO AS EXHIBIT A AND
INCORPORATED HEREIN AS FULLY AS IF SET FORTH VERBATIM**

WHEREAS, the Employee Handbook for the City of Grantville adopted in January 1999 and later updated is outdated and does not comport with the City's current employment practices, best practices and employment law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grantville, that the City of Grantville Personnel Policy Handbook in Exhibit A attached hereto and incorporated herein as if set forth verbatim are approved and adopted for the City of Grantville.

This Resolution is passed this _____ day of _____, 2023.

Richard Proctor, Mayor

ATTEST:

Roberta Higgins, City Clerk

City of Grantville, Georgia
Personnel Policy Handbook



Adopted by Resolution Number 2023-08
Effective Date: April 24, 2023

Acknowledgement of Receipt

I acknowledge that I have received a copy of the City of Grantville Personnel Policy Handbook “Employee Handbook”.

Adopted by Resolution Number 2023-08
Effective Date: April 24, 2023

I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the City of Grantville.

I also understand that the purpose of this Handbook is to inform me of the City of Grantville's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Grantville employee, nor is it intended to create contractual obligations of any kind.

I understand that the City of Grantville has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the City Clerk's Office. Retain a second copy for your reference.

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SECTION I INTRODUCTION

City Personnel System

The City Personnel Policy Handbook is a system of employment that recognizes that the employees covered by the system should be selected and promoted according to their skills, knowledge and abilities. The City is an equal opportunity employer and does not discriminate on the basis of race, color, creed or religion, sex (including pregnancy), marital or family status, sexual orientation, gender identity, national origin or ethnicity, citizenship (except to the extent citizenship constitutes a mandatory qualification under federal or state law), age, disability, genetic information, political affiliation, military or veteran status, or any other classification or status protected by applicable federal, state and local laws. The City's management is dedicated to ensuring the fulfillment of this policy with respect to all terms and conditions of employment, including but not limited to, recruitment, testing, hiring, placement, assignment, transfer, promotion, performance review, discipline, termination, layoff, recall, leave of absence, compensation, benefits, training, testing, and work environment. The City expects everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

Establishment

The Personnel Policy Handbook has been established by the Mayor and City Manager in an effort to provide a fair, equitable and productive work environment for those employees covered by this system.

Purpose

The purpose of the Personnel Policy Handbook is an attempt to establish a system of employment that implements the following principles:

- a. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for initial appointment;
- b. Providing equitable and adequate compensation;
- c. Training employees, as needed, to assure high-quality performance;
- d. Retaining employees on the basis of adequacy of their performance, correcting inadequate performance, and separating employees when appropriate;
- e. Assuring legal treatment of applicants and employees in all aspects of personnel administration in compliance with all applicable state and federal laws and regulations;
- f. Assuring that employees are protected against coercion from partisan political purposes and prohibiting employees from using their official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for political office.

Coverage

These policies apply to all part-time and full-time positions in all departments with the following exceptions:

- a. The Mayor, and the members of the City Council;
- b. Members of appointed or elected boards and commissions, judges and the city attorney;
- c. Persons employed to make or conduct a temporary and special inquiry, investigation, examination, or assignment on behalf of the City Council, a committee thereof, or the Mayor;
- d. Temporary positions unless specifically covered by action of the City Council;
- e. Volunteer personnel who receive no regular compensation from the City;
- f. Any position determined by the Mayor and Council to be of a policy-making or Elected Officials nature with regard to elected officials or members of their Elected Officials

There may be exceptions where certain individual policies do not apply to part-time positions and some that do not apply to full-time positions.

At-Will Employment

Employees of the City are employed at-will, which means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause, and with or without advance notice. Nothing contained in this Personnel Policy Handbook shall be interpreted to create a contract of employment or to eliminate or modify in any way the at-will status of any City employee. The only exception to this policy is a written employment agreement approved by the City Council.

Administration

The Mayor and City Manager are charged with the faithful and impartial administration of and execution of this Personnel Policy. Department Heads are responsible for enforcing the provisions of this policy. The City Manager shall have final authority for administering, interpreting, and applying the terms of this policy.

Effect of an Amendment to Policies

If and when it seems advisable in the interest of good administration, the City Manager or his designee may make additions to or amend these policies, subject to the approval of the Mayor.

The provisions of the Personnel Policy have been developed at the discretion of the Mayor and City Manager and may be amended or canceled at any time.

Immigration Law Compliance

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

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.

**SECTION II
DEFINITIONS**

- a. **Adverse Action.** An action by a covered employee that results in a disciplinary suspension, disciplinary salary reduction, disciplinary demotion, or disciplinary dismissal.
- b. **City.** The City of Grantville.
- c. **Covered Employees.** Employees who are covered under this personnel plan.
- d. **Days.** When the word “days” is used as a method of counting, it means calendar days unless stated otherwise.
- e. **Exempt Position.** A position exempt from the overtime standards as defined in the Fair Labor Standards Act (FLSA).
- f. **FLSA.** Fair Labor Standards Act.
- g. **Immediate Family.** The employee’s spouse, children, parents, brothers, sisters, grandparents, and grandchildren whether by blood or marriage. The definition includes a brother-in-law and sister-in-law but does not include any relative of a brother-in-law or sister-in-law. The definition is not extended to any other person who resides in the employee’s household.
- h. **May.** The word “may” is conditional, and implies that there is discretion as to whether a condition exists or an act or action will take place.
- i. **Non-exempt Position.** A position subject to the overtime provisions of the FLSA.
- j. **Overtime.** Time worked in excess of the minimum number of hours in a work period that is eligible for overtime payments under the FLSA.
- k. **Partially Exempt.** Employees of the Police Department and Fire Department who are subject to the partial overtime exemption under Section 7(K) of the FLSA.
- l. **Probationary Period.** A period of time during which a regular service employee will be evaluated by the employee’s Supervisor or Department Head to determine if the employee is meeting the department’s expectations following a disciplinary action.
- m. **Regular Service.** Full-time employees receive regular service status when they have satisfactorily completed their orientation test period.
- n. **Shall/Will.** These terms are unconditional and imply that a condition exists or an act or action will take place.

City of Grantville, Georgia Personnel Policy

- o. SOG.** Standard Operating Guidelines.
- p. SOP.** Standard Operating Procedures.
- q. Termination.** The ending of a period of employment, whether initiated by the City or by the employee.
- r. Orientation Period.** A period of time, of at least six (6) Months, during which a new employee or an employee who has been promoted, or transferred to a position that has different qualifications, is being tested on job capability and performance. Police Department employees, other than administrative, shall have a 12-month orientation period.

**SECTION III
EQUAL EMPLOYMENT OPPORTUNITY
(EEO) POLICY**

1. Statement of Policy

The City is an Equal Employment Opportunity Employer. As such, the City is committed to providing equal employment and advancement opportunity for all employees and applicants for employment without regard to:

- a. Race, color, creed or religion, sex (including pregnancy), marital or family status, sexual orientation, gender identity, national origin or ethnicity, citizenship (except to the extent citizenship constitutes a mandatory qualification under federal or state law), age, disability, genetic information, political affiliation, military or veteran status, or any other classification or status protected by applicable federal, state and local laws;
- b. Current or previous (i) opposition to an alleged violation of this Policy or any federal, state, or local law prohibiting employment discrimination or (ii) participation in a complaint, investigation, lawsuit or other official proceeding relating to any such alleged violation; or
- c. Association with or support of others who fall within any such classification or status or who engaged in any such protected opposition or participation.

2. Coverage and Applicability

This Policy covers all applicants for employment and City employees (including supervisors, managers, and department heads), as well as non-employees associated with the City (including elected officials, City Manager, appointed officials, judges, volunteers, contractors, sub-contractors, vendors, and program participants). All such employees, applicants, and other covered individuals are expected to adhere to the standards of conduct that this Policy establishes, to support and cooperate in its enforcement, and to report any violations that they observe or experience themselves.

This Policy applies to all terms and conditions of employment, including but not limited to, recruitment, testing, hiring, placement, assignment, transfer, promotion, performance review, discipline, termination, layoff, recall, leave of absence, compensation, benefits, training, testing, and work environment.

3. Employment Qualifications

Nothing contained in this Policy is intended or shall be interpreted or applied to require that a less qualified employee or applicant be favored or preferred over a better qualified employee or applicant due to his/her membership in any of the above-stated classifications protected by applicable federal, state, or local laws.

4. Reporting Procedure; Investigations

No employee or applicant should assume that the City is aware of a problem. To the contrary, employees and applicants who believe that they have experienced or observed discrimination or retaliation in violation of this EEO Policy are expected and strongly encouraged to report the matter promptly through the Reporting Procedure set forth in the City's Anti-Harassment Policy so that it may be investigated and remedied as quickly as possible.

All reports of alleged violations of this Policy will be investigated promptly, thoroughly, and impartially. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged violation or may have other relevant knowledge. To the extent practical and consistent with the City's obligations under the Open Records Act and other applicable federal, state, or local laws, confidentiality will be maintained throughout the investigatory process.

Any employee, applicant, or other covered individual with any questions or concerns relating to any aspect of this Policy may contact the City Manager or City Clerk for assistance.

5. Policy Violations

The City is serious about enforcing this Policy. Any employee determined to have engaged in discrimination or retaliation in violation of this Policy will be subject to disciplinary or other corrective action, up to and including termination of employment.

SECTION IV ANTI-HARASSMENT POLICY

1. Purpose

It is the City's policy to attempt to prohibit harassment of any employee by another employee or supervisor, customer, or anyone on City property or who is in contact with City employees, (including elected officials, City Manager, appointed officials, judges, volunteers, contractors, sub-contractors, vendors, and program participants). The purpose of this policy is not to regulate personal morality within the City. It is to try to ensure that all City employees are free from harassment of any kind.

2. Sexual Harassment

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, movies, internet sites, calendars or posters, sending sexually explicit e-mail or voice-mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

3. Employee's Role

The City encourages the employee to tell a fellow employee that his/her comments or conduct is inappropriate. The employee should try to talk problems out on a person-to- person level first, but if the comments or conduct continues, or if the employee feels he/she cannot address the issue with the other person, the employee should contact his/her Supervisor and/or Department Head and/or the Assistant City Clerk, the City Manager and/or the Mayor.

4. Reporting of Harassment

Anyone who feels that he or she has been subjected to or has witnessed conduct which violates this policy must immediately report the matter to his or her Supervisor. If the Supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Assistant City Clerk or City Manager or any other Supervisor with whom the employee feels comfortable.

The City will investigate all reports of harassment confidentially, promptly, thoroughly and impartially, and will take appropriate remedial steps, including disciplinary action, up to and including dismissal, if a violation of this policy is found.

If an employee is unsure of to whom to raise and issue of harassment, or if the employee has not received a satisfactory response within a timely manner after reporting any incident of what the employee perceives to be harassment, the employee should immediately contact the City Manager.

5. Retaliation

Retaliation for notifying the City about harassment and discrimination is strictly prohibited. Anyone attempting to retaliate or to interfere with the investigation of a complaint of harassment will be disciplined up to and including discharge. All employees are encouraged to report inappropriate behavior and, when applicable, to participate as a witness in an investigation concerning a report of harassment without fear of retaliation. Retaliation of any form towards any employee who reports harassment, or participates in an investigation of harassment, is strictly prohibited.

SECTION V EMPLOYMENT PRACTICES

1. Types of Employment

The following types of employment may be made under the provisions of this Policy in conformity with the rules established:

- a. Temporary or part-time.** From time to time a Department Head may need to hire a temporary or part-time employee to fill a position when the work of the City requires the services for the efficiency of the operation of the department. The City Manager must authorize all temporary and part-time positions prior to the positions being filled. Temporary and part-time are employed at-will and may be removed from their position with or without cause, without prior notice, and with no right of appeal. Temporary appointments generally shall not exceed one year. The City Manager may approve extensions when necessary.
- b. Regular Service.** An employee shall acquire regular status upon satisfactory completion of the orientation test period. Regular service employees are employed at-will and may be removed from their position with or without cause, without prior notice.

2. Applications for Employment

Applications for employment and promotion will only be accepted for open positions or anticipated openings, as announced and posted. All applications shall indicate the specific position for which the candidate is applying. Applications for employment must be submitted to the City Clerk's Office unless otherwise stated in the job announcement.

3. Employee Medical Examinations

To help assure that employees are able to perform their duties safely, medical examinations may be required for employment consideration in the following departments: Police Department (other than administrative), Public Works, and Utilities Department.

- a.** After a conditional offer of employment has been made to an applicant entering a designated job category, a health professional of the City's choice may perform a medical examination at the City's expense when the examination is job-related and consistent with business necessity. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.
- b.** If an employee or an applicant who has been given a conditional offer of employment desires a second medical opinion concerning his/her medical examination, such an opinion may be obtained at that individual's expense. If there should be conflicting opinions between the first examination and the second examination, a third opinion

shall be obtained from a health professional of the City's choice and expense. The third medical opinion shall be final and binding.

4. Pay Schedule and Compensation Plan

- a. The Compensation Plan shall include a pay grade allocation for each position classification of the classified service and a schedule of salary ranges consisting of minimum and maximum rates of pay. The City Clerk's Office may recommend revision of the compensation plan to the Mayor and City Manager. All changes to the Compensation Plan shall first be approved and adopted by the Mayor and City Manager. The rates of pay for City employees shall comply with the provisions of the Compensation Plan approved and adopted by the Mayor and City Manager. Each employee shall be paid at a rate within the range as set forth in the Classification Plan for the position in which he/she is employed. Current employees who are outside the pay range as of the effective date of this policy are grandfathered in. Exceptions may be made by approval of the Mayor and City Manager.
- b. The City will create and maintain a job description for each position utilized in the Pay and Compensation Plan.

5. Entry Salary Rates

The entry salary rate for new employees shall normally be set at the minimum salary rate of the range for the class to which the initial appointment is made. However, there may be from time to time, a better qualified applicant who may be employed at a higher salary rate upon prior written approval by the City Manager. No salary commitments shall be made to applicants before obtaining this approval.

6. Workweek

In general, the minimum workweek for full-time employees is forty (40) hours in a seven-day work period. The maximum workweek for part-time employees is less than twenty five (25) hours in a seven-day work period. Overtime may be required at the sole discretion of the City. An exception to the seven-day work period exists in the Police Department, which utilizes the partial overtime exemption, set forth in Section 207(k) of the FLSA. The City of Grantville Police Department utilizes the 86 hour(s)/14 day(s) work period for non-exempt sworn police officers. Accordingly, non-exempt sworn police officers are not entitled to overtime unless they work more than 86 hours in a 14 day work period.

7. Overtime

City of Grantville, Georgia Personnel Policy

All employees working for the City of Grantville are paid in accordance with all FLSA requirements. Those employees who receive overtime pay shall receive it based on the following schedule:

- a. Non-exempt sworn Patrol Officers – after working eight-six (86) hours in any fourteen (14) day work period.
- b. All others – after working forty (40) hours in a seven (7) day work period.

No employee of the City may perform overtime work without the prior knowledge and consent of his or her Department Head. All work performed will be paid in accordance with the FLSA, however, failure to obtain prior authorization for overtime except in emergency circumstances may lead to disciplinary action, up to and including termination.

Time off for sick leave, vacation leave, holiday leave, Bereavement Leave, jury duty, City paid inclement weather leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees in an exempt status are expected to work as needed to carry out the responsibilities of their positions and are exempt from overtime.

8. Meal Time

- a. Most City employees are expected to take a 30 minute meal period for each shift. However, there are some positions which may necessitate shorter periods and the meal criteria for those departments will be established by the individual departments. There may also be an occasion when the operation of city business necessitates an employee work through the meal time and in those cases the employee will be compensated for that time worked.
- b. The schedule for meal periods will be set by the Department Head. Employees are expected to take their meal break at the specified time unless prior approval to alter the schedule has been received.
- c. Generally, meal periods are not paid because the employee is completely relieved from duty for the purpose of eating a meal. However, if a meal period is interrupted by a call-to-duty, then the entire meal period will be paid as time worked. But, rare and infrequent contacts by the employer or citizens during a meal period are not the same as a call-to-duty, and do not make the meal period compensable for pay. Hourly employees are not allowed to clock out and take their meal period, then clock back in and eat their meal on City time. Hourly employees must clock out for lunch even if they remain in the building for lunch.

9. Breaks

- a. Breaks are not mandatory and not an employee right. Breaks may be taken if the work situation permits. The supervisor may authorize two (2) paid breaks of up to 15 minute duration each, or may authorize variable breaks during the working day. The timing of

City of Grantville, Georgia Personnel Policy

breaks will be set by the supervisor. Employees on break generally may leave the work area. In departments or assignments where it is necessary to have someone on duty at all times, it is the employee's responsibility to ensure that work assignments are covered to the approval of the supervisor. The needs of the job must be satisfied before breaks can be granted.

- b. In some departments or assignments, breaks may not always be possible. Breaks are a privilege granted by each individual department based on the work situation. Further, employees may not forego breaks in order to accumulate extra time off in the future, or to make up for tardiness or previous absence.
- c. Two 15 minute break periods cannot be combined to take a 30 minute paid break or to leave work early.

10. Compensatory Time

The City of Grantville does allow employees to accrue compensatory time in lieu of overtime compensation in compliance with FLSA law. Compensatory Time is calculated at 1.5 times hours of work. No more than 40 hours of compensatory time can be accumulated annually.

11. Pay Period

The Pay Period for all employees is weekly, regardless of the department or the assigned work period. Though the number of hours and days in a work period may vary from department to department or position to position, the beginning day of a work period will begin on a Wednesday and a work period will end a week from the following Tuesday.

12. Attendance

- a. **Required work hours.** The City requires that all its employees promptly begin work as scheduled and to reasonably complete projects by the end of their scheduled work day. Required hours will be further defined in each department's SOP/SOG (Standard Operating Procedure/Standard Operating Guidelines) or at the direction of the Department Head. Employees who will be tardy to work shall advise their Department Head or the Department Head's designee, usually a direct supervisor, of their late arrival within thirty minutes of their regularly scheduled work day. If an employee will be away from his/her workstation for an extended period of time, he/she must give prior notification to his/her Department Head or the Department Head's designee, usually a direct supervisor. The expected return time must also be given. Habitual tardiness or absenteeism will be addressed through disciplinary action.
- b. **Failure to report.** Employees who will be absent from work for reasons other than previously approved leave must report the absence to his/her Department Head or the Department Head's designee on each day of absence within thirty minutes of their regularly scheduled work day either verbally or by any variation of reporting criteria set forth by the Department Head. Employees who fail to report to work when scheduled and fail to report an absence for each day of absence through the appropriate channel of communication could receive disciplinary action, up to and including termination. Employees with a doctor's excuse for a specified number of days do not have to report their absence each day unless the specified days on the doctor's excuse change.

13. Recordkeeping

- a. All hourly paid employees will utilize the time clock where provided. It is the responsibility of each employee to properly clock in and out for the time they work. Exceptions may be made for employees away from the work station on City business with the approval of the Department Head or supervisor.
- b. Employees should not clock in more than fifteen (15) minutes before the beginning of their shift, nor clock out more than fifteen (15) minutes after the end of their shift, unless they are actually working additional time and the time has been approved by the supervisor.
- c. All hourly employees must clock out for meal periods, and for any other unpaid time when they are away from their job. Exceptions may be made for employees who have certain work assignments.
- d. No employee shall clock in or out for another employee. Violation of this policy may result in disciplinary action, up to and including termination.

14. Orientation Period

Every effort will be made to place an employee in a job where he/she will find satisfaction and have an opportunity to progress. As a final test of employability, the first 6 months of employment in positions of original appointment, promotion, or transfer to a class that has different qualifications shall be a orientation test period with the exception of Police Department Employees, other than administrative, who shall have a 12 month orientation test period.

- a. If an extension of the orientation test period is requested by a Department Head, such an extension may be granted by the City Manager for a period of time up to an additional six (6) months beyond the end of the normal orientation test period. Any employee, who is continued in a orientation test status beyond the original six (6) months period, or 12 months for Police Department Employees, other than administrative, shall be notified in writing by the Department Head upon approval by the City Manager.
- b. Periodically during the orientation test period the Department Head or other designated supervisory person shall prepare a written evaluation of the orientation test employee's performance and his/her willingness and ability to perform his/her duties satisfactorily. During the orientation test period, the employee's supervisor will be responsible for counseling with the employee when he/she is not performing satisfactorily and is not meeting the orientation test requirements.

- c. During the Orientation period, the Department Head may remove any employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit his/her continuance in the employment of the City. Such an employee may be removed without prior notice and without the right to file an appeal. The Department Head will notify the City Manager of his/her intention to remove an employee and upon the approval of the City Manager, the Department Head will advise the employee, in writing, of such removal.

15. Vacancies

The City may incur from time to time vacancies within a department. The Department Head shall notify the City Manager when a vacancy occurs. The City may publicize these opportunities for employment in the local newspaper and/or any other medium deemed necessary to compile a sufficient pool of qualified candidates, and within each City department, or if there is a sufficient pool of eligible, qualified employees to fill the vacancy, the City may post an internal announcement.

16. Advancement or Transfer Opportunities

- a. The City believes that all employees should have a fair chance to increase knowledge, skill, responsibility, and earnings. When job openings occur, a notification may be placed on the bulletin board, or eligible employees may be notified in writing. Any employee interested in being considered for the opening must submit an application or letter of interest to the City Clerk for the position.
- b. Employees must successfully complete their initial Orientation period before they are eligible to be considered for an advancement opportunity or a departmental transfer.
- c. Exceptions may be made at the discretion of the City Manager depending on the organizational needs of the City at that time.

17. Certification

Approved certification increases will take effect on the first day of the pay period following the effective date of the certification. A certification increase may not increase the employee's salary above the maximum in the employee's current pay grade.

18. Promotion

- a. The policy of the City is to promote from within when possible. The promotions will be consistent with applicable laws and regulations and candidates for promotion may be tested and interviewed for the open position.
- b. When an employee is promoted to a position with a higher maximum salary, the employee's new salary shall be at least the minimum of the new salary grade or five percent higher than employee's current salary, whichever is greater. The employee's

new salary will take effect on the first day of the pay period following the effective date of the promotion.

- c. Exceptions may be made at the discretion of the City Manager.

19. Temporary Promotion

When a vacancy occurs within a department it may be necessary from time to time to temporarily promote an employee into the vacant position to assist in the efficient operation of the department. If it becomes necessary for an employee to serve in the temporary position for longer than 60 days the employee shall be compensated up to an additional 5% (five percent) of his/her salary until the employee is relieved of the temporary duties. Additional compensation begins on the first day of the pay period following the end of 60 days. Once employee is relieved of the temporary duties the employee's salary will be reduced to his/her previous rate of pay. An employee who has been temporarily promoted and is being compensated up to an additional 5% of his/her salary and is officially promoted into that position shall be compensated at his/her current salary or the minimum of the new salary grade, whichever is greater.

20. Voluntary Demotion

An employee may request to be transferred to a position in a lower pay grade. If a position is available for which the employee is qualified and the employee's request is approved, the demotion shall be accompanied by a salary reduction consistent with the City's Pay Plan. Typically the employee's pay will be reduced to the same step in the lower Grade.

New hires in a Orientation period are not eligible to be transferred to a position in a lower pay grade. Exceptions may be made with the approval of the City Manager.

21. Involuntary Demotion

An employee may be demoted due to unfitness to perform assigned duties, negligence, delinquency, or inability or inefficiency in performing duties, misconduct, insubordination, or for other reasons not stated above. An involuntary demotion may be accompanied by a salary reduction consistent with the City's Pay Plan. Typically the employee's pay will be reduced to the same step in the lower Grade. Additionally, a disciplinary demotion may also be accompanied by a salary reduction consistent with the City's Pay Plan. Employees receiving a disciplinary demotion may be placed in a probationary period during which the employee will be evaluated by the Supervisor or Department Head to determine if the employee is meeting the department's expectations. Exceptions may be made with the approval of the City Manager.

22. Work Assignments

Most employees are assigned to a regular job or section. It is possible for employees to voluntarily move upward, downward, or laterally in the organization. It is also possible under certain circumstances for the employee to be involuntarily moved in all three

directions, depending on the organizational needs of the City government and/or job performance. All employees are expected and required to accept any work assignment and to perform said assignment with their best efforts.

23. Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees on or before their last day of work shall return all property belonging to the City. 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 and legal to recover or protect its right in property.

24. Work Injuries and Accidents

- a. An employee who has an injury at work must report the injury immediately to his/her Department Head, absent extenuating circumstances. First Aid materials are available through the Department Heads. If the injury is of a more serious nature and the employee needs medical attention, the employee must be seen by a physician listed on the workers' compensation panel of physicians posted in each department, except in those situations that require emergency medical attention. Any follow-up appointments must be with a panel physician.
- b. All Department Heads are required to promptly notify the City Clerk and make a report of every work-related injury or accident. Employees are to cooperate in all accident investigations in order to prevent similar accidents in the future.
- c. Department Heads and/or designee shall report to the City Clerk all accidents involving City vehicles and equipment within 24 hours barring any extenuating circumstances. Failure to report an accident within 24 hours may result in disciplinary action, up to and including termination.
- d. An employee who is out of work due to a workers' compensation injury will be required to use sick leave for the first week of absence. If no sick leave is available the employee will be required to use annual leave. Employees who are out of work longer than one week will receive workers' compensation benefits as outlined by the City's carrier.
- e. Employees who are out of work for a workers' compensation injury are not eligible to receive donated time.
- f. Injured employees who are unable to return to regular duty upon exhaustion of all available leave may be subject to termination.

25. Donated time

Employees may donate sick or annual leave to an employee who is away from work for a prolonged period of time due to a qualifying FMLA absence for their own serious health condition, or the serious health condition of their spouse, parent, or child, with permission of the City Manager. Employees who are out of work due to a workers' compensation illness, injury, or disability are not eligible to receive donated time.

Recipient:

- a. Must be a regular service employee as defined in this policy and must have been employed for at least 12 months.
- b. Must submit a written request for donated leave via letter or email to City Clerk's Office prior to absence, if possible.
- c. Will be advised by City Clerk's Office, if the request has been approved by the City Manager.
- d. Must exhaust own available leave before receiving donated time.
- e. Will not accrue additional vacation or sick leave, or receive holiday pay if still receiving donated time after any paid FMLA has been exhausted.
- f. May only receive a maximum of 480 hours of donated time per qualifying absence, not to exceed 480 hours in one year. The year begins the first day of approved FMLA leave.
- g. Donated leave ends when all donated leave has been exhausted or 12 months from the date FMLA was approved, or when employee is eligible for long-term disability, whichever comes first.
- h. Donated time does not extend the FMLA leave beyond the 12 weeks as provided by law.
- i. All donated time will be credited into the Recipient's sick leave bank in the order the donations were received.
- j. Is ineligible if absence from work is due to an injury, illness, or disability incurred in the course of violating a City or Departmental policy, procedure, rule, regulation; or while committing a crime.
- k. Will be required to pay back any donated time received if FMLA request is not approved.
- l. Employees who have notified the City of their intent to resign or retire, who are under investigation, or who have been notified of the intent of the City to discharge them from employment are not eligible to request or receive donated leave.

Upon approval of a request for donated time by the City Manager, the City Clerk's Office will post an announcement in each department of the need for donated time. The announcement will contain the name of the recipient and the approximate date the employee will begin the leave.

Donor:

- a. Must submit request to donate time in writing including the number of hours to donate and the recipient's name to the City Clerk's Office for verification of hours.
- b. May donate up to 80 hours of accrued sick leave and/or annual leave in one hour increments as needed in a 12 month period beginning with the date of the first donation.
- c. Must maintain a combined total of 160 hours in own annual and sick leave bank.
- d. Unused donated time will be returned to the employee who made the donation.
- e. All donations are strictly voluntary and the donor will remain anonymous to the recipient.
- f. Employees who have notified the City of their intent to resign or retire, who are under investigation, or who have been notified of the intent of the City to discharge them from employment may not donate leave.

26. Telephone Calls and Personal Visits

In order to keep telephone lines open for necessary calls, employees are asked to keep personal calls to a minimum and discourage any personal incoming calls that are not for emergency situations. Outgoing calls, except in an emergency, may be made during non-work time (for example, during lunch and break times and before and after work). Personal visits must be kept to a minimum and not disrupt the flow of work in the workplace.

27. Cell Phones and Text Messaging

- a. Employees are to limit their use of personal cell phones while on duty. The use of a cell phone shall not interfere with the performance of duties or have an adverse impact on professional image. Employees who are issued City cell phones are to utilize these phones for official use only. Employees are not authorized to wear wireless ear buds while conducting City business and interacting with the public. Individual departments have the discretion to prohibit the use of ear buds on a job site or while operating City equipment, such as lawnmowers, weed eaters, chain saws, etc. for safety purposes. Ear buds worn in the office cannot interfere with an employee's work performance or productivity.
- b. Employees are not authorized to engage in text messaging on a cell phone (personal or business) while operating a City vehicle. An employee who must respond to a text message will need to get off the roadway and stop the vehicle prior to any text messaging. Employees are to limit personal text messaging while on duty.
- c. Employees violating these policies will be subject to disciplinary action, up to and including termination.

28. Honesty

The City believes that honesty is an important employment attribute and expects all employees to conduct themselves in an honorable manner. Therefore, any false statements, misrepresentation of facts of any nature, or falsification of any documents including but not limited to personnel records, medical records/excuses, time cards, leave of absence documentation, documents specific to individual departments, or the like will not be tolerated. The same honesty standard applies to any investigation, whether internal or external. Any violations may result in disciplinary action, up to and including termination.

29. Inclement Weather/Emergency Closure

Offices or departments of the City are to remain open during normal business hours, unless in conjunction with official holidays or closures, which are only with Manager's approval, or emergencies.

- a. At times, emergencies such as severe weather, fires, power failures, earthquakes, or other unanticipated events can disrupt the City's operations. In extreme cases, these circumstances may require the closing of a City office or work facility.
- b. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. The need for such emergency closings will be determined by the Manager, who shall notify the City Clerk and Department Heads. The Department Heads will be responsible for notifying each of the affected employees. A calling post or similar system may be in place to transmit closing information as well. Paid emergency leave shall not exceed five (5) days unless extenuating circumstances warrant additional days as determined by the City Manager.
- c. Employees assigned to departments that provide essential public health or safety services, including police, city clerk's office, public works and utilities, should expect to report to work during an emergency closing unless specifically directed otherwise by their Department Head or immediate Supervisor.
- d. Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for any absence that may be authorized for the employees directly affected.
- e. Employees who fail to report to work due to inclement weather conditions or other similar conditions, when operations are not officially closed due to emergency conditions will be charged with annual leave if available or leave without pay.

**SECTION VI
GENERAL CONDUCT**

1. Prohibited Activities

Because public employees are in positions created for the public and funded by the public, the public has the right to expect that employees in these positions will not abuse the trust placed in them by the public. The employees of the City are required to observe and honor the laws of the United States and the State of Georgia and the ordinances of the City of Grantville.

- a. Outside Employment.** No employee may engage in any paid employment in addition to his or her employment with the City which interferes with efficient performance of his or her duties and/or which presents a conflict of interest. It is the responsibility of the employee to submit a written application to obtain the approval of his/her Department Head before accepting outside employment. The Department Head may deny an employee's request for outside employment in connection with disciplinary actions taken against the employee including disciplinary suspensions. The Department Head may also prohibit outside employment when an employee uses paid sick leave.
- b. Gifts and Gratuities.** An employee shall not accept gifts, gratuities or loans from organizations, businesses, or individuals with whom he or she has official business relationships related to the City government. These limitations are not intended to prohibit the acceptance of articles of negligible value (no more than a one hundred dollar token gift) that are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers and enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage or collusion.
- c. Nepotism.** It is the policy of the City of Grantville not to employ any relative of an employee or elected official. For purposes of definition, relative includes spouse, parents, sons, daughters, brothers, sisters, grandparents, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, or sisters-in-law, aunts, uncles, nieces, nephews, cousins. If an employee becomes a relative of someone who is his/her supervisor or Department Head, then one of them must either resign or request a transfer to another department if a position is available. If a transfer is not practical or not desired by any other Department Head or a supervisor, the City has no obligation to allow the employee to transfer, thereby mandating that the employee resign. Exceptions to this rule may be rarely necessary and must be approved by the City Manager. This policy shall not apply to relatives who were employed prior to the adoption of this policy.
- d. Use of Intoxicants.** The City of Grantville strives to provide a safe, efficient and productive work environment. The City considers the possession or use of illegal

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drugs or alcohol on the job, including the performance of job duties while under the influence of illegal drugs or alcohol, to be an unsafe and intolerable work practice. Therefore:

1. Employees shall not possess nor consume any intoxicating drug such as alcohol, illicit drugs, or prescription drugs that impair judgment during work hours.
2. Employees shall not use or consume alcohol while on city premises or on duty, including meals or other breaks.
3. Employees shall not report to work under the influence of controlled substances or have a blood alcohol level greater than .00 in violation of the City's Drug and Alcohol Policy.
4. Employees shall not use or consume alcohol while on-call.

Refer to the City's Drug and Alcohol Policy for testing procedures. Violations may lead to disciplinary action, up to and including termination.

- e. Abuse and Misuse of Equipment and Supplies.** Employees are entrusted with the use of public equipment and supplies. Under no circumstances should City property be employed for the personal use of any employee without express written permission of the City Manager. Under no circumstances should an employee sell City property for personal gain. City property means all equipment, supplies, and other items purchased by the City regardless of its current function or usability. Equipment or supplies that are broken or are considered scrap and thrown into the trash or dumpster are still considered city property. The abuse, misuse, or misappropriation of City equipment, supplies, or funds may result in disciplinary action, up to and including termination.
- f. Disclosure of City Records.** As a public agency, almost all City records are subject to public disclosure including records relating to cell phone usage, text messaging, and email correspondence. The City will adhere to the requirements of all federal and state laws, and state record retention laws regarding open records and open meetings. Employees who have responsibility for maintaining public records are expected to understand the laws and practices governing their disclosure.

Any employee who knowingly or willfully violates applicable state and federal laws governing open meetings and open records and state record retention laws, or City policies regarding confidentiality will be subject to disciplinary action, up to and including termination of employment and possible legal action.

- g. Use of Tobacco, Electronic Cigarettes, and Vaping Products.** In keeping with the City's intent to provide a safe and healthy work environment, the use of tobacco products, electronic cigarettes, or any vaping product is prohibited in any City building, except in those locations that have been specifically designated in writing as tobacco, electronic cigarette, and vaping use areas. These areas must comply with all

State laws. No employee shall use tobacco products, electronic cigarettes, or vaping products in a city vehicle or while operating any City equipment such as tractors, lawnmowers, weed eaters, jack hammers, etc., and such products shall only be used at work during authorized breaks.

2. Political Activities

- a. The City encourages its employees to become active in matters of local concern within the community; however, employee or officer of the City offering as a candidate for any elective or appointive political office of this state or a political subdivision of this state, board, commission, authority, political party or political organization, shall confer with the City Manager prior to qualifying for election or accepting appointment, to ascertain whether the office sought poses the potential for conflict with the employee's job responsibilities to the City. Factors the City Manager may consider in balance with an employee's First Amendment right to offer for public office are:
 1. The elected office or position's potential for conflict with employee's job duties.
 2. The potential for conflict between jurisdictional authority of the City and the office or position sought (including the political subdivision or entity which such public office serves).
 3. The time constraints of the elected office or position in contrast with time requirements and responsibilities of the employee's job (which is considered primary), and whether the office sought is partisan or non-partisan.
- b. Nothing herein contained shall affect the right of an employee to contribute to, hold membership in, serve as an officer of, or support a political party, to vote as he or she chooses, to support or campaign for state or national political candidates, to express privately his or her opinions on all political subjects and candidates, to maintain political neutrality, or to attend political meetings.
- c. No employee or covered person, while outwardly identifiable as a City of Grantville employee (such as by way of uniform, badge, or operating a marked City vehicle) or under color of office or position, while on duty, shall participate in political activities to support the candidacy of individuals running for, or holding any city, county, special district, school, state or federal elected offices (which means endorsing candidates, signing or circulating petitions or participating in fund-raising activities).
- d. Employees may not use City time, supplies, equipment, or property to aid a political candidate, political party, or political cause, or use a City position to persuade, coerce, or intimidate any person in the interest of a political candidate, political party, or political cause.

3. Workplace Romance/ Personal Relationships

The City does not prohibit personal relationships between employees. Personal relationship shall mean marital or other committed romantic relationship, significant familial relationship, or sexual or romantic encounter or relationship. If any employees enter into a personal relationship, the senior ranking person in the relationship shall inform his/her supervisor, Department Head and City Clerk's Office of the relationship as soon as practicable.

If a personal relationship arises between two employees and a determination has been made that the potential for creating adverse impact exists, the Department Head in conjunction with the City Manager, shall make reasonable efforts to minimize problems of supervision, or safety, security, or morale through reassignment of duties, relocation or transfer. If the City is unable to make an acceptable accommodation, then the two individuals will be notified by the Department Head that one of the employees must separate from City employment within 60 days. The choice of who shall separate from City service shall be the employees. In the event the employees do not agree with respect to which one shall resign, the employee with the least seniority shall be separated from City service.

Elected Official/employee relationships are not allowed. If an Elected Official/employee relationship begins, the employee must resign his/her position. The employee engaging in such relationship must disclose the relationship to the City Manager.

Supervisor/subordinate romantic and/or sexual relationships or encounters are not allowed. If a Supervisor/subordinate romantic and/or sexual relationship begins, the options for resolving the situation include moving one of the parties to another position within the organization if such a position is available, or asking one of the parties to resign their position with the City, typically the employee with least seniority. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation. Furthermore, the Supervisor must disclose the relationship to his/her supervisor, Department Head, City Clerk's Office, and City Manager.

The City requires any employee in a personal relationship with another employee, whether supervisor/subordinate or not, to immediately notify his/her supervisor, Department Head, City Clerk's Office, and City Manager if the relationship ends.

Failure to disclose the existence and/or termination of a personal relationship will be considered a violation of this Policy subject to disciplinary action, up to and including termination.

4. Notification of Arrest or Citation

Any employee who is arrested off duty shall notify his/her Department Head or designee no later than the beginning of the next work day after the arrest. Any employee whose position requires driving a departmental vehicle, or any employee who on occasion drives a city vehicle, who receives a moving violation citation, other than a parking citation, on or off the

job, shall report the citation to his/her Department Head or designee no later than the beginning of the next work day.

5. Loss of Job Requirements

- a. **Inability to perform duties.** Any employee who is unable to perform the duties of his job because of a loss of or failure to fulfill a condition of employment including any loss of any required licenses, loss of insurability by the city's insurance carrier, certifications, or loss of the individual's ability to perform the essential functions with reasonable accommodation, or failure to meet minimum fitness for duty requirements of their position including a positive, confirmed testing for controlled substances shall be subject to job transfer, reduction in pay, demotion, or disciplinary action, up to and including termination.
- b. **Loss of driver's license.** Any employee whose position requires driving a departmental vehicle, or any employee who on occasion drives a city vehicle, whose driver's license has expired, or who has lost his/her license for any reason, shall report the loss of license to his/her Department Head or designee no later than the beginning of the next work day. Employees shall not operate a City vehicle without a valid driver's license. A loss of license may subject employee to a temporary reassignment of duties, suspension without pay, or termination depending on the circumstances surrounding the loss of license.

6. Personnel Data Changes

It is the responsibility of each employee to notify the City Clerk's Office of any changes in personnel data including life changing events such as marriage, divorce, and birth of a child within 31 days of the event. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. All personnel data changes shall be submitted in writing.

**SECTION VII
EMPLOYEE PERSONNEL RECORDS**

1. Maintenance and Access to Personnel Records

The City Clerk's Office is responsible for protecting and maintaining personnel records. Access to personnel records is subject to the provisions of the Georgia Open Records Act. Medical records are confidential and not subject to the Georgia Open Records Act. All records are maintained in accordance with the Georgia Archives Local Government Retention Schedules.

2. Penalty for Unauthorized Examining, Copying, or Removal of Confidential Material

Any person who is not specifically authorized to have access to a personnel file and who knowingly and willfully examines, removes, or copies any portion of the file shall be punished subject to the laws of the State of Georgia and will be subject to disciplinary action, up to and including termination.

3. Destruction of Records

No employee and/or City official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with laws and regulations established by the State of Georgia and the City of Grantville Record Retention Policy. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates, or destroys it shall be punished subject to the laws of the State of Georgia, and will be subject to disciplinary action, up to and including termination.

SECTION VIII HOLIDAYS AND LEAVE

1. Holidays

The Mayor and City Council designate paid holidays for employees of the City. Regular full-time employees are entitled to the following paid Holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Other holidays may be declared by the Mayor and City Council at their discretion. Early departures the day before a designated Holiday will be at the discretion of the City Manager.

- a. If a Holiday falls on a Saturday, it will be observed the preceding work day. If it falls on a Sunday, it will be observed on the following Monday.
- b. All non-exempt regular service employees who work eight (8), ten (10), or twelve (12) hour days will receive compensation for all observed holidays at their regular hourly rate of pay.
- c. Some employees may be required to work holidays (as defined herein) at the discretion of the City. All regular service non-exempt employees who work an 8 hour day and are required to work on a holiday shall be paid overtime (time and one half) for hours worked up to the first eight (8) hours on that day and will receive pay at their regular hourly rate for all hours worked over eight (8) on a holiday unless they have reached the minimum hours worked for overtime for their department.
- d. Regular service non-exempt employees who work a 10 hour day and are required to work on a holiday shall be paid overtime (time and one half) for hours worked up to the first ten (10) hours on that day and will receive pay at their regular hourly rate for all

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hours worked over ten (10) on a holiday unless they have reached the minimum hours worked for overtime for their department.

- e. Regular service non-exempt employees who work a 12 hour day and are required to work on a holiday shall be paid overtime (time and one half) for hours worked up to the first twelve (12) hours on that day and will receive pay at their regular hourly rate for all hours worked over twelve (12) on a holiday unless they have reached the minimum hours worked for overtime for their department.
- f. Shift employees who work on a holiday will be paid the time and one half for hours worked on the day on which the holiday actually falls (not on the day City Hall may observe the holiday if the holiday falls on a weekend) based on the above-listed overtime criteria.
- g. Employees who are on paid FMLA leave will receive holiday pay. Employees on unpaid FMLA leave, or employees who are on unpaid medical leave, if FMLA has been exhausted, are not eligible to receive holiday pay.
- h. Part-time employees are not eligible for holiday pay.

2. Annual Leave

Annual leave is leave that is earned to be used for vacations, personal business activities, and other personal activities. Taking annual leave is a privilege that must be approved by the Department Head or his or her designee in advance. Regular employees are entitled to annual leave.

- a. **Annual Leave.** Annual leave is afforded at the following rate:

FULL-TIME PERSONNEL

Length of Service	Hours Per Year
1st through 3th year	80
4th through 7th year	120
8th through 14th year	160
15th year and up	200

- b. **Annual Leave Pay Out.** Annual leave may not be carried over from one calendar year to the next. Any unused leave is either paid out at the end of the calendar year or forfeited.
- c. **Request for Leave.** All use of annual leave must be requested and approved by the Department Head before the leave is taken. Requests for annual leave should be made at least two weeks in advance. Failure to acquire leave approval in advance may result in denial of leave. If more than one employee requests annual leave for the same date(s) the employee who first requested the leave dates(s) will be granted the time off. Exceptions may be allowed at the discretion of the Department Head.
- d. **Eligibility.** Employees are not eligible to use annual leave during the first twelve (12) months of employment. Any employee who separates from the City within the first twelve (12) months of employment will not be compensated for any annual leave.
- e. **Part-time employees.** Part-time employees are not eligible for annual leave.
- f. **Separation and reemployment.** Employees who separate from the City and are reemployed within 12 months will be allowed to count previous years of service towards their current annual leave rate of accrual. Employees who separate from the City and are reemployed after a 12 month absence will be treated as a new employee in regard to the rate of accrual for annual leave. Exceptions for extraordinary circumstances may be made with the approval of the City Manager.
- g. **Separation from employment.** Upon separation, the employee will be paid for all earned annual leave and compensatory time. All sick leave will be forfeited upon separation.

3. Sick Leave

Sick leave is leave accumulated to be taken for bona fide illness and injury, and other medical related necessities such as:

- Medical appointments
- Dental appointments
- Exposure to a contagious disease, which would make his/her presence at work a danger to the health of others
- For any time period an employee is out of work due to a workers' compensation covered injury, or in order to make up any difference in pay between Workers' Compensation disability benefits and his/her normal salary, or in lieu of receiving Workers' Compensation disability benefits. (It is the employee's responsibility to inform the City Clerk's Office of his/her desire to use sick leave relating to any Workers' Compensation event.)
- Qualifying FMLA injury or illness

Sick leave is available for the employee's personal health care as well as for the care of the employee's spouse, child, or parent.

Sick leave cannot be used to care for grandparents, brothers, sisters, girlfriends, boyfriends, or any family member of a spouse. Except as otherwise stated in this policy, sick leave may not be used for any other relative unless proof of guardianship is provided to the Assistant City Clerk.

Sick leave may not be used as a substitute for annual leave.

Sick leave may not be used to attend a memorial service to honor a deceased loved one in subsequent years after death.

Regular employees are entitled to accrue sick leave.

- a. **Accumulation Rate.** Sick leave will be accumulated at the rate of 1.54 hours weekly for eligible regular employees. Unused sick leave may be carried over from one year to the next.
- b. **Maximum Accumulation.** Sick leave may not be accrued in excess of 320 hours.
- c. **Request for Leave.** All sick leave requests should be made as far in advance as possible but no less than two (2) weeks in advance if possible. All use of sick leave requires the approval of the Department Head or designee. If all sick leave has been exhausted, employee may substitute annual leave at the approval of the Department Head.

- d. Reporting.** All employees should report any sick leave absence prior to his or her scheduled work time. If such reporting is not possible, the employee shall see that his or her absence is reported within 30 minutes after the scheduled time for the employee to begin work absent emergency circumstances. Employees who will be absent from work must report their sick leave absence to their Department Head or the Department Head's designee on each day of absence within 30 minutes after their regularly scheduled work day either verbally or by any variation of reporting criteria set forth by the Department Head. If departmental reporting requirements differ from this policy, employees are required to follow departmental reporting criteria for absences. An exception may be made if employee reports that he/she has a written excuse for a specified number of days by a doctor. In that case, the written excuse must be presented upon returning to work. Violation of the required departmental reporting criteria may result in disciplinary action, up to and including termination.
- e. Eligibility.** Employees are not eligible to use sick leave during the first six (6) months of employment. Time off for sick leave purposes during the first six (6) months of employment will be unpaid.
- f. Physician's Certificate.** A medical statement signed by a licensed physician may, at the City's sole discretion, be required to substantiate sick leave.
- g. Return to Duty.** Employees who are unable to return to work in any capacity from an extended medical leave may be subject to termination. A Department Head who wishes to terminate an employee due to the employee's inability to return to work must first discuss the termination with the City Clerk's Office and the City Manager.
- h. Part-time employees.** Part-time employees are not eligible to accrue sick leave.
- i. Separation and reemployment.** Employees who separate from the City and are reemployed within 12 months will have reinstated the number of sick hours accrued prior to original separation. Employees who separate from the City and are reemployed after a 12 month absence will be treated as a new employee in regard to rate of accrual for sick leave. Exceptions may be made with the approval of the City Manager.
- j. Separation from employment.** Employees who separate employment from the City will not be paid for any accrued sick leave.

4. Administrative Leave

Employees may be placed on paid or unpaid Administrative Leave for purposes other than those that are disciplinary in nature at the discretion of the Department Head and City Manager. Employees in unpaid Administrative Leave status are prohibited from using sick, annual, or any other leave.

5. Military Leave.

The City complies with all relevant state and federal laws concerning military leave. An employee requesting military leave must notify his/her Department Head and City Clerk's Office as soon as possible. Employees will be required to provide supporting documentation of the leave dates.

6. Bereavement Leave

Employees are entitled to bereavement leave up to three (3) working days in the event of the death of an immediate family member as outlined in Section II, Definitions, of this policy. Extenuating circumstances other than immediate family members will be handled at the discretion of the City Manager (e.g., death of a relative serving in active military duty).

Employees are entitled to Bereavement Leave up to eight (8) working hours in the event of the death of an aunt, uncle, niece, or nephew, whether by blood or marriage. If the funeral is held on a Saturday the employee may use Bereavement Leave on Friday.

Deferred bereavement may be approved in those cases where a funeral is not held at the time of death and the employee does not use Bereavement Leave at that time. An example of this would be if the family member was cremated and a memorial service is scheduled for a later date to perhaps spread the ashes. In those type circumstances it will be permissible for the employee to use Bereavement Leave as outlined above. Employee must use deferred bereavement within one year of family member's death. Proof of death will be required before deferred bereavement is approved.

Employees are not entitled to use Bereavement Leave for memorial services held in subsequent years in honor of a deceased loved one. Employees may request to use annual leave or take unpaid leave upon approval of the Department Head.

Employees are expected to take no more Bereavement Leave than necessary. However, if more leave is required than is provided for in the above, annual leave, if approved, may be used.

To receive paid Bereavement Leave, employee must attend the funeral and the family relationship must be listed on the absence request leave slip. Employee may be asked to submit proof of attendance upon returning to work. A funeral bulletin is the preferred proof of attendance.

A copy of the death certificate may be required at the City's sole discretion.

7. Leave-of-Absence

- a. Request for leave.** All full-time employees are eligible to request an unpaid leave of absence. Leaves of absence without pay may be granted for good and sufficient reason within the sole discretion of the City Manager, and provided that no significant disruption to the City's activities will result. Each case will be considered

individually. Requests for a leave of absence must be submitted in writing to the City Clerk's Office.

- b. Payroll deductions.** To continue benefits during an unpaid leave of absence, employees must submit to the City of Grantville at the beginning of each month an amount equal to the monthly premiums that would have been deducted from the employee's pay were the employee not on Leave of Absence. The City of Grantville may cancel all health care benefits if the employee's premium payment is more than thirty days late, if the City of Grantville has provided written notice to the employee 15 days prior to cancellation. The City of Grantville will continue health benefits during these thirty days.
- c. Leave accrual.** Employees will not earn any sick leave, annual leave, receive holiday pay, or receive a merit increase when on leave without pay status. A leave of absence under this provision may not exceed six (6) months.
- d. Return to work.** Although the City will try to place the employee in the same or similar position upon return from a personal leave of absence, the City cannot guarantee that the same position or salary will be available upon the employee's return. If no position is available for which the employee is qualified, the employee may be terminated. If an employee does not return to work at the end of a personal leave of absence, the employee will be deemed to have voluntarily resigned.

8. Jury Duty

Should an employee be called for jury duty, a paid leave of absence will be granted. The employee must notify their supervisor of their selection for jury duty and provide a copy of the selection notice. Employees are expected to make adequate arrangements for the continuation of their regular assignments while serving on a jury. Employees required to attend court due to being charged with a crime are not eligible for this leave. Employees required to serve as jurors will only be paid the difference in their compensation for jury duty and their normal wages. Employees are required to provide documentation of the amount of the compensation received for serving as a juror.

The City will continue to provide health and dental insurance benefits for the full term of the jury duty absence. Annual sick leave, and holiday benefits, will continue to accrue during jury duty leave.

9. Witness Duty

Regular full-time or part-time employees who have been subpoenaed or otherwise requested to testify as a witness by the City of Grantville or in an official capacity representing the City, will receive pay for the entire period of witness duty.

Under all other circumstances, employees may be granted time off without pay to appear in a personal capacity as a witness at the request of a party other than the City. Employees requesting time off may take leave without pay or may request to use annual leave.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Upon release from witness duty, the employee is expected to return to work.

10. Leave to Vote

In accordance with O.C.G.A. 21-2-404, all employees are eligible for a maximum of two hours unpaid leave to vote. Time off to vote is not available to employees whose scheduled work hours begin at least two hours after the polls open or end at least two hours prior to the closing of the polls, unless authorized by the Department Head.

Unpaid leave time to vote can be used in any municipal, county, state, or federal political party primary or election for which the employee is qualified and registered to vote.

The employee must give reasonable notice to their supervisor regarding their desire to take unpaid leave time to vote. It is up to the supervisor to specify when the employee may take the leave to vote.

11. Family and Medical Leave Act (FMLA)

A. FMLA compliance. The City of Grantville will comply with the Family and Medical Leave Act of 1993 ("FMLA"), and any amendments thereto, in accordance with the applicable Statutes Regulations, and Department of Labor Guidelines ("FMLA Statutes").

This FMLA policy is intended to explain the FMLA Statutes, and any terms herein used that are defined in the FMLA Statutes carry the same definitions as in the FMLA Statutes. This policy neither adds to nor subtracts from the rights and obligations under the FMLA Statutes, and in the event of any inconsistencies between this policy and the FMLA Statutes, the FMLA Statutes will control.

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(1) **Eligibility.** Provided that the City of Grantville employs at least 50 employees within 75 miles of the requesting employee's worksite, all employees who have been employed by the City of Grantville for one year (not including any period of employment preceding any break in service of at least seven (7) years) and who have worked at least 1,250 hours during the twelve-month period preceding a request for leave, are eligible for FMLA leave for the following reasons:

- i. the birth of the employee's child and to care for the newborn child,
- ii. the placement with the employee of a child for adoption or foster care,
- iii. to care for the employee's spouse, child or parent with a Serious Health Condition,
- iv. to care for the employee's own Serious Health Condition,
- v. to care for a Covered Servicemember who is a spouse, child (any age), parent, or next of kin, and
- vi. attention to matters arising from an Exigency of Deployment of a spouse, child or parent who is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status).

Covered Servicemember. Any current member of the US Armed Forces, including National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty that may render the individual medically unfit to perform the duties of the individual's office, grade, rank, or rating, and also includes a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Next of Kin. The nearest blood relative, not including spouse, parent, son, or daughter, in the following order of priority: A) Blood relatives granted legal custody of the Covered Servicemember, B) brothers and sisters, C) grandparents, D) aunts and uncles, E) and first cousins, unless the Covered Servicemember has specifically designated in writing another blood relative for purposes of this leave, which relative shall be deemed the only blood relative for this purpose. Documentation may be required to establish the qualifying relationship.

Exigency of Deployment. An Exigency of Deployment is a call to Covered Active Duty status (including notification of an impending call to active duty), provided that one of the following exists:

- (a) **Short Notice deployment.** Leave for up to 7 days may be taken if the servicemember receives 7 or fewer days' notice of the deployment.

(b) Military events and related activities. Leave may be granted to attend any official ceremony, program, or event sponsored by the military that is related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of the military member.

(c) Childcare and school activities. Leave to arrange, in connection with the child (including stepchildren and adopted or foster children who are under the age of 18 or are age 18 or older and are incapable of self-care) of the servicemember, for alternative or changed childcare or schooling, to provide urgent or immediate care (as opposed to routine or regular care), or to attend meetings with school or childcare staff when the need to make such arrangements or provide such care arises from the call to active duty.

(d) Financial and legal arrangements. Leave to make or update financial arrangements in connection with the servicemember's absence or, during active duty status and for a period of 90 days following the termination of the servicemembers' active duty status, to act as the servicemembers representative in connection with obtaining, arranging, or appealing military service benefits.

(e) Counseling. To attend counseling by someone other than a healthcare provider for the employee, the covered servicemember, or the child of the servicemember in connection with the call to active duty.

(f) Rest and recuperation. Leave for up to 15 calendar days in connection with each instance in which the servicemember is on short term leave for rest and recuperation.

(g) Post-deployment activities. Leave to attend arrival ceremonies, reintegration meetings and events, and any other official ceremony or program sponsored by the military within 90 days of termination of the servicemember's active duty status or to address issues arising from the servicemember's death.

(h) Parental care. Leave, in connection with the parent of the military member who is incapable of self-care, to arrange for alternative care of the parent, to provide care on an immediate basis, to admit or transfer the parent to a care facility, or to attend meetings with staff at the care facility, when the need to make such arrangements or provide such care arises from the call to active duty. The military member must be the spouse, son, daughter, or parent of the employee requesting qualifying exigency leave.

(i) **Additional activities.** Leave to address other events which arise out of the call to active duty, provided that the City and the employee agree that such leave qualifies as an exigency and agree on the timing and length of the leave.

(2) **Required Use of Paid Leave.** Employees will be required to use all accrued leave (starting with sick leave, then annual leave, and then any other leave) to run concurrent with FMLA leave, except that an employee may not use sick leave concurrent with FMLA leave if the employee is taking FMLA leave for any purpose other than that allowed under the City's sick leave policy. Employees receiving pay for the use of accrued leave will be required to comply with all of the requirements of the City of Grantville's paid leave policies. Further, employees will not be required to take paid leave concurrent with FMLA leave if the employee is receiving income benefits under a City of Grantville group disability plan or under workers' compensation law, but they may use accrued leave to off-set any reduction in salary resulting from the receipt of such income benefits. In no event may an employee use any accrued leave combined with other income benefits to exceed the employee's regular salary.

Employees who have used all of their sick and annual leave are not eligible to accrue additional annual and sick leave after such leave has been exhausted and the employee is on unpaid FMLA leave.

(3) **Serious Health Condition.** A Serious Health Condition means an illness, injury, impairment, or physical or mental condition that results in an incapacity (i.e., the individual is unable to care for themselves or unable to perform the essential functions of the job or, if a child, unable to attend school). A Serious Health Condition must also involve one of the following:

(a) **Hospital Care.** At least one night's stay in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to the inpatient care.

(b) **Absence Plus Treatment.** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either (1) treatment two or more times within 30 days of the onset of the incapacity, provided that the first in-person visit with the healthcare provider occurs within 7 days of the onset of incapacity, by, or under the supervision of or pursuant to referral by a Health Care Provider, or (2) treatment by a Health Care Provider on at least one occasion, provided that the first in-person visit with the healthcare provider occurs within 7 days of the onset of incapacity, which results in a regimen of continuing treatment under the supervision of a Health Care Provider. A regimen of continuing treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves, or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a Health Care Provider.

(c) **Pregnancy.** Any period of incapacity due to pregnancy or for prenatal care.

(d) **Chronic Condition Requiring Treatment.** A chronic condition which (1) requires periodic visits (at least twice a year) for treatment by, or under the direct supervision of, a Health Care Provider, (2) continues over an extended period of time (including recurring episodes of a single underlying condition), and (3) may cause episodic rather than a continuing period of incapacity (examples: asthma, diabetes, epilepsy).

(e) **Permanent/Long-term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The individual must be under the continuing supervision of, but need not be receiving active treatment by, a Health Care Provider (examples: Alzheimer's, a severe stroke, or the terminal stages of a disease).

(f) **Multiple Treatments.** Any period of absence to receive multiple treatments (including any necessary recovery period) by a Health Care Provider or by a provider of health care services under orders of, or on referral by, a Health Care Provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

B. Notice Required of Employee. When use of FMLA leave is foreseeable, an employee must provide 30 days advance notice to the City of Grantville. If the employee becomes aware of the need for leave less than 30 days in advance, notice must be provided as soon as practicable. If an employee fails to provide 30 days advance notice, and it is determined that use of FMLA leave was reasonably foreseeable, then FMLA leave may be denied until 30 days have elapsed from the date notice was given or should have been given. If additional FMLA leave is needed for qualifying reason previously approved, the employee should specifically refer to that reason or specifically request FMLA leave.

When scheduling medical treatment, the employee should consult with the immediate supervisor and department head regarding the schedule so as to minimize undue disruption caused by the employee's absence(s).

If a leave request in connection with an Exigency of Deployment is not accompanied by a copy of the military orders or other acceptable military documentation, such documentation will be requested in connection with the first request for leave for each deployment.

C. Medical Certification. If an employee is taking FMLA leave, the leave request should be accompanied by a medical certification of the need for leave on a form approved by the City of Grantville. If the leave request does not include a medical certification, the City of Grantville will request, in writing, that the employee provide medical certification.

to the City of Grantville on or before the later of (1) fifteen (15) calendar days after the written request from the City of Grantville for the certification, or (2) the commencement of the leave. Failure to submit the certification may result in denial of FMLA leave or delay of the leave until the certification is submitted. Additional medical opinions may be obtained by the City of Grantville at its option and will be binding in accordance with the FMLA Statutes.

The City of Grantville requires that the employee provide subsequent medical certifications on the approved form. Generally, the re-certifications will be required no more often than every thirty (30) days. However, recertification may be required more or less frequently in accordance with the FMLA Statutes.

D. Medical Benefits. The City of Grantville will continue all health care benefits for the duration of FMLA leave, provided the employee pays the employee's portion of the health care benefit premiums.

Any employee on FMLA leave will be required to continue to pay health care benefit premiums during the time the employee is on FMLA leave, by either payroll deduction, or if employee is on leave without a paycheck then employee must submit to the City of Grantville on the first day of each month an amount equal to the monthly premiums that would have been deducted from the employee's pay were the employee not on FMLA leave. The City of Grantville may cancel all payroll deducted benefits if the employee's premium payment is more than thirty days late if the City of Grantville has provided fifteen days' written notice to the employee prior to cancellation. The City of Grantville will continue health benefits during these thirty days.

If an employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires, the City of Grantville will be entitled under certain circumstances to recover the health care benefit premiums paid by the City of Grantville during the period of unpaid FMLA leave. An employee must return to work for a minimum of thirty days in order to qualify as "returning to work."

E. (1) 12-Month Period. Eligible employees are entitled to take up to twelve weeks of FMLA leave during a rolling twelve month period measured backward from the date an employee uses any FMLA leave. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement. Spouses who are both employed by the City of Grantville are limited to a combined total of twelve weeks of leave during any 12-month period if the leave is taken for the birth of the employee's child or the placement of a child with the employee for adoption or foster care.

(2) Covered Servicemember Leave. An eligible employee is entitled to twenty-six (26) weeks of Covered Servicemember Leave on a per Covered Servicemember per injury/ illness basis, provided that no more than 26 weeks of FMLA leave for any reason (although no more than 12 weeks may be taken for a qualifying reason other than Servicemember Leave) may be taken during a single 12-month period as measured from the start of each such period of Covered Servicemember Leave. If

both spouses intend to care for a Covered Servicemember and are both employed by the City of Grantville, they are limited to a combined total of 26 weeks of leave if the leave is in connection with Covered Servicemember Leave.

F. Reinstatement. On return from FMLA leave, the employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits pay, and other terms and conditions of employment, provided the employee is able to perform the essential functions of the position. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period.

G. Return to Work Certification. An employee with a Serious Health Condition who has been out on FMLA leave must provide certification that the employee is fit to return to work. The employee will be provided with a list of the essential functions of his/her job with the City of Grantville response to a request for FMLA leave. For certain positions, an employee on intermittent leave may be required to submit a fitness-for-duty certification every 30 days due to safety concerns. The employer may delay restoration until the certification is provided.

H. Intermittent and Reduced Schedule Leave. FMLA leave for the Serious Medical Condition of the employee or a family member, for an Exigency of Deployment, or Covered Servicemember, may be taken in increments or result in a reduced schedule of work, provided (except in the case of an Exigency of Deployment) the need for intermittent/reduced-schedule leave is certified by the Health Care Provider on the approved medical certification form. If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer's operations. In addition, if an employee takes intermittent or reduced-schedule leave, the City of Grantville has the right to assign the employee to an alternative position with equivalent pay and benefits if the alternative position better accommodates the need for such leave. Regardless of the manner in which any leave is taken by an employee pursuant to the City of Grantville policies, leave may not be deducted from an employee's "bank" of FMLA leave in increments of time that are greater than one hour.

I. Key Employees. At the time FMLA leave is requested, the City of Grantville will designate a salaried employee as a "key employee" if that employee is among the highest paid ten (10) percent of the City of Grantville employees at the time the FMLA leave is requested.

- (1) The key employee will be given a written notice at the time FMLA leave is requested, or as soon as practicable thereafter, that the employee qualifies as a key employee. In addition to informing the employee that he/she qualifies as a key employee, the City of Grantville will also inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits.

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- (2) When the City of Grantville makes a determination that substantial and grievous economic injury to its operations will result if a key employee who has requested or is using FMLA leave is reinstated, the City of Grantville will notify the employee as soon as practicable in writing of its determination, stating that it intends to deny restoration to employment on completion of the FMLA leave (Notice of Intent). This Notice of Intent will explain the basis for the City of Grantville's determination and will provide the employee a reasonable time in which to return to work, taking into account the circumstances, such as the length of the leave and the urgency of the need for the employee to return.
- (3) If an employee does not return to work in response to the Notice of Intent, the employee will continue to be entitled to maintenance of health benefits during the remainder of the FMLA leave, provided that the requirements of (C), above, are met, and the City of Grantville will not recover its cost of health premiums.
- (4) After the Notice of Intent is given to the employee, the employee will remain entitled to request reinstatement at the end of the leave period. The City of Grantville will then again determine whether there will be substantial and grievous economic injury from reinstatement, based on the facts at that time.
- (5) Any written notices given to a key employee must be either sent by certified mail or given in person.

SECTION IX BENEFITS

1. Health Insurance

All regular full-time employees have the option to enroll in the City's Health Insurance Plan at no cost to the employee after ninety (90) days. These plans are described on separate documents provided by the insurance carrier and are available from the City Clerk's Office. Dependent coverage for health insurance is also available at a significantly reduced group rate.

2. COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of coverage. The length of continued coverage will be determined by COBRA regulations. Under COBRA, the employee or beneficiary pays the full cost of the coverage at the City's group rates, and, at the City's discretion, up to a 2% administrative fee.

3. Workers' Compensation

- a. **Workers' compensation benefits.** If an employee should suffer a work-related injury or disease he/she may be eligible to receive benefits through the City's Workers' Compensation Policy, which is paid for entirely by the City. Employees shall use any accrued sick leave until Workers' Compensation benefits become effective as outlined by the City's Workers' Compensation carrier. Once benefits become effective, the employee may use any accrued sick leave to supplement workers' compensation pay up to 100% of employee's regular pay. This program provides for payment of medical expenses and weekly compensation payments, as allowed by law. Workers' Compensation leave will run concurrent with FMLA leave.
- b. **Workers' compensation medical appointments.** If an employee has follow up appointments related to the original injury, the employee is encouraged to make these appointments early in the morning or late in the day to minimize time away from work. The City will allow employees up to two hours of paid leave to attend follow up appointments during working hours. If the appointment exceeds two hours, the employee may elect to use accrued sick or vacation leave, or leave without pay, to cover the additional time. In rare instances, an employee may be allowed paid leave in excess of two hours, subject to the sole discretion of the City Manager.
- c. **Benefit payroll deductions.** If an employee has exhausted all sick and annual leave and is on leave without a paycheck, the employee must submit to the City of Grantville on the first day of each month an amount equal to the monthly premiums that would have been deducted from the employee's pay. The City of Grantville may cancel all payroll deducted benefits if the employee's premium payment is more than thirty days late if the City of Grantville has provided fifteen days' written

notice to the employee prior to cancellation. The City of Grantville will continue benefits during these thirty days.

4. Life Insurance

- a. Each regular full-time employee is provided life insurance at no cost to the employee.
- b. Life insurance for employees who are not actively at work due to illness or injury will end six (6) months following the date on which employee was last actively at work, or the date the Plan Sponsor submits termination of the employee's insurance, whichever is earlier. Extension of benefits may be considered through completion of a Life Insurance Waiver of Premium form.

5. Other Benefits

- a. Social Security and/or other benefits may be provided to employees in connection with his/her employment with the City,
- b. The City of Grantville offers the option of Direct Deposit.
- c. Employees who elect dependent coverage with any benefit plan offered by the City must carry their dependents in accordance with all governing laws and plan agreements. Changes in dependent status must be reported to the City Clerk's Office within 31 days of the event. Violation of any benefits, governing laws, plan agreements, or City policies relating to benefits may lead to disciplinary action up to and including termination.
- d. Employees who receive a final divorce decree must notify the City Clerk's Office by the next business day upon receipt of the document.

- e. Supplemental employee benefits, such as AFLAC, can only be changed or cancelled outside of the annual open enrollment period due to a qualifying event such as marriage, birth, divorce, and other events as provided by the plan policy.
- f. Additional life insurance paid for by the employee (other than life insurance offered through the City's plan) can be cancelled at any time by the employee contacting the company through which the employee has the policy. Employee must notify City Clerk's Office when dropping additional life insurance for the purpose of updating payroll deductions.

6. Retirement

The City adopted a retirement plan for all regular full-time employees. A copy of the Master Plan, all revisions, and details of the plan are available in the City Clerk's office.

**SECTION X
DRESS CODE AND GROOMING**

1. Purpose

The purpose of this policy is to establish Dress Code and Personal Grooming guidelines for City of Grantville employees to maintain an appropriate and professional appearance at all time. Employees in Police Department departments will follow each department's Standard Operating Guidelines/Procedures.

2. Issued Clothing, Uniforms, and Equipment

Any issued clothing, uniforms, equipment and similar type items remain the property of the City.

Employees provided with City uniforms must wear them as instructed when on duty.

Employees have the responsibility to maintain all issued items with due diligence and to report all losses, thefts, or damage of items to their immediate supervisor in writing. Employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the City for loss or damage.

Uniform items and equipment issued by the City or a department will be replaced by the department as authorized and required. Employees in need of replacement items will advise their immediate supervisor, preferably in writing, of such need. If approved, the items will be ordered and provided to the employees.

Employees shall not wear any clothing which is a recognizable part of their issued uniform or clothing of the City while under disciplinary suspension, except as authorized by their Department Head.

Employees who leave employment with the City must return all issued clothing, uniforms, equipment and other similar items cleaned and intact or make monetary compensation for replacement costs. Police clothing and uniform items must be turned in dry cleaned, pressed, on hangers and in protective plastic bags. Other City issued clothing or uniform items must be cleaned in the normal manner before being turned in.

3. Dress for Office Employees

Employees who work in City Hall or any office of the City of Grantville should look professional, neat and clean. Business casual dress will be allowed as long as the attire is professional and in good taste.

Employees are encouraged to use good judgment when deciding about the appropriateness of their attire. Proper fitting and good taste should always be considered. If in doubt about the appropriateness of particular attire, the attire should not be worn.

Management reserves the right to determine appropriateness. Any problems with what is considered inappropriate attire will be discussed with the employee. The employee will be asked to go home and change and will not be compensated for time away from work to change inappropriate attire. If the problem continues, disciplinary actions will be taken up to and including termination.

4. Jewelry and Body Piercing

All jewelry worn by employees must be appropriate so it does not detract from a business- like appearance or negatively affect reasonable customer expectations. All facial piercing jewelry, such as piercings of the tongue, eyebrows, cheeks, face, lips, or any other facial piercing jewelry is prohibited.

5. Tattoos

Visible tattoos are allowed, however they cannot be offensive or located above the throat line and/or on the face or hands. Examples of offensive and inappropriate tattoos are those that depict, or are considered by a person with ordinary prudence, to be extremist, vulgar, indecent, violent, sexist, or racist. Additionally, tattoos shall not show nudity, or show affiliation with any gang, supremacist or extremist groups, or anything drug related, or violate the City's Anti-Harassment Policy.

The City has the sole discretion to determine what violates the dress code and grooming guidelines.

SECTION XI EMPLOYEE USE OF INFORMATION TECHNOLOGY RESOURCES

1. Purpose

The purpose of this policy is to establish expectations for employee use of Information Technology (IT) resources in the City of Grantville. This policy applies to all City IT resources regardless of location (i.e. office, home, field locations, etc.).

2. Background

The mission of the City of Grantville requires its employees to have access to electronic mail (e-mail), Intranet, Internet and other technology resources (such as the City's local area network, computer hardware and software) to support the conduct of official programmatic and administrative duties. Use of these technology systems is intended for official City purposes.

3. Policy

This policy shall apply to all City of Grantville employees; Elected Officials; the City Manager, and other appointed officials; and members of City boards, commissions and authorities.

Employees are permitted limited use of e-mail, Intranet, Internet and other technology resources for occasional brief personal needs if the use is incidental, involves no additional expense to the government, is performed on the employee's personal time, does not hinder or interfere with the mission, productivity, or operations of the City, and does not violate federal or state laws or the provisions of this policy, including the Social Media policy.

Employees may be allowed by their respective supervisor/department head to use these resources for self-development during duty hours, insofar as such use is job related, promotes professional development, promotes productivity, and is related to or reinforces the mission or customer service capabilities of Grantville city government.

All internet/intranet data that is composed, transmitted, or received via the IT system of the City is considered part of the City's official records system and as such, is subject to disclosure law (ie., the Georgia Open Records Act), and the confidentiality/privacy provisions of Federal and State law. As a public record, City of Grantville management retains the right to inspect, copy, or retrieve any data on the City IT system without prior approval of the employees.

4. Authority

Generally, employees may use City equipment for official purposes only, or as authorized by the City. As set forth in this policy, incidental personal use of City of Grantville IT resources by employees during personal time that is in compliance with this IT Policy is considered to be an "authorized use" of City property.

5. Procedures

Use of City IT systems and resources are subject to federal, state, and local laws and regulations governing such, including, but not limited to:

- Copyright Act
- Georgia Open Records Act
- Standards of Ethical Conduct for Employees of the Executive Branch

6. Acceptable Uses of the Internet and E-mail:

- a. Communication and information exchange directly related to the mission, charter, or work tasks of the City of Grantville.
- b. Communication and exchange for professional development to maintain currency of training or education, or to discuss issues related to the user's City of Grantville research or programs.
- c. Use in applying for or administering grants or contracts for the City of Grantville research or programs.
- d. Use for advisory, standards, research, analysis, and professional society activities related to the user's City of Grantville work tasks and duties.
- e. Announcements of new City of Grantville regulations, ordinances, procedures, policies, rules, services, programs, information, or activities.
- f. Any other government administrative communications not requiring a high level of security.

7. Prohibited Uses of the Internet and E-mail:

- a. Making personal use of e-mail, Intranet, Internet, or other IT resources to advertise, trade (including buying or selling stocks), give away, solicit, or provide goods or services, except under circumstances and conditions that are specifically authorized by the City of Grantville (e.g., approved through HR sponsored employee morale or discount programs or Credit Union-sanctioned bulletin boards), or use of e-mail or internet for personal shopping, bill paying, check writing, balancing accounts, and pleasure surfing, except as provided in Section III, Paragraph I above.
- b. Violating copyrights or software licensing agreements.
- c. Engaging in unauthorized transactions that may incur a cost to the city.
- d. Disseminating, intentionally accessing, or storing offensive or disparaging information, including hate literature, pornographic or sexually explicit images, or discriminatory/racist literature.
- e. Distributing e-mail to multi users (e.g. all employees) outside your department without the specific approval of your Department Head.
- f. Sending, or contriving to send, or re-transmitting anonymous messages.
- g. Revealing or publicizing proprietary or confidential information.
- h. Making or posting improper remarks, proposals, or sending posting messages that defame or slander other individuals.
- i. Overriding or avoiding security and integrity procedures and devices.
- j. Subscribing to mail lists or list servers that are not related to official City business, or to professional enhancement in support of Grantville's mission.

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- k. The loading of ANY software onto a City Desktop Computer System or Laptop from any source without prior approval from the City Clerk is strictly prohibited. This includes but is not limited to, Screen Savers, Image, video, or audio clips not intended for business purposes. It is also against policy to alter settings in your computer's control panel, system registry, or any other areas dealing with advanced settings which may alter your computer's performance.
- l. Attaching or installing ANY piece of hardware to a City Desktop System, without prior approval from the City Clerk is also strictly prohibited. This includes but is not limited to, Laptops, External Modems, Zip Drives, and Non-Standard Audio or Video Devices.
- m. Removal of ANY piece of City Hardware or Software from its intended location without prior approval from the City Clerk is strictly prohibited. This includes but is not limited to, Desktop Computers, Laptops, Printers, Scanners, External Drives, Terminals, and all software packages.
- n. No one at any time should move or change ANYTHING in any of Grantville's Telecommunication Closets. These changes are to be made ONLY by contractors approved by the City Clerk. Changes in the Police Department must be approved by the Police Chief and City Clerk. Failure to comply with this policy could cause very costly down time.
- o. Unlocking the computer room on the third floor. Computer room must remain locked at all times. The Mayor, City Manager, City Clerk, City Clerk, or their designees are the only ones authorized to unlock the room.
- p. Participating during duty hours in unauthorized chat rooms (not related to City business or to job related/professional development), or playing computer games.
- q. Transmitting or re-transmitting chain letters.
- r. Conducting or participating in fund drives or charitable events not sponsored or authorized by the City Manager (e.g., United Way campaign, Red Cross Blood Drives).
- s. Use of the internet/e-mail system for gambling, union activities, or to promote/defame religious perspectives.
- t. Subscribing to push technology services that are not related to subscription type services that send information to personal computers automatically and routinely as a result of prior registration by the user. Examples of such services include: weather reports, sports news, hobby updates. Permitted push technology services are those that provide information on City business or professional enhancement topics such as Government, environmental, health, or technology related subjects.
- u. Establishing personal web sites or bulletin board systems not authorized by the Grantville City Manager.
- v. Using City of Grantville logos to misrepresent personal materials as falling under official Grantville auspices.
- w. Intentionally misrepresenting, either implicitly or explicitly, personal views or comments in electronic forums or e-mail as the City's policy or position. (Note: if there is reasonable expectation that a personal communication could be interpreted as official business, then a disclaimer shall be used. For example, "My personal opinion is..." or "While not speaking on behalf of the City of Grantville, I think...").
- x. Attempting to tamper with or inappropriately access ("break into") the computer system of another organization or person.

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- y. Disclosing a number, code, sharing your password, or other means of access to a computer or computer network without express authorization to do so.
- z. Any use which violates the Social Media and Mobile Devices policies, and any other provisions in this Handbook.

Grantville reserves the right to amend or clarify this listing or add additional prohibitions at any time.

8. Privacy Expectation

Users of the City's IT resources and systems do not have a right to or expectation of privacy while using any government equipment at any time, including: accessing the Internet (e.g., participating in a "chat" room or forum), using e-mail, or during authorized personal use. Appropriate personnel may monitor usage at any time.

9. Monitoring, Compliance, and Disciplinary Action

City of Grantville has the capability and the authority to evaluate the performance and use of its IT resources and will routinely monitor their use. All emails are subject to be reviewed at any time and all emails will be retained as required by applicable law. Individuals who abuse these resources, knowingly interfere with the operation of IT systems, or otherwise fail to comply with the provisions of this policy are subject to possible loss or suspension of associated IT privileges and/or disciplinary action up to and including termination.

SECTION XII MOBILE DEVICE POLICY

Purpose

The purpose of this document is to set policy as to the appropriate use, security, support of, assignment of, governance, and employee responsibilities for the use of mobile devices whether owned solely by City of Grantville or supplied by the employees for any purpose germane to the work flow processes of the City of Grantville government, associated Authorities, contractors, agencies, courts, or any person or organization that receives any benefit by any city resource using a mobile device enabled with city provided resources such as email, telephony, messaging of any type, and other forms of communication. This policy also includes the use of intellectual property used, downloaded, stored, etc., by mobile technology and communication devices.

Scope of Policy

This policy shall apply to all City of Grantville employees.

1. Definitions

- a. Mobile Device: Any device or medium not permanently connected to the City of Grantville network used for the purpose of receiving, sending, or storing information. This may include, but is not limited to, cell phones, laptops, computers, smart phones, tablets, USB thumb drives, and digital storage media (CD, DVD, Thumb Drives, floppy disks, hard drives, etc.)
- b. Exempt Employee: Any employee who is considered exempt from overtime provisions of the Fair Labor Standards Act (FLSA).
- c. Non-Exempt: Any employee that is not exempt from the overtime provisions of the FLSA.

2. Responsibilities and Enforcement of this Policy

- a. City of Grantville has set forth this policy in an effort to meet organizational goals, improve employee satisfaction, and to improve efficiency for city departments, agencies, courts, authorities, officials, and employees by enabling the use of mobile devices, and enabling those devices with access to city resources (such as email).
- b. Each person using a mobile device enabled with city provided resources is responsible for compliance with this policy, as well as any other employee policy set forth within this Handbook and any other applicable policies set forth by the department, agency, court, authority, etc., for which an employee works, or has worked in the past within City of Grantville government.

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- c. The City Manager, Department Heads, and Supervisors at all levels shall fully understand this policy and ensure that employees under his/her management control are in compliance with this policy, and shall communicate the requirements of this policy to all such persons to whom this policy applies.
- d. The City Manager or designee shall oversee all technical aspects of enforcing this policy, including creating and updating all approval forms, etc., which enable mobile devices to access city resources.
- e. Information used or stored on any mobile device shall be considered as important for security purposes as any paper document in the operation of city business.
- f. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

3. **Mobile Devices (General)**

- a. All mobile devices purchased by City of Grantville shall be purchased in accordance with and from approved vendors as established by the City's purchasing practices, including any service contract accompanying any device.
- b. Employees should have no expectation of privacy to information maintained on a City-issued mobile device, or to information that is maintained on or transferred through any of the City's networks. Employees using personal devices for City- business only have an expectation of privacy in information maintained on their personal devices to the extent allowed by law. The City retains the right to review information utilizing a City-enabled resources on any employee's personal mobile device used for City business.
- c. City of Grantville City Manager, in coordination with the Administrative Department, shall from time to time re-negotiate all mobile connectivity contracts, to establish the best service for the best pricing possible under the constraints of the public bidding process or through RFP.
- d. The need for a city purchased mobile device and securing all necessary funds will be the responsibility of each Department Head and/or Supervisor. Costs include any cost for the device, protective case/folio, monthly service fees, licensing fees, client access licenses, business applications, and MDM (Mobile Device Management) licensing.
- e. Any mobile device that connects to the City of Grantville network shall be managed by MDM (Mobile Device Management) software and licensing, chosen and managed by Technology Services. This includes any device that accesses City Email, City Phone System, or other system or resource located within the City Network or Networks.
- f. Conditions which must be met for any mobile device to be enabled to access City email:
 - 1. All mobile device users must sign Section A of the Mobile Device Security Request Form provided by the Administrative Department acknowledging the employee has read the Mobile Device Policy, and agrees to abide by all policy statements within.
 - 2. If the Employee is Non-Exempt, Employee must also complete Section B of the Mobile Device Security Request Form provided by the Administrative Department and obtain the signature of the Employee's Department Head.
 - 3. All requests for email enabled devices are handled through the employee's department and must be approved by the Department Director or equivalent.
 - 4. All Department Heads and/or equivalent shall be aware of the FLSA provisions regarding compensation of employees for all time worked, and ensure that non-exempt employees understand and are complying with the appropriate use of

- email during non-scheduled work hours.
5. If at any time any email enabled device is lost or stolen, the employee for whom the device is assigned is responsible for reporting the loss to their Department Head within 24 hours of discovering a lost/stolen device. The Administrative Department shall then remotely disable, lock, and/or “wipe” the device, therefore rendering the device inoperable.
 6. All email enabled devices shall be required to automatically “Lock” after a reasonable period of inactivity (no longer than 5 minutes), and must be password protected to “unlock” the device. This is to ensure that a device left unattended will not be able to access devices or information by parties not governed by this policy. These policies shall be enforced by the Department Head or City Manager.
 7. All email shall be archived, and stored on central servers. Email may be accessed, but not permanently removed from central servers, archiving solutions, etc., in accordance with email retention requirements.
 8. Non-Exempt Employees granted access to email on mobile devices shall strictly follow work schedules when replying to any email request taking longer than five minutes. Replying when not at work or otherwise “on the clock” is not authorized for Non-Exempt Employees without explicit written directions from the Department Director or equivalent and/or the City Manager.

4. Other General Issues

A. APPS (Applications) on mobile devices

1. Unless previously approved by the Department Head and budgeted for, no applications shall be downloaded to any device that would cause a charge, invoice, withdrawal, etc., to any City funding mechanism, credit mechanism, or purchasing mechanism.
2. Consumer Grade mobile devices are generally capable of downloading and using APPS (Applications or programs). The Administrative Department may at its discretion limit, restrict, or allow the capability for devices granted access to City of Grantville network resources the ability to download and use commercially available Apps.
3. If at any point the City Manager discovers any downloaded app has, or has the potential to compromise security to the network, the IT Department or designee shall disable, lock, and/or wipe the compromised device as soon as possible, and render it unusable for network access.

4. It shall be considered a violation of this policy for any device approved for connection to the City network to be “hacked”, “Jail Broken”, “rooted”, or any changes to the operating system provided by the manufacturer. Any unauthorized changes to the Operating System of any device compromises security, and will result in termination of service to the device.
5. Other “for a fee” downloads such as Music, Videos, Movies, etc.: will be the sole responsibility of the end user / employee to pay for any downloaded media of any type for which a fee is charged. It shall not be the responsibility of the City or IT to backup, maintain, or otherwise protect any personally downloaded application, content, music, video, movie, etc. unless expressly approved and paid for by City of Grantville.
6. Mobile Management Device tools may be used to “white list” or “black list” applications as determined by security requirements set forth in the Technology Security Policy.
7. City Owned Intellectual property (such as city developed applications) are property of City of Grantville and may not be shared, traded, uploaded, etc. with anyone without express written permission by the property owner (City of Grantville Council)

B. Personal Use of City owned devices

Limited personal use of city supplied mobile devices may be acceptable, so long as:

1. Personal use of devices does not interfere with regular work activity and performance.
2. Personal use of devices does not prohibit any business application from being installed and fully functioning on any device (i.e. downloading excessive music/video may run a device low on space, thus rendering it incapable of running city business applications effectively).
3. Devices must maintain sufficient memory/storage space to run all business related applications and functionalities.
4. Personal use does not comprise the security of City information retained on or accessible from the device.

C. Cameras, Video Capture, Audio Capture

Certain areas of City of Grantville Government are considered secure environments, and as such, use of image recording devices, voice recording devices, etc., are prohibited from use within any secure area as designated by any department, agency, court, authority, or otherwise by the department, etc. assigned to a given area. All Federal, State, and Local laws apply. This policy may be further strengthened by individual departments. Areas deemed as secure areas should be clearly marked as such by individual departments, agencies, courts, authorities, etc.

D. Safe Use of Mobile Devices

1. Use of mobile devices while operating a city vehicle is prohibited, unless directly being used in the course of duties during a Public Emergency situation.
2. Mobile devices left in closed vehicles during summer heat can damage the device. Moving the hot device into an air conditioned space will cause condensation and possible other damage.

**SECTION XIII
SOCIAL MEDIA POLICY**

1. Purpose and Intent

The purpose and intent of this policy is to establish guidelines for employees who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's personal expression in general or through social media activity in particular; however, because such activity can adversely affect the efficiency and effectiveness of City of Grantville operations, as well as undermine public trust and confidence, a certain amount of regulation is necessary and appropriate. This policy therefore attempts to strike a reasonable balance between the employees' interest in engaging in social media activity and the City of Grantville's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves.

2. Definitions

- a. For purposes of this policy, the term "social media" is defined as the online technologies through which employees and other individuals engage in "social media activity" as defined below. In most cases, the term refers to internet-based websites such as but not limited to Facebook®, Twitter®, LinkedIn®, Google+®, YouTube®, Instagram®, and Snapchat®. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/blogs, message boards, podcasts, and wikis.
- b. For purposes of this policy, the term, "social media activity" is defined as the act of sharing information or otherwise communicating through social media, including, but not limited to, the posting, uploading, reviewing, downloading, and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

3. Scope of Policy

- a. This policy shall apply to all City of Grantville employees; Elected Officials; the City Manager, and other appointed officials; and members of City boards, commissions and authorities without regard to whether their social media activity is conducted in or outside of the workplace, while on or off-duty, or anonymously, or through the use of pseudonyms.
- b. This policy applies to all employees of the City of Grantville without regard to job title, position or rank; however, with the approval of the City Manager, the Police Department and any other department or affiliated agency of the City of Grantville having special or unique concerns pertaining to its employees' social media activity may adopt and implement more restrictive SOP's or other internal rules narrowly designed to address such concerns.

4. Prohibitions on Social Media Activity

- a. All employees of the City of Grantville should remain mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics. As a result, certain social media activity that may be tolerated or even acceptable in the private sector may nevertheless constitute a violation of this policy.
- b. Each employee of the City of Grantville who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the City, including, but not limited to, those pertaining to making false or misleading statements, promoting or endorsing violence or illegal activity, promoting or endorsing the abuse of alcohol or drugs, disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, religion, disability, age, or other characteristics protected by law, or otherwise engaging in conduct unbecoming an employee of the City, bringing discredit to the City, or interfering with the mission or function of the City.
- c. Employees must refrain from engaging in any social media activity which disqualifies them from performing, or in any way reasonably calls into question their ability to objectively perform their assigned job duties. Examples of such functions include, but are not limited to, testifying, making hiring or promotion decisions or recommendations, conducting performance evaluations, and determining eligibility for City of Grantville programs.
- d. While any employee, at his/her discretion, may engage in social media activity with any other employee(s) consistent with the prohibitions, limitations, restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee.
- e. No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information of the City of Grantville, any other current or former employee of the City, or any applicant for employment with the City of Grantville.

5. Limitations and Restrictions on Social Media Activity

- a. Employees are strongly discouraged from disclosing or otherwise revealing their status as employees of the City of Grantville through social media and, except as otherwise authorized in advance by the City Manager or his/her designee, are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the City of Grantville. Similarly, in the absence of prior approval, employees' social media activity should not reveal or depict the City of Grantville's adopted logos, seals, symbols, uniforms, patches, badges, or similar items identified with the City.

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- b. Except as otherwise authorized in advance by the City Manager or his/her designee, if an employee's status as an employee of the City of Grantville is disclosed, revealed, or otherwise made apparent in connection with his/her social media activity, his/her social media activity must include a prominently displayed disclaimer to the effect that the activity reflects only the employee's personal views or opinions and not those of the City of Grantville; provided, however, that no disclaimer will shield an employee from the imposition of appropriate corrective and/or disciplinary action for social media activity which otherwise violates this policy. Employees should recognize that social media activity is generally more likely to violate this policy and other policies of the City of Grantville if their status as City of Grantville employees is disclosed or revealed in connection therewith.
- c. Except as otherwise authorized in advance by City Manager or his/her designee, no employee may utilize City of Grantville computers or equipment for purposes of engaging in social media activity.
- d. Except as otherwise authorized in advance by City Manager or his/her designee, no employee, whether for purposes of engaging in social media activity or otherwise, may post or upload any information, audio recordings, video recordings, photographs/images, etc. from City of Grantville computers or equipment.
- e. To preserve the continuity of the City of Grantville's message, ensure accuracy, and avoid unnecessary confusion in the community, except as otherwise authorized in advance by City Manager or his/her designee, employees should refrain from engaging in any social media activity that purports or serves to announce or explain the details of City of Grantville programs, projects, activities, initiatives, or events.
- f. Exceptions to the above-stated limitations and restrictions may be authorized by City Manager or his/her designee; provided, however, that any request for such an exception represents a promise by the employee that, if approved, the disclosure of information, photographs, audio, video, etc. via social media activity will be fully consistent with the letter and spirit of this and all other policies of the City, any internal SOP's or rules adopted by his/her department director, as well as any laws pertaining to copyrights, trademarks, trade secrets, patents, and privacy and reputational rights.
- g. The City of Grantville reserves the right to require any employee to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc. (even if previously approved) if such posted material constitutes a violation of this policy or other City of Grantville policies.

6. Application to Other Policies

All personnel policies of the City relating to employee conduct apply equally to conduct that occurs through social media. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity. Any conflicts or inconsistencies between this policy and any one or more other policies shall be resolved by City Manager or his/her designee.

7. Duty to Report

All employees have an ongoing duty to report any violations of this policy by any other employee. The City of Grantville considers this duty to report to be a critical component of its efforts to enforce this policy, and thereby ensure the safety, well-being morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

8. No Expectation of Privacy in Social Media Activity

- a. City of Grantville employees should be aware that social media activity is not secure or private, even if active steps are taken to restrict access. Once information has been posted or exchanged via social media, it is generally tractable, traceable, and accessible indefinitely. For this reason, and consistent with the City of Grantville's current Employee Use of Information Technology Resources policy (SEE SECTION XI), employees should have no expectation of privacy in any social media activity conducted in the workplace and/or on-duty or off-duty in any social media activity which otherwise directly or indirectly relates to or affects the City of Grantville, any of its departments, or its employees.
- b. The City of Grantville reserves the right to inspect or monitor any social media activity engaged in by its employees using City-owned computers or other electronic equipment or devices. In addition, employees may be required to provide access to any social media websites or other applications in which they participate upon a determination by the City that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other City of Grantville policy.

9. Workplace and/or On-Duty Usage

Because it recognizes that social media is an emerging form of communication, the City of Grantville permits employees to engage in limited social media activity in the workplace and/or while on duty, similar to receiving a personal text message or a telephone call of limited duration. Employees choosing to do so, however, are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Supervisors are authorized to restrict or prohibit workplace/on-duty

social media activity, as appropriate. Any such activity, however, is prohibited on City-issued equipment.

10. Corrective and/or Disciplinary Action; Other Potential Consequences

- a. Employees engaging in social media activity in violation of this policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the City of Grantville's disciplinary policies and procedures.
- b. If an employee is sued in part due to his/her social media activity under circumstances where the City of Grantville would ordinarily provide a defense and/or indemnify the employee, the City of Grantville reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the City of Grantville.

11. Interpretation and Application

- a. Nothing in this policy is intended to or will be applied in a manner that violates employee's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state rights to engage in any statutorily-protected activity.
- b. Any employee unsure about the application of this policy to any particular social media activity should seek guidance from City Manager or his/her designee, before engaging in such activity.
- c. This policy is intended for internal use of the City of Grantville only and should not be construed as establishing a higher duty or standard of care for purposes of any third party civil claims against the City of Grantville and/or its employees. A violation of this policy by an employee provides only a basis for corrective and/or disciplinary action against such employee by the City of Grantville.

**SECTION XIV
WEAPONS AT THE WORKPLACE**

1. Purpose

It is the policy of the City to foster and maintain a work and business environment that minimizes workplace violence, security risks, and manages other such elements within the confines of prevailing law.

2. Scope of Policy

- a. This policy shall apply to all City of Grantville employees, but does not include sworn employees of the Police Department who work under the supervision of the Chief of Police.
- b. Except as specifically provided herein, this policy shall apply to all employees regardless of any license or permit that such employee may have, including a valid weapons carry license.
- c. This policy does not apply to firearms issued to employees by the City for use during employment.

3. Prohibited Conduct

- a. No employee shall carry, possess, or transport a firearm, while on-duty or otherwise acting in the course of his or her employment, including inside any City government building and on the grounds of any City property.
- b. No employee, whether on or off-duty and whether or not acting in the course of his or her employment, shall carry, possess, or transport a firearm inside a City government vehicle.
- c. No employee who is off-duty or otherwise not acting in the course of his or her employment shall wear any uniform, shirt, jacket, hat, or other visible article of clothing or other item that identifies him or her as an employee of the City while carrying, possessing, or transporting a firearm. The purpose of this prohibition is to prevent misunderstandings or confusion among members of the general public as to the identity, position, authority, duties, or responsibilities of an off-duty employee of the City and to make clear that such an employee is not carrying, possessing, or transporting the firearm in the course of his or her employment.

4. Exceptions to Prohibited Conduct

- a. Employees with a valid weapons carry license may keep a firearm in a non-City motor vehicle that is parked on City property that provides parking as long as the weapon is contained in a locked compartment, locked container, or in a locked firearms rack.
- b. Employees may possess a firearm for personal protection while traveling out of town on business purposes provided that, if the weapon is one for which State law requires a license, said employee holds such license.
- c. In his or her sole discretion, the City Manager shall be authorized to grant a temporary or limited exemption to an employee, in writing, upon a showing of good cause or other appropriate circumstances, provided that such exemption does not place the employee in violation of federal or state law.

5. Reporting Violations, Investigations, Disciplinary Action:

- a. Any employee with reason to believe that a co-worker is in violation of this policy shall be expected and required to report same to a supervisor.
- b. Reports of violations of this policy may be investigated, which investigation may require employees to allow the investigator access to their desks, lockers, purses, briefcases, bags, backpacks, etc. in the event there exists a justifiable suspicion that such search may produce evidence of such a violation.
- c. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

6. Construction

This policy shall be construed and applied in a manner fully consistent with the United States Constitution, the Constitution of the State of Georgia, and Georgia law.

**SECTION XV
SAFETY**

1. Safe Work Place

- a. It is the policy of the City of Grantville that every employee is entitled to work under the safest possible conditions. Every reasonable effort will be made to provide and maintain a safe and healthful work place, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times. It is a basic responsibility of everyone to make safety a part of his or her daily concern. Employees are obligated to observe the rules of conduct of safety that have been established or that may hereafter be established by the City Manager or his/her designee.
- b. 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, email, or other written communications.
- c. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions 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, leading up to and including termination of employment.
- d. In the case of accidents that result in injury or damage to City property or equipment, or other property or equipment, regardless of how insignificant the accident may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

2. Use of Equipment and Vehicles

- a. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property that belongs to the City, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. All City personnel operating a City-owned motorized vehicle or operating a personal vehicle for City business are required to wear seat belts at all times the vehicle is in motion. Operators of City-owned equipment are to wear issued safety equipment (e.g., safety goggles, hard-hats, gloves, earplugs, reflective vests, etc.) at all times during the equipment's operation.
- b. Employees are to notify their immediate supervisor or Department Head 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

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supervisor or Department Head can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

- c. Employees may not use cell phones or other wireless handheld devices while driving a vehicle for City business except in the furtherance of City business and only to the extent allowed by applicable law. In addition to any applicable laws and regulations, it is City policy that if you are operating any motor vehicle on any public road or highway while on City business, you may never use or attempt to use a wireless telecommunication device to write, send, search or read any text based communication, including but not limited to a text message, instant message, electronic mail or Internet data.
- d. 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. An employee may be required to pay for the cost of repairs to equipment and/or vehicles, which have been damaged due to the unacceptable operation of said items.
- e. Equipment, vehicles, property and tools owned by the City are for use on City-authorized projects only and are not to be used for personal use, either by employees of the City or members of the general public.
- f. Where equipment of the City has been specifically authorized by the City Manager to be used on private property or in conjunction with private ventures, a qualified City operator shall accompany and use the equipment and the City shall be paid for all such assistance in accordance with established department fee schedules.
- g. Damage to City equipment, infrastructure, property, tools or vehicles by members of the public shall be brought to the attention of the City Manager or City Clerk for insurance, reimbursement and replacement purposes. Employees should notify their Department Heads of any damaged equipment, infrastructure, property, tools, or vehicles in order that the items may be taken out of service, assessed for repairs, and repaired or replaced.
- h. Employees must report immediately to his/her supervisor or Department Head if for any reason he/she is unable to safely operate any City equipment or City vehicle.

Refer to individual department's Safety Manual for more detailed information.

SECTION XVI DISCIPLINARY ACTION

1. Purpose

The purpose of this section is to inform all employees of the City's expectations for employee conduct, the types of conduct that may result in disciplinary action, and to prescribe guidelines that should be utilized by management when disciplinary actions are needed due to violations of work rules or failure to meet standards of performance or conduct. The City generally adheres to the concept of "progressive discipline." However, the City is neither obligated nor required to follow this concept at any time including a first offense.

2. Responsibilities and Enforcement of this Policy

Employees in a supervisory role, including but not limited to, the City Manager, City Clerk, Department Heads, Supervisors, and Managers, shall fully understand and enforce this policy. If a disciplinary action is necessary the immediate supervisor will initiate the proper paperwork using disciplinary forms distributed by the City Clerk's Office.

All disciplinary actions, with the exception of a Notes of Discussion, will be reviewed by the Department Head and the Assistant City Clerk prior to being given to the employee.

3. Types of Disciplinary Action

The following types of disciplinary action may be taken against any City employee covered by this Policy:

- a. **Notes of Discussion.** A supervisor may need to counsel an employee when the supervisor notices minor unacceptable behavior or work performance. The discussion will be documented and kept in the supervisor's file for future reference. The Notes of Discussion is not placed in the employee's personnel file.
- b. **Oral Warning.** Any employee may be called in at any time for private conference with his or her supervisor regarding unacceptable behavioral patterns or work performance. The conference shall be documented in the employee's personnel file by his or her supervisor as soon as possible. An employee receiving an oral warning does not have appeal rights.
- c. **Written Warning.** A written warning may be given to an employee when an oral warning has not resulted in the desired improvement or if the incident requires greater discipline than an oral warning. A copy of the warning shall be placed in the personnel file of the employee as soon as possible. An employee receiving a written warning does not have appeal rights.

- d. Suspension with or without Pay.** An employee may be suspended with or without pay for failure to report to assigned duties, negligence, delinquency, or inefficiency in performing duties, misconduct, insubordination, or for other reasons, including but not limited to those reasons listed in subsection 3 of this section of the Personnel Policy Handbook and any additional reasons for disciplinary action listed within the Handbook. Said suspension may be:
1. For a prescribed period of time, not to exceed 30 days as a disciplinary measure for a serious violation or for repeated offenses; or
 2. For an indefinite period of time pending the outcome of an inquiry or investigation of charges.
 3. An employee suspended for a prescribed length of time as a disciplinary measure shall not be allowed to use vacation, sick, or any other form of paid leave during the period of suspension.
- e. Salary Reduction.** An employee's salary may be reduced from one pay step to a lower step for disciplinary purposes at the request of the Department Head. The salary reduction does not constitute a demotion in pay grade.
- f. Disciplinary Demotion.** An employee may be demoted due to unfitness to perform assigned duties; negligence, delinquency, or inefficiency in performing duties; misconduct; insubordination; or for other reasons not stated above. A disciplinary demotion shall be accompanied by a salary reduction consistent with the City's Pay Plan. Typically the employee's pay will be reduced to the same step in the lower Grade. Exceptions may be made with the approval of the City Manager.
- g. Probation.** An employee may be placed on probation as a result of a disciplinary action for a period of time during which the Supervisor or Department Head will determine if the employee's performance meets the expectations of that Department.
- h. Dismissal.** An employee may be dismissed due to delinquency, misconduct, inefficiency, inability to perform assigned work in a satisfactory manner, or for other reasons not stated above. Prior to an employee being dismissed, the Department Head shall first obtain concurrence from the City Manager. Notice of dismissal to the employee shall be dated and in writing and placed in the employee's personnel file.

4. Cause for Disciplinary Action

Realizing the inability to categorize all fact situations that may arise in the employment relationship, this listing is only illustrative of the types of behavior that may warrant discipline and is neither complete nor exclusive. It serves only as a guideline. Actual discipline shall be determined with due consideration for the facts and circumstances surrounding each case. The severity of discipline will be appropriate to the offense taking into account all mitigating or extenuating circumstances including, but not limited to,

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whether the offense was willful or a result of lack of knowledge or information, the overall work record of the employee, and how many and how frequent previous offenses have been, etc.

The violation of any of these rules may result in disciplinary action ranging from an oral warning to dismissal:

- a. Habitual tardiness or absenteeism.
- b. Failure to report immediately to the supervisor any job-related accident or injury or unsafe working condition.
- c. Failure to report an off-the-job accident or injury that may affect the performance of your job.
- d. Failure to report harassment of any kind.
- e. Smoking in restricted areas.
- f. Gambling during work or on City property.
- g. Working on personal business or projects on City time.
- h. Creating or contributing to unsanitary or disorderly housekeeping conditions.
- i. Failing to notify the City promptly when you will be absent from work or late to work.
- j. Soliciting employees while either the person being solicited or the person doing the soliciting is on work time. This applies to selling of any type; solicitation of memberships, pledges, or subscriptions; circulating petitions; or collecting money. Employees may be permitted, with prior approval of the City Manager, passive solicitation for non-profit purposes.
- k. Conduct that endangers you or another employee or conduct that brings discredit to yourself, your department, the City, or any co-worker.
- l. Unauthorized use of City tools, equipment, telephones or other City property.
- m. Failure to use safety equipment required by the City or to comply with safety rules.
- n. Distribution of literature or printed material of any kind in the work area or during work time or posting or removing notices, signs or other written materials.
- o. Remaining on or coming onto City work premises during off-duty hours for purposes other than to work without advance approval. (Employees may report early and/or leave late due to transportation arrangements.)
- p. Sleeping, loafing on the job, engaging in horseplay, throwing anything that may harm another, playing jokes or otherwise distracting or startling others, acting in a disorderly manner or being away from your work station unnecessarily.
- q. Insubordination (refusal or failure to carry out instructions or to perform work assignments as required by supervisory personnel.)
- r. Negligence, carelessness, or abuse resulting in the damage, destruction, or misplacement of tools, machinery, equipment, products, materials, or other property belonging to the City or to others.
- s. Removing City property from work site without written authorization.
- t. Operating or tampering with City equipment that had not been authorized to use or repair.
- u. Restricting work production, encouraging or persuading others to restrict work production or supporting an interruption of work.

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- v. Inefficiency or ineffectiveness on the job.
- w. Obtaining materials or tools on fraudulent orders or misrepresentations.
- x. Bringing and/or consuming alcohol, drugs, or narcotics at work or working on the job under the influence of alcohol, drugs or narcotics.
- y. Carrying explosives or unauthorized weapons on a work site.
- z. Deliberate action causing damage or destruction or waste of tools, machinery, equipment, product, materials or other property belonging to the City, a City official or to a fellow worker.
- aa. Giving false information in making application for employment, on any City document, or pursuant to any City inquiry or investigation, or giving false statements to any supervisor, official, public, or board.
- bb. Immoral or indecent conduct on a work site, including abusive or threatening language to any employee and the making of false or malicious statements or defaming another employee, City Official or the City.
- cc. Fighting or attempting bodily injury to others on a work site except in clear cases of self-defense.
- dd. Stealing or hiding any property of others, including but not limited to other employees, persons, City Officials, citizens, the public, or the City.
- ee. Failure to return to work from an authorized leave-of-absence.
- ff. Divulging confidential information to an unauthorized person or making any disclosure of confidential information regarding the City to any person, agency, publication, radio or television station without authorization from the City.
- gg. Abusive conduct, verbal or physical, toward a fellow employee, City official or member of the public.
- hh. Combative or negative attitude, or any conduct, comments or activity that is disrespectful towards others or that adversely affects the morale and productivity of the department, or the City.
- ii. Violation of the City's Anti-Harassment Policy.
- jj. Loss of certification or license required to perform job duties or failure to disclose loss of certification or license required to perform job duties.
- kk. Inability to meet certification requirements within required time frame.
- ll. If there is reasonable cause to believe that employee violated local and city ordinances, and/or Federal or State laws, administrative regulations, or departmental rules.
- mm. Conviction of a felony or a misdemeanor involving a crime of moral turpitude.
- nn. Knowingly possessing, distributing, displaying, or viewing any pornographic material of any kind on City property.
- oo. Clocking a co-worker in or out for work or lunch, or falsifying any payroll time sheet or record.

These are only examples of conduct that may result in disciplinary action or immediate discharge. Other situations may arise and these too may result in various degrees of discipline, up to and including termination.

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Any employee covered by this policy with the exception of Orientation employees, who has been suspended, demoted, suffered a reduction in pay or dismissed as a result of a disciplinary action shall have the right to file an appeal as outlined in Section XVII.

Termination for violating City policies may result in denial of unemployment benefits.

**SECTION XVII
APPEALS**

1. Right to Appeal

Any employee covered by this policy with the exception of orientation employees, who has received an adverse action (disciplinary suspension, disciplinary salary reduction, disciplinary demotion, or disciplinary dismissal) shall have a right to appeal the adverse action. Employees who have received a Notes of Discussion or an oral or written warning do not have appeal rights.

The written notification of an adverse action to the employee will contain the following:

- a. The effective date of the action;
- b. The specific charges or reasons for the action;
- c. A statement informing the employee that he or she may file an appeal of the action with his or her Department Head or if the Department Head is his or her immediate supervisor, then the employee may initiate a formal appeal by submitting a written request for an appeal to the City Manager.
- d. A warning that failure to respond within the prescribed time frame will result in a waiver of all further appeal rights.

2. Appeal Procedure to Department Head.

Employees may appeal the adverse action to their Department Head within five (5) business days of receiving the adverse action. A Business Day is defined as the days that City Hall is open to conduct business during the week. Saturday, Sunday, and holidays are not considered to be business days.

The Department Head, after meeting with employee, will respond in writing to the employee within ten (10) business days with a decision to modify, affirm, or overturn the discipline. Extenuating circumstances may extend response time and written notice of the extension will be given to the employee. If the employee is not satisfied with the Department Head's written response, the employee may file a formal appeal to the City Manager.

3. Formal Appeal Procedure to City Manager:

In the event the employee's immediate supervisor is the Department Head, the employee may choose to submit a written request for a formal appeal directly to the City Manager. The appeal must include:

- a. Name, address, and telephone number of the appellant,
- b. A statement describing the action being appealed.
- c. Names of any witnesses with first-hand knowledge of incident.
- d. The Department Head with whom the employee has attempted to resolve the appeal on an informal basis if an informal discussion was initiated.
- e. The relief that the employee desires in making the appeal.

- f. The reason why the employee believes the requested relief is appropriate.

The formal appeal request must be submitted to the City Manager in writing within five (5) business days of the adverse action or the Department Head's written response. In the event the employee does not respond within five (5) business days of receiving the adverse action, the action becomes final and the employee will have waived all further appeal rights.

The City Manager, after considering the employee's response to the adverse action, will give the employee written notification of his/her findings within ten (10) business days. Extenuating circumstances may extend response time and written notification of the extension will be given to the employee.

The decision of the City Manager shall be final.

If the City Manager determines that he/she is unable to provide an impartial review of an appeal, the City Manager may designate an impartial individual, including an expert or professional from outside of the City if necessary, to review the appeal and recommend a resolution.

SECTION XVIII GRIEVANCES

1. Purpose

The City recognizes that differences of opinion may occur in the interpretation of specific policies and the manner in which policies are enforced. For this reason the City has established the following procedure to address grievances.

This procedure is designed to:

- a. Provide for a systematic and orderly method for resolving complaints and differences of opinion between employees and supervisory personnel.
- b. Ensure that all employees are afforded a fair, equitable, and expeditious review of their grievances without fear, coercion, or discrimination.

2. Employee Grievance Opportunity

Any employee shall have the opportunity to secure consideration of any grievance as heretofore defined. Disciplinary actions are not subject to the Grievance Policy.

3. Responsibilities of Management

Supervisory and management personnel shall hear and consider any employee grievance without prejudice. Supervisory and management personnel shall take necessary and appropriate corrective action when warranted, and, when appropriate, they shall provide a reasonable explanation as to why the grievance is not justified.

No supervisor shall deny an employee the opportunity to take the grievance to the next step in the grievance procedure when said grievance cannot be settled to the satisfaction of the employee at the lower level. Should such a denial occur, the employee shall be entitled to file a new grievance, based on such denial, at the next level of supervision.

4. Grievance Procedure Steps

Step One. The employee shall present his/her grievance to the immediate supervisor in writing. A grievance request must be presented within five (5) business days of the date employee could reasonably be expected to have knowledge of the existence of the grievance. Business Days is defined as the days that City Hall is open to conduct business during the week. Saturday, Sunday, and holidays are not considered to be business days.

Upon being informed of the grievance, the immediate supervisor shall make appropriate inquiries and take necessary actions to resolve the problem, or provide the employee with a written answer, typically within ten (10) business days, absent extenuating circumstances.

Step Two. In the event the problem is not resolved, or if the employee is dissatisfied with the decision of the immediate supervisor, or a reply has not been furnished as outlined in

Step One, the employee may submit the grievance in writing to the Department Head within five (5) business days of receipt of the supervisor's response.

A written reply from the Department Head shall be furnished to the employee, typically within ten (10) business days, absent extenuating circumstances.

Step Three. If the employee is still aggrieved, he/she may, within ten (10) business days of receipt of the Department Head's response, submit the grievance in writing to the City Manager. Said request shall contain all applicable facts concerning the grievance. The City Manager shall render a decision in writing to the aggrieved, typically within ten (10) business days, absent extenuating circumstances. The decision of the City Manager shall be final.

5. Management Prerogatives

The following areas of personnel administration are considered management prerogatives and are not subject to grievance review unless there is evidence of abuse and discretion in the exercise of these prerogatives. The City Manager shall make this determination.

- a. Scheduling and assigned work
- b. Establishing work standards and quality
- c. Size of work force and reorganizations
- d. Reductions in work force
- e. The City's Pay Classification Plan
- f. Content or rating of a performance appraisal
- g. The selection of an individual by the City Manager or Department Head to fill a position through appointment, promotion or transfer except when the employee can show that he or she has been adversely affected because of unlawful discrimination.
- h. Decisions, policies, practices, resolutions, or ordinances made or passed by the City Council
- i. Employee disciplinary actions

**SECTION XIX
SEPARATION**

1. Resignations

It is required that at least a fourteen (14) calendar day notice be given by an employee who wishes to voluntarily resign his/her position with the City. Said notice must be given in writing. Department Heads and/or those employees covered by contract are obligated to give notice as provided by contract, and if not included in the contract, a notice of at least thirty (30) days is preferred. Said notice must be given in writing. Improper notification will be taken into consideration if a request to rehire is received.

2. Abandonment of Position

Failure to report to work for three or more consecutive workdays without proper notification and authorization shall be cause for dismissal and shall be documented as abandonment of position.

3. Reduction in Work Force

An involuntary separation not involving a delinquency, misconduct, or inefficiency shall be considered a lay-off. The City Manager may lay off an employee in the City service and may base such a decision on the Department Head's recommendation in accordance with all Federal and State laws when he/she deems it necessary by reason of shortage of work or funds, the abolishment of the position, or other material changes in duty or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by the employee laid off may be reassigned to other employees already working who hold a position in an appropriate class. No regular service employee shall be separated while there are temporary or orientation period employees serving the same function in the department, unless the regular service employee is not willing to transfer to the position held by the temporary or orientation period employee.

When a reduction in the work force becomes necessary, consideration shall be given to the quality of each employee's past performance, organizational needs, and seniority in determining those employees to be retained.

Employees separated from service through no fault of their own may receive preference in rehiring should a position for which they are qualified open, but all hiring decisions are made at the discretion of the City.

4. Retirement

Employees may retire from the City under the City's Defined Benefit Retirement Plan as adopted by Mayor and Council. A copy of the Master Plan is held in the office of the City Clerk - Pension Committee Secretary.

5. Separation through Death

Separation shall be effective as of the date of death of any employee covered by this policy. All compensation due including payment for time worked and payment for any accrued annual leave shall be paid to the designated beneficiary or beneficiaries or estate of the employee except for such sums which by law must be paid to the surviving spouse.

6. Termination

An employee may be terminated due to delinquency, misconduct, inefficiency, inability to perform assigned work in a satisfactory manner, or for other reasons not stated above. Written notice of termination to employee shall be dated and in writing and placed in the employee's personnel folder.

7. Upon resignation, termination or dismissal or abandonment

**SECTION XX
DRUG AND ALCOHOL**

POLICY STATEMENT

The City of Grantville is concerned for the well-being of our employees. That concern has led us to take a strong stand on drug and alcohol abuse. There is ample evidence that drug and alcohol abuse is bad for employee performance. Employees shall neither use nor be under the influence of drugs, intoxicants, alcohol or any controlled substances in the workplace.

We believe we have a responsibility to provide a safe, healthy and productive working environment for all of our employees. To accomplish this goal we must rely on a close Employer employee relationship to discover and treat any problems in this area.

Drug and alcohol abuse and use at the workplace are subjects of immediate concern in our society. From a safety perspective, the use of drugs and abuse of alcohol may result in damage to City property and injuries to employees and citizens. Therefore, in addition to distribution, dispensation, possession, or use of illegal drugs in the workplace, the City of Grantville prohibits its employees from engaging in such illegal activities at all times and at all places. Such activities, even during non-working hours, clearly affect an employee's ability to perform his/her public duties.

Therefore, the City of Grantville adopts the following as its Drug-Free Policy:

1. No employee of this City may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at his/her workplace. Such unlawful activity will be considered sufficient grounds for an adverse personnel action, up to and including dismissal from employment.
2. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance without legal authorization while on or off the job, will be subject to discipline up to and including termination.
3. The term "controlled substance" means any drug listed in 21 U.S.C. § 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. They also include "legal drugs" which are not prescribed by a licensed physician. Drugs that are legally prescribed but are being abused are also included.
4. Each employee is required to inform his/her Department Head at the beginning of the next work day after he/she is arrested or convicted for violation of any criminal drug statute of any jurisdiction, or any arrests/convictions for DUI, regardless of whether the alleged violation occurred at the workplace or elsewhere. The employee must notify his/her Department Head and the City Clerk's Office for the City of Grantville in writing of each conviction. A conviction means a finding of guilt,

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including a plea of nolo-contender, or the imposition of a sentence by a judge or jury in any detail or state court.

5. The City of Grantville realizes drug dependence and alcohol addiction as an illness and a major health problem. The City also realizes drug and alcohol abuse are a potential health, safety, and security problem. Employees needing help in dealing with such problems and who voluntarily come forward will be provided assistance by the City to the extent possible. Employees requesting such assistance should feel free to do so without fear of reprisal. Upon request, employees will be provided information for assistance provided by the City's current healthcare provider or employee assistance program. Employees must request assistance prior to a positive drug test or an arrest or conviction for a drug or alcohol related crime.
6. Failure to comply with any part of the policy will result in serious adverse personnel action, including possible dismissal from employment.
7. Any questions that any employee may have concerning this policy should be directed to the City of Grantville Assistant City Clerk.

DRUG AND ALCOHOL TESTING POLICY

City of Grantville strives to provide a safe, efficient and productive work environment and encourages good personal health of its employees. In that regard, the City considers the possession or use of illegal drugs or alcohol on the job, including the performance of job duties while under the influence of illegal drugs or alcohol, to be an unsafe and intolerable work practice.

It is, therefore, the City of Grantville's policy that the possession and/or use of illegal drugs and alcohol at the workplace, including the performance of job duties while under the influence of illegal drugs or alcohol, is inconsistent with the behavior expected of City employees, subjects employees and the general public to unacceptable safety risk, and undermines the City's ability to operate effectively and efficiently. Therefore, the possession and/or use of alcohol and the unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs in the workplace or while on duty, including the performance of job duties while under the influence of illegal drugs or alcohol are strictly prohibited.

To ensure compliance with the above-stated goals, with the City of Grantville Drug and Alcohol Policy, and with federal, state and local laws, the City will conduct drug and alcohol testing to the extent allowed and/or required by law, and in accordance with the procedures implementing this policy. All City employees will be subject to drug and alcohol testing as outlined in this policy. In addition, applicants for employment (as defined herein) with the City will be subject to drug and alcohol testing as outlined in this policy.

City employees or applicants for employment will be subject to one or more of the following types of drug and alcohol testing: pre-offer, post-offer, post-accident, random, reasonable suspicion, and return to duty. The Assistant City Clerk will implement appropriate procedures to carry out the purposes of this policy.

1. All City Employees

All City employees will be subject to drug and alcohol testing upon reasonable suspicion and return to duty as defined herein.

- a. Reasonable suspicion testing may occur based upon specific, contemporaneous, articulable observations, or patterns of behavior over a period of time made by a department head or his/her designee who have undergone the training required by the City or by any other applicable law to recognize the appearance, behavior, speech, or body odors of an employee who may be under the influence of drugs or alcohol.
- b. Return to Duty testing may occur when an employee has previously tested positive (as defined in the procedures implementing this policy) for alcohol in violation of this policy. Said employees will be required to undergo additional alcohol testing (if they have previously tested positive for alcohol) prior to being allowed to perform their job duties. Said employees must register .00 before being allowed to return to duty.

2. Employees Holding “Safety-Sensitive” Positions

All City employees and applicants who hold job positions currently designated or designated in the future by the City as “safety-sensitive” positions will be subject to one or more of the following: post-offer, post-accident, random, reasonable suspicion, and return to duty drug and alcohol testing as described herein. Safety-sensitive positions are those positions or groups of positions in which employees regularly perform duties where inattention to duty or errors in judgment while on duty have the potential for significant risk or harm to the employees, other employees, or the general public. Department Heads, after performing a position analysis, will recommend positions to be designated as safety-sensitive to the City Assistant City Clerk. Employees and applicants will be informed if their positions are designated as safety-sensitive for purposes of this policy.

3. Employees Holding Commercial Drivers Licenses

City employees and applicants who possess commercial driver’s licenses (CDL) required for the job positions held by the employees, will be subject to post-offer, post-accident, random, reasonable suspicion and return to duty drug and alcohol testing. The drug and alcohol testing of CDL holders is required pursuant to United States Department of Transportation regulations, 49 CFR Part 382. The drug and alcohol testing of CDL holders may also be conducted if the position occupied by a CDL holder is designated as safety-sensitive by the City. If an employee is in both categories, he/she may be tested under the procedures established for both categories.

4. Applicants For Employment

Applicants for employment with the City (which shall include current City employees who apply for or seek promotion, transfer or demotion into a safety-sensitive position or a

position requiring a commercial driver's license, however, upon violation of this policy such employees will be subject to disciplinary action in the same manner as current City employees) will be subject to drug and alcohol testing as outlined in this policy.

- a. Applicants for positions designated by the City as "safety-sensitive" positions, as defined in section II above, will be subject to post-offer drug and alcohol testing, and if hired, will be subject to post-accident, random, reasonable suspicion and return to duty drug and alcohol testing.
- b. Applicants for positions which require commercial driver's licenses (CDL) will be subject to post-offer drug and alcohol testing, and if hired, will be subject to post-accident, random, reasonable suspicion, and return to duty drug and alcohol testing. The drug and alcohol testing of CDL holders is required pursuant to United States Department of transportation regulations, 49 CFR Part 382. The drug and alcohol testing of CDL holders may also be conducted if the position applied for by a CDL holder is designated as safety-sensitive by the City.

5. Testing Positive for Drugs and Alcohol:

A. Current Employees

1. Positive Drug Test

An employee testing positive for illegal drugs in violation of this policy shall be placed on paid administrative leave until the positive result is verified by a confirmation test conducted and verified by a Medical Review Officer using the test. If confirmed positive by the Medical Review Officer, the employee will be terminated immediately.

2. Positive Alcohol Test

An employee testing positive for alcohol in violation of this policy may be treated as follows:

- a. For a first offense with an alcohol concentration greater than .00 but less than 0.04: employee shall be suspended without pay for a minimum of 24 hours and shall be prohibited from returning to work until he or she has undergone a return to duty alcohol test with a test result of .00.
- b. For a first offense with an alcohol concentration of 0.04 or greater: employee will be terminated from employment
- c. For a second offense with an alcohol concentration greater than .00 but less than 0.04: employee will be terminated from employment if the second offense occurs within one year of the first offense.

3. Safe Harbor Program

If prior to being requested to submit to a drug or alcohol test, an employee notifies the Assistant City Clerk that the employee currently uses

illegal drugs, uses alcohol while on the job or performs job duties while under the influence of illegal drugs or alcohol, and is receiving or agrees to receive treatment under a drug abuse or alcohol treatment program approved by the City, the employee may be allowed to continue his or her employment program provided the employee follows and successfully completes the treatment program and has no violations of this policy. An employee will be allowed to utilize the provisions of this paragraph only once in any five year period. The provisions of the paragraph shall not apply to an employee who has previously tested positive for illegal drugs or alcohol or who has refused to submit to a drug or alcohol test.

4 Refusal To Take Test

An employee who refuses to submit to a drug or alcohol test as required by this policy will be treated as if that employee had tested positive for illegal drugs or alcohol. Failure to appear for testing shall be deemed a refusal for purposes of this policy and the employee shall be terminated immediately.

The proposed disciplinary and rehabilitation actions contained within this section are provided as a guide only. Circumstances may exist, within the City Manager's or Department Head's discretion that warrant other disciplinary or rehabilitation action, including termination upon a first instance of a violation of this policy.

B. Applicants for Employment

1. Positive Drug Test

The application of any person testing positive for illegal drugs will be automatically rejected and no further consideration will be given to the application. Such applicant will be disqualified from employment with the City for a period of one (1) year from the date in which the applicant submitted to the drug test and be required to show proof of completion of a drug treatment program approved by the City before being eligible for further application.

2. Positive Alcohol Test

The application of any person testing positive for alcohol will be automatically rejected and no further consideration will be given to the application. Such applicant will be disqualified from employment with the City for a period of one (1) year from the date in which the applicant submitted to the alcohol test and be required to show proof of completion of an alcohol treatment program approved by the City before being eligible for further application.

3. Refusal To Take Test

Any applicant who refuses to submit to a drug or alcohol test as required by this policy will be treated as if that applicant had tested positive for illegal drugs or alcohol. Failure to appear for testing shall be deemed a refusal for purposes of this policy. Such applicant will be disqualified from employment

with the City for a period of one (1) year from the date in which applicant refused to submit to drug or alcohol test.

DRUG AND ALCOHOL TESTING PROCEDURES

The Drug and Alcohol Testing Procedures formulated in this document have been developed to implement, control and manage the City of Grantville Drug and Alcohol Testing Policy.

1. Administration

The Mayor and City Council has delegated authority to the City Clerk's Office to serve as the City's designated representative who shall administer and ensure compliance with the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act), the Drug-Free Workplace Act of 1988, Georgia's Drug-Free Workplace Program, and answer questions about these procedures. The City Clerk's Office shall consult as required with the City Attorney to ensure that the City procedures are in compliance with applicable law. Department Heads will ensure compliance with the Drug and Alcohol Testing Policy and these procedures.

2. Designation

Employees and applicants will be informed if their positions are designated as "Safety-Sensitive" and will be required to sign a statement acknowledging that they understand their position is designated as safety-sensitive and they are subject to the alcohol and drug testing requirements contained in these procedures. The City Clerk will maintain the list of "Safety-Sensitive" positions.

3. Applicability

All City employees and applicants (as defined herein) will be subject to drug and alcohol testing as outlined in these procedures.

4. Definitions

- a. **Alcohol.** The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
- b. **Alcohol Test.** A test conducted by a Breath Alcohol Technician, or any other person approved by the Department of Transportation rules, using an Evidential Breath Testing Device (EBTD) to measure the amount of alcohol concentration in a volume of breath or any other test used to detect the presence of alcohol that is approved by the Federal Highway Administration (FHWA)
- c. **Alcohol Use.** The consumption of any beverage, mixture or preparation, including medication, containing alcohol.

- d. **Breath Alcohol Technician (BAT)** A person who has successfully completed a course equivalent to the U.S. D.O.T. model course for evidentiary breath test (EBT) operation specific for the EBT device used. The BAT shall be trained and shall have demonstrated proficiency and competence in the operation of the EBT, EBT methodology, calibration checks, analyzing breath for alcohol content, interpreting breath sample results, and recoding the results.
- e. **Commercial Driver's License (CDL).** A license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR Part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicle.
- f. **Commercial Driver's License (CDL) Operator.** An individual who holds a valid commercial driver's license and operates a city commercial motor vehicle. All CDL operators are subject to alcohol and drugs/ controlled substances testing as prescribed in these procedures.
- g. **Commercial Motor Vehicle (CMV)** A motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle as either:
 - 1. A gross vehicle weight rating (gvwr-weight of vehicle and its load) of more than 26,000 lbs.
 - 2. A gross combination weight of more than 26,000 lbs. including the towed unit which has a gvwr of more than 10,000 lbs.
 - 3. Is designed to transport 16 or more passengers including the driver.
 - 4. Any size vehicle, which carries hazardous materials in quantities, that requires the vehicle to be placarded in accordance with the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).
- i. **Controlled Substance.** Controlled substances subject to testing may include cocaine, marijuana, opiates, amphetamines, phencyclidine, barbiturates, benzodiazepines, methadone, methohexalone, propoxyphene and any other substance designated to be a drug/controlled substance.
- j. **City Designated Representative (CDR).** Primary contact person to receive all information and/or reports from the Medical Review Officer, Breath Alcohol Technician, substance Abuse Professional and laboratory.
- k. **Covered Employee.** Employees in safety-sensitive positions, including CDL Operator.
- l. **Employee.** An incumbent of a City of Grantville position that is subject to the administrative or supervisory control of the Governing Body.
- m. **Gas Chromatography/Mass Spectrometry (GC/MS).** All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS). This test physically separates and fragments the compound so a fingerprint of the chemical or drug can be used. If the GC/MS results are negative regardless of a positive initial test, the test result will be reported as negative.

- n. **Job Applicant.** Any person who has filed an application for employment in accordance with the provisions of the Code of City of Grantville.
- o. **Medical Review Officer (MRO).** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- p. **Negative Alcohol Test.** A breath alcohol concentration of .00
- q. **Negative Drugs/Controlled Substances Test.** A specimen, which does not contain controlled substances at levels denoting a positive test or is not confirmed by GC/MS.
- r. **Non-Evidential alcohol Screening Devices.** Non-evidential alcohol screening test, performed using screening devices included by the National Highway Traffic Safety Administration on its conforming products list for non-evidential screening devices, may be used in lieu of EBTs to perform screening tests required by operating administrations' alcohol testing regulations. Non-evidential screening devices may not be used for confirmation alcohol tests, which must be conducted using EBTs.
- s. **On-Duty Time.** All time from the time an employee begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. As such, all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident or follow-up testing as directed by the City will be considered on-duty time.
- t. **Post-Accident Testing.** An alcohol and/or drugs/controlled substances test administered to a covered employee following an accident resulting in a fatality or an injury to themselves or to others or involving damage to a City vehicle or any vehicle or equipment used in the performance of City business.
- u. **Post-Officer Employment Test.** An alcohol and/or drugs/controlled substances test administered to an individual who has been offered employment in a city designated safety-sensitive position, including CDL positions. This test will be administered as part of the physical examination and will occur prior to the first time the individual performs a safety-sensitive function.
- v. **Positive Alcohol Test.** A breath alcohol concentration greater than .00.
- w. **Positive Drug/Controlled Substance Test.** A specimen containing controlled substances at levels, which exceed specified detectable amounts and are confirmed by BC/MS and reviewed by a certified MRO.

- x. **Random Testing.** An alcohol and/or drugs/controlled substances test administered to employees in safety-sensitive positions who have been randomly selected by a valid method from a pool of employees subject to testing under the policy.
- y. **Reasonable Suspicion.** An articulable belief based on specific objective facts and reasonable inferences drawn from those facts.
- z. **Reasonable Suspicion Testing.** A test administered to an employee as a result of a trained supervisor's or trained City official's reasonable belief that the employee has violated the drug, alcohol or controlled substances prohibitions of the Drug and Alcohol Testing Policy and/or the Drug and Alcohol Policy Statement. A reasonable suspicion determination must be based on specific, contemporaneous, articulable observations or patterns of behavior over a period of time made by a department head or trained supervisor who has undergone the training required by the City or by any other applicable law concerning the appearance, behavior, speech or body odors of the employee. Reasonable suspicion may also exist based upon off-duty conduct such as an arrest or conviction for drug or alcohol-related offenses. Department Heads or their designees must approve all reasonable suspicion testing and coordinate with the City- approved Testing Facility to have the appropriate tests completed which cannot be completed by the department.
- aa. **Refusal to Submit (to an alcohol and/or drugs/controlled substances test).** Refusals to submit to an alcohol and/or drugs/controlled substances test as defined herein will be considered to have received a positive test:
 - 1. Failure to provide an adequate amount of breath during testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
 - 2. Failure to provide adequate urine for drugs/controlled substances testing without a valid medical explanation after he or she has received notice of the requirement of urine testing.
 - 3. Engaging in conduct that obstructs or interferes with the testing process.
 - 4. Failure to be readily available for post-accident testing.
 - 5. Failure to report to collection site and/or undergo alcohol and drugs/controlled substances testing as required.
 - 6. Refusal to sign consent to test form.
- bb. **Rehabilitation Program.** An established program capable of providing expert identification, assessment, and resolution of employee drug or alcohol abuse in a confidential and timely manner. This service shall in all cases be provided by persons licensed or appropriately certified as health professionals to provide drug or alcohol rehabilitative services.
- cc. **Return to Duty Testing.** A test administered prior to an employee being permitted to return to duty, when the employee has violated the City's drug and alcohol testing policy.

- dd. Safety Sensitive Function.** An employee shall be considered to be performing “safety sensitive” functions whenever the employee regularly performs work where inattention to duty or errors in judgment while on duty will have the potential for significant risk of harm to the employee, other employees, or the general public. The Human Resources Director maintains a listing of those positions identified by the City as “Safety- Sensitive”.
- ee. Substance Abuse Professional (SAP).** A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drugs/controlled substances-related disorders.
- ff. Supervisor.** A management or supervisory employee of City of Grantville.
- gg. Trained Supervisor or Trained City Official.** A City supervisor or management employee who has received the requisite training in identifying the signs and symptoms of alcohol abuse and/or drugs/controlled substances abuse.
- hh. Under the Influence.** Having the presence of a drug or alcohol at or above the level of a positive test result as determined by blood, urine or breath test.

5. Prohibitions

A. Alcohol

1. Employees are prohibited from reporting for duty or remaining on duty when their ability to perform assigned functions is adversely affected by alcohol or when their breath alcohol concentration greater than .00. Employees are prohibited from possessing or using alcohol while on duty.
2. Covered employees are prohibited from performing safety-sensitive functions for 24 hours following an alcohol test result indicating an alcohol concentration of greater than .00. Employees should be informed that abstaining from alcohol for several hours prior to reporting to work does not necessarily result in a negative test.
3. Employees required to take a post-accident alcohol test are prohibited from using alcohol for eight (8) hours following the accident or until they undergo a post-accident alcohol test, whichever occurs first.
4. Employees are prohibited from refusing to submit to alcohol testing as set forth in this policy.

B. Drugs/Controlled Substances

1. Employees are prohibited from reporting for duty or remaining on duty when they use drugs/controlled substances, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect their ability to safely perform their duties.

2. Employees are prohibited from reporting for duty, remaining on duty or performing safety-sensitive functions if they test positive for illegal drugs/controlled substances.
3. Employees are prohibited from refusing to submit to drug testing as set forth in this policy.

C. Other Prohibitions and Requirements

1. Employees are prohibited from refusing to sign all forms required by the Drug and Alcohol Testing Policy and these Procedures. All employees will sign an Employee Acknowledgment Form for a copy of the City's Drug and Alcohol Testing Policy with associated materials upon receipt of the Policy and materials.
2. Employees are prohibited from failing to report a suspension of driver's license for operating a motor vehicle under the influence of alcohol, a controlled substance, a drug or any combination thereof when it is a requirement of their job to drive a City vehicle. Employees are prohibited from failing to report a conviction for operating a City motor vehicle or a motor vehicle operated in the performance of City business while under the influence of alcohol, drugs, a controlled substance or any combination thereof.
3. Employees are prohibited from failing to report a conviction for a violation of a criminal drug statute.
4. Employees are prohibited from failing to provide access to City owned vehicles, tool boxes, lockers, desks or other City supplied equipment after a determination that the covered employee is in violation of the provisions of this policy.
5. Employees are prohibited from obstructing or interfering with the administration of any drug or alcohol testing procedure.
6. Employees shall not engage in any conduct prohibited by the Drug and Alcohol Testing Policy or these procedures.
7. The abuse or misuse of prescription and/or non-prescription medication and/or the performance of duties while adversely under the influence of same is prohibited. Employees will not be allowed to work while taking prescription and/or non-prescription medication, if such use will adversely affect their ability to perform their duties safely and/or satisfactorily.
8. The unlawful manufacture, distribution, dispensing, possession or use of a drug, controlled substance, alcohol, or drug paraphernalia is strictly prohibited for all employees in the workplace, except as authorized in the performance an employee's official duties (e.g., undercover police officers).

6. Testing - General

- A. **Job Applicant Testing.** Job applicants offered safety-sensitive positions, including CDL positions, will be required to undergo a drug and alcohol test as part of the post-offer employment process. Any applicant is subject to reasonable suspicion testing, and refusal to submit to such testing will result in the termination of the application process.

- B. Current Employee Testing.** The City may require a current employee to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
1. a pattern of abnormal or erratic behavior;
 2. information of recent drug use provided by a reliable and credible source as judged by the City Manager;
 3. direct observation of drug or alcohol possession/use;
 4. presence of the physical symptoms of drug or alcohol use (i.e. glassy or bloodshot eyes, odor associated with alcohol beverage intake, slurred speech, poor coordination and/or reflexes, tremor); or
 5. patterns of behavior over a period of time that may indicate a substance abuse problem.
- C. Former Employee Testing.** Former City employees who were previously terminated for violation of the Drug and Alcohol testing Policy and/or these procedures will be disqualified from employment for one year and be required to show proof of successfully completing an appropriate treatment program before being eligible to have their application considered for City of Grantville employment. If offered employment, applicant will be required to undergo a drug and/or alcohol test resulting in a negative test as a condition of employment.
- D. Prior Notice of Testing.** The City will provide written notice of its drug and alcohol testing policy to all employees and job applicants.
- E. Consent.** Before a drug and/or alcohol test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to those City officials with a need to know. The consent form shall provide space for employees and applicants to acknowledge that they have been notified of the City's drug testing policy. Employees who refuse to sign a consent form will be considered as having a positive test.
- F. Refusal By Applicants To Take Test.** Applicants who refuse to consent or submit to a drug and/or alcohol test as defined in these procedures will be treated as if they had tested positive for illegal drugs and/or alcohol.
- G. Refusal By Employees To Take Test.** Employees who refuse to consent or submit to a drug and/or alcohol test as defined in these procedures will be treated as if they had tested positive for illegal drugs and/or alcohol.

7. Testing Requirements

A. Post-Offer Testing

1. Any applicant selected to a safety-sensitive position shall undergo testing for alcohol and drugs/controlled substances prior to engaging in any safety-sensitive duties. The alcohol test must indicate a concentration

level no greater than .00. The drugs/controlled substances test must indicate a negative test result. If the results do not meet these standards, the applicant will be disqualified for one year from the date of the test and must provide proof of successfully completing appropriate treatment before being eligible to have their application considered again for City of Grantville employment.

2. Current City employees who are not in a position classified as safety-sensitive but are promoted or transferred into a safety-sensitive position shall undergo alcohol and drugs/controlled substances tests. The alcohol test must indicate a concentration level no greater than .00. The drugs/controlled substances test must indicate a negative result. If the results do not meet these standards, the employee shall be disqualified from further consideration for any safety-sensitive position(s) for a period of one year and must provide proof of successfully completing appropriate treatment before being eligible for a safety-sensitive position again.
3. An individual applying for a safety-sensitive position shall, at the request of the City, provide written authorization from previous employers to release to the City any and all test results, including records of the individual's refusal to test, administered in accordance with the Federal Highway Manager's (FHWA) Rules and Regulations concerning drugs/controlled substances and alcohol use and testing.

B. Random Testing

1. No fewer than 25% of the average number of CDL and 25% of the average number of safety-sensitive positions shall undergo random alcohol testing in each calendar year.
2. No fewer than 25% of the average number of CDL and 50% of the average number of safety-sensitive positions shall undergo random drugs/controlled substances testing in each calendar year.
3. The selection of CDL operators for random testing, the timing and frequency of random tests and the number of CDL operators to be tested on any given day shall be determined by the Human Resources Director. The selection of CDL operators shall be by a valid method.
4. The selection of safety-sensitive employees for random testing, the timing and frequency of random tests and the number of safety-sensitive employees to be tested on any given day shall be determined by the Human Resources Director. The selection of covered employees for random testing shall be made by a valid method. All CDL operators who are in safety-sensitive positions shall have an equal chance of being selected for testing each time selections are made and can be tested under safety-sensitive and CDL categories.
5. Random alcohol and drugs/controlled substances tests shall be unannounced and shall be spread reasonably throughout the year.
6. Covered employees who are notified of selection for random alcohol and/or drugs controlled substances testing shall be required to proceed to the test site as instructed.

7. When randomly selected, a covered employee may be required to submit to either an alcohol or drugs/controlled substance test or both.

C. Reasonable Suspicion Testing

1. All reasonable suspicion testing of employees must be approved by the respective Department Head and the City Clerk's Office. If such approval is obtained, a City employee shall promptly submit to an alcohol and/or drugs/controlled substances test. If possible, whenever a trained supervisor or trained City official has a reasonable suspicion to believe that an employee has violated the alcohol and/or drugs/controlled substances prohibitions of the policy or these procedures, he/she should have a second supervisor or official witness the subject employee before seeking their department head's approval to test for reasonable suspicion.
2. After determination of reasonable suspicion, the alcohol test shall be administered within two hours unless the supervisor or City official prepares and maintains on file a record stating the reasons the test was not administered within that time. The test may be conducted up to 8 hours after the reasonable suspicion determination is made. If the test is not administered within eight hours after the determination, attempts to administer the test shall stop and the supervisor or City official shall record and maintain on file the reasons why the test was not conducted.
3. No City employee shall be subject to reasonable suspicion drug testing later than 32 hours following the determination that reasonable suspicion exists to require the covered employee to undergo such test. If the test is not administered within 32 hours after the reasonable suspicion determination, attempts to administer the test shall stop and the supervisor or City official shall record and maintain on file the reasons why the test was not conducted.
4. A trained supervisor or trained City official who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.
5. A written record shall be made of the observations leading to a drugs and/or alcohol reasonable suspicion test and shall be signed by the trained supervisor or trained City official who made the observations.
6. Safe transportation is to be provided for the employee to the testing site and his/her residence in the event of a positive test, and the employee is to be accompanied by a supervisor or his/her designee. An employee being tested because of reasonable suspicion will not be allowed to perform any duties until the results of the test(s) are available and confirmed negative.

D. Post-Accident Testing

1. A City employee shall be subject to post-accident alcohol and drugs/controlled substances testing within two hours following an accident when one or more of the following occurs:
 - a. there is a fatality;

- b. accident involving any city vehicle or equipment regardless of damage;
 - c. there is reasonable suspicion to believe that the employee's behavior or appearance may indicate alcohol or drug use. Blood alcohol and/or drugs/controlled substances test may be used if the employee is unable to submit to other testing or if hospital treatment is required.
2. A City employee subject to post-accident testing shall be subject to a breath alcohol test within 2 hours and not later than 8 hours following the accident and to a drugs/controlled substances test no later than 32 hours following the accident barring any emergency situation that would prevent testing within the required time frame. A supervisor or designee will transport the employee to the site for testing.
3. If an alcohol test is not administered within two hours following the accident, the trained supervisor or trained City official shall prepare and maintain on file a record stating the reasons the test was not administered. If an alcohol test is not administered within 8 hours following the accident, the trained supervisor or trained City official shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. If a drugs/controlled substances test is not administered within 32 hours following the accident, the trained supervisor or City official shall cease attempts to administer a drugs/controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.
4. A City employee who is subject to post-accident testing shall remain readily available for such testing or shall be deemed to have refused to submit to testing. Nothing herein shall be construed to require the delay of necessary medical attention or to prohibit the employee from leaving the scene of the accident for the period of time necessary to obtain assistance in responding to the accident, obtain necessary medical treatment for injured people, or to obtain materials necessary to secure the accident site.

E. Return-To-Duty Testing

If any employee has an alcohol test result indicating an alcohol concentration of greater than .00 but less than 0.04, the covered employee shall be prohibited from performing their job for a minimum of 24 hours. A covered employee shall be prohibited from returning to work until he or she has undergone a return to duty alcohol test with a test result of .00.

8. Testing Procedures

- A. Alcohol tests shall be administered by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing device (EBT) except that if the Department of Transportation Federal Highway Administration approves administration of tests by persons other than BAT's or approves the use of other methods or technologies for detecting the presence of alcohol, then the

administration of tests by such other persons and/or the use of such other methods or technologies shall be permitted under this policy. Alcohol testing shall be conducted in accordance with valid procedures.

- B. Drugs/Controlled Substances testing shall be conducted by a City approved Drugs/Controlled Substances testing site in accordance with valid procedures.

9. Training

A. Supervisor Training

1. The City will develop and conduct a program of training to assist supervisor personnel in identifying drug and alcohol use among employees. Such training will be directed toward helping supervisors to recognize the conduct and behavior giving rise to a reasonable suspicion of drug or alcohol use, to identify employees who may need drug counseling and employee assistance programs, and to be aware of those employees who pose an immediate safety threat.
2. Supervisors will sign a document acknowledging that they have received training in the detection of alcohol and/or drugs/controlled substances under reasonable suspicion, all information relative to the City Policy, these procedures, and other relevant information.
3. Supervisor training will be completed before alcohol and drug/controlled substances testing under these procedures will commence.
4. Appropriate refresher training will be conducted after completion of initial training.

B. Employee Training

1. The City will develop and conduct an educational training program for all employees to outline all required policies and procedures and to assist the employee with identifying problems with drugs and/or alcohol and to alert the employee of the potential consequences should the employee violate the policy.
2. Employees will sign a document acknowledging that they have received a copy of the Drug and Alcohol testing Policy and these procedures and have received training concerning the potential consequences should they violate the policy and/or procedures.
3. Employee training will be completed before alcohol and/or drugs/controlled substances testing under these procedures will commence and will be added to the City's New Employee 999 Training.

10. Discipline

Discipline will be administered in accordance with the City of Grantville Drug and Alcohol Testing Policy and the City of Grantville Personnel Policy Handbook.

11. Prescription/Non Prescription Drug Use

Employees using prescription medication while on the job shall do so in strict accordance with medical directions. Before performing work-related duties, employees must notify their supervisor in writing if they are taking any legally prescribed medication or therapeutic drug or any non-prescription drug which contains any amount of alcohol or which carries a warning label that indicates the employee's mental functioning, motor skills or judgment may be adversely affected by the use of the medication. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves of the use of the prescription medication while the employee is performing their duties. A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription or container label must include the patient's name, the name of the substance and the quantity/amount to be taken. The misuse or abuse of legal drugs while performing City business is prohibited. Employees who are not able to perform their duties will be required to use sick leave or annual leave during the period he/she is taking the medication. Employees who fail to notify their department or misuse/abuse prescription and/or non-prescription medication may be subject to disciplinary action, up to and including termination.

12. Confidentiality

All information from an employee's or applicant's drug and alcohol test is confidential and only those with a need to know are to be informed of test results. Information may be released to the decision makers of the proceedings initiated by or on behalf of the employee. This will include but not be limited to Workers' Compensation, unemployment compensation or other proceedings relating to a benefit sought by the employee. Disclosure of test results to any other person, agency or organization shall be prohibited unless required to by federal or state law or written authorization is obtained from the employee or job applicant. The results of a positive drug test shall not be released until the results are confirmed by the Medical Review Officer.

A RESOLUTION 2023-10

BE IT RESOLVED by the Mayor and City Council of the City of Grantville
that Richard Proctor is hereby appointed to serve as this City's voting delegate on
the Municipal Gas Authority of Georgia's Election Committee, with authority to cast all votes to
which this City is entitled. Casey Evans is appointed as alternate voting
delegate.

This 24 day of April, 2023.

CITY OF Grantville, GA

Mayor

Councilmember

Councilmember

ATTEST:

City Clerk

[SEAL]

TO: Municipal Gas Authority of Georgia Members
FROM: Bill Hatcher, Election Committee Chairman
DATE: March 20, 2023
RE: Initial Notice - 2023 Municipal Gas Authority of Georgia Annual Election

This is the initial notice that the 2023 Gas Authority Annual Election will be held on Friday, May 5, 2023 at 10:30 a.m. in conjunction with the Gas Authority 2023 Annual Membership Meeting in the Ballroom at The King & Prince Beach and Golf Resort - St. Simons Island, Georgia. Member voting delegates that are unable to attend the in-person meeting will have the opportunity to participate remotely, with details to follow.

Three board terms are expiring at the Annual Membership Meeting, positions currently held by Buddy Duke, Chuck Shaheen and Ken Usry.

If your delegate or alternate has changed from those named on the attached list, or if no delegate or alternate is listed for your City, a certified copy of a resolution naming a delegate and an alternate should be delivered, on or before Tuesday, May 2, 2023, to the following address:

Peter K. Floyd, Esq.
Alston & Bird LLP
One Atlantic Center
1201 West Peachtree Street
Atlanta, Georgia 30309-3424
Peter.floyd@alston.com

A sample resolution is attached for your convenience. Please check the attached delegate list to verify that your City's voting delegate and alternate are current.

The statute provides that nominations are taken live at the Election Committee meeting. If you would like to nominate a person to one of the open positions, please have your delegate or alternate participate in the meeting prepared to do so. You are also welcome to contact other Election Committee members (other Members' voting delegates) to advise them of your planned nominations in advance of the election.

As you know, we need 67% of the weighted vote for a quorum. Please be sure that your delegate will participate at the meeting. And, please remember that each delegate may represent only one city. Therefore, each city must appoint a separate delegate to the Election Committee.

Also, attached is a list showing the distribution of votes for your information along with a form to be completed by each Member indicating its intent to send a delegate to the Election to help us with planning the meeting and gathering a quorum. Please contact Peter Floyd at (404) 881-7810 or peter.floyd@alston.com or me at (912) 764-3525 with any questions.

cc: Mr. Arthur C. Corbin and Gas Authority Board Members

MEMBERS
MUNICIPAL GAS AUTHORITY
MEMBERSHIP ELECTION COMMITTEE
(Last Revised March 13, 2023)

MEMBER SYSTEM	ELECTION COMMITTEE REPRESENTATIVE	ELECTION COMMITTEE ALTERNATE
Adairsville	Steve Smith	Caleb Martin
Adel	Luther L. Duke III	John H. Flythe
Albany	Jim Deal	Ryshari Burley
Americus	David Wooden	Darrell King
Andersonville		
Ashburn	Joseph Adam Lavender	Demario Byrd
Bainbridge	Chris Hobby	Bo Ladner
Blakely	Danny Thomas Tye	Melinda Crook
Bowman	Roberta Rice	Loyd Ivester
Buford	Phillip Beard	Bryan Kerlin & Daren Perkins
Byron	Michael L. Chidester	Tiffany Bibb
Cairo	Rod Prince	Chris Addleton
Camilla	Steve Sykes	Mike Atkinson
Claxton	Terry Branch	Diane Parker
Cochran	Gary Ates	Jimmy Jones
Colquitt	Cory J. Thomas	Craig Tully
Commerce	Keith Burchett	James Wascher
Covington	Mike Jewell	John King
Dawson	William Tracy Hester	Joseph Carter
Decatur County	Alan Thomas	Pete Stephens
Doerun	Eddie Harp	Mike Blair
Donalsonville	Steven W. Hicks	Ronald Johnson
Douglas	Tony Paulk	Michael Hudson
Dublin	Matthew Bradshaw	Joshua W. Powell and Joshua E. Kight
Eatonton	Gary M. Sanders	Alvin Butts
Edison	Walt Pierce	Reeves Lane
Elberton	R. Daniel Graves	Lanier Dunn
Fitzgerald	Jeff Lewis	Robert Levenson
Fort Valley ¹	Chairman (current: Alre' Horton)	General Manager (current: Clay Walker)
Grantville	Doug Jewell Richard Proctor	Ruby Hines Casey Evans
Greensboro	Cory Williams	Larry Postell

¹ Appointed by title (Chairman and General Manager).

MUNICIPAL GAS AUTHORITY OF GEORGIA
 DISTRIBUTION OF VOTES FOR 2023
 ELECTION BY AUTHORITY GEORGIA MEMBERS

MEMBER	STANDARD VOTES	TOTAL MCF PIPELINE CAPACITY	% OF TOTAL	NUMBER OF VOTES	MCF GAS PURCHASED	% OF TOTAL	NUMBER OF VOTES	TOTAL NUMBER OF VOTES
Adairsville	1,000	4,610	1.28%	0.647	831,883	2.12%	1,402	3,248
Adel	1,000	1,095	0.30%	0.201	175,333	0.45%	0.264	1,465
Albany	1,000	15,817	4.63%	3.090	1,923,445	4.95%	2,884	6,384
Americus	1,000	2,578	0.72%	0.474	218,566	0.55%	0.329	1,803
Andersonville	1,000	62	0.02%	0.011	1,668	0.00%	0.003	1,014
Ashburn	1,000	502	0.14%	0.092	76,800	0.18%	0.116	1,208
Bainbridge	1,000	1,280	0.35%	0.202	726,320	0.52%	0.340	1,572
Blakely	1,000	684	0.25%	0.162	156,926	0.38%	0.236	1,396
Bozeman	1,000	120	0.03%	0.033	8,909	0.02%	0.018	1,048
Bulford	1,000	57,820	16.10%	10.625	3,587,844	8.18%	5,398	17,023
Byron	1,000	1,498	0.42%	0.275	274,978	0.63%	0.414	1,689
Case	1,000	1,251	0.35%	0.230	117,250	0.27%	0.176	1,406
Camilla	1,000	2,678	0.75%	0.492	502,797	1.15%	0.756	2,248
Claxton	1,000	1,023	0.28%	0.188	270,631	0.62%	0.407	1,595
Cochran	1,000	4,704	1.31%	0.864	638,379	1.45%	0.957	2,821
Colquit	1,000	140	0.04%	0.026	36,436	0.08%	0.055	1,081
Commerce	1,000	5,960	2.49%	1.547	1,371,415	3.13%	2,063	4,710
Covington	1,000	13,253	3.69%	2.435	2,251,351	5.13%	3,387	6,822
Dawson	1,000	1,252	0.35%	0.230	280,546	0.64%	0.422	1,652
Decatur County	1,000	249	0.07%	0.046	92,841	0.21%	0.140	1,186
Doerun	1,000	250	0.07%	0.046	43,723	0.10%	0.066	1,112
Donalsonville	1,000	250	0.07%	0.046	66,805	0.15%	0.100	1,146
Douglas	1,000	4,078	1.14%	0.750	803,589	1.83%	1,209	2,959
Dublin	1,000	8,904	2.48%	1.636	3,187,842	7.27%	4,706	7,432
Eatonville	1,000	3,021	0.84%	0.557	120,607	0.27%	0.181	1,738
Edison	1,000	250	0.07%	0.046	33,072	0.08%	0.050	1,006
Eherton	1,000	4,740	1.32%	0.871	362,238	0.83%	0.545	2,410
Fitzgerald	1,000	3,159	0.88%	0.581	826,619	1.88%	1,244	2,825
Fort Valley	1,000	4,490	1.25%	0.829	536,388	1.22%	0.807	2,632
Grantville	1,000	518	0.14%	0.095	29,356	0.07%	0.045	1,140
Greensboro	1,000	3,615	1.01%	0.664	823,047	1.88%	1,238	2,902
Hartwell	1,000	5,483	1.52%	1.004	617,235	1.41%	0.929	2,933
Hawkinsville	1,000	6,012	1.67%	1.105	1,217,780	2.78%	1,832	3,637
Hogansville	1,000	1,599	0.45%	0.294	101,169	0.23%	0.152	1,446
LaFayette	1,000	3,229	0.90%	0.593	249,985	0.57%	0.376	1,969
Lawrenceville	1,000	68,743	19.58%	12.265	4,246,197	9.68%	6,388	19,653
Louisville	1,000	1,062	0.30%	0.195	104,879	0.24%	0.158	1,353
Lumpkin	1,000	164	0.05%	0.030	17,215	0.04%	0.026	1,086
Madison	1,000	3,263	1.10%	0.728	361,726	0.82%	0.544	2,272
Macon	1,000	2,179	0.61%	0.400	385,008	0.81%	0.534	1,934
Manroe	1,000	5,084	1.42%	0.934	357,258	0.81%	0.537	2,471
Monticello	1,000	1,200	0.36%	0.237	67,356	0.15%	0.101	1,338
Moultrie	1,000	2,202	0.61%	0.405	305,746	0.70%	0.460	1,865
Nashville	1,000	986	0.27%	0.181	209,726	0.48%	0.316	1,497
Pelham	1,000	483	0.13%	0.089	33,693	0.08%	0.051	1,140
Perry	1,000	7,745	2.15%	1.423	1,095,634	2.29%	1,513	3,936
Quitman	1,000	885	0.24%	0.159	110,403	0.25%	0.168	1,325
Royston	1,000	4,045	1.13%	0.743	276,717	0.63%	0.416	2,159
Social Circle	1,000	4,073	1.13%	0.748	654,091	1.49%	0.984	2,732
Spaulding	1,000	722	0.20%	0.133	65,441	0.15%	0.098	1,231
Statesboro	1,000	3,519	0.98%	0.647	533,208	1.22%	0.802	2,449
Sugar Hill	1,000	14,792	4.12%	2.718	847,194	1.93%	1,275	4,893
Summersville	1,000	5,713	1.59%	1.050	687,007	1.57%	1.034	3,084
Sylvania	1,000	975	0.27%	0.179	721,258	1.64%	1.085	2,284
Sylvester	1,000	1,027	0.29%	0.189	60,887	0.14%	0.092	1,281
Thomasville	1,000	3,018	0.84%	0.554	453,803	1.03%	0.683	2,237
Thomson	1,000	3,462	0.96%	0.636	1,177,068	2.68%	1,771	3,407
Tifton	1,000	3,238	0.90%	0.565	566,150	1.29%	0.852	2,447
Toccoa	1,000	10,535	2.93%	1.938	1,307,802	2.98%	1,968	4,904
Trion	1,000	3,035	0.85%	0.558	794,879	1.81%	1,196	2,784
Union Point	1,000	228	0.06%	0.042	66,760	0.22%	0.146	1,188
Vienna	1,000	638	0.23%	0.154	151,138	0.34%	0.227	1,381
Warner Robins	1,000	23,479	6.84%	4.316	4,721,768	10.76%	7,104	12,429
Waynesboro	1,000	1,819	0.51%	0.334	124,156	0.28%	0.182	1,521
West Point	1,000	2,001	0.56%	0.368	119,283	0.27%	0.179	1,547
Winder	1,000	3,472	0.96%	1.741	1,171,605	2.67%	1,763	4,504
TOTALS	68,000	359,157	100.00%	68,000	43,869,091	100.00%	68,000	198,000

NOTES TO VOTE SCHEDULE:

Balance fractional shares: Total MCF Pipeline Capacity Column (E); Added .001 to Warner Robins to adjust rounding for Mid State Energy Allocation Purchases Votes Column (F); Added 0.0001 to Warner Robins to adjust rounding for Mid State Energy Allocation

Definitions:

MCF Demand: Firm services to the citygate, including one-part capacity, peaking services, delivered supply, and seasonal capacity purchased or (sold)

MCF Purchased: Gas volumes purchased by a city from the Authority for resale to its customers; excludes enduser transportation volumes.

Other notes:

Union Point split with Greensboro based on sales data furnished by Tri County Natural Gas

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CITY OF GRANTVILLE, GA
CITY COUNCIL MEETING

APRIL 10, 2023

AGENDA ITEM

REQUESTED APRIL 4, 2023
BY COUNCILMEMBER DEE LATIMORE BERRY, DLB

SUBMITTED TO: MAYOR RICHARD PROCTOR & CITY MANAGER

TITLE - CONSIDER RECOMMENDATION FOR PROCESSING VOLUNTEERS FOR BOARDS/ADVISORY COMMITTEES

REQUIRED INFORMATION:

1. Title and description of item - CONSIDER RECOMMENDATION FOR PROCESSING VOLUNTEERS FOR BOARDS/ADVISORY COMMITTEES
2. Reason for item - COMPLIANCE WITH CHARTER, MUNICIPAL CODE SECTIONS AND STATE CODE SECTIONS
3. Description of benefit to citizens of Grantville. - TRANSPARENCY & EFFICIENCY IN OPERATION OF CITY ADMINISTRATION, CLARIFY REQUIREMENTS FOR ANYONE INTERESTED IN HOLDING POSITIONS IN MUNICIPAL GOVERNMENT, APPROPRIATE TRAINING OF VOLUNTEERS NEEDED TO EXECUTE DUTIES & RESPONSIBILITIES
4. Resources required
 1. Human capital - CITY CLERK'S OFFICE STAFF
 2. Cost of initial project - EXPENSE OF ADVERTISEMENT/POSTING OF VACANCIES, CUSTOMER SERVICE FOR INQUIRIES, PROCESSING APPLICANTS INFORMATION, IDENTIFICATION, PHOTO ID, ADMINISTER OATH OF OFFICE OF APPOINTEES, RECORDS FILE FOR EACH OFFICER APPOINTED BY CITY COUNCIL, NOTIFICATION RE. TERM OF OFFICE, COMPILATION & PUBLICATION OF BOARD/ADVISORY COMMITTEE HANDBOOK
 3. Need for ongoing cost, both human and monetary - EXPENSE OF ANNUAL LEGAL NOTICE/ADVERTISEMENT OF BOARD/ADVISORY COMMITTEE VACANCIES, ONGOING SUPPORT OF VOLUNTEERS, ANNUAL BOARD/ADVISORY COMMITTEE TRAINING & AWARDS CEREMONY, CERTIFICATE RECOGNITION OF SERVICE
 4. Proposal on where the cost comes from in the budget - CITY CLERK, CITY COUNCIL, BOARDS/ADVISORY COMMITTEES, ADMINISTRATION
 5. Impact to future budget and taxes - SAVINGS OF TIME OF CITY CLERK'S OFFICE IN EFFICIENCY, APPROPRIATE USE OF RESOURCES, MINIMIZE LEGAL FEES
5. Time frame for delivery of project - IMMEDIATE

Sec. 3.09. - Oath of office.

Before a person takes any office in the city government, he shall take, subscribe to, and file with the city clerk the following oath or affirmation:

"I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and the State of Georgia; that I will, in all respects, observe the provisions of the charter and ordinances of the City of Grantville, and that I will faithfully discharge the duties of the office of _____."

Sec. 3.10. - Official bond.

The mayor and every officer, agent, and employee of the city having duties embracing the receipt, disbursement, custody or handling of money, and other officers and employees, as may be required by ordinance, shall give a fidelity bond or faithful performance bond, as provided by ordinance, with some surety company authorized to do business in the State of Georgia, as surety, in such amount as shall be prescribed by ordinance, all such bonds and sureties hereto shall be subject to approval by the council. The costs of such bonds shall be paid by the city. All such bonds shall be kept in the custody of the city manager or city clerk except that the city manager's (or in the case of the city clerk) bond shall be in the custody of the mayor.

Sec. 2-172. - Definitions.

As used in this article, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

City official or official unless otherwise expressly defined does not include city employees, but does mean the mayor, members of the city council, city manager, city clerk, and all appointed officers and persons holding positions designated by the city charter. The terms also include all individuals, including city employees, appointed by the mayor and/or city council, as appropriate, to city authorities, commissions, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the city council.

2010 Georgia Code
TITLE 50 - STATE GOVERNMENT
CHAPTER 14 - OPEN AND PUBLIC
MEETINGS

§ 50-14-1 - Meetings to be open to public; limitation on action to contest agency action; recording; notice of time and place; access to minutes; telecommunications conferences

O.C.G.A. 50-14-1 (2010)

50-14-1. Meetings to be open to public; limitation on action to contest agency action; recording; notice of time and place; access to minutes; telecommunications conferences

(a) As used in this chapter, the term:

(1) "Agency" means:

(A) Every state department, agency, board, bureau, commission, public corporation, and authority;

(B) Every county, municipal corporation, school district, or other political subdivision of this state;

(C) Every department, agency, board, bureau, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of the state;

(D) Every city, county, regional, or other authority established pursuant to the laws of this state; and

(E) Any nonprofit organization to which there is a direct allocation of tax funds made by the governing authority of any agency as defined in this paragraph and which allocation constitutes more than 33 1/3 percent of the funds from all sources of such organization; provided, however, that this subparagraph shall not include hospitals, nursing homes, dispensers of pharmaceutical products, or any other type organization, person, or firm furnishing medical or health services to a citizen for which they receive reimbursement from the state whether directly or indirectly; nor shall this term include a subagency or

affiliate of such a nonprofit organization from or through which the allocation of tax funds is made.

(2) "Meeting" means the gathering of a quorum of the members of the governing body of an agency or of any committee of its members created by such governing body, whether standing or special, pursuant to schedule, call, or notice of or from such governing body or committee or an authorized member, at a designated time and place at which any public matter, official business, or policy of the agency is to be discussed or presented or at which official action is to be taken or, in the case of a committee, recommendations on any public matter, official business, or policy to the governing body are to be formulated, presented, or discussed. The assembling together of a quorum of the members of a governing body or committee for the purpose of making inspections of physical facilities under the jurisdiction of such agency or for the purposes of meeting with the governing bodies, officers, agents, or employees of other agencies at places outside the geographical jurisdiction of an agency and at which no final official action is to be taken shall not be deemed a "meeting."

(b) Except as otherwise provided by law, all meetings as defined in subsection (a) of this Code section shall be open to the public. Any resolution, rule, regulation, ordinance, or other official action of an agency adopted, taken, or made at a meeting which is not open to the public as required by this chapter shall not be binding. Any action contesting a resolution, rule, regulation, ordinance, or other formal action of an agency based on an alleged violation of this provision must be commenced within 90 days of the date such contested action was taken, provided that any action under this chapter contesting a zoning decision of a local governing authority shall be commenced within the time allowed by law for appeal of such zoning decision.

(c) The public at all times shall be afforded access to meetings declared open to the public pursuant to subsection (b) of this Code section. Visual, sound, and visual and sound recording during open meetings shall be permitted.

(d) Every agency shall prescribe the time, place, and dates of regular meetings of the agency. Such information shall be available to the general public and a notice containing such information shall be posted and maintained in a conspicuous place available to the public at the regular meeting place of the agency. Meetings shall be held in accordance with a regular schedule, but nothing in this subsection shall preclude an agency from canceling or postponing any regularly scheduled meeting. Whenever any meeting required to be open to the public is to be held at a time or place other than at the time and place prescribed for regular meetings, the agency shall give due notice thereof. "Due notice" shall be the posting of a written notice for at least 24 hours at the place of regular meetings and giving of written or oral notice at least 24 hours in advance of the meeting to the legal organ in which notices of sheriff's sales are published in the county where regular meetings are held or at the option of the agency to a newspaper having a general circulation in said county at least equal to that of the legal organ; provided, however, that in counties where the legal organ is published less often than four times weekly "due notice" shall be the posting of a written notice for at least 24 hours at the place of regular meetings and, upon written request from any local broadcast or print media outlet whose place of business and physical facilities are located in the county, notice by telephone or facsimile to that requesting media outlet at

least 24 hours in advance of the called meeting. When special circumstances occur and are so declared by an agency, that agency may hold a meeting with less than 24 hours' notice upon giving such notice of the meeting and subjects expected to be considered at the meeting as is reasonable under the circumstances including notice to said county legal organ or a newspaper having a general circulation in the county at least equal to that of the legal organ, in which event the reason for holding the meeting within 24 hours and the nature of the notice shall be recorded in the minutes. Whenever notice is given to a legal organ or other newspaper, that publication shall immediately make the information available upon inquiry to any member of the public. Any oral notice required or permitted by this subsection may be given by telephone.

(e)(1) Prior to any meeting, the agency holding such meeting shall make available an agenda of all matters expected to come before the agency at such meeting. The agenda shall be available upon request and shall be posted at the meeting site, as far in advance of the meeting as reasonably possible, but shall not be required to be available more than two weeks prior to the meeting and shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting. Failure to include on the agenda an item which becomes necessary to address during the course of a meeting shall not preclude considering and acting upon such item.

(2) A summary of the subjects acted on and those members present at a meeting of any agency shall be written and made available to the public for inspection within two business days of the adjournment of a meeting of any agency. The minutes of a meeting of any agency shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency, but in no case later than immediately following the next regular meeting of the agency; provided, however, nothing contained in this chapter shall prohibit the earlier release of minutes, whether approved by the agency or not. Said minutes shall, as a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll-call vote the name of each person voting for or against a proposal shall be recorded and in all other cases it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

(f) An agency with state-wide jurisdiction shall be authorized to conduct meetings by telecommunications conference, provided that any such meeting is conducted in compliance with this chapter.

2020 Georgia Code
Title 36 - Local Government
Chapter 33 - Liability of Municipal
Corporations for Acts or Omissions
§ 36-33-4. Personal Liability of
Councilmembers and Other Municipal
Officers

Universal Citation: GA Code § 36-33-4 (2020)

Members of the council and other officers of a municipal corporation shall be personally liable to one who sustains special damages as the result of any official act of such officers if done oppressively, maliciously, corruptly, or without authority of law.

(Civil Code 1895, § 752; Civil Code 1910, § 901; Code 1933, § 69-208.)