



City of Canton Personnel Manual

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CITY OF CANTON

PERSONNEL MANUAL

Dear Employee,

Welcome!

We are excited to have you as a part of Team Canton. You were hired because we believe you can contribute to the achievement of our goals and commitment to teamwork, cooperation, and quality of service. At the City of Canton, every position in the city is important! Our employees are our most valuable and greatest asset.

This manual is being provided to make sure you have information about our policies, procedures, benefits, and other employment issues. For new employees, the manual will introduce our organization and explain how we ensure smooth business operations. For those who have been with us for some time, the manual contains the current status of our policies and benefits. These policies and benefits have changed over time as a result of our continuous improvement efforts.

The City of Canton is committed to efforts centered around our award-winning Roadmap for Success, as adopted by our Mayor and Council and informed by our citizens. Each member of our team owns a part of building the best community for our residents, businesses, and guests. We expect Team Canton to Lead with Excellence, which means our City Council and I, as the City Manager, are committed to valuing you as a professional member of our public servant leadership team.

All employees are expected to be familiar with and abide by the policies in this manual. The performance of each and every employee is important to the success of our operations and the continuation of our benefits.

This personnel manual should not be construed as an employment contract or an agreement for employment for any specified period of time. The City reserves the right to make changes to the manual as conditions require; you will be provided with a new manual when changes are necessary.

Welcome aboard and we look forward to your contribution.

Sincerely,

Billy Peppers,
City Manager

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A WORD ABOUT THIS MANUAL

This Personnel Manual contains various rules, policies, and procedures relating to employment with the City of Canton (the "City"). The information contained in this Manual is designed as an advisory guide to assist the City and our supervisors with the effective management of personnel and is not meant to address every conceivable situation or issue that arises in the workplace. The provisions and guidelines contained in this Manual are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City's sole option, and without prior notice to employees. This Manual, however, cannot anticipate and is not intended to cover every situation which may arise or to create specific policy to be applied in every instance. Instead, this Manual is intended only to give on-site management general advice concerning personnel decisions. Also, as a basic promise, the City will comply with all applicable local, state, and federal laws.

Further, certain job positions may have additional rules and requirements that apply to those specific job duties. Each employee shall be subject to all rules and requirements that have been established regarding the employee's position with the City. In the event of a conflict between any job-specific rules or requirements and any provisions of this Personnel Manual, the provisions as set forth in this Personnel Manual shall be deemed the controlling provision.

Nothing in this manual or in any of the City's personnel policies shall be deemed to create, comprise, define, or constitute any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in the manual is intended to provide any assurance of continued employment or any guaranty of continuity of benefits or rights. Each employee must understand that they are an at-will employee and that nothing in this manual or other documents shall be construed to change the employee's at-will status or otherwise create any type of contractual right. In the absence of a specific agreement to the contrary, authorized in writing by the City Council, employment with and compensation from the City are for no definite period of time and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees.

CHAPTER 1 - EQUAL EMPLOYMENT OPPORTUNITY

1. Equal Employment Opportunity Policy

The City of Canton is committed to maintaining a workplace that is free of inappropriate or unlawful conduct based on race, color, religion, sex, national origin, age, disability, genetic information, or other protected group status as provided by law. In keeping with this commitment, we prohibit the unlawful treatment of employees, including harassment, discrimination, and retaliation, by anyone, including any supervisor, coworker, contractor, subcontractor, vendor, client, visitor, customer, or agent. It is our policy to comply with all applicable federal, state, and local laws.

Prohibited Conduct

This Policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, lay-off, recall, discipline, compensation, and benefits. Improper conduct also consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process) as provided for by law. This includes conduct by someone to another of the same gender. We prohibit unlawful conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. No one, including any supervisor, has authority to engage in such conduct.

If you feel you have been subject to the type of conduct prohibited by this Policy, you must report this conduct in accordance with the City's Complaint Procedure, which is contained in this Manual. You should report any improper conduct before it becomes severe or pervasive, and you do not have to wait until it rises to the level of an unlawful action.

Sexual Harassment

Unlawful harassment based on an individual's sex is prohibited. Unlawful harassment can take more forms. For instance, unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct can constitute sex-based harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; jokes about gender-specific traits; gender-specific foul or obscene language or gestures; displays of foul, obscene, or sexual material; sexually related emails and text messages; and physical contact, such as patting, pinching, or brushing against another's body. An individual who feels they have witnessed or been subject to harassment must follow the City's Complaint Procedure, which is contained in this Manual.

Prohibition of Other Types of Discriminatory Harassment

It also is against City policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, sex, national origin, age, disability, genetic information, or other protected group status as provided by law, that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Americans with Disabilities Act

It is our policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act of 1990, as amended, ("ADA") or other applicable law. This Policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, we will provide reasonable accommodations to qualified individuals with a disability in the workplace unless such accommodations present an undue hardship or if the individual is a direct threat to the health or safety of the individual or others.

An individual with a disability may request a reasonable accommodation at any time during the application process or during employment. Reasonable accommodations are changes made to the work environment or to the manner or circumstances in which the job customarily is performed that allow an individual with a disability to perform all essential job functions. We are not required, however, to provide an accommodation if doing so would cause an undue hardship to the City or if the individual is a direct threat to the health or safety of the individual or others in the workplace.

All requests for accommodations will be addressed in connection with an interactive dialogue with the affected individual. The responsibility for seeking a reasonable accommodation begins with the employee or applicant. To request an accommodation, an individual should complete an Accommodation Request Form (which is available in the Human Resources Department) and return it to the Human Resources Director.

Upon receiving a request for accommodation, we will seek an interactive process with the individual to clarify their needs and identify the appropriate reasonable accommodation. During this process, we may request reasonable documentation, including medical documentation, of the individual's disability and need for a reasonable accommodation. Failure to provide required medical information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Because of the personal nature of some disability issues, we will take every reasonable effort to ensure confidentiality during the review process.

Individuals will be notified of our decision regarding their request for an accommodation. Any individual believing that a reasonable accommodation has not been provided or who otherwise feels they have been discriminated against on account of a disability must follow the City's Complaint Procedure, which is contained in this Manual.

Religious Accommodations

The City respects the sincerely held religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. An employee whose religious beliefs or practices conflicts with their job, work schedule, or with the City's policy or practice on dress and appearance or with other aspects of employment and who seeks a religious accommodation must submit a written request for an accommodation to the City's Human Resources Director. Upon receiving a request for accommodation, we will seek an interactive process with the individual to clarify their needs and identify the appropriate reasonable accommodation. Failure to provide required information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation.

2. Employee Complaint Procedure

All employees should help to assure that we avoid any form of unlawful or inappropriate conduct. If you feel that you have experienced or witnessed (1) harassment, (2) discrimination, (3) improper denial of a request for accommodation, (4) denial of requested leave under the FMLA, ADA, or otherwise, (5) retaliation, (6) violation of any policy of the City or policy in this Manual, (7) failure to pay overtime or other violation of the FLSA or wage payment laws, or (8) other unlawful or inappropriate conduct by anyone, including employees, supervisors, coworkers, contractors, subcontractors, vendors, clients, visitors, customers, or agents, you are to notify immediately (preferably in writing within 24 hours) the Human Resources Director. The address and telephone number for the Human Resources Department is 110 Academy Street, Canton, GA 30114, 770-704-1524. If you are not contacted promptly about your complaint or are not satisfied with the response, you are to re-file it with the Human Resources Director and also send notification of your complaint in writing by certified mail to our City Manager, whose address is 110 Academy Street, Canton, GA 30114. If you are not comfortable discussing the matter with the Human Resources Director or otherwise do not wish to discuss the matter with the Human Resources Director, you are to file your complaint directly with the City Manager. We prohibit unlawful retaliation against anyone who has made a complaint or provides information related to a complaint.

Employees utilizing this Complaint Procedure are encouraged to use the Employee Complaint Form that is included in the Appendix to this Manual and is available from the Human Resources Department.

We will undertake an objective and appropriate review of any complaint and expect all employees to fully cooperate with internal investigations that may be initiated by the City to examine any perceived violation of City policy or procedure or any other matter. To the extent practicable and appropriate, we will keep any complaint and the terms of its resolution confidential. We will take corrective action as we determine is appropriate, including such discipline up to and including immediate termination of employment. We will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified as to the outcome of your complaint. If you have any questions about the status of your complaint, you should contact the Human Resources Director at the above telephone number and address.

Intentionally False Claims: We recognize that intentional or malicious false accusations of misconduct can have a serious effect on the innocent. Individuals making such false accusations of misconduct will be disciplined in accordance with the nature and extent of their false accusation. We encourage any employee to raise questions they may have regarding misconduct or this Policy with the Human Resources Director.

CHAPTER 2 - ADMINISTRATION OF PERSONNEL RULES

1. Mayor and City Council

The City Council shall be responsible for adopting rules and regulations consistent with the City Charter Sec. 3.16 Personnel policies concerning:

- The method of employee selection and periods of employment.
- The administration of the position classification and pay plan, methods of promotion and application of service ratings thereto, and transfer of employees within the classification plan.
- Hours of work, paid leave, and other leaves of absence, overtime pay, and the order and manner in which layoffs shall be affected.
- Such dismissal hearings as due process may require.
- Such other personnel notice as may be necessary to provide for adequate and systematic handling of personnel affairs.

2. City Manager

The City Manager shall be responsible for administration of the personnel rules, regulations, and policies of the City and for interpreting the various provisions contained therein.

3. Amendments

Any section or provision of the personnel rules, regulations and policies of the City can be amended or changed by the City Council at any time with or without notice.

CHAPTER 3 - CATEGORIES OF EMPLOYMENT/BENEFITS ELIGIBILITY

1. Exempt

Exempt employees are not eligible for overtime pay as specified by the Fair Labor Standards Act (“FLSA”). Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

2. Non-Exempt

Non-exempt employees are eligible for overtime pay as specified by FLSA standards.

3. Regular Full-Time

Regular full-time employees work thirty (30) or more hours per week in positions that require full-time staffing. These employees are eligible to receive all authorized City benefits.

4. Public Safety Full-Time - 207(k) Employees

Regular full-time law enforcement officers work a 43-hour work week or at least one hundred sixty-eight (168) hours during a twenty-eight (28) day cycle or such other schedule as determined to be full-time in compliance with FLSA standards. Full-time employees are eligible to receive all authorized City benefits.

5. Regular Part-Time

Regular part-time employees work less than thirty (30) hours per week. City-provided benefits are not offered to part-time employees.

6. Temporary Employees

Temporary employees are hired to perform a specific job for a short duration or as designated by each department. City-provided benefits are not offered to temporary employees.

7. Essential Emergency Workers

All Employees are considered essential, however, under emergency conditions Public Safety and Public Works Employees are considered essential emergency personnel and are subject to be on call. If an employee does not report when requested or required because the employee deems the conditions to be too dangerous to travel from their home to their work location, the employee will be required to take PTO leave in order to be paid for the time. In addition, the manager or supervisor will review each case of non-report, and if deemed necessary, may issue disciplinary action.

If an Official City Emergency Closing is issued by the governing authority or its designee due to natural disaster or inclement weather all administrative non-emergency personnel will receive pay for their regularly scheduled hours for that day. This policy does not apply to essential emergency personnel as noted above.

8. Dual Employment

No full-time employee in City service may accept outside employment whether part-time, temporary or permanent, that may interfere with the employee's service to the City, without prior written approval from the respective Department Head and City Manager, if applicable. The request and approval must be in writing and included in the employee's personnel record. Each change in dual employment shall require separate approval. Approval may not be granted when, in the Department Head's opinion, such dual employment conflicts with, is likely to conflict or interfere with, or gives the appearance of a conflict with the employee's service to the City.

Employees shall not engage in any private business or activity while on duty with the City.

9. Reduction in Force

The City Manager reserves the right to eliminate positions as needed.

It is important for all employees to understand that: (1) no employee is guaranteed any certain number of hours per week or a particular schedule; (2) employees may be shifted from part-time to full-time or vice versa; and (3) the City specifically reserves the right to make changes to employees' hours and schedule without any advance notice or consent by the employee.

CHAPTER 4 – EMPLOYMENT; FILLING OF VACANCIES

1. Policy

To effect full utilization of its available human resources, the City has established a policy to select the most suitable person for the task to be performed. Factors that are considered may include educational and training background, previous experience, demonstrated skills, and character traits and the overall fit within the existing departmental staff.

2. Employment Applications

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the applicant from further consideration for employment or, if the person has been hired, disciplinary action, up to and including termination of employment.

3. Posting of Open Positions

The posting of open positions will be determined by the City Manager and the Department Head. The City utilizes the option of internal job postings, newspaper ads and website postings. If an employee wishes to apply for a job that is posted internally, they must notify their Department Head in writing prior to submitting a completed City application. The City Manager must agree to the transfer.

4. Examinations

As determined by the City Manager and/or the Department Head, the selection process may include, but not necessarily be limited to, one or more of the following: oral interviews; evaluation of experience and training; written basic skills test; credit, driver, and criminal history; references; and/or background checks.

5. Physical/Psychological Examinations

Some job positions require that applicants complete a medical, psychological and/or fitness for duty examination. After a conditional offer has been made to an applicant entering a designated job category, a physical and/or psychological examination(s) will be performed at the City's expense by a health professional designated by the City. The offer of employment and assignment to duties are contingent upon satisfactory completion of the exam(s).

Current employees may be required to take a physical and/or psychological examination(s) to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

6. Final Selection of New Employees

The final selection of the person to fill each vacancy shall be made by the City Manager or their designee based upon the recommendation of the appropriate Department Head.

7. Transfers

Any current employee interested in applying for a transfer must notify their Department Head in writing and file a completed City application with the Human Resources' department.

If the position to which an employee transfers carries benefits and salary different from those of the previous position, the benefits of the new position apply.

8. Employment of Relatives

The City may permit the employment of a current employee's qualified relative as long as such employment does not, in the opinion of the City, create conflict of interest. Notify the Human Resources Department before your family member applies for employment. The term "family" shall include spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, uncle, aunt, nephew, niece, stepparent, stepchild, or member of a family by the remarriage of a parent.

Individuals who are related by blood, marriage, or adoption, or who are part of the same household, are permitted to work in the same City department, provided no direct reporting or supervisor-to-subordinate relationship exists or could exist. That is, no employee is permitted to work within "the chain of command" when one relative's or housemate's work responsibilities, salary, hours, career progress or benefits could be influenced by the other relative or housemate.

Related employees have no influence of the employment, transfer, promotion, salary administration or other related management/personnel consideration of the other related staff members.

CHAPTER 5 – CLASSIFICATION, COMPENSATION PLAN, AND PAYROLL PRACTICES

1. Classification

The City Manager and the Human Resources Director will establish policies for maintaining and classifying a complete inventory of all positions in the City's service and accurate descriptions and specifications for each grade of employment.

2. Compensation

A personnel action form must be completed for all employees to reflect their compensation whether they are a new hire or receiving a change in pay.

The salary offered to the employee must be consistent with the salary and requirements of the new position and other appropriate factors. Thus, an employee who meets only the minimum requirements for the position will be started at the bottom of the salary range. Employees who exceed the minimum requirements for the position may be offered a salary consistent with factors such as the employee's level of skills, education, experience, and knowledge. However, if the requested salary is above the entry level for the position, it must be approved by the City Manager prior to making an offer to the employee. This form must be completed by the appropriate Department Head and submitted to the Human Resources Department. The Human Resources Department will submit it to the Finance Director for budgetary approval and subsequently to the City Manager for approval. These approvals must be obtained prior to the employee signing the form. Once these approvals are received the form will be returned to the Department Head.

Established salary ranges have a minimum and maximum pay for each pay grade/position. No employee shall exceed the maximum salary for their position. An employee at the top of the pay grade may not receive annual increases until the pay grade and/or range for the position is increased or unless authorized in writing by the City Manager. Maintenance of the salary ranges will be achieved through the budget process by increasing the ranges according to the Employment Cost Index (ECI) or the Consumer Price Index (CPI) recommended adjustments. These adjustments are intended to keep the salary ranges current with market conditions. If an employee should drop below the minimum of their position's salary range, they will be increased to the minimum of that range.

3. Education/Certification Increases

It is the policy of the City of Canton to encourage further education and the advanced certifications of our employees. The City of Canton intends to strengthen and upgrade the services rendered by our employees by encouraging qualified personnel to work for the City and to make a career in the City and by awarding pay incentives to those employees who enhance their value to the City by self-improvement and continuity on the job.

Each employee who successfully attains advanced certifications or completes educational degrees will be eligible for consideration of incentive pay. Employees must submit a written request for incentive pay to their Department Head and include documentation of the completed certification and/or degree.

All classes, points and degrees must be related to employee's position to be considered for the incentive increase. All incentive increases must be approved by the individual Department Head and subsequently approved by the Finance Director and the City Manager upon receipt of properly completed paperwork attesting to the completion of approved certifications and/or degrees.

4. Work Time/Overtime

The City complies with the requirements of the Fair Labor Standards Act and any applicable local law with respect to wages and hours. Please understand that there may be times when you will need to work overtime so that we may successfully meet our business needs. However, all overtime must be approved in advance by the Department Supervisor or Head or their designee.

Non-exempt hourly employees will be paid overtime at a rate of one and one-half times their regular hourly rate for all hours worked over 40 in a week (over 86 hours in a 14-day period for law enforcement personnel). Non-exempt employees who are paid on a salary basis may have their overtime calculated based on the fluctuating work week method. Such employees will receive their fixed salary as straight time pay for whatever hours they are called upon to work in a work week and will receive additional compensation for overtime hours worked at a rate of one-half their regular rate of pay. In that case, an employee's regular rate may vary from week to week and will be determined by dividing the number of hours worked in the week into the amount of the employee's fixed salary. For all employees, only actual hours worked count toward computing weekly overtime.

Exempt salaried employees do not receive overtime pay. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels they have been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt, or has not been paid overtime pay the employee believes they are due, the employee must utilize the City's Complaint Procedure, which is contained in this Manual. In the event it is determined that an improper deduction was made or that an employee was not paid any overtime due, the City will reimburse the employee.

Holiday, military, civil, education, bereavement, family medical, or any paid time off taken shall not be considered as hours worked for purposes of overtime pay.

5. Recording Your Time

We want to be sure that you are paid fairly for all hours that you work. To accomplish this, we must have an accurate record of the time that you work. The City uses an electronic timekeeping system to keep time records for non-exempt employees. Your supervisor will explain how this clock is used. The important points to remember are:

1. Be sure that you clock in at the start of your shift.
2. Be sure to clock out at the end of your shift.
3. If you leave the building on non-City business, you must clock out.

Non-exempt employees are required to take a sixty (60)-minute, unpaid meal break each day, which will be automatically deducted from your electronic time record. This meal break is explained in the City's policy on Mealtime, which is contained in this Manual. If you are asked or instructed by anybody in the City to perform work "off the clock" (in other words, perform work without reporting it on the time system), during your 60-minute meal break or otherwise, you are directed to refuse and to immediately report the situation by utilizing the City's Complaint Procedure, which is contained in this Manual.

Using or accessing any timecard or time record or time record other than your own or tampering with a timecard or time record in any way, will result in disciplinary action up to and including termination. Any change or omission from a timekeeping entry must be approved by your supervisor.

At the end of each pay period, you are required to approve your time worked and any leave hours recorded for the pay period by entering your approval to the electronic record. If you believe any of the information reflected is incorrect, you will have the opportunity to explain the issue, which then will be reviewed by the City's Human Resources Director. By approving your electronic timecard, you are certifying that the information you submitted is complete and accurate. You may be subject to disciplinary action up to and including termination for submitting any inaccurate information on your report.

You always must make sure you accurately record your time using the standard time recording system. Non-exempt employees are not to perform any work that is not recorded by the time system. If you are asked or instructed by anybody in the City to perform work "off the clock" (in other words, perform work without reporting it on the time system), you are directed to refuse. Make sure you record all your work time using the standard time recording system. Also, if you are asked to work "off the clock," you immediately must report the situation by utilizing the City's Complaint Procedure, which is contained in this Manual. Finally, if you contend you have not been paid accurately for all hours you have worked, please utilize the City's Complaint Procedure, which is contained in this Manual.

Please also see the City's related policies on Work Time/Overtime and Mealtime, which are contained in this Manual.

6. Mealtime

A sixty (60)-minute, unpaid meal break must be taken each day by all non-exempt employees. You should be completely relieved of your duties during this meal break. Your supervisor is responsible for approving the scheduling of this meal break. This time will be automatically deducted from your electronic time record, which is explained in the City's policy on Recording Your Time, contained in this Manual.

If circumstances occur that you are not able to take your 60-minute uninterrupted meal break in which you were completely relieved of your duties, you should adjust your time entry in your electronic time record to show that you did not take any meal break, and you will be credited for working the entire 60-minute meal break.

If you are asked or instructed by anybody in the City to perform work "off the clock" (in other words, perform work without reporting it on the time system) during your 60-minute meal break, you are directed to refuse. Also, if you are asked to work "off the clock" during your meal break, you immediately must report the situation by utilizing the City's Complaint Procedure, which is contained in this Manual. Finally, if you contend you did perform work during a meal break and have not been paid accurately for that time, please utilize the City's Complaint Procedure, which is contained in this Manual.

7. Breaks And Nursing Mothers

Formal paid break periods are not designated. When breaks are given depends on the department involved and the operating needs of the department as determined by the supervisor and/or Department Head. These rest or break periods should not exceed fifteen (15) minutes. (NOTE: Such periods, including "coffee breaks" shall not be used to allow an employee to come in late, leave early or to extend the lunch period.)

The City complies with applicable provisions of the Patient Protection and Affordable Care Act. Consistent with this statute, the City provides all nursing mothers who are non-exempt employees under the Fair Labor Standards Act with reasonable break time to express breast milk for the nursing of a child for one year following the birth of the child, unless doing so creates an undue hardship. If nursing breaks do not cause an undue hardship, the City will provide a private place other than a bathroom where a non-exempt nursing mother may express breast milk. These breaks will be unpaid. Please direct all requests regarding this Policy to the Human Resources Director. If you have any complaint regarding this Policy, please utilize the City's Complaint Procedure, which is contained in this Manual.

8. Call-Back Pay

If a non-exempt employee is called back to work outside of normal working hours, that employee will be guaranteed a minimum of two hours of regular pay.

9. Pay Deductions

There are two types of payroll deductions: those required by law and those authorized by the employee.

Deductions by law include income tax (federal, state and/or local); Medicare/Social Security; and any court- or government-ordered request (such as tax levy, garnishment, etc.).

Deductions requested by an employee include medical insurance premiums; dental insurance premiums; retirement plans contributions; flexible spending account contributions; checking/savings account deposits; voluntary insurance plans premiums; and other deductions authorized by the employee in writing.

Changes in authorized deductions may be made through the Human Resources Department and must be requested in writing. Employees are responsible for checking their paycheck stubs to assure that the proper deductions are being withheld for the benefits they have selected and reporting any deduction errors using the City's Complaint Procedure, which is contained in this Manual. The City is not responsible for any loss of benefits due to an employee's failure to report such changes, unless otherwise required by law.

10. Changes in Personal Information

Employees are responsible for informing the Human Resources Department, in writing, of any changes in personal status such as:

- Name change
- Address change
- Beneficiary change
- Tax status change
- Change in marital status, number of children, and other information needed for benefits purposes.

Some requested changes may require forms to be completed.

11. Pay Advances

The City will not make personal loans or payroll advances to employees.

12. Administrative Pay Corrections

The City takes reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday.

In the event that there is an error in your paycheck, you should promptly bring the discrepancy using the City's Complaint Procedure, which is contained in this Manual, so that adjustments

in pay and/or deductions can be corrected as quickly as possible. In the event of an overpayment, the Human Resources/Payroll Department will work with you to determine a feasible repayment schedule.

CHAPTER 6 – BENEFITS PLAN

1. Purpose

The benefits plan is designed to provide a supplemental package of programs which contribute to the physical and mental health and/or general well-being of the employee and their dependents. The plan is designed to enhance the attractiveness of working for the City and to aid the City's recruitment and retention efforts.

2. Administration of Benefits Plan

The primary responsibility for the day-to-day administration of the benefits plan shall rest with the Human Resources Department within the limits of these policies and procedures. Specific details on the various benefits programs, their availability, and the level of benefits are available from the Human Resources Department. The Finance Department shall serve as an alternate contact for this information when the Human Resources Director is not available.

Employees' rights and benefits are determined in accordance with the provisions of the applicable benefit policy, and benefits are effective only if employees are eligible for the benefit (including any insurance) and remain covered or insured in accordance with policy terms. Any benefit policy is subject to amendment, suspension, modification, or termination in accordance with any provision thereof or at the discretion of the City without the consent, notice to, or concurrence of any person covered or insured thereunder.

The City reserves the right to amend, suspend, modify, or terminate these benefits at any time and for any reason. No agent or person, except the City Council in writing, has authority to contravene the terms of this Policy, including waiving any condition or restriction of any benefit plan, extending the time for making a payment, or binding the City by making any promise or representation. No change in any benefit policy shall be valid unless evidenced by an endorsement on it signed by the aforesaid person. Unless otherwise required by applicable law or by a specific Policy contained in this Manual, once an employee is terminated, the City will not pay benefits under any benefit plan, except for that amount that the employee has contributed into the plan and has not yet utilized up to the time of termination.

3. Life Insurance

The City may provide life insurance for eligible employees. The City may also choose to offer increased levels of life insurance at an additional cost to interested eligible employees.

4. Disability Insurance

The City may provide short-term and long-term disability insurance for all eligible employees.

5. Health, Dental and Vision Insurance

The City may provide health, dental and vision programs for eligible employees.

The City may also choose to offer increased levels of health and dental insurance at an additional cost to interested eligible employees.

Dependent care coverage may be available to all eligible employees wishing to choose such a benefit at additional cost.

6. Benefits Continuation/COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility.

The Human Resources Department or its designee provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

7. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Human Resources Director. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

Please also see the City's Temporary Modified Duty Program policy and Safety policy which are contained in this Manual.

8. Other Payroll Deduction Programs

The City may offer such programs as it sees fit to its employees through the payroll deduction system. The cost of participating in such programs shall be borne by the individual employee. Examples of programs which may be available include life insurance, disability insurance, savings plans, retirement plans and dependent care plans.

CHAPTER 7 – RETIREMENT PLAN

1. Deferred Compensation

Employees hired on or after January 1, 2022, will receive an employer contribution into a 401a account. In addition to this the employee will be automatically enrolled into a 457 account with an automatic employee contribution. The City will match the employee's 457 plan contribution on a percent-by-percent basis to a maximum as determined by the City and approved by City Council. The employee shall have the ability to direct their contribution into the investment choices offered by the external defined contribution plan administrator.

Contributions made by the employer shall be vested immediately upon the employee's eligibility date for benefits and shall be portable based upon regulations defined in the City's plan document and guidelines defined by the IRS.

Note: Employees hired prior to January 1, 2022, will continue to have a Defined Benefit Plan (GMEBS) which is provided through Georgia Municipal Association. Employees become vested after the completion of five (5) years of credited service. In addition to this defined benefit plan this group of employees are eligible for an employer's matching contribution on a percent-by-percent basis up to a maximum as determined by the City and approved by City Council.

CHAPTER 8 – LEAVES OF ABSENCE

1. Leave Without Pay (Non-FMLA)

A regular full-time employee who needs time off from work for medical or other personal reasons, but who is not entitled to leave under the Family and Medical Leave Act (“FMLA”) or other law, may be granted leave of absence without pay at the discretion of the City Manager. An employee on an approved leave of absence without pay for a period exceeding one (1) month shall not accrue any paid leave.

Any request for leave of absence without pay shall be submitted in writing by the employee to the employee’s immediate supervisor stating the reason for requesting leave and the approximate length of time off the employee desires. Requests should be submitted as far in advance of the first day of leave as possible.

Any unapproved leave of absence may be cause for dismissal.

Employees may continue, at their expense, their group health and dental insurance coverage while on leave of absence without pay in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”), Public Law 99-272, Title X.

Employees must contact the City’s Human Resources Department and the Finance Department to arrange for documentation and payment of insurance premiums. Employee and family coverage costs will be paid in advance monthly.

Employees shall contact the City’s Human Resources Department prior to departure regarding benefits that will be affected while on approved leave of absence without pay.

Upon return from an approved non-FMLA medical leave, the employee must provide a release from their health care provider authorizing them to return to work and listing any work restrictions. Upon receipt of the return-to-work authorization from the health care provider, the City will review any work restrictions and determine whether the employee’s position or another position for which the employee is qualified is available, including whether a reasonable accommodation is appropriate and available. If no such position is available, the employment relationship will be terminated.

This Policy will be applied in conjunction with the Americans with Disabilities Act, the Family and Medical Leave Act, the applicable state worker’s compensation law, or other applicable local, state, or federal law.

2. Paid Time Off (“PTO”) Policy

PTO is an all-purpose time off policy that the City provides to regular full-time employees; to use for vacation, personal illness, illness of an immediate family member, or other personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. This is intended to help employees maintain the physical health and mental outlook on life and work that will benefit them in their work and relationships with the City. The amount of paid leave earned during each pay period will be based on employee’s length of service with the City and will be considered as an accrued benefit.

Employees can accumulate PTO up to a maximum of 640 hours for Regular Employees and 688 hours for Sworn Police Officers.

Upon termination from city employment, employees shall be entitled to compensation at their current hourly rate for up to a maximum of 160 hours for Regular Employees and 172 hours for Sworn Police Officers. In the event of an employee’s death, a payment of the accumulated paid leave up to this maximum amount may be paid to the employee’s estate.

Regular full-time employees will continue to accrue paid leave credits while on authorized paid leave, but PTO shall not be accrued during leaves of absence without pay.

Pay for PTO shall be at the employee’s regular rate of pay in effect for the employee’s regular job on the payday immediately preceding the employee’s requested leave period.

A. Eligibility

Annual paid time off is accrued and granted to regular full-time employees. It is the policy of the City to allow a regular full-time employee during their first six (6) month of employment to utilize their leave accrual only when an employee is incapacitated due to personal illness, injury, or a medical/dental appointment or to care for an immediate family member who is ill or injured. The immediate family is defined for leave purposes as: parent, spouse, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, son-in-law, daughter in-law, grandchild, stepparents, step-siblings and step-children.

After successful completion of the first six (6) months of employment and employment continues the employee shall be entitled to continue their accrual of paid time off and utilize their leave for vacation, personal illness, illness of an immediate family member, or other personal business as they see fit with proper approval from their supervisor.

Paid time off will accrue biweekly as follows based on completed years of service:

Regular 2,080 hours per year Employees		
<u>Years of Service</u>	<u>Hours per Biweekly</u>	<u>Hours/Year</u>
	<u>Pay Period</u>	
Up to 1 year	4.62	120
1-3 years	5.23	136
4-7 years	6.16	160
8-15 years	7.70	200
16+ years	9.23	240

Regular 2,236 hours per year Employees (Police Officers)		
<u>Years of Service</u>	<u>Hours per Biweekly</u>	<u>Hours/Year</u>
	<u>Pay Period</u>	
Up to 1 year	4.96	129
1-3 years	5.62	146
4-7 years	6.61	172
8-15 years	8.27	215
16+ years	9.92	258

In the event any person having accrued PTO ceases to be employed by the City and is thereafter re-employed, the accrued personal leave of the employee at the time of separation does not carry over and is forfeited and the employee upon reemployment shall thereafter accrue and use personal leave in the same manner as if a new employee.

PTO shall not accrue during leaves of absence without pay.

B. Use and Scheduling of Paid Time Off

Except in special circumstances, or in case of sickness or illness, personal leave should be authorized by the Department Head at least five (5) working days prior to the requested date. Special circumstances will be determined at the sole discretion of Department Heads and/or the City Manager.

When possible, employees will be allowed to take leave at times they request, subject to operating, staffing, and scheduling needs. The City reserves the right to limit the number of employees that may be absent from a given department at any one time. In case of a conflict in the leave choices of two (2) or more employees who cannot be spared at the same time, the Department Head will determine who will take leave.

PTO may be used for appointments for routine medical or dental examinations or treatment only when such appointments cannot be reasonably scheduled during non-working hours.

If the need for PTO is unforeseeable, and the employee is unable to provide advance notice at least five (5) working days in advance, to be eligible for PTO, an employee must report to the

employee's supervisor at least sixty (60) minutes in advance of the scheduled starting time the reason for the absence. In such circumstance, police officers must report personal leave at least four (4) hours in advance of the scheduled shift starting time. An employee who fails to notify their supervisor may not be paid for the time taken prior to notification.

A doctor's release may be required if the employee is returning from a medical leave of three (3) days or more or at the discretion of the Department Head.

C. Cash Out of Personal Leave

Each year, at the sole discretion of the City, employees that meet certain eligibility requirements may be allowed to 'cash out' a certain amount of Paid Time Off. Generally, the cash out period will occur during the last quarter of the calendar year; the specific date to be determined each year by the City. In order to qualify, the employee must maintain at least the equivalent of one week of their normal annual hours worked in their PTO bank subsequent to the cash out. The cash out will be issued as a separate payroll check or in conjunction with the normal payroll schedule; whichever is deemed appropriate by the City.

3. Bereavement (or Funeral) Leave

Employees may be granted up to two (2) scheduled shifts of bereavement leave (leave of absence with pay) upon the death of a member of the employee's immediate family. You must be scheduled to work during the time that you are requesting off work for the leave. The immediate family is defined for bereavement purposes as: parent, spouse, child, brother, sister, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter in-law, stepparents, step-siblings and step-children.

An employee must request bereavement leave by contacting the employee's supervisor before going on leave. The City reserves the right to deny any request based on operational and staffing needs, and further reserves the right to require an employee to document the death of a family member.

There is no accrual of bereavement leave days and no payment upon separation from City employment.

4. Military Leave

Employees are entitled to military leave in accordance with state and federal law. An employee going on military leave should present a copy of the employee's orders to the Department Head as soon as received or fill out a Verification of Military Duty form, which is included in the Appendix of this Personnel Manual. A copy of the employee's muster sheet is also acceptable as documentation of military leave.

Employees who are absent from work due to ordered military duty will be restored to the employee's previous position or to a position of like seniority, status, and pay unless the circumstances of the City have so changed to make it impossible or unreasonable to do so or the position was a temporary position. In addition, employees are entitled to 18 days of pay (30 days for governor-declared emergencies) during each federal fiscal year (which is October 1st to September 30th) for the performance of ordered military duty and while going to and returning from such duty. "Ordered military duty" for purposes of this Policy includes military duty performed in the service of the State of Georgia or of the United States as a volunteer member of the National Guard or of any reserve force or reserve component of the Armed Forces of the United States pursuant to orders issued by the appropriate state or federal authority.

Continued benefits coverage is contingent on the employee paying all required benefits premiums. Note: The City Manager may approve additional coverage for military deployments of ninety-one (91) days or longer. Most benefits continue to be available for employees on long-term military leave.

In addition, the Family and Medical Leave Act ("FMLA") and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") contain provisions regarding certain types of military leave. The FMLA's provisions regarding military leave are addressed in detail in the Family and Medical Leave Act Policy in this Manual.

Employees who are eligible to take military leave must comply with all applicable requirements. Questions regarding the City's military leave policy should be directed to the Human Resources Director. If you believe you have been denied leave to which you are entitled or otherwise discriminated against because of your use of military leave, please utilize the City's Complaint Procedure, which is contained in this Manual.

5. **Civil Leave**

A. **Jury Duty**

Employees who are summoned for jury duty will be granted leave from work to serve. All regular full-time employees selected for jury duty shall be entitled to receive leave with pay for the period of absence required for jury service. Such leave shall not be charged to personal leave earnings, except that on any day when such employee is excused from service, the employee will be expected to report for duty at the employee's regular place of work or be charged personal leave for time excused from jury duty. Likewise, any period for which an employee is excused from jury duty because of illness shall be charged to personal leave. An employee may be required to present a statement from the court verifying jury service. The City reserves the right to limit the amount of paid jury leave.

B. Official Court Attendance

Any employee subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the City, state, or the federal government is entitled to leave with pay for such period as may be required by the court.

C. Other Litigation

Absences of an employee to appear in any capacity in other litigation are charged against the employee's paid time off and the employee should comply with the PTO policy in connection with any absences for this purpose. If no paid leave is available, the time off for this purpose will be leave without pay.

6. Family and Medical Leave of Absence

The Family and Medical Leave Act of 1993 ("FMLA") provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this Policy shall not alter or expand the statutory requirements of the FMLA, and application of this Policy is correspondingly limited to those employers and employees who are protected based on the provisions of the FMLA.

In addition to the information on the Notice following this Policy (identified as Employee Rights and Responsibilities), the following information is provided to explain the employee's rights and obligations when requesting a family or medical leave:

A. Eligibility for Leave and Amount of Leave

To be eligible for leave under this Policy, an employee must have been employed for a total of twelve (12) months, must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, and must work at a facility with 50 or more employees within a 75-mile radius of this worksite.

An eligible employee may take FMLA leave for up to 12 weeks of unpaid leave for one or more of the following reasons: (1) the birth of the employee's child; (2) placement of a child with the employee for adoption or foster care; (3) to care for the employee's child, spouse, or parent who has a serious health condition; (4) the employee's own serious health condition that makes the employee unable to perform the functions of their job, or (5) because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a member of the National Guard or Reserves who has been deployed to a foreign country under a call or order to active duty (or has been notified of an impending call or order to active duty) or is a member of the regular Armed Forces who has been deployed to a foreign country. An employee may take a total of 12 workweeks of unpaid leave for the reasons specified above during a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

If you and your spouse are both employed by the City, the two of you together are entitled to a combined total of 12 weeks of FMLA leave for the birth, adoption, or placement of a child, or to care for a covered family member with a serious health condition. The right to FMLA leave for the birth, adoption, or placement of a child expires 12 months after the date of the birth, adoption, or placement.

An eligible employee may take up to twenty-six (26) weeks of unpaid, job-protected leave in a single 12-month period (measured beginning on the date the leave begins) to care for a spouse, child, or parent who is a covered servicemember. The term “covered servicemember” means: (i) a servicemember (including in the Regular Armed Forces, the National Guard, and the Reserves) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active duty for which they are undergoing treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or (ii) a veteran undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness that was incurred or aggravated in the line of duty while on active duty and who was a member of the Armed Forces (including in the National Guard or the Reserves) within five (5) years preceding the date the veteran undergoes that treatment, recuperation, or therapy.

FMLA leave to care for a seriously ill or injured servicemember runs concurrently with other leave entitlements provided under federal, state, and local law. Leave that qualifies as both leave to care for a covered servicemember and leave to care for a family member with a serious health condition during a single 12-month period may not be designated and counted as both types of leave. Such leave will be designated first as leave to care for a covered servicemember.

Unless otherwise required by law, no employee will be entitled to more than a combined total of 26 weeks of leave in a single 12-month period for any FMLA-qualifying reason.

The FMLA permits eligible employees to take leave intermittently or on a reduced- schedule leave when medically necessary for the serious health condition of the employee or the employee’s family member or to care for a covered servicemember with a serious injury or illness. In the case of planned medical treatment, the employee must attempt to schedule the intermittent or reduced schedule leave so as not to unduly disrupt the City’s operations. Intermittent leave is not available for the birth, adoption or placement of a child unless agreed to by the City. The City may transfer the employee temporarily to an alternative position with equal pay and benefits that better accommodates any recurring periods of intermittent leave.

If an employee is entitled to paid leave under another benefit plan or policy (which includes, but is not limited to, short-term disability and unused paid leave), the employee must substitute the paid leave for FMLA leave. Such available paid leave will be counted against the unpaid FMLA leave entitlement. The employee is required to satisfy any procedural requirements for receiving payment under paid leave as provided in this Manual when substituting paid leave for FMLA leave. Paid leave will be prorated to supplement insurance payments (where applicable) to keep employees’ gross earnings at or near 100%. For example, since short-term disability pays 60% of standard wages, 40% will be paid from accrued time off. The employee must choose to apply accrued paid time off, if available.

B. Request for and Designation of Leave

To request FMLA leave, the employee must complete a family medical leave of absence form, which is available in the City's Human Resources Department, and submit it to the Human Resources Director. The form must be signed by the employee and submitted to the employee's Department Head. The Department Head will then submit the approved form to the City's Human Resources Department, with a copy to the City Finance Department. When the need for FMLA leave is foreseeable, the employee must provide notice and submit the family medical leave of absence form at least thirty (30) calendar days in advance of the effective date of the leave. If 30 days' notice is not practicable (such as if the employee is uncertain as to when the leave will begin or in the case of a medical emergency), the employee must provide notice as soon as practicable. If the need for leave is not foreseeable or in the case of a qualifying exigency, the employee must give the City notice of the need for FMLA leave as soon as practicable under the circumstances.

An employee requesting leave also must arrange to pay any premiums due during the leave period. The employee acknowledges the City's legal right to recover the cost of any premiums paid by the City to maintain the employee's coverage in group health benefits during any period of unpaid leave subject to certain exceptions, as set forth in Section D below.

An employee must provide notice sufficient for the City to determine that the leave is for an FMLA-qualifying event. In the case of unforeseeable leave, calling in "sick" without providing any additional information is not sufficient. When an employee seeks FMLA leave for a qualifying reason for which the City previously has granted FMLA-protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave. If the employee fails to provide the City the reason for leave, leave may be denied.

The employee will be notified within five (5) business days of their request for FMLA leave whether the employee is eligible for FMLA leave, absent extenuating circumstances. At that time, employees will be provided written notice of their rights and responsibilities and the consequences for failure to meet these obligations. When the City has sufficient information to determine whether the leave is for an FMLA-qualifying event, the employee will be notified within five (5) business days whether the leave will be designated and counted as FMLA leave, absent extenuating circumstances.

When scheduling planned medical treatment, the employee must consult with the City in advance to ensure that the City's operations are not unduly disrupted by the employee's absence(s).

Employees should understand that, for any absences, whether covered by the FMLA or not, it is imperative to follow the City's usual and customary internal notice and procedural requirements for requesting leave, as outlined in the City's Personnel Manual. If an employee fails to comply with the City's internal notice and procedural requirements and no unusual circumstances justify such failure, FMLA-protected leave may be delayed or denied.

C. Certification and Recertification of Leave

The City requires that an employee provide a complete and sufficient certification of a serious health condition of the employee or the employee's family member, of a qualifying exigency, or of the need to care for a covered servicemember with a serious injury or illness. Certification forms are available from the City's Human Resources Department. The employee must submit the completed certification form to the City within fifteen (15) calendar days, unless it is not practicable to do so under the particular circumstances. Failure to provide such certification may result in the delay or denial of FMLA leave.

If the City has reason to doubt the validity of a medical certification, the City, at its own expense, may require a second medical opinion from a physician it chooses. If the first and second opinions differ, the City, at its own expense, may require the opinion of a third health care provider that is approved jointly by the City and the employee. The third opinion will be considered final and binding.

Where the employee's need for leave due to the serious health condition of the employee or the employee's covered family member lasts beyond a single leave year, the City requires the employee to provide a new medical certification in each year the employee subsequently takes leave.

Where leave is taken for the serious health condition of the employee or the employee's covered family member, the City may require recertification of the leave every six (6) months, or on a more frequent basis in certain circumstances.

Employees returning from an approved FMLA leave due to their own serious health condition will be required to present a fitness-for-duty certification from their health care provider indicating that they are medically able to resume work. This certification specifically must address the employee's ability to perform the essential functions of their job. The City may delay returning the employee to work until this certification is received. Failure to provide this certification may subject the employee to termination.

In the case of intermittent FMLA leave for an employee's own serious health condition, employees are required to present a fitness-for-duty certification every thirty (30) days if the City determines that reasonable safety concerns exist regarding the employee's ability to perform their duties because of the employee's serious health condition.

D. Employee Responsibilities While on Leave

During an approved FMLA leave, employees are entitled to the same health insurance they had before the leave began. Employees who pay some or all their health insurance premium will be required to continue to pay the premiums in order to continue benefit coverage during the leave period. The employee is responsible for arranging to pay any premiums due during the leave period. Employees who do not return to work following FMLA leave will be liable for the

payment of any health insurance premiums paid by the City during unpaid FMLA leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the employee's control.

Employees will be required to periodically advise the City of their status and intent to return to work at the conclusion of the FMLA leave. Employees also must provide notice to the City at least two (2) business days prior to their return to work. If an employee unequivocally indicates their intent not to return to work after taking FMLA leave, the employee is subject to termination.

While on leave, the employee may not be eligible for bonuses or other payments based on attendance or job-related performance goals, in the City's discretion, where the employee has not met that goal due to FMLA leave.

Outside employment during an employee's leave period without written City approval is prohibited and may result in disciplinary action, up to and including termination of employment. Further, engaging in deceptive or misleading conduct as a part of an employee's leave (including lying about the reason or need for such leave) may result in disciplinary action, up to and including termination.

E. Return from Leave

Employees returning from FMLA leave will be restored to the same or an equivalent job. The FMLA does not entitle a restored employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would not have been entitled had the employee not taken leave. An exception to the employment restoration provisions of the policy may be made if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the City's employees (a "key employee") and restoring employment of the employee would result in substantial and grievous economic injury to the operations of the City.

A request to substitute paid leave for unpaid FMLA leave or a request for any leave not covered by the FMLA may be subject to additional approval, certification, and reinstatement requirements. In addition, employees requesting to substitute paid leave for unpaid FMLA leave or requesting other approved leave will be required to complete all applicable forms.

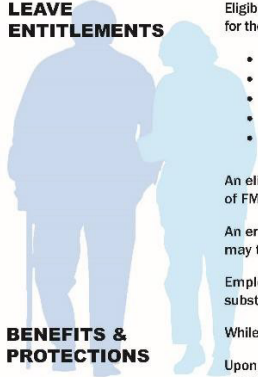
F. Complaint Procedure

If you believe you have been denied any right under the FMLA or otherwise discriminated against because of your use of FMLA leave, please utilize the City's Complaint Procedure, which is contained in this Manual.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

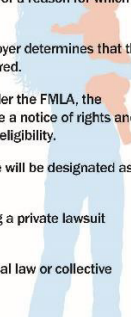
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor Wage and Hour Division



WH1420 REV 04/16

7. Parental Leave Policy

Purpose

To provide guidelines for paid parental leave enabling employees to care for and bond with their newborn or newly adopted child.

Policy

Paid parental leave is granted to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. An employee may receive up to three (3) weeks of paid parental leave during any "rolling" 12-month period, which will run concurrently with the Family Medical Leave Act (FMLA), as applicable during any "rolling" 12-month period.

- All eligible employees must be employed full-time with at least one (1) full year of service, having worked at least 1,250 hours during the last twelve (12) consecutive months.
- Employee must have given birth to a child, be the spouse of the individual who has given birth to a child or adopted a child (adopted child must be age 17 years or younger).

Procedures

- A. The employee will provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary leave forms as it pertains to the Family Medical Leave Act.
- B. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight time pay, to be paid on City's regularly scheduled pay dates.
- C. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption, or placement of the child for adoption. Paid parental leave may not be used or extended beyond the three-month time frame.
- D. Employee must take paid parental leave in a three-month period from the date of the qualified event. Any unused paid parental leave will be forfeited at the end of the three-months.
- E. Paid parental leave taken under this policy will run concurrently with leave under FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted towards the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will apply. The total amount of leave granted to the employee under FMLA will not exceed 12 weeks during the 12-month FMLA period.
- F. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued paid time off (PTO) leave. Upon exhaustion of accrued paid time off (PTO) leave, any remaining leave will be unpaid leave.

- G. If a holiday occurs while the employee is on paid parental leave such day will be charged to holiday pay; however, such holiday pay will not extend the total paid leave entitlement.
- H. Upon termination of employment with the City of Canton, any unused paid parental leave for which employee was eligible will not be paid out.

If you have any questions regarding this policy, contact Human Resources.

8. **Holidays**

A. **Holidays Observed**

The City observes the following holidays:

New Year's Day (Observed on the 1st working day of the Calendar Year)
Martin Luther King, Jr Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
City Flex Administrative Day(s) (as determined by City Management each Calendar Year)

When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday for City employees. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees.

The City retains the discretion, always, to modify the holiday schedule (including whether a day is considered a holiday under this policy) without notice to the employees.

B. **Holiday Pay**

All regular full-time employees will receive (8) hours of holiday pay for each of the holidays defined above. Non-exempt employees authorized to work during any holiday as defined above shall be paid at the rate of one and one-half times the normal hourly rate for hours worked on the holiday, plus holiday pay equal to (8) hours.

Non-exempt uniformed sworn law enforcement personnel authorized to work during any holiday as defined above shall be paid at the rate of one and one-half times the normal hourly rate for hours worked on the holiday, plus holiday pay equal to (8.60) hours for sworn officers.

9. Temporary Modified Duty Program

The City will consider requests for accommodation in the form of modified duty on a temporary basis for employees who are injured or otherwise unable to perform their regular job duties due to temporary incapacity, including due to pregnancy, worker's compensation/occupational injuries, and non-occupational injuries. For such requests for temporary modified duty, including change of job duties, "light duty," reduced work schedule, remote work or leave from work, the City will consider requests on a case-by-case basis. Requests for temporary modified duty should be directed in writing to the Human Resources Director. The final decision as to eligibility for and to the nature and duration of the temporary modified duty is within the sole discretion of the City. The City may consider factors such as the nature of the employee's impairment and limitations, the nature and requirements of the employee's job position, the employee's tenure with the City, unusual personal hardship, employee work performance, City business needs and expenses, and other business considerations regarding the approval, nature, and duration of temporary modified duty in a particular situation.

This policy is not applicable to and does not supersede any available rights in connection with, accommodations that are required under the Americans with Disabilities Act ("ADA"), to leave that is required under the Family and Medical Leave Act ("FMLA"), or to non-FMLA medical leave. For any such requests, please see the City's respective Equal Employment Opportunity, Family and Medical Leave, and Leave Without Pay (Non-FMLA) Policies contained in this Manual.

If an employee has a qualifying disability that prevents the employee from working at the official work site, the employee must request an accommodation through the Americans with Disabilities Act ("ADA") request process included in the City's EEO Policy. The request will be addressed in accordance with the ADA and other applicable law. An employee seeking remote work as an accommodation for a disability should make a request only through the process set forth in the EEO Policy and by completing the Accommodation Request Form.

CHAPTER 9 – EMPLOYEE PERFORMANCE EVALUATION

1. Purpose

The City has adopted an employee performance analysis system and evaluation process to help the supervisor and employee understand what their goals are to accomplish the job more efficiently. In order to complete this performance evaluation, the city has developed an Employee Roadmap which is used:

1. to establish specific goals which the employee should attain.
2. to evaluate the employee's efforts in accomplishing the job.
3. may be used by the supervisor in determining eligibility for merit bonuses.

Please understand, however, that a positive performance review does not guarantee an increase in compensation, a promotion, or continued employment since compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the City.

2. Employees Subject to Evaluation

Performance evaluations are conducted for all regular full-time employees of the City. These evaluations are to be conducted by the employee's supervisor annually. The performance evaluation shall be completed, reviewed with the employee, and signed by the employee, supervisor, Department Head and City manager, if applicable. Then it is to be forwarded to the Human Resources Department to be included in the employee's personnel record.

Employees may be evaluated three (3) months and six (6) months from the start of their employment or at any time (generally orally). Performance evaluations may be conducted at any other times that the City deems appropriate.

3. Performance Evaluation Conducted by Supervisor

Evaluations are conducted by the immediate supervisors and discussed with the employee after the Department Head and/or City Manager has approved the evaluation. After the evaluation report has been discussed, the employee must sign the report indicating that the employee has seen and discussed the evaluation with their supervisor. The employee's signature does not necessarily indicate agreement with the assessment. If the employee refuses to sign, it will be so noted by the supervisor. The employee also may make any comments upon the evaluation form.

4. Review by Department Head and/or City Manager

The Department Head shall review all evaluations prior to the supervisor's discussion with the employee. Should the Department Head be the supervisor conducting the evaluation, the City Manager will be the reviewer prior to the evaluation being discussed with the employee.

CHAPTER 10 – EDUCATIONAL ASSISTANCE and TUITION REIMBURSEMENT

1. Purpose

The City of Canton recognizes that the skills and knowledge of its employees are critical to the success of the organization. The city may reimburse an employee up to a maximum amount per year as allowed by the Internal Revenue Service. Reimbursements are for continuing education through an accredited school and/or program that either offers growth in an area related to the employee's current position or that may lead to promotional opportunities. To maintain eligibility employees must remain in an active pay status and be performing their job satisfactorily through the completion of each course and/or degree or certification program. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job related.

Tuition Reimbursement is based upon budget allocation appropriated on an annual basis from the City Council. The allocation of funds in one year does not guarantee additional funding in subsequent years. Additionally, the funding of this program is based upon the approval of the City Manager and may be for an amount up to the federally approved limit depending on funds.

There will be no duplicate payments for the same course. If the course is reimbursable under any State or Federal Educational benefits (including V.A.) or any other outside agencies, grants (HOPE Grant), etc., the city will provide educational reimbursement only for the cost above those paid by the other outside sources. The employee is required to first apply for any outside benefits for which they may be eligible.

An employee must secure a passing grade or obtain a certification to receive any reimbursement. Expenses must be validated by receipts from the institution you attended, and a copy of the final grade or certification received.

All full-time employees who have completed twelve (12)-months of employment are eligible.

2. Procedures

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide their department head with a completed Educational Course or Certification Request Form with information about the course or certification they would like to receive and to discuss the job-relatedness of the continuing education. If the Department Head approves of the request, it will then need to be forwarded to the City Manager for approval.

- Approved courses should be taken on the employee's own time unless the City Manager has approved time on the clock for such courses.
- Qualifying courses must:
 - directly relate to duties and responsibilities of the employee's current position or
 - must enhance the employee's potential for advancement to a position with the city to which the individual has a reasonable expectation of advancing.
 - approved courses may range from obtaining GED certifications to technical courses such as electronics, engineering, computers, finance, business management up through the master's degree level of studies.
- Once the course or certification has been successfully completed, the employee should submit a Tuition Reimbursement Request Form, attaching receipts from school and evidence of a passing grade or certification. If employee has received any assistance from outside agencies such as the HOPE Grant or V.A, (GI Bill), etc., please attached supporting documentation. There will be no duplicate payments for the same course(s).
- Reimbursements are for actual tuition fees only and do not include fees paid for books or any other miscellaneous fees such as: administrative, graduation, testing and examinations, student services, athletics, technology, parking, food, mileage, lodging, etc.
- The HR department will coordinate the reimbursement with the Finance department following the receipt of all necessary documentation. Reimbursements requested more than six (6) months after completion of course(s) will not be honored.

While educational assistance is expected to enhance employee performance and professional liabilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

CHAPTER 11 – GENERAL GUIDELINES

1. Business Practices/Ethical Code of Conduct

Ethical conduct is integral to the success of the City. Because the conduct and character of the City depend upon the actions of many persons, it is important that each employee understands and accepts the following standards of conduct for which they will be held accountable:

- A. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
- B. Full, fair, accurate, timely and understandable disclosure in all reports or other public communications made by the City.
- C. Compliance with applicable laws and governmental rules and regulations.
- D. Prompt internal reporting of violations of this Code to an appropriate person or persons identified in this Code.
- E. Accountability for adherence to this Code.

The City is committed to maintaining a business environment that is free of inappropriate or unlawful conduct. In keeping with this commitment, we will not tolerate any unethical or illegal conduct on the part of our employees, business partners, contractors, subcontractors, vendors, or agents. All persons or entities performing work on behalf or for the benefit of the City are expected to follow the letter and spirit of all applicable laws, regulations, ordinances and accepted financial reporting standards applicable to our business.

Conflict of Interest. While employed by the City, it is your obligation to always act in the best interest of the City and not allow any personal activity to conflict with or interfere with your service to the City. As a result, the assumption of or engagement in any interest, relationship, or activity by an employee tending to impair the independence of such person's judgment with respect to the best interest of the City constitutes a conflict of interest. Employees must report in writing all situations involving even a possible conflict for review by the Human Resources Director and thereby avoid any attempt to judge their own case. Opportunities to engage in any community work or to serve in any outside organization or your doubts about outside business interests or activities should be discussed with the Human Resources Director. The City expects its employees to exercise the utmost good faith in the performance of their duties. Keeping the City informed will enable you to receive proper recognition for individual efforts and will avoid any conflict with established City policies. Examples of actions which might result in or create the appearance of a conflict of interest include:

- a. using the employee's job position with the City for private gain.
- b. giving preferential treatment to any person.
- c. impeding government efficiency or economy.
- d. failing to exercise complete independence or impartiality.
- e. making a decision on behalf of the City outside of official channels.

- f. affecting adversely the confidence of the public in the integrity of City government.

Gifts. Gifts deserve special mention. Although gifts are often sent by vendors, suppliers, or citizens of the City to employees as an expression of a friendly association, the acceptance of these gifts may establish in the mind of the vendor, supplier, or citizen who sent the gift the need to continue such a practice to continue business with the City. This takes away from the City's emphasis on public service to citizens. It is difficult to justify this practice from the standpoint of ethical business conduct. Therefore, in the best interest of all employees as well as the City's service to its citizens, no employee shall solicit or accept rewards of any kind, whether direct or indirect, for the performance of duties, or request for gratuities, or use their job position to seek favors or preferential treatment of any kind. Further, an employee shall not accept gratuities of any kind, whether direct or indirect, in the course of the employee's duties with the City, or from any person or entity where the relationship was established in the course of the employee's duties with the City, with a value in excess of twenty-five dollars (\$25.00) without the express written permission of the City Manager. Nothing in this section shall prohibit an employee from: (1) receiving any occasional food or beverage of nominal value, or (2) receiving any promotional item or items generally distributed to the public provided that the acceptance of such item or items will not influence the employee's performance or failure to perform any official action.

Outside Employment. The City hopes that you will not find it necessary to seek additional outside employment. Outside employment must not conflict or interfere in any way with your responsibilities within the City. Employees seeking outside employment must comply with the Dual Employment policy, contained herein.

Complaint Procedure. The City will not tolerate conduct that is contrary to any local, state, or federal law. No supervisor or City employee has authority to engage in such conduct. If you feel you have witnessed or have knowledge of the type of conduct prohibited by this Policy, you must report this conduct by utilizing the City's Complaint Procedure, which is contained in this Manual. The harassment, discrimination, unlawful treatment, or other form of retaliation against any individual making a report of a violation of this Policy by anyone, including any employee, supervisor, coworker, contractor, subcontractor, vendor, or agent of the City, is prohibited. In the event you feel you have been subjected to retaliation for making a complaint pursuant to this Policy, you must report this conduct by utilizing the City's Complaint Procedure, which is contained in this Manual.

2. Standards of Conduct

Each employee has an obligation to observe and follow the City's policies and to always maintain proper standards of conduct. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken. All employees also share an obligation to safeguard the integrity of the City's reputation and assure the continuation of ethical practices. Disciplinary action may include a verbal counseling, written warning, suspension without pay, and discharge. Please note that the City reserves the right to impose whatever discipline it chooses, or none, in a particular instance. The City will deal with each situation individually, and nothing in this Manual should be construed as a promise of specific treatment in each situation.

It is not possible to list all acts and omissions which can lead to disciplinary actions. Offenses which may result in disciplinary action up to and including discharge include, but are not limited to, those presented below:

- a. Misconduct;
- b. Failure or refusal to follow oral or written instructions or other form of insubordination;
- c. Inefficiency or lack of effort in the performance of duties or other form of unsatisfactory performance;
- d. Sleeping on the job;
- e. Suspicion of theft or dishonesty
- f. Careless, negligent or improper use of City property or equipment or damage or destruction of City property or equipment;
- g. Conduct which endangers others or results in property damage;
- h. Failure to maintain satisfactory and/or harmonious working relationships with the public or fellow employees;
- i. Failure to report for duty at the assigned time and place;
- j. Excessive absenteeism or tardiness;
- k. Creating or contributing to unsanitary conditions;
- l. Failure to obtain or maintain a current license or certificate required for performing the job;
- m. Failure to use safety equipment or to comply with safety rules;
- n. Gambling on City property or City work sites;
- o. Improper use of paid time off (PTO), FMLA leave, or other type of leave;
- p. Violation of the City's EEO Policy or Business Practices/Ethical Code of Conduct Policy, or disrespect toward fellow employees, citizens, visitors or other members of the public;
- q. Conduct unbecoming a City officer or employee, including any conduct which affects the employee's reputation or which reasonably could create concern on the part of citizens or fellow employees;
- r. Misappropriation or misuse of City property or funds;
- s. Falsification or misrepresentation of information in any time, personnel, or other City records;

- t. Participation in any action that disrupts or disturbs the operation of the City or any segment of City government;
- u. Visiting or trespassing at the home of any City official or employee for the purpose of harassing or for the purpose of requesting discussion about job-related matters;
- v. Committing an act that endangers the personal well-being and/or property of others while on the job;
- w. Possession of unlawful or unauthorized firearms on the job;
- x. Violation of the City's Substance Abuse policy, including possession, use or sale of alcohol or controlled substances during working hours, reporting to work under the influence of alcohol or controlled substances, or unlawful use of controlled substances;
- y. Unauthorized or inappropriate use or disclosure of confidential information from official records;
- z. Using or attempting to use personal or political influence to secure promotion, leave of absence, transfer, change of pay rate, disciplinary action or in any manner related to one's work;
- aa. Violating any of the provisions or regulations of this Personnel Manual;
- bb. Violating department regulations by an employee of that department;
- cc. Violating an ordinance of the City or a state or federal law; and
- dd. Any other conduct which, in the City's sole discretion, warrants disciplinary action.

These examples are not all-inclusive. Because this list does not cover every action for which you may be disciplined, you also are expected to use common sense and conduct yourself in a reasonable and inoffensive manner. We emphasize that discipline and discharge decisions may be based on an assessment of all relevant factors, including the severity of the infraction and the employee's work record, as determined by the City.

3. Workplace Violence

The City is committed to providing its employees a safe environment for working and conducting business. In this regard, the City will not tolerate any threats, threatening behavior, acts of violence, or any related conduct that interferes with or disrupts the City's safe working environment. This prohibition applies to City employees and unpaid volunteers in the course of their employment duties or volunteer functions with the City.

Threats, threatening behavior, acts of violence or related disruptive conduct includes conduct against persons or property that is sufficiently severe, offensive, or intimidating that it disturbs, interferes with, or prevents normal work functions or activities. Specific examples of conduct that may be considered "threats, threatening behavior, acts of violence, or related disruptive conduct" include, but are not limited to, the following:

- a. Hitting or shoving an individual.
- b. Threatening to harm an individual or his/her family, friends, associates, or their property.
- c. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
- d. Harassing or threatening individuals through any form of written or electronic communications.
- e. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
- f. Harassing surveillance of another City employee and making a credible threat with intent to place the other person in reasonable fear of their safety.
- g. Possession of unlawful or unauthorized firearms on City property, except as provided for by state law.

All employees are responsible for refraining from making threats, engaging in threatening behavior, acts of violence, or related disruptive conduct and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace. If you feel that you have experienced or witnessed conduct that is prohibited under this Policy, you are to follow the City's Complaint Procedure, which is contained in this Manual.

4. Tobacco Use Policy

The City recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco. We are committed to providing a safe and healthy environment for our staff, citizens, and visitors. As per the City Ordinance, all City buildings and vehicles are designated as smoke free areas. Neither smoking nor tobacco product use is permitted within fifteen (15) feet of any City building entrance or exit and is not permitted in any City vehicle. This policy prohibits the use of products to include cigarettes, cigars, pipes; all forms of smokeless tobacco; clove cigarettes; any smoking device that uses tobacco such as hookahs or simulates the use of tobacco such as electronic cigarettes. The policy applies to both employees and visitors of the City. The decision to provide or not provide designated smoking and tobacco use areas outside of the building will be at the discretion of management or other decision-making body. Smoking and tobacco use will be restricted to a designated tobacco use area or in the employee's privately-owned vehicle if it is not within fifteen (15) feet of any City building entrance or exit. Tobacco users must maintain the cleanliness and safety of designated tobacco use areas. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), the designated area can be eliminated at the discretion of management or other decision-making body.

5. Personal Appearance Policy (Dress Code)

Our City's professional atmosphere is maintained, in part, by the image we present to our co-workers and the public. The City expects all employees to present a neat, well-groomed appearance, and a courteous disposition. Good personal hygiene is always expected. Clothing should be clean, neat, and well kept (no holes, tears, patches, fading, or frayed areas). Facial hair should be clean and neatly trimmed. Fragrances, if used, must be mild; patrons and other employees may be allergic or sensitive to perfumes, colognes, or other fragrant products.

Employees must dress in a businesslike manner and avoid extremes in dress. Flashy, skimpy, or revealing clothing is unacceptable. Articles of clothing should not be too tight or too baggy. The Department Head will determine when clothing or appearance does not meet these requirements.

Employees provided with City uniforms must wear them as instructed while on duty and keep them in neat and clean condition.

The City wants to ensure that its employees meet the public's expectations in terms of the City's image. Thus, for the employees who have contact with the public, we limit the types of tattoos and piercings that may be visible. No employee may make visible a tattoo that might be offensive or a violation of the City's EEO Policy. Any employee who might have such a tattoo must keep it covered while at work or while representing the City. Likewise, we do not want to appear extreme by the number or location of piercings visible. As with articles of

clothing, the Department Head will determine whether particular tattoos or piercings (including earrings) should not be visible. If tattoos or piercings are not in keeping with the image that the City chooses to present to its citizens, employees may be required to cover the tattoo and cover/remove the piercing.

Employees are expected to always observe our Personal Appearance Policy while at work or otherwise while representing the City. Employees who are determined to have unacceptable attire or appearance in violation of this policy may be requested to leave work and return in acceptable attire or appearance. Such time away from work will be without pay for non-exempt employees. Violation of this policy may result in discipline, up to and including immediate termination of employment.

The City will reasonably accommodate employees' covered disabilities and sincerely held religious practices about dress and grooming in accordance with applicable law, unless such accommodation would cause the City an undue hardship. Employees desiring such an accommodation must submit a request in writing to the Human Resources Director for consideration and approval. Appropriate documentation of the need and basis for an accommodation may be required in connection with such a request.

6. Work Area Appearance

We expect employees to maintain their work areas in a neat, professional, and acceptable manner. Each employee shall maintain the area in which they are working, and all employees are expected to maintain the common areas.

7. Non-Fraternization

Romantic or sexual relationships between a supervisor or manager and an employee who reports either directly or indirectly to that supervisor/manager is the type of conduct that can cause real or perceived conflicts of interest, or otherwise be problematic. Therefore, the City prohibits such relationships and any conduct (such as dating between a supervisor, manager, and any City employee who is a direct or indirect subordinate) that is intended or may reasonably be expected to lead to the formation of a romantic or sexual relationship.

This policy applies regardless of whether both parties freely consent to such a relationship. When City management learns that such a relationship or activity has occurred, the participating superior will be subject to disciplinary action up to and including termination of employment. Should a supervisor or manager desire to date or become involved with an employee, the superior shall first resign from employment with the City.

CHAPTER 12 - SAFETY POLICY

The City is dedicated to ensuring the safest possible workplace and working conditions which are free of all recognized hazards for all of its Employees and, as a municipality, the City is also obligated to ensure a safe environment for the citizens it serves.

The City holds the safety and health of all Employees in high regard and is committed to the achievement of zero workplace injuries and illnesses. Since most crashes, property damage, and injuries are preventable, consistent, and deliberate steps will be taken to recognize, address, and eliminate dangerous working conditions and therefore guarantee the improvement of safety for all Employees.

In addressing the safety of Employees, the City will also be providing a safer environment for its residents as Employees experience a heightened sense of awareness of unsafe conditions and are encouraged and supported in resolving any situation which could endanger themselves or others.

The administration of the City considers safety to be of prime importance and strongly encourages all Employees to share this viewpoint. For a safety program to be effective, it is vital that Employees at all levels demonstrate the proper attitudes toward safety and health issues. Employees must protect their own, each other's, and the public's health, safety, and wellness by reporting hazards, participating in training, and working in compliance with the law as well as the safety precautions and procedures established by the City.

In order to affirm the City's commitment to safety, the following objectives and Employee responsibilities have been developed for the achievement of an effective Safety Program.

1. Objectives:

- Maintain safe and healthy working conditions in all operations;
- Preserve and protect City property and afford the same consideration towards the property of the general public;
- Provide and maintain an ongoing safety training and education program so as to prepare all City Employees to the extent that they can perform their duties economically, efficiently, and safely;
- Develop and maintain a communication system between Supervisors, Department Heads, and Employees to ensure all parties are aware of the types and frequency of crashes, property damage, and injuries in order to further awareness and participation in the development of safety standards;
- Progressive reduction in the number of work-related injuries;
- Prompt and thorough investigation of all crashes, property damage, and injuries to prevent recurrence;
- Regular inspections to identify all unsafe acts and conditions as they arise;
- Immediate correction of any unsafe acts or conditions once they have been identified;

- Establish and periodically review safety and health rules and regulations, making changes when necessary;
- Strict adherence to all applicable rules and regulations relating to safety and health, including specific departmental rules designed to prevent injury and illness;
- Institute firm and equitable disciplinary measures for violation of prescribed safety and health rules and regulations and ensure the adherence of consistency of action.

2. Definitions:

Non-Preventable Crash/Property Damage/Injury: A crash, property damage, or injury will be classified as non-preventable as long as the Employee:

- Did not violate a traffic law;
- Did not violate a safety rule or departmental standard operating procedure;
- Did everything reasonable that could have been done to avoid the occurrence.

Personal Injury: An injury to an Employee arising out of and in the course and scope of employment.

Preventable Crash/Property Damage/Injury: A crash, property damage, or injury will be classified as preventable when an Employee fails to do *everything* within reason to avoid it, such as if the Employee:

- Violated a traffic law and that violation caused or contributed to the crash;
- Violated a safety rule or departmental standard operating procedure that caused or contributed to the crash, property damage, or injury;
- Took some action which the Employee would have been expected to avoid, thus preventing the crash, property damage, or injury;
- Failed to take a reasonable action that, if taken, should have prevented the crash, property damage, or injury

Property Loss or Damage: Loss or damage to property in the care, custody, or control of the Employee, or loss or damage to the property of another due to the acts of an Employee, whether preventable or non-preventable.

Safety Inspections: An in-depth investigation of a City work area or location to determine if all safety and health rules and regulations are complied with.

Safety Violation Report: The reporting of any unsafe work-related act by any Employee to a Supervisor, Department Head, or City Manager.

Unsafe Act: An element of unsatisfactory behavior prior to the crash, property damage, or injury which is significant in initiating the event.

Vehicular Crash: A crash involving any City vehicle or motorized equipment in operation at the time. A vehicular crash may result in property damage, personal injury, or death.

Work Related Illness: An illness or disease which is contracted through or results from events or exposure occurring in the work environment.

3. **Responsibilities:**

A. City Manager is responsible for:

- Oversight of the overall safety and health policies;
- Approval of all new safety rules and regulations prior to implementation;

B. Department Heads are responsible for:

- Implementation of the City Safety Program in their department;
- Development and implementation of safety rules particular to their department;
- Providing the leadership essential in maintaining effective crash, property damage, and injury prevention through regular quarterly meetings with all departmental personnel to review and discuss effective preventative measures to be taken;
- Ensuring that personnel in their department comply with all safety and health rules and regulations and that all activities within their department are performed with the utmost regard for safety;
- Ensuring Employee availability for safety training;
- Review and submission of reports to Human Resources Director in a timely manner;
- Demonstration of concern for safety by directly interviewing each Employee who has lost time from work due a job-related injury or been involved in a vehicular crash;
- Cooperation with safety inspections of departmental area and subsequent efforts to resolve safety issues.

C. Supervisors are responsible for:

- Ensuring that all Employees under their supervision are properly trained for their assigned job, are familiar with work rules, and understand that compliance is mandatory;
- Fostering positive attitudes toward safety and health in their respective areas;
- Being firm in the enforcement of prescribed safety rules and regulations by immediately reporting those Employees who fail to comply to the Department Head for corrective action;
- The actions of all Employees under his/her control with respect to safety and health issues;
- Completing First Report of Injury, no matter how trivial, and submitting it and the Incident Report to the Department Head by the end of the shift in which the crash, property damage, or injury occurred;

- Assisting in recommending and developing safety measures that may prevent such a crash, property damage, or injury in the future;
- Taking the initiative to recommend correction of deficiencies noted in facilities, procedures, Employee job knowledge, or attitudes that adversely affect the City's prevention efforts;
- Shutting down operations or removing personnel from hazardous conditions considered to be an imminent danger to Employees or the general public and reporting such action to the Department Head.

D. Employees are responsible for:

- Fully cooperating with all aspects of the safety program;
- Participating in safety training;
- Obeying all safety rules and regulations and asking for clarification if necessary;
- Always wearing appropriate safety clothing and using appropriate equipment;
- Operating machinery or equipment only after appropriate training and authorization;
- Using extreme care in the course of their work to prevent injuries to themselves, their fellow Employees, the general public, and to prevent damage to City and private property;
- Reporting all unsafe conditions, no matter what department it is in, to their Supervisor, or Department Head, immediately;
- Reporting all crashes, property damage, and injuries, no matter how minor, to their Supervisor or Department Head immediately;
- Completing Incident Reports;
- Contacting their Supervisor and/or Department Head regarding questions or concerns about job safety;
- Being accountable for their own actions.

E. Human Resources Director is responsible for:

- Assisting the injured Employee in receiving the proper medical care, when needed;
- Reviewing the Workers Compensation Packet and verifying or obtaining any additional information needed;
- Coordinating with the Workers Compensation Insurance Carrier to ensure that all claims are filed and paid;
- Updating and maintaining the physician's panel;
- Coordinating with the City's panel of physicians to ensure that they have current insurance carrier information on file;
- Acting as the liaison for the City between the insurance carrier, physicians, and in some cases the attorneys;
- Maintaining the original files on all workers compensation claims;

- Communicating with all Department Heads in an effort to assist with the process of a workers compensation claim, requests for light duty, follow-up, and medical release of the injured Employee.

4. **Safety Inspections**

A. Procedures:

A member of the City's Building & Safety Services department will conduct bi-annual inspections on all City owned and occupied facilities. The inspector will prepare a written report of any hazards noted during their inspection and present it to the respective Department Head and the City Manager.

- ##### B. Safety Violation Report:
- A safety violation report is used to report an "unsafe act". In the case of an Employee observing an "unsafe act" they are to report it to their immediate Supervisor and/or Department Head at once, even if the unsafe act was in another department. The Supervisor and/or Department Head will then make the necessary report.

5. **Personal Physical Injury or Illness**

A. The Employee must:

- Report all events that have or may result in personal physical injury or illness occurring in the work environment even if it is determined that medical treatment is not necessary;
- Report to their supervisor immediately; timely reporting of any injury or illness is mandatory as it ensures full Employee benefits and reasonable liability adjustments at the lowest cost to the City;
- Report to an appropriate medical facility (if necessary) and ensure that all
- recommended medical treatment is completed;
- Complete an Incident Report by the end of the shift in which the event occurred and submit it to the Supervisor.

B. The Supervisor must:

- Assist Employee in seeking medical treatment - if necessary;
- Complete the First Report of Injury even if no medical treatment is required and submit a copy to Human Resources Director immediately;
- Review the Incident Report for accuracy and thoroughness;
- If medical treatment is required complete the Worker's Compensation Reporting

Packet and submit to the Department Head by the end of the shift in which the injury or illness occurred. If no medical treatment is necessary, complete First Report of Injury and Incident Report and submit them to the Department Head by the end of the shift in which the injury or illness occurred;

- Investigate the circumstances which caused the injury or illness including taking photos and gathering evidence;

- Immediately enact appropriate corrective measures to eliminate the hazard and prevent future occurrences;
- Assist the Department Head in determining if the injury or illness was "Preventable" or "Non-Preventable";
- Make recommendations to the Department Head regarding permanent corrective measures.

C. The Department Head must:

- Review Worker's Compensation Reporting Packet or First Report of Injury and Incident Report for accuracy and thoroughness and submit them to the Human Resources Director within 24 hours of it being received;
- With the assistance of the Supervisor, investigate the injury or illness and determine if it was "Preventable" or "Non-Preventable";
- Address and permanently enact corrective measures as appropriate.

6. Vehicular Crashes

A. The Employee/ operator of any vehicle or motorized equipment involved in a crash or discovering damage, regardless of who is at fault or how minor the damage may appear, must:

- Contact their Supervisor and/or Department Head immediately to determine if an investigation is warranted.
- If an investigation is requested, contact the proper authorities.
- Contact the immediate supervisor after the crash has been investigated by proper authorities and follow the process for completing the First Report of Injury and Workers Compensation Reporting Packet. If the crash is substantial or if the employee is in a Safety Sensitive Position drug test(s) may be required.
- Follow through with the procedures outlined above if it is alleged by another party that a City owned vehicle caused damage to his/her vehicle, regardless of whether or not any damage was caused;
- Report all damage caused by flying or falling debris such as rocks, limbs, etc., regardless of how minor the damage may appear;
- Complete an Incident Report by the end of the shift in which the crash or damage occurred and submit to Supervisor.

NOTE: In the case of a crash between two City owned vehicles, First Report of Injury must be sent in for each person involved, and both operators must complete an Incident Report. In the case of damage to City vehicles that have no operators and are not assigned to any particular Employee, the Department Head to whom the vehicle is assigned is responsible for seeing that the police are called for an investigation and an Incident Report is completed.

B. The Supervisor must:

- Complete the First Report of Injury and forward to Human Resources Director even if no medical treatment is required;

- Review the Incident Report for accuracy and thoroughness and submit the First Injury Report and Incident Report to the Department Head within 24 hours of the crash. If the crash occurs on the weekend, these reports must be submitted on the following Monday.
- Complete the Worker's Compensation Reporting Packet if medical treatment is required and submit the Packet to the Department Head by the end of the shift in which the crash or injury occurred;
- Investigate the crash and make preliminary determination if it was "Preventable" or "Non-Preventable".

C. The Department Head must:

- Review the Worker's Compensation Reporting Packet or First Report of Injury and Incident Report for accuracy and thoroughness and submit them to the Human Resources Director within 24 hours of it being received;
- With the assistance of the Supervisor, if necessary, investigate the crash and determine if it was "Preventable" or "Non-Preventable";
- Address and permanently enact corrective measures as appropriate;
- Submit a detailed report, including determination of investigation and what corrective measures are put into place, to the City Manager.

7. **General Liability/Property Damage**

A. The Employee must:

- Report property damage to his/her supervisor immediately;
- Report the damage to the property owner. If the owner is not available leave a note regarding the damage and containing Supervisor contact information;
- Complete an Incident Report and submit to Supervisor by the end of the shift in which the damage occurred.

B. The Supervisor must:

- Notify the Department Head;
- Review the Incident Report for accuracy and thoroughness and submit it to the Department Head by the end of the shift in which the damage occurred;
- Investigate the circumstances of the damage and recommend the appropriate corrective measures to eliminate the hazard and prevent future occurrences;
- Determine if the damage was "Preventable" or "Non-Preventable".

C. The Department Head must:

- Review the Incident Report for accuracy and thoroughness and submit it to the City Manager within 24 hours;
- Discuss "Preventable" or "Non-Preventable" findings with the Supervisor and enact corrective measures as appropriate;

- Submit a detailed report, including determination of investigation and what corrective measures are put into place, to the City Manager.

8. High-Visibility Safety Apparel Policy

Purpose

To establish a City policy on the wearing of appropriate safety apparel while performing outdoor duties.

Policy

In order to provide greater safety and visibility for City Employees, all Employees exposed to the risks of moving roadway traffic or construction equipment shall wear high-visibility safety apparel meeting the requirements of American National Standard for High-Visibility Safety Apparel or equivalent revisions, and labeled as ANSI 107-1999 standard performance for Class III, II, or I risk exposure. The Department Head/ or designee is responsible for worker safety within the activity area of the job site and shall make the selection of the appropriate class of garment.

Definitions

ANSI 107-1999-The American National Standards Institute (ANSI) approved the American National Standard for High-Visibility Safety Apparel (ANSI/ISEA 107-2004). This standard provides consistent, authoritative guidelines for the selection and use of high-visibility apparel in the United States.

Class III garments provide the highest level of visibility to workers in high-risk environments that involve high task loads, a wide range of weather conditions and traffic exceeding 50 mph. Class III garments provide coverage to the arms and/ or legs as well as the torso, and can include pants, jackets, coveralls, or rain wear. The standard recommends these garments for all roadway construction personnel and vehicle operators, utility workers, survey crews, railway workers, and crash site investigators.

Class II garments are for users who need greater visibility in poor weather conditions and whose activities occur near roadways where traffic speeds exceed 25 mph. This class of garment is suitable for railway workers, school crossing guards, parking and toll gate personnel, airport ground crews, and law enforcement personnel directing traffic.

Class I garments are intended for workers who have ample separation from vehicular traffic that does not exceed 25 mph. Class I garments are often safety vests that are recommended for parking service attendants, workers in warehouses with equipment traffic, shopping cart retrievers, sidewalk maintenance workers, and delivery vehicle drivers.

The prescribed safety vests are of the following types:

Garments meeting only the minimum requirements of the standard, Conspicuity Class I, may be suitable for workers not directly in vehicle traffic paths and where vehicle speeds are less than 25 mph. Class II covers workers in inclement weather, workers closer to moving traffic

than in Class I or near traffic above 25 mph but less than 50 mph. The highest level of protection, Class III, covers high-risk work environments and situations where weather, work, or other factors impair visibility or where traffic exceeds 50 mph.

Public Safety personnel shall follow departmental Standard Operating Procedures.

Responsibilities

The Supervisor is responsible to make sure that Employees are attired properly to ensure high visibility.

9. Seat Belt Policy

Purpose

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes.

This policy will apply to all personnel operating or individuals riding in City vehicles or equipment.

Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and severity of injuries resulting from traffic crashes. The use of safety restraints reduces the risk of death and serious injury and must be adhered to.

Policy

To assure the safety of all Employees, safety belts shall be worn by drivers and passengers in all vehicles or equipment owned, leased, or rented by the City at all times. This also applies to the operation of privately owned or other vehicles if used in an official capacity.

Procedure

City Employees shall use the safety belts/restraints installed by the vehicle or equipment manufacturer, properly adjusted and securely fastened, when operating or riding in the vehicles;

- Lap belts shall be properly secured in those City vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured;
- The driver of the City vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating;
- No person shall drive a City vehicle in which any safety belt is inoperable;
- No person shall modify, remove, deactivate, or otherwise tamper with any City vehicle safety belts/restraints except for vehicle maintenance and repair;
- Personnel who discover an inoperable seat belt/ restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

10. **Vehicle and Equipment Use Policy**

The City purchases and maintains vehicles/ equipment that are assigned to departments for the express purpose of carrying out city business. The City vehicles/ equipment are highly visible and are intended to serve the public. Therefore, it is important that all city Employees use this vehicles/ equipment only for their intended purpose and observe the following policy.

While this policy is intended to address those Employees who drive City or personal vehicles on city business over public/private streets, this policy shall also be used for drivers of off-road equipment (i.e. tractors, lawn mowers etc.). Specifically, off-road equipment operators are not exempt from the portions relating to license, qualifications, maintenance, and all safety operations.

Each department may have departmental standard operating procedures which shall be followed along with this policy.

Definitions

Authorized Driver - A City Employee who meets the requirements of this policy and departmental standard operating procedures and has been given authorization by their Department Head to operate city vehicles/ equipment, or to operate his/her personal vehicle on city business.

MVR - A "Motor Vehicle Report", a history of a driver's record, which may include citations received, crashes, suspensions, etc.

Assigned Vehicle -A vehicle provided to an Employee to perform their assigned duties. This vehicle is used during normal operating hours.

Responsibilities

Department Head- The Department Head shall ensure that all Employees who drive City vehicles/ equipment meets the requirements of the Georgia Department of Driver Services and adhere to all other requirements as set forth in this policy. The Human Resources department will provide a list of employees that are not eligible to operate vehicles to the department head as requested.

Supervisor- The Supervisor shall ensure that the operator of any City vehicle/ equipment is fully familiar with the vehicle/ equipment they are operating before the Employee is allowed to use the vehicle/ equipment.

Authorized Driver- The authorized driver must obey all motor vehicle laws and City Policies and always maintain the vehicle properly.

Driver's License

Employees driving city vehicles or equipment shall have a valid Georgia Driver's License for the class vehicle they are operating. License acquisition and renewal is the responsibility of the

Employee and will not be paid for or reimbursed by the City. However, the acquisition of Commercial Driver's Licenses (CDL) is handled in accordance with departmental standard operating procedures.

Driver Standards

All drivers of City vehicles shall meet the following requirements:

- Shall be at least 18 years of age;
- Shall be an authorized driver for the city;
- Shall meet licensing requirements and shall possess a valid driver's license which meets the requirements of the class of vehicle being operated.

Driver Disqualification

Employees and/ or applicants will not qualify to drive a city vehicle, nor be hired or transferred into a position requiring driving a city vehicle, if one or more of the following have occurred within the prior thirty-six months:

- Conviction of a felony of any type;
- Conviction of the sale, handling, or use of drugs;
- Conviction of an alcohol or drug-related offense while driving, including driving under the influence, driving while intoxicated etc.;
- Revocation or suspension of driver's license due to a moving violation(s);
- Conviction of three or more speeding violations or one or more other serious violation(s) as defined in Georgia Code;
- Notice from the City's insurance carrier that the driver is being excluded from insurance coverage.

Vehicle Use Policy Violations

Violation of any portion of this "Vehicle and Equipment Use Policy" may result in disciplinary action.

11. Driver/Driving Policy

Policy

The following policy applies to every Employee who drives a vehicle in the course of their work for the City, whether the vehicle driven is only used on a day-to-day basis or if the vehicle is issued as a take home vehicle for (on call) personnel. City vehicles shall be used by authorized Employees for official City business only. Minimal personal use exceptions for lunch or running errands on the way to and from work are acceptable with prior approval by the Department Head. Drivers must remember that these vehicles are highly visible and that they should never be used in a manner that would discredit the city or its staff members. Each department may also have Standard Operating Procedures (SOP's) in place for vehicle maintenance, usage, and operation. These SOP's must mirror this policy and may also be more stringent as the Department Head deems necessary.

Driving by Authorized Employee

- All drivers should avoid any distractions while the vehicle is in motion, including, but not limited to, operation of a radio or cell phone, eating or drinking, or consulting maps, notes, etc. (Note: This does not preclude Employees from conducting city business as necessary via radio or cell phone, but only when it is safe to do so);
- Vehicles must be operated in accordance with the laws, ordinances, and regulations of the city, county, and state in which they are being operated;
- Avoid speeding. Employees should choose speed with consideration for posted speed limits, road conditions, traffic, weather, and light. Speed should be further reduced during fog (or other adverse conditions) or when driving a heavy vehicle (i.e., Dump trucks, street sweepers, trailers, etc.);
- Drivers of a city vehicle must approach intersections with caution and yield the right-of-way whenever appropriate;
- Drivers should keep to the right on divided highways and one-way streets, except when overtaking slow-moving vehicles or when getting into position to turn left;
- Safe turning procedures should be always practiced, including:
 - Signaling for turns
 - Changing lanes for turns well in advance of intersections
 - Avoiding swinging wide or short during turns
- All drivers must maintain safe following distances at all times by keeping back a minimum of 3-second count from the vehicle ahead;
- Special caution must be used when backing up. When appropriate, drivers should use a "spotter" to assist in backing;
- In the event of an emergency stop (or a disabled vehicle), drivers should move the vehicle completely off the road when possible, avoiding curves, hills, or other places where the view may be obstructed. In addition, drivers should set the parking brake to avoid movement, use four-way flashers and put out safety cones (if available) to warn approaching traffic;
- In the event of a crash, the driver must stop immediately and follow the crash procedure policy listed herein.

Driving by Unauthorized Persons

Except in case of an emergency, a driver shall not allow a vehicle assigned to them to be driven by any person not authorized to drive City vehicles.

Intoxicants

Drivers shall not use, store, transport, or be under the influence of alcohol, drugs, or other intoxicants in a city vehicle at any time (unless being stored or transported in conjunction with law enforcement duties).

Loss of Driver's License

Regardless of duties, revocation, or suspension of a driver's license for any reason and for any period of time must be reported to the Employee's Department Head within one working day of receipt of notice that the license is being suspended or revoked. The Employee must not drive a city vehicle under any circumstances until the license is reinstated.

Non-Employee Passengers

A driver will not transport persons other than City Employees in a city vehicle unless the person(s) is/ are being transported in connection with official business, law enforcement matter, or for other reasons specifically authorized by the Department Head and/or City Manager.

Theft

The theft of a city vehicle should be reported to the proper law enforcement agency immediately. The Department Head and City Manager shall be notified as soon as possible. The city is not responsible for loss or theft of personal items left in City vehicles.

Training Requirements- Defensive Driving Course

All authorized drivers are required to attend a city sponsored Defensive Driving Course as soon as possible after hire and a refresher course in accordance with Department policy.

Traffic Violations

Citations, fines, or other actions taken by any law enforcement jurisdiction against any Employee while driving a City vehicle shall be the responsibility of the Employee. Each Employee is required to report all violations to their Supervisor within one working day.

Unattended Vehicles

Drivers should not leave City vehicles without first stopping the motor and removing the key from the ignition and secured, when possible. Exceptions: Public Safety vehicles that require emergency lighting on a scene where the engine is required to be running.

Vehicle and Equipment Appearance

City owned/leased vehicles are costly and highly visible tools that assist in providing services to our taxpayers and as such should be kept clean and tidy. Litter should not be allowed to accumulate inside the passenger compartments, nor in the beds of trucks.

Personal Vehicles Used for City Business

Certain circumstances may warrant a City Employee's use of his/her personal vehicle to conduct City business. Typically, this occurs when the Employee's department cannot provide a vehicle for running city errands, traveling to and from work-related training and/ conferences, etc.

When this occurs:

- Prior approval must be obtained from the Employee's Department Head or his/her designee;
- The appropriate travel reimbursement form must be completed (if appropriate);
- Mileage reimbursement will be paid according to IRS published standard mileage rates in the City's Financial Management Policy.

The City does not assume any liability for bodily injuries or property damage that the Employee may be personally obligated to pay arising out of a crash during the operation of his/her personally owned car on City business.

The travel/mileage reimbursement to the Employee for the operation of his/her car on City business excludes the allowance for the expense of the automobile insurance. Employees using personal vehicles on City business are required to have at least the minimum liability limits of insurance required by Georgia law. The City does not specify and assumes no responsibility for types and limits of coverage on Employee vehicles, since this is a matter of individual preference.

12. Vehicle and Equipment Maintenance Policy

Policy

One of the basic rules of safe vehicle operation is that the Employee be familiar with both the vehicle or equipment and its capabilities. The day-to-day condition of the vehicle or equipment is of paramount importance for safe operation, with the final responsibility for maintenance resting on the Employee who operates it.

Inspection

Each City Employee who operates a vehicle or equipment during his/her workday should check the following on the assigned vehicle or equipment check off sheet as directed by the Department Head.

Prior to use, the following items shall be checked daily by the Employee:

- Proper inflation and condition of tires;
- Brakes, lights, windshield wipers and washers, horn, emergency equipment, and
- other electrical equipment as needed;
- Damage to exterior and interior of the vehicle;
- Check all engine fluids, oil, water, transmission, and radiator. Check for any leaks;
- Battery water level (unless maintenance free);
- Make sure all interior and exterior gauges are in proper operating range;
- Mechanical defects. Certain conditions such as a defective exhaust, steering
- mechanism irregularities, alignment, or other mechanical defects can only be discovered after the vehicle is operational.

These conditions, or any of the above not readily corrected, shall be immediately reported to the Supervisor and a report filed. An Employee shall not operate an unsafe vehicle. Prior to use the following items shall be checked as needed by the Employee:

- Cleanliness, particular attention should be given to any loose items inside the
- vehicle that would hinder the safe operation of the vehicle;
- Condition of the spare tire and other necessary equipment;
- Ensure that routine maintenance is performed on a regular basis (oil, filter, and
- lubrication);
- Make sure each vehicle has a fire extinguisher and first aid kit in them.

13. Crash Review Policy

It is the policy of the City of Canton to implement the operation and procedures of the Crash

Review Policy. All crashes which involve City owned vehicles or equipment, City Employees, and/or any other crash deemed necessary by the Department Head and/or City Manager will be reviewed.

Purpose

The purpose of this policy is to establish an outline for reporting, conducting and reviewing crashes.

Definitions

Motorized Equipment shall include, but not be limited to, tractors, mowers, backhoes, golf carts, and similar equipment.

Non-Preventable Crash - A crash will be classified as non-preventable when an Employee:

- Did not violate a traffic law;
- Did not violate a safety rule or departmental standard operating procedure;
- Did everything reasonable that could have been done to avoid the crash.

Preventable Crash - The National Council defines a "preventable crash" as one in which the Employee fails to do everything, within reason, to avoid it. In general, a crash will be deemed preventable when the Employee:

- Violated a traffic law and that violation caused or contributed to the cause of the crash;
- Violated a safety rule or departmental standard operating procedure that caused or contributed to the cause of the crash;
- Took some action which the Employee could have been expected to avoid, thus preventing the crash;
- Failed to take a reasonable action that, if taken, should have prevented the crash.

Vehicle or Equipment Crash - A vehicle or equipment crash is defined as "any occurrence or allegation in which a city vehicle or equipment is involved in a situation which results in death, personal injury, or property damage, regardless of who was injured, what property was damaged, or to what extent, where it occurred, or who was responsible."

Scope

The Department Head and/or City Manager will review all crashes involving city owned vehicles or motorized equipment that results in:

- Damage to city property;
- Damage to civilian property;
- Injuries to any person(s).

This process should in no way be deemed a determination of legal liability and does not affect the City's duty and ability to report, investigate, adjudicate and when appropriate, defend claims made by third parties.

Responsibility

- It is the responsibility of all City Employees to know and adhere to this policy.
- It is the responsibility of the personnel involved and/ or their Supervisor to notify the Department Head of any crash.
- It is the responsibility of the Supervisor to ensure that all required report(s) and test(s) are completed as soon as possible.

Reporting

- A police report may be filed on all crashes involving a vehicle or equipment and/ or private property resulting in property damage and/ or physical injury.
- All crashes shall have an Incident Report from the person(s) involved, witness(s), the Employees' supervisor, and any other person with information regarding the crash.
- The Supervisor shall report all information to the Department Head within 24 hours of the crash including all report(s), statements, and required test results.
- A detailed report shall be made to the Human Resources Director.

Rules of Operation

The following information will be furnished, when applicable:

- All reports including, but not limited to, police reports, Georgia State Patrol reports, Sheriff Department reports, Fire Reports, vehicle maintenance records, and EMS reports;
- All written statements;
- Photographs and/ or any graphic representation of the vehicle or crash scene; Any other information as requested.

14. Disciplinary System

Personal Injury and Vehicle Crashes

In order to establish and maintain an essential respect for safety, it may become necessary to institute disciplinary measures ranging from verbal warnings to dismissals. Each safety rule shall be strictly enforced, and ignorance thereof shall not be accepted as an excuse for neglect or omission of duty. Department Heads, with the assistance of Supervisors, are responsible for ensuring that safety rules and regulations are enforced and for assisting in the determination and ruling of personal injury violations as "Nonpreventable" or "Preventable" based on facts outlined in crash reports or other data pertaining to the crash/injury or its cause. The determination of appropriate discipline of direct reports will be made by the Department Head and City Manager.

CHAPTER 13 – SEPARATION FROM EMPLOYMENT

1. Voluntary Resignation

An employee who desires to resign from employment should notify their supervisor at least two (2) calendar weeks in advance of the last day of work. The City encourages employees to submit a letter of resignation stating the reason for the resignation.

An employee who resigns from employment with the City will be paid for all accrued unused PTO hours up to the approved maximum limit in accordance with the City's Paid Time Off ("PTO") Policy. If it is determined to be in the best interest of the City, the City Manager may grant the employee "pay in lieu of notice." After receiving written notice of voluntary resignation, the Department Head shall notify the Human Resources Department and schedule an exit interview for the employee.

Employees who miss three (3) or more days of work without notice and/or prior supervisory authorization will be considered to have voluntarily abandoned their position with the City effective as of the last day worked (no call, no show) unless there are substantial mitigating circumstances.

2. Involuntary Termination

An employee who is involuntarily terminated for disciplinary reasons will be paid for all accrued unused PTO hours up to the approved maximum limit in accordance with the City's Paid Time Off ("PTO") Policy. The Department Head will notify the Human Resources Department of the intended termination and schedule an exit interview.

3. Return of City Property

All City property assigned to an employee must be returned in good, working condition prior to an employee's separation from employment for any reason. If such property is not returned or is damaged beyond repair, the value of the item(s) will be deducted from the employee's final check to the extent permitted by law.

4. Use of Paid Time Off During Notice Period

An employee who is separating from employment with the City for any reason may not use paid time off for any part of the employee's notice period unless approved by the Department Head and a physician statement is provided.

CHAPTER 14 – SUGGESTIONS AND CONCERNS

1. **Open Door Policy**

No one benefits when issues and concerns are not addressed. Employees with issues and concerns of any type are encouraged to bring them forward as soon as possible to management. Supervisors and Department Heads are responsible for listening, understanding, and responding to employees in a timely and productive manner.

An employee's supervisor and normal chain of command are the appropriate channels to quickly address issues and concerns. Your supervisor and your Department Head have the best context from which to view and understand your point of view. City policy promotes resolving issues and concerns through chain of command whenever possible.

In severe cases or when the complaint involves the immediate supervisor, employees may go directly to the appropriate Department Head, Human Resources or City Manager.

Of course, if you have a complaint that is covered by the EEO Policy or any other City policy as set forth in this Manual, you must use the City's Complaint Procedure, which is contained in this Manual. Your job will not be adversely affected in any way because you choose to use this procedure or the City's Complaint Procedure.

2. **Problem-Solving Procedure**

The City encourages employees to discuss any questions, suggestions, complaints, or anything else they wish with the appropriate members of management.

First, you should discuss any problem with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily. This informal process often will resolve your problem. Employees in the Police Department, when practicable, should follow the chain of command within the Department in this process. Employees should make every effort to discuss their problems with their immediate supervisor within five (5) working days of the action or decision giving rise to the issue.

If you are not satisfied after you have spoken with your immediate supervisor and have gone through the chain of command as applicable, or if you feel that you cannot speak to your supervisor, you should submit a written grievance to your Department Head. This written grievance should be submitted within five (5) working days of your immediate supervisor's decision or the action or decision giving rise to the issue, whichever is later.

Finally, if you still believe that your problem has not been fairly or fully addressed, or if you feel that you cannot speak to your supervisor and/or Department Head, you can speak with the Human Resources Department outside of the chain of command, if necessary.

An employee may speak with the Human Resources Director at any time to express concerns or seek assistance; however, depending on the nature of the problem involved and other relevant circumstances, the employee may be directed to follow the above-described problem-solving procedure prior to the Human Resources Director's consideration of the problem.

If you have a complaint that is covered by the EEO Policy or any other City policy as set forth in this Manual, you must use the City's Complaint Procedure, which is contained in this Manual.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure or the City's Complaint Procedure.

CHAPTER 15 – WORKPLACE PRIVACY AND INSPECTION/MONITORING

1. General Policy

The workplace is intended to be a place of business. Each employee must understand that personal items and personal communications received and/or stored on City premises or City equipment are not entitled to a guarantee of privacy.

The City provides offices, desks, electronic and telephonic communication, and, when necessary, computers to employees. Although assigned to the employee, these items belong to and are the property of the City. Similarly, any computer files created on any City equipment belong to and are the property of the City. Unauthorized programs and files may not be used on City computers without the written permission of the City. The City can make no assurances about the security or privacy of any office, desk, file cabinet, computer, or other City facility and discourages the storage of valuables, perishables, and other personal items in them.

Additionally, the City reserves the right to open, search, and inspect any item of any kind on City property, including, but not limited to, employee desks, lockers, file cabinets, and other areas that are a part of an individual's workspace, at any time with or without reason, notice, or consent. The City also reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the City's electronic systems.

CHAPTER 16 - INFORMATION TECHNOLOGY ACCEPTABLE USAGE POLICY

This Acceptable Usage Policy covers the security and use of all the City of Canton's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all of the City of Canton's employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to the City of Canton's business activities worldwide, and to all information handled by the City of Canton relating to other organizations with whom it deals. It also covers all IT and information communications facilities operated by the City of Canton or on its behalf.

1. Computer Access Control – Individual's Responsibility

Access to the City of Canton IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the City of Canton IT systems. Passwords must meet minimum security requirements.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any City of Canton IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access the City of Canton IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to the City of Canton IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-City of Canton authorized device to the City of Canton network or IT systems.
- Store City of Canton data on any non-authorized City of Canton equipment.
- Give or transfer City of Canton data or software to any person or organization outside the City of Canton without the authority of the City of Canton.

Managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

2. Internet and Email Conditions of Use

Use of City of Canton internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the

City of Canton in any way, not in breach of any term and condition of employment and does not place the individual or City of Canton in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the City of Canton considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the City of Canton, alter any information about it, or express any opinion about the City of Canton, unless they are specifically authorized to do so.
- Send unprotected sensitive or confidential information externally.
- Forward personal (non-City of Canton related) emails to City of Canton email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of the City of Canton, unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film, video files, etc., without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download or install any software from the internet without prior approval of the IT Department.
- Connect City of Canton devices to the internet using non-standard connections.

3. Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, the City of Canton enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All confidential business-related printed matter must be disposed of using confidential bins or shredders.

4. Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with City of Canton remote working policy.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places).
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must at least be protected by a password or PIN and, where available, encryption.

5. Mobile Storage Devices

Only City of Canton authorized mobile storage devices and mobile storage devices from trusted sources must be used. All devices must be used with security features enabled when transferring sensitive or confidential data.

6. Software

Employees must use software that is authorized by the City of Canton on the City of Canton's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on the City of Canton's computers must be approved and installed by the City of Canton's IT department.

Individuals must not:

- Store an excessive number of personal files such as photographs, and personal documents on the City of Canton's IT equipment as determined by the IT Department.
- Store personal files such as music, video, or games on the City of Canton's IT equipment.

7. Viruses and Malware

The IT department has implemented automated virus and malware detection and software definition updates. All PCs have software installed to detect and remove any virus or malware automatically. We use software from Symantec and Malwarebytes. If prompted for any anti-virus program other than Symantec or Malwarebytes contact the IT department immediately.

Individuals must not:

- Remove or disable anti-virus software.

- Attempt to remove virus-infected files or clean up an infection without contacting the IT department.

8. **Telephony (Voice) Equipment Conditions of Use**

Use of the City of Canton voice equipment is intended for business use. Individuals must not use the City of Canton voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications.

Individuals must not:

- Use the City of Canton voice for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators, unless it is for business use.

9. **Actions upon Termination of Employment**

All City of Canton equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the City of Canton at termination of employment. Access PINs must be provided or removed from tablets and smartphones upon return.

All City of Canton data or intellectual property developed or gained during the period of employment remains the property of the City of Canton and must not be retained beyond termination or reused for any other purpose.

10. **Monitoring and Filtering**

All data that is created and stored on the City of Canton computers is the property of the City of Canton and there is no official provision for individual data privacy. However, the City of Canton will avoid opening personal emails whenever possible.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The City of Canton has the right to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

11. **Discipline**

It is your responsibility to report suspected breaches of security policy without delay to your management and the IT department.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the City of Canton disciplinary procedures.

CHAPTER 17 – DRUG AND ALCOHOL POLICY

1. Purpose

The City is committed to providing a safe workplace for its employees, and to establishing programs that promote high standards of employee health, performance, and productivity. The City will not tolerate drugs or alcohol in the workplace. The City also recognizes that the use of alcohol and/or drugs in the workplace can adversely impact the performance of their duties and endanger the safety and well-being of citizens and others. In keeping with the spirit and intent of this commitment, the City has established a drug and alcohol policy (the “Drug and Alcohol Policy”) consistent with federal and state law.

This Policy describes the City’s standards of conduct regarding drug and alcohol use as well as the circumstances under which the City may require pre-employment, post-accident, reasonable suspicion, and random drug testing and related procedures for such testing. All employees of the City are required to review this Drug and Alcohol Policy and to sign the Employee Acknowledgement form which is included in the Appendix of this Personnel Manual pursuant to which the employee acknowledges receipt and reading of the Drug and Alcohol Policy and that the employee understands, accepts and agrees to comply with the provisions of the Drug and Alcohol Policy.

This Policy will be applied consistent with all applicable laws.

2. Scope

The Drug and Alcohol Policy applies to all City employees while on City property or property that the City operates, or while operating City-owned or leased vehicles, whether on or off City property, or while operating a personal vehicle while conducting City-related business. The Chief of Police may grant a waiver to this Drug and Alcohol Policy when warranted (i.e., special investigations).

3. Policy

The unlawful manufacture, distribution, dispensation, use, possession, sale, or purchase of alcohol, illegal drugs, or other controlled substances is strictly prohibited at all times. Reporting for work, being present on City premises or in City vehicles, or engaging in City activities under the influence of alcohol, illegal drugs, or other controlled substances also is strictly prohibited at all times. Any violation of this Policy may result in disciplinary action up to and including discharge. The City retains complete discretion to take whatever appropriate and lawful actions are necessary to protect the health and safety of all its employees and the citizens it serves to enforce this Policy.

All specimen collection and testing will be conducted in accordance with the provisions of O.C.G.A. § 34-9-415. Testing for the presence of alcohol will be conducted by analysis of

breath, blood, or urine. Testing for the presence of illegal drugs or controlled substances will be conducted by analysis of blood or urine.

4. Prohibited Conduct

The following are examples of conduct that is prohibited and may result in disciplinary action, up to and including termination or disqualification from consideration for employment. This list is not exhaustive, but rather is intended to be illustrative of the types of behaviors that are prohibited:

- a. Unlawful manufacture, distribution, dispensation, use, possession, sale, or purchase of alcohol, illegal drugs, or other controlled substances.
- b. Reporting for work under the influence of drugs, alcohol, or controlled substances for which the employee has no valid prescription or abusing a legally prescribed drug;
- c. Selling, purchasing, possessing, or transporting of any illegal substance outside the performance of duty;
- d. Tampering with or altering an alcohol or drug test result of the employee themselves or the result of another employee, or otherwise attempting to create a false negative result;
- e. Refusing to submit to a test when requested by the City;
- f. Interfering with or refusing to cooperate in the testing process;
- g. Failing to promptly and fully disclose all felony convictions, plea bargains, and parole/probation terms that involve buying, selling, transporting, manufacturing, cultivating, possessing, or consuming any controlled substance. Disclosures must be made directly to a manager or supervisor and the disclosure requirement will apply to all convictions and plea bargains that occur after the effective date of this Drug and Alcohol Policy and all parole/introductory terms that are finalized after the effective date of this Drug and Alcohol Policy; and/or
- h. Being convicted of driving under the influence (“DUI”) or driving while intoxicated (“DWI”) while operating a City-owned, leased, or rented vehicle or while driving a personal vehicle while on City-related business.

Prescription Drug Use – An employee using any legally prescribed medication or controlled substance as part of a medical treatment program must immediately report this treatment to the employee’s supervisor if the medication may impair job performance or otherwise create a danger to the safety of the employee or others in the workplace. If an employee performs work without first making such a report, they will be considered in violation of this Policy. Abuse of prescription medications/drugs will not be tolerated.

The City may inspect and search employees’ personal property in certain circumstances; property, vehicles, or equipment owned or leased by the City; and City-issued lockers, desks, cabinets, or other suspected areas of concealment at any time to enforce this Policy. Refusal to

submit to or cooperate with such a search may result in discipline up to and including discharge.

5. Pre-Employment Drug Testing

The City may require applicants being considered for employment to be tested for use of illegal drugs and controlled substances as part of the employment selection process where the position applied for is classified as safety-sensitive, where the City otherwise has demonstrated a special need or important governmental interest, or where otherwise allowed by law. Pre-employment drug testing shall take place only after a conditional offer of employment has been made but before employment actually commences. Offers of employment may be made contingent upon the applicant producing a negative drug test result.

Any candidate who has successfully completed a pre-employment drug test and is otherwise determined by the City to qualify for employment must be hired and begin work within thirty (30) days of the testing date. In the event a candidate is unable to begin work and thirty (30) days has lapsed since successfully completing a pre-employment drug test, the candidate must be re-tested prior to beginning work with the City.

Applicants who do not successfully pass pre-employment drug testing are eligible to reapply for employment two (2) years after their initial testing date, providing they provide written proof of successful completion of a state certified substance abuse rehabilitation program.

6. Post-Accident or Reasonable Suspicion Testing

Employees are subject to post-accident alcohol and/or drug testing if (1) they actually or apparently cause a work-related unsafe condition or accident that results in a fatality, personal injury requiring immediate medical treatment away from the scene, or significant damage to City or private property; (2) there is reasonable suspicion to believe the employee is under the influence of drugs and/or alcohol; or (3) the employee holds a safety-sensitive position and the accident involves a fatality, personal injury requiring immediate medical treatment away from the scene of the accident, substantial damage to City or private property, the employee actually or apparently causes a work-related unsafe condition or accident that results in property damage, and/or the employee receives a citation for a moving traffic violation arising from the accident.

Employees also are subject to testing whenever there is a reasonable cause to believe that the employee has been using drugs or alcohol or otherwise is in violation of this Policy. The following are examples of circumstances in which reasonable suspicion may exist. This list is not exclusive:

- a. Observable symptoms of drug or alcohol use, such as direct observation of drug use or the smell of drugs or alcohol emanating from an employee's personal belongings, or the physical symptoms of impairment, including,

- but not limited to slurred speech, the smell of alcohol on a person's breath, loss of balance, disorientation, bloodshot eyes, and dilated pupils;
- b. One or more credible reports that an employee has used drugs or alcohol in the workplace;
- c. Evidence that an employee tampered with a previous drug test or has submitted a specimen and the temperature measurement indicated possible adulteration or substitution;
- d. Evidence that an employee has used, possessed, sold, solicited, and transferred drugs while working on City premises or operating a City vehicle, machinery, or equipment.

Employees who are required to submit to post-accident or reasonable suspicion testing are prohibited from transporting themselves to the alcohol/drug testing site. A supervisor or administrative employee will provide transportation.

If, due to injuries or other extenuating circumstances, an employee cannot submit to testing within the prescribed time following a work-related accident, the employee will be required to provide the City with necessary authorization required to obtain hospital reports and other documents that would indicate the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

When testing is ordered as a result of an accident or reasonable suspicion, the employee will be removed from duty and placed on administrative leave pending the results of the testing. A refusal to submit to testing will result in immediate discharge.

7. Random Drug Testing of Employees in Safety-Sensitive Positions

The City reserves the right to conduct unannounced, random testing for the presence of drugs or alcohol of employees in all positions designated as safety- or security-sensitive, where the City otherwise has demonstrated a special need or important governmental interest, or where otherwise allowed by law.

Safety-sensitive positions generally are those positions of employment with the City where a lapse of judgment or impaired physical/mental ability due to drug or alcohol use could reasonably result in a significant threat of harm to the employee, fellow employees, citizens, inmates, or others. Safety-sensitive positions include, but are not limited to, those which, as a part of the essential job functions, (1) require the performance of law enforcement duties as a POST-certified law enforcement officer; (2) require or involve possession of a firearm; (3) require or involve providing emergency medical, rescue, or fire suppression services; (4) require or involve interacting with incarcerated persons; (5) directly involve access to, the handling of or the testing of illegal drugs that have been seized by, confiscated by or taken into custody by law enforcement; (6) directly relate to drug interdiction; (7) primarily require or involve maintenance or operation of motorized vehicles, including automobiles, trucks, tractors or other heavy equipment or other equipment that may be potentially dangerous; (8)

require the holding of a commercial driver's license; and (9) require or involve performing duties which directly affect public health, safety or security.

Employees who are absent from their jobs for any reason when randomly selected to be tested will be advised, upon their return to duty, to report for testing immediately.

To facilitate such testing, a safety-sensitive employee's identifying data is placed in a testing pool from which a random selection is made. The selection is computer generated to ensure random distribution.

The dates of testing will be unannounced and will be reasonably spread throughout the calendar year. The Human Resources Department will notify the appropriate Department Head when one (1) or more of its employees have been selected through the random process. The Department Head is to inform the employee(s) individually that they have been selected for testing, and require them to test within three (3) hours of the time they are notified.

If a Department Head is selected to test, the Human Resources Department will contact the City Manager who will then notify the Department Head that they have been selected. Once a Department Head has been notified that they have been selected, they are required to test within three (3) hours of the time of notification.

Any City employee who fails to report for testing within three (3) hours of notification without reasonable and satisfactory explanation as deemed by the Department Head may be terminated.

If the testing agent or facility notifies the City that an employee has produced a non-negative sample, the employee will be removed from duty and placed on leave pending the receipt of confirmed results. The Human Resources Department will contact the appropriate Department Head and/or City Manager with the results.

8. Testing Procedures

Testing will be done at the expense of the City. All testing under this Policy will be conducted by licensed professional laboratories and clinics.

Employees or job applicants will be tested for illegal drugs by urinalysis or blood, including, but not limited to:

- Amphetamines (AMP);
- Marijuana (THC);
- Cocaine (COC);
- Opiates (OPI);
- Phencyclidine (PCP);
- Methadone (MTD);
- Methamphetamine (MET);
- Benzodiazepine (BZD);

Barbiturate (BAR); and
Ecstasy (MDMA).

Testing for alcohol will be conducted by breath, blood, and urine.

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the City as a result of any testing procedure are confidential, but may be used or received in evidence, obtained in discovery, or disclosed in any civil or administrative proceedings as allowed by law.

9. **Employee Assistance**

The City will attempt to assist employees with substance abuse problems in finding effective treatment. For more detailed information regarding providers of employee assistance, including drug and alcohol abuse, mental health providers and other persons, entities or organizations available to assist employees confidentially with personal or behavioral problems, any employee may contact the City's Human Resource Department.

- a. Tampering with or altering an alcohol or drug test result, or otherwise attempting to create a false negative result;
- b. Failing to promptly and fully disclose all felony convictions, plea bargains, and parole/probation terms that involve buying, selling, transporting, manufacturing, cultivating, possessing, or consuming any controlled substance. Disclosures must be made directly to a manager or supervisor and the disclosure requirement will apply to all convictions and plea bargains that occur after the effective date of this Drug and Alcohol Policy and all parole/introductory terms that are finalized after the effective date of this Drug and Alcohol Policy; and/or
- c. Being convicted of driving under the influence ("DUI") or driving while intoxicated ("DWI") while operating a City-owned, leased, or rented vehicle or while driving a personal vehicle while on City-related business.

Prescription Drug Use - An employee using any legally prescribed medication or controlled substance as part of a medical treatment program must immediately report this treatment to the employee's supervisor if the medication may impair job performance or otherwise create a danger to the safety of the employee or others in the workplace. Failure to report the use of such medication will subject employees to disciplinary action, including potential termination. If there is a question regarding an employee's ability to safely perform assigned duties, clearance from a physician may be required. Abuse of prescription medications/drugs will not be tolerated.

The City reserves the right to inspect and search employees' personal property in certain circumstances; property, vehicles, or equipment owned or leased by the City; and City-issued lockers, desks, cabinets, or other suspected areas of concealment at any time to enforce this Policy. Refusal to submit to or cooperate with such a search may result in immediate discipline up to and including discharge.

CHAPTER 18 - TRAVEL AND SUBSISTENCE ALLOWANCE POLICY

This section provides guidance on authorized expenditures for all departments under the authority of the Mayor and City Council. This section shall cover those costs incurred for travel and meal expenses by any Elected Official, City Manager, City employee, or Board Member who travels on City-related business. These expenditures typically will be charged against the General Ledger accounts (523500), Travel (523700), Education and Training (531300), or Food Supplies/Special Events. The policy further requires that only the expenditures herein specified can be charged to the previously identified accounts absent specific justification otherwise. Operating guidelines and procedures for procuring travel and meal expenses shall be issued under separate cover(s) as they do not constitute or necessitate City Council approval.

1. Appropriation

In conjunction with the annual budget process, the City Council shall authorize department appropriations for travel and meal expenses consistent with the annual adopted operating budgets. Departments shall not incur travel expenditures unless an appropriation is available, or budget amendment/adjustment has been completed and approved.

2. Expenditure Approval

All expenditures relating to travel and meals shall be processed consistently with procurement/purchasing guidelines. The Finance Department will reimburse expenses only upon submission of proper documentation of the expenses (received either electronically or in writing) from the incurring departments.

3. Settlement of Disputed Reimbursement Claims

The Finance Department shall review expenditure documents for compliance and appropriateness with all City policies and procedures. Expenditure reimbursement requests that are not in compliance with these policies and procedures shall be returned to the originating department with Finance Department recommendations for changes (e.g., travel issues, cellular phone use). In the event the originating department does not agree with the Finance Department's recommendations, the City Manager shall make the final decision regarding whether to authorize the reimbursement.

4. Travel Expenses

The City shall reimburse/pay expenses incurred by elected officials, City Manager, and City employees for travel relating to official business of the City. Expenditures that are authorized under this policy include those for attending education and/or training sessions, conferences, conventions, events, and business meetings with third parties (including other governmental

entities and vendors soliciting current or future business from the City). Travel by employees must be pre-approved by management.

- A. Lodging: Hotel/motel charges shall qualify for reimbursement when they exceed a fifty (50) mile radius of the employee's place of work. All traveling personnel shall minimize the expense associated with hotel/motel costs by procuring a government rate for qualified stays. Lodging expense shall be benchmarked against the U.S. General Services Administration (GSA) approved per-diem rate of reimbursement. When the GSA rate is exceeded by twenty percent (20%) or more, additional justification may be required from the traveler. When traveling in the State of Georgia, all travelers must use the hotel/motel tax-exempt status form. Sales and occupancy taxes charged for lodging within the State of Georgia may not qualify as eligible reimbursable travel expenses subject to the approval of management.

Hotel accommodations for travel less than a fifty (50) mile radius from the City must be approved by the employee's Department Head. Elected officials, the City Manager, Department Heads, and management of the City shall be allowed hotel accommodations for travel less than a fifty (50) mile radius from the City, based upon meeting schedules and attendance needs.

- B. Transportation: Approved modes of transportation include vehicle, air, rail, or taxi and public transportation. The method selected by the traveler shall be subject to the most economically feasible, taking into consideration the value of time. If a City vehicle is available, it should be used in lieu of a personal vehicle. Generally, the City will not reimburse for the use of a personal vehicle within ten (10) miles of an employee's official headquarters and/or residence.

Mileage: Miles traveled in personal vehicles shall be reimbursed at the then-current reimbursement rate designated by the Internal Revenue Service. Mileage shall be calculated using the employee's place of work as the origination point, so long as the employee reported to work prior to departing to the destination. In the event the employee does not report to work prior to traveling to the destination, mileage shall be reimbursed from the employee's origin, less the employee's normal commute to the workplace. Expenses associated with employee's vehicles such as fuel, oil, tires, etc. (deemed normal wear and tear) shall not be subject to reimbursement and will be the responsibility of the traveler. Miles traveled in City-owned vehicles shall not be subject to reimbursement to the traveler. However, expenses associated with the travel in City vehicles such as fuel, oil, tires, etc. shall be the responsibility of the City, and necessary purchases should follow normal purchasing guidelines and processes.

Rental Cars: Expenses associated with rental cars, i.e. rental expense and fuel, will be paid at cost, as long as receipts are provided. Employees shall rent mid-size or smaller vehicles, or an appropriate vehicle size based upon the number of employees needing transportation. Expenses associated with exceeding this car class will be the responsibility of the traveler.

Employees should decline additional insurance coverage offered by rental car companies since the City's insurance coverage is applicable to car rentals.

Air/Rail: Transportation provided by major airlines or railroads shall be paid at cost to the traveler. Travel will be limited to coach/economy classes of service. In the event the traveler chooses a class higher than coach/economy (business or first class) or to extend the trip and change departure or arrival dates, the difference of the expense shall be the responsibility of the traveler. Any reduction in the expense associated with transportation costs as a result of extended or modified travel dates for personal benefit shall not be provided back to the traveler.

Taxi/Shuttle: Expenses associated with local transportation will be deemed eligible expenses as long as receipts are provided with point-to-point explanations for this mode of transportation. Such documentation should accompany receipts.

Meals/incidentals: Expenses associated with meals (breakfast, lunch and dinner) and incidentals (snacks, tips, miscellaneous) shall be administered on a per diem basis by the City. Per Diem is the allowance for meals and incidental expenses. The Federal General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States, which are the maximum allowances that employees are reimbursed for expenses incurred while on official travel. This rate, as set by the GSA "high-low" rate for meals and incidental expenses, includes taxes and gratuity. The rate will be adjusted down to 75% of the full daily rate for partial days of travel and will be adjusted down for meals included in conference registration fees. All travelers except the City Manager and the Elected Officials can request an advance for meal expenditures. Overages of meal expenses may be the responsibility of the employee. Request for per diem should be made at least two weeks in advance of the trip and utilize the Request for Per Diem Form. Per Diem checks will be provided to the employee's supervisor or Department Head approximately 3-5 days prior to the employee leaving for the event. Upon return and within 30 days from the event, the recipient employee of the per diem must sign the Per Diem Form to attest/confirm attendance of the event for the full term. Should the attendance not reconcile with what was originally requested, the employee must return the per diem amounts corresponding to the days not attended. No receipts will be required for use of the per diem money and any unused funds are retained by the recipient, although the Per Diem Form must be signed and completed to attest/confirm attendance.

Employees electing per diem payment (in lieu of utilizing City issued credit card) are prohibited from incurring meal and incidental costs on their individually issued City Credit cards or seeking direct cost reimbursement for meal and incidental costs covered by per diem.

Expenses incurred for meals, when travel has not included overnight stay, shall be reimbursed under Section 5 (Non-Travel Meals) of this policy.

Program/Seminar/Conference Fees: Charges relating to the traveler's attendance at the event (training, conference, seminar, etc.) shall be paid by the corresponding department,

subject to the provisions identified for expenditures in the City's expenditure and purchasing policies.

Telephone/Long Distance: Telephone, fax, long-distance, Internet, and communication expenses (including postage) shall be reimbursed when relating to the traveler's employment. Expenses for business communication shall be limited to ten dollars (\$10.00) per day.

Laundry/Dry Cleaning: When travel is scheduled for more than five (5) consecutive days, reimbursement for laundry and dry-cleaning expenses will be allowed. Expenses shall be paid at the cost of the services provided.

Dependents/spouses accompanying employees on official business shall not be eligible for reimbursed expenses by the City. If a dependent or spouse accompanies an employee on an authorized business trip, only those expenses that can be directly attributed to the employee will be reimbursed. Per diem amounts will not be increased because of dependent/spouse travel.

The Elected Officials, City Manager, Department Heads and management of the City shall be allowed to conduct official City business while on travel. The submission of expenses related to such official business will be required to receive reimbursement. Such items may include expenses associated with meetings or business meals outside of the scope of the purpose of travel, and may exceed the guidelines as set forth, upon City Manager approval.

Employees on official business shall follow the City's workers' compensation policies in the event of any on-the-job injury.

5. Non-Travel Meals

Expenses related to the furnishing of meals, snacks, or food should be limited to one of the following circumstances:

- a. A meeting during regularly scheduled business hours required by law or authorized by a Department Head which is anticipated to last more than four (4) hours and which, is scheduled through normal meal times;
- b. A business meal with someone other than another City official or employee in order to discuss a specific item of City business;
- c. A meal that is an integral part of a scheduled meeting at which the individual is required to attend.
- d. Emergency situations as determined by City Manager and Department Heads.

Receipts provided for meals within this category should detail the nature of the meeting and the people who were present.

6. Submission of Expenses

To be considered for reimbursement, all expenses relating to travel shall be submitted to the Finance Department within reasonable time, but no later than (30) days upon return from the trip. Non-travel meals shall be submitted no later than ten (10) days from the date of occurrence.

APPENDIX

This Appendix contains various forms currently in use by the City and referred to in this Manual. This is not meant to be a complete collection of all forms, and any forms included may be superseded by revisions.

**CITY OF CANTON
PERSONNEL MANUAL
EMPLOYEE DISCLAIMER AND ACKNOWLEDGEMENT**

I have received a copy of the City's Personnel Manual, and I accept responsibility for reading this Manual and becoming familiar with its contents. I understand that this Manual consists of general guidelines that may or may not be applied or followed in specific cases. This copy may not be the most current version. I acknowledge that a copy of the most current version of the Personnel Manual is available from the City's Human Resources Director. The current version maintained by the Human Resources Director is the official Personnel Manual.

Purpose

The information contained in this Manual is designed as an advisory guide to assist the City and our supervisors with the effective management of personnel and is not meant to address every conceivable situation or issue that arises in the workplace. The provisions and guidelines contained in this Manual are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City's sole option, and without prior notice to employees. This Manual is not intended to cover every situation which may arise or to create specific policy to be applied in every instance. Instead, this Manual is intended only to provide general guidelines concerning personnel decisions. This Manual and any practice or policy of the City will be applied consistent with all applicable laws and regulations.

Interpretation

Interpretation of the policies and procedures contained in this Manual is governed by, and is the responsibility of, the City Manager. Whenever clarification or assistance in interpretation is required, please contact the City Manager.

Employment At Will

Nothing contained in this Manual is intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in the Manual is intended to provide any assurance of continued employment. In the absence of a specific agreement to the contrary, authorized in writing by the City Manager, employment with and compensation from the City are for no definite period and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees. I further understand that the City's policies and procedures, including those described in any publication, letter, poster, handout, or other communication, are subject to suspension, modification, or elimination at any time, without notice.

Employee's Signature: _____ Date: _____

Printed Name: _____

CITY OF CANTON
Employee Complaint Form

Name:

Job Title:

Department:

Phone
Number:

Email
Address:

1. What is the subject of your report?

2. Who engaged in the conduct that you are complaining about?

3. What did they do to you? Please be specific and describe what exactly occurred or was said, how often it occurred, and if it is still ongoing.

4. When and where did it happen? Please give precise dates and location.

5. Please describe your reaction and what response, if any, you made when each event occurred.

6. How did the conduct you are complaining about affect you? Please describe if your job has been affected and, if so, how your job has been affected.

7. Were there any witnesses? If so, state their names and what they know.

8. Have you previously told any supervisor or member of management about the subject of your report? If so, state their name, what you told them, and the date(s) you told them.

9. Have you discussed with anyone else the conduct you are reporting? If so, please identify the person and the date you spoke with them and describe what was discussed.

10. Are there any notes, physical items, or other documentation regarding the events? If yes, please identify them and, if possible, attach them to your report form.

11. Do you know of anyone else who has been subject to the same conduct that you are reporting? If so, state their name(s) and how their situation is like yours.

12. Do you know of any other information relevant to your report?

13. Is there any law or Company policy you claim was violated by the conduct you described?

14. What would you like done in response to your report?

(Please attach additional page(s) if necessary.)

Employee Signature

Date

If you have any questions about how to complete this form, please contact the Human Resources Director at 770-704-1524.

**CITY OF CANTON
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF
DRUG AND ALCOHOL POLICY
AND EMPLOYEE RESPONSIBILITIES UNDER THAT POLICY**

The City of Canton is committed to providing a safe workplace for its employees, and to establishing programs that promote high standards of employee health, performance, and productivity. The City will not tolerate drugs and alcohol in the workplace. In keeping with the spirit and intent of this commitment, the City has established a drug and alcohol policy

Please review the attached Policy and complete the acknowledgement below.

I acknowledge that I have received a copy of the City's Drug and Alcohol Policy and have had the Drug-Free Workplace Program explained to me. I understand that it is my responsibility to become thoroughly familiar with, and comply with, the terms and conditions of this Policy and understand that my failure to comply with any provision of this Policy may result in my being subject to disciplinary action, up to and including discharge, and denial of benefits, including denial of workers' compensation benefits.

I also understand that, if I am convicted of any criminal drug offense involving the use, possession, transportation, sale, or other activities related in any way to drugs or other controlled substances during working hours, I will notify the Human Resources Director, in writing, within five (5) days after any such conviction occurs.

I also acknowledge that this copy of the City's Drug and Alcohol Policy may not be the most current version. A copy of the most current version is available in the Human Resources Department, where it is available for review at any time by any employee. The current version maintained in the Human Resources Department is the official Drug and Alcohol Policy.

Name (please print)

Signature

Date

**CONSENT AND AUTHORIZATION
FOR
ALCOHOL/DRUG TESTING**

I hereby acknowledge that I have been informed of the City's Drug and Alcohol Policy and have agreed to be bound by this Policy thereby for purposes of applying for, accepting, or continuing employment with the City. I also hereby state that I am not a user of controlled substances (or alcohol) except as I reveal in connection with this test.

I understand and consent freely and voluntarily to the City's request for a urine or other specimen or sample. I hereby release and hold harmless the City, the laboratory, and their employees, agents, and contractors from any and all liability arising from this request to furnish this, or any specimen or sample, the testing of the specimen or sample, and any decision made concerning my application for employment or my continued employment, based upon the results of the test.

I consent to allow City employees, designated physicians, and laboratory, hospital, or medical professionals to collect a urine or other specimen or sample to perform appropriate tests for the presence of controlled substances (or alcohol). I give my permission to City employees, designated physicians, and laboratory, hospital, or medical professionals to release and review the results of the test for purposes of my applying for, accepting, or continuing employment with the city. I release and hold harmless any such designated entity, institution, or persons from any liability whatsoever arising from the release or review of this information. I give this consent for the duration of my application for and/or employment with the City.

Name (Please Print)

Signature

Date

CITY OF CANTON

CONSENT FOR RELEASE OF ALCOHOL AND DRUG MISUSE AND TESTING INFORMATION

The information requested below is required by the Department of Transportation ("DOT") to be released in accordance with this consent. If the Company in the RELEASED TO section below does not receive the requested information within fourteen (14) days, this will be documented and placed in the individual's DOT file to be made available to DOT officials on request.

Name (print)

Social Security Number

I authorize release of:

Information related to my participation in DOT and other alcohol and drug testing programs, including records of dates and results, and refusals to be tested, and any records related to violations of DOT alcohol or drug prohibitions.

Purpose of release:

To determine if I have previously violated DOT alcohol or drug prohibitions.

Records to be RELEASED FROM:

Company Name: _____

Address: _____

Telephone/Other: _____

Records to be RELEASED TO:

City of Canton

110 Academy Street

Canton, GA 30114

(770) 704-1524 Tel / (770) 720-3975 Fax

Human Resources Director, CONFIDENTIAL

Signature

Date

Requested information enclosed

I certify, to the best of my knowledge, the Company named in the RELEASED FROM section has a DOT alcohol and drug testing program conforming to DOT requirements and that the above named individual participated in such program from _____(date) to _____(date) and had no alcohol tests greater than 0.04, positive drug tests, refusals to be tested, or other violations of DOT alcohol and drug rules within the preceding two (2) years.

CITY OF CANTON
Verification of Military Duty

Section I: Employee

I, _____, hereby request military leave for the date(s) listed below. I request to use the following leave plan, in the order listed below:
(Please check all that apply):

Personal Leave Approved Leave Without Pay (ALWOP)

Employee's Social Security Number

Employee's ID #

My signature below certifies that I understand it is my responsibility to provide to the Human Resources Director this completed form. Failure to do so may result in payroll processing delays.

Employee's Signature

Date

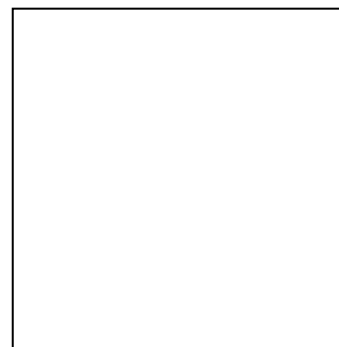
Section II: Duly Authorized Military Official

Affix Stamp or Seal

Assignment Dates:

Beginning ____/____/____ Ending ____/____/____

Official's Name/Title (Printed)





To request leave based on the Family and Medical Leave of Act (FMLA), please complete the following request form, and submit to Human Resources at least 30 days prior to leave (unless leave is unforeseen, in which case submit the form as soon as practical).

Employee Name (print clearly): _____

Requested Leave Start Date: _____ Estimated End Date: _____

The reason for this FMLA leave request is (select the most appropriate box):

- Birth of a son or daughter and to care for the newborn child.
- Placement with the employee of a son or daughter for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent with a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of the employee's job.
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active-duty status).
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the covered service member.

Time off work is expected to be (select the most appropriate box):

- For a continuous block of time (several continuous days, weeks, or months off work).
- For a reduced work schedule (change in work schedule needed—fewer hours per day or fewer hours per week).
- On an intermittent basis (periodic time off that is not usually expected to be the same days or time off from week to week; examples may be time off for flare-ups of a medical condition and/or for ongoing medical treatment/appointments).

Additional information about employee FMLA rights and responsibilities will be provided to you in writing within five business days after receipt of this notice (unless already provided).

Determination of eligibility for leave under the FMLA, and/or additional documentation or clarification of documentation, may be required prior to making a final FMLA determination to approve or deny an FMLA leave request. Please contact Human Resources with any questions.

Employee Signature: _____ Date: _____

Return to Human Resources Department

For HR use ONLY: Date received: _____ FMLA Eligibility Notice sent: _____

Parental Leave Policy

This policy is used to provide paid parental leave to employees to care for and bond with their newborn or newly adopted child. The employee is provided with up to three weeks of paid leave which is compensated at 100 percent of the employee's regular, straight time pay, to be paid on the City's regularly scheduled pay dates. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption, or placement of the child for adoption. Paid parental leave may not be used or extended beyond the three-month time frame. Any unused paid parental leave will be forfeited at the end of the three-months.

Please initial below if you are requesting to utilize the paid parental leave after the birth, adoption, or placement of a child for adoption.

_____ I am electing to use paid parental leave and understand this is a benefit that must be used during the three-month period immediately following the birth, adoption, or placement of my child.

Return to Human Resources Department

For HR use ONLY: Date received: _____ FMLA Eligibility Notice sent: _____

Parental Leave Eligibility Start Date: _____ End Date: _____

City of Canton

Educational Courses or Certification Request Form

Employee Details

Employee Name: _____ Phone: _____

Address: _____

Employment Details

Department: _____ Job Title: _____

Date of Hire: _____

Course/Certification Details

Name of School or Program Provider: _____

Diploma/Degree or Certification: _____

Course(s): _____ Major Field of Study: _____

Expected Date Course(s) or Certification Program Begins: _____

Expected Date Course(s) or Certification Program Ends: _____

Course or Program Fee(s): _____

How does the proposed course of study relate to your current job and/or future job with the City? Explain.

If the course meets during your normal work hours, how will your work schedule be adapted? Will you be using paid time off?

How will the course provided knowledge/techniques improve your performance and be useful to the City?

I have read and understand the Tuition Reimbursement policy and agree to the terms of the policy.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

City Manager: _____ Date: _____

City of Canton

Tuition Reimbursement Request Form

Employee Details

Employee Name: _____ Phone: _____

Address: _____

Employment Details

Department: _____ Job Title: _____

Date of Hire: _____

Tuition Details

Name of School/Program: _____

Diploma/Degree/Certification: _____

Course: _____ Major Field of Study: _____

Date Course(s) Begins: _____ Date Course(s) Ends: _____

Tuition Fees: _____

Have you received any assistance from outside agencies such as HOPE Grant or V.A. (GI Bill), etc.? If so, please attach documentation of the amount that has been received. There will be no duplicate payments for the same course(s).

** Must receive a passing grade or obtain the certification to receive any reimbursement for the course(s) or program costs. **Receipts, transcript and/or certification must be attached to this form.** Reimbursement requests more than six (6) months after the completion of the courses will not be honored.*

I have read and understand the Tuition Reimbursement policy and agree to the terms of the policy.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

Human Resources Department: _____ Date: _____

Finance Department: _____ Date: _____

CITY OF CANTON

Personnel Manual Amendments

Policy Amended	Chapter/Section of Amended Policy	Effective Date of Amended Policy
10/20/2017	Removal of 2834 hour Class of Employees due to fire consolidation.	10/20/2017
10/20/2017	Chapter 11; Workplace Violence - reworded item g to include ammunition.	10/20/2017
12/19/2019	Bereavement Leave, Chapter 15, and Chapter 17 - revisions	12/19/2019
09/19/2022	Revised Retirement Benefits, Removed the Required Minimum PTO Leave Usage and Cash-Out of Leave, Updated Holidays List, Removed Floating Holiday, Parental Leave, Removed Minimum Leave Usage, Removed required tender of jury duty or witness fees, Combined Safety Policy, Parental Leave Packet, and Updated Tuition Reimbursement Policy and forms.	10/20/2022
06/26/2023	Edited verbiage to include inclusive pronouns.	06/26/2023