



City of Inman, SC Employee Handbook

Adopted May 8th, 2023

DISCLAIMER

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

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Policy Manual Acknowledgment and Receipt

I HAVE RECEIVED MY COPY OF THE POLICY MANUAL.

THE POLICY MANUAL DESCRIBES IMPORTANT INFORMATION ABOUT EMPLOYMENT WITH THE CITY OF INMAN, AND I UNDERSTAND THAT I SHOULD CONSULT MY SUPERVISOR OR THE HUMAN RESOURCES DIRECTOR REGARDING ANY QUESTIONS NOT ANSWERED IN THE MANUAL. I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE CITY OF INMAN VOLUNTARILY AND ACKNOWLEDGE THAT THERE IS NO SPECIFIED LENGTH OF EMPLOYMENT. ACCORDINGLY, EITHER I OR THE CITY OF INMAN CAN TERMINATE THE RELATIONSHIP AT WILL, WITH OR WITHOUT CAUSE, AT ANY TIME, SO LONG AS THERE IS NOT VIOLATION OF APPLICABLE FEDERAL OR STATE LAW.

I UNDERSTAND AND AGREE THAT, OTHER THAN THE CITY COUNCIL, NO MANAGER, SUPERVISOR OR REPRESENTATIVE OF THE CITY OF INMAN HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT OTHER THAN AT WILL; ONLY THE CITY COUNCIL HAS THE AUTHORITY TO MAKE ANY SUCH AGREEMENT AND THEN ONLY IN WRITING SIGNED BY THE PRESIDING OFFICER.

THIS MANUAL AND THE POLICIES AND PROCEDURES CONTAINED HEREIN SUPERSEDE ANY AND ALL PRIOR PRACTICES, ORAL OR WRITTEN REPRESENTATIONS, OR STATEMENTS REGARDING THE TERMS AND CONDITIONS OF MY EMPLOYMENT WITH THE CITY OF INMAN BY DISTURBING THIS MANUAL. THE CITY EXPRESSLY REVOKES ANY AND ALL PREVIOUS POLICIES AND PROCEDURES THAT ARE INCONSISTENT WITH THOSE CONTAINED HEREIN.

I UNDERSTAND THAT, EXCEPT FOR EMPLOYMENT-AT-WILL STATUS, ANY AND ALL POLICIES AND PRACTICES MAY BE CHANGED AT ANY TIME BY THE CITY OF INMAN, AND THE CITY RESERVES THE RIGHT TO CHANGE MY HOURS WAGES, AND WORKING CONDITIONS AT ANY TIME. ALL SUCH CHANGES WILL BE COMMUNICATED, AND I UNDERSTAND THAT REVISED INFORMATION MAY SUPERSEDE, MODIFY OR ELIMINATE EXISTING POLICIES.

I UNDERSTAND AND AGREE THAT NOTHING IN THE POLICY MANUAL CREATES, OR IS INTENDED TO CREATE, A PROMISE OR REPRESENTATION OF CONTINUED EMPLOYMENT AND THAT EMPLOYMENT AT THE CITY OF INMAN IS EMPLOYMENT AT WILL, WHICH MAY BE TERMINATED AT THE WILL OF EITHER THE CITY OF INMAN OR MYSELF. FURTHERMORE, I ACKNOWLEDGE THAT THIS MANUAL IS NEITHER A CONTRACT OF EMPLOYMENT NOR A LEGAL DOCUMENT. I UNDERSTAND AND AGREE THAT EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE CITY OF INMAN OR MYSELF.

I HAVE THE MANUAL, AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THE POLICIES CONTAINED IN THIS MANUAL AND ANY REVISIONS MADE TO IT.

Employee's Signature

Employee's Name (Print)

Date

Introduction

To The Employee

As an employee of the City of Inman, you work for an important group of people-the citizens of our city. Through your employment with the City of Inman, you play a part in providing essential services to the public. These services are important to the existence and improvement of our city, and the provision of these services is critical to the quality of life in the City of Inman. For these reasons, it is important that you take your job seriously and perform your duties to the best of your ability. Attitude is a most important part of your job. Your attitude toward the public should be one of courtesy, efficiency and willingness to serve. Your attitude toward co-workers and supervisors should be one of cooperation, responsibility and fairness.

As a public employee, you should also realize that all of your actions, both on and off the job, reflect directly on the City of Inman. Keep in mind that as a public employee, paid with public funds and using public equipment, you are in the public eye. It is essential that your actions be beyond reproach and in the best interest of the city that you serve. It is the objective of the City Council to maintain a staff of efficient and well-trained employees who are aware of their responsibilities and who are interested in serving the needs of the citizens of Inman.

These personnel policies are designed to provide you with information about working conditions, employee benefits, and some of the policies and expectations regarding your employment. You should read and understand all of the provisions of these policies. They describe many of your responsibilities as an employee and outline the programs developed by the City to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No collection of personnel policies can anticipate every circumstance or question about policy. As the City of Inman operations continue to grow, the City reserves the right to revise, supplement, or rescind any policy from time to time, as it deems appropriate, at its sole and absolute discretion.

All employees are expected to meet certain work standards, including faithful attendance to the job and compliance with safety rules and operating procedures. The City of Inman maintains an "open door" policy with regard to problems that you may experience on the job. Your supervisor and management personnel are receptive to comments or questions you may have regarding your employment and working conditions.

1 General Policies

1.1 Department Policies

- A. This policy manual shall not be construed to limit the authority of any department head to make departmental policies and procedures governing the conduct and performance of its employees. However, departmental policies shall not conflict with the provisions of this policy manual. Should a conflict arise between a departmental policy or procedure and this policy manual, the policy and procedure in this policy manual shall prevail.
- B. Departmental policies and procedures are subject to approval by the City Administrator or his designated representative, and a complete, up-to-date copy shall be kept on file in the Human Resources office.
- C. Department policies and procedures shall be made available to all department employees.
- D. Department policies and procedures shall have the force and effect of rules of that department, and disciplinary action may be used in the enforcement of the policies and procedures.

1.2 Severability

It is the intent of the City that the sections, paragraphs, sentences, clauses, and phrases of this policy manual are severable. Should any such section, paragraph, sentence, clause or phrase be declared unconstitutional or invalid, such declaration does not affect the remaining sections, paragraphs, sentence, clause or phrase.

1.3 Equal Employment Opportunity

- A. The City Council, in good faith, is committed to the concept of equal employment opportunity as a necessary element of the City's personnel system. In order to provide equal employment and advancement opportunities to all individuals, employment decisions within the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other status protected by law.
- B. Department heads, directors, and supervisors are responsible for implementing equal employment practices within their respective department. The Human Resources Director is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.
- C. Employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of his or her immediate supervisor, Department Head/Director, Human Resources Director or the City Administrator. Employees, in good faith, can raise concerns and make reports without fear of reprisal.

1.4 Anti-Harassment

- A. The City of Inman is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices,

including harassment. Therefore, the City of Inman expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

- B. Various laws and regulations prohibit employment decisions from being made on the basis of race, sex, religion, national origin, color, age, disability, or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.
- C. The City does not tolerate harassment of any kind. The City encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City to promptly and thoroughly investigate such reports.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

False and malicious complaints of harassment, discrimination or retaliation may be subject to disciplinary action.

1.4.1 FORMS OF HARASSMENT

- A. The City believes its employees should be able to enjoy a workplace free from harassment based on the individual's race, color, religion, gender, national origin, age, and disability. It is a violation of the City's policy for any employee, whether a manager, supervisor, or coworker to harass another person based on the individual's race, color, religion, gender, national origin, age, or disability.
- B. Harassment includes many forms. It includes verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to:
 - (1) Epithets; slurs; negative stereotyping; or threatening, intimidating, or hostile acts; that relate to race, color, religion, gender, national origin, age, or disability.
 - (2) Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the City's premises, or during work or using city equipment via e-mail, phone (including voice mail messages), text messages, tweets. Biogs, social networking sites or other means.
- C. It is an individual's right not to be subjected to harassment based on race, color, religion, gender, national origin, age, or disability. The City will not tolerate such behavior.

1.4.2 SEXUAL HARASSMENT

- A. Sexual harassment warrants special mention. Sexual harassment in the workplace, like racial discrimination, is a form of illegal discrimination. It is a violation of the City's policy for an employee, whether a manager, supervisor, or coworker, to sexually harass another employee.

- B. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitutes sexual harassment when:
- (1) Submission to the conduct is an explicit or implicit term or condition of employment; or
 - (2) Submission to or rejection of the conduct is used as the basis for an employment decision; or
 - (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- C. Sexual harassment or sex-based harassment occurs when unwelcome physical conduct becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include:
- (1) Requests for sexual favors;
 - (2) Unwanted physical contact, including touching, pinching, or brushing the body;
 - (3) Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
 - (4) Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
 - (5) Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).
- D. Although most commonly the "perpetrator" of such conduct is male and the "victim" is female, this policy prohibits such conduct regardless of the gender of the perpetrator or victim. Not only do men experience sexual harassment, but the harassment can be between persons of the same sex.
- E. Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct, which would violate this policy if it were unwelcome, violates the policy if anyone complains of it. Obviously, not all conduct prohibited by this policy constitutes a violation of the law.

1.4.3 VIOLENCE PREVENTION

- A. The City, in an attempt to maintain a violence-free workplace, has adopted a ZERO tolerance policy toward workplace violence. Accordingly, all acts or threats of violence are prohibited.
- B. For the purposes of this policy, a threat or act of violence shall include, but not limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage City property; any act or gesture likely to leave another person injured or fearing injury.
- C. All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern him or herself accordingly. In addition, any employee experiencing an act or threat of violence is asked to report such act or threat to his or her immediate supervisor.

1.4.4 BULLYING

Employees shall not engage in bullying any other individual. The following acts are examples of the kind of behavior that if repeated and committed under circumstances of a power imbalance, constitutes bullying:

- (1) Physical violence, hitting, striking, punching, slapping, shoving, tripping, and other acts that hurt people physically, or otherwise result in inappropriately touching
- (2) Spreading rumors intended to humiliate, embarrass, degrade, or intimidate another
- (3) Teasing, taunting, harassing, isolating, or excluding another
- (4) Name calling, verbal abuse, threats, or coercion
- (5) Encouraging others to engage in similar activities intended to humiliate, embarrass, degrade, or intimidate another
- (6) Engaging in any of the above using telephones, cellphones, e-mails, text messages, instant messages, online, electronically, or using cyber technology. This can include:
 - (a) Sending offensive or threatening text, e-mail, or instant messages
 - (b) Posting offensive, humiliating pictures or messages about others in biogs or on web sites
 - (c) Using someone else's user name to spread rumors or lies about someone

1.4.5 STEPS TO TAKE IF YOU ARE BEING HARASSED

- A. First, tell the person to stop. Confrontation of the person, in most instances, will stop the harassment. If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and ask that it cease immediately.
- B. All suspected harassment should be reported. The City cannot attempt to address the questioned behavior if it is not made aware of it. Consequently, it is important that any case of suspected harassment, whether you simply observe it or are a victim of it, should be reported immediately. All cases of reported harassment are held in confidence to the extent possible. The City will conduct a thorough, impartial and timely investigation.

1.4.6 REPORTING HARASSMENT

- A. If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor or a member of the general public, you should report the incident(s). You may do this by:
 - (1) Reporting to your supervisor or to a higher level in your "chain of command." Complaints against the City Administrator should be made to the Mayor.
 - (2) Reporting to the City Administrator.
- B. The City of Inman encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Although

no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents or harassment.

- C. Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the City Administrator.
- D. Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the efficient handling of the complaint. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter at all with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.
- E. Employees may be asked to submit to a polygraph (lie detector) examination.

- IMPORTANT -

- F. In order to avoid misunderstandings, complaints made to members of management or to the City Administrator must involve the completion of a complaint report, either by you or by the person to whom the complaint is made, which details the allegations and lists any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.
- G. These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The reporting procedures that we have adopted are intended to establish a clear record of what has been reported.

1.5 Confidentiality in General

- A. During your employment with the City of Inman (hereinafter referred to as the City), it is likely you will gain access to information which the City considers to be confidential. Confidential information is any information to which an employee gains access by virtue of his or her employment by the City.
- B. It is expected that all employees will preserve the restricted nature of confidential information. Further, this type of information must not be removed from the City or divulged to external sources without the written permission of a Department Head or unless it is within the scope of one's job to do so.
- C. This is an affirmative duty which continues after the employment relationship has ended. In this regard you are not to publish, or disclose either during or subsequent to your employment any confidential information to which you have had access during your employment. In addition, neither originals nor copies of information considered by the City to be confidential are to be taken from the premises upon leaving the employ of the City.
- D. In the event you have any questions as to whether a particular matter is confidential, please contact your supervisor.

1.6 Confidentiality of Personal Employee Information

- A. The City of Inman's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the City will only collect personal information that is required to pursue its business operations and to comply with reporting and disclosure requirements. Personal information collected by the City includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employee eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials.
- B. Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under city proprietary electronic transmission and intranet policies and security systems. Participants in City benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.
- C. If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to the Human Resources Director. The Human Resources Director has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:
 - (1) Release of partial employee birth dates, i.e., day and month, is not considered confidential and may be shared for the purpose of recognizing employees on such dates.
 - (2) Personal telephone numbers or e-mail addresses may be distributed to a department head in order to facilitate City work schedules or business operations.
 - (3) Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes may be shared with Department Heads.
 - (4) Employee's city anniversary or service recognition information may be distributed periodically.
 - (5) Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic statement updates.

1.7 Workplace Privacy

- A. The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on City premises are not entitled to a guarantee of privacy.
- B. Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, etc.

- C. Electronic devices and digital media raise similar issues. The City may provide computers, electronic and/or telecommunication devices to employees for use in performing their job duties. Although assigned to an employee, these items still belong to the City. Similarly, electronic mail, voice mail, any computer files created, or software downloaded on a City computer or electronic device belong to the City. The City reserves the right to inspect, monitor and have access to City computers, electronic devices, digital media, electronic mail, voice mail messages and Internet communications. All employees will provide the City with ID's, passwords, passcodes, or any other information needed to access City devices.
- D. To promote the safety of employees and visitors, as well as the security of its facilities, the City reserves the right to conduct video surveillance of any portion of its premises at any time. The exceptions to this policy include private areas of restrooms, showers and dressing rooms.

1.8 Grievance

- A. A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of his rights under City policies with regard to his employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion and demotion. An employee's level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee's department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, he must present his grievance in accordance with this procedure. Written warnings are not grievable.
- B. An employee who believes he has a grievance must follow the following procedure:
 - (1) Step 1. He must file his grievance within 10 calendar days of the event giving rise to the grievance or his knowledge of the events giving rise to the grievance to the Department Head. The Department Head will have four calendar days to render a decision as to whether the grievance can move forward. If no decision is made within this time, the grievance is considered denied by the Department Head and may be appealed to the City Administrator.
 - (2) Step 2. If the City Administrator denies the grievance, this decision is final as to any grievance brought by an employee in his initial introductory period.
- C. Employees other than introductory employees, upon denial by the City Administrator, may appeal to the Mayor by filing a written request for appeal at the City's Human Resources department. This must be done within seven calendar days of the City Administrator's denial of the grievance. The written request for appeal must include the following information:
 - (1) The purpose of the appeal and what recommendation is requested.
 - (2) A statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.
- D. The Human Resources department will assist in preparing the appeal, if requested.
- E. Within ten days of receiving the employee's request, the Human Resources Director will schedule the requested hearing and notify the Mayor, City Administrator, the employee requesting the hearing, and the affected department directors.

Employment

1.9 Employment Status

It is the intent of the City to clearly define all employment classifications so that employees understand their employment status and benefit eligibility.

1.9.1 TYPES OF EMPLOYMENT STATUS

An employee may be hired in the following status:

- (1) Full-Time - Employees who have completed their introductory period and who is scheduled to work a minimum of 40.0 hours per week will be considered full time; and, depending on the type of position, may be eligible for all leaves, fringe benefits and programs, in accordance with the provisions for same as contained in this Policy Manual.
- (2) Part-Time - Employees who have completed their introductory period and who is scheduled to work less than 40.0 hours per week, for a scheduled number of hours a day and a scheduled number of days a week will be considered part-time.

1.9.2 TYPES OF POSITIONS

- (1) Regular Position -A full-time or part-time position that has been established in the City's budget on a recurring basis.
- (2) Temporary Position -A full-time or part-time position, established on an as needed basis, for a specific or limited period of time as may be approved by the City Administrator.

1.9.3 FLSA CLASSIFICATION

- A. All City employees will be classified in one of the following in accordance with the criteria set forth by the Fair Labor Standards Act (FLSA):
 - (1) Hourly - Non-exempt;
 - (2) Salaried - Non-exempt; or
 - (3) Salaried - Exempt
- B. Non-Exempt Status (other than Certified Law Enforcement Officers and Certified Firefighters): Employees who are classified as non-exempt in this category are required to be paid overtime, in accordance with the criteria set forth by FLSA. These employees must be compensated accordingly for all hours worked over 40 in a designated work week.
- C. Non-Exempt Status - Section 7(k) - Certified Law Enforcement Officers and Certified Firefighters: Employees who are classified non-exempt in this category are to be paid overtime, in accordance with the criteria set forth by FLSA and must be compensated accordingly for all hours worked over the designated and established work period.
- D. Exempt Status: Employees who are classified as exempt will be paid a guaranteed salary for a defined period of time, i.e., weekly, bi-weekly, monthly or annually. Employees may be classified as exempt if their assigned duties and responsibilities meet the criteria set forth by FLSA. Exempt employees will be classified, in accordance with FLSA, as administrative, executive or

professional.

- E. Unless otherwise called out in this Personnel Policy Manual, the City will follow the rules and regulations of the FLSA.

1.10 Recruitment and Selection

- A. The City of Inman is committed to employ, in its best judgment, the best qualified candidates for approved City positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the City to provide equal opportunity for employment to all applicants and employees.
- 8. The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate. No person will be appointed to or employed in a position not included in the classification plan.
- C. The Human Resources department, with assistance from Department Directors, is responsible for the overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

1.10.1 SELECTION PROCESS

- A. In order to achieve full utilization of all available resources, it is the established policy of the City to select the best suited person for the task to be performed with appropriate attention to, but not limited to, the following factors:
 - (1) Previous work experience;
 - (2) Education and training background;
 - (3) Certifications, etc.;
 - (4) Examination score(s), if applicable;
 - (5) Outcome of the applicant interview;
 - (6) A post-offer of employment physical examination; and
 - (7) Performance tests or mental examinations when in the best interest of the City.
- B. Current employees may also be evaluated on the following factors and any others the City deems important and in its best interest:
 - (1) Knowledge, training, ability, skill and efficiency;
 - (2) Prior performance evaluations;
 - (3) Attendance record;
 - (4) Outcome of the interview; and
 - (5) Length of continuous service from the last date of hire.
- C. Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The Human Resources department is available to advise hiring managers on interview techniques and final candidate selection. All candidates that can be interviewed must first complete a City of Inman job application.

- D. The Human Resources department or Department Heads will conduct reference checks and background checks on the selected final candidate if an external candidate.
- E. Upon the selection of the final candidate, the Department Head and the Human Resources department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.).
- F. If the offer of employment entails a starting salary above the minimum of the established pay grade, the Human Resources Director will obtain approval from the City Administrator before the offer of employment is extended, verbally or otherwise.
- G. The hiring manager will extend the verbal offer of employment to the candidate selected. The Human Resources department will prepare a written offer of employment for the candidate.
- H. Upon receipt of an offer letter signed by the candidate, the Human Resources department will close out the posted open position.

1.1.1 BACKGROUND AND REFERENCE CHECKS

- A. To ensure that individuals who join the City are well qualified and to ensure that the City maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.
- B. All offers of employment are conditioned on receipt of background check report that is acceptable to the City. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Records are kept confidential and are only viewed by individuals involved in the hiring process.
- C. If information obtained in a background check would lead the City to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.
- D. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.
- E. The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

1.1.2 POST-OFFER MEDICAL EXAMINATIONS/DRUG TESTING

- A. Post-offer medical examinations may be required for all applicants who have been given a conditional offer of employment. "Post-offer" physical examinations are conducted for such classes of positions as determined necessary by the City Administrator in consultation with the Human Resources Director and the applicable Department Head. An examination is conducted by a physician included in the City's benefits provider network or approved in advance by the City Administrator.
- B. The City may conduct a post-offer drug test for those who have been given a conditional offer of employment. The City will not hire any applicant tentatively selected for employment who refuses to submit to a drug test, or who tests positive for use of illegal or unauthorized substances, or whose test is reported to have been tampered with or adulterated. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of saliva, breath, or urine, failure to undergo a medical examination to evaluate your ability to provide an adequate breath specimen, or failure to sign a required certification form.
- C. If a candidate tests positive on an initial screening test, the test will be confirmed via a second test. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment. Candidates may request a retest of their

positive test results within five working days after notification by the City of such positive test result. This retest is at the expense of the individual and must be performed at a lab approved by the City.

1.1.3 DRIVER'S LICENSE REQUIREMENT

- A. When a driver's license (commercial or non-commercial) is required as a condition of employment, it will be the policy of the City that an employee must possess a valid driver's license at the time of appointment, and maintain such license during his or her employment.
- B. When a license is not required as a condition of employment, it will be the policy of the City that an employee must have a valid driver's license (commercial or non-commercial) when it is necessary that the employee operate City vehicles and/or equipment.
- C. For initial employment and selection purposes, a VALID license is defined as an issued license which has not expired nor has, within the past three (3) years, been revoked or suspended as a result of a moving violation. Non-moving violations will be considered on a case-by-case basis.
- D. If requested as a condition of employment, new employees will furnish, at his or her expense, an up-to-date copy of his or her driving record from the South Carolina Department of Transportation or similar agency from the applicant's state of residency.

1.2 Nepotism, Employment of Relatives

- A. The employment of relatives in the same department or in the same chain of command may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.
- B. People in the same immediate family may not be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation or where both persons in the same immediate family are both employed in the same department.
- C. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy.
- D. Members of the immediate family of elected officials of the City are not eligible for City employment.

- E. If employees become related by marriage and create a situation prohibited by this policy, one of the employees may be asked to give up his position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which he is qualified.
- F. Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the City's discretion.

1.3 New Hires, Rehires and Recalled Employees

1.3.1 NEW HIRES AND REHIRS

- A. "New hire" refers to an applicant who has never previously worked for the City and has been selected to fill a regularly established position for which he or she is suited. The date the employee first reports to work is the employee's official date of hire.
- B. A former regular employee who left the City employment in good standing is eligible for re-employment into any vacant position for which he or she meets the minimum qualifications. A former employee who is re-employed is hired on the same basis as a new employee. The date the employee first reports to work after having been rehired is the employee's new date of hire and beginning of his or her six-month introductory period.
- C. All employees of the City, including former employees who have been rehired, are employed on an introductory basis until they have completed the first six months of employment. During this trial period, the City will attempt to evaluate your performance at the end of 30 days, 60 days, 90 days, and/or 180 days. This period is not a guarantee of employment for six months. This trial period is designed to determine whether you are suited for the job and capable of satisfactorily performing the work assigned. It also provides you with the opportunity to decide if the City is right for you. If the Department Head/Director concludes at any time that the employee is not suited for his position, the employee may be terminated or may be placed on extended probation if approved by Administration.

1.3.2 RECALLED EMPLOYEES

Any employee who is laid off after achieving regular status may be recalled within six (6) months after the effective date of the layoff into any vacant position for which he is suited without having to go through the normal recruitment and selection process. The City Administrator determines the laid off employee's interest and suitability for the vacancy. A recalled employee retains his or her original date of hire.

1.4 Promotions, Transfers and Demotions

1.4.1 PROMOTIONS

- A. All newly promoted employees are considered to be in an introductory period in their jobs for six (6) months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he is well suited for the promotion. It is not a guarantee of employment for three months.

- B. If the Department Head concludes at any time during the introductory period that the newly promoted employee is not suited for his new position, the employee may be removed from the position. If there is a vacancy in his former position that is to be filled, he may be returned to it. If there is no such vacancy, he may be considered for the filling of other vacancies for which he is qualified. If no other position is found for him, the employee may be terminated. This action does not prohibit an employee from applying for future vacancies with the City.

1.4.2 LATERAL TRANSFER

- A. A lateral transfer occurs when an employee moves to another position having the same pay grade as his or her current position.
- B. In so far as is practical, an employee may be transferred within the organization to a position where, in the City's opinion, his or her skills are best utilized. An employee may request, in writing, a lateral transfer, stating the reason(s) for the transfer.
- C. A transferred employee is considered to be in an introductory period in the new position for six (6) months. This period is a time in which the employee should demonstrate that he or she is well suited for the transfer. It is not a guarantee of employment for three months.
- D. If the Department Head concludes at any time during the introductory period that the employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in his or her former position that is to be filled, he or she may be returned to it. If there is no such vacancy, he or she may be considered for the filling of other vacancies for which he or she is qualified. If no other position is found for him or her, the employee may be terminated. This action does not prohibit an employee from applying for future vacancies with the City.

1.4.3 DEMOTION

- A. Voluntary Demotion. For various reasons, an employee may request a demotion, either within his or her department or by transfer to another department. A voluntary demotion is to be requested in writing by the employee and approved by the City Administrator. Demotion denotes a lower pay grade and a corresponding reduction in pay.
- B. Involuntary Demotion. An employee whose work in his present position is unsatisfactory may be demoted with approval of the City Administrator. Demotion denotes a lower pay grade and a corresponding reduction in pay.
- C. A demoted employee serves an introductory period of six (6) months in the demoted capacity. If, after the introductory period, the employee's service is unsatisfactory, the employee may be terminated.

1.5 Starting Rates of Pay

- A. The minimum salary of the established pay grade for a position is considered the normal appointment for salary for positions in the City for new hires that have no experience.
- B. Appointment above the minimum of the established pay grade may be authorized as follows: Factors such as an applicant's training and experience or other qualifications that are directly related to and exceed the minimum requirements of the position, tight labor market and

operational needs (consistent with further recruitment efforts), may result in the City Administrator approving the hiring of an employee at a rate of pay not to exceed the mid-point of the salary range, in percent intervals (i.e., 2%, 2.5%, 3%, 3.5%, 4%, 5%, etc.). The City Administrator will review the applicant's qualifications, ensure that all policy requirements are met and that sufficient funding is available.

1.6 Duties and Responsibilities

All employees of the City are hired for the purpose of accomplishing the goals and carrying out the policies set by the City. While the City endeavors to assign each employee to a regular set of duties, it should be fully understood as a condition of employment that employees, whether salaried or hourly, are expected to fulfill all duties and responsibilities which they are reasonably suited to perform, as directed by their supervisors. The primary factor in determining an employee's assignment and duties is whether or not such activity best meets the interests of the City.

1.7 Outside Employment

- A. City employment will be considered the employee's primary employment. Any additional or outside employment by a City employee will be considered secondary employment. No employee may engage in outside employment which would interfere with the interest of the City service, serve as a conflict of interest, or in any way, interfere with the working schedule of the employee.
- B. Employees are prohibited from performing any services for citizens/customers of the City that are normally performed by the City. In addition, employees may not solicit or conduct outside business during work time for the City.
- C. Equipment, vehicles, property, facilities, materials, supplies or uniforms of the City will not be used by employees for outside employment nor for travel to or from such employment unless explicitly approved by the City Administrator. Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under the City's worker's compensation program.
- D. Any employee engaged in outside employment must submit to their Department Head in writing, where they are employed, when they work and any other pertinent information. Any outside employment must be approved by the City Administrator prior to commencement of the outside employment and a record of such approval will be placed in the employee's personnel file.
- E. Any employee holding a job with another organization must demonstrate satisfactory performance in his or her job responsibilities with the City at all times. All employees will be expected to meet the job performance standards established by the City and will be subject to the City's work and scheduling demands, regardless of any other outside work requirements.
- F. If the City Administrator determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of the City at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the City. A refusal to comply with the City's reasonable request to terminate outside employment may result in immediate termination of employment with the City.

- G. If an employee's outside employment presents a conflict of interest with the City, or if such outside employment has any potential for negative impact on the City, the employee will be asked to terminate the outside employment.
- H. Approval for outside employment may be withdrawn at any time in the City's discretion.

1.8 Performance Appraisal System

- A. The employee performance appraisal report provides a systematic procedure by which each employee can be objectively evaluated. An employee is appraised regularly on many factors, including but not limited to his or her performance in meeting the defined standards established for his position set up by job descriptions to be provided to the employee by his department head. Employee performance appraisal reports are used for, but not limited to, the following:
 - (1) Developing and establishing realistic performance standards which provide a basis of understanding as to the level of performance expected of the employee.
 - (2) Allowing the individual to know where he stands in terms of performance.
 - (3) Providing an opportunity for discussion and counseling to further the employee's self-development and growth.
 - (4) Providing objective information in order to justify salary adjustments and upgrading opportunities.
 - (5) Maintaining a documented history of the employee's performance.
- B. The work performance of each regular full-time employee is evaluated regularly, as determined and established by the City Administrator, but not less than annually.
- C. The forms and spreadsheets provided by the City Administrator will be used, and the completed evaluation will be retained in the employee's personnel file.
- D. The performance evaluation will be discussed and signed by both the employee and the supervisor to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.

1.9 Job-Related Investigation

The City will promptly initiate an appropriate investigation into all possible violations of law and City policy. The City Administrator or the Human Resources Director will have primary responsibility for overseeing the investigation of complaints relating to employee misconduct. If the possibility of a criminal action is involved and the employee refuses to answer questions relating to the investigation, the matter may be forwarded to the appropriate law enforcement authority for action.

1.10 Discipline

- A. Employees may be disciplined or discharged for any reason that, in the City's sole discretion, warrants discipline or discharge. The City makes no promise to use progressive discipline.

- B. Employees may be presented with written documents concerning their performance and behavior. Employees **must** sign disciplinary notices, counseling memoranda, performance appraisals, and other documents presented to them. The employee's signature signifies only receipt and does not necessarily indicate agreement with the contents of the document, and employees may attach their comments to the documents.

1.10.1 TYPES OF DISCIPLINARY ACTIONS

- A. Types of disciplinary actions include, but are not limited to, the following:
 - (1) Suspension without pay
 - (2) Written warning
 - (3) Verbal warning
 - (4) Demotion and/or reduction in pay
 - (5) Written reprimand
 - (6) Probation (performance/misconduct)
- B. Employees may be placed on administrative leave, with or without pay, pending investigation of disciplinary matters.

1.10.2 REASONS FOR DISCIPLINE

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the City. The following are merely examples of some of the more obvious types of misconduct which may result in discipline, up to and including discharge. **The City reserves the right to treat each employee individually without regard for the way it has treated other employees and without regard to the way it has handled similar situations.**

- (1) Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, or offense which affects the City's reputation, or which reasonably could create concern on the part of fellow employees or the public.
- (2) Incompetence.
- (3) Unauthorized absence.
- (4) Insubordination, including disrespect for authority, or other conduct which tends to undermine authority.
- (S) Failure or refusal to carry out instruction.
- (6) Unauthorized possession or removal, misappropriation, destruction, theft or conversion of City property or the property of others.
- (7) Violation of safety rules, neglect, or engaging in unsafe practices.
- (8) Interference with the work/business of other employees/departments.

- (9) Threatening, coercing, or intimidating fellow employees, including "joking" threats.
- (IO) Dishonesty.
- (II) Tardiness or absenteeism.
- (12) Failure to provide information or falsification of information in City records.
- (13) Failure to report personal injury or property damage.
- (14) Neglect or carelessness.
- (15) Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. For purposes of this policy, an employee shall be determined to be "under the influence" if he has any detectable amount of any such substance in his system.
- (16) Unsatisfactory performance.
- (17) Failure to keep required licenses and certifications current.
- (18) Lack of good judgment.
- (19) Violation of policies and procedures.
- (20) Any other reason which, in the City's sole discretion, warrants disciplinary action.

1.11 Separation from Employment

1.11.1 DISCLAIMER

IN ACCORDANCE WITH THE CITY'S EMPLOYMENT-AT-WILL POLICY THE EMPLOYEE IS FREE TO TERMINATE HIS EMPLOYMENT AT WILL AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE; AND, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP WITH THE EMPLOYEE AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE.

1.11.2 RESIGNATION

- A. An employee who voluntarily leaves the City's employ, for whatever reason, is considered to have resigned.
- B. To resign in good standing, an employee must give his supervisor at least two (2) weeks' notice in writing and must work during the notice period. The notice period may be waived at the City's discretion.

1.11.3 COMPULSORY (INVOLUNTARY) RESIGNATION

An employee who, without valid reason, fails to report to work for three (3) consecutive workdays without authorized leave will be separated from employment and presumed to have resigned. Generally, an employee separating from employment as a compulsory (involuntary) resignation is not eligible for re-employment.

1.11.4 RETIREMENT

Retirement benefits are available for City employees who are members of the SC State Retirement Plan or the SC Police Officers Retirement Plan and have met eligibility requirements for benefit payment. Retirement applications must be in compliance with the rules of the South Carolina Retirement Systems Program. Mandatory retirement age for sworn law enforcement officers and certified firefighters will be in accordance with the South Carolina Retirement System Program. All other employees will be governed by any retirement age regulations promulgated by the United States Social Security Laws and Regulations.

1.11.5 LOSS OF LICENSE/JOB REQUIREMENT

An employee who is unable to perform his duties adequately due to the loss of a necessary license or other similar requirement may be terminated from employment. Such an employee may be transferred to another position for which he is suited, if a vacancy exists.

1.11.6 REDUCTION IN FORCE (LAYOFF)

- A. Any involuntary, non-disciplinary separation of an employee from City service not involving delinquency, misconduct, or inefficiency is considered a Layoff.
- B. When it becomes necessary to reduce the work force in a department because of lack of funds, elimination of position(s), lack of work, or other causes, employees may be laid off. The following factors are considered; however, the City reserves the right to take whatever steps it deems necessary for the best interest of the City:
 - (1) Average performance for the last three (3) years of service or for the entire period of less than three (3) years;
 - (2) Length of service in the employee's current job classification;
 - (3) Length of service with the City;
- C. No regular full-time employee is laid off prior to employees classified as part-time or temporary, so long as the employee meets the requirements of the position.
- D. If a regular employee is scheduled to be laid off, he may be offered a demotion to a lower class, if a vacancy exists and the employee is suitable for the position.
- E. Prior to a reduction in force, the names and class titles of any and all regular employees scheduled for a layoff are submitted to the City Administrator for approval.

1.11.7 DISABILITY

- A. Termination from employment may be initiated by the employee or the City when an employee is unable, for health or disability reasons, to continue to work.
- B. If no reasonable accommodation is possible, the employee may be considered for any existing vacancy for which he is suited with a reasonable accommodation. If no accommodation or transfer is possible, the employee is placed on Leave of Absence without pay. NOTE: The employee may also use FMLA, if available.

1.11.8 DISCHARGE

Discharge is an involuntary separation of an employee from employment with the City for disciplinary reasons, violation of policies, misconduct, or unacceptable performance. No employee may be discharged without the prior approval of the City Administrator.

1.11.9 DEATH

Upon the death of a City employee, any accrued compensation or benefits due the employee are paid to the employee's designated beneficiary or otherwise specified individual designated as a result of probate proceedings.

1.11.10 EXIT INTERVIEW

- A. It is the policy of the City of Inman to process employees separating from employment according to a standardized procedure for the following purposes:
 - (1) To conduct exit interviews to receive suggestions that exiting employees may have for improving employment conditions;
 - (2) To review group insurance conversion privileges and other pertinent employee benefit matters;
 - (3) To reclaim employee identification cards and other City property; and
 - (4) To arrange for distribution of final paycheck(s).
- B. An employee whose separation is voluntary will be asked to participate in an exit interview with Human Resources. An exit interview, if possible, should also be performed with an employee whose separation is involuntary. Such exit interview may be conducted by the City Administrator.
- C. The Department Head is responsible for the return of all City property in the possession of an employee who is separating from employment, including identification badges, keys, credit cards, tools, uniforms, vehicles, phones, records, and supplies.

2.12.II SEPARATION PROVISIONS

- A. A separating employee receives his final pay in accordance with applicable state law. Employee benefits are affected by separation from employment.
- B. An eligible regular full-time employee who separates from employment in good standing may be eligible for re-employment or re-instatement, and for the following accrued benefits:
 - (1) A maximum of 40 hours accrued annual leave will be paid upon voluntary termination as long as the 6 month introductory period has been completed and the two-week work notice has been satisfied, provided the annual leave was not taken in advance of accruing the time and the 40 hours is indeed a carry over. NOTE: The City Administrator can waive the two-week notice period.
 - (2) Sick leave balances are not paid out at the separation of an employee.

- C. An eligible regular full-time employee who involuntarily separates or fails to work the two-week notice, will not be eligible for re-employment or re-instatement and is not eligible to receive any annual leave accrued.
- D. Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all City property, uniforms, materials, etc., immediately upon request or prior to the effective date of separation from employment. An employee who does not adhere to this policy is considered terminated, not in good standing and, as such, may not be eligible for re-employment. The City will take all action deemed appropriate to recover or protect its property, including deducting the value of any items from the employee's final pay check.
- E. An employee who leaves the employ of the City will be required to reimburse the City for applicable training and/or educational expenses paid by the City. Employees that leave the employ of the City within one year of the completion of such courses shall reimburse the City 100% of such expenses. Employees that leave the employ of the City after one year but within two years of the completion of such courses shall reimburse the City 50% of such expenses. Such reimbursements may be deducted from the employee's final pay.
- F. Employees who participated in the City's insurance plans and separated from employment for any reason, voluntary or involuntary, may be eligible to continue coverage. Employees and their eligible dependents may elect to continue in the plans upon payment of the applicable premium, plus any additional administrative charge.

2 Workplace Health and Safety

2.1 Smoking/Tobacco Products

In keeping with the City's intent to provide a safe and healthful work environment, smoking and the use of any tobacco products of any kind including e-cigarettes in the workplace is:

- (1) Prohibited in all City owned, leased or otherwise occupied buildings and vehicles.
- (2) Discouraged.

2.2 Drug and Alcohol Use and Testing

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

2.2.1 GENERAL RULES FOR ALCOHOL USE

- A. The possession or use of alcohol by employees while on duty, on City premises, in a City vehicle, or during meal or rest breaks is prohibited. Employees also are prohibited from being at or reporting for work while under the influence of alcohol. For the purposes of this policy, an employee should be considered under the influence if there is *d e t e c t a b l e* amount of alcohol in the employee's body. Employees are also prohibited from being at or reporting to work smelling of alcohol.
- B. The City may require an employee to submit to an alcohol test whenever circumstances suggest that the employee has violated this policy.
- C. Information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant.
- D. An accident, injury or incident is caused or contributed to by the employee as follows:
 - a. An accident involving a fatality;
 - b. An accident causing an overnight stay in a hospital;
 - c. An accident causing total aggregate property damage of \$2,000 based on reliable estimates;
 - d. An accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
- E. An employee exhibits behavior consistent with alcohol use such as but not limited to:
 - a. Erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);

- b. The apparent odor of an alcoholic beverage on an employee's breath;
 - c. Other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.
- F. An employee has admitted violating the City's alcohol policy.
 - G. An employee is arrested for, or convicted of, alcohol-related offense.
 - H. An employee has tested positive for alcohol in violation of this policy within the past three years."
 - I. Employees whose positions require that they have a Commercial Driver's License may be subject to testing under other conditions as set out in other policies or in laws relating to those positions.
 - J. A "test" is not required in order for the City to determine that this policy has been violated.
 - K. Alcohol tests will be approved only by the City Administrator or their designee. An employee who is determined to be in violation of this policy will be subject to corrective action up to and including discharge. An employee who refuses to submit to an alcohol test or who refuses an inspection of property for the presence of alcohol, or who tampers or interferes with any test or test result will also be subject to corrective action up to and including discharge. What corrective action, if any, is imposed in any particular situation is determined at the City's sole discretion.
 - L. Employees who have problems with alcohol are encouraged to seek help. As a general rule, no corrective action will be taken against an employee who seeks help before being selected for alcohol testing and before the employee is found to have violated this policy.
 - M. Note: Moderate consumption of alcohol may be permitted at designated social or business functions when expressly approved by the City Administrator.

2.2.2 ALCOHOL TESTING PROCEDURE

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

2.2.3 GENERAL RULES FOR DRUG USE

- A. All employees of the City are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). This prohibition applies to use at t i m e , both on-the-job and off-the-job. City of Inman employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.
- B. These prohibitions also apply to leased employees and contractors employed by the City or working on City property.
- C. Employees whose jobs require them to have a Commercial Driver's License and certain police and fire department employees are or may be subject to additional policies and procedures relating to drug use and testing. To the extent that those special departmental policies/procedures conflict with this general policy, the special or departmental policy shall govern with regard to the affected employees.
- D. The City will conduct pre-employment drug tests for all applicants tentatively selected for employment. The City shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of illegal or unauthorized substances. Any applicant who is rejected under this policy may be considered for future vacancies if they can demonstrate they are no longer a user of any unlawful substances.
- E. All City employees will be subject to drug testing by urinalysis or any other methodology selected by the City where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions. Particularized suspicion is deemed to exist when:
 - (1) Information that an employee has used illegal drugs or substances is provided by a reliable informant.
 - (2) An accident, injury or incident is caused or contributed to by the employee as follows:
 - (a) An accident involving a fatality;
 - (b) An accident causing an overnight stay in a hospital;
 - (c) An accident causing total aggregate property damage of \$2,000 based on reliable estimates;
 - (d) An accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
 - (3) An employee exhibits any of the following:
 - (a) Extreme mood swings;
 - (b) Slurred speech;
 - (c) Unusual clumsiness;
 - (d) Staggering;
 - (e) Dilation of pupils;

- (f) Sleeping on the job or lethargy;
- (g) Excessive unexplained sweating; or
- (h) Other abnormal behavior.

(4) An employee has been arrested for violation of drug laws.

- F. Particularized suspicion testing shall not be conducted without the approval of the City Administrator, Human Resources Director or their designee(s).
- G. All sworn police officers, employees who are required by their jobs to possess a Commercial Driver's License or employees whose jobs the City regards as "safety sensitive" will be subject to random testing for illegal or unauthorized drug use. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382.
- H. Employees who refuse to submit to a drug test when ordered to do so or who tamper or otherwise interferes with a test or test result are in violation of this policy and subject to disciplinary action, up to and including termination. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide adequate amount of saliva, breath, or urine, failure to undergo a medical examination to evaluate your ability or failure to sign the required form.

2.2.4 DRUG TESTING PROCEDURE

- A. Drug testing generally will be by urinalysis. The City reserves the right to use other testing methods when the City deems appropriate.
- B. The test location will ensure the collection of samples will be performed under reasonable, sanitary and controlled conditions.
- C. Urine normally will be collected under conditions of semi-privacy-that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, if the person supervising the collection believes an employee has tampered with an earlier urine sample of the employee has previously admitted or been proved to have used drugs in violation of this rule.
- D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as to reasonably preclude the probability of erroneous identification, sample contamination, or sample adulteration.
- E. Specimens will be checked for at least the following six substances:
 - (1) Amphetamines
 - (2) Cocaine
 - (3) Phenycyclidine
 - (4) Opiates
 - (5) Marijuana

(6) Barbiturates

(7) Specimens may also be tested for alcohol

- F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- G. Samples which initially result in a negative diluted finding will be retested. A second negative diluted sample is considered acceptable.
- H. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Human Resources Director, the written report of the Human Resources Director shall be conclusive for all employment-related purposes. The Director may be any third-party service provider chosen as deemed appropriate by the City.
- I. The City's Human Resources Director will normally allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the HR Director notifies the City Administrator.

2.2.5 NOTICE TO EMPLOYEES

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

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

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

2.2.7 CONSEQUENCE OF VIOLATING THIS POLICY

- A. Violations of this policy will result in corrective action up to and including discharge.
 - (1) For probationary employees, the City shall terminate the employee if they are found to be in violation of this policy.
 - (2) For all other employees, the City shall impose corrective action up to and including discharge for an employee who is found to be in violation of this policy.
- B. The City, in lieu of terminating an employee, may condition the continued or future employment of an employee who tests positive for or admits to or is convicted of the use of illegal drugs, upon the successful completion of an alcohol or a drug counseling/rehabilitation program.

- C. If the City, after considering all relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as a City employee, the City will do the following:
- (1) Refer the employee for alcohol or drug abuse counseling. The employee shall be placed on a leave of absence until the successful completion of the program. Unless otherwise required by law, generally benefits do not accrue while the employee is on leave. This leave shall be unpaid. Absences for this reason do not qualify for use of any accrued paid leave except for those employees who have voluntarily entered the program pursuant to the next section of this policy;
 - (2) Retest the employee for alcohol or controlled substances before allowing the employee to return to duty;
 - (3) Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of treatment/counseling;
 - (4) Place the employee on probation for at least six months following the employee's return to duty; and
 - (5) Require the employee to submit to unannounced follow-up alcohol or drug testing for a period not to exceed three years.
- D. Should an employee, whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program, refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
- E. An employee whose return to duty test sample does not indicate that the employee has discontinued use of illegal drugs will be terminated.

2.2.8 VOLUNTARY REPORTING OF SUBSTANCE ABUSE PROBLEMS

- A. All employees (other than sworn police officers) who have substance abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, normally will not be disciplined upon the first violation but will be subject to the previous section of this policy. Employees who have come forward under this policy may be allowed to use any available accrued vacation leave to receive pay during the leave of absence imposed under the previous section of this policy.
- B. If an employee admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if they again either admit to a violation of this policy or test positive for drugs in violation of this policy.

2.2.9 CONFIDENTIALITY

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

2.2.10 TESTING COSTS

The City will pay the costs of all drug tests to which the City requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to this policy will be solely responsible for the cost of all follow-up tests.

2.2.11 NOTIFICATION OF TEST RESULTS

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

2.3 Concealed Weapons

- A. The carrying of concealed weapons and firearms by City employees other than authorized law enforcement officers employed by the City is prohibited on the premises of the City, including office space, buildings, parking lots, grounds and City vehicles. No weapon or firearm shall be kept in a locker, lunch box, tool box, purse, or other personal property.
- B. This policy is intended to reduce the potential for violent behavior in the work place.
- C. The City on behalf of itself and its customers/citizens, reserves the right to inspect an employee's personal property, including but not limited to, tool boxes, packages, purses, clothing, and vehicles based upon a reasonable suspicion that this policy has been or is being violated.
- D. Nothing in this policy shall be deemed to apply to any employee who carries a weapon, concealed or otherwise, who does so as may be required by the nature of the employee's job or as a part of the employee's assigned duties.

3 Conduct and Workplace Expectations

3.1 Employee Conduct

- A. It is the duty of all employees to maintain high standards of conduct, cooperation, and courtesy to City customers and to the public, as well as to maintain high standards for effective and efficient work for the City.
- B. All employees of the City of Inman are encouraged to be constantly aware of their responsibility as a City employee to give pleasant and courteous treatment to the public served, to members of City Council, and to co-workers. Abrupt, discourteous, or disruptive behavior by any City employee is prohibited.
- C. Employees are to meet the established employment standards regarding character, performance, and ability to deal with customers and the public, as defined in the position descriptions.
- D. An employee's work at the City is one of a confidential nature. Employees are expected to treat financial, personal, and professional information with strictest confidentiality.

3.2 Interactions with the Public

- A. Friendly and efficient service to the public earns respect for you and for the entire City government, which you represent. For this reason, always practice good public relations by showing genuine interest in citizens' concerns or requests and by providing prompt and courteous service.
- B. To ensure a harmonious working atmosphere that promotes the quality of services provided to the citizens of Inman, it is essential that employees conduct themselves in a professional manner at all times. This includes professional conduct on social media sites and other on-line actions where the employee is identified as being employed by the City. On-line actions are "in public" and must adhere to the City's code of conduct. Participation in any action that disrupts or disturbs the normal operation of the work environment and/or operation of the City or creates dissension is strictly prohibited and can result in disciplinary action.
- C. A large percentage of the City's business is transacted by telephone. Telephone manners could be the difference between a satisfied customer and a dissatisfied customer. Always answer the telephone promptly, pleasantly, and competently. Identify yourself as an employee of the City.
- D. Your future in City employment depends upon your willingness to excel and succeed. City government is continuously expanding its service to the citizens; conscientious employees are assets to this expansion.

3.3 Conflict of Interest

- A. City employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the City. The supervisor must send the

notification to the City Administrator for review. If the City determines a potential conflict or appearance of conflict of interest exists, the matter will be reassigned to another employee.

- B. Employees of the City may not engage in the same or similar line of business or research as that which is conducted by the City without the previous written approval of the City Administrator. An employee may not have a financial interest in a company which is a competitor of or a supplier to the City. Financial interests held by a relative in such companies are to be disclosed to the City Administrator so that a determination can be made regarding whether or not a conflict exists.
- C. It is specifically prohibited for an employee to sell supplies used by the City.
- D. If any employee has any influence on transactions involving purchases, contracts or leases, it is imperative that he disclose to the City Administrator, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- E. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.
- F. The materials, products, designs, plans, ideas, and data of the City are the property of the City and must never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

3.4 Gifts and Gratuities

- A. An employee may not accept gifts, gratuities, entertainment or loans from organizations, business concerns, or individuals with whom he has, or may have, an official relationship or with whom he conducts, or may conduct, business with the City. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from lending institutions.
- B. A determination as to whether this policy has been violated is in the City's sole discretion.

3.5 Solicitation

- A. Solicitation and distribution of literature by non-employees on City property is prohibited.
- B. Solicitation by employees on City property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks.
- C. Distribution of literature by employees on City property is prohibited during working time.
- D. Distribution of literature by employees on City property in working areas is prohibited at all times.
- E. City authorized solicitation for recognized charitable organizations are purely voluntary; no coercion of an employee to make contributions will be permitted. Upon approval by the City Administrator, designated City employees are permitted to solicit other employees of the City on

behalf of recognized charitable organizations during their working hours or the working hours of the employee sought to be solicited.

3.6 Civic/Political Activities

- A. Employees are encouraged to exercise their rights as citizens, which include holding membership in and supporting a political party, voting independently, and participating in civic activities, except where a conflict of interest may arise. As an employee of the City, employees may not:
- (1) Utilize City time, materials or equipment in support of a campaign;
 - (2) Utilize City time, materials or equipment in support of voting activities;
 - (3) Hold political office during employment which would create a conflict of interest, or participate in civic organizations which would create a conflict of interest;
 - (4) Solicit any assessments, contributions or services for any political party or candidate from any employee in City service during working hours.
- B. Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is the violent overthrow of the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, supervisory employees may not join or support labor organizations that accept to membership subordinates of such supervisors.
- C. In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his employment will terminate upon his election to a public office. If elected, the employee must resign his or her City position and will not be eligible for rehire until one (1) year following his or her last day in office.
- For purposes of this policy, an employee is considered a "candidate for public office" as soon as he begins actively campaigning for nomination or election, or when he files for candidacy, whichever comes sooner.
- No employee will be given or refused employment, suspended, discharged or discriminated against, nor will his or her status, position, salary, advancement or any right be affected in any way by reason of membership or participation in civic activities or because of his or her vote or failure to vote in any election.
- D. Any employee of the City may run for any other elected office, however, the employee's position with the City is his or her first priority. The City's policy on Outside Employment will apply in this situation.

4.7 Release of Information

At all times, employees are to be courteous, friendly and helpful to those members of the public who seek information and access to City records. No employee entrusted with, or having knowledge of, information of a confidential nature concerning either another employee or the City is to release such information without the specific approval of the City Administrator. Employees are to decline, courteously, to reveal information unless release of information is a normal part of the employee's duties.

4.8 Freedom of Information Act

- A. The City of Inman recognizes and follows the South Carolina Freedom of Information Act (South Carolina Code of Laws, §30-4-10) enacted by the South Carolina General Assembly that gives every citizen the right to access government meetings, documents and records.
- B. All requests for information under the auspices of the Freedom of Information Act (FOIA) will be answered in accordance with the South Carolina law, including, but not limited to, time frames, definitions of releasable information, and exemptions.
- C. Except for requests for those records identified in S.C. Code §30-4-30(d), all requests for information regarding the City of Inman made under the auspices of the Freedom of Information Act must be made in writing and submitted to the City Administrator. The City Administrator, or his designee, shall review and coordinate the response to all FOIA requests.

4.9 Media Relations

- A. Efficient and effective communication with the media is critical to the City of Inman's ability to carry out its goal of operational transparency. The purpose of this policy is to ensure accuracy, consistency and quality in information provided to the news media.
- B. City employees are not authorized to provide information to the news media unless given express permission to do so by the City Administrator.
- C. It is the sole responsibility of the City Administrator to determine who will provide information directly to the news media on a case-by-case basis.
- D. Employees may only identify themselves as a spokesperson for the City with prior approval from the City Administrator.
- E. All employee interviews with the news media shall have prior approval from the City Administrator. This includes both print and broadcast media interviews via telephone or in person.
- F. Employees should not initiate news media contacts without prior approval of the City Administrator. This includes issuing press releases and media advisories, scheduling news conferences and other efforts to attract media attention about an issue or for an event.
- G. Requests from the media for public records shall be handled consistent with the City's procedures for responding to Freedom of Information Act (FOIA) requests.

4.10 Attendance/Punctuality

- A. To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. An employee's attendance at their assigned work place is essential to the success of the City's overall mission.
- B. Absenteeism and tardiness place a burden on other employees and on the work program of the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, employees are responsible for notifying their supervisor as soon as possible, or as directed by departmental policy, in advance of the anticipated absence or tardiness.

- C. Occasional lateness caused by circumstance beyond the employee's control, such as weather conditions, traffic problems, transportation problems and other emergencies is excusable. However, frequent tardiness will not be tolerated.
- D. Employees on approved leave are not considered absent for purposes of this policy.

4.11 Housekeeping

It is the responsibility of all employees to maintain common areas in which they work or utilize during meal or break periods. Each employee is to keep his own work area clean. The employee is to do his part in maintaining tools and equipment in a neat and orderly fashion.

4.12 Equipment and Supplies

- A. It is the policy of the City to provide good quality tools, equipment, vehicles, machines, facilities, materials and supplies to carry on official City business only. The City, like any other business, must control its costs and reduce waste and other abuse of tools, equipment, vehicles, facilities, materials, and supplies. Each employee's cooperation in controlling costs and reducing waste is expected. Employees who lose or abuse City provided equipment and/or supplies may be subject to disciplinary action.
- B. Defective equipment, vehicles, or machines should be promptly reported to supervision in order that appropriate corrective action may be taken.
- C. Personal work or use of City equipment, tools, machines, vehicles, facilities, materials, and supplies for personal work at any time is prohibited.

4.13 Telephone, Computer and Electronic Devices

4.13.1 TELEPHONES

- A. The telephone equipment and voice mail system of the City is provided for the purpose of providing service to our customers. Therefore, it is necessary to limit personal calls to a minimum. Personal calls should only be made in case of absolute necessity or emergency. Non-emergency personal calls should be made, please make them during breaks or meal periods if possible. Employees are not to make any calls that would incur additional fees on City telephones.
- B. Personal cell phones should not be used during work hours including texting.
- C. Cell phones/handheld devices are not to be used when driving, except when expressly required by the duties of the position.
- D. City issued cell phones are to be returned on request or termination and must be returned in condition phone was being used. Under no circumstances is an employee to change the settings back to default or original setting, destroy or delete any information from the device.

4.13.2 COMPUTERS & ELECTRONIC DEVICES

- A. The City's computer, e-mail systems and Social Media sites are intended for the sole purpose of supporting the City's management, information, and operational needs. Accordingly, the City computers should be used only for business-related purposes.

- B. Employees are given certain access and computer rights based upon the employee's job description. Employees may not change any of these rights or the rights of anyone else.
- C. Business-related information contained in the City's computer system, including electronic mail, is considered confidential. Consequently, information contained within the system should be disclosed only to authorized employees.
- D. Employees do not have a personal privacy in any matter created, stored, received, or sent in any form of media on any City owned device or equipment. All files and data created or transmitted using a computer, telephone, mobile device, or any other electronic device provided to the employee by the City belong to the City and may be accessed by the City during transmission of the communication or while in storage on the City's equipment. This includes, but is not limited to, voicemail, the content of e-mail, text messages, multimedia messages, instant messages, and the content of internet websites.
- E. The City will monitor the computer, electronic, and voice mail systems as well as Social Media sites to assure that the systems are being used for business purposes. The City may inspect the computer files on any computer or terminal at any time, with or without notice, at its sole discretion. The responsibility and authority to inspect computer files, computer terminals, electronic mail and voice mail is vested in the City Administrator or his or her designee. All employees will provide the City with ID's, passwords, passcodes, or any other information needed to access City devices.
- F. Only City authorized software is permitted on the city's computers. The installation of non-city computer programs is not allowed without the express permission of the City Administrator. Any software, files, and/or data loaded into the City's computer network shall become the property of the City. Any such files or software may be used only in ways that are consistent with their licenses or copyrights and should be restricted to those that have a particular business purpose.
- G. No games of any type, other than those that were included on the system when installed, are permitted. To prevent computer viruses any additional programs require approval before use.
- H. System users shall not abuse the privilege of access to the internet. Sexually explicit images or documents may not be downloaded, displayed, stored, or otherwise accessed using the City's information systems. Likewise, the City's systems shall not be used to violate the law or download or distribute pirated information. Access to the internet via computer or phone (including personal phone) is to be used **ONLY** for work related activities, **not for personal use of any kind.** This includes, but not limited to, social networking, personal websites, blogs or any other sites designed for self-expression. Conduct that would violate City policies if done in person also violates City policy if done through social media.
- I. As with all other business communications, employees should ensure that information transmitted via the computer (i.e., e-mail, fax, internet) is appropriate, non-offensive, professional, and lawful. Absolutely forbidden is access to any material the City considers to be pornographic; to transmit or knowingly accept receipt of any communication that is pornographic, obscene, or in the City's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction. Also forbidden is to conduct business for outside employment or a side-business, purchase any personal goods or services or solicit others for non-work related reasons.

- J. City employees may not use personal electronic equipment (including but not limited to personal computers, tablets, handheld devices and cell phones) on City property or at City work sites to engage in conduct that would be prohibited if using City equipment.
- K. Employees should not disclose personal passwords or security codes assigned to prevent unauthorized access to confidential information to individuals without a bona fide right-to-know. Employees will be required to disclose this information, upon request, to authorized City personnel.
- L. Employees should only retrieve and/or read communications that are intended for their use or for which they are authorized to retrieve and/or read.
- M. **Important Notice:** The City has the capacity to examine the computer and mobile device usage of individual employees in detail. Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.
- N. Employees engaging in on line social networking and blogging activities are subject to all of the City policies and procedures, including but not limited to the City's policies on (i) protecting the confidentiality of City information, (ii) safeguarding City property; (iii) the prohibition against unlawful discrimination and harassment; and (iv) the use of the City's electronic systems.
- O. The City recognizes that social networking sites and blogs are popular and may be used for both social and business purposes. The City has an interest in protecting its image, goodwill and reputation in the community. For this reason, the City expects you to conduct yourself in a professional manner and exercise good judgment when using a social networking site and/or blog. Employees are strictly prohibited from listing their City e-mail address and City-issued cell phone their profile unless the social networking site or blog is used solely for City business and advance written approval has been obtained from the City Administrator.
- P. Except when solely a part of an employee's job duties on behalf of the City (which has been confirmed in writing by the City Administrator and is specific to the Employee), Employees are prohibited from engaging in any internet blogging, online social networking or other form of on line publishing or discussion activities while on City time, property or business.
- Q. When using a social networking site and/or blogging, Employees must adhere to the following guidelines:
- Do not use social networking sites and/or blogs for any unlawful purpose or to disparage or defame any person, business, product or organization.
 - Be respectful to the City, other Employees, citizens of Inman, customers, suppliers or vendors.
 - Specifically prohibited is the use of social networking sites and/or blogs in any manner that violated the City's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages or post material that is sexually suggestive or explicit, pornographic, obscene or sexually offensive, nor may employees transmit messages or post material that is insulting or offensive to any person,

including insults or slurs based on race, sex, gender, age, national origin or ancestry, religion, disability, sexual orientation, or any other category protected under law.

- Do not transmit messages or post material that threatens harm to another person.
 - Do not transmit messages, post material, or expose private information of any person or confidential or proprietary information of the City, its citizens of Inman, customers, suppliers and vendors. Employees may not reference or cite City of Inman citizens, customers, suppliers or vendors without their prior express and written permission. Employees may not discuss or disclose current or upcoming events, projects or announcements.
 - Respect all copyright laws and reference or cite sources as appropriate.
 - Do not use the City's logos, trademarks and copyrighted material without the prior consent of the City Administrator.
 - Do not use a picture or likeness of a supervisor, manager, coworker, citizen of Inman, customer or vendor without their express permission. Do not post photographs of persons engaged in City business, or photographs of City events
- R.** Do not provide references or employment verification for other employees or former employees; all such communications must be referred to the Human Resources Department.
- S.** Employees should make it clear in any online social networking site or blog that the views and opinions they express about work-related matters are their own, have not been reviewed or approved by the city and do not necessarily represent the view and opinions of the City, its management or other employees.
- T.** Employees are cautioned that they should have no expectation of privacy while using the Internet. Your posting can be reviewed by anyone, including the City. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed on social networking sites and/or blogs may be accessed the City at any time without prior notice. Employees should understand that they are personally responsible for the commentary they express and the material they post while engaging in online social networking and blogging activities.
- U.** Violation of this policy may result in disciplinary action, up to and including termination of employment.

4.14 Vehicles

- A.** All City-owned vehicles are to be used only for official City business. Official business is defined as that which is necessary for an employee to perform his or her duties and responsibilities or any additional duties and responsibilities assigned by an employee's Supervisor, Department Head or City Administrator. Employees must be authorized by their Department Head or City Administrator to drive a City owned vehicle.
- B.** The use of a City vehicle for travel to and from work is a privilege not to be abused. There may be departmental mileage radius requirements, specifying the maximum mileage you may drive from work, to have a City vehicle for travel to and from work. It is the responsibility of the employee to understand and comply with departmental specific guidelines.

- C. Use of an assigned vehicle during off-duty hours for personal errands is prohibited unless the errand is on the normal route to and from work from the employee's primary residence. Vehicles may also be used for travel to work related functions and activities, such as training, work related classes, and or as otherwise instructed by the City Administrator.
- D. Employees may not drive vehicles outside of Greenville and Spartanburg County, unless approved by a supervisor or the City Administrator. The City Administrator must approve driving an assigned vehicle out of the state of South Carolina.
- E. Employees are responsible for the assigned vehicle at all times. This includes security of the vehicle while unattended. Employees are responsible for storage of the vehicle, as well as ensuring that unauthorized persons do not have access to the vehicle.
- F. Employees are prohibited from visiting a bar, purchasing alcoholic beverages, consuming alcohol {while or prior to driving) or having alcoholic beverages while in a City vehicle. Employees may not assume special privileges such as violation of traffic or parking laws in a City vehicle. Employees will not operate the assigned vehicle in a careless or reckless manner, allow the vehicle to become unsightly or alter the vehicle in any manner.

4.14.1 GENERAL

- A. City-owned vehicles will be driven only by authorized employees of the City. Employees who have been authorized to drive a City-owned vehicle are not to use the vehicle for personal purposes, unless authorized to do so by Department Head or City Administrator.
- B. Employees of the City must possess and maintain a valid driver's license and must be in compliance with all applicable local, state and federal traffic laws and regulations when operating City-owned vehicles.
- C. All occupants are required to wear seat belts at all times and are expected to drive safely and in a courteous manner at all times. Failure to comply with seat belt law could result in disciplinary action up to and including termination.
- D. Vehicles are to be used for conducting business for City only. Passengers, except other employees, authorized personnel or transporting passengers as required by the employee's job description, are prohibited from traveling in City vehicles, unless authorized to do so by Department Head/Director or City Administrator.
- E. Immediate family members being transported in City-owned vehicles are permitted only while the employee is directly in route to or from work.
- F. All vehicles will only display signs, stickers, decals or flags authorized by the City and used in the official designation of such vehicles.
- G. Emergency vehicles should be equipped with flashing lights, safety cones, fire extinguisher and first-aid kits.
- H. Travel in City vehicles outside of the service area must be approved in advance by the City Administrator or, in his or her absence, the Department Head.
- I. Employees who are assigned a specific vehicle will be held responsible for keeping that vehicle clean and in good repair. Mechanical problems due to operator neglect may result in disciplinary

action. If maintenance is needed when outside Inman, the vehicle operator is to notify his immediate supervisor.

- J. Employees operating a City-owned vehicle are prohibited from texting or using a cell phone/handheld device when operating the vehicle.
- K. If any employee is on leave or otherwise absent from work for any reason for a period exceeding 7 consecutive days, the vehicle is to be returned to and parked at City Hall during the period of leave.

4.14.2 ACCIDENT REPORTING/TRAFFIC VIOLATIONS

- A. In the event of an accident involving a City-owned vehicle, no matter how minor, the operator and all employees involved, must notify their supervisor, Department Head or the City Administrator immediately. The operator of the vehicle should stay at the scene of an accident until it has been properly investigated by the appropriate law enforcement agency and obtain a copy of the accident report and the names of witnesses, insurance information of all parties involved and photos if possible.
- B. Traffic violations occurring during the operation of a City vehicle or a privately-owned vehicle will not be the responsibility of the City, nor will the City be responsible for traffic accidents occurring during the use of privately owned vehicles on City business.
- C. Any accident or traffic violation occurring during the operation of a City vehicle, where the employee is found to be at fault will require an immediate drug test.

4.14.3 PERSONAL VEHICLE USE

- A. Personal vehicle use may be allowed in the performance of City business when a City vehicle is not otherwise appropriate or available. Employees who use personal vehicles for City business are responsible for maintaining adequate insurance to meet the circumstances of employment.
- B. The mileage reimbursement rate approved by City Council is intended to cover all costs related to vehicle operation. Accurate mileage records must be maintained and submitted to the Finance Department for reimbursement.

4.14.4 CITY PURCHASE OF VEHICLES/INSURANCE COVERAGE

- A. The following steps are to be strictly adhered to in the purchase of any city vehicle.
 - (1) When purchase of a vehicle is made the City Clerk is to be made immediately aware of the purchase. As soon as the City has taken possession of the vehicle all paper work is to be immediately brought to the City Clerk for the purpose of filing for insurance coverage.
 - (2) All vehicles are to be taken directly to the Public Works Department Garage or Police Department Garage. They will be checked for any scratches or dents, etc., logged for identification purposes and scheduled for routine maintenance check-ups prior to release to the individual department.

- B. No vehicle is to be put into service until such time as the department head has been notified by the City Clerk that the vehicle is properly covered with insurance and is street ready.

4.15 Purchase of City Property

No elected official, officer or employee of the City, nor members of their immediate families, may bid for, or purchase City property, except at open auction or surplus sales.

4.16 Uniforms

- A. The City will furnish uniforms and the appropriate safety equipment, i.e., goggles, hard hats, rain gear, etc., to designated employees.
- B. Any employee who reports for work out of uniform will be sent home and not paid for the time he or she is away from work. Shirts, pants, and shoes must be worn at all times. Uniforms are not to be worn in off duty hours.
- C. Employees who terminate from employment will be responsible for turning in all supplied City uniforms and safety equipment. Terminating employees will be responsible for payment of any missing or damaged uniforms or equipment. Deductions may be made from an employee's final paycheck for missing items.

4.17 Appearance

- A. City employees are expected to maintain high personal standards. Employees are to maintain a high level of personal hygiene, grooming, dress in a professional manner, and wear clothing that is appropriate and tasteful in the City's business environment. Should there be a conflict with the City's interests, the City Administrator shall have final approval of attire and grooming standards for all City employees.
- B. What is appropriate for employees in one department may not be appropriate for another. Where official work clothes and uniforms are provided by the City, it is the responsibility of the employee to wear and care for issued items. Determination of an employee's specific dress and appearance is a supervisory responsibility. Personal appearance standards may be established in departmental rules consistent with the work performed by that department.
- C. Employees should not wear suggestive attire, jeans, athletic clothing, leggings, sheer/see through fabrics, deep/low cut necklines, off the shoulder tops/dresses, short length skirts/dresses, sleeveless dresses/shirts will expose the arm only, tank tops, spaghetti straps, flip flops. Novelty buttons, political buttons, and similar items of casual attire that do not present a businesslike appearance.
- D. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkept hair is not permissible regardless of length.
- E. Sideburns, moustaches, and beards should be neatly trimmed.
- F. At its discretion, the City of Inman may allow employee to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat

appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

- G. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the work place or premises. Non-exempt employees will NOT be compensated for any work time missed because of failure to comply with this policy. Employees may NOT use leave time for this infraction.

4.18 False or Misleading Representation

- A. No employee will make any false statement(s), certification(s); mark(s); rating(s) or report(s) with regard to any test certification(s); mark(s); rating(s) or report(s) with regard to any test certification(s), or appointment(s) made under these policies, or in any manner commit or attempt to commit any fraud preventing the impartial execution of these policies.
- B. No employee will deceive or obstruct any person(s) in their right to application, certification, eligibility, or appointment under these rules; or, to furnish to any person any special or confidential information for the purpose of affecting the rights or prospects of any person with respect to employment in the City services.
- C. No employee or official whose duties involve the use of a badge, card or clothing insignia as evidence of authority or for identification purposes will permit such badge, card or insignia to be used or worn by any person who is not authorized to use or wear same; nor permit same to be out of their possession without good cause, or approval of the Department Head/Director or appropriate Management personnel. Such badge card or insignia will be used only in the performance of the official duties of the position to which they relate.

4.19 Romantic Relationships

- A. No City employee may have or become involved in an intimate or romantic relationship with another employee or a member of council.
- B. "Intimate or romantic relationship" is defined as any relationship or involvement an employee has or becomes involving in with another employee or member of council (other than a spouse) that involves dating, intimacy or sexual activity or implies a boyfriend/girlfriend relationship.
- C. In the event an employee becomes involved in an intimate or romantic relationship, the employee must report the relationship to his/her immediate supervisor immediately. It will be up to the employees involved in the relationship to decide which one will resign their employment with the City.
- D. Failure for the involved employees to adhere to this policy will result in discipline up to and including termination of both employees.

5 Compensation and Benefits

5.1 Classification and Compensation

- A. The objective of this plan is to provide a compensation system which will provide a pay range for each class of positions and will enable the City to recruit and retain qualified employees.
- B. As a matter of good management practice, the classification and compensation system should be routinely revised and reviewed to properly reflect economic changes as well as personnel needs throughout the City.

5.1.1 CLASSIFICATION PLAN

- A. The purpose of the Classification Plan is to provide a uniform, objective, and equitable system for classifying all positions in the City; establish proper relationships between positions on the basis of differentiation in duties, levels of responsibility, and minimum qualifications; and group positions into classes which can be similarly compensated based upon similarities of duties, responsibilities, level of work performed, and minimum qualifications.
- B. The primary responsibility for day-to-day administration of the classification plan rests with the City Administrator within the limits of these policies and procedures. The City Administrator is charged with the maintenance of the classification plan and its administration so that it will reflect the duties performed by each employee and the class to which each position is allocated. The City Administrator will periodically review the entire classification plan for recommending appropriate changes in the allocation of positions.
- C. Class (job) titles are to be used in all personnel, financial accounting, budget, and appropriate records. No person will be appointed to or employed in a position in City service under a title not included in the Classification Plan.
- D. Whenever a newly authorized position is established or duties of an old position change, the Department Head will submit, in writing, a comprehensive description of the duties of such position to the City Administrator. The City Administrator may authorize the appropriate classification or the establishment of a new classification and the elimination of any existing classification(s).

5.1.2 RECLASSIFICATION OF POSITIONS

- A. An established position may be reclassified from one class to a different class as a result of the natural change in the duties and responsibilities; a redistribution of work assignments which significantly alters the duties and assignments of a position; or revisions of class specifications to more accurately reflect levels of work performed.
- B. A job description for the reclassified position must be submitted to the City Administrator. Changes in duties and responsibilities must be of a permanent matter and such action shall not be based solely upon the performance of the individual but upon the requirements of the job.
- C. Types of reclassification include:

- (1) Upgrade. An upward reclassification (upgrade) occurs when an action is requested which provides that a position is moved from one classification to another classification that has a higher minimum salary.
- (2) Downgrade. A downward reclassification (downgrade) occurs when an action is requested which provides that a position is moved from one classification to another classification that has a lower minimum salary.

5.1.3 COMPENSATION PLAN

- A. The Compensation (Pay) Plan is designed and established to provide a uniform, objective, and equitable system for compensating employees and to provide for rules and regulations ensuring a uniform system of administration.
- B. The Compensation (Pay) Plan consists of a salary schedule consisting of pay grades with established salary ranges. Each salary schedule's pay grade ranges will consist of:
 - (1) Minimum Salary: The minimum of the pay range represents the minimum salary that the City pays for an individual whose combination of related prior education, training and experience meets the minimum qualification requirements as specified in the City's approved job description.
 - (2) Mid-Point Salary: The mid-point of the pay range represents the marketplace competitive salary necessary to retain a fully qualified, experienced and capable employee whose performance is consistently meeting the City's expectations.
 - (3) Maximum Salary: The maximum of the pay range represents the maximum salary that the position is valued to the City.

5.1.4 MAINTENANCE OF PAY RANGES AND SALARY SCHEDULE

- A. The City Administrator will make, or cause to have made as deemed necessary, comparative studies of the factors affecting the level of employee compensation prior to the preparation of the Annual Budget. On the basis of such studies, the City Administrator will recommend to the City Council such changes in salary and salary schedule ranges as deemed necessary to maintain the adequacy of the overall salary structure.
- B. A Merit Increase System may be developed if approved during budget deliberations. Merit increases allow the City latitude in monetarily rewarding deserving employees for exceptional motivation, adaptability, and productive performance. When approved in the budget, the Department Head/Director recommends a merit increase for an employee based on criteria set forth in the appropriate appraisal form. Such recommendation is submitted to the City Administrator for consideration and approval. As a rule, merit increases appear on the first paycheck following approval of the merit increase by the City Administrator. In the case where a merit increase would cause the employee to exceed the maximum pay in his grade, the merit amount may be paid in a lump sum.
- C. From time to time, the City Council may approve a general pay adjustment for all employees.
- D. Upon appropriate notification of economic changes, the City Council may approve a cost of living adjustment to the Compensation (Pay) Plan's salary schedule, thereby adjusting each pay grade's salary range; i.e., the minimum salary, the mid-point salary, and the maximum salary.

5.2 Wages and Hours of Work

The City Administrator may develop a system for classifying positions within the City, including pay ranges for those positions. Classification systems and pay ranges are subject to change at any time. The establishment of pay ranges or grades for any position does not guarantee the occupant of that position any particular rate of pay.

5.2.1 HOURS OF WORK

- A. The City's normal hours of business are from 8:00 AM to 5:00 PM Monday -Thursday, 8:00 AM to 3:00 PM on Fridays. However, some departments must operate outside the City's normal hours of business, and schedules of employees of those departments may differ from the City's normal hours. Each department is responsible for scheduling its employees so as to meet the needs of the City. Employees may be required to work overtime.
- B. Full-time employees will be provided an unpaid meal period daily, as scheduled, for thirty minutes or one hour. Employees are expected to observe not only the schedule for taking their meal period but also the prompt return to their work station within the allotted time.
- C. Employees may be granted a rest break of no more than fifteen minutes, per each four-hour period, per work day. Employees are expected to observe not only the schedule for taking rest breaks but also the prompt return to his or her work station with the allotted time.
- D. Employees may not use break times and meal periods to report late or to leave early nor may break periods be combined with the meal period.

5.2.2 TIMEKEEPING

- A. Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require the City to keep an accurate record of time worked each day in order to calculate employee pay and benefits. Time worked is all the time actually spent performing assigned duties.
- B. Non-exempt employees are to accurately report the number of hours worked in a work day, as well as the beginning and ending time of each meal period. Employees are to clock-in the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.
- C. Salaried employees also may be required to record their time.
- D. Tampering, altering, or falsifying time records or recording time on another employee's time record is prohibited.
- E. It is the employee's responsibility to certify the accuracy of all time recorded. The supervisor will review and then approve the time record before submitting it for payroll processing.
- F. Hours of work are to be coordinated by the City Administrator to ensure the greatest amount of service to the citizens of the City. The City Administrator, on an individual employee basis, may

have employees work varied schedules when deemed necessary to serve the best interests of the City.

5.3 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Department Head's or City Administrator's prior authorization. Employees may not work "off the clock." Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Department Head and the City Administrator will ensure that no unauthorized overtime hours are worked.

5.3.1 OVERTIME COMPENSATION

- A. Overtime will be compensated to all non-exempt hourly or non-exempt salaried employees in accordance with FLSA and state wage and hour restrictions.
- B. Overtime is based on actual hours worked. Annual leave and sick leave, holiday leave hours or any other paid leave of absence, are **not** considered hours worked for purposes of performing overtime calculations. **Exception:** Hours spent in court as a witness in connection with an employee's official duties will be counted as hours worked.
- C. Non-exempt employees, with the exception of law enforcement and fire suppression personnel, receive overtime premiums at 1.5 times their regular hourly rate for all hours worked in excess of 40 hours worked. Law enforcement personnel receive overtime premiums after 171 hours worked in 28 days. Fire suppression personnel receive overtime premiums after 212 hours worked in 28 days.

5.3.2 EXEMPT EMPLOYEES

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the workweek. Such employees do not receive overtime pay or compensatory time off. **Optional:** However, the City Administrator may, in his sole discretion, grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off. There is no payment for such additional time upon termination.

5.4 Payroll Period and Pay Day

- A. The specific beginning and ending times of the payroll period are to be established and displayed in the time and attendance system to employees. The payroll period begins on Tuesday and runs 14 consecutive calendar days ending on Monday.
- B. The City pays its employees every other Friday. Each paycheck represents wages earned by the employee during the two-week period ending on the previous Monday.
- C. From employees' gross pay, the City deducts taxes and withholdings that are required by the taxing authorities. The City may also deduct from employee's pay the employee's share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The City may make other deductions as required by law, court order, or as authorized by the employee.
- D. The City will comply with any court-ordered child or spousal support order, tax levies, student loan or court-order garnishments. The employee will be required to enter into a written acknowledgement of the obligation at the time it is incurred.
- E. Payment is made by direct deposit into the employee's bank account. Check stubs will be made available electronically to the employee beginning at approximately noon on Friday. (can we do this and eliminate the paper pay stub.)
- F. If you find an error in your paycheck, your Department Head should be notified. The Department Head will in turn notify Human Resources. Any error that needs to be corrected and compensated will be done on the next regularly scheduled pay day.

5.5 Benefits

- A. The employee benefits as described herein are subject to change as required by the provision of benefits provided by the City. Employees will be informed as to the status of these benefits as they change.
- B. The office of the Human Resources Director/City Clerk will be the administrator for these benefits. Detailed information on benefits as described herein are available to all employees by contacting the Human Resources Director/City Clerk's Office during working hours.
- C. Overview of benefits:
 - (1) Health Insurance - The City will pay full-time employees' portion of the health insurance premium for individual coverage only. If the employee elects dependent coverage (if available) the cost will be borne by the employee and will be paid by payroll deduction.
 - (2) Life Insurance -The City will pay full-time employees' portion of the Life and Accidental Death and Dismemberment insurance premium for individual coverage only. Employees will be insured for \$25,000 life insurance under the City Group Term Life Insurance Program.
 - (3) Dental Insurance - The City will pay full-time employees' portion of the dental insurance premium for individual coverage only. If the employee elects dependent coverage the costs will be borne by the employee.

- (4) COBRA - Employees eligible for the City's health, dental and vision insurance may be eligible for COBRA coverage in the event they are no longer eligible for coverage.
- (5) Social Security - All employees are automatically enrolled in the federal Social Security System. The amount paid by the employee into the Federal Social Security System is matched by the City.
- (6) Workers' Compensation Insurance - The City will maintain workers' compensation insurance on all employees and volunteers as prescribed by the South Carolina Workers' Compensation Law.
- (7) Retirement - Full-time City employees are required to become members of the South Carolina Retirement System Program; the South Carolina Police Officers Retirement System for eligible employees of the Police Department and Fire Department. Both the City and the employee make contributions to the selected program. Upon termination from the City, the employee may withdraw his or her funds or choose to leave their contributions in the system in accordance with the appropriate retirement plan. In the event of a conflict between this policy and the terms of the Plan, the plan document shall be controlling.
- (8) Unemployment Insurance - The City provides to all employees, at no cost to the employee, unemployment insurance coverage, in compliance with all federal and state regulations and requirements. If an employee quits or is terminated from employment the employee may be ineligible for all or part of unemployment payments. The City adheres to the South Carolina Department of Employment and Workforce's regulations regarding all claims for benefits. Contact the South Carolina Department of Employment and Workforce regarding all inquiries concerning unemployment benefits.

5.6 Worker's Compensation

- A. City employees are covered by workers' compensation for on-the-job injuries. Benefits are governed by state law and not set by the City. Employees must report immediately any on-the-job injury, regardless of severity.
- B. The City's Workers' Compensation physician will be the only physician to be seen regarding injuries unless referred by the City's Workers' Compensation physician to another physician. All paperwork from the physician shall be turned into **Human Resources** prior to the employee's return to work.
- C. Payment of workers' compensation benefits is a percentage of the employee's regular rate of pay and will not exceed the maximum amount of compensation allowable under the law at the time of the injury or illness.
- D. When an employee is out of work due to a work-related injury or illness, all scheduled work hours of the initial day of injury will be considered as hours worked. An employee may request sick leave for scheduled work hours during the first seven (7) calendar days of job-related disability. Sick leave may be used for each work day the employee is unable to work. An employee may use annual (vacation) leave upon exhaustion of sick leave.
- E. The City will continue to pay health insurance for the employee and, the employee will continue to accrue all leave benefits during the period of time the employee is incapacitated due to a

workers' compensation injury or illness. Payment of dependent health coverage must be paid by the employee.

- F. In the case of work-related injury or illness, workers' compensation will compensate an employee a percentage of the employee's regular rate of pay for any lost work hours after the first seven (7) calendar days that the employee is medically authorized to be absent from the job. If the disability continues for more than fourteen (14) calendar days, the disabled employee is entitled to workers' compensation for the first seven (7) days, to continue to the end of the disability period.
- G. Employees who have been absent from work due to a workers' compensation injury or illness and desires to return to work, the employee is required to present a doctor's release specifically stating that the employee is capable of performing his or her normal duties and if not, what restrictions, if any, may apply, and the duration of same.
- H. It is the policy of the City to provide restricted duty for employees who have a temporary disability due to a work-related illness or injury. Such restricted duty will be based on the attending physician's identified restrictions and the work requirements of the City and the availability of restricted work within a given department.
- I. The City Administrator will make every effort to hold an employee's position open for an injured employee for up to three (3) months. After this time the position will be declared vacant, and steps will be taken to fill it. When the employee is able to return to full-time unrestricted work the City will attempt to place the employee in an available vacant position for which he or she is suited and qualified in accordance with the City's hiring policy.
- J. Upon the first working day an injured employee returns to work, his or her supervisor must report to the Department Head or Human Resources that the employee has returned. No employees shall be allowed to return to work without a doctor's release.
- K. Questions regarding workers' compensation should be directed to Human Resources.

5.7 Travel and Subsistence Allowance

- A. If traveling for business purposes transportation may be provided by either common carrier, private carrier, or the City carrier, and should not exceed the cost of Common Air Carrier, Coach Fare. Upon proper authorization, employees utilizing their personal owned vehicles will be paid mileage reimbursement at the rate as established by the Internal Revenue Service. Such allowance will not exceed the cost of Common Air Carrier, Coach Fare. Employees will be properly reimbursed upon receipt for all mileage, bridge, road, ferry and parking tolls. Receipts for taxis are not required; however, taxi expenses must be itemized.
- B. Subsistence for work outside the City limits may be reimbursed under applicable conditions, as follows:
 - (1) When requesting per diem, the allowable expense per day will be determined by the trip destination and per diem rates established by U.S. General Services Administration, <http://gsa.gov> for that destination.
 - (2) When lodging is required for official travel, the per diem allowance will be in accordance with approved rates by the City. Employees are expected to utilize standard, medium

priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, they may stay at the hotel or motel where the meeting is being held.

- (3) Receipts for all expenses must be presented within thirty days of return from the trip and any per diem allowance not used, returned to the City. Reimbursement of amounts above the allowance are to be approved by the City Administrator before being reimbursed. No expenses for alcohol will be reimbursed.
- (4) Employees will be reimbursed for all registration fees if not prepaid by the City.
- C. When approved by the City Administrator, prepayment for anticipated official travel expenses may be disbursed to authorized personnel. The employee must submit a written request (see appropriate Cash Advance for Travel form), outlining the requested expenses to be pre-paid, with a request approval to the City Administrator to receive payment.
- D. It is the responsibility of the employee's supervisor to ensure that this policy is strictly observed.

5.8 Training, Tuition Assistance, and Certifications

Employees in good standing may be considered for training opportunities. In-service training will be provided to aid employees to gain proficiency in their work. It is the responsibility of the City Administrator to foster and promote programs of employee development and training for the City workforce. The intent of this policy is to improve the quality of services provided and to prepare employees for advancement in City service.

5.8.1 TUITION ASSISTANCE

- A. The City encourages training and education of all regular employees within the restrictions established by the budget. The cost of approved training or education that is successfully completed may be paid for by the City.
- B. In the case of general degree programs, the cost may be reimbursed to the employee after submitting receipts for the costs (tuition and books) and successful completion of the course, to enhance the employee's job, with at least a "C" grade or receipt of certification. Prior to taking any training courses or general degree courses, employees must submit an application and receive approval for same to be eligible for reimbursement of eligible costs. Classes, whenever possible, must be taken after work hours. When a course is only available during the employee's work schedule, annual leave time may be used.
- C. If the employee leaves within one year of completing the course(s), reimbursement to the City will be 100%. If the employee leaves employment one to two years after completing the course(s), 50% reimbursement will be due to the City.

5.8.2 DUES AND CERTIFICATIONS

- A. The City may pay all or any part of association dues, fees, etc., or operator certification or professional certification for employees when it is a requirement for his or her position or when it will benefit the City, as determined by the City Administrator.
- B. The City Administrator will identify the various work related to professional organizations, and the employees authorized to participate, in the City budget.

6 Leave Policies

- A. The City provides extensive leave policies. The leaves that are granted should be used wisely and for the intended purposes.
- B. New full-time employees in their initial 6-month introductory period will not be permitted to use sick or annual leave until they have completed their initial 6-month introductory period. Other benefits which are required by law or City policy are available to new employees unless otherwise specified. New full-time employees will be paid for approved holidays within the 6-month introductory period.

6.1 Holidays

- A. All full-time employees are eligible for holiday leave with pay, from date of hire, for the following official paid holidays, and any other day so designated by the City Council.

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday of January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day.....	July 4
Labor Day.....	First Monday in September
Thanksgiving Day.....	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Can be taken on any day with approval from Dept. Head

- B. Recognized holidays that fall on a Saturday will be observed on the preceding Friday.
- C. Recognized holidays that fall on a Sunday will be observed on the following Monday.
- D. Employees wishing to observe any other holiday(s) may utilize annual leave or leave without pay with appropriate notice and Department Head approval.
- E. For each official paid holiday, eligible employees will receive holiday leave.
- F. Employees, who due to the requirements of their position, are required to work, or works, on an approved official City holiday, will receive holiday leave pay equal to eight (8) hours and will be paid for the hours worked on the holiday.
- G. When a paid holiday is observed by the City during the period an employee is on annual leave or sick leave, the employee will receive only his or her regular holiday leave pay, and that day will not be charged against the employee's annual leave accrual or sick leave accrual.
- H. To be paid for a holiday, employees must be on the active payroll (receiving pay) for the scheduled workday preceding and the scheduled workday following the holiday.

6.2 Annual Leave

- A. It is the policy of the City to provide paid annual leave (commonly referred to as vacation leave or PTO - paid time off) offering the opportunity for healthful rest and relaxation to all eligible employees.
- B. Annual leave accrual will begin with the employee's date of hire; however, annual leave cannot be used until the employee successfully completes his or her initial 6-month introductory period. Part-time employees and temporary employees are not eligible for accrual of annual leave with pay.
- C. All full-time employees will accrue annual leave with pay according to the following schedule. Accruals are done monthly in the payroll system at the end of each month.

Continuous Service	Hours per Month 8-Hour Employee	Hours per Year 8-Hour Employee	Hours per Month 12-Hour Employee	Hours per Year 12-Hour Employee	Hours per Month 14.25 Employee	Hours per Year 14.25 Employee
Hire Date until 1 Year	4 Hours	48 Hours (6 Days)	6 Hours	72 Hours (6 Days)	7.125 Hours	85.5 Hours (6 Days)
1 Year thru 4 Years	8 Hours	96 Hours {12 Days}	12 Hours	144 Hours {12 Days}	14.25 Hours	171 Hours {12 Days}
5 Years thru 9 Years	10 Hours	120 Hours (15 Days)	15 Hours	180 Hours (15 Days)	17.75 Hours	213 Hours (15 Days)
10+ Years	12 Hours	144 Hours (18 Days)	18 Hours	216 Hours {18 Days}	21.375 Hours	256.5 Hours (18 Days)
				Employees on 8-Hour schedules (e.g., Admin) 80 Hours		
Maximum Carry Over Per Year				Employees on 12-Hour scheduled (e.g., Police) 120 Hours		
				Employees on 14.25-Hour scheduled (e.g., Fire) 142.50 Hours		

- D. Employees who have successfully completed their probationary period may request paid annual leave in advance of its actual accrual beginning on January 1st of any calendar year. If, however, an employee separates from employment for any reason following such an advance of annual leave then the employee shall be required to repay the City for any annual leave used prior to its actual accrual. Advances are only available if an employee's accrued annual leave balance is insufficient to cover the desired leave. All advances of annual leave are at the discretion of the City Administrator.
- E. Each employee will be required to sign a payroll deduction authorization/agreement form, acknowledging that they understand any pre-payment of annual leave time will require repayment if they should leave employment with the City.
- F. Whenever possible, employees will be allowed to take paid annual leave at times most convenient to them. However, in order to ensure a continued, smooth operation and maintain a high quality in the delivery of services to the citizens of the City, the Department Head reserves the right to limit the number of employees who may be absent from a given Department or unit at any one time. When there is a conflict in the schedule of two or more employees who cannot be spared at the same time the Department Head will make the determination giving preference to the employee with the longest continuous service to the City. The Department Head may request an employee to work in lieu of taking his or her scheduled annual leave. Employees who work their scheduled annual leave may reschedule their annual leave or, in addition to hours worked, be paid their annual leave hours.
- G. An employee must submit, in advance through the time and attendance system, any request for annual leave. Except in the case of an emergency, all annual leave must be approved, in advance, by the employee's immediate supervisor or Department Head through the time and attendance system.
- H. An employee wishing to take one day, or more, of annual leave should request approval as soon as possible but at least three (3) days in advance. In the event of an emergency which makes the three-day notice impossible, the employee must get in touch with his or her Supervisor or Department Head as soon as possible. NOTE: The employee may be required to verify the emergency.
- I. Annual leave will ordinarily be granted and taken in full day increments. Less than a full day of annual leave may be granted by the employee's Department Head in special circumstances.
- J. The maximum number of annual leave days that may be granted in any one calendar year will be no more than twenty-three (23) working days.
- K. A maximum of 40 hours accrued annual leave will be paid upon voluntary termination as long as the 6-month introductory period has been completed and the two-week work notice has been satisfied, provided the annual leave was not taken in advance of accruing the time and the 40 hours is indeed a carry over. NOTE: Administration can waive the two-week notice period.
- L. An eligible regular full-time employee who involuntarily separates or voluntary who separates and fails to work the two-week notice period, will not be eligible to receive any annual leave accrual.

6.3 Sick Leave

- A. The City provides paid sick leave benefits to full-time employees for periods of temporary absence due to illnesses or injuries. Sick leave is a privilege and not a right which an employee may demand. This benefit is granted only to full-time employees by the City.
- B. Sick leave accrual will begin on the employee's date of hire; however, sick leave cannot be used until the employee successfully completes his or her introductory period. Part-time and temporary employees are not eligible for sick leave with pay.
- C. Full-time employees will accrue sick leave with pay according to the following schedule:

Continuous Service	Hours per Month	Hours per Year	Hours per Month	Hours per Year	Hours per Month	Hours per Year
	8- Hour Employee	8- Hour Employee	12-Hour Employee	12- Hour Employee	14.25-Hour Employee	14.25-Hour Employee
1+ Years	8 Hours	96 Hours (12 Days}	12 Hours	144 Hours (12 Days}	14.25 Hours	171 Hours (12 Days)

Maximum Carry Over per Calendar Year: 8-Hour, 12-Hour, or 14.25-Hour Employees
720 hours

- D. All requests for sick leave will be in no less than two (2) hour increments; after the second hour, it will be charged to the nearest one-quarter hour.
- E. Authorized uses of sick leave:
 - (1) Personal illness or nonservice connected injury, medical appointments of the employee to see a medical professional (doctor, dentist, optical examination, including fitting for glasses, medical tests, etc.); if an employee has been exposed to a quarantinable disease; or, treatment and counseling associated with emotional, mental illness, alcoholism and drug problems.
 - (2) Illness or injury of a spouse, parent or dependent child or the appointments of a spouse, parent or dependent child to see a medical professional (doctor, dentist, optical examination, including fitting for glasses, medical tests, etc.).
- F. In order to be eligible for sick leave with pay, an employee must:
 - (1) Report to his or her supervisor as soon as possible of the scheduled starting time and the reason for the absence. In case of emergency, notification is to be made as soon as

practical and may be made by someone other than the employee. Failure to notify his or her supervisor without a reasonable excuse will result in the employee not being paid for the time as sick leave.

- (2) Keep his or her supervisor advised as to his or her condition and anticipated date of return for any absences that extend beyond one (1) day. In the case of extended illness or injury, the employee will be responsible for keeping his or her supervisor informed of his or her progress.
- G. Sick leave in excess of three (3) consecutive workdays may have to be certified by a licensed medical practitioner's written certificate certifying that the employee's condition prevented him or her from performing the duties of his or her position. Failure to provide the required medical practitioner's written certification may result in the employee not being paid for the absence.
- H. The employee's Department Head may require medical certification for any sick leave taken and certification that an employee is capable of returning to work.
- I. If an employee cannot adequately perform his or her duties or may infect other employees due to an illness, the Department Head may place the employee on sick leave with direction to obtain medical certification as to his or her ability to perform his or her duties in a safe and efficient manner.
- J. When sick leave has been exhausted and the employee has not requested to use their available annual leave, the affected employee may be placed on leave without pay. When an employee is on authorized sick leave without pay, the employee will be responsible for payment of any authorized payroll deductions. Failure to submit prompt payment may result in the termination of benefits.
- K. Sick leave balances are not paid out at the termination of employment.

6.4 Sick Leave Donations

- A. An employee may donate up to eighty (80) hours of accrued sick leave to another employee in one calendar year as long as the donating employee maintains an accrued sick leave balance of at least eighty (80) hours for his or her own needs.
- B. In order to donate sick leave, the employee must request in writing that leave be taken from the accrued total. The employee receiving sick leave donations must be physically out of work and unable to perform their job and the transfers into the sick leave bank must be approved by the City Administrator.
- C. The employee may receive sick leave from more than one employee and such donations will count as paid leave for the receiving employee.
- D. The City of Inman will not coordinate requests for donation of leave but will process all requests that are received.

- E. An employee may donate leave to more than one employee in a calendar year so long as the total donation does not exceed one hundred sixty {160} hours. Donations must be made in increments of eight (8) hours at the rate of the receiving employee.
- F. Donated hours not used will be returned to the donating employee at the rate of the donating employee.

6.5 Return to Work

- A. All active employees who become temporarily unable to perform their regular job due to a work related or non-work-related injury or illness may be eligible for modified work duties within the provisions of this program. Return to work tasks may be in the form of:
 - (1) Changed duties within the scope of the employee's current position
 - (2) Other available jobs for which the employee qualifies outside the scope of his or her current position
 - (3) An altered schedule of work hours
- B. If work is available that meets the limitations or restrictions set forth by the employee's attending physician, that employee may be assigned to modified work for a period not to exceed 30 days. Modified or light duty is a temporary program and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.
- C. An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.
- D. Modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the Return to Work Evaluation Form by the medical professional. (Form available in Human Resources) An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.
- E. The City of Inman will do everything in its power to tailor the restricted work schedule to the injured employee's normal work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.
- F. If qualified authorities determine an employee's injury is work related, City of Inman will pay benefits and wages in accordance with the state workers' compensation statute and with the City's human resources policies. If any employee on modified duty is unable to report to work, the employee may then be charged for up to 14.25 hours of sick leave per shift. (Hours vary based on department employee is assigned)

- G. An employee performing modified duty for a non-work-related injury or illness shall receive an hourly rate of pay for all time worked.
- H. Employees performing modified duty on a restricted workweek following a period of short term disability may receive a combination of regular pay and partial disability benefits. The employee and the City of Inman Human Resources Department will work out this combination on a case-by-case basis.
- I. If the employee on modified duty takes annual leave or there is a holiday during restricted duty, they are entitled to their regular annual leave or holiday pay as it would apply to normal, non-restricted duty.
- J. If an employee is unable to work in any capacity and the City approves the absences, the employee must stay in constant communications with the Human Resources Director and their immediate supervisor. Each must receive an update of the employee's medical status on at least a weekly basis. Failure to do so may result in a reduction in available benefits and discipline up to and including termination.
- K. The City of Inman does not allow employees to schedule medical appointments that interfere with working hours. Employees may use sick leave or annual leave for medical appointments, which interfere with their work schedule, if they have it available and if they coordinate the absence in advance with their supervisor.
- L. The medical provider must complete the City of Inman Return to Work Evaluation Form (Form available in Human Resources) for each visit to evaluate the impairment. It is the employee's responsibility to inform the City of Inman of his or her medical status after each doctor visit. This applies to both work related and non-work-related injuries and illnesses.
- M. If an employee is unable to return to their regular duties but are capable of performing modified duty they are expected to return to modified duty if ask to. Employee who choose not to participate in the City's Return to Work Program or follow the guidelines in the Return to Work Program may be a basis for termination.

6.6 Bereavement Leave

- A. All full-time employees will be granted three (3) work days, with pay, for bereavement leave in the case of death in the employee's immediate family, which is defined as spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family will be considered to include stepparents, stepchildren, stepbrothers and stepsisters only when the employee and the deceased had lived together regularly in the same household at or prior to the time of death. All such leave must be approved in advance by the appropriate Department Head. Bereavement leave must be taken within seven (7) days of the funeral service. If additional leave is needed, the employee may utilize annual leave or leave without pay.
- B. Employees may be excused from work to attend the funerals of other family members if approved and, upon request, may be paid for such absences from accrued annual leave balance.
- C. The City may require proof of relationship and attendance at the funeral.

6.7 Civic Duty Leave-Voting

The City encourages employees to participate in voting in elections. If an employee is unable to vote during their non-working hours the City Administrator may grant up to one (1) hour of paid time off to vote. Employees are to request time off to vote at least one (1) day prior to Election Day. Advance notice is required so that schedules can be adjusted with the least disruption to the normal work schedule.

6.8 Jury Duty Leave

- A. The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Time off for jury duty is excused and will be with pay for a maximum of ten (10) work days per calendar year, for the time actually spent on jury duty when the hours of jury duty beyond ten (10) days will be unpaid, although the employee may elect to use annual leave. Any period of time for which an employee is excused from jury duty because of illness will be charged to sick leave.
- B. The employee is expected to report for work when released by the court on any day of jury service. It is the employee's responsibility to keep his or her Department Head periodically informed about the amount of time required for jury duty. Employees are entitled to any compensation received from the court system for jury duty.

6.9 Witness Duty Leave

- A. The City encourages employees to fulfill their civic responsibilities when required. Employees subpoenaed to appear in court as a witness on behalf of the City in local, state, or federal court will be entitled to civil leave with pay for such period as his or her court attendance may be required when the hours of court duty conflicts with hours of his or her work, provided that proof of appearance is verified by the employee's Department Head/Director.
- B. All employees, except law enforcement personnel acting in their official capacity, subpoenaed to make a statement regarding City business are to notify the City Administrator.
- C. Employees subpoenaed for any court appearance not connected with the City may utilize any accrued annual leave; otherwise the absence will be unpaid.
- D. The employee is expected to report for work if within reasonable commuting distance and when it does not conflict with court obligations. It is the employee's responsibility to keep his or her Department Head/Director periodically informed about the amount of time required for court appearances. Official court attendance leave will not be charged to any other leaves.
- E. Employees are entitled to any compensation received from the court system for official court attendance.

6.10 Administrative Leave

Regular full-time employees may be granted administrative leave with pay for a reasonable length of time. With prior approval of the City Administrator, such instances include, but are not limited to, the following:

- (1) Registration or physical examination for U.S. Armed Forces;
- (2) Attendance at meetings, conventions, workshops, training sessions, etc., where the good of the City is served;
- (3) Severe weather conditions or emergency conditions;
- (4) Employee is placed on paid leave pending termination from employment for cause or action;
- (5) Other reasons as the City deems appropriate.

6.11 Operational Shut Down Leave

- A. At times, emergencies such as severe weather, fire, power failure, etc., can disrupt City operations. In extreme cases these circumstances may require the closing of a work facility. In the event the City directs the shutdown of offices, operational units, etc., employees are paid their regular straight time earnings if they are scheduled to work, and do not work, the day of closure.
- B. Employees who are required to report to work during emergency closing situations will be notified by the City Administrator, or designee(s), and will be paid for hours worked. Operational Shut Down Leave payment is not paid in addition to hours worked. Those who fail to report may cover the absence from their annual leave balance, if any.

6.12 Military Leave

- A. Both state and federal law extend employment protection and benefits to employees who serve in the military. The circumstances and the protections offered by those laws are too varied to define in this policy. However, the City is committed to following the requirements of both state and federal law when it comes to leave for the employees in the military, benefits while on those leaves, and reinstatement to employment upon return from military leave.
- B. Employees going on military leave are required to submit a copy of their orders to their Department Head/Director not less than one work week before leave begins, except for military emergencies where such notice is not possible.
- C. Employees returning from approved military leave, in excess of fifteen (15) calendar days, are required to contact their Department Head within thirty (30) days as to his or her intent to return to employment with the City and to give the Department Head an opportunity to arrange for his or her return to work. Employee's returning from approved military leave will be re-employed into the position which he or she vacated, or, if not available, into the first available, similar position for which he or she meets the minimum qualifications and is qualified to perform.
- D. Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

- E. Employees on military leave will receive paid leave for up to 15 days per military fiscal year for training or call-up. In addition, if an employee is called upon to serve during an emergency the employee will receive paid leave of absence for not exceeding thirty additional days.