



EMPLOYEE HANDBOOK

**Mayor
Charles (Chuck) Jordan**

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CITY OF GREENVILLE HANDBOOK

WELCOME

This handbook has been prepared by the Greenville City Council and is their means of welcoming you as a new city employee. Hopefully, this book will be informative to you and will assist you, as a city employee, in serving the citizenry. Part of the goal of this handbook is to describe the generous benefits you receive as well as your job responsibilities. With the wide variety of jobs, services, and responsibilities involved in City government, it is impossible to answer all the questions you may have. Consult with your department head or the Human Resources Director about specific questions you may have. It is hoped that your career opportunity with the city will be a fruitful one not only for you, but also for those who enjoy living and working in a proud community. Employee/Employer cooperation is essential in the development of our job responsibilities and the achievement of making Greenville the great Delta City that it is.

CHUCK JORDAN, MAYOR

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(REVISED BY CITY COUNCIL 08/20/02)

GENERAL PROVISIONS

PURPOSE:

The purpose of this handbook is to set forth principles and procedures that are to be followed by the City of Greenville in a fair and impartial administration of its personnel program. It is designed to serve as a general guide for employees of the City of Greenville. Employees may contact the Human Resources Department for more specific details. **This handbook is not a contract but rather serves as a source of information to you during your employment with the City of Greenville.**

DUTIES AND RESPONSIBILITIES:

Each employee of the City of Greenville is employed and trained to provide efficient, effective and necessary services to the citizenry; therefore, it is imperative that we are courteous and impartial in our manner. Fellow citizens who do business with us evaluate us each day either in person, by letter, or by phone. Friendly and efficient service to the public earns personal respect as well as respect for the city operation as a whole. When you meet the public by phone, it is important to answer promptly in a pleasant and efficient tone. Rude remarks, quick answers, or an unpleasant attitude, which gives a bad impression, will not be tolerated.

Correspondence from the city should be informative, accurate, and should show an interest in the problem at hand. Always consider your oral and written communication from the standpoint of the person who receives it, as they will make judgment not only on you but the whole city operation. Use courteous titles, such as Mr., Mrs., or Ms. when addressing the public, be neat in appearance, courteous in manner, and knowledgeable of the topic being discussed. If, at any time, you have a suggestion that may enhance the operation of the city, please submit your suggestion, in writing, to the Mayor's Office or the Human Resources Department.

DUTY ASSIGNMENTS/SCHOOL ASSIGNMENTS:

All employees of the City after receiving duties, assignments, and school training assignments, will attend and respond accordingly to those directives as assigned. No employee will vacate or absent himself/herself from those duties, assignments, and school training unless properly relieved or directed. In the event of an emergency such as severe personal illness or death in the family, the employee must notify his/her supervisor as well as instructional supervisor as soon as reasonably possible to be considered properly relieved from the school assignment or assignment of duty. Failure to secure proper relief or deliberate failure to complete the assignment will result in termination.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Greenville actively seeks qualified employees without regard to their race, creed, color, religion, sex, age, national origin, disability or veteran status and does not discriminate on such bases. The sole determining factor for employment and promotion is the selection of the best-suited applicant for the position. The selection is based on experience, education, qualifications, skill, training and temperament. The City of Greenville is an equal opportunity employer (EEO).

SOLICITATION:

In order to maintain a businesslike atmosphere and prevent intimidation of employees concerning the private collection of money by solicitation, it is the policy of the City of Greenville to prohibit any solicitations during the normal working hours of employees. Normal working hours include the working time of both the soliciting employee and the employee being solicited. Normal working time does not include break periods, meal times or off-duty periods, such as before or after shifts.

Community fund-raising activities, such as the United Way, may be allowed through an organized effort and with prior approval of the City Council.

RECORDS:

All permanent records on active employees will be maintained in the Human Resources Department. These records are maintained in accord with the law. Copies of commendations and discipline reports will be recorded in the personnel files. Individual personnel records may be reviewed in the Human Resources Department by obtaining permission from your supervisor and making an appointment with the Human Resources Director.

EMPLOYEE BENEFITS

The City of Greenville offers several benefits to employees, which are supplemental to their regular compensation. These benefits are at least as valuable as their cash equivalent and sometimes greater because of city contributions.

The City of Greenville provides each full-time employee with health insurance coverage with a minimum cost of \$25.00 per month to the employee. Health coverage for dependents is available through payroll deduction at the employee's expense.

The City of Greenville provides each full-time employee with a life insurance policy of \$15,000.00 with an accidental death benefits rider of \$25,000.00.

The health insurance and life insurance that is paid by the City of Greenville as a benefit goes into effect the first day of the first month following 60 days of employment.

Employees who are covered by the city's health insurance plan have certain rights at the time of termination to elect continued coverage for a limited time. This coverage is afforded to the employee and dependents covered at the time the coverage terminates due to the qualifying event. Please inquire with the Human Resources Department regarding details of this provision when necessary.

Retirees of the City of Greenville are eligible for health insurance coverage, at retiree's expense, if they have 25 years of PERS service or if they are age 60 with a minimum of 10 years of service to the City of Greenville. Coverage automatically discontinues when the retiree reaches age 65 or is eligible for Medicare. This coverage is for health insurance only; it does not apply to life insurance. Retirees may elect dependent coverage.

The City of Greenville participates in the Public Employees Retirement System of Mississippi. Employees are required to deposit 9% of their gross income into the retirement system and the City of Greenville contributes an additional 12%. Employees are required to have eight years of service with any covered agency to be considered a vested member, **EFFECTIVE JULY 1, 2007**. All employees hired prior to July 1, 2007 are vested under the old rule, which stated an employee is vested after four years of service. For more information on the Public Employees Retirement System (PERS) please contact the Human Resources Department or refer to your PERS Member Handbook.

Employees of the City of Greenville are eligible to participate in the MS Deferred Compensation Plan & Trust. This is a supplemental retirement savings plan regulated under Section 457 of the Internal Revenue Code. The MS Deferred Compensation Plan is offered through the Public Employees Retirement System of Mississippi. For more information please contact the Human Resources Department.

The City of Greenville is a member of the Mid-Delta Credit Union. The Mid-Delta Credit Union offers various types of loans at competitive interest rates and repayment through payroll deduction. Furthermore, the Mid-Delta Credit Union pays competitive dividends on the member's savings account balance. For more information please contact the Human Resources Department.

Employees of the City of Greenville may, through payroll deduction, purchase additional insurance policies such as life insurance, dental insurance, vision insurance, cancer insurance, accidental insurance, disability insurance, etc. For more information please contact the Human Resources Department.

The City of Greenville also participates in a cafeteria plan that offers a tax savings on all insurance premiums paid through payroll deduction. For more information please contact the Human Resources Department.

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(REVISED BY CITY COUNCIL 08/20/02)

EMPLOYMENT

Being one of the largest employers in our area, the City of Greenville has several classifications of employees, as follows:

PROBATIONARY PERIOD:

Each employee of the city is hired on a conditional basis. The newly-hired individual will be serving for the first 12 months in a probationary status. A department head will observe and evaluate the service of that employee and determine whether a satisfactory degree of proficiency has been met during that probationary period. The employment relationship may be severed during this period for any reason with no right of grievance. After the probationary period, employees will be employed on an at-will basis, meaning that either the City or the employee may terminate the employment relationship at any time with or without cause. **There are no contractual agreements between the City of Greenville and an employee after the initial 12 months of employment. The at-will nature of employment may not be modified except in a writing signed by the Mayor.**

At any time during employment, an employee is subject to being placed on probation for inadequate performance or improper behavior. Employees are placed on probation for designated periods of time to correct recognized performance shortcomings that they are able and willing to correct.

FULL-TIME:

An employee of the City of Greenville who regularly works an average of 20 hours or more per week and is not employed as a temporary or part-time employee will be considered a full-time employee.

PART-TIME:

On occasion, the City of Greenville may develop a need for a part-time employee. That type of employment is defined as working less than $\frac{3}{4}$ of the regular full-time work week. Although this employment may be full-time in duration, it will be classified as part-time and no fringe benefits will apply unless mandated by State or Federal Laws.

TEMPORARY:

In the absence of a full-time employee or on occasion when temporary help is needed, the City of Greenville will hire temporary full/part-time employees. Temporary positions are those where the duration of employment will not exceed six (6) months and no fringe benefits will apply.

COMPENSATION

A vital part of employment is certainly the compensation received by an employee for their work. The City of Greenville generally compensates each employee in one of two categories - hourly or salary.

Hourly employees are those employees who are paid a specified rate for each hour of work during a pay period. Overtime at the rate of time and a half is afforded when properly directed or authorized by a department head and in accordance with the Fair Labor Standards Act (FLSA). In most cases, with the Fire Department and Police Department excluded, overtime begins after an employee actually works 40 hours in a workweek.

Salaried employees are those employees who are paid a fixed amount for the workweek or period. Certain employees in this category may still be eligible for overtime compensation after actually working 40 hours per week. Employees engaged in law enforcement or fire protection activities, overtime calculates at 1 ½ times beyond 212 hours in the case of firefighters and 171 hours in the case of law enforcement.

Employees employed in the capacity of administrative, executive, or professional capacities are exempt for the overtime requirements of the Fair Labor Standards Act.

Our Employee Classification Plan and Budget dictate whether an employee is exempt or not. If you have any questions regarding your classification please contact the Human Resources Department.

No work is allowed before the workday begins, after the workday ends, or during lunch periods unless specifically approved by the appropriate supervisor. A need must exist that cannot be handled by employees in non-overtime status. Overtime must be approved by department head, in advance, with detailed record keeping of reason and amount of time per employee. Failure to obtain proper authorization prior to working overtime will result in disciplinary action.

EXEMPT EMPLOYEES:

In compliance with the FLSA, an employee will be considered exempt if he/she regularly receives a predetermined amount constituting all or part of his/her compensation that is not subject to reduction because of variations in the quality or quantity of the work performed. Subject to the exception provided by the applicable regulations, the employee must receive his/her full salary for any week in which he/she performs any work without regard to the number of days or hours worked.

In the event an exempt employee is required in a pay period to **actually** work **20** additional hours in excess of their normal schedule due to a situation being declared an emergency and/or disaster by the Mayor and City Council he/she may be given time off at the discretion of the Department Head/Mayor/City Council.

The following positions will be treated as exempt under the FLSA:

Department Heads, Division Chiefs, Assistant Fire Chiefs, Fire Marshall, Fire Training Officer, Assistant Police Chief, Police Captains, City Attorney, Fleet Manager, Golf Course Manager, Street Supervisor II, Street Supervisor IV, Water/Sewer Plant Supervisor, Water/Sewer Supervisor, Water Maintenance Supervisor, Pump Station Supervisor, Sewer Maintenance Supervisor, IT, Waste Water Treatment Plant Manager, Chemist, Municipal Court Judge, Prosecuting Attorney, Public Defender

The City reserves the right to, on a case-by-case basis to treat other positions as exempt under the FLSA.

COMPENSATORY LEAVE

PURPOSE:

The City Greenville is currently suffering from severe budgetary restraints. In order to maintain current staffing levels, the City Greenville will have to eliminate all payment of overtime compensation in all departments except those that operate 24-hour per day and considered essential operations (for example: Police Department, Fire Department, Water Plant, and Waste Water Treatment Plant). In order to achieve this, the City of Greenville will pay the employee in compensatory time off at a rate of one and one-half hours for each hour of overtime worked. Each employee will be asked to sign a comp-time consent form. The employees who sign the consent will hereafter be paid solely under the City's comp time policy, set forth below. The employees who do not choose to sign the comp time consent will not be approved for overtime opportunities.

POLICY:

In order to minimize the cost of overtime, non-exempt employees in all departments except those that operate 24-hours per day and considered essential operations will be required to take compensatory time off (comp time) in lieu of overtime payments. Non-exempt employees will be entitled to one and one-half times the amount of overtime hours the non-exempt employees work, in comp time off. Non-exempt Police and Fire Officers may accrue no more than 480 hours of comp time, and all other employees may accrue no more than 240 hours of comp time. However, in order to prevent the excessive accrual of comp time, all non-exempt employees will be required to schedule their unused comp time after they have accrued 20 hours of comp time. If an employee does not schedule his/her unused comp time within a week after reaching 20 hours of accrued comp time, the City will schedule the unused comp time for the employee. When an employee requests to use comp time within a reasonable time, comp time will be deducted before any hours are deducted from accrued sick and/or vacation. Upon termination of employment, any employee with accrued comp time will be paid for all accrued comp time at the higher rate of (1) their average rate during the last three years of employment, or (2) their final regular rate.

TIME CLOCK OR SIGN-IN SHEETS- PAYROLL RECORD KEEPING SYSTEM:

PURPOSE:

To develop a uniform policy to govern and document the compensable hours worked for each city employee covered by the FLSA.

POLICY:

Employees not specifically exempt under the Fair Labor Standards Act, or covered by provisions allowing other time keeping methods set by the City Council, will be required to participate in a time keeping system to insure the correct payment of wages for all compensable time worked. The following rules are set to govern the general operation of such system.

1. Employees will punch in or sign-in at the commencement of all work periods, including those interrupted for any reason for more than 15 minutes. The following are some examples of punch-in/sign-in requirements:
 - A. Beginning of shift.
 - B. Beginning lunch period.
2. For their own convenience, employees may, but are not required to, arrive at work no earlier than 15 minutes prior to the commencement of the work period. If an employee chooses to arrive up to 15 minutes prior to their prescribed shift, they are to perform no work unless specifically authorized by their supervisor. In such case, the employee must clock in prior to commencing work. Working off the clock is strictly prohibited, as is performing work outside one's scheduled hours of work without prior authorization. Employees working off the clock or working unauthorized hours will be subject to disciplinary action up to and including termination.

3. Employees will punch-out/sign-out each occasion when they absent themselves from the workplace for any business other than city related business. Employees will punch-out/sign-out on each occasion where, for personal reasons, they absent themselves from work for any period exceeding 20- minutes. Employees are allowed two unpaid, 20- minute breaks during a normal eight-hour shift. Normal restroom or hygiene breaks are allowed without a reduction in time accumulation.

All time worked over 40 hours in a workweek (except for exempt employees); in a one-week work period will be compensated at the overtime rate of one and one- half times the regular rate. Employees engaged in law enforcement and fire protection activities with 28-consecutive-day work periods are entitled to one and one-half times their regular rate of pay if they work excess hours. For fire protection employees, overtime must be paid for hours worked beyond 212 hours during the 28-day work period; for law enforcement employees, working more than 171 hours during the 28-day work period triggers the overtime premium (according to the Fair Labor Standards Act). All overtime worked must be pre-approved by the employees' immediate supervisor except in an emergency or unavoidable situation.

EMPLOYEE STATUS

PROMOTIONS:

Promotions are a vital part of the training and preparation of employees to fill vacancies in the workforce. In all cases of vacancies before they are filled, the department head or his/her designee and the Human Resources Director are encouraged to review departmental employees who have gained insight and familiarity with a position and consider the filling of that position by promotion.

Non-departmental employees who possess specified skills or training may also be considered to fill a vacant position. Any employee who feels qualified is encouraged to request consideration for promotion by application through the Human Resources Department.

This process is not only to improve employee earnings and status, but also to locate qualified applicants from the workforce. Upward mobility within the workforce is encouraged through this process.

TRANSFERS:

Transfers within the workforce may also be considered when vacancies exist. Lateral transfers or transfers to a lower job status and pay grade are not encouraged unless extenuating circumstances occur.

The primary consideration for job transfers will be solely to benefit the operation of the City as determined by the Human Resources Director and the involved department head.

DEMOTIONS:

Demotions may occur in any workforce as warranted. Reasons where a demotion may be considered include, but are not limited to: (1) a position may be abolished; (2) an employee has been identified as not being fully qualified, (3) a voluntary request by the employee. Demotions must be deemed to be serving the best interest of the City before allowed.

Demotions should be avoided by proper foresight on the part of the employee and the supervisor through improved individual training and the development of better work habits and performance.

DISCIPLINARY ACTION

Each employee of the City of Greenville is responsible for performing at an acceptable level. This standard includes not only performance, but also attitude, personal conduct, and acceptable work habits. A high degree of efficiency is also required to accomplish our tasks. On some occasions these standards may deteriorate toward unacceptable levels. When this occurs, a form of discipline must be imposed in order to improve performance and insure the continued employee's employment. This action, when administered, should be for corrective measures, which benefit the employee as well as the City of Greenville. It is hoped that close supervision with occasional oral correction or discipline may be imposed depending on the circumstances surrounding the incident and the past performance of the employee. The following is a non-exhaustive list of unacceptable actions, which merit disciplinary action followed by a specific violation list with proper disciplinary action to be taken.

DISCIPLINARY DEFINITIONS:

- (1) **Written Reprimand:** A written synopsis of an incident with expected improvement.
- (2) **Suspension:** Refusal to let an employee work for a specific period of time without pay.
- (3) **Dismissal:** An involuntary termination of employment.
- (4) **Demotion:** The placement of an employee in a position of less responsibility and compensation.
- (5) **Transfer:** The permanent movement of an employee from one position or department to another for disciplinary reasons.

All disciplinary actions, including verbal warnings, should be documented and placed in the personnel file of the employee maintained in the Human Resources Department. The employee must execute all disciplinary actions. If an employee refuses to execute a disciplinary action, the department head will note the refusal with an explanation and two witnesses' signature. The employee should be provided with a copy of any disciplinary action for his/her records.

EXAMPLES OF SPECIFIC VIOLATIONS AND DISCIPLINARY ACTIONS

(1) Engaging in horseplay, running, scuffling, or throwing things.

1st Offense: Written warning with possible suspension

2nd Offense: Suspension for 1-week without pay

3rd Offense: Discharge

(2) Failure to observe parking and traffic regulations while operating city owned vehicle/equipment.

Refer to Vehicle Policy

(3) Unexcused tardiness.

Refer to Tardy Policy

(4) Unauthorized absence.

1st Offense: Written warning with possible suspension

2nd Offense: Suspended 1-week without pay

3rd Offense: Discharge

(5) Operating use, or possession of machines, tools, or equipment not assigned to the employee or performing other than assigned work.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(6) Dereliction of duty, refusing to perform job assignment or leaving place of work during working hours without permission.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(7) Posting, altering, or removing any matter on bulletin boards or city property unless specifically authorized.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(8) Gambling on premises.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(9) Violating a safety rule or safety practice.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(10) Use or possession of another employee's tools without his/her consent.

1st Offense: Written warning with possible suspension

2nd Offense: Discharge

(11) Carelessness affecting personal safety.

1st Offense: Written warning

2nd Offense: 3-Day suspension without pay

3rd Offense: Discharge

(12) Threatening, intimidating, coercing, verbal harassment or interfering with fellow employees.

1st Offense: Written warning

2nd Offense: 3-Day suspension without pay

3rd Offense: Discharge

(13) Vending, soliciting, or collecting contributions for any purpose unless authorized by Mayor/City Council.

1st Offense: Written warning

2nd Offense: 3-Day suspension without pay

3rd Offense: Discharge

(14) Distributing unauthorized written or printed matter of any description during work hours.

1st Offense: Written warning
2nd Offense: 3-Day suspension
3rd Offense: Discharge

(15) Knowingly punching time clock or altering another employee's time card or sign-in sheet.

1st Offense: 3-Day suspension without pay
2nd Offense: Discharge

(16) Possessing firearms or explosives on city premises without authorization.

1st Offense: Discharge

(17) Theft of any city, government, or employee property.

1st Offense: Discharge

(18) Removal of articles from city property without authorization.

1st Offense: Discharge

(19) Drinking any alcoholic beverage or using any illegal drugs on the premises or during work hours.

1st Offense: Discharge

(20) Engaging in sabotage or espionage.

1st Offense: Discharge

(21) Immoral conduct or indecency.

1st Offense: Discharge

(22) Refusal to accept job assignments.

1st Offense: Discharge (Assumed Resigned)

(23) Conviction of criminal activities.

(24) Taking or receiving of any fee, gift, gratuity, or valuable thing in the course of work to apply to personal gain or in expectation of consideration.

NOTE: The accumulation by any employee of three (3) written notices or disciplinary penalties of any kind, at the discretion of the department head, may be cause for discharge.

An employee can be discharged at any time, without regard to the preceding steps, if he/she commits an offense for which immediate discharge is specified as a penalty or if, in the City's sole judgment, the employee's continued presence would be contrary to the wellbeing of the City of Greenville or any of its employees.

These rules do not represent every conceivable type of offense, but reflects those most frequently encountered. Misconduct not specifically described in these guidelines will be handled, at the sole discretion of the City, as warranted by the circumstances of the case involved. Penalties imposed as a result of infractions of the rules may be modified by the City. Likewise, flagrant infractions of the Rules of Conduct may result in action of greater severity than shown above.

POLICIES

WORKERS COMPENSATION CLAIMS

The City of Greenville provides worker's compensation insurance to protect each employee with benefits provided by Mississippi State Law. Only on the job injuries are reported under worker's compensation coverage. All on the job injuries, no matter how small or insignificant as they may appear, must be reported to your supervisor, who must file an accident report with the Human Resources Department within the working days of the occurrence.

Payroll for an on the job injury requiring the employee to be transported to a hospital or doctor's office for treatment will be payable through the time the employee is relieved from work. If the injured employee returns to work during the same shift, a full shift's pay will be allowed.

In the past an employee who is injured on the job has been allowed to receive Workers' Compensation pay after the first five (5) days of the reported injury in addition to 100% of their regular wages which equates to a total 166% in pay. The employee will now be allowed to earn a total of 100% in compensation, which means they will receive 66 and 2/3% of their wages up to \$427.00 per week with the other 1/3 being paid through their sick, annual leave or accumulated comp time (if applicable) to equal 100% their normal salary. Accumulation of sick and annual leave is prohibited from accruing during periods of Workers' Comp.

According to the Attorney General for the State of Mississippi, the City may not pay an employee for days missed due to an injury received while on duty unless the employee is using accumulated leave time, sick or vacation. Employees are entitled to receive sick-vacation-leave benefits and worker's compensation benefits simultaneously; however, when an employee has exhausted all accumulated vacation/sick leave then he/she will only receive benefits from the worker's compensation carrier.

MEDICAL OPINION – RETURN TO WORK

PURPOSE:

To uniformly administer the re-entrance of an employee to the workforce after being absent due to medical reasons.

POLICY:

An employee who is required by a doctor to absent him/herself from their work assignment for medical reasons must, before returning to work, present to the Human Resources Department a written release from their doctor, except as mandated by the Family Medical Leave Act. Follow-up treatment, follow-up opinions, or medical release opinions will be at the employee's expense unless the medical problem is work related and is covered by the worker's compensation carrier.

Diagnoses, opinions, treatment records, and work releases will become a part of the employee's confidential medical file. These records will be confidential and used only on a "need to know" basis.

EXPENSE REIMBURSEMENT POLICY

PURPOSE:

To see that employees are reimbursed for actual expenses, which are incurred due to official city business. To insure that adequate records are maintained to verify and identify all reimbursable expenses.

POLICY:

All legitimate expenses incurred by employees in the course of performing the duties of his/her job, may be claimed for reimbursement. Certain expenses, which are listed below, are automatically reimbursed by the City Clerk upon receipt of an expense claim on the prescribed form.

1. Meals ó Reasonable meal expenses incurred when traveling on City business are allowable. Meals purchased before or after commencement or termination of travel are not allowable.
2. Room ó Motel/Hotel bills are restricted to room rate and applicable taxes.
3. Registration Fees ó Admission charged for budgeted or approved functions.
4. Mileage ó Actual travel miles including òin townö business mileage may be claimed on personal vehicles at the rate allowable under Federal tax law.
5. Other - Actual legitimate expenses which are defined on form.

FORMS:

- (1) City of Greenville Expenses Voucher
- (2) Monthly Vehicle Report for employees authorized monthly travel expenses.

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(REVISED BY CITY COUNCIL 08/20/02)

TRAVEL POLICY – OVERNIGHT

PURPOSE:

To uniformly authorize travel by city employees for specified purposes.

POLICY:

All trips made by city employees to engage themselves in training, research, or other bona fide purposes must be specifically authorized by the City Council prior to commencement if such trip necessitates a prolonged stay which exceeds one day away from that employee's regular work assignment. Department heads may authorize trips of one day when there is a necessity and benefit to the city and the employee involved. Examples of trips requiring Council approval are:

Fire or Police training, overnight city or municipal convention, equipment inspection, etc.

ADVERTISEMENT OF JOB VACANCIES

PURPOSE:

To insure that adequate advertising of job vacancies has been accomplished; to attract the most qualified applicant for a position; to insure that the general public has knowledge of and equal opportunity to make application for the vacant position.

POLICY:

When applicants are sought to fill a managerial and supervisory position, advertising will be placed in the local newspaper for area coverage. Notices will be posted in all city buildings. When broader coverage is desired, the Mississippi Employment Security Office, City's website, internet, and newspaper advertising may be utilized. All vacancies in the Fire Department will continue to be advertised.

EMPLOYMENT ACTION

PURPOSE:

To insure uniformity of employment in all departments of the City; to insure equal consideration of all applicants; to assist each department in employing the most qualified individual applying for a position; and to comply with Federal laws, regulations, and required record keeping.

POLICY:

In the event of a vacancy in a department, other than department heads and their assignments, the department will contact the Human Resources Director requesting interviews with qualified individuals seeking employment. The Human Resources Director will, upon receipt of such request, see that adequate public notice of such vacancy is made. This notice will insure the city of attracting qualified individuals to fill the vacancy and that the general public of this geographic area has had ample notice of such vacancy and that an equal opportunity for application and employment has been given to any qualified and interested individual. Upon completion of interviews, an employment panel consisting of the department head of the department which contains the vacancy to be filled or his/her designee, the Human Resources Director, and the Mayor; each of whom will have one vote and will select the individual to fill the vacancy.

FORMS:

Personnel Action Request

RELATIVES OF EMPLOYEES

PURPOSE:

To avoid any appearance of favoritism in hiring and promotions.

POLICY:

The City of Greenville will refrain from employing, within the same department, immediate family members (within the 3rd degree) of current employees or relatives who maintain residence with current employees and gain support from that arrangement. The only exception for this policy will be for the Department of Public Works, which will be restricted only by divisions and not by the department in its entirety.

For the purposes of this policy, the 3rd degree of relationship will be defined as parents, grandparents, great-grandparents, siblings, children of siblings, children of aforementioned, children, grandchildren, or great-grandchildren.

RESIDENCE OF EMPLOYEES

PURPOSE:

To insure that all employees are readily available for duty and for any emergency that may arise outside normal working hours. This does not imply that emergency personnel are on a stand-by or on-call program, but that they are reasonably available for an emergency situation.

POLICY:

It will be the policy of the City of Greenville to require all emergency personnel (firefighters and police officers) to reside within a 60-mile radius of the city limits of Greenville.

Violation of this ordinance by emergency personnel (firefighter or law enforcement officer) will result in termination of employment.

EMPLOYMENT VERIFICATION & REFERENCE REQUEST

PURPOSE:

To insure the accuracy of information pertaining to an employee's current/previous employment information as well as compliance with federal laws.

POLICY:

The Human Resources Department will complete all employment verification and reference request.

NEPOTISM POLICY

PURPOSE:

To insure a fair and non-partial program for selection of employees by the City of Greenville, compliance by the City of Greenville with existing state laws, and to re-emphasize the policy of equal and nondiscriminatory practices in the employment process.

POLICY:

It will be the policy of the City of Greenville that no employees empowered with the power to hire is allowed to cast a vote to hire any person related to him/her by blood or marriage within the third degree as computed by the rule of civil law.

This policy is not intended to restrict or prohibit the employment of a person in any department in any position. It is designed to prevent a possible misuse of the hiring power designated to a city employee.

Collateral Reference: Mississippi Code 1972, Annotated 25-1-53

PERFORMANCE APPRAISAL

Your compensation and your advancement will be based on your performance. It is the City's goal to help you achieve an acceptable and rewarding level of performance.

RULES & REGULATIONS OF PERFORMANCE EVALUATION

SECTION A. GENERAL

1. Purpose: This section contains a Personnel Performance Appraisal System for the City of Greenville, as required by the Personnel Policies and Procedures.
2. Policy: Every covered employee shall be appraised at least once annually. This appraisal will be based on a comparison of the employee's performance of the position's duties (elements) with the performance standards that have been established for these duties. In annual planning sessions, the employee will assist the supervisor in the identification of important job or position elements. The employee will also assist the supervisor in the development of performance standards for the elements. At the beginning of each appraisal, the performance elements and standards shall be communicated to the employee in writing. During the appraisal period, the supervisor and the employee will communicate on the extent to which performance standards are being met. The formal appraisal, including the summary (overall) rating, shall be made in writing using the forms provided.

The appraisal will be discussed with the employee and used as a basis for personnel actions.

3. Key Terms and Definitions

- a. Performance - An employee's behavior on the job. More specifically, an employee's degree of accomplishment of assigned tasks, duties, or responsibilities.

- b. Performance Appraisal ó The process of comparing an employee's performance against pre-established written standards of performance in order to arrive at a numerical rating.
- c. Essential Element ó A major duty, responsibility or task which is important to success in a position. An essential element may comprise more than one individual task. Collectively, essential elements cover the major duties of the position.
- d. Task ó A basic unit of an employee's work that is performed. It is an identifiable job behavior that constitutes a necessary step in the performance of a job duty or responsibility.
- e. Performance Standard ó A description of a level of achievement for the performance elements of a position. Most standards will measure the quantity of work, the quality of work, and/or the timeliness of the work.
- f. Performance Levels ó The adjectives, adverbs, or modifying phrases applied to each performance element used to indicate the level of performance, e.g., unsatisfactory, minimally satisfactory, fully successful, highly successful, and outstanding.
- g. Appraisal Period ó The appraisal period is a defined period of time over which it is intended that a supervisor and an employee will work with a set of elements and standards for the job in question. At the end of this period, an appraisal report will be completed on the employee.
- h. Rating Supervisor ó The person who evaluates the performance of an employee and who assigns the summary rating. Normally, this person will be the employee's supervisor.
- i. Reviewing Official ó the person who approves/disapproves the performance elements, standards, and the ratings given to the rated employee. Normally, this person will be the rating supervisor's supervisor.

- j. Review Committee ó A designated group of city officials who could be convened to make final decisions regarding performance elements, performance standards, and final appraisal ratings. A Review Committee will consist of one peer employee, two department heads from other departments and the Human Resources Director.
- k. Narrative Appraisal ó A written and/or verbal description of an employee's rating.
- l. Summary Performance Rating ó An overall rating. This is determined by averaging the element ratings.

SECTION B: FORMAL APPRAISAL

1. Eligibility for Performance Appraisal -

- a. An employee will have been in a position for at least 90 days before receiving a summary performance rating. The rating official should have identified performance elements, established performance standards, and communicated to the employee at least 90 days before the summary performance rating.
- b. The rating supervisor for an employee will usually be considered to be the last person to have supervised the employee for a period of 60 days or more at the time the appraisal is due.
- c. A supervisor who leaves his/her position should submit appraisals for all supervised employees to the reviewing official. At the discretion of the reviewing official, these appraisals will be transferred to the employee's new rating supervisor for combining with additional ratings for the annual performance appraisal report.
- d. An employee who is detailed or temporarily assigned to a different position for a period expected to be at least 60 days will be assigned the elements and standards for the new position for the purpose of appraisal. The development and communication of these elements and standards will follow the guidelines discussed above. Upon completion of the detail or

temporary assignment, the employee will receive a written performance appraisal by the supervisor of that employee in the new assignment.

e. If the temporary assignment is less than 60 days, the employee's regular supervisor will be the rating supervisor of record.

f. When an employee remains in the same position, but has not been supervised by any one supervisor, the employee will receive an appraisal from the reviewing official, in consultation with the temporary supervisors during this period. The supervisor of the reviewing supervisor will review the ratings.

g. In the event an employee receives more than one written performance appraisal during the appraisal period, the rating supervisor shall combine the results of all appraisal.

2. Frequency of Appraisals -

a. Performance appraisal should be an ongoing process. It is an essential part of a healthy and productive relationship between employees and supervisors. Supervisors and employees should communicate on a daily basis, when possible, concerning performance, achievement of overall objectives, and specific work products.

b. A formal appraisal and summary rating is required annually for each employee. The first appraisal period begins on the day the employee enters the position and ends on the last day of that year, unless the employee has not been in a position for 90 days. In the latter case, the summary rating will be due 90 days after the employee's first day on the job. Subsequently, summary appraisals will be due within two weeks of the end of the calendar year. Probationary employees will receive a formal appraisal and summary rating after six months in the probationary status and at the end of the first year. Planning sessions for the end of the previous appraisal shall be completed within two weeks of the end of the previous appraisal period.

3. Operation of Appraisal System

a. Evaluation of performance requires open communication between employees and supervisors. Supervisors should encourage openness of communications. Ideally, feedback on performance should be given as soon as possible after the performance.

b. Performance appraisals will be based upon performance elements and standards for the position (job). Formal appraisals are made annually. The elements, standards, and annual appraisals for employees will be in writing. Employees are to assist supervisors to an appropriate degree in the identification of performance elements and the development of standards. Elements and standards will be communicated to employees and documented at the beginning of a rating period. The annual ratings will be used as a basis for personnel actions.

c. The appraisal process begins with the establishment of performance elements and standards for each element. Although the supervisor is ultimately responsible for the establishment of elements and standards, this should be done in collaboration with the employee. It is desirable that the supervisor and employee agree on these elements and standards. This process should be completed within two weeks after the start of the appraisal period. Elements and standards should be documented on the Performance Appraisal Form. Signature of supervisor and employee are required on this form to show that the planning session was conducted and that the elements and standards were communicated to the employee by the supervisor. The signature of the reviewing official is also required to indicate that this official has reviewed the elements and standards and approves them. The supervisor and employee should initial any subsequent changes.

d. Periodic review and feedback should be conducted during the appraisal period. Review and update of performance elements should be conducted during these sessions. It should be recognized that job demands and requirements may change during the appraisal period. Areas of performance, which call for improvement should be identified during these sessions.

These review and feedback sessions should be conducted every six months, at a minimum, during the appraisal period.

e. Supervisors should keep an Employee Performance Folder on employees that they directly supervise. This folder should contain performance elements and standards, any narrative statements about performance of the employee, examples of work (work products) of the employee, and any other material the supervisor considers relevant to job performance. This folder shall be subject to review by the employee at the time of appraisal. **THE SUPERVISOR SHALL PROVIDE COPIES OF ALL INFORMATION IN THIS FOLDER TO THE HUMAN RESOURCES DEPARTMENT.**

f. The supervisor will conduct a formal appraisal interview with the employee. The end of the appraisal interview may be used for conducting the planning sessions for the following appraisal period.

SUSPENSION: WITHOUT PAY/FELONY INVOLVEMENT

PURPOSE:

To insure that the interest of the general public is not jeopardized or compromised due to an employee of the city being charged with a crime or with acts which are inconsistent with the City of Greenville employment practices.

ILLEGAL ACTIVITIES

POLICY:

Any employee arrested for an unlawful act or deed directly or indirectly affecting the employee's job performance such as, but not limited to, possession or use of illegal drugs; driving under the influence of alcohol; excessive use of alcohol or other substances that result in public drunkenness; or such other act that will adversely affect the City's integrity such as, but not limited to, stealing, receiving stolen property, or any felony or criminal act shall be suspended without pay pending a suspension hearing before full City Council at the next available council meeting. Such suspension shall not be less than one (1) week nor shall more than six (6) workweeks (in increments of workweeks) during any twelve (12) month period. The twelve (12) month period shall begin with the first day of the suspension. Upon such conviction, the employee shall be terminated. However, favorable disposition, employee shall be immediately returned to work.

When an employee is charged with felony involvement that has job related implication, he/she shall be placed on suspension without pay. Any employee, who is bound to the Grand Jury for indictment consideration will, immediately after arraignment, be placed on a suspension from work without pay if that charge is found to have job-related implications as determined by the involved Department Head, the Human Resources Director, and/or the Mayor.

When an employee is arrested and/or indicted for felony involvement and placed on suspension without pay, all insurance benefits paid the by the City of Greenville should cease at the first of the month following the arrest and/or indictment. Continuation of coverage will be offered to the suspended employee for health insurance under COBRA. If the suspended

employee is reinstated to his/her position, all insurance benefits and lost pay will be reinstated the first of the month following the return date.

DURATION OF SUSPENSIONS

No suspension without pay shall be for a longer period than the next meeting of the City Council, either regular or special, at which time the suspension may be extended or terminated at the discretion of the City Council.

GARNISHMENTS

PURPOSE:

To insure a fair and non-partial procedure in the management of garnishment responsibilities of the City of Greenville toward any affected employee. This policy also insures the burden of garnishment administration is legally and fairly distributed between the city business department and the individual employee affected.

POLICY:

It will be the policy of the City of Greenville to abide by the Federal Wage Garnishment Law, a copy of which is located in the office of the City Clerk. A permanent record of garnishment served against an employee will be placed in the personnel record of the employee.

REFERENCES:

U.S. Department of Labor Publication #1324

U.S. Department of Labor letter dated 11/08/77

City of Greenville cover letter

GRIEVANCE PROCEDURE

PURPOSE:

To insure that each employee has the opportunity to voice their position or opposition to management practices with the primary purpose being to improve and enhance the managerial policy of the city.

POLICY:

In the event an employee of the City of Greenville feels aggrieved with a managerial policy, practice or position, that employee may be offered a reasonable explanation of that position by a request, within 90 days through the normal supervisory/managerial chain of command. The managerial chain of command will be as follows:

1. Immediate Supervisor
2. Department Head or Human Resources Director
3. Mayor
4. City Council (by agenda request)

In the event an employee of the City of Greenville feels aggrieved with a disciplinary action, that employee may appeal the disciplinary action to the Mayor and Human Resources Director by notifying the Human Resources Department, in writing, within five (5) business days of the disciplinary action. In the event the employee continues to feel aggrieved, he/she may appeal the disciplinary action to the City Council by notifying the Human Resources Department, in writing, within five (5) business days of the meeting with the Mayor and the Human Resources Director. The Human Resources Director will place the matter on the City Council Agenda for the next regular scheduled meeting.

TARDINESS – REPORTING TO DUTY

PURPOSE

To maintain a prompt and attentive workforce during the prescribed duty hours set forth by the departmental needs and to insure the fair and impartial treatment of all employees regarding reporting work.

POLICY

Tardiness places an unfair burden on other employees. All employees are expected to report for work promptly at the place and time designed by their supervisor. All tardy infractions will be documented. All offenses will be calculated on a 365-day basis. In the event an employee is working at the request of another employee, all penalties will be charged to the employee who is actually listed on the duty roster.

First Offense: The first incident of a tardy infraction will be documented on a Tardy Infraction Documentation Report and the employee will be encouraged to report to work on time.

Second Offense: The second incident of a tardy infraction within a 365-day period will be documented on a Tardy Infraction Documentation Report and the employee will receive a written reprimand.

Third Offense: The third incident of a tardy infraction within a 365-day period will result in a one (1) day/one (1) shift suspension without pay.

Fourth Offense: The fourth incident of a tardy infraction within 365-day period will result in the employee being served a Pre-Termination Notice or Termination Notice should the employee be serving in the probationary period.

A tardy infraction is defined as any unexcused late reporting for duty. The Department Head has the authority to make the determination as to whether a tardy infraction will be considered excused or unexcused. All excused tardy infractions must be documented with the Department Head

making the appropriate notation on the Tardy Infraction Documentation Report in the "Action Taken" section.

No employee will be allowed to intentionally punch any time card/clock or sign in/out on the departmental sign-in sheet for any employee other than himself/herself. No employee will allow any employee other than his/her immediate supervisor to punch/clock-in or alter his/her time card or sign-in sheet. Violation of this regulation will result in termination.

No employee will perform any service or work for the benefit of the City of Greenville unless the employee has properly clocked in/signed in or made special arrangements for time accumulation to be recorded.

Each covered employee will be compensated for all work performed for the City of Greenville at the applicable hourly rate and in accordance with the Fair Labor Standards Act.

Supervisors may adjust time cards or time sheets for legitimate corrections; however, all time adjustments should be initialed.

HARASSMENT

POLICY

The City of Greenville is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, disability or any other legally protected characteristic will not be tolerated. This prohibition includes any conduct which, whether intentional or unintentional, harasses, intimidates, ridicules or insults an employee, staff member or student because of the individuals protected status. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual or other harassment is unwelcome by the recipient.

No employee or third party will be subjected to discrimination, harassment, intimidation, ridicule or insult from a member of management, a fellow employee or a third party because of the employee's sex, race, age, disability or other protected status. The City is committed to taking prompt remedial action to halt such conduct and to prevent its reoccurrence. All complaints or reports of inappropriate conduct will be investigated and appropriate remedial action taken, including disciplinary action where warranted. An individual who makes unwelcome advances, threatens or in any way harasses another may be personally liable for such actions and their consequences, including discipline, loss of employment, damages, and legal expenses.

Although it is impossible to list all actions which are inappropriate, conduct or comments which are unwelcome and offensive to the recipient may constitute harassment and are not properly a part of our work environment. The following are some examples of inappropriate conduct which The City will not tolerate. You are to report such conduct immediately.

Sexual Harassment

Any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment is strictly prohibited. Also prohibited are subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation (or refusal) of a sexual nature will have any affect on the person's employment, job assignment, wages, promotion or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to the following:

1. repeated sexual flirtations, advances or propositions from or to employees or third parties;
2. continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or the display of sexually suggestive objects or pictures, including e-mail;
3. any uninvited physical contact or touching, such as patting, pinching, etc.

Inappropriate Conduct

Inappropriate conduct, whether verbal or physical, will not be tolerated. All members of management have the responsibility and duty to take immediate corrective action to stop any such inappropriate conduct and to report it to the Human Resources Director. Anyone engaging in unlawful harassment or other inappropriate conduct will be subject to disciplinary action, up to and including termination of employment.

Non-Retaliation

Retaliation against an employee who has made or assisted in a complaint of discrimination or harassment or participated in an investigation of such conduct is strictly prohibited and provides separate grounds for discipline, up to and including termination. It is vital to report any incidents of retaliation, harassment or perceived discrimination in order that the City can investigate the matter and take action accordingly.

Procedure for Handling Complaints of Harassment and Other Types of Discrimination

The City cannot respond to sexual or other harassment or discrimination claims of which it is not aware; nor can it respond to mere rumors. Thus, it is imperative for an employee with a concern involving discrimination or harassment to promptly make use of the complaint procedure in this policy. If any employee believes that another employee is engaging in inappropriate conduct, is the recipient of unwelcome, offensive conduct or observes such conduct among others, that employee must bring the matter directly to the immediate attention of the City before it becomes severe or pervasive **by reporting the behavior to his or her Supervisor or, if the employee is uncomfortable talking with his or her Supervisor or, if the Supervisor takes no action, the Director of Human Resources.**

An investigation will be conducted as soon as possible. Confidentiality will be guarded to the extent possible, although it may be necessary to discuss the allegations in order to conduct a thorough and fair investigation. If the investigation confirms the allegations, the City may take disciplinary action up to and including discharge.

If, after the investigation, the complaining individual experiences continued harassment or retaliation, the complaining employee must contact his or her Supervisor or Human Resources immediately.

ABSOLUTE SCHOOL ATTENDANCE PROGRAM POLICY

PURPOSE

To formulate an equitable policy which will facilitate a need of an employee while allowing the maintenance of the employee/employer relationship.

POLICY

So that affected employees may comply with any public or private school board's regulations concerning the ASAP (Absolute School Attendance Program), the City of Greenville will allow its employees personal-leave time of three hours or less to attend conferences and/or hearings.

FIRST OCCURRENCE: May be charged to vacation time or comp time if accumulations of time exist. In the event the employee does not elect to charge time to vacation or comp time leave he/she may make up missed time within 30 days by coming in early, working during lunch, etc.

SECOND OCCURRENCE: Any employee who is ordered by the School Officials to attend a conference and/or hearing will be given an excused absence for the time missed and will not be paid for said time. An employee will not be allowed to charge missed time due to a second occurrence to vacation and/or comp time leave.

THIRD OCCURRENCE: Any employee who is ordered by the School officials to attend a conference and/or hearing will be given an excused absence without pay for the entire work day and said time cannot be charged to vacation and/or comp time leave.

** The School Officials will notify the Human Resources Department of any employee being ordered to attend a conference and/or hearing and same will be noted in personnel file.

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(REVISED BY CITY COUNCIL 08/20/02)

FUND RAISING POLICY

PURPOSE

To allow City Council the opportunity to properly advise the public of all fundraising activities conducted by City employees and departments, but which are not sanctioned or promoted by City government.

POLICY

All fundraising by City employees or department shall be subject to the following:

1. No city resources (uniforms, vehicles, gasoline, etc.) shall be used for fundraising purposes.
2. All advertisements and communication with regard to auxiliary functions and fundraising must disclaim that such function or fundraising has any official relationship to the City Council.
3. All auxiliary functions and fundraising projects (i.e. calendar sales, conventions, fish-fry, smoke detector sales etc.) must be pre-approved by the City Council.
4. The public position of any department head or employee shall not be utilized in order to leverage funds from the community.
5. Bank accounts or other documents in connection with any fundraising project or auxiliary function shall have no relationship to the workplace, shall not be housed at the workplace, and shall not be worked on during hours of regular employment.
6. Solicitation of the fund-raising event must comply with the City's solicitation policy.

Any violation of this policy shall result in a reprimand and will include suspension from duty without pay.

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(REVISED BY CITY COUNCIL 08/20/02)

TERMINATION ACTION

PURPOSE

To insure a uniform policy in all departments regarding the termination of employees.

POLICY

Department heads may terminate employees within their department at their discretion. Examples of termination reasons may include, but are not limited to the following: Failure to perform job duties; tardiness or absenteeism; violations of department or city policy. A pre-termination notice will be given to the employee by the department head specifying the reasons for the proposed termination. The employee will have two (2) business days to respond in writing to the reasons specified in the pre-termination notice and will be afforded an opportunity to appear before the department head with respect to the potential termination. During the pre-termination hearing, the employee will be entitled to examine any witnesses who support the reasons for termination and present witnesses or evidence in support of non-termination.

Following the pre-termination hearing, the department head may terminate, discipline, or discontinue the termination process as the facts may require. In the event of termination of the employee, notice will be given immediately to the Human Resources Director on a prescribed form entitled "Termination Notice." A copy of the termination notice notifying the employee of the reason for termination will be delivered at the time of discharge.

In the event the discharged employee feels aggrieved by the department head's decision, he/she may appeal to the Mayor and Human Resources Director, who will review the case but may render advisory recommendations only to the department head making the termination. The employee will be advised of his/her right to be represented by counsel and to present witnesses or evidence on his/her behalf. However, the employee

must notify the Human Resources Department, in writing, within five (5) business days of the date of discharge. The Human Resources Director will schedule a date and time for the employee to present his/her appeal to the Mayor and Human Resources Director within five (5) business days of said request.

The employee may either accept or reject the advisory recommendation of the Mayor and Human Resources Director by appealing directly to the City Council within five (5) business days of said meeting by notifying the Human Resources Department, in writing. All employee termination grievances to the City Council must be preceded by an advisory recommendation from the Mayor and Human Resources Director as set by the directions of this policy. Process for this appeal will be by request of the discharged employee to the Human Resources Department for his/her name and business to be placed on the agenda for the next City Council meeting. In the event the terminated employee or his/her representative cannot attend the next regularly scheduled City Council meeting, the matter will be placed on the next regularly scheduled City Council meeting. All termination appeals must be completed no later than the second regularly scheduled City Council meeting following the advisory recommendation of the Mayor and Human Resources Director. The decision of the City Council in all matters involving personnel will be final.

ABSENTEEISM

Any employee who absents himself from his working assignment for three consecutive days or working periods will be considered terminated by voluntary resignation, unless he/she has reported the absence to his/her immediate supervisor.

When a 3-day unexcused absence occurs, a Personnel Action Request must be filled out and turned in to become a permanent record. The supervisor turning in such a request will state which days were missed and that no excuse or notice of absence has been received. The termination will become effective on the date the request is turned in.

Sick leave or annual leaves may both be considered excused absences, but must be properly reported to be claimed an excused absence. Annual leave must be requested two weeks in advance of the date to be taken and must be approved by the employee's department head. Sick leave must be reported to the employee's supervisor within the first eight hours of the absence to be claimed as an excused absence.

ANNUAL LEAVE PAYMENT END OF EMPLOYMENT

PURPOSE

To establish a policy which will insure proper payment and accounting at the termination of an employee's employment.

POLICY

The termination date of all employees must be inclusive of all accumulated annual leave. A termination date may not have added days after that date as annual leave "pay off." The termination date and the last day of employment must be the same.

In no case can an employee receive compensation of Personal Leave Time in excess of 30 days. However, an employee can have any accumulated unpaid leave time applied to service time through the Public Employees' Retirement System.

DEATH IN FAMILY

PURPOSE

To formulate an equitable policy which will facilitate the needs of an employee following a death in the family while allowing the maintenance of the employee/employer relationship.

POLICY

In the event of death of an employee's immediate family member, that employee may be granted up to three (3) days off their job as a bereavement period with pay. Any additional time off must be without pay with the permission and scheduling of the department head. Any or all accumulated vacation may be used in conjunction with the aforementioned time off.

For the purposes of this policy, "immediate family member" shall be defined as mother, father, child, spouse, brother, sister, stepparents, stepsister, stepbrother, and grandparents.

HOLIDAY FOR CITY EMPLOYEES

PURPOSE

To establish definite holidays for city employees which will assist department heads in the planning and operation of their departments. To insure that each employee will be aware of his/her time off due to holidays.

POLICY

The following days are declared holidays for all city employees and will be observed in every case where possible by the closing of city departments. Employees will receive compensation for these days at their regular prescribed rate. The City of Greenville will only pay holiday pay to those employees who actually work on the holiday, not the substituted day. Where a department must remain open, those employees who work will be compensated their regular pay plus one additional day's pay. No holiday pay will be allowed for employees working on a temporary or part-time assignment.

HOLIDAYS TO BE OBSERVED

New Year's Day
Martin Luther King Day
Federal Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

When a holiday falls on a Saturday or Sunday, it will be observed on the nearest workday to the holiday unless specifically changed by order of the City Council.

MILITARY LEAVE

Leave of absences for military duty will be granted to employees in accordance with federal law. Employees who are called to active short-term duty such as weekend and summer camp duty will be paid the difference in the amounts received (including travel pay, housing and any other monies received) for military duty and regular income.

Employees who are called on long term active duty will be placed on an unpaid personal leave of absence. However, they are eligible for reinstatement by The City of Greenville, if they meet certain requirements specified by the Uniformed Services Employment and Reemployment Rights Act. Any employee called to active duty should immediately notify Human Resources and his/ her Manager.

EMPLOYEE SICK LEAVE BIWEEKLY PAYROLL

PURPOSE

To assist employees in bearing the burden of illness.

POLICY

All persons employed by the City of Greenville who will earn one (1) day per month sick leave with pay. The accumulation of sick leave will be carried over from year to year.

An employee must be employed for one year before he/she is eligible to receive sick leave compensation.

An employee must maintain a one-year equivalent balance in their sick leave accumulation to be eligible for sick leave compensation.

Any sick-leave absence exceeding twenty-four (24) work hours will require a doctor's excuse in order to receive compensation from accumulated sick time if accumulation exists; in the event a doctor's excuse is not provided time missed will be charged to accumulated comp time or vacation time if any, otherwise time will be charged to "off without pay." First eight (8) hours must be reported to Supervisor.

For the purposes of this policy, an "occurrence" shall be defined as any claim for paid sick leave, which equals or exceeds three (3) hours off duty.

EMPLOYEE SICK LEAVE (FIRE DEPARTMENT)

PURPOSE

To assist employees in bearing the burden of illness.

POLICY

All Fire Department personnel who work on the Department's shift system will accumulate sick time at the rate of two (2) days per month with no accumulation exceeding 180 days. Each absence of a full shift will be subtracted from the total accumulation of an individual at the rate of three (3) days per 24-hour shift missed. This system is designed to equate recuperation time fairly and equally for all city employees.

An employee must be employed for one year before he/she is eligible to receive sick leave compensation.

An employee must maintain a one-year equivalent balance in their sick leave accumulation to be eligible for sick leave compensation.

Any sick leave absence exceeding twenty-four (24) work hours will require a doctor's excuse in order to receive compensation from accumulated sick leave. In the event the employee is unable to produce a doctor's excuse, the time missed will be charged to accumulated vacation time if accumulation exists; otherwise, charged to off without pay.

For the purposes of this policy, an "occurrence" shall be defined as any claim for paid sick leave, which equals or exceeds three (3) hours off duty.

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(REVISED BY CITY COUNCIL 08/20/02)

EMPLOYEE VACATION LEAVE

Each employee shall earn one (1) working day per month for annual leave during the first 15 years of employment. After 15 years of continuous employment, each employee shall earn one and on-half (1&1/2) days per month for annual leave. An employee must have worked a minimum of six (6) months before being eligible to use vacation time. Vacation time will be computed by using the employee's anniversary date times the number of months worked.

Accumulated vacation leave may be carried over from year to year. However, upon an employee's termination of employment with the City of Greenville, no employee shall receive compensation in excess of thirty (30) days. Any accumulated vacation time in excess of thirty (30) days may be applied as creditable service time through the Public Retirement System.

Vacation time should be applied for at least two (2) weeks in advance of the date of the request. However, vacation leave can be approved on shorter notice provided the request has been forwarded through the employee's supervisor and approved by the Department Head. Department Heads may delegate this authority to supervisors. All vacations will be scheduled by the employee's Department Head at the convenience of the normal operation of the department.

All firefighters working on the 24/48-hour shift are allowed five (5) shift absences per year of employment to be used as approved vacation. After 15 years of continuous employment, each firefighter will be allowed seven (7) shift absences per year of employment to be used as approved vacation.

FAMILY MEDICAL LEAVE

The City of Greenville will provide a Leave of Absence up to 12 weeks within a 12-month period to allow employees to take time off for family or medical emergencies in accordance with the Family and Medical Leave Act of 1993. This includes 1) the birth of a child; 2) the adoption or placement by foster care of a child in their home; 3) the need to care for a spouse, child or parent with a serious health condition; or 4) the employee's own serious illness.

An eligible employee also may take FMLA leave for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces. "Covered active duty" for members of a **regular** component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the **reserve** components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty contingency operation as defined in section 101(a) (13) (B) of the 10, United States Code.

Military caregiver leave entitles an eligible employee who is the spouse, son, daughter, parent, or next of kin of a "covered servicemember" to take up to 26 workweeks of FMLA leave in a single 12-month period to care for a "covered servicemember" with a "serious injury or illness." The definition of "covered servicemember" includes a **veteran** "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy."

For a current member of the Armed Forces the definition is amended to include not only a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. For a veteran, a serious injury or illness is defined as a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

To be eligible an employee must have been employed for one year and worked a minimum of 1,250 hours. A written request must be submitted to Human Resources not less than 30 days prior to when leave is to start except in emergencies when it is impractical. When thirty (30) days is not possible, the employee must call in as soon as practicable, and generally must comply with the City of Greenville's normal call-in procedures, accumulated sick and vacation time must be used during the leave. If an employee is receiving pay from vacation or sick accumulated time while on leave, insurance premiums will continue to be deducted; however when sick and vacation have been exhausted the employee and Human Resources will determine a payment method for the duration of the leave.

Failure to make payments will result in termination of coverage. During Family and Medical Leave, the City of Greenville will continue to pay its portion of the insurance premiums for the employee and dependent coverage. Employees returning to work after Family or Medical Emergency Leave will return to the same position they were in when they went on leave or an equivalent position at the same pay and benefit level.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA:
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

VOLUNTARY DONATION OF LEAVE

Any employee may donate a portion of his or her earned annual leave or sick leave to another employee who is suffering from a catastrophic illness, as defined in Mississippi Code Ann. 25-3-91, or to another employee who has a member in his or her family who is suffering from a catastrophic injury or illness

- a. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of earned annual leave and sick leave that is to be donated, and shall notify the Human Resources Director of his or her designation.
- b. The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of annual leave remaining, and the maximum amount of earned sick leave that an employee donates may not exceed fifty percent (50%) of the earned sick leave of the donor employee. All donated leave shall be in increments of not less than twenty-four (24) hours.
- c. An employee must have exhausted all of his or her earned annual leave and sick leave before he or she will be eligible to receive any leave donated by another employee.
- d. Before an employee may receive donated leave, he or she must provide to the City a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for injury or illness, recovery and the anticipated date that the recipient employee will be able to return to work.
- e. If an employee is aggrieved by a decision of the Human Resources Director that the employee is not eligible to receive donated leave because the injury or illness of the employee or member of the employee's immediate family is not, in the Human Resources Director's determination, a catastrophic injury or illness, the employee may appeal that decision to the Mayor.

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(APPROVED BY CITY COUNCIL 04/18/06)

- f. The maximum period of time that an employee may use donated leave without resuming work is ninety (90) days, which commences on the first day that the recipient employee used donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized under this paragraph shall be returned to the donor employee(s) as described in sub-section (h) below.
- g. If the total amount of leave that is donated to any employee is not used by the recipient employee, the donated leave shall be returned to the donor employee(s) on a pro-rated basis, based on the ratio of the number of days of leave donated by each donor employee, to the total number of days of leave donated by all donor employees.
- h. **No person, through the use of coercion, threats or intimidation, shall** require or attempt to require any employee to donate his or her leave to any other employee. Any person who alleges a violation of this paragraph shall report the violation to the Human Resources Director, then the employee shall report the violation to the Mayor.
- i. No employee can donate leave after tendering notice of separation for any reason, or after termination.
- j. In order for an employee to be eligible to receive donated leave, **the employee must:**
 - 1. Have been employed for a total of at least twelve (12) months by the City of Greenville on the date that the leave is donated; and
 - 2. Have been employed by the City of Greenville for at least one thousand two hundred fifty (1,250) hours of service during which the leave is donated.
- k. Donated leave may not be used in lieu of disability retirement.
 - l. For the purposes of this subsection, "immediate family" means spouse, parent, step-parent, sibling, child, or step-child.

DRUG & ALCOHOL TESTING POLICY

1. Policy Adopted.

It will be the policy of the City of Greenville that the provisions set forth hereafter will apply concerning testing by the City to confirm excessive use of drugs and/or alcohol by city employees and/or by applicants. It is the intention of the City of Greenville to comply fully with the Drug and Alcohol Test of Employees Act of the State of Mississippi (Section 71-7-1, et seq., Mississippi Code of 1972, Anno., as amended).

2. Definitions.

As used in this policy, the following terms will have the meaning ascribed to them herein unless the context requires otherwise.

- a. "Alcohol" means ethyl alcohol.
- b. "Confirmation Test" means a drug test on a specimen to substantiate the results of a prior drug test on the specimen; the confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous test.
- c. "Drug" means an illegal drug, prescription or non-prescription, and for the purposes of this policy includes alcohol.
- d. "Drug Test" means a chemical test administered for the purpose of determining the presence or absence of a drug or metabolites in a person's body fluids.
- e. "Employee" means any person who is employed by the City of Greenville and is subject to this policy.
- f. "Employer" means the City of Greenville.
- g. "Illegal Drug" means any substances, other than alcohol, having psychological and/or physiological effects on a human being and is not a prescription or non-prescription medication, including controlled dangerous substances and controlled substance analogs or volatile substances, which produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate inhalation.

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(REVISED BY CITY COUNCIL 05/06/03)

- h. "Initial Test" means an initial drug test to determine the presence or absence of drugs or their metabolites in a specimen.
- i. "Neutral Selection Basis" means a mechanism for selecting employees for a drug test that: (i) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (ii) does not give employer discretion to waive the selection of any employee selected under the mechanism.
- j. "Positive Initial Screen" or test means that the applicant/employee failed the initial drug screen with levels at or exceeding the current National Institute Drug Abuse (NIDA) guidelines.
- k. "Prescription or Non-Prescription Medication" means a drug prescribed for use by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions, or a drug that is authorized pursuant to Federal or State Law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
- l. "Reasonable Suspicion Drug and Alcohol Testing" means drug and alcohol testing based on a belief that an employee is using or has used drugs in violation of this policy drawn from those facts in light of experience, and may be based upon, among other things:
 - (i) Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug (i.e. glassy or bloodshot eyes, an odor of alcohol, slurred speech, poor coordination or reflexes).
 - (ii) Abnormal conduct or erratic behavior while at work, absenteeism, tardiness or deterioration in work performance.
 - (iii) A report of drug use reportedly by reliable and credible sources, which has been independently corroborated.
 - (iv) Evidence that an individual has tampered with a drug and alcohol test.
 - (v) Information that an employee has caused or contributed to an accident while at work.

- (vi) Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while working or while on the employer's premises or operating that employer's vehicle, machinery or equipment.
- m. "Specimen" means a tissue or product or the human body chemically capable of revealing the presence of drugs in the human body.
- n. "Threshold Test" means an initial drug test of a specimen to determine the presence of drugs or metabolites.

3. Job Applicant Testing

All job applicants will be required to undergo a drug test prior to his/her employment.

4. Current Employee Testing

General Standards

- (a) Classes of employees subject to testing.
 - (1) Police Department, except the non-uniformed staff personnel, including detectives, special police officers, dispatchers, and school crossing guards.
 - (2) Fire Department, including dispatcher, and Airport Fire and Security.
 - (3) Water Sample Collector and Tester, including wastewater.
 - (4) Drivers and mechanics required to possess a commercial driver's license.
 - (5) Heavy Equipment Operators.
- b. The City, from time to time, may modify the categories stated herein above to add or delete such additional categories of applicants as are necessary to protect the health and safety of the employees and the public.

The City requires employees in the following classes of employment, who are hereby declared to be employees engaged in activities affecting public health and safety, to undergo neutral selection drug and alcohol testing on a random selection basis and upon reasonable suspicion of drug and alcohol use:

- (a) Police Department, except the non-uniformed staff personnel, including detectives, special police officers, dispatchers, and school crossing guards.
- (b) Fire Department, including dispatchers, and Airport Fire & Security personnel.
- (c) Water Sample Collector and Tester, including wastewater.
- (d) Drivers and mechanics required to possess a commercial driver's license.
- (e) Heavy Equipment Operators.

(2) Neutral Selection Testing

Neutral selection (random) drug and alcohol testing will be administered through the Mayor's Office and the Human Resources Director. Numbers will be selected via computer and then matched with employee names. Drug release forms will then be sent to the department head whose employees are selected. The selected employees will be delivered, by the department head or his/her designee, to an approved laboratory for testing. The test result should be sent to the Human Resources Department by the testing laboratory within five (5) working days after the test, and the appropriate department head will be notified of the results. The employee will receive a written notice from the department head in the event of a confirmed test result, at or above the cut off limits, within five (5) working days after the receipt of a positive confirmed test result informing him/her of the consequences of the report and the options available. [See Section 6c (3), (4), (5), and (6), hereafter.]

(3) Reasonable Suspicion Drug and Alcohol Testing

An employee may be tested at any time a supervisor or department head has reasonable suspicion of drug or alcohol use while on the job.

A supervisor is required to detail, in writing, the specific facts, symptoms, or observations which form the basis that determined that reasonable suspicion existed to warrant the testing of an employee.

This documentation will be forwarded to the appropriate department head or his/her designee and to the office of the Human Resources Director. It will be the responsibility of the Mayor to enforce the provisions of the policy as it applies to any department head.

b. Alcohol Testing

All employees covered by this policy may be subjected to a breath alcohol test to determine the level of alcohol in the employee's system on a random basis, upon reasonable suspicion as herein defined, or following any accident in which (a) there is a fatality; (b) medical treatment is rendered; (c) when a vehicle is towed from the scene; or (d) a citation is issued.

An initial (threshold) test shall be conducted by the approved designated laboratory utilizing an intoxilyzer. An alcohol concentration of .02 or greater shall be deemed a positive test. A confirmatory breath alcohol test shall then be conducted within 15 minutes following the initial test or as soon thereafter as reasonably practicable. Alcohol test for post-accident must be administered within two (2) hours. In the event the alcohol test is not administered within the two (2) hour time period the City must document the reason for delay. If the test is not administered within eight (8) hours of the accident all attempts must cease and the City must document the reason why the alcohol test was not administered.

The cut-off for the confirmatory breath alcohol test is .02 or greater. The consequences of a confirmed .02 or greater result shall be as follows:

RANDOM OR REASONABLE SUSPICION TEST:

1st Offense:

.02 BAC to .039 BAC ó 24 work hour suspension without pay and mandatory counseling by a substance abuse professional selected by the City of Greenville.

.04 BAC or greater ó Suspended for length of time determined by a substance abuse professional (SAP) with a minimum of 24 work hours.
State DWI/DUI limit and above ó Subject to discharge.

2nd Offense:

.02 BAC or greater ó Subject to termination.

POST ACCIDENT:

1st Offense:

.02 BAC to .039 ó Thirty (30) calendar day suspension without pay.

.04 and greater ó Subject to discharge.

2nd Offense:

.02 BAC and greater ó Subject to discharge.

Any employee's refusal to submit to any alcohol test will be subject to discharge.

Any employee who receives a confirmed alcohol test of .02 BAC or greater shall be given the resources available to evaluate and resolve any drug related problems; said resource shall include the names, addresses, and telephone numbers of available substance abuse professionals.

Any employee who receives a confirmed alcohol test of .02 or greater must be tested before he/she returns to duty and the results must be less than .02 BAC and receive follow-up alcohol tests determined by the substance abuse professional. Follow-up testing shall not be less than six times in a 12-month period and may not proceed for longer than 60 months. Follow-up testing must be conducted before, during or just after performing safety sensitive functions.

An employee must only be tested for alcohol while performing safety sensitive functions. If the employee is selected for the alcohol test and is not performing safety sensitive functions, the department head or his/her designee must keep the employee's selection confidential until the employee is in a position to be tested.

c. The office of the Human Resources Director will be responsible for coordinating the admission of drug and alcohol testing required pursuant to this section. Any drug testing conducted or requested by the employer for current employees will occur during or immediately after the regular work period and will be deemed to be performed during work hours for purposes of determining compensation and benefits for current employees. Drug tests will be taken within 30 minutes of request.

Employees will be given 30 minutes of a request to consent to the taking of a drug/alcohol test. If an employee does not consent within said 30 minutes to said request same will be documented as a refusal and said employee will be subjected to termination.

5. Drug Tested

When drug and alcohol screening is required under the provision of this policy, urinalysis test(s) will be given to detect the presence and concentration levels of drugs, including the following groups:

- a. Amphetamines (Speed);
- b. Bensoylecgonine (Cocaine, Metabolite);
- c. Cannabinoids (THC, Marijuana);
- d. Opiates (Codeine, Heroin, Morphine, Hydromophone, Hydrocodone);
- e. Phencyclidine (PCP), Angel Dust.

The list herein above is not intended as an exclusive or exhaustive inventory of all drugs that may be tested for by the City. The City reserves the right to unilaterally amend this list to add additional drugs or classes therefore as it deems necessary.

6. Testing Procedures

a. Threshold Test:

The first test will be a threshold test to determine the presence or absence of drugs or metabolites.

b. Confirmation test:

In the event there is a positive initial screen or positive results from the threshold test based on current National Institute Drug Abuse (NIDA) guidelines, a second GC/MS (Gas Chromatography/Mass Spectroscopy) test will be conducted to confirm the nano gram per milliliter (ng/ml) drug concentration level. The prescribed drugs and their cut-off levels are as follows:

Drug	Cut-Off Level
Amphetamines (Speed)	500 ng/ml
Benzoyllecgonine (Cocaine, Metabolite)	150 ng/ml
Cannabinoids (THC, Marijuana)	15 ng/ml
Opiates (Codeine, Heroin, Morphine, Hydrocodone);	300 ng/ml
Phencyclidine (PCP, Angel Dust)	25 ng/ml

The City will have the right to modify the specific drugs and concentration levels for each drug as necessary in accordance with data provided by the testing laboratory selected by the City to perform testing.

c. Methodology for Confirmation of Test Results

- (1) An employee or job applicant whose drug test sample yields an initial positive result will automatically have a second test administered using gas chromatography/mass spectrometry (GC/MS) confirmatory testing.
- (2) the second test will use a portion of the same sample withdrawn from the employee or applicant, which was used in the first.

- (3) In the event that the second test confirms the initial positive test results, the employee or applicant will be notified of the results, in writing, by the Human Resources Director within five (5) working days after the receipt of the positive confirmed test result report from the testing laboratory. The letter of notification will inform the employee or applicant of the consequences of such reports and the options available to him/her. The employee/applicant may request and receive a copy of the test result report. An opportunity will be given to the employee/applicant to provide any information that he/she considers relevant to the test, including identification of currently or recently used prescriptions or non-prescription drugs or other relevant medical information. The provision of this information will not account in interpreting a positive confirmed result.
- (4) Every specimen that produces a positive confirmed result will be preserved in a frozen state by the certified laboratory that conducts the confirmation test for a period of ninety (90) days from the time the results of the positive confirmed test are mailed or otherwise delivered to the employer. During this period, the employee who has provided the specimen will be permitted by the employer to have a portion of the specimen re-tested, at the employee's expense, at a certified laboratory chosen by the employee. The certified laboratory that has performed the test for the employer will be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer.
- (5) Within ten (10) working days after receiving notice of a positive confirmed test result, the employee may submit information to the City explaining the test results and why the results do not constitute a violation of the employer's policy. If an employee's explanation of the positive test results is not satisfactory to the City, a written explanation, submitted by the City as to why the employee's explanation is unsatisfactory, along with the report of positive results will be made a part of the employee's medical and personnel records.

- (6) Any employee or applicant whose second test (GC/MS) confirms the original initial positive test result may, at the employee's or applicant's own expense, have a third test result conducted on the same sample at a licensed laboratory chosen by the employee and approved by the City. The employee must, within 72 hours after receiving the positive confirmed test result, notify the Human Resources Director and the testing facility that he/she desires a portion of the specimen re-tested, at his/her own expense, at the licensed laboratory that has performed the test for the employer will be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer.

d. Written Submission of Test Results by Laboratory

The confirmation laboratory will disclose to the employer a written test result report within five (5) working days after the test, which will, at a minimum, state:

- (1) The name and address of the laboratory that performed the test and the positive identification of the person tested;
- (2) A list of the drugs tested for; and
- (3) The type of test conducted for both initial and confirmation tests and the cut-off limits of said test.

The report will not disclose the presence or absence of any physical or mental condition of any drug other than the specific drugs and metabolites that the employer requested to be identified.

e. Consequences of a Confirmed Positive Test Result at or Above Cut-Off Levels

- (1) Applicants: Job applicants will be denied employment with the City upon their initial positive test results being confirmed. Applicants will be informed, in writing, if they are rejected on the basis of a confirmed positive drug test result. In addition to their right to have additional tests conducted, on the same sample as provided in Section 6c(4) and (5) above, applicants may appeal their denial of employment to the City Council.

(2) Employees: If an employee's initial positive test result has been confirmed, the employee will be terminated. The employee will be informed, in writing, if their termination is based on a confirmed positive drug test result. In addition to the right to have a third test conducted on the same sample, as provided in Section 6c(4) above, the employee may appeal his/her termination in accordance with Section 16 hereof.

f. Counseling and Rehabilitation

(1) With the exception of the mandatory requirement for termination provided in paragraph 6e above, an employee will not be terminated nor will any disciplinary action ordinarily be taken against an employee who voluntarily identifies himself/herself as a drug user prior to being issued notification of a drug test and who obtains counseling and rehabilitation through a licensed public or private rehabilitation program, and who thereafter refrains from violating the City's policy on drug and alcohol abuse. In the event the employee is permitted to return to work during rehabilitation, he/she may be tested for drug and alcohol use at any time while participating in a drug/alcohol abuse rehabilitation program at the City's sole discretion.

(2) Any employee who voluntarily seeks drug counseling and/or rehabilitation prior to the administration and /or notification of a City drug test will be required, as a condition of employment, to take and pass the City's standard drug test before he or she will be permitted to return to work.

(3) For the purposes of the section, the term "drug" will be read to include "alcohol".

(4) The City of Greenville prohibits and disclaims any unlawful discrimination towards alcoholics.

The City may temporarily suspend or transfer an employee to another position after obtaining the results of an initial positive test or positive confirmed test (less than the prescribed cut-off level), if the employee's position is one which would create a health or safety risk to the employee, to fellow employees, or to the public should the employee be affected by the use of a drug.

7. Privacy, Documentation, and protective Measures in Drug Testing

The following procedures will apply to the obtaining of urine samples:

- a. The employee shall be allowed privacy unless there is a reason to believe that the employee may alter and substitute the specimen to be provided. The following constitutes reasonable suspicion that an employee may alter or substitute the specimen:
 - (i) The employee has presented a urine specimen that falls outside the normal range of temperature range, and
 - (A) The employee declines to provide a measurement of body temperature (taken by means other than use of rectal thermometer).
 - (B) Body temperature varies by more than 1 degree from the temperature of the specimen.
 - (ii) The last urine specimen provided by the employee (i.e. on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and the creatinine concentration below 0.2g/L;

- (iii) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g. substitute urine in plain view, blue dye in specimen presented, etc.); or
 - (iv) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test was being conducted under the Department of Transportation regulation providing for follow-up testing upon or after return to service.
- b. Coats, hats, bags, briefcases, purses and other containers may not be carried into the test area.
- c. The water in the commode will be colored with bluing agents to protect against dilution of test samples
- d. Specimen collection will be documented to include:
 - (1) Tamper proof tape and proper labeling of specimen containers to reasonably preclude the likelihood of erroneous identifications of test results;
 - (2) An opportunity for the employee or applicant to provide any information that he/she considers relevant to the test, including identification of currently or recently used prescriptions or non-prescription drugs or other relevant medical information. The provision of this information will not preclude the administration of the drug test but will be taken into account in interpreting any positive confirmed results.
- e. Disciplinary action, including termination, will be taken against any employee who attempts to or does in fact alter, tamper with, substitute or otherwise modify the sample given or who otherwise attempts to prevent or prohibit the obtaining of a valid sample or otherwise modify or influence the test results.
- f. The City will have the right to amend or modify the provisions contained in this section, when necessary, in order to ensure both the

privacy of the employee and/or applicant tested, preserve his/her dignity, and to insure that there is no tampering with the specimen or substitution of another's urine.

8. Laboratory Testing Requirements

- a. All drug and alcohol testing of samples given by employees and/or applicants will be conducted at a properly licensed and certified laboratory facility or licensed laboratories selected by the City.
- b. To be considered a testing site, a medical facility or laboratory must submit in writing a description of the procedures that will be used to maintain test samples, tests to be performed, and the methodology thereof.
- c. No laboratory may conduct confirmation drug and alcohol tests unless:
 - (1) The director of the laboratory and the laboratory are certified or licensed to ensure a chain of custody.
 - (2) The laboratory has written testing procedures and written procedures to ensure a chain of custody.
 - (3) The laboratory demonstrates satisfactory performance in the proficiency testing program of the National Institute on Drug Abuse, the College of American Pathology or the American Association for Clinical Chemistry, or the equivalent.
 - (4) The Laboratory following quality controls procedures, including but not limited to:
 - (i) The use of internal quality controls including the use of samples of known concentrations which are used to check the performance and calibration of testing equipment, and periodic use of blind samples for overall accuracy.
 - (ii) An internal review and certification process for test results conducted by a person qualified to perform that function in the testing laboratory.
 - (iii) Security measures implemented by the testing laboratory to preclude adulteration of specimens and test results; and
 - (iv) Other necessary and proper actions are taken to ensure reliable and accurate test results.

- d. Specimen collection, storage and transportation to the testing site will be performed in a manner, which will reasonably preclude specimen contamination or adulteration and specimen testing for drugs will conform to scientifically accepted analytical methods and procedures.
- e. Each confirmation test conducted under this chapter, not including the taking or collection of a specimen to be tested, will be conducted by a certified laboratory.
- f. A specimen for a drug and alcohol test may be taken or collected by any of the following persons:
 - (a) A physician, a registered nurse or a licensed practical nurse;
 - (b) A qualified person employed by a certified laboratory; or
 - (c) Any person deemed qualified by the State Board of Health.

9. Selection of Medical Facility/Laboratory

- a. Following the adoption of this policy, the City intends to enter a contract with such medical facility and/or other licensed laboratory as the City may, in its sole discretion, select for the testing of samples for drugs and alcohol. It will be the responsibility of the Human Resources Director to make a recommendation as to the laboratory to be selected and to coordinate the details for the testing of samples for drugs and alcohol with such laboratories.
- b. The City Council may, at its sole discretion, select other licensed laboratories to perform specimen testing.

10. Cost of Drug Test

The City will provide the initial test, at the sole cost of the City and at no cost to the employee or applicant and, if the initial test is positive, the confirmatory test (GC/MS test). In the event that confirmatory test confirms the initial positive test the employee or applicant, at his/her own expense, may have additional tests conducted pursuant to the provisions of Section 6c(5) and (6) above.

11. Confidentiality of Information Related to Drug and Alcohol Testing

- (a) All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the City through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained discovery, or disclosed in any public or private proceeding, except in accordance with this chapter.
- (b) Any information obtained by the City pursuant to this chapter will be the property of the City.
- (c) The City will not release to any person other than the employee or job applicant, or medical, supervisory or other personnel, as designated by the City on a need to know basis, information related to drug and alcohol test results unless:
 - (1) The employee or job applicant has expressly, in writing, granted permission for the City to release such information.
 - (2) It is necessary to introduce a positive confirmed test result into a judicial hearing or proceeding, or the information must be disclosed to a federal or state agency or other nit of the state or federal government contract or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an employee; or
 - (3) There is a risk to public health or safety that can be minimized or prevented by the release of such information provided; however, that unless such risk is immediate, a court order permitting the release of the information.
- (d) The confidentiality provisions provided for in this section will apply to other parts of an employee's job applicant's personnel or medical file.

12. Information and Training

The Human Resources Director will inform all affected employees of the contents of this policy, to include the delivery of a copy of same to each employee at least thirty (30) days prior to its implementation. The employee will acknowledge by signature and date that he/she has received, read and understands the policy and a copy with such acknowledgement will be placed in the employee's personnel file. Each employee affected by this policy who is hired after the effective date of said policy by the Human Resources Director with an executed acknowledgement being placed in the employee's personnel file.

The Human Resources Director for the City of will develop a program of training to assist supervisory personnel in identifying drug and alcohol use among employees. Such training will be directed toward helping supervisors recognize the conduct and behavior that rise to a reasonable suspicion of drug or alcohol use.

13. Notice

Notice will be posted in appropriate and conspicuous locations on the employer's premises that this policy is available for inspection during regular business hours at the Human Resources Department.

14. Release Forms

- a. Before a drug and alcohol test is administered, employees and job applicants will be provided with a release form authorizing testing and permitting the release of the test results to those City officials with a "need to know".
- b. The release form will be generated by the Human Resources Director's Office and will provide space for the employee and/or applicant to acknowledge that they have been notified of the City's drug testing policy.
- c. A job applicant who refuses to sign a release form for a drug and alcohol test will be denied employment with the City.

- d. Any employee who refuses a drug and alcohol test will be terminated. Refusal to execute properly any form required by this policy or required by the City's selected testing facility will be cause for termination.

15. Right to a Hearing

The standard termination policy for other infractions will not apply to this policy. If an employee's confirmation (GC/MS) positive test result has been confirmed the employee is entitled to a hearing on the issue of termination as follows:

- a. The employee must make a written request for a hearing to the appropriate department head or his/her designee within five (5) days of termination.
- b. The department head or his/her designee will act as the hearing officer and will set a date, time and place for hearing, which hearing will be within ten (10) days from the date of receipt of the written request therefore.
- c. An affected employee may be represented by legal counsel, may examine all witnesses supporting termination, and may present evidence and witnesses on his/her behalf.
- d. No adverse personnel action will be taken against an employee based on a confirmed positive test result unless the hearing officer finds by a preponderance of the evidence that:
 - (1) The employee's supervisor had reasonable suspicion to believe that the employee was under the influence of drugs and/or alcohol while on the job.
 - (2) The employee's drug test results are accurate.

- (3) In the event that the drug test results were a part of the annual physical examination, requirements of subsection (1) above will be waived, and it will be sufficient that the hearing officer finds that the employee's drug test results are accurate.
- e. Within five (5) days following the close of the hearing, the hearing officer will issue a written decision and a brief summary of the facts and evidence supporting that decision.
- f. The employee may appeal his/her termination to City Council.

16. Work Rules

This policy will not prevent the employer from establishing additional work rules related to employee possession, use, sale or solicitation of drugs, including conviction for drug-related offenses, and taking action based upon a violation of any such rules. There are no collective bargaining agreements or contracts applicable to this policy.

17. Right to Review and Amend

The City reserves the right to review and amend the provision of this policy as may be necessary in order to set and maintain reasonable and effective drug testing guidelines, to include compliance with the requirements of the Constitution of the United States and the State of Mississippi as expressed or interpreted, from time to time, by the Courts of the United States or the State of Mississippi.

VEHICLE USAGE POLICY

PURPOSE:

The purpose of this policy is to set forth a uniform policy for the use of the city vehicles and equipment for the entire city of Greenville fleet. The City of Greenville fleet will include all owned or leased equipment in the following departments: Mid Delta Regional Airport, Engineering Department, Fire Department, Mayor's Office, Municipal Court, Park Commission, Planning Department, Public Works Department, Safety Department, and Water Billing & Collection Department. Further, this policy is designed to establish basic criteria for assigning vehicles to full-time employees; establishing the responsibility of assigned motor vehicle operators; and establishing uniform penalties for violation of the Vehicle Usage Policy.

For the purposes of this policy, the term "vehicle" shall include all motor vehicles and powered mobile equipment owned and/or leased by the City of Greenville, Mississippi.

POLICY:

The City of Greenville will maintain a fleet of vehicles, which shall be, in some instances, assigned to individual employees to be used in the official performance of their assigned duties. Vehicles are assigned to particular employees; however, other employees may utilize the vehicles to carry out the duties assigned by their Department Head. Vehicle assignments are assigned by the Department Head, based on the duties of a position, and approved by the Mayor.

All assigned vehicles will be inspected quarterly by the Fleet Department and justifications reviewed annually by the Mayor.

PRODECURES:

(A) Authorized Use of Vehicles

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(REVISED BY CITY COUNCIL 11/05/02)

1. City vehicles are to be used strictly for the use of the employees while on official city business. Use of any city vehicle for personal convenience in conjunction with official city business is not prohibited. No city vehicle will be taken outside of the city limits of Greenville, Mississippi without notification and authorization of the Mayor.
2. Transportation of unauthorized persons in or on city owned vehicles is prohibited. An authorized person is a city employee assigned to the vehicle or someone who is being transported for official city business.

All employees are responsible for their transportation to and from work except those assigned take-home vehicles.

State law prohibits the use of city owned vehicles for personal use. Personal use shall not be defined, for the purposes of taking lunch breaks, convenience stops and/or gasoline purchases. However, personal use will be defined, for the purposes of this policy, to include, but not be limited to, running personal errands, going to the gym, shopping, banking, or taking care of other personal business while either on duty or off duty.

(B) Care and Maintenance of Vehicles

1. It is the responsibility of the employee to whom a vehicle is normally assigned to follow a daily preventive maintenance schedule established by the city garage or recommended factory schedules. The employee to whom a vehicle is normally assigned will be responsible for making sure that the vehicle is properly maintained in good working order and is clean at all times. Request for vehicle repair, when such repair does not fall into the category of normal maintenance, will be directed to the employee's Department Head or to his/her designee.

(C) Reporting of Accidents

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(REVISED BY CITY COUNCIL 11/05/02)

1. The operator of any vehicle involved in an accident, regardless of who is at fault or how minor the damage, must report the accident immediately to the Police Department and Safety Department in order that an accident report be completed.
2. The operator of any vehicle who discovers damage to a vehicle, regardless how minor the damage may be, must report the damage immediately to the Safety Department.

(D) Assignment of City Owned Vehicles

1. The Department Head is responsible for requesting and justifying a vehicle assignment. All request/justification shall be submitted to the Mayor, in writing, for approval.
2. No city owned vehicle will be used for personal transportation to and from work by any employee unless the employee is assigned a "take home" vehicle.
3. All city owned vehicles shall be stored in a safe location.
4. "Take home" city vehicles should not be parked on street curbs.
5. All city owned vehicles shall be in their storage location at all time when not in use on official city business.

(E) Fuel Procedures for City Owned Vehicles

Fuel is available to all city owned vehicles at city approved locations only. Each vehicle has a fuel card and employees authorized to purchase fuel are assigned pin numbers.

(F) Operating License Requirements

All operators of city owned vehicles shall possess a valid driver license appropriate for the operation of said vehicle. No employee shall be assigned to drive a vehicle that requires a commercial driver's license unless the employee has a valid commercial driver's license.

It shall be the responsibility of the department head to check licenses with the assistance of the Police Department, if necessary, to insure that current operators of city vehicles are properly licensed.

It is the responsibility of the employee to notify his/her Department Head if his/her license becomes suspended and/or revoked. The failure of the employee to notify his/her Department Head of suspended and/or revoked driver's license may result in suspension without pay and/or termination.

The Safety Coordinator will periodically check licenses through the Police Department.

(G) Observance of Traffic Regulations

Employees operating city owned vehicles are expected to observe all traffic laws and regulations. Violation may result in suspension of authorization to operate a city owned vehicle.

(H) Driving Record

Before any employee is allowed to operate a city owned vehicle, the Safety Coordinator will review the driving record of the employee. The Safety Coordinator will periodically check the driving record of employees assigned and/or authorized to operate a city owned vehicle. Poor driving records may result in the suspension of authorization to operate a city vehicle.

The Human Resources Department will review the driving record of any prospective employee to be hired for a position requiring the operation of a city owned vehicle.

(I) Penalties for Violations of Vehicle Usage Policy

First Offense:	Written Reprimand
Second Offense:	Three Day Suspension Without Pay
Third Offense:	Termination

In the cases where gross negligence or carelessness is determined, termination procedures may immediately begin without observing the above referenced progressive disciplinary steps.

Following any 24-month period from the date of the accident/occurrence, an employee may request a review of his/her file maintained by the Safety Department. A committee consisting of the Safety Coordinator, Fleet Manager, the employee's Department Head, and the Human Resources Director may remove, by majority vote, from the file previous accident occurrences. This action shall occur by virtue of the employee earning exemplary safety record.

The enforcement of this policy shall be the responsibility of the Mayor and all Department Heads.

INTERNET/E-MAIL POLICY

PURPOSE:

Access to the Internet and other city owned communication systems have been provided to staff members for the benefit of the City of Greenville and its customers. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the City's public image, and to use the Internet and other communication systems in a productive manner. To ensure that all employees are responsible, productive communication-system users and are protecting the City's public image, the City of Greenville has established the following policy for using the Internet and other communication systems.

POLICY:

All City owned equipment: telephone systems, computers, e-mail, voicemail, fax machines, etc. are owned by the City of Greenville. All communications sent or received over the City owned communication systems are property of the City of Greenville. Employees should have no expectation of personal privacy when they use City owned communication systems. All communications on City owned equipment will periodically be monitored to ensure that the technology is being used appropriately and in accordance with company policy. The monitoring will be the responsibility of the Department Head or his/her designee. Under no circumstances should confidential information regarding the City of Greenville be communicated via the workplace communication system. Use of the communication systems owned by the City of Greenville is limited to city-related business only.

Violations of guidelines listed above may result in the following disciplinary action.

FIRST OFFENSE:

WRITTEN WARNING

SECOND OFFENSE:

THREE DAY SUSPENSION

THIRD OFFENSE:

TERMINATION

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(REVISED BY CITY COUNCIL 11/05/02)

HATCH ACT POLICY

PURPOSE:

To insure that federal funds are not used for partisan political activity, which is a violation of the Hatch Act?

POLICY:

It is the policy of the City of Greenville that the federal funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

TOBACCO-FREE WORKPLACE POLICY

Tobacco Free Workplace Policy

Effective Date:

In keeping with the City of Greenville's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and in all City vehicles.

Because of the proven detrimental effect of tobacco use, the City of Greenville is also committed to providing a tobacco-free environment in all City buildings and City vehicles.

1. Smoking and the use of tobacco in any form will not be permitted in City of Greenville facilities or in City-owned vehicles.
2. This policy applies to all employees and visitors.
3. Employees found in violation of this policy will face disciplinary action up to and including termination.
4. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, chewing tobacco, etc.
5. Appropriate signage indicating the City's smoke-free policy will be posted in all City buildings and vehicles.

This policy applies equally to all employees, customers, and visitors.

For employees who wish to quit the use of tobacco products, Blue Cross Blue Shield will provide its ~~be~~ smoke-free ~~program~~ to them and their dependents covered under the benefit plan which is administered by BCBSMS. Employer will be billed for the ~~smoke-free~~ program.

BlueCross BlueShield will provide its ~~be~~ smoke-free ~~Program~~ to employees and their dependents covered under the Benefit Plan administered by BCBSMS. Employer will be billed for the ~~be~~ smoke-free ~~Program~~.

SYSTEM NETWORK USE POLICY

All computing and communication technology provided to employees is for the express purpose of performing the employee's job duties and responsibilities and should not be used for personal application. This includes the use of the City's e-mail system, telephone and voice mail, use of the Internet as well as desktop software packages and personal computing devices.

Employees are not allowed to load and software, install any pieces of hardware, either personal or City owned, to this network or personal computers without the express consent from the System Administrator, Mayor or City Council.

Employees are not to download and software from the Internet, for intended installation on the City's network or personal computer, unless specific company business application and not without the consent from the System Administrator, Mayor or City Council.

E-mail is to be used for City of Greenville business and should not be overused or misused. Employees are to use extreme caution to ensure that the correct e-mail address (es) is/are for the intended recipient(s). Confidential information should never be disseminated to unauthorized sources and any such occurrence should result in immediate termination. This includes, but is not limited to, confidential company information, financial information, employee information (personal, work related, schedules, etc.), and customer base information.

Client related e-mail and e-mail addresses must be carefully guarded and protected for content and distribution. It is the sender's responsibility to check for accuracy in his/her content and distribution. The City of Greenville reserves the right to access and monitor e-mail at any time for any reason without notice. Except for City of Greenville authorized personnel, no one is permitted to access another person's e-mail without consent.

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(REVISED BY CITY COUNCIL 08/20/02)

Sending harassing, abusive, intimidating, discriminatory, or other offensive e-mail is strictly prohibited. If any of the aforementioned topics are found in an e-mail, whether being sent or received, **it is required that one does not forward it or delete it but minimize the mail program then immediately contact their department head.** Failure to take the appropriate action could result in disciplinary action. Anyone engaging in the origination or transmission of any inappropriate e-mail, as determined by the City of Greenville management, will be subject to discipline, up to and including termination.

These policies include, but are not limited to lewd and offensive screen savers, pornographic material, games, chat programs, files of music format, illegal internet tools, data-mining applications, non-OPS approved custom developed applications, and the usage of inappropriate language. The definition of "offensive" will be determined by City of Greenville authorized personnel.

Failure to comply with this policy could cause an interruption in business activity and potentially jeopardize customer relations. Violations of this policy may result in termination.

ATTENDANCE POLICY

The City of Greenville is a service organization, providing important and valuable services to the citizens of Greenville, Mississippi. In order to accomplish this mission, it is imperative that every employee be present when scheduled to fulfill citizen expectations.

The City of Greenville awards each full-time employee two weeks of vacation leave and three weeks for those employees who have 15+ years of service. Vacation must be scheduled in advance. Accumulated sick leave hours may be used for illness without prior scheduling.

This policy details how absences are counted for the purpose of maintaining excellent customer service throughout the business day.

FAMILY AND MEDICAL LEAVE ACT

Absences which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

STEP DISCIPLINE

Pre-scheduled times away from work using accrued vacation, compensatory time, injury duty, bereavement leave or military leave are not considered occurrences for the purposes of this policy. Absences charged to an employee's sick-leave accruals or leave without pay will be considered under the Attendance Policy.

STEP 1

When an employee's absence rate reaches 1.5% of their normal scheduled working hours during a 365-day period, the employee will be coached by his/her direct supervisor. ****This would equal 31.2 hours for a full-time employee, and 15.6 hours for a part-time employee.**** The purpose of the coaching session is to make the employee aware that he/she has been absent frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented to the employee's personnel file.

STEP 2

The first additional absence, following an employee's absentee rate exceeding 2%, will be cause for a written warning with documentation to the employee's personnel file. ****This would equal 41.6 hours full-time employees, and 20.8 hours for part-time employees.**** The written warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of the policy and that additional absences will result in further disciplinary action.

STEP 3

The first additional absence following an employee's absentee rate exceeding 2%, will cause the employee to be placed on a one-year probation, excluding him/her from any pay increases, promotions, transfer etc.

STEP 4

The first additional absence following an employee being placed on probation will result in a Pre-Termination being issued by his/her Department Head.

No disciplinary action will be taken without the direct involvement of the Human Resources Director as counsel to management. All warnings will be delivered by the direct supervisor, manager, or Human Resources Director as circumstances require.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee's record after 365 days, habitual offenders (those who have established a pattern of absences, such as consistently having a 2% absentee rate or routinely calling in sick on Mondays and Fridays) may trigger step discipline.

ABSENTEE RATE OF 1.5%	COACHING SESSION
Full-time employee ó 31.2 hours	Part-time employee ó 15.6 hours
ABSENTEE RATE OF 2%	WRITTEN WARNING
Full-time employee ó 41.6 hours	Part-time employee ó 20.8 hours
NEXT ABSENCE	ONE YEAR PROBATION
NEXT ABSENCE	PRE-TERMINATION

DRESS CODE FOR THE CITY OF GREENVILLE

All city employees must have a neat and professional appearance while at work or in city uniform.

1) Employees are expected to have:

- a) No shirttails out
- b) No sagging pants
- c) No revealing or provocative apparel
- d) Personal grooming and hygiene that is appropriate for a business setting.
- e) No visible body piercings (earrings are acceptable)

The expectation is that all City of Greenville employees adhere to this dress code. Failure to comply will result in disciplinary action up to and including termination as outlined in the four part corrective disciplinary form.

SAFETY AND PREVENTION

Safety is an integral part of each city job and can be a vital personnel matter. Personal injury, injury to co-workers, injuries to the public and even death are possible consequences of a moment of thoughtlessness. So play it safe through safe working and driving practices.

For example: File drawers left open or pencils or wet spots on the floor are office hazards that may cause injury. Look for these hazards and remove them. Faulty brakes, tires, windshield, horns, or lights on city-owned vehicles should be reported as soon as detected. All accidents must be reported immediately to your supervisor. If you are injured, no matter how slightly, report it to your supervisor and have the injury treated immediately. Failure to follow proper accident reporting procedures may subject you to disciplinary action.

The posting of lanterns, signs, and flags to warn motorists of dangerous conditions or obstructions at work and the parking of city equipment where it is out of the way should be carefully considered by those who work on the public streets. Be careful to avoid being a traffic hazard.

Avoid possible injury by learning to lift objects safely. Before lifting an object, bend your knees, get good footing, and grasp it firmly. Keep your arms and body as nearly straight as possible and directly above the object. Lift gradually so that any strain will be on the leg muscle and not your back. If a load is too heavy, get someone to help you!!

As a City employee, as part of your regular duties, you may be required to operate city-owned vehicles (cars, trucks, fire engines, bulldozers etc.). These vehicles cost the citizens thousands of dollars to purchase, maintain, and/or replace. As a city employee, you are obligated to care for any piece of equipment assigned to you in the performance of your work. You are responsible for inspecting the vehicle to see that it is in the proper operating condition. If there is anything wrong with the operation of your vehicle, report it to your supervisor immediately. You will be held responsible if you knowingly drive an unsafe or improperly serviced vehicle. More importantly, you have an obligation to learn the safe and legal ways to drive on the streets of Greenville and to obey the laws and rules of good driving.

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(REVISED BY CITY COUNCIL 07/05/05)

Respect for the law and the rights of others can eliminate needless accidents, injuries, or even deaths.

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

- (1) Before you drive a city vehicle, you must have a valid Mississippi driver's license in your possession.
- (2) Your vehicle must be kept clean at all times. It is your responsibility to see that the inside of your truck or automobile is clean of trash, debris, etc.
- (3) Each day before beginning your duties, you must check the following: Oil, water, radiator, foot and emergency brakes, tires, battery, gas indicator, horn, windshield wipers, lights and turn signals.
- (4) When backing up a truck or other heavy equipment, you should have a fellow worker on the ground in the rear directing you. Watch him/her for instructions at all time. If this is not possible because you do not have anyone with you, take extra care to be sure it is safe to back up.
- (5) Never leave the vehicle unattended while the motor is running.
- (6) Check the instrument panel on your vehicle periodically while in use. If any trouble develops, notify your garage superintendent immediately; then follow his/her instructions.
- (7) Obey all traffic regulations. Never exceed the speed limit, but remember that regardless of the speed limit, the safest speed you may travel is governed by traffic, road, and weather conditions.
- (8) All accidents must be reported immediately to your supervisor for an accident before it is investigated, even if there is no apparent damage. If the other party involved says it is his/her fault and wants to leave, get his/her name and license number and wait until the Safety Director or his/her designee investigates and tells you to remove your vehicle. Your failure to do any of these things may result in disciplinary action being taken against you.

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(REVISED BY CITY COUNCIL 11/05/02)

- (9) You should have an eye check-up regularly to make sure your vision is not defective.
- (10) Keep your seat safety belt buckled at all times while driving and require your passengers to do the same.
- (11) No more than three (3) adults will ride in a regular cab pick-up truck. No passengers may be transported in a pick-up truck bed provided they are seated at floor level of that vehicle.
- (12) As a final reminder of your responsibility as a city driver, remember that all city vehicles are clearly marked and, because of this, you are very much in the public eye. Your marked vehicle demands that you set the example of safe driving practices.
- (13) As it has become wide spread throughout the American workforce to eliminate unsafe practices caused by drug abuse, the City Greenville, to promote a drug-free workplace, has adopted an extensive drug testing policy which may be reviewed in detail in the Human Resources Department. This policy applies to specific job categories of the City. All employees will be notified of its application to them in advance of its implementation. This policy should promote the existence of a safe workplace for you as well your fellow employees.

CELL PHONE USAGE POLICY

PURPOSE: This document sets forth the policy of the City of Greenville concerning cell phone usage, and applies to all City employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities), or RIM ("research in motion") wireless devices). The City of Greenville reserves the right to modify or update this policy at any time.

Use of Cell Phones or Similar Devices.

- (a) **General Use at Work.** While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time. Cell phone usage is permitted only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their family members and friends are instructed of this policy. Except for break periods, employees will neither take incoming nor make outgoing calls during work hours except in the case of an emergency.
- (b) **Unsafe Work Situations.** The City requires that in unsafe work situations (e.g., work sites, on or near heavy machinery or equipment, etc.), cell phones (whether personal or business-issued) not be used.

(Adopted by Council 11/2011)

- (c) **Use While Driving.** Employees will be held personally and financially responsible for all damages and litigation in the event of an accident involving city-owned equipment resulting from the employees' use of cell phones. Use of cell phones whether city issued or personal, is prohibited while driving or operating city equipment.
- (d) **Liability for Loss or Damage.** The City assumes no responsibility or liability for the, theft, loss or damage to employees' personal property, including cell phones carried on city equipment or left on city property. Employees assume the risk of loss or damage to cell phones or other electronic devices carried by the employee during their workday.
- (e) **Violation of Cell Phone Policy.** At any time should the City or Supervisor receive a complaint or suspects that an employee is violating this policy, the City or the supervisor may require the employee furnish cell phone records for the time frame in question so that the City can verify or negate the complaint of the suspected abuse. Employees in violation of this policy will be subject to disciplinary action. . (Note) Any City issued phones will be returned when employees' employment ends.

EMPLOYEE ASSISTANCE PROGRAM **EAP CONCERN**

Through the Employee Assistance Program (EAP), the City of Greenville provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal problems, and emotional distress. The EAP is available to all employees and anyone in their household, offering assessment, short-term counseling, and referral to appropriate community and private services.

The City of Greenville cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, we understand that sometimes employees need professional assistance and advice.

The EAP is strictly confidential and is designed to safeguard the privacy and rights of individuals that may choose to utilize these services. Information provided to the EAP counselors may be released only if requested by the employee in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees consulting with EAP counselors. If further counseling is recommended the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major concerns if they are ignored. No issue is too small or too large. Professional counselors are available to help when you need it. Employees may call 1-8000-455-5011 to contact an EAP or the Human Resources Department at 662-378-1566.

CONCLUSION

Although this handbook is to advise you of your rights and responsibilities on this job, every subject or question that may arise cannot be covered. If you have questions, feel unsure of a situation, or need direction on any subject related to or affected by your employment, you may inquire through your supervisor or directly to the Human Resources Department. Either will strive to promptly assist in solving your dilemma. Good communications and absolute awareness of employment situation or conditions will certainly enhance the development of a long and healthy working relationship.

Only those policies approved by the Greenville City Council which appear in this handbook with its updates may be used in City personnel administration.

The City reserves the right to change or discontinue policies at any time and nothing in this handbook should be construed as a contract or as granting anyone a right to specific benefits or continued employment.

CHARLES JORDAN, MAYOR

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(REVISED BY CITY COUNCIL 11/05-02)