

**CITY OF NORCROSS
EMPLOYEE HANDBOOK**

DEAR EMPLOYEE,

WELCOME TO THE CITY OF NORCROSS!

WE ARE EXCITED TO HAVE YOU AS PART OF OUR PROGRESSIVE TEAM. YOU WERE HIRED BECAUSE WE BELIEVE YOU CAN CONTRIBUTE TO THE ACHIEVEMENT OF OUR GOALS AND TO THE BOTTOM LINE OF OUR SUCCESS.

THE CITY OF NORCROSS IS COMMITTED TO DEVELOPING CREATIVE SOLUTIONS THAT WILL RESULT IN THE MODEL GOVERNMENT FOR THE 21ST CENTURY. AS PART OF THE TEAM, YOU WILL DISCOVER THAT THE PURSUIT OF EXCELLENCE IS TRULY A REWARDING ASPECT OF YOUR CAREER WITH THE CITY OF NORCROSS. AS A TEAM MEMBER, YOU MUST “OWN” THE RESULTS OF YOUR PRODUCTIVITY.

THIS EMPLOYEE HANDBOOK CONTAINS THE KEY POLICIES, GOALS, BENEFITS, AND EXPECTATIONS OF THE CITY OF NORCROSS AND OTHER INFORMATION YOU NEED AS PART OF OUR TEAM.

WELCOME ABOARD AND WE LOOK FORWARD TO YOUR CONTRIBUTION.

SINCERELY,

RUDOLPH SMITH

CITY OF NORCROSS, CITY MANAGER

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DISCLAIMER – IMPORTANT NOTICE

This Employee Handbook contains various rules, policies, and procedures relating to employment with the City of Norcross (the “City”). Many of the provisions are summaries of federal, state, and municipal laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its rules, policies, procedures and the provisions of this Employee Handbook at any time. Further, certain job positions may have additional rules and requirements, which apply to those specific job duties. Each employee shall be subject to all rules and requirements, which have been established regarding his/her position with the City. In the event of a conflict in any rules or requirements, the provisions as set forth in this Employee Handbook shall be deemed the controlling provision.

NOTHING IN THIS HANDBOOK OR IN ANY OF THE CITY’S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ONE OTHER THAN THE CITY MANAGER MAY MAKE ANY PROMISES OR ASSURANCES OR ENTER INTO ANY CONTRACT, WHETHER ORAL OR WRITTEN, THAT IN ANY WAY IS CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH HEREIN, AND ANY SUCH PROMISES, ASSURANCES, OR PURPORTED CONTRACTS SHALL BE INVALID AND NOT BINDING ON THE CITY UNLESS ADOPTED, ENDORSED, AND AGREED TO IN WRITING BY THE CITY MANAGER.



EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as covered veterans in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. In addition, the City does not discriminate against individuals based on or because of their associations with others who may fall into a protected category under the law. Further, the City does not tolerate retaliation against any individual engaged in legally-protected activity or against anyone with whom such individual associates.

THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 bars discrimination against the disabled in the areas of employment, public services, public accommodations and services provided by private entities, and telecommunications. The City will provide reasonable accommodations to both employees and members of the public, if so requested. The City will also use selection procedure guidelines, including essential job functions and the physical and mental requirements to perform those essential job functions, specifically intended to eliminate discrimination based on disability.

The City does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

FAIR AND ACCURATE CREDIT TRANSACTIONS ACT (“FACTA” PRIVACY POLICY)

The City will take necessary action to maintain policies and procedures concerning privacy of, and access to, protected personal information. If you obtain, by any means, information about another individual's identity, you are to keep it confidential, and if necessary, only provide the information to those who need to know, such as the immediate supervisor or City Manager. The information that is considered confidential are items such as social security numbers, credit card numbers, drivers' licenses, maiden names, employees' and other individuals' personal information, bank account numbers, medical documentation, and other such information. The City Manager has delegated the FACTA privacy policy management to the City Clerk. Please notify that person if you are concerned about compromised information. You can be sued individually if you disseminate identity information inappropriately. You also may be disciplined to include immediate dismissal



TOBACCO POLICY

The City is committed to providing a safe and healthy environment for our staff and customers. All tobacco products are prohibited in all City buildings. Use of all tobacco products around City buildings is restricted to designated areas, which are located in the rear of each building. Tobacco users must maintain the cleanliness and safety of designated areas.

LIFE SAVER AWARD

The employees of the City of Norcross earn the grateful appreciation of the City and its citizens every day. However, on some occasions, employees do acts of heroism that go above and beyond.

Employees who save a life in the performance of their duties may be eligible for a “Life Saver Award”. The Life Saver Award is a high honor, and requires verification by medical personnel that a life was saved, review by legal, and approval of the City Manager. Public recognition and monetary awards may be associated with the Life Saver Award.

DRESS CODE

Employees whose jobs require the use of uniforms and/or whose attire must meet prescribed safety standards must follow their departments’ adopted standards.

All others are to dress in the business appropriate attire for a professional office environment.

The City of Norcross’s objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. Business casual dress is the standard for this dress code. Department approved uniform attire is acceptable for scheduled tasks.

Because all casual clothing is not suitable for the office, these guidelines will help you determine appropriate attire. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.



Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that displays the City logo is encouraged as long as it fits into guidelines listed below.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and is subject to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies therefor employees must exert a certain amount of judgment in their choices. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking or casual outdoor activities. All pants or slacks worn should be those considered to be Business casual.

Skirts, Dresses, and Skirted Suits

Business casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank



tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress; athletic type (usually nylon) jackets normally seen at sporting events unless employed in a department which works primarily outdoors. Any jacket or sweater worn inside the building should be business dress quality.

Shoes and Footwear

Loafers, dress boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, rubber soled flip-flops, and mesh type slippers are not acceptable in the office. Dressy sandals are acceptable.

Jewelry, Makeup, Perfume, and Cologne

Employee dress and makeup shall be neat in appearance, tasteful, and businesslike. Personal appearance that is distracting or offensive to others is not permitted.

Jewelry must be tasteful and not excessive in amount, style, or size.

Makeup is allowed for women and must be tasteful and not excessive.

Fingernails should be clean and neatly manicured. Nail length should not interfere with job performance. Neon or bright flashy colored nail polish is not allowed.

Subtle fragrances of cologne or perfume are generally acceptable, and should be worn with restraint. Scents used too liberally can become overpowering and offensive. Please be aware that some employees are allergic to certain ingredients in colognes, perfumes and makeup.

Piercing and Tattoos

Visible body piercing (including, but not limited to facial and tongue piercing) is prohibited, except to accommodate two sets of earrings per ear. Employees that have piercings will be required to remove them during business hours. Visible tattoos (i.e. tattoos that can be seen outside of clothing worn to the workplace) are prohibited.

Gauging is prohibited as well.

Hats and Head Covering

Hats are not appropriate in the office unless there are extenuating circumstances. Head Covers that are required for religious purposes or to honor cultural tradition are allowed; except as it violates department dress policy/uniform dress code. (Religious accommodation approval request must be submitted in writing.)



Hair coloring should be tasteful and not an unnatural color that would be offensive or distracting in the workplace. All facial hair and hairstyles should be neat and groomed.

Notice: If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Casual Day

Employees of the City of Norcross shall be allowed to observe Friday of each week as "Casual Day" pursuant to the following guidelines:

- Any employee who has meetings outside City Hall scheduled on Friday's are asked to observe regular business attire.
- As with normal workday (business) dress as determined above, employees are required to be neatly groomed (i.e., clean shaved if not growing a beard, clean hair, nails, etc.).
- Jeans may be worn but should not be frayed or too long at the bottom, have holes or be too tightly fitting.
- **NO** T-shirts with writing on the front or back unless an approved city t-shirt.
- **NO** cropped shirts, tank tops or halters.
- **NO** rubber bottom shoes such as crocks, mesh slides or rubber flip flops.
- Tennis Shoes may be worn if clean and presentable.
- **NO** mesh shirts such as jersey's, etc.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

It is our policy to maintain the Form I-9 in accordance with appropriate laws. The City of Norcross will maintain the I-9's in a separate file from the employee file. Fully executed I-9 forms are required for all current employees hired November 6, 1986 or later. Further, the City of Norcross will retain the I-9 form for each employee whose employment terminates **either** for three (3) years after the date of hire **or** for one (1) year after employment is terminated, **whichever is later**. Approximately every three months, the file will be purged and I-9s will be destroyed for all terminated employees whose retention period has expired.



CHAPTER 1 – ANTI-HARASSMENT POLICY

1. *Policy*

It is the City's policy that harassment and discrimination of any kind will not be tolerated. Complainants will be protected from reprisal. Employees and non-employees are encouraged to come forward confidentially to discuss situations that make them uncomfortable and to learn about their options. Any employee who is found in violation of this policy may be disciplined according to workplace policies, up to and including discharge.

2. *Sexual Harassment, Harassment, and Discrimination*

A. **Sexual Harassment Defined**

The Equal Employment Opportunity Commission's (EEOC's) definition of sexual harassment is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The two major forms of sexual harassment are Quid Pro Quo (this for that) and Hostile Environment, as described below:

1. **Quid Pro Quo.** When submission to, or rejection of, such conduct is used as a basis for employment decisions such as raises or promotions, or affects public services.
2. **Hostile Environment.** Any lewd sexual conduct, pictures, words, or touching that interferes with a person's job performance or creates an intimidating, offensive working or public service environment even if there are no occurrences of tangible or economic loss.

Behavior prohibited by this policy can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive gestures or facial expressions, sexual remarks about a person's



clothing or body, exhibiting sexually explicit publications or materials, kissing, touching, and sexual contact.

B. Non-Fraternization

Romantic or sexual relationships between a supervisor or manager and an employee is the type of conduct that can cause real or perceived conflicts of interest, and that can result in charges and liability for sexual harassment. Even where such charges have no basis in truth, the City's legal defense to such charges is costly, and the resulting damage to its reputation for integrity and as an employer is often irreparable. Therefore, the City prohibits such relationships and any conduct (such as dating between a supervisor, manager, and any City employee who is a direct or indirect subordinate) that is intended or may reasonably be expected to lead to the formation of a romantic or sexual relationship.

This policy applies regardless of whether both parties freely consent to such a relationship. When City management learns that such a relationship or activity has occurred, the participating superior will be subject to disciplinary action up to and including termination of employment. Should a supervisor or manager desire to date or become involved with an employee, the superior shall first resign from employment with the City. By its prohibition of romantic and sexual relationships, the City does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment.

C. Harassment Defined

The EEOC's definition of harassment is:

Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or employees, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.

D. Discrimination Defined

Illegal discrimination is an employment practice or policy (whether formal and official or informal and unofficial) that discriminates on the basis of a person's membership in a protected category such as race, color, religion, national origin, sex, sexual preference, age, disability, marital status, sickle



cell trait, pregnancy, abortion and other childbirth-related concerns, disabled veterans, and veterans of the Vietnam Era.

Any complaint of discrimination is reviewed in terms of its disparate impact or disparate treatment of a person in a protected class.

3. Anti-Bullying Policy

The City is committed to providing **ALL** employees a healthy and safe work environment. The City will ensure that procedures exist to allow complaints of bully to be dealt with and resolved, without limiting any person's entitlement to pursue resolution of their complaint. The City is committed to the elimination of all forms of bullying. This policy applies to **ALL** employees of the City. It applies during normal working hours, at City sponsored and work events, as well as while on City related travel. There will be no recriminations for anyone who is in good faith alleges bullying.

Definition of Bullying:

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior.

Examples of Bullying:

Verbal

- Abusive and offensive language
- Teasing
- Spreading rumors and innuendos
- Unreasonable criticism
- Trivializing of work and achievements

Manipulating the work environment

- Isolating people form normal work interaction
- Excessive demands
- Setting impossible deadlines

Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion



- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

Responsibilities

Managers

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional manner
- Respond expeditiously, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred

Employee

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report any incident to your Manager, Department Head, or Human Resources

4. Complaint and Investigation Procedures; Corrective Actions

A. Complaint Procedures

Any person who feels he/she is being subjected to harassing or offensive behavior of any kind on the job, including but not limited to sexual harassment, harassment, or discrimination, regardless of whether it is by a fellow worker, a supervisor, or a non-employee who witnesses such behavior, shall report the behavior within the departmental chain of command or to the Human Resources Manager. If the Human Resources Manager is involved in the behavior, the report shall be made to the City Manager. Any supervisor who receives a complaint of harassing or offensive behavior, or who has reason to believe that such behavior is occurring, shall report these concerns to the Human Resources Manager or to the City Manager.

IMPORTANT

Complaints to members of management, the Human Resources Manager, or the City Manager shall be made as soon as possible after the event(s) have occurred and shall include completion of the Harassment Incident Report form which is included in the Appendix of this Employee Handbook. The Harassment Incident Report form is also available through the Human Resources Department.



B. Investigation Procedures

All complaints of harassment or offensive behavior will be investigated by Police Internal Affairs (IA) or Human Resources (as appropriate) promptly, fairly and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. 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 person, or a potential witness. persons who are interviewed shall not discuss the matter at all with co-workers, friends, or management. The City will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation. Nothing in this policy shall discourage an employee from reporting incidents to any appropriate authority.

C. Corrective Action

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Resolution for harassment includes, but is not limited to, an apology, transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay or termination of employment. In the event that harassment or offensive behavior reoccurs, it shall be reported immediately to the Human Resources Manager or to the City Manager. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.



CHAPTER 2 - ADMINISTRATION OF PERSONNEL RULES

1. City Manager

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

2. Amendments

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



CHAPTER 3 - CATEGORIES OF EMPLOYMENT/ BENEFITS ELIGIBILITY

1. Exempt

Exempt employees include salaried employees who are not eligible for overtime as specified by the Fair Labor Standards Act (“FLSA”). These employees include all senior level City employees and senior level public safety employees.

2. Non-Exempt

Non-exempt employees include hourly employees who are eligible for overtime as specified by FLSA standards, including police department employees below the rank of Captain.

3. Regular Full-Time

Regular full-time employees include employees who are hired for an indefinite period to work forty (40) or more hours per week in positions that require full-time staffing. These employees are eligible to receive all authorized City benefits.

4. Police Department Full-Time

Police Department employees will work schedules as designated by the chief of Police based on the needs of the department and can be as follows:

- a. 40 hours/week with an eight hour shift.
- b. 40 hours/week with a ten hour shift.
- c. 12 hour shifts with one week working 48 hours and the second week working 36 hours.

Full-time employees are eligible to receive all authorized City benefits.

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

5. Regular Part-Time

Regular part-time employees include employees who work less than thirty (30) hours per week. Benefits are not offered to part-time employees.



6. *Police Department Part-Time*

Police Department part-time employees include:

Police Department employees working part-time will be limited to 32 hours per week. The hours may be any combination of a-c above based on departmental needs or the Chief of Police.

Benefits are not offered to part-time employees.

7. *Temporary Employees*

Temporary employees include employees who work in positions of a short duration or as designated by each department. Benefits are not offered to temporary employees.



CHAPTER 4 – EMPLOYMENT; FILLING OF VACANCIES

1. Policy

In order to affect full utilization of its available human resources, the City has established a policy to select the most suitable person for the task to be performed, with appropriate attention to such factors as educational and training background, previous experience, demonstrated skills, and character traits.

2. Examinations

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

3. Physical Examinations

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

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

4. Final Selection of New Employees

The final selection of the person to fill each vacancy shall be made by the City Manager or his designee based upon the recommendation of the appropriate department head.

5. Probationary Period

Each employee receiving employment, promotion or demotion to a position in the City must serve a probationary period of a minimum of six (6) months (twelve (12) months for Police and non-sworn employees in the Police Department). During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by the supervisor and department head. An employee's probationary period does not end until the department head and the City Manager have approved same on a personnel change notice.



The City Manager's approval is required in order to dismiss probationary employees.

In the event that a promoted regular employee fails at any time to meet required standards of performance for the new position, he/she may be transferred to the position comparable to their prior position, or terminated if, in the City Manager's sole discretion, a transfer is not considered practical.

Demoted employees shall also serve a probationary period in their demoted capacity. If at any time during the probationary period the employee's service to the City is unsatisfactory, the employee may be dismissed.

6. *Nepotism*

Two (2) or more members of a family shall not be employed within the same department, unit, or section where undue influence or favoritism due to family relationships could exist.

The term "family" shall include spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, uncle, aunt, nephew, niece, stepparent, stepchild or member of a family by the remarriage of a parent.

If two (2) members of a department should become married, or enter into a similar civil union, one (1) member will be required to resign from City service or transfer to an available position in a different department.

This policy shall apply to all persons employed by the City regardless of date of hire.

7. *Promotions, Lateral Moves, Demotion*

I. PROMOTIONS

When an employee is promoted to a position in a higher job grade, his or her salary shall be increased to the minimum rate for the higher grade, or to the rate in the pay range of the new position which is immediately at or above his or her present rate of pay not to exceed 5%.

II. DEMOTIONS

Definition - A demotion is the change of an employee from one position to another position which has a lower salary range maximum (i.e., lower pay grade).

A. Disciplinary Demotion

When an employee is demoted to a position in a lower pay grade as a result of a disciplinary action, their salary will decrease to the



pay grade of the lower position at the beginning salary. For example, an employee who is currently at Grade 23 receives a demotion to a job classified at Grade 21. Their salary will decrease to the starting salary for Grade 21. Exceptions to this procedure may be made by the Department Head and City Manager taking into consideration the circumstances surrounding the reasons for the demotion and longevity of employment.

B. At Request of the Employee

When an employee is transferred to a position in a lower pay classification at the request of the employee, their salary will decrease to the pay grade of the lower position at the same rate that they are currently being paid. For example, an employee who is currently at Grade 21 requests a voluntary transfer to a job classified at Grade 19. Their salary will decrease to the salary Grade 19 at the same rate as they are currently making so long as it does not place them past mid-range on the Grade 19 scale. Exceptions to this procedure may be made by the Department Head and City Manager taking into consideration the circumstances surrounding the reasons for the transfer request.

8. *Transfers*

I. TRANSFER AT THE REQUEST OF THE CITY

When an employee is transferred to a position in a lower pay classification at the request of the City in order to meet the needs of the City, their salary will remain the same as prior to the transfer. Exceptions to this procedure may be made by the Department Head and City Manager taking into consideration the circumstances surrounding the reasons for the transfer request.

9. *Pay Reclassification, Elimination*

I. ASSUMING THE DUTIES OF A HIGHER PAY GRADE POSITION AT THE CITY'S REQUEST (ACTING PAY)

A. Employees who, at the city's request, temporarily take over the duties of a higher pay grade position shall be paid for the increased duties and responsibilities if the higher grade position is at least 2



pay grades above their own; and they assume the duties and responsibilities for a period of greater than 90 days.

- B. If such conditions are met, the employee's pay shall be temporarily raised to the higher of: the minimum pay for the position whose duties they have assumed, or a two-grade increase (10%).

II. DOWNWARD PAY GRADE RECLASSIFICATION

When a job position is reclassified to a lower pay grade, current employees in that job position will be moved to the lower grade at a point representing a pay rate no less than their current salary, unless part of a Department-wide or City-wide pay reduction plan. New hires will be made at the new (lower) pay grade.

III. UPWARD PAY GRADE RECLASSIFICATION

When a job position is reclassified to a higher pay grade, employees in that position will be moved to the new pay grade, and placed at a point representing a rate of pay that is equal to or immediately above their present rate of pay.

IV. POSITION ELIMINATION

When a job position is eliminated, employees in that job position may be offered the opportunity to apply for and/or compete for, other vacant job positions for which they are qualified, and their pay will be adjusted to the pay grade of the position to which they transfer. For example, the position of an employee who is currently at Grade 18 is eliminated and they accept an offer for a position at Grade 16. Their salary will decrease to the salary for Grade 16 at the same position they were in so long as it does not place them past mid-point. If the pay grade for the position they are transferring to is higher, their pay will be adjusted to the new grade that is equal to or just slightly higher than their current rate. Exceptions to this procedure may be made by the Department Head and City Manager taking into consideration the circumstances surrounding the reasons for the position elimination.

V. EXEMPT EMPLOYEE REASSIGNMENT POLICY

The City Manager or a Department Head (if applicable) may dismiss or reassign an exempt employee under the following provisions:



1. Dismissal – For cause
2. Reassignment – For operational needs and/or organizational necessity of the agency. The reassignment shall be limited to a reduction in position/rank no greater than the one (1) position/rank below the employee's current position/rank and will not exceed a reduction of more than 5% of the employee's salary. The reassignment shall be based on the availability of existing or potential vacancies.

10. Rehiring

1. If an employee is gone less than one year, they can come back at the same rate of pay as when they left.
2. If an employee is gone more than one year, but stays in the same field of work while gone, they can come back at the same rate of pay as when they left.

CHAPTER 5 – TERMINATIONS/RESIGNATIONS

1. Voluntary Termination

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

An employee who resigns from employment with the City will be paid for all accrued vacation leave hours provided the employee has completed the required probationary period, submitted a written notice at least two (2) weeks before his/her termination date, and worked during the entire notice period. If it is determined to be in the best interest of the City, the City Manager may grant the employee "pay in lieu of notice." After receiving written notice of voluntary termination, the department head shall notify the Human Resources Department and schedule an exit interview for the employee.

Employees who miss three (3) or more days of work without notice and/or prior supervisory authorization will be terminated effective as of the last day worked as a voluntary termination (no call, no show) unless there are substantial mitigating circumstances.

2. Involuntary Termination



The department head will notify the Human Resources Department of the intended termination and schedule an exit interview. The exit interview, conducted by Human Resources, shall include, but not be limited to:

- a. A written statement citing the reason for dismissal
- b. The effective date of dismissal, and
- c. A statement of status of fringe benefits and retirement benefits after dismissal.
- d. Payout of any earned/accrued vacation leave will not be paid if termination was due to theft or any illegal activity.

3. City Property

All City property assigned to an employee is considered an advance of wages and must be returned in good, working condition before a terminating employee receives a final pay check. Employees are required to sign a "Receipt of City Property" form at the time equipment is issued. If not returned, the value of the items will be deducted from the employee's final check.

4. Sick Leave

An employee who is terminated, resigning, retiring or leaving the City cannot use sick leave for any part of his/her notice period. Sick leave is not paid out at termination, resignation, or retirement. The City Manager has sole discretion to any exceptions to this policy.

5. Termination Following Extended Absence

The City of Norcross will support employees absent from work on extended leave by holding their current position (or another equivalent position) open for them for a reasonable period of time. However, the City cannot hold any job open indefinitely and comply with the required fiduciary requirements of managing the City's financial performance.

Therefore, an employee absent from work on extended leave due to a physical or mental impairment, except for workers' compensation related matters, will be terminated at the conclusion of their FMLA leave period, or if FMLA is not applicable at the conclusion of twelve (12) weeks of absence during a 12-month period measured backward from each day of leave, if a reasonable accommodation is not available that allows the employee to continue employment.



CHAPTER 6 – LEAVES OF ABSENCE

1. *General Policy*

- A. A regular full-time employee may be granted leave of absence without pay at the discretion of the City Manager. An employee may also be placed on leave of absence status without application. Such leave shall not exceed six (6) months and must have prior approval of the department head and the City Manager. Leave of absence, without pay for a period of less than fifteen (15) calendar days, may be granted by the department head. No annual or sick leave shall be accrued by an employee during the time he/she is on leave without pay status.
- B. Any request for leave of absence without pay shall be submitted in writing by the employee to the employee's immediate supervisor stating the reason for requesting leave and the approximate length of time off the employee desires. Requests should be submitted as far in advance of the first day of leave as possible.
- C. Any unapproved leave of absence may be cause for dismissal.
- D. Employees may continue, at their expense, their group health and dental insurance coverage while on leave of absence without pay in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), Public Law 99-272, Title X.
- E. Employees must contact the City's Human Resources Department and the Finance Department to arrange for documentation and payment of insurance premiums. Employee and family coverage costs will be paid in advance on a monthly basis.
- F. Employees shall contact the City's Human Resources Department prior to departure regarding benefits that will be affected while on approved leave of absence without pay.

2. *Vacation Leave Policy*

It is the policy of the City to provide paid vacation for its regular employees. Employees are not entitled to "cash out" accrued leave unless retiring or resigning with proper notice.



Regular full-time employees who provide and fulfill (2) week notice are paid for all accrued, unused vacation hours. .

Regular full-time employees will continue to accrue vacation leave credits while on authorized paid vacation leave.

Vacation leave will not be advanced before accrual unless approved by the City Manager.

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

A. Eligibility

Annual vacation leave is accrued and granted to regular full-time employees.

B. Accrual Rate for Employees.

1. All regular full-time City employees (including police officers on all shifts) accrue vacation leave credits on the following basis. The accrual rate increases on the employee’s anniversary date.

<u>Years of Service</u>	<u>Hours Per Bi-Weekly Pay Period</u>	<u>Hours/Year</u>
Up to 5 years	3.08	80
6 thru 10 years	4.62	120
11 thru 15 years	6.16	160
16 years thru 20	7.70	200
21 years or more	8.47	240

2. Effective 01/01/2012, all regular full-time City employees may not accrue more than one hundred and twenty (120) hours at any time. Any hours over 120 will be rolled to sick time at the end of the year.
3. New employees in their probationary period are eligible for accrued sick leave.

C. Use and Scheduling of Vacation Leave



1. Except in special circumstances, vacation leave should be authorized by the department head or designee on the Employee Leave Request Form, which is included in the Appendix of this Employee Handbook, at least five (5) working days prior to the requested vacation date. Special circumstances will be determined at the sole discretion of department heads and the City Manager.
2. When possible, employees will be allowed to take vacation at times most convenient to them, subject to staffing and scheduling needs. However, in order to ensure continued smooth operation and maintenance of a high level of quality in the delivery of service to the citizens of Norcross, the City reserves the right to limit the number of employees that may be absent from a given department at any one time. Where there is a conflict in the vacation choices of two (2) or more employees who cannot be spared at the same time, the department head or designee will determine who will take leave.

D. Charging of Vacation Leave Hour

1. All City employees shall be charged eight (8) hours of vacation leave for each day of vacation absence.
2. Police Department employees working any of the above 8, 10, or 12 hour shifts will be charged that many hours of vacation leave.
3. Vacation leave is used and charged in units of one (1) hour.
4. When a holiday occurs during the period an employee is on authorized vacation leave with pay, vacation shall not be charged for the holiday.

3. *Education Leave Policy*

This policy is provided in order to encourage all regular full-time employees to continue their education in order to maintain and improve skills and knowledge useful in their current positions or necessary for assuming additional responsibilities in the future.

A. Definition

Educational leave is defined as authorized leave, with or without pay, to attend an accredited institution of higher learning which offers an academic curriculum leading to a degree or degrees. There shall be two (2) types of educational leave: leave without pay and leave with pay, at the discretion of the City Manager.



B. Eligibility

Any regular full-time employee who has satisfactorily completed at least six (6) months of continuous employment during his/her current period of employment with the City is eligible to receive consideration for the education benefits provided herein.

C. Educational Leave without Pay

1. Applying for leave – An eligible employee may apply for educational leave without pay by submitting a letter of request to his/her department head at least thirty (30) days before the first day of leave requested. The letter of request must include the type and purpose of leave, the duration and the letter of acceptance from the educational institution.

2. Reinstatement – Employees granted educational leave without pay will not be given any guarantee as to reemployment by the City.

D. Educational Leave with Pay

1. Educational leave with pay may be available to employees enrolled part-time in an institution of higher learning and pursuing courses which in the City's opinion directly benefit the City.

2. When an approved course cannot be scheduled during off-duty hours, an employee may request time off from his/her regular work schedule so that he/she may attend classes. Such request shall be made in writing to the department head.

3. If a request for educational leave is endorsed by the department head and approved by the City Manager, the employee may be granted time off with pay to take one (1) course per school term for up to the equivalent of three

(3) Semester credit hours, provided such time off will not interfere with the normal operation of the affected department.

E. Tuition Reimbursement

1. A tuition reimbursement form as approved by the City Manager must be completed and approved by the supervisor or department head prior to the beginning of any training or development activity. An employee who takes an approved course during off-duty hours may be reimbursed one hundred percent (100%) up to a maximum of five thousand two hundred fifty dollars (\$5,250.00) per calendar year of educational costs provided it is:



- (a) Approved by the department head and the City Manager prior to commencement of the course;
- (b) Job-related or related to a position to which the employee can be promoted;
- (c) Successfully completed with a minimum grade of “C” at the undergraduate level. Graduate level courses are not reimbursed;
- (d) Approved in the department budget;
- (e) The sole source of reimbursement; and
- (f) For reimbursable expenses including tuition, registration and application fees, books and other required fees. The cost of supplies, parking, gasoline, student activity cards, and other related items is excluded.

2. Applying for Reimbursement

The employee shall submit a completed tuition reimbursement form to the department head within ten (10) days after receiving his/her grades, with the following attachments:

- (a) Receipts showing amounts paid for tuition; and
- (b) Copy of the grade report.

4. *Sick Leave Policy*

A. Eligibility

1. All regular full-time City employees.

B. Accrual Rate for Employees

1. All regular full-time City employees accrue 3.08 hours of sick leave per bi-weekly pay period for a total of eighty (80) hours per year. Excess vacation hours automatically transfer to the sick leave accrual account. Sick leave accrual is unlimited and can be taken at any time within the policy outlined in this Employee Handbook.

C. Use of Sick Leave



1. It is the policy of the City to provide sick leave with pay for regular full-time. Sick leave is a privilege and may be used only when an employee is incapacitated due to personal illness or injury or has a medical/dental appointment or when an employee is exposed to a contagious disease, diagnosed by a licensed physician, and the employee's presence may endanger the health of other employees. In addition, employees may use sick leave to care for an immediate family member who is ill or injured.
2. Sick leave may be used for appointments for medical or dental examinations or treatment when such appointments cannot be reasonably scheduled during non-working hours. Examination appointments must be approved at least one (1) work day in advance, by the supervisor or department head.
3. In order to be eligible for sick leave with pay, an employee must report to his/her supervisor at least two (2) hours in advance of the scheduled starting time the reason for the absence. Police officers must report sick leave at least four (4) hours in advance of the scheduled shift starting time.

An employee who fails to so notify his/her supervisor may not be paid for the time taken prior to notification.

4. If an employee has used all available sick time, then time requested will be leave without pay.
5. An employee who is terminated, resigning, retiring or leaving the City for any reason cannot use sick leave for any part of his/her notice period and is no longer eligible to donate leave time.
6. Paid sick time is a benefit and any abuse will be treated as an unauthorized absence, with disciplinary action up to and including discharge.
7. Excessive absence (excused or unexcused) cannot be tolerated will result in disciplinary action.

D. Return from Medical Leave

1. When an employee is on leave for medical reasons for four (4) or more consecutive workdays, the City reserves the right to require a statement from the employee's attending physician to the effect that the employee is able to resume his/her normal duties before allowing the employee to return to work.



E. Charging of Sick Leave Hours

1. All City employees, with the exception of police department employees working ten (10) and twelve (12) hour shifts, shall be charged eight (8) hours of sick leave for each day of absence.
2. Police department employees working twelve (12) hour shifts shall be charged twelve (12) hours of sick leave for each day of absence.
3. Police department employees working ten (10) hour shifts shall be charged ten (10) hours of sick leave for each day of absence.
4. Sick leave is used and charged in units of one (1) hour.
5. When a holiday occurs during the period an employee is on authorized sick leave with pay, sick leave shall not be charged for the holiday.

F. Line of Duty Injuries

The City Manager may approve additional paid time off benefits for sworn police officers injured in the line of duty.

5. *Bereavement (or Funeral) Leave*

Employees may be granted up to three (3) workdays of bereavement leave (leave of absence with pay) upon the death of a member of the employee's immediate family. The immediate family is defined for bereavement purposes as: parent, spouse, child, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, Son-in-law, daughter-in-law, grandchild, step-parents, children, and step-children. Special requests may be made in extenuating circumstances of family member not identified in above list.

An employee must request bereavement leave by contacting his/her supervisor before going on leave. The supervisor may require an employee to submit an obituary and other evidence of relationship to the deceased along with the request for bereavement leave or upon return to work.

The City Manager may approve the application of accrued sick leave for extended bereavement requests.

There is no accrual of bereavement leave days and no payment upon separation from City employment. The three (3) workdays do not have to be taken simultaneously.



6. *Military Leave*

An employee going on military leave should present a copy of his/her orders to their department head as soon as they have received or complete a **Verification of Military Duty** form, which is included in the Appendix of the Employee Handbook. There is no difference between voluntary and involuntary military service, however, there is a Five (5) year cumulative service limit on the amount of military service and employee can perform and still retain reemployment rights. The 5-year limit includes: inactive duty training; annual training; involuntary recall to active duty or involuntary retention on active duty; or voluntary or involuntary active duty in support of war, national emergency or certain operational missions.

Returning Employees' Job Rights

The position in which a returning employee is entitled to depends on the length of military service. USERRA (Uniformed Services Employment and Reemployment Rights Act of 1994) mandates generally that returning employees are to be reemployed in the same or similar positions they would have attained but for their military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

Under USERRA returning employees whose military service was less than 91 days are entitled to return to the positions in which they were employed or would have been employed if their employment had not been interrupted. Returning employee whose military service was more than 90 days are entitled to return to the position in which they were employed, would have been employed, or a position of "like seniority status and pay, the duties of which the person is qualified to perform" after reasonable efforts by the employers to qualify the person.



Returning from Military Leave

A returning employee's notification of intent to return to work must be made immediately following completion of military service. Time limits for returning to work depend on the length of a person military service:

- **Service of 1 to 30 days;** must report to the employer no later than the beginning of the first regularly scheduled work period on the first full calendar day following completion of service and the expiration of eight hours (i.e., an 8-hour rest period).
- **Service of 31 to 180 days;** must submit an application for reemployment no later than 14 days following completion of military service.
- **Service of more than 180 days;** must submit an application no later than 90 days from completion of military service.

Failure to apply for reemployment or report to work within the specified time limits, the returning employee will be subject, without discrimination, to the City's policy governing unexcused absences.

Reemployment Rights and Employment Benefits

An employee is entitled to reemployment right and maintenance of employment benefits only if the person returning from military service meets five (5) criteria for eligibility:

- The person must have held a civilian job with the employer;
- The person must have given advance notice to the employer that he or she was leaving the job for service in the uniformed services;
- The service period must not have exceeded five (5) years;
- The person must have been released from service under honorable conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.



7. *Civil Leave*

A. Jury Duty

All regular full-time employees selected for jury duty shall be entitled to receive leave with pay for the period of absence required for jury service. Such leave shall not be charged to vacation or sick leave earnings, except that on any day when such employee is excused from service he/she will be expected to report for duty at the employee's regular place of work or be charged vacation leave for time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to sick leave. An employee shall be entitled to all fees received as a juror. An employee may be required to present a statement from the court indicating jury service.

B. Official Court Attendance

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

C. Other Litigation

Absences of an employee to appear in any capacity in other litigation are charged to annual leave or leave without pay. All court fees received by an employee in other litigation procedures may be retained by the employee.

8. *Family and Medical Leave of Absence*

A. Definition

A family and/or medical leave of absence is defined as an approved absence available to eligible employees for up to twelve (12) weeks of paid or unpaid leave (twenty-six (26) weeks for some military related leave) in any twelve (12) month period.

Under the Family Medical Leave Act (FMLA), the City provides unpaid medical leave of absences to eligible employees for the following qualifying circumstances:

1. For birth of a son or daughter, and to care for the newborn child;
2. For the placement with the employee of a son or daughter for adoption or foster care;



3. To care for an employee's spouse, son, daughter, or parent with a serious health condition;
4. A serious health condition that makes the employee unable to perform the functions of that employee's job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or notified of an impending call or order to active duty) in support of a contingency operation; and
6. To care for a covered service member with a serious injury or illness if the employee is a spouse, son, daughter, parent, or next of kin of the service member.

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

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

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks of family and medical leave, or twenty-six (26) weeks for a covered service member's leave, in a rolling twelve (12) month period measured backwards from the date the employee's leave commences. Employee medical leave and short term disability run concurrently with FMLA approved leave. Under FMLA, the leave may be taken intermittently, or in entirety, provided that medical certification is provided and leave has been approved. Any combination of Medical leave and Family leave may not exceed this maximum limit.

B. Substitution of Other Paid Leave



An eligible employee must apply available accrued leave to all approved absences where all or a portion of his/her normal base salary would otherwise be unpaid. The employee may choose whether to apply vacation, sick or holiday accrued time off. Accruals of vacation and sick pay continue while available accrued time is applied and is discontinued if accrued paid time off is not applied. A holiday that falls during an absence covered by accrued leave is paid as holiday pay. Otherwise a holiday that falls during an FMLA leave is unpaid.

Employees receiving pay for the use of paid leave will be required to comply with all of the requirements of City of Norcross's paid leave policies. An employee's accrued sick leave, and/or disability leave will not be applied towards FMLA leave if the employee is taking FMLA leave for any purpose other than that allowed under those policies and provided further that an employee will not be required to take paid leave concurrent with FMLA leave if the employee is receiving income benefits under a City of Norcross group disability plan or under workers' compensation law.

C. Eligibility

To be eligible for leave, an employee must have been working for the City for at least twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period prior to the request for leave. Exceptions may be made for employees having served on military duty.

D. Employment Restoration

1. Any eligible employee who takes a leave for a purpose permitted by FMLA will be entitled upon return from such leave to be restored to the same position of employment as held when the leave began, or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. An exception to the employment restoration provisions of the policy may be made if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the City's employees, and restoring employment of the employee would result in substantial economic injury to the City.
3. A doctor's release may be required if the employee is returning from a medical leave of three (3) or more days.



E. Basic Conditions of FMLA

1. The City may require medical certification from the health care provider to support a request for leave for any employee's own serious health condition, or to care for a seriously ill child, spouse, or parent.
 - (a) For the employee's personal medical leave, the certification must state that the employee is unable to perform the functions of his/her position because of a serious health condition.
 - (b) For leave to care for a seriously ill child, spouse, or parent, the certification must state that the employee is needed to provide care.
 - (c) At its discretion, the City may require a second medical opinion, and periodic recertification at its own expense. If the first and second medical opinions differ, the City, at its own expense, may require the opinion of a third health care provider, approved by both the City and the employee. This third opinion is binding.
2. If medically necessary for a serious health condition of the employee or his/her spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is required on this basis, however, the City may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent pay and benefits.
3. If both spouses are employed by the City, they are entitled together to a total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or placement of a child, or to care for a sick parent. Leave for the birth or placement of a child must take place within twelve (12) months after the event. Leave may begin prior to birth or adoption as circumstances dictate.

F. Notification and Reporting Requirements

When the need for leave can be planned, such as the birth or placement of a child, or scheduled medical treatment, the employee must provide reasonable prior notice and make efforts to schedule the leave to minimize disruption to City operations. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

G. Status of Employee Benefits During Leave of Absence

1. Any employee who is granted an approved leave of absence under the policy may continue his/her group insurance coverage by arranging to pay



his or her portion of the premium contributions during the period of unpaid absence.

2. An employee will be required to continue to pay his/her share of group health benefit costs during a period of leave under the law.
3. If an employee elects not to return to work upon completion of an approved unpaid leave of absence, the City may recover from the employee the cost of any premiums paid to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlement based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.
4. An employee on leave will not lose any employment benefits accrued prior to the leave, unless a benefit is used by the employee during leave, such as accrued paid vacation.
5. An employee on leave accrues no additional seniority or employment benefits during any period of unpaid leave.

H. Procedures

Employees must follow specific procedures to request a family or medical leave. These procedures are as follows:

1. Complete the request for family medical leave of absence form, which is available in the City's Human Resources Department.
2. The form must be signed by the employee and submitted to his/her department head. The department head will then submit the approved form to the City's Human Resources Department, with a copy to the City Finance Department. When possible, the form should be submitted by the employee thirty (30) days in advance of the effective date of the leave.
3. A combined leave policy form is to be completed by any employee who is requesting leave and whose spouse also works for the City.
4. An employee requesting leave must complete an insurance premium recovery authorization form, which is available in the City's Human Resources Department. This form certifies that an employee acknowledges the City's legal right to recover the cost of any premiums paid by the City to maintain the employee's coverage in group health benefits during any period of unpaid leave except under the following conditions:
 - (a) the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave to care for a child, parent, or spouse



with a serious health condition, or if the employee is unable to perform the functions of the position due to his/her own serious health condition; or

- (b) other conditions beyond the employee's control that prevent the employee from returning to work.
5. An employee requesting a family and medical leave of absence due to illness must complete a leave certification requirements form, which is available in the City's Human Resources Department.
- (a) The employee must submit a completed request for family and medical leave of absence and a leave policy form.
 - (b) To request leave for the care of a child, parent, or spouse with a serious health condition, the employee must provide certification from the health care provider who is treating the child, parent, or spouse, including the following information:
 - (1) The date on which the condition commenced;
 - (2) The probable duration of the condition;
 - (3) The appropriate medical facts regarding the condition and an estimate of the time needed to care for the individual involved (including any recurring medical treatment); and
 - (4) A statement that the condition warrants the health care provider's involvement.
6. To request leave due to an employee's serious health condition, the employee must provide certification from the health care provider who is treating his/her own serious health condition, regarding the following information:
- (a) The date on which the condition commenced;
 - (b) The probable duration of the condition;
 - (c) The appropriate medical facts regarding the condition; and
 - (d) A statement that the employee is unable to perform the functions of his/her position due to his/her condition.



7. To request intermittent or a reduced leave schedule, the employee must provide the following additional information from the health care provider:
 - (a) For leave for the employee, the employee must provide a statement of medical necessity for his/her intermittent or reduced leave, the expected duration of the schedule, a listing of the dates of his/her planned medical treatment(s) and the duration of the treatment(s).
 - (b) For leave to care for a son, daughter, spouse or parent, the employee must provide a statement attesting to the necessity of intermittent or reduced leave for the employee to provide care or to assist in the person's recovery, and an estimate of the expected duration and schedule of his/her intermittent or reduced leave.

9. *Holidays*

A. Holidays Observed.

The City observes the following holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day

Day after Thanksgiving
Day before Christmas (Christmas Eve day)
Christmas Day
One Personal Holiday

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

All employees receive eight (8) hours holiday pay for each observed holiday.

Non-exempt employees required to work on an approved holiday will receive holiday pay plus time and one half for all hours worked if they already have 40 hours worked during the time period.



Effective January 1, 2011, the personal holiday must be taken as a whole day. This day does not carry over.

10. Donation of Leave Time

Regular full time employees with one or more years' service are eligible to receive donated leave time once all forms of accrued personal leave (vacation, sick and personal holiday) have been exhausted. Donated leave time is limited to medical emergencies covered by Family Medical Leave Act (FMLA) for the employee and employee's family members. Approval of donated leave time requires the recommendation of the Department Head and the approval of the City Manager.

A qualified employee wishing to receive donated leave must submit a "Request for Donated Leave" form to their Department head. If the employee is unable to make application, the employee's supervisor may do so on behalf of the employee. The Department Head will review the request and if deemed appropriate will recommend the request to the City Manager for approval. There is no assurance (implied or otherwise) that any given leave request will be approved. Donation leave requests are valid for 90 days from date of approval by the City manager and may be renewed by new application by the requesting employee up to three (3) times for a total of four (4) 90 day periods.

Once approved, employees who want to transfer their accrued sick time off may do so by completing a donation transfer form available in Human Resources. An employee may not donate leave to his/her supervisor or normal chain of command. Limitations on transfers are as follows:

- Accrued Sick Time – Donations of up to 80 hours may be made; however the donating party must maintain a sick leave accrual of at least 120 hours in their personal account

The HIPAA and confidentiality rights of the employee involved will be maintained. The City will not itself award additional leave (beyond normal policy). The City makes no assurances that once a donation request is approved that any employee will donate their personal accrued time to the requesting employee.

Donated leave is administered separately from all other forms of leave. An employee does not accrue leave time while utilizing donated leave. Employee leave is granted based on normal City policy and procedure and whether or not an employee receives donated leave has no impact on whether or not a leave of absence is approved or extended. Unused donated leave may not be re-directed to others and is forfeited by the employee upon termination of employment. Donations in excess of time actually required by the requesting employee to address the situation at hand will be retained by



the City and returned on a pro-rated basis to those who have made donations to the requesting employee.

11. Telecommute Policy

The City of Norcross participates in the Clean Air Campaign in an effort to do our part in protecting the air that we breathe. Georgia Commute Options is one of the areas that we participate in. Guidelines for participation in that program are:

1. Only Department Heads may telecommute one day per pay period.
2. The day prior to taking the telecommuting, an email should be sent to the City Manager advising him of your plans.
3. A “Request for Leave” form should be included with your timesheet in the pay period that the day was taken.
4. Extenuating circumstances can be approved by the City Manager.



CHAPTER 7– TRAINING

1. Definitions

- A. In-Service Training – Formal training directed by state or City laws, ordinances, or policies and presented by professional instructor(s).
- B. Temporary Additional Duty – All duties directed to employees by their superiors over and above their normal duties and not classified as In-Service Training.

2. Required Courses

From time to time it may be necessary for the City to require certain employees to take one (1) or more courses. When this occurs, the City will pay all the costs of the course at the time of registration.

3. Pay While Traveling For Training

Mandatory training time is compensated as time worked. While on mandatory training, employees will be assigned to an 8:00 AM to 5:00 PM work schedule (or as determined by the training course schedule). Employees will be paid for travel time when traveling at least 50 miles away from City Hall. Travel pay is in addition to the training hours scheduled.

One way travel of up to six (6) hours is compensable as travel time when not taken during normal working hours. After the first six (6) hours employees are only paid for travel time during regularly scheduled hours of work. Supervisors are to monitor travel time to eliminate unnecessary travel during normal hours of work. Extended one way travel of up to (6) six hours is compensated as travel time.

4. Civilian Employee Orientation Training

The City of Norcross recognizes that quality training improves efficiency and provides for employee safety.

After reporting to their assignments, civilian employees shall receive training and/or orientation in the following areas:

- A. The City’s role and purpose;
- B. The goals and objectives of their department;
- C. The City of Norcross Employee Handbook;



- D. The accreditation/certification process, applicable for hired police department civilian personnel;
- E. Their department's working environment and requirements;
- F. The employee's job description and explanation of the position requirements;
- G. The employee's responsibilities and rights;
- H. The NPD Standard Operating Procedure (SOP) Manual and the Orders applicable for hired police department civilian personnel.

Since orientation training is usually department specific, it is the responsibility of the supervisor to ensure that each new employee receives appropriate orientation. All supervisors shall document training and retain the documentation for a period of seven (7) years.

5. Identification of Civilian Training Needs

Civilian employees may receive position specific in-service training necessary, such as:

- A. Inter-personal communications skills;
- B. Computer skills;
- C. Records management;
- D. Public relations skills;
- E. Cultural diversity and/or;
- F. Other training deemed necessary by the Department Head.

All civilian positions at the NPD and Court Services Department require in-service training in:

- A. GCIC Security and Integrity of Criminal Justice Information
- B. Customer service
- C. Ethics
- D. Any other training deemed necessary by Georgia law or as identified by the Chief of Police.



CHAPTER 8 – OPEN DOOR POLICY

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

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

In severe cases or when the complaint involves the immediate supervisor, employees may go directly to the appropriate senior department manager or to Human Resources.



CHAPTER 9 – GRIEVANCE POLICY

1. Purpose

The purpose of this statement of policy and procedure is to allow for the expeditious and equitable resolution of grievances of personnel of the City of Norcross (the “City”). An employee alleging a grievance (the “Grievant”) pursuant to Chapter 9 of the Norcross Employee Handbook must adhere to the grievance procedures outlined herein.

2. Procedures

A. Filing of Grievance. An employee who feels that he/she has a grievance must file a memorandum of his/her grievance with the supervisor/manager who issued the decision/ruling being contested by the employee in writing within five (5) workdays* of the event giving rise to the grievance, or the employee’s knowledge of the events giving rise to the grievance. The memorandum shall contain a statement of the grievance and the facts upon which it is based; the allegation of the specific wrongful act and the harm done; and the remedy or adjustment sought. The Grievant must follow the chain of command in his/her department, appealing to each successive level of supervision. At each level the supervisor has two (2) workdays* to render a decision. If no decision is made within this time, the grievance may be appealed to the next level of supervision. The employee has two (2) workdays* at each level to appeal the grievance to the next level once it has been denied, or the grievance is considered resolved.

Supervisors are directed to acknowledge receipt of the grievance at each step of the process by noting the date, time and the person receiving the grievance. All written responses, after a thorough analysis of the facts and allegations, shall affirm or deny the allegation and identify any remedy or adjustments.

A grievance involving termination of employment may be initiated by appealing directly to the department head and does not have to progress step by step up the chain of command.

****For purposes of the grievance procedure, workdays are considered to be Mondays through Fridays excluding holidays.***

B. Request for Appeal.



(1) **Probationary Employees.** If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his/her probationary evaluation is completed and approved by his/her department head.

(2) **Non-Probationary Employees.** A non-probationary employee may appeal the denial by a department head of his/her grievance by filing a written request for

appeal with the City's Human Resources Manager, with a copy to the City Manager. This must be done within fourteen (14) calendar days of the date of denial by the department head.

(3) **Information Required.** A request for appeal must include the following information:

- (a) The purpose of the appeal and what outcome is requested; and
- (b) A statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure; and
- (c) A copy of all grievance correspondence, written responses, and any other documentation of whatever kind regarding actions taken in connection with the grievance which is the basis of the appeal.

The request for appeal, including all documentation submitted in connection therewith, will become a part of the official record of the grievance proceedings (the "Record").

C. Appeal to the City Manager.

(1) **Role of City Manager.** The City Manager shall preside over all grievance appeals and render the final decision on behalf of the City. The Grievant shall not be entitled to a formal hearing, but shall be entitled to a meeting with the City Manager to present his or her concerns in person.

(2) **Record on Appeal.** Upon receipt of a compliant request for appeal, the City Manager cause a copy of the request for appeal and the City's written documentation regarding the grievance to be entered in the Record of the grievance appeal file. The City Manager shall review the Record prior to the meeting.

D. Meeting with City Manager.

(1) **Scheduling and Notice of Meeting with City Manager.** Within ten (10) workdays of receipt of a request for appeal, the City Manager will schedule a meeting



with the Grievant, the affected department, and the Human Resources Director. Such notice will be provided at least thirty (30) calendar days prior to the scheduled meeting date.

(2) **Attendance.** Attendance at the meeting is limited to the City Manager, the Grievant, the person or persons responding to the alleged grievance (the “Respondent”) and the City’s legal counsel, when necessary. The Grievant shall have the right to retain and consult with legal counsel at his/her own expense; however the Grievant’s legal counsel shall not be present at the meeting.

(3) **Documentation and Supplementing the Record on Appeal.** Not later than ten (10) workdays prior to the meeting, the Grievant and the Respondent shall submit all supporting documentation, including witness affidavits, to the City Manager. The City Manager will provide each party with a copy of the other party’s supporting documentation within two (2) workdays of receipt.

(4) **Meeting Format.** The City Manager will conduct the meeting and will rule upon any procedural matters. The City Manager will follow these procedures with flexibility and in an atmosphere of collegiality so that he/she is able to receive sufficient information on which to base a final decision.

The meeting with the City Manager is not a formal hearing and there will be no swearing in of witnesses or testimony taken during the meeting. The City Manager may elect to record the meeting by audiotape or other electronic means. The Grievant and the Respondent shall have the right to submit affidavits to the City Manager for consideration in lieu of the appearance of witnesses.

The City Manager will begin the meeting by introducing the parties to the dispute and any other attendees. All attendees will be advised whether the meeting will be recorded by audiotape. The scope of the meeting shall be confined to the issues addressed in the request for appeal.

The Grievant will give a statement summarizing his or her case and calling attention to the relevant documentation. After the Grievant gives his statement, the City Manager will have the right to ask questions of the Grievant. The Respondent will then have an opportunity to make a statement summarizing his or her case and calling attention to the relevant documentation. If the Grievant seeks relief against more than one Respondent, each Respondent will have an opportunity to make an opening statement. After the meeting the Grievant and each Respondent, the City Manager will have the right to ask questions. The statements of the Grievant and each Respondent shall not exceed fifteen (15) minutes. In the event that any party’s statement exceeds fifteen (15) minutes, the City Manager shall have the right to stop the statement and continue with the remainder of the meeting.

(5) **Evidence.** The City Manager will decide what evidence to admit and is not required to follow state or federal rules of evidence. The City Manager will make



his/her decision and recommendations based solely on the Record. The burden of proof that he or she has been wronged is on the Grievant who shall have the burden of proving the allegations raised in the grievance upon the preponderance of the evidence, which means that the fact sought to be proved is more probable than not.

All relevant evidence, including hearsay, may be admitted. The City Manager may exclude information if it is cumulative, immaterial or irrelevant. The City Manager shall

have the authority to request records, papers, documentation and to call additional witnesses. The City Manager will determine when the Record on the meeting proceedings is closed.

Whenever any employee, official or agent is requested to submit additional information in connection with a pending meeting, that employee, official or agent must submit the requested information within five (5) business days of the request. Any additional information will be made available to all parties.

Once all evidence has been submitted, the City Manager will review the evidence and reach a decision.

(6) Recording. The meeting may be audio recorded. Copies of the tapes may be obtained, upon request and payment of copying expenses, after the City Manager has issued his/her decision.

E. City Manager's Decision. The City Manager shall prepare the final decision within twenty (20) days of the conclusion of the meeting. The City Manager's decision is final, and there is no further right of appeal.

3. Administration

(1) Coordinator. The Human Resources Director will act as coordinator of the grievance procedure during and after the process. The Human Resources Director will establish and maintain a file of all grievances. Grievance files and records will be maintained in a secure area within the Human Resources Division.

(2) Annual Analysis. Human Resources will conduct an annual analysis of formal grievances to serve as a management tool in determining problem areas within City which should be addressed. A report of the completed analysis will be forwarded to the City Manager.

(3) Disclaimer. The City is an "at will" employer, and no aspect of this Statement of Policy and Procedures for Grievances is intended or shall be interpreted or applied so as to impose any restrictions or limitations on the City's right to terminate or otherwise modify any employment relationship at any time, with or without cause or with or without notice.



CHAPTER 10 – GUIDELINES FOR DISCIPLINARY ACTION

1. *General*

AN EMPLOYEE MAY BE DISCIPLINED OR DISCHARGED FOR ANY REASON WHICH WARRANTS DISCIPLINE OR DISCHARGE.

Documentation of all actions, including a description of the violation and the action taken will be made and placed in the employee's personnel file. Employees will be requested to sign copies of all documentation. The employee's signature indicates his/her receipt of the document but does not indicate agreement with the disciplinary action. If an employee refuses to sign, it will be so noted by the supervisor. Disciplinary action resulting in discharge/removal, suspension without pay, or demotion must be approved by the Department Head and reviewed by the City Manager.

2. *Gifts and Gratuities Policy*

In addition to the rules of conduct set forth in this Chapter and whether or not specifically prohibited by this Employee Handbook or any ordinance or regulation of the City, each employee of the City shall avoid any action which might result in or create the appearance of:

- A. using public office for private gain;
- B. giving preferential treatment to any person;
- C. impeding government efficiency or economy;
- D. losing complete independence or impartiality;
- E. making a decision on behalf of the City outside of official channels; or
- F. adversely affecting the confidence of the public in the integrity of City government.

No employee shall solicit or accept rewards of any kind, whether direct or indirect, for the performance of duties, or request for gratuities, or use his or her job position to seek favors or preferential treatment of any kind. Further, an employee shall not accept gratuities of any kind, whether direct or indirect, in the course of his/her duties with the City, or from any person or entity where the relationship was established in the course of



his or her duties with the City, with a value in excess of one hundred dollars (\$100) without the express written permission of the City Manager. Nothing in this section shall prohibit an employee from: (1) receiving any occasional food or beverage of nominal value, or (2) receiving any promotional item or items generally distributed to the general public provided that the acceptance of such item or items will not influence his or her performance or failure to perform any official action.

3. Rules of Conduct

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

- A. Failure or refusal to follow oral or written instructions;
- B. Inefficiency or lack of application in the performance of duties;
- C. Careless, negligent or improper use of City property or equipment or damage or destruction of City property;
- D. Conduct which endangers others or results in property damage;
- E. Failure to maintain satisfactory and/or harmonious working relationships with the public or fellow employees;
- F. Failure to report for duty at the assigned time and place;
- G. Unexcused absence;
- H. Creating or contributing to unsanitary conditions;
- I. Failure to obtain or maintain a current license or certificate required for performing the job;
- J. Failure to use safety equipment or to comply with safety rules;
- K. Gambling on City property or City work sites;
- L. Improper use of sick leave; Sick time is to be used only when sick, medical or dental appointments
- M. Illegal harassment or discrimination of any kind;
- N. Conduct unbecoming a City officer or employee, including any conduct which affects the employee's reputation or which reasonably could create concern on the part of citizens or fellow employees;



- O. Misappropriation of City funds;
- P. Falsification or misrepresentation of information in City records;
- Q. Participation in any action that disrupts or disturbs the operation of the City or any segment of City government;
- R. Trespassing at the home of any City official or employee for the purpose of harassing or for the purpose of requesting discussion about job related matters;
- S. Committing an act that endangers the personal wellbeing and/or property of others while on the job;
- T. Possession of unauthorized firearms or weapons on the job;
- U. Possession and/or use or being under the influence of alcohol, drugs or other intoxicants while on the job;
- V. Release of confidential information from official records without proper authority;
- W. Engaging in incompatible employment or other activities which create a conflict of interest or give the appearance of a conflict of interest;
- X. Using or attempting to use personal or political influence to secure promotion, leave of absence, transfer, change of pay rate, disciplinary action or in any manner related to one's work;
- Y. Insubordination.
- Z. Possessing or using a firearm in any City building unless being used by a certified law enforcement officer acting within the scope of employment.
- AA. Violating any of the provisions or regulations of this Employee Handbook;
- BB. Violating department regulations by an employee of that department;
- CC. Violating an ordinance of the City or a law of the State of Georgia;
- DD. No Horseplay; rough or boisterous play or pranks which include physical contact, racing, grabbing, and foolish vehicle operations;
- EE. Any other reason which, in the City's sole discretion, warrants disciplinary action.



4. *Employee Notice*

A written notice may be given to each employee stating the reason(s) for the disciplinary action and the date it is to take effect. The employee's signature does not constitute admission of any fact but only that he/she has received notice of disciplinary action. If, however, the employee refuses to sign the notice, it will be so noted by the supervisor.



CHAPTER 11 – DUAL EMPLOYMENT

No full-time employee in City service shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the respective department head and City Manager. The request and approval must be in writing and included in the employee's personnel record. Each change in dual employment shall require separate approval. Approval shall not be granted when, in the department head's sole opinion, such dual employment conflicts or interferes with, is likely to conflict or interfere with, or gives the appearance of a conflict with the employee's service to the City. **Employees shall not engage in any private business or activity while on duty.**



CHAPTER 12 – REDUCTION IN FORCE POLICY

The City reserves the right to separate employees due to lack of work or funding. The determination of who is to be separated is within the sole discretion of the City Manager.



CHAPTER 13 – CLASSIFICATION, COMPENSATION PLAN, AND PAYROLL PRACTICES

1. Classification

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

2. Compensation

The City Manager and Human Resources Manager will establish policies to provide equal pay for equal work and to provide a pay range for each grade of positions which will enable the City to recruit and retain qualified employees as well as compete in the job market with other public employers.

3. Overtime

Overtime work is work performed by an hourly employee which exceeds the regular work week as determined by the City Manager. Vacation, military, civil, education, sick, bereavement, family medical, and holiday time taken shall not be considered as hours worked. Any additional work time exceeding the regular work week must be approved by the supervisor or department head.

4. Pay Deductions

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

A. Deductions by law for:

1. Income tax (federal, state and/or local);
2. Medicare/social security;
3. Any court or government ordered request (tax levy, garnishment, etc.)

B. Deductions requested by employee for (if applicable):

1. medical insurance premiums;



2. dental insurance premiums;
3. retirement plans contributions;
4. flexible spending account contributions;
5. checking/savings account deposits;
6. voluntary insurance plans premiums;
7. other deductions authorized by the employee in writing.

Changes in authorized deductions may be made through the Human Resources Department and are requested in writing. Employees are responsible for checking their paycheck stubs to ensure that the proper deductions are being withheld for the benefits they have selected.

5. Changes in Personal Information

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

- A. Name change;
- B. Address change;
- C. Beneficiary change;
- D. Error;
- E. Change in marital status, number of children, and other information needed for benefits purposes.

The City is not responsible for any loss of benefits due to an employee's failure to report such changes. Employees should review their paycheck stubs to carefully ensure that deductions are correct.

6. Pay Advances

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

7. Administrative Pay Corrections

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



In the event that there is an error in your paycheck, you should promptly bring the discrepancy to the Payroll Department so that adjustments in pay and/or deductions can be corrected as quickly as possible. In the event of an overpayment, the Payroll Department will work with you to determine a feasible repayment schedule.

8. *Compensatory Time off (Comp Time)*

In lieu of wages paid for overtime, an employee may accrue compensatory time off at a rate of one and one half hours for each hour of overtime worked. Compensatory time off must be taken during the 80 hour pay period earned. If the compensatory time is not taken during the 80 hour pay period in which it was earned, it will pay out as overtime.

9. *Emergency Closings*

At times, emergencies such as severe weather, fires, power failures, or snow and ice, can disrupt operations. In extreme cases, these circumstances may require the closing of one or more work facilities as determined by the City Manager. Employees should monitor the City Website, call the City's emergency closing number (**678-966-0159**), and/or speak with their supervisors to determine if the City Offices have been closed. Every effort will be made to publicize the closing on local television stations. When operations are officially closed due to emergency conditions, the time off from scheduled work may be taken as sick leave at the request of the employee. If sick leave is exhausted, other paid time off may be applied. If a facility is closed after employees are at work, the City will ensure each employee who reports to work will receive at least four (4) hours standard pay for that day. If they actually work less than four (4) hours, standard pay will be granted for the full four (4) hours. Sick leave may be applied for remainder of the scheduled shift. For example, if employees start at 8:00 AM and are sent home at 10:00 AM, they will be paid until 12:00 PM and may then apply sick leave for the time remaining until 5:00 PM.

If City operations open late due to inclement weather or other emergency management issues, employees will be required to use sick or annual leave to cover the missed time.

Department Heads are exempted from this policy.

Note: Public Safety and Public Works and Utilities employees are normally expected to work even when the City Offices are closed if so directed by their supervisor in charge.



CHAPTER 14 – EMPLOYEE PERFORMANCE EVALUATION

1. Purpose

The City has adopted an employee performance analysis system and evaluation process to help the supervisor and employee understand what their goals are in order to accomplish the job more efficiently. The performance evaluation process:

- A. is used to establish specific goals which the employee should attain;
- B. is used to evaluate the employee's efforts in accomplishing the job; and
- C. may be used by the supervisor in determining eligibility for incentive pay considerations as approved by Mayor and Council.

2. Employees Subject to Evaluation

Performance evaluations are conducted for all employees in the classified service of the City. Performance evaluations are conducted quarterly for the three (3) previous months. The performance evaluation shall be completed, reviewed with the employee and signed, and forwarded to the Human Resources Department to be included in the employee's personnel file.

Non-Police probationary employees may be evaluated three (3) months and five (5) months from the start of the probationary period. Performance evaluations may be conducted at any other times that the City deems appropriate.

Police probationary employees shall be evaluated on a monthly basis during any probationary period.

3. Performance Evaluation Conducted by Supervisor

Evaluations are conducted by the immediate supervisors and discussed with the employee. After the evaluation report has been discussed, the employee must sign the report indicating he/she has seen and discussed the evaluation with his/her supervisor. The employee's signature does not indicate agreement with the rating. If the employee refuses to sign, it will be so noted by the supervisor.



An employee who disagrees with an evaluation, either in its entirety or any portion, has the right to submit a written statement regarding the contested areas. The written statement shall be made in the section provided on the rating form, with additional sheets being used as required. The employee's comment will become part of the evaluation document and will be forwarded through the chain-of-command as part of the evaluation.

If an employee wishes to appeal any part of his / her evaluation, the employee will have 15 days from the evaluation date to submit in writing to the evaluating supervisor, reasons and justification of the appeal. The evaluating supervisor will forward the appeal with his / her comments via the chain of command to the Department Head, who will make a final determination regarding the appeal.

4. Review by Department Head

The department head shall review all evaluations prior to the supervisor's discussion with the employee. He/she may make any comments upon the evaluation form.



CHAPTER 15 – BENEFITS PLAN

1. Purpose

The benefits plan is designed to provide a supplemental package of programs which contribute to the physical and mental health and wellbeing of the employee and his/her dependents. The plan is designed to enhance the attractiveness of working for the City and to aid the City's recruitment and retention efforts.

2. Administration of Benefits Plan

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

3. Life Insurance

The City may provide life insurance for eligible employees.

4. Disability Insurance

The City may provide a long term disability plan for eligible employees.

5. Health and Dental Insurance

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

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

6. Benefits Continuation/COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance



coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- A. resignation, termination of employment, or death of an employee;
- B. a reduction in an employee's hours or a leave of absence;
- C. an employee's divorce or legal separation;
- D. a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or qualified beneficiary pays the full cost of coverage at the City's group rates plus an administrative fee established by the City.

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

Generally, COBRA benefits are limited to a period of eighteen (18) months from the date of the qualifying event.

7. *Workers' Compensation*

An employee who is eligible for workers' compensation due to a job related injury, is entitled to sixty-six and two-thirds ($66 \frac{2}{3}$) of his/her gross wages while he/she is

disabled up to a maximum weekly compensation set by law. The first seven (7) days of disability are not reimbursable unless the employee is disabled more than fourteen (14) days. If the employee is disabled more than fourteen (14) days, the first seven (7) days are usually paid at the end of the disability period. The employee may choose one of the following two (2) options to receive compensation during the disability period and may change the option at any time:

Option 1: If an employee has met the requirements for disability, he/she can remain on the City's payroll using sick leave. When the workers' compensation check is received, the employee shall sign the check over to the City. A portion of the employee's sick leave is credited back to his/her account based on the difference between the amount of his/her City paycheck and the workers' compensation payments.

Option 2: The employee can be removed from the City's payroll and receive the check from workers' compensation directly. This payment is tax free.



8. *Other Payroll Deduction Programs*

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

9. *Health Insurance Portability and Accountability Act*

The City protects the privacy and confidentiality of protected health information (“PHI”) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City’s group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI includes, but is not limited to, medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The Human Resources Department bears the responsibility of ensuring the City’s compliance with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Any questions or issues regarding HIPAA should be addressed to the Human Resources Department.

The City has designated the Human Resources Manager as the City’s Privacy Officer to be responsible for the development and implementation of the PHI confidentiality policies and procedures and ensure that the following employee PHI rights are protected:

- A. The right to request a restriction on specific uses and disclosures of PHI.
- B. The right to request access to his/her health information maintained in the designated record.
- C. The right to request an amendment of his/her health information in the designated record.
- D. The right to request an accounting of disclosures related to the City uses of PHI not authorized by the employee.



Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence. Employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the Human Resources Department. General rules follow:

- A. Disclosures that do not qualify as PHI-protected disclosures include:
 - a. Disclosure of PHI to the individual to whom the PHI belongs;
 - b. Requests by providers for treatment and/or payment;
 - c. Disclosures requested to be made to authorized parties by the individual PHI holder;
 - d. Disclosures to government agencies for reporting or enforcement purposes;
 - e. Disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- B. Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- C. Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short-term or long-term disability and medical information received to verify ADA or FMLA status.
- D. The City may without authorization disclose PHI to authorized federal officials for the conduct of lawful intelligence, counter-intelligence, and other national security activities authorized by the National Security Act (50 U.S.C. 401, et. Seq.) and implementing authority (e.g. Execution Order 12333)
- E. The City may without authorization disclose PHI to authorized federal officials for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709 (a)(3), or for the conduct of investigators authorized by 18 U.S.C. 871 and 879.



The City will not disclose or use PHI of an employee without a signed authorization of the employee. An “Authorization to Disclose Employee Health Information” form can be obtained from the City’s Human Resources Department. When an employee wishes to have PHI disclosed to another person or entity the following procedures will be followed:

- A. The employee will complete and sign the authorization form.
- B. The employee will send the authorization form to the Privacy Officer.
- C. The Privacy Officer will verify with the employee that the authorization form was received and notify the employee appropriately when the information will be sent.
- D. The Privacy Officer will initial the authorization form when the requested PHI is sent and return a copy to the employee.

In rare circumstances, as in a medical emergency, when an employee cannot give an authorization form to disclose medical information, the Privacy Officer or the Human Resources Manager at their discretion, may disclose PHI to appropriate medical personnel or to an individual designated by the employee in his/her personnel record as an emergency contact person.

The City will grant an employee access to his/her PHI file upon written request submitted to the Privacy Officer. The request must include the employee’s name, social security number, and the time the employee is available to review the PHI file. The Privacy Officer will make arrangements for the employee to review the file in a private, secure location. The Privacy Officer will allow the employee to make copies of all or part of the PHI file at the employee’s expense.

Upon presentation of proper medical documentation, the Privacy Officer will allow the update or correction of information in the employee’s PHI file. In the absence of proper medical documentation, the Privacy Officer may accept the information supplied by the employee and enter that information in the employee’s PHI file without changing the existing information.

If an employee of the City believes that any agent, manager, or other employee has violated the PHI policy and procedure, this violation should be reported to the employee’s immediate supervisor or the Privacy Officer. The Privacy Officer will immediately notify the Human Resources Manager who will notify the City Manager and conduct an investigation of the complaint or violation in a timely manner. Upon completing the investigation, the Privacy Officer will submit a report of findings to the Human Resources Manager. The Human Resources Manager will report the findings to the City Manager and include, when appropriate, recommendations for changes in the



City's privacy policy, sanctions applied to individuals found to be in violation of the policy and remediation actions designed to avoid future violations of confidentiality.

Upon review of findings and recommendations, the City Manager will issue the necessary directives to the Human Resources Manager. The Privacy Officer will ensure that the directives of the City Manager and Human Resources Manager are implemented and monitored as necessary.

Any incident involving failure of the City employees/consultants to maintain confidentiality of PHI will be carefully reviewed by the Privacy Officer. If the allegation is substantiated, the employee/consultant will be subject to corrective action up to and including termination of employment or contract. Furthermore, if any breach of confidentiality of information results in a claim of damages against the City, the City will seek indemnification for damages that are related to an employee's/consultant's negligence.

Confidentiality of complaints and the investigation thereof will be maintained to the greatest extent possible. Information obtained from the complainant will not be discussed with other employees except as necessary to investigate and resolve the complaint.

It is unlawful to retaliate against or harass any individual filing a complaint or who may cooperate in the investigation of a complaint. Any employee who is found to have engaged in retaliation or harassment will be subject to disciplinary action, up to and including termination of employment.

Personnel records and disclosures of PHI will be maintained for a period of six (6) years as required by federal law, unless a state law requires a longer retention period.



CHAPTER 16 – RETIREMENT PLANS

1. Defined Benefit Plan

The City provides a defined benefits plan (pension) for employees

Employees are eligible to participate in the defined benefits plan on the first day of the first full pay period in the first full month following one (1) month's service.

Employees become vested and eligible for pension benefits under the pension plan upon completion of five (5) years of employment.

Employees hired after November 1, 2011 will contribute 3% of gross salary toward their Defined Benefit and the city will contribute 7%.

2. Defined Contribution Plan

Employees can elect to contribute to a 457 plan up to the federally authorized legal contribution limit per calendar year. The City will match 50% of the employee's 457 plan contribution to a maximum of three percent (3%) to the employees six percent (6%). The City's match will be made into a 401(a) plan. The employee shall have the ability to direct his/her contribution into the investment choices offered by the external defined contribution plan administrator.

Employees are eligible to participate in the defined contribution plan on the first day of the first full pay period in the first full month following one (1) month's service.

CHAPTER 17 – WORKPLACE PRIVACY

The workplace is intended to be a place of work. An important part of the work is communications and record keeping. No employee is at work twenty-four (24) hours a day, seven (7) days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Each employee must understand that personal items and personal communications received and/or stored on City premises, City vehicles and City equipment are not entitled to a guarantee of privacy.

Management reserves the right to search City property and documents in employee desks, lockers, file cabinets, and other areas that are a part of an individual's workspace.

The City provides electronic and telephonic communication and, when necessary, computers to employees. Although assigned to the employee, these items belong to the City. Similarly, any computer files created on any City equipment belong to the City. Unauthorized programs and files may not be used on City computers without the written permission of the City. The City reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the City's electronic systems.



CHAPTER 18 - COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

This policy governs the use of the City's computer and electronic communications system, which includes telephone, voice mail, fax machines, Internet, electronic mail (e-mail), and other computer usage. City employees and other users are encouraged to use the City's computer and electronic communications system to assist them in performing their work responsibilities effectively, efficiently, and at the highest level. E-mail and the Internet are the newest communication tools. Users are to use e-mail and the Internet as they would any other type of City communications tools.

1. General Guidelines

The computer and electronic communications system is the property of City government and may only be used for approved purposes. Employees are prohibited from copying documents, images or other material belonging to the City of Norcross for personal use or reasons. Occasional, limited, appropriate personal use of the computer and electronic communications system is permitted if the use does not:

- A. interferes with the user's work performance;
- B. interferes with any other user's work performance;
- C. compromise the integrity of the computer and electronic communications system; or
- D. violates any other provision of this policy or any other policy, guideline, or standard of the City.

Personal use of the computer and electronic communications system is a privilege that may be revoked at any time.

2. No Expectation of Privacy

Users do not have an expectation of privacy, and waive their right of privacy, in their use of the computer and electronic communications system, including, but not limited to, the e-mail and voice mail messages they create, store, send and receive, and the Internet sites they visit.

3. Monitoring of Computer and Electronic Communication Usage

The City has the right to monitor any and all aspects of its computer and electronic communications system, including, but not limited to, monitoring sites visited by users on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Such monitoring may be conducted without prior notice. Use of the City's computer and electronic communications system shall constitute consent to such monitoring.

4. Maintaining Professionalism



At all times, users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communications. The quality of writing reflects on the City. Users should always strive to use good grammar and correct punctuation, keeping in mind that anything created or stored on the computer system may be reviewed by others.

5. *Inappropriate Use*

Under no circumstances should the City's computer and electronic communications system be used for sending, transmitting, intentionally receiving, copying, or storing any communication that is fraudulent, harassing, racially offensive, sexually explicit, profane, obscene, intimidating, defamatory, or in the City's sole opinion, otherwise unlawful or inappropriate. Users encountering or receiving this kind of material should immediately report the incident to their supervisors and the Information Technology Administrator ("IT Administrator"). Exceptions are limited to police investigations into criminal activities, which may require the use of the Internet for information and intelligence gathering. This is permissible with the prior approval of the Chief of Police.

Other prohibited uses of the City's computer and electronic communication systems, include:

- A. sending chain letters;
- B. sending copies of documents, messages, software, or other materials in violation of copyright laws;
- C. compromising the integrity of the City and its business in any way; and
- D. "moonlighting" or the advertisement of personal business.

6. *Disclaimer of Liability*

The City is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that included among the massive amount of information on the Internet is offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid coming into contact with some of this material on the Internet, even when performing innocuous search requests. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

7. *Misuse of Software*

Without prior written authorization from the IT Administrator, users may not do any of the following:

- A. copy software for use on their home computers or to other computers;
- B. provide copies of software to any independent contractors of the City or to any third person;
- C. install software on any of the City's workstations or servers;
- D. download any software from the Internet or other online service to any of the City's workstations or servers;



- E. modify, revise, transform, recast, or adapt any software; or
- F. reverse-engineer, disassembles, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to the IT Administrator.

8. Password

Authorized users will be given a login name that allows access to the network. The user will then provide a personalized password. Passwords should be obscure and a minimum of four (4) characters in length. (*For example: Do not use proper names or any words found in a dictionary; do not use dates or numbers that may be associated with you.*) No user shall divulge his/her network password. Any user with knowledge of any password not his/her own shall report it to his/her supervisor immediately. No employee shall attempt any unauthorized access to the system.

9. Virus Detection

Files obtained from sources outside the City may contain dangerous computer viruses that can damage the City's computer network. Files from outside sources include, but are not limited to, disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other on line services; files attached to e-mail; and files provided by citizens or vendors. Users should never download files from the Internet, accept e-mail attachments from outside sources, or use disks from non-City sources without first scanning the material with City-approved virus checking software. If a user suspects that a virus has been introduced into the City's network, he/she should notify the IT Administrator immediately.

10. Social Media

POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro-blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of the City of Norcross as well as personal use of social media when referencing the City of Norcross.

- Employees need to know and adhere to the City of Norcross, Code of Conduct, Employee Handbook, and other city policies when using social media in reference to the City of Norcross.



- Employees should be aware of the effect their actions may have on their images, as well as the City of Norcross' image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that the City of Norcross may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the City of Norcross, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized City of Norcross spokespersons.
- If employees find they encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at the City of Norcross. The City of Norcross' computer systems are to be used for business purposes only. When using the City of Norcross' computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates [the City of Norcross' Code of Conduct or any other city policy may subject an employee to disciplinary action or up to termination.
- If employees publish content after-hours that involves work or subjects associated with the City of Norcross, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the City of Norcross' positions, strategies or opinions."
- It is highly recommended that employees keep the City of Norcross related social media accounts separate from personal accounts, if practical.



CHAPTER 19 – DRUG AND ALCOHOL POLICY

1. *Purpose*

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

The related procedures included with the Policy explain in detail the steps necessary for pre-employment, post-accident, for-cause, and random drug testing. All employees of the City are required to review this Policy and to sign the Employee Acknowledgement form which is included in the Appendix of this Employee Handbook pursuant to which he/she acknowledges receipt and reading of the Policy and that he/she understands, accepts and agrees to comply with the provisions of the Policy.

2. *Scope*

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

3. *Policy*

The use of alcohol, illegal drugs, or other controlled substances for which the employee has no valid prescription is prohibited. The City retains complete discretion to take whatever actions are necessary to protect the health and safety of all its employees.

All newly hired employees of the City will be tested for the use of illegal drugs or controlled substances prior to their first day of employment. All City employees are subject to testing for the use of illegal drugs or controlled substances under the following circumstances:

- A. Post-accident;
- B. For cause; and
- C. On a random basis.

The City will review test results. In the event that an employee produces a positive test result, the City will take action as it deems appropriate. For non-public safety personnel, this may include one or more of the following:



- A. Disqualification from consideration for employment with the City;
- B. Mandatory referral to an employee assistance or substance abuse program approved by the City;
- C. Suspension; or
- D. Termination.

Public safety employees producing positive results on random or post-accident drug tests will be suspended immediately, pending termination.

Any prospective employee for any City position who produces a positive drug test result will be immediately disqualified from consideration for employment.

4. *Prohibited Conduct*

The following are examples of conduct that is prohibited. This list is not exhaustive, but rather is intended to be illustrative of the types of behaviors that are forbidden:

- A. Reporting for work under the influence of drugs or alcohol;
- B. Selling, purchasing, possessing, or transporting of any illegal intoxicant;
- C. Tampering with or altering a drug or alcohol test result, or otherwise attempting to create a false negative result;
- D. Failing to promptly and fully disclose all felony convictions, plea bargains, and parole/probation terms that involve buying, selling, transporting, manufacturing, cultivating, possessing, or consuming any controlled substance. Disclosures must be made directly to a manager or supervisor and the disclosure requirement will apply to all convictions and plea bargains that occur after the effective date of this Policy and all parole/probationary terms that are finalized after the effective date of this Policy; and/or
- E. Being convicted of driving under the influence (“DUI”) or driving while intoxicated (“DWI”) while operating a City-owned, leased, or rented vehicle or while driving a personal vehicle while on City-related business.

An employee using any prescribed medication or controlled substance as part of a medical treatment program must immediately report this treatment to his/her supervisor if the medication may impair job performance. Although the use of medications or controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, failure to report the use of such medication will subject employees to disciplinary action, including potential termination. If there is a question regarding an employee’s ability to safely perform assigned duties, clearance from a physician may be required.

The City reserves the right to conduct searches of property, vehicles, or equipment owned or leased by the City at any time or place. The City also reserves the right to conduct searches on any other City property in possession of or assigned to an employee when, in the City’s view, there is reasonable cause to believe that an



employee is buying, selling, transporting, or otherwise in possession of intoxicants or controlled substances. Refusal to submit to or cooperate with such a search may result in immediate discipline up to and including discharge.

5. *Responsibility*

Every employee of the City is responsible for complying with this Policy and the related procedures.

6. *Pre-Employment Drug Testing*

All candidates for hire will be tested for illegal use of drugs as part of the employment selection process, except where prohibited by state law. The City will pay for the drug test and select the physician conducting this test, and employees will be tested for illegal drugs, including, but not limited to:

- A. Amphetamines;
- B. Cannabinoids (marijuana);
- C. Cocaine;
- D. Opiates; and
- E. Phencyclidine (PCP).

Offers of employment may be made contingent upon the applicant producing a negative drug test.

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

A positive test result will eliminate the applicant from consideration for current employment, unless the candidate can clearly and efficiently demonstrate that he/she has tested positive because of prescribed medication usage. The applicant also will be eliminated from consideration for current employment for tampering with or altering test results or attempting to create a false negative result. If an individual produces a negative dilute, he/she will be allowed one (1) re-test, upon which he/she must produce a negative result. Individuals re-testing due to a negative dilute must re-test the next day possible, first thing in the morning, and avoid excess fluids before testing.

In the event that an applicant cannot produce a urine sample, a hair test may be administered. If a hair test cannot be administered, a blood test may be administered.



If a drug test is positive, the testing agent will contact the candidate directly to ask a series of questions to determine if the candidate is taking any legally prescribed medication that could have contributed to the positive result. If the candidate claims he/she does have a valid medical explanation, the medical review officer (MRO) will give the candidate seventy-two (72) hours to submit the necessary documentation before releasing the results of the test to the City's Human Resources Department. If the candidate is able to provide the needed documentation and it is determined by the MRO to be valid, the result will be reversed and reported to the Human Resources Department as a negative result. If the candidate is unable to provide the MRO with the needed documentation within seventy-two (72) hours, the result will be released to the Human Resources Department as a positive result, and the candidate will be eliminated from consideration for current employment.

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

7. Post-Accident or For Cause Testing

All employees will be required to immediately submit to alcohol and/or drug testing whenever there is a reasonable cause to believe that the employee has been using drugs or alcohol before reporting to work or returning from breaks.

The following are examples of circumstances in which the City may have cause to require testing. This list is not exclusive:

- A. An employee has caused or contributed to an on-the-job accident;
- B. The occurrence of an on-the-job personal injury that may, in the opinion of City management, require medical attention or loss of work time;
- C. An employee has been involved in an accident in a City vehicle of any kind in which any involved driver is eligible to be cited for a violation of law, and/or either vehicle is damaged;
- D. Observable symptoms of drug or alcohol use by a reliable individual, such as direct observation of drug use, the smell of drugs or alcohol emanating from an employee's personal belongings, or the physical symptoms of drug or alcohol consumption, including, but not limited to slurred speech, the smell of alcohol on a person's breath, loss of balance, disorientation, bloodshot eyes, and dilated pupils;
- E. One or more reports that an employee has been using drugs or alcohol in the workplace;
- F. Evidence that an employee tampered with a previous drug test or has submitted a specimen and the temperature measurement indicated possible adulteration or substitution.

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



When testing is ordered as a result of an accident, the employee will be removed from duty and placed on leave with pay pending the receipt of results. A refusal to submit to testing will result in suspension pending termination.

Because of the potential impact on public health and the safety of other City employees, when an employee tests positive for a controlled substance, or is found to be under the influence of alcohol during post-accident or for cause testing, the employee will be suspended, pending termination.

8. *Random Drug and Alcohol Testing*

All employees of the City will be subject to unannounced random testing for the presence of drugs and alcohol. Employees who are absent from their jobs for any reason when

randomly selected to be tested will be advised, upon their return to duty, to report for testing immediately, provided they return to work less than ten (10) calendar days after random selection. Employees who are selected while off work for ten (10) days or more after selection will have their names placed back into the random selection pool.

Employees producing test results that are positive for any illegal drug or other controlled substance for which the employee has no valid prescription will be suspended, pending terminated.

Civilian police support, and all non-public safety employees producing test results with blood/alcohol levels of .04 and above will be subject to discipline up to and including immediate termination.

Sworn police officers producing test results with blood/alcohol levels of .02 and above will be subject to discipline up to and including immediate termination.

To facilitate such testing, employees' identifying data is placed in a testing pool from which a random selection is made. The selection is computer generated to ensure the most random distribution possible.

The process for random drug testing will be the same as that followed during pre-employment drug testing.

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

If a department head is selected to test, the Human Resources Department will contact the City Manager who will then notify the department head that he/she has been selected. Once a department head has been notified that he/she has been selected, he/she is required to test within three (3) hours of the time he/she is notified. The department head must take the Chain of Custody Form, provided by the Human Resources Department, to the testing facility.



If the City Manager is selected to test, the Human Resources Department will notify the City Manager that he/she has been selected. The process then proceeds precedes the same as with all other employees.

Employees are allowed to continue working pending the results of a random test. If the testing facility notifies the City that an employee has produced a confirmed positive sample, the Human Resources Department will contact the appropriate manager or personnel with the results.

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

All information received by the City as a result of any testing procedure is considered confidential, but may be entered into evidence or disclosed in any civil or administrative proceedings when the information is relevant to the City's defense.

CHAPTER 20 - TRAVEL AND SUBSISTENCE ALLOWANCE POLICY

These provisions establish the policy governing authorized travel for employees, members of the Norcross Council, and other authorized persons who travel at the expense of the City of Norcross. In conjunction with the annual budget process, the City Council shall authorize department appropriations for travel and meal expenses consistent with the annual adopted operating budgets. Departments shall not incur travel expenditures unless an appropriation is available, or budget amendment has been completed. This policy will provide control functions, assure proper record keeping and ensure fiscal responsibility whenever training is required.

1. Definitions

For the purpose of this policy and procedure, the following words or phrases shall mean:

A. Authorized Travelers

- A. Council members
- B. Officials serving on the City Council, including the Mayor.
- C. City employees
- D. An individual filling an authorized position in the City, other than Council members.

B. Business Client. Any person, other than a Council member, employee, or other traveler, who receives the services of or is subject to solicitation by the City in connection with the performance of its lawful duties; and other business, financial, promotional, or other persons affiliated with the City.

C. Common Carrier. Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

D. Complimentary Upgrade. Any seat assignment arranged in advance by specific request of the traveler or by an airline employee that provides the Authorized Traveler with a class of travel in excess of the airfare paid.



E. **Daily Travel.** All travel, including conferences and seminars that do not require an overnight stay.

F. **Denied Boarding Customer.** Those Authorized Travelers that have been denied boarding a flight by the Airline because of overbooking, mechanical problems or other flight delays.

G. **Domestic Travel.** Travel within the United States, including US Territories where use of a passport is not required.

H. **Emergency Notice.** Notification given to a traveler less than twenty-four (24) hours prior to the start of a travel period.

I. **International Travel.** Travel not within the definition of Domestic Travel.

J. **Most Economical Method of Travel.** The mode of transportation (City-owned vehicle, privately owned vehicle, common carrier, etc.) and schedule of transportation, taking into consideration the following:

- the purpose and nature of the travel;
- the most efficient and economical means of travel (considering the time length of the trip, number of connections, time of day, cost of transportation or subsistence required, early booking of airline reservations to take advantage of discounted fares); and
- the number of persons making the trip and the amount of equipment or material to be transported.

K. **Official Headquarters.** The physical location to which the Council member, employee or other traveler is assigned to perform their regular duties

L. **Standby Seat.** A seat assigned by the airline to an Authorized Traveler when traveling in a standby mode.

M. **Travel Services.** The City employee(s) assigned the duties and responsibilities to coordinate, perform research, and make reservations for City travel.

N. **Travel Expenses.** The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth

O. **Travel Period.** The period of time between the time of departure and time of return.

2. Travel Principles and Objectives

Travelers should recognize they are using public funds and are expected to exercise the same care in incurring travel expenses that any prudent person exercises when traveling on business.

It is the responsibility of the traveler to comply with this policy and to be knowledgeable of the nature and extent of reimbursable expenses.



It is the general policy of the City to reimburse reasonable travel expenses, incurred during authorized travel, subject to any limitations provided for in this policy.

If an Authorized Traveler on a trip deviates from this policy for justifiable reasons, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the City Manager.

Except as noted above, noncompliance with this policy will be addressed in accordance with the City's ethical or conduct policies and reimbursement may be denied.

3. Planning and Approval

Travel Authorization. All requests for travel (domestic and international) must be submitted on the Travel Authorization & Expense Report. It should contain the dates of travel, and all other pertinent information required to process the requested travel arrangements. The approving authority must ensure that funding is available in the appropriate line item budget. The Report must include a statement of purpose for the travel and indicate the benefits to the City. A copy of any printed program or agenda shall also be submitted. If none is available, a statement to that effect must be submitted. The Report must be signed by the traveler, and approvals obtained in advance of the proposed travel, as follows:

<u>Type of Travel</u>	<u>Approval Authority</u>
Budgeted Daily	Department Heads or designee
Unbudgeted Daily	City Manager or designee
Budgeted Domestic	Department Heads or designee
Unbudgeted Domestic	City Manager or designee
International Travel	City Manager or designee

While Department Heads are authorized to delegate approval of travel to a named designee, nonetheless, the Department Head is ultimately responsible for the appropriateness and accuracy of all travel within the respective department. All Department Heads are hired with the understanding they hold the necessary discretion and judgment to plan travel and training costs in a prudent and professional manner. Accordingly, a department head is authorized to schedule his or her travel arrangements for any budgeted daily or domestic travel. However, international and unbudgeted travel must be approved by the City Manager.

The City Manager is hired with the understanding he or she holds the necessary discretion and judgment to plan travel and training costs in a prudent and professional manner. Accordingly, the City Manager is authorized to schedule his or her own travel arrangements for any budgeted travel.

The Mayor and each Council member shall provide a detail listing to the City Clerk or designee of planned trips in carrying out their duties as elected officials of the City. The Mayor and Council members may utilize budgeted funds for travel and training, but are still expected to adhere to the Travel Principles & Objectives. When reasonably possible, the City Clerk or designee should be used to arrange travel arrangements for the Mayor and all Council Members. Any Council member, to include the Mayor, shall not incur travel expenditures unless an appropriation is available, or budget amendment has been completed.



Department Responsibilities. The Department Head or designee shall have the responsibility to review all travel requests and ensure their compliance with policy and procedures. The Department Head or designee will coordinate all travel that requires only mileage reimbursement up to 100 miles. The Department Head or designee shall be responsible for arranging travel plans, including Daily Travel that has conference or seminar registration, rental car or airfare, in accordance with policy and procedure. All other travel reservations will be made by the Department Head or designee, such as a local or nationally recognized travel agency, unless otherwise approved by the City Manager or designee. The Department Head or designee may provide options for lodging, airfare, and other expenses if deemed cost-effective.

Use of Internet. In accordance with the City Internet Usage, use of the internet to arrange for City travel is acceptable. Airline reservations can be made by The Department Head or designee using the internet, by accessing travel websites. Authorized Travelers may use the internet to research fares and other travel expenses for trip planning purposes.

4. Environmentally Preferable Goods and Services

In determining which Travel Expenses to purchase, the City shall procure Travel Expenses which contain, whenever practicable, the highest percentage of post-consumer recovered material, the highest percentage of total recovered material available in the marketplace, and reduce waste in the manufacture and use of products and packaging purchased by the City. In determining which Travel Expenses to incur, the City shall integrate environmental factors into the City's procurement decisions, when practicable. At a minimum, the City shall consider using lower emission vehicles with comparable specifications for performance, safety, and fuel availability and evaluate, as appropriate, the environmental performance of Vendors in incurring Travel Expenses. The guidelines laid out in the City Purchasing Policies should be referenced.

5. Special Conditions of Travel

Travel for Employment Interviews. Travel and transportation expenses of the City's executive employment applicants will be reimbursed in accordance with this policy. To the extent possible, all travel arrangements and lodging will be made by the Human Resources Manager upon approval by the City Manager.

Most Advantageous Method. Authorized Travelers are required to use the Most Advantageous Method of travel available to the City. If an Authorized Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this Policy, provided that a net savings to the City is realized and such savings are documented in advance.

Physically Disabled, Sick or Injured Travelers. Any traveler who is on authorized travel, and becomes sick or injured, to the extent they can no longer perform the City's business, may be eligible to continue receiving meal allowances, and other reasonable expenses during incapacitation. This eligibility may extend until such time as the Authorized Traveler is able to continue to perform the City's business, or return to official headquarters, whichever is earlier. In order to qualify, the traveler must notify the Department Head, City Manager or designee as soon as possible, but not later than 72 hours after incurring the illness or injury, and receive



authorization for continued reimbursement. Notwithstanding any provision contained herein to the contrary, the City may reimburse or pay travel expenses incurred by the physically disabled traveler, which are in excess of the travel expenses ordinarily authorized, provided such excess travel expenses are reasonable and necessary under the circumstances for the safe travel of the physically disabled individual. Any and all reasonable and necessary expenses being claimed by the traveler must be accompanied by sufficient documentation to justify the expense(s).

Emergency Travel. The City Manager or designee may authorize travel for any employee, Council member, or other traveler pursuant to emergency notice. The requirements of this policy may be waived at the discretion of the City Manager or designee whenever travel is pursuant to emergency notice. Travel expense reports shall be submitted upon completion of travel in accordance with this policy.

6. Rates of Payment

Reimbursement Method. Reimbursement claims for meals and lodging are to be reported on the Travel and Expense Reimbursement Form by date, location and amount. An individual taking annual leave while away from headquarters on official business is not

entitled to reimbursement for the period of leave. Employees will not be reimbursed for hotel/motel tax or sales tax incurred when traveling within the State.

A consistent method of reimbursements for meals and/or lodging shall be followed for each travel request, as follows:

For domestic travel, a traveler may receive:

1. Reimbursement of meals and incidentals based on actual itemized receipts, plus reimbursement for lodging based on actual receipts.

Lodging. A traveler may be reimbursed for the actual cost of a single occupancy hotel room for travel that requires overnight absence more than 50 road miles from Official Headquarters. The City will consider, in the following order of importance, the traveler's safety, the convenience of the hotel location for the traveler's business, and the rate guidelines as outlined in the paragraph below, when making hotel reservations. Lodging expenses must be substantiated by a hotel receipt and will be made for the actual amount of the bill. A city employee on travel status, if accompanied by someone, who is not a city employee on travel status, will be entitled to reimbursement at the lowest applicable room rate (Example: Any upgrade beyond the conference rate will not be reimbursed). Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned city business.

1. Domestic Lodging Rates. Reimbursement or payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled. Primary responsibility for the reasonableness of amounts charged rests with the approving authority.



2. International Lodging Rates. International lodging expenses are limited to reasonable amounts, not to exceed the conference rate. Expenses will be reviewed by the approving authority as indicated herein for reasonableness.

3. In-State Lodging -- Tax Exemption. When reserving lodging within the State of Georgia, a City credit card payment, an advance check, or other established procedure shall be used to ensure exemption from sales tax. City employees must use the hotel/motel tax exempt status form and should obtain a copy of this form prior to departure. If forms are not available in the employee's department, they may be obtained from the Finance Department. The same requirements apply to sales tax.

4. Taxi Service. Shuttle or taxi service will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place;

and between the lodging and meeting place if at difference locations. It is expected that the most economical transportation service that is feasible and available will be utilized. Receipts are necessary for such items of transportation

5. Miscellaneous Expenses. Registration fees required for participation in workshops seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of the check showing payment. Tips related to services other than meals should be included under miscellaneous expenses. Expenses for official telephone messages which must be paid for by the traveler are allowable. Postage expense incurred relative to travel will be allowed. Claims for theater, and entertainment will not be reimbursed.

6. Common Carrier. Transportation by common carrier will be scheduled by plane, bus or rail. Reimbursement will be made upon presentation of a ticket stub, receipt or other documentary evidence of expenditure (reimbursement for upgrade cost will not be allowed). Officials or employees traveling by commercial air carrier will not be reimbursed for that portion of first class air fare which exceeds the amount of the regular coach fare for the flight on which such official or employee is. Every effort should be made to reserve seats far enough in advance to take advantage of any discount fares.

7. Non-reimbursable Expenses. Additional amounts charged to the room, including but not limited to movies, or, alcoholic beverages, will not be reimbursed.

8. Travel Meals. Receipted meals must be accompanied by an itemized receipt reflecting the amount spent on the meal. The receipt must be a machine validated cash register or credit card receipt. Stubs from guest checks are not acceptable. If a meal is not itemized, then reimbursement will not be allowed, and the authorized traveler will have to cover the expense.

For the purposes of determining meal allowances, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights. Travel involving ground transportation shall commence at point and time of departure. Exceptional gratuities must be documented in writing and approved by the approving authority. Under special circumstances, an exception may be requested of the City Manager to allow an advance as determined by the City



Manager. An itemized receipt is required and any money not spent from the allowance will be returned to the city immediately upon return.

CHAPTER 21 - SAFETY INFORMATION

1. City Property and Vehicles

Only authorized employees of the City may use City vehicles and equipment. If a City vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

Any employee whose duties include the operation of City vehicles and who is cited for DUI, DWI, or for any other serious driving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

An employee cited for a driving or on-the-road violation in a City vehicle shall report it immediately to his/her supervisor. The supervisor and department head shall make a determination whether the employee is to be permitted to continue to have the use of a City vehicle. If the employee is found guilty of such a violation, the employee will be responsible for paying any fine or penalty incurred and will be subject to discipline, up to and including immediate termination. Likewise, employees required to operate any vehicles in the course of performing work for the City may be subject to discipline, including immediate termination if he/she is cited in an off-duty DUI, traffic citation, or accident that may indicate unfitness to safely operate a vehicle.

Use of any tobacco products or drinking alcoholic beverages is prohibited in a City-owned vehicle. Violation of this rule will result in disciplinary action, up to and including immediate termination.

2. Seatbelts

All employees must wear a seatbelt (on all vehicles and equipment with seatbelts) while driving or riding in any vehicle, either personal or City-owned, while going to or from work, and at all times while performing City business. Furthermore, the City requires all of its employees to wear seatbelts at all times, as required by state law.

3. Cell Phones and Handheld Communication Devices

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited in a particular

area, please check with the human resource department. Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, they should



locate a lawfully designated area to park and make the call or use a hands-free speaking device such as a speakerphone/ earpiece.

4. Motor Vehicle Record Checks

To ensure that employees who drive vehicles in the course of their job duties maintain valid driver's licenses, the City will check motor vehicle records ("MVR") of all applicants prior to making offers of employment, and all current employees at least once each year. As part of the hiring process, applicants will be required to sign a written consent form allowing the City to check their MVR at any time prior to or during their employment. All employees required to drive City vehicles must have a valid driver's license. If an employee's license is misplaced, suspended, or revoked, the employee must notify his or her supervisor immediately.

5. Reporting of Traffic Incidents

An employee who drives a vehicle as any part of his/her job with the City is required to report to his/her supervisor any citations, DUI violations, or accidents ("incidents") that he/she receives at any time after he/she becomes employed. Failure to report such incidents within twenty-four (24) hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline up to and including immediate discharge.

All accidents involving a city vehicle must be reported to your supervisor immediately. Supervisors will contact dispatch for appropriate investigation.

6. Family Members as Passenger in City Vehicles

An employee, who is traveling on city business and wishes to take a spouse or child, is allowed to do so with the understanding that while a passenger in city vehicle, they are covered by their personal insurance. A copy of their personal insurance card should be attached to the disclaimer form provided by the city acknowledging that they are traveling at their own risk. Employees are required to turn in this form to their Department Head prior to traveling. The non-employee acknowledges that he/she is traveling at their own risk.



APPENDIX

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



CITY OF NORCROSS

EMPLOYEE HANDBOOK AND POLICIES

EMPLOYEE ACKNOWLEDGEMENT

The Employee Handbook describes important information about the City of Norcross (the “City”) including, but not limited to, the Fair and Accurate Credit Reporting Act, and employee Protected Health Information (PHI) rights and responsibilities under HIPAA. I understand that I should consult the City’s Human Resources Representative regarding any questions not answered in the Employee Handbook.

I have read, understand, and agree to comply with all terms of the City of Norcross Employee Handbook. I further understand that this Employee Handbook may be revised, expanded, or otherwise modified at any time, and that it is my responsibility to ensure that I am familiar with the current City of Norcross Employee Handbook at all times. I further understand and acknowledge that I am expected to comply with the current revision of each policy regardless of whether or not I have signed for the policy or any modification thereof.

The Employee Handbook contains various rules, policies, and procedures relating to employment with the City. Many of the provisions are summaries of federal, state, and municipal laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its rules, policies, procedures and the provisions of the Employee Handbook at any time. **NOTHING IN THE EMPLOYEE HANDBOOK OR IN ANY OF THE CITY PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ONE OTHER THAN THE CITY MANAGER MAY MAKE ANY PROMISES OR ASSURANCES OR ENTER INTO ANY CONTRACT, WHETHER ORAL OR WRITTEN, THAT IN ANY WAY IS CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH HEREIN, AND ANY SUCH PROMISES, ASSURANCES, OR PURPORTED CONTRACTS SHALL BE INVALID AND NOT BINDING ON THE CITY UNLESS ADOPTED, ENDORSED, AND AGREED TO IN WRITING BY THE CITY MANAGER.**

Employee’s Signature

Date

Printed Name



Motor Vehicle Record Authorization

Print Name _____

SS# _____ Date of Birth _____

Driver's License # _____ State _____

It is the policy of the City of Norcross and a requirement of employment that every employee filling a position that requires a valid driver's license have a motor vehicle record (MVR) specified grading requirements. This MVR policy applies both to drivers of city-owned vehicles and employees using personal vehicles in the course of their employment as well.

Employee MVR's will be examined prior to the beginning of employment and every three (3) years thereafter. Any job offer made where the job requires a valid driver's license will be contingent upon a MVR meeting the required standards. Continued employment with the county in a position requiring a valid driver's license will require a MVR meeting the specified standards.

All violations will be reviewed by the City Manager and Human Resources Director and may result in disciplinary action, up to and including termination, depending on severity of the violation.

I have read, understand and agree to abide by the above policy.

Employee Signature

Date

EMPLOYEE EMERGENCY CONTACT INFORMATION

PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Home Address		
City	State	Zip
Home Telephone #	Mobile #	

CONTACT INFORMATION

Family and friends you would like the department to contact. Please list in the order you want them contacted. If needed, provide additional names on the back of this sheet.

Name	Relationship	
Address		
Home Telephone #	Mobile #	Work Telephone #

Name	Relationship	
Address		
Home Telephone #	Mobile #	Work Telephone #

MEDICAL CONTACT INFO

Doctor Name	Phone #
Dentist Name	Phone #

I have voluntarily provided the above contact information and authorize the City of Norcross and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature _____ Date _____



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **City of Norcross** to initiate automatic payroll deposits to my account at the financial institution named below.

This agreement will remain in effect until **City of Norcross** receives a written notice of cancellation from me or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Print Name: _____ Date: _____

Authorized Signature (Primary): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.

DIRECT DEPOSIT FORM

Authorization Agreement



I hereby authorize **City of Norcross** to initiate automatic payroll deposits to my account at the financial institution named below.

This agreement will remain in effect until **City of Norcross** receives a written notice of cancellation from me or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Print Name: _____ Date: _____

Authorized Signature _____

(Primary): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.

INSURANCE BUY OUT PROGRAM

The City of Norcross
Human Resources Department

RE: Insurance Buy- Out Program

Dear HR Manager:

I understand the Insurance Buy-Out Program, offered by the City of Norcross, as described in recent communications, is a voluntary program whereby I may decline coverage or request cancellation of my medical, dental and prescription coverage through the City.

Along with this form I am providing proof of insurance through another provider and hereby relieve the City of Norcross from any liability with regard to these insurance provisions. This decision is completely voluntary.

In exchange for insurance coverage I will receive \$250.00 of taxable compensation per month. If circumstances should change, the privilege of insurance coverage through the City of Norcross will be opened to me during the enrollment period each year. Application must occur in October for coverage in January of the following year. However, I may re-apply for insurance through Norcross if the coverage I now have is lost.

I understand that if I retire from the City of Norcross, having met the requirements to have retiree insurance, I must be re-admitted to the program for at least two years prior to retirement.

I have seriously considered each of these provisions and relinquish my right to insurance at this time in order to be compensated as described above.

Signature of Employee

Employee's Printed Name

Signature of Witness

Date



REQUEST FOR LEAVE

Retain a copy for your records and forward original to Human Resources

Leave Information							
Employee Name: _____							
Employee Number: _____		Department: _____					
Department Head: _____							
Type of Leave Requested:							
<input type="checkbox"/>	Sick	No. of Days	_____	<input type="checkbox"/>	Leave of Absence Without Pay	No. of Days	_____
<input type="checkbox"/>	Civil	No. of Days	_____	<input type="checkbox"/>	Maternity/Paternity	No. of Days	_____
<input type="checkbox"/>	Vacation	No. of Days	_____	<input type="checkbox"/>	Compensatory	No. of Days	_____
<input type="checkbox"/>	Education	No. of Days	_____	<input type="checkbox"/>	Family & Medical Leave Act Without Pay	No. of Days	_____
<input type="checkbox"/>	Bereavement	No. of Days	_____	<input type="checkbox"/>	Disability	No. of Days	_____
<input type="checkbox"/>	Administrative	No. of Days	_____	<input type="checkbox"/>	Leave Act Without Pay	No. of Days	_____
<input type="checkbox"/>	Jury Duty	No. of Days	_____	<input type="checkbox"/>	Military	No. of Days	_____
<input type="checkbox"/>	Personal Holiday	No. of Days	_____	<input type="checkbox"/>	Telecommute	No. of Days	_____
Dates of Leave: From: _____ To: _____							
Reason for Leave:							
<i>Employee Signature</i>				<i>Date</i>			
Department Head Approval							
<input type="checkbox"/> Approved			<input type="checkbox"/> Rejected				
Comments:							
<i>Department Head Signature</i>				<i>Date</i>			

CITY OF NORCROSS IT DEPARTMENT CHECKLIST
(New Employee)

Name of New Employee - Job Title _____

Department working for _____

- Creation of User Name and Password
- Email Account
- Addition to Security Group
- Addition to Distribution List
- Departmental Software Access and installation
 - GGA
 - Incode
 - Police
 - ITI Criminet Other _____
 - Community Development
 - CRW Track-It
 - HR & City Clerk
 - LaserFiche Municode Legistar Incode
- Equipment Setup
 - Computer Laptop
 - All related Equipment (i.e. mouse, keyboard, etc.)
 - Cellular Account (if applicable)
 - Desk Phone
 - Ext. _____ DID Number _____



AMENDMENT TO PERSONNEL FILE

EMPLOYEE PROFILE							
Employee Name:		Social Security #:					
Notice Date:		Effective Date:					
EMPLOYMENT CHANGES							
Full Time:	<input type="checkbox"/>	Job Title:		Department:			
Part-time:	<input type="checkbox"/>	Job Title:		Department:			
Temporary:	<input type="checkbox"/>	Job Title:		End Date:		Department:	
Replacement:	<input type="checkbox"/>	Job Title:		End Date:		Department:	
CLASSIFICATION SALARY CHANGES							
OLD INFORMATION				NEW INFORMATION			
Rate:		Annual:		Rate:		Annual:	
Position/Title:				Position/Title:			
Reason for Change:							
Comments:							
VERIFICATION OF CHANGES							

Position Approved by Council: Yes No Date Approved: _____

Department Head Approval: _____

Department Head Signature

Date



POST OFFER OF EMPLOYMENT MEDICAL INQUIRY

Responses to these questions are completely confidential and will be utilized only if necessary to determine if any reasonable accommodation is required for any work you may perform, whether any health condition may pose a direct threat of injury to yourself or others, to assist with treatment of any work-related injury, or for any other lawful purpose.

Name: _____ Department: _____ Position: _____

To the best of your knowledge, do you have or have you had any of the following medical conditions? (For "yes" responses, indicate the nature of injury or illness and name of physician in the remarks section.)

Answer YES or NO:

- 1. Epilepsy
2. Diabetes
3. Arthritis
4. Amputated foot, leg, arm or hand
5. Loss of sight of one or both eyes or a partial loss of sight
6. Residual disability from Polymyelitis
7. Cerebral palsy
8. Multiple sclerosis
9. Parkinson's disease
10. Cardiovascular disorders
11. Tuberculosis
12. Mental disability following confinement for treatment in a recognized medical or mental institution for a period in excess of six months
13. Hemophilia
14. Sickle cell anemia
15. Chronic osteomyelitis
16. Ankylosis on major weight-bearing joint.
17. Muscular dystrophy
18. Hearing loss
19. Compressed air sequelae
20. Shoulder injury or problems
21. Back conditions (identify below)
a. back injury
b. back pain which required medical treatment
c. back surgery
d. degenerative disc disease
e. multiple back strains
f. chronic back pain
g. herniated disc
22. Neck conditions (identify below)
a. neck injury
b. neck pain which required medical treatment
c. neck surgery
d. degenerative disc disease
e. multiple neck strains
f. chronic neck pain
g. herniated disc
23. Knee conditions (identify below)
a. left knee surgery
b. right knee surgery
c. other (explain)
24. Hip replacement surgery
25. Swelling of any joint which required medical treatment
26. Hernia
27. Carpal Tunnel Syndrome
28. Surgery (explain)

Remarks: _____

I, _____ (Employee), attest that the above information is true and complete to the best of my knowledge.

Signature of Employee _____ Date _____

Signature of Employee _____ Date _____



EMPLOYEE DATA AUTHORIZATION FORM

I authorize the Human Resource Department to change my address, name and or benefits as follows:

PLEASE PRINT

PERSONAL DATA			
Employee ID#	First	Middle	Last

Please complete only the sections where your information has changed:

Effective Date of Name Change:	
NAME CHANGE INFORMATION	
Select Which Part of the Name has Changed:	Marital Status:
Prefix: <input type="checkbox"/> First: <input type="checkbox"/> Middle: <input type="checkbox"/> Last: <input type="checkbox"/> Suffix: <input type="checkbox"/>	Single: <input type="checkbox"/> Married: <input type="checkbox"/> Common-Law: <input type="checkbox"/>
New Name:	

BENEFIT CHANGE

ADDRESS CHANGE
Effective Date of Address Change:

New Address:

Apt Number	Street Address	City
Zip Code	Telephone #	

Signature: _____

Date: _____



DONATION OF LEAVE TIME AUTHORIZATION FORM

I would like to participate in the Leave Donation program. I am aware that the designated time will be deducted from my total sick or vacation accrual as noted. I understand that I must have been an employee of the City of Norcross for at least one year and that I cannot donate more than 80 hours of sick time and that I must maintain an accrual of at least 120 hours in my personal account after the time donated. There is no limitation on donation of accrued vacation time. My donation is not being made to my direct supervisor or normal chain of command.

Name: _____

Department: _____

Donation of Sick Leave: _____

Recipient: _____

Employee's Signature

Date

Human Resource Manager

Date



ELECTRONIC PAYSTUB AUTHORIZATION

In an effort to cut down on the amount of printing that is done within the City, we are requesting that each person help by going to the electronic version of a paystub, which will be emailed to the email address or addresses noted below, on the day prior to the effective day of pay (ex: If deposits are effective Friday, then you will get your stub on Thursday).

I, _____, request to have my weekly paystub emailed to me at the following email address effective the next payroll cycle. If in the future, I wish to have this option stopped, I must contact the Payroll Staff in writing to do so.

Email Address(es):

Employee Name (please print):

Employee Signature:

Date:



RECEIPT OF COMPANY EQUIPMENT

I, _____, have accepted receipt of the below equipment for use for City business purposes while doing business for City of Norcross.

Equipment Description	Number of Copies	Original Cost Per Copy <i>(Items with be discounted at termination using the City's usual depreciation schedule)</i>

I further understand that I am to use this equipment for only authorized Company business. I agree to watch over this equipment to the best of my ability. I authorize the Company to deduct from the amount due me from any expense report reimbursement, or if necessary, my paycheck, for replacement due to loss or damage of this equipment other than ordinary use damage at any time during my employment or upon termination.

Employee Name (please print): _____

Employee Signature: _____

Date: _____



EMPLOYMENT REQUEST FOR NEW EMPLOYEE AND/OR REPLACEMENT

DATE:

DEPARTMENT:

POSITION:

SALARY:

PART-TIME () FULL TIME () TEMPORARY ()

Subsidized Position () Program () General Fund ()

Storm water () Electric ()

Open from _____ until position filled.

This is to certify that this notice has been furnished to all Departments of the CITY OF NORCROSS, GEORGIA and that it is the responsibility of the Department Head and/or City Manager on positions of Department Heads to notify all City Employees of this employment request. This is to certify that advertisements according to the City of Norcross Personnel Manual have been made.

Human Resources

Date

Job Description Attached



EDUCATION ASSISTANCE REQUEST FORM

I am requesting prior approval for Education Assistance reimbursement for the following courses:

	First Course	Second Course	Third Course
Course Title			
Tuition**			
Other Expenses**			
Total Reimbursement Amount			

** Provide documentation of expected expenses

Total Reimbursement Amount Projected: _____

Projected Date of completion: _____

I understand that in accepting payment under this policy, I am agreeing to repay the City of Norcross a prorated portion of this amount if my employment is terminated within 12 months following the date of this document and hereby authorize such repayment as a payroll deduction of any money's owed by me to The City of Norcross. I further acknowledge that any amount not repaid through payroll deductions will be repaid by personal check within 90 days of my date of termination.

The pro-ration will be calculated as ((12 minus the number of full months since signing this document)/ 12) times the amount of the educational assistance payment. For example, if I receive an educational assistance payment of \$1,000 on February 1st and my employment terminates on May 15th, my prorated repayment will be (12 - 3)/12 times \$1,000 equals \$750.

Upon completion of the course I understand I will attach a copy of this approved request and a completion of course certification and receipts on other expense items to an expense report form for reimbursement.

Print Name: _____

Sign Name: _____

Date: _____

Approval:

Department Head: _____

Date: _____



HARASSMENT INCIDENT REPORT

Name of Complainant: _____

Date of Report: _____

Date of Incident(s): _____

Name or description of person who engaged in harassment:

Description of Incident (use an additional sheet if necessary):

Names of Witnesses: _____

Names of people who say the same person has harassed them at another time:

If harassment is found to have occurred, what action do you want to have taken?

If your complaint comes down to your word against that of the person you believe has harassed you, would you be willing to take a polygraph exam?

Yes No (*both boxes unchecked indicates no*)

Signature of Complainant:

Date

Copy received by City official:

Title

Signature

Date



DRUG AND ALCOHOL POLICY EMPLOYEE ACKNOWLEDGEMENT

The City of Norcross is committed to the provision of a safe and healthy workplace. Please review the attached Policy and complete the acknowledgement below.

I, _____ (Print Full Name), have received and read the City of Norcross Drug and Alcohol Policy (the "Policy"), outlining the intent and expectations of the City with respect to the use of illegal drugs and alcohol.

By my signature below I acknowledge, understand, accept, and agree to comply with the provisions of the Policy. If at any time I have questions or concerns related to the Policy, I understand that it is my responsibility to contact my direct supervisor or the Human Resources Department.

I understand that the Policy does not constitute a contract for employment and should not be deemed as such.

Acknowledged:

Employee Signature

Date



CITY OF NORCROSS

CONSENT AND AUTHORIZATION FOR ALCOHOL/DRUG TESTING

Due to the health and safety risks of alcohol and drug abuse, applicants selected for employment by the City of Norcross (the "City") will be required to undergo alcohol/drug testing. I understand that, as a condition of employment, the City's Substance Abuse Policy requires drug urine tests of applicants selected for employment and employees for the purpose of evaluating mental and physical suitability for employment and to ensure the compliance with the City's Substance Abuse Policy. A negative test result indicating that an applicant is free of drugs will not guarantee employment. Any applicant not willing to comply with this requirement may simply excuse themselves prior to completing this form.

I hereby give my permission for the City's third party alcohol and drug testing administrators and agents to obtain a urine and/or breath specimen from me now. I further give my permission for the City to take an alcohol or drug test any time during my employment, including post-accident situations when an additional consent may be impractical or unobtainable. I also understand that this is not a diagnostic examination designed to detect hidden or latent diseases, but is instead for the purpose of predicting job performance effectiveness, regulatory compliance and possible safety risks to the City, and to me, which might arise as a result of such employment.

I understand that a positive test result will disqualify me from consideration for employment, or at a later time may result in denial of workers' compensation claims or may even result in my termination from employment. I fully understand and accept the condition that any false answers or willful omissions made by me will be sufficient grounds for my discharge, irrespective of when the false answers or omissions are discovered.

I understand that all drug testing will be conducted at a Department of Human and Health Services ("DHHS") certified laboratory or alcohol tests will be obtained by a trained Breath Alcohol Technician ("BAT") using Evidentiary Breath Testing equipment approved by the National Highway Traffic Safety Administration ("NHTSA"). I authorize the release of my test results to the Substance Abuse Policy Administrator of the City.

_____/_____/_____/_____/_____/_____
Employee/Applicant (Print) Social Security # Date of Birth

_____/_____/_____
Signature of Employee/Applicant Date

_____/_____/_____
Witness Signature Date



CONSENT FOR RELEASE OF ALCOHOL AND DRUG MISUSE AND TESTING

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

_____/_____/_____
Name (Print) Social Security #

I authorize release of:

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

Purpose of release:

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

Records to be RELEASED FROM:

Company Name: _____

Address: _____

Telephone/Other: _____

Records to be RELEASED TO: City of Norcross
65 Lawrenceville Street
Norcross, GA 30071
(770) 448-7086 Tel / (678) 421-2022 Fax
Human Resources Manager, CONFIDENTIAL

_____/_____/_____
Signature Date

Requested information enclosed.

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

_____/_____/_____
Name/Signature/Title Date



PASSENGER WAIVER FORM

EMPLOYEE NAME _____ **DEPARTMENT** _____

DATE OF TRAVEL _____ **DESTINATION** _____

NAME AND RELATIONSHIP OF PASSENGER _____

By signature below, I am confirming my understanding that by allowing above listed passenger to ride in a City of Norcross vehicle, I am waiving any rights of said passenger being covered by city insurance in the case of any type of accident. I am providing a copy of said passenger's health insurance coverage. Under no circumstances will passenger be allowed to drive the city vehicle.

Employee Signature

Department Head Signature

THIS FORM IS TO BE TURNED IN TO HUMAN RESOURCES



ASSISTANCE AGREEMENT AND LAST CHANCE PROVISION

As a result of a positive alcohol/drug test or by my voluntary admission to alcohol/drug use, I herewith apply for assistance through enrollment in the rehabilitation program. If my enrollment is approved, I agree to the following stipulations and conditions:

- 1. I promise to fully cooperate and participate in the counseling/treatment program in accordance with instructions and requirements of the rehabilitation personnel.
2. In the event that I must miss work as a result of participating, I agree that I will abide by the terms and conditions of the City's Substance Abuse Policy, the treatment program requirements, and all other applicable City policies, rules, regulations and procedures.
3. I authorize the rehabilitation program representatives to confer with the Substance Abuse Policy Administrator regarding my attendance, progress and suitability for continued employment, or return to active employment, as the case may be, including the disclosure of medical/psychiatric evaluations.
4. I understand that, upon continued active employment or return to active employment, I must meet established standards of conduct and job performance required of any other employee.
5. I understand and agree that I shall willingly submit to unscheduled alcohol/drug testing at any time, and that a positive test result, or my failure to take such test as requested, will be cause for termination of my employment. Such unscheduled testing may be required of me for up to sixty (60) months following the date of this agreement.
6. I understand and agree that my future employment depends upon my remaining free of alcohol/drugs for the entire duration of my continued employment, and that this last chance afforded me by approval of enrollment is conditioned accordingly. Such conditions, including those above, are recognized to be in addition to the City's right to alter my at-will employment relationship, and for reasons not set forth above.
7. I understand and agree that I am fully responsible for the cost of any treatment required of me to meet the conditions of this agreement and satisfy the Professional conducting the assessment and those providing the monitoring of my care for the City. I also understand that I am eligible for assistance from the City only to the extent available in any medical/health coverage available for me at the time.

As a DOT regulated employee I understand that I will not be able to return to DOT covered duties until I have fully complied with all requirements of the Substance Abuse Professional.

(If Checked)

Employee - Applicant for Rehab. Admission

Date

Authorized Representative

Date



VERIFICATION OF MILITARY DUTY

Section I: Employee

I, _____, hereby request military leave for the date(s) listed below. I request to us the following leave plan, in the order listed below:

(Please check all that apply):

- Annual Leave Approved Leave Without Pay (ALWOP)

_____-_____-_____
Employee's Social Security Number

Employee's ID #

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

Employee's Signature

Date

Section II: Duly Authorized Military Official

Assignment Dates:

Beginning

Ending

___/___/___

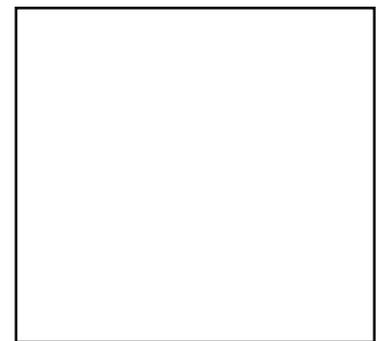
___/___/___

Official's Name/Title (Printed)

Official's Signature

Date

Job Description Attached



*Affix
Stamp or Seal*



SUMMARY OF EMPLOYEE RETIREMENT PLAN

EMPLOYER	City of Norcross
SOCIAL SECURITY	YES
PARTICIPANT CONTRIBUTIONS	Noncontributory (Class 0 & 1) 3.0% (Class 2 & 3)*
ORIGINAL EFFECTIVE DATE	3-01-86
MASTER PLAN/ ADOPTION AGREEMENT	4-01-03
SPECIAL JOB CLASS	Class 0: Regular employees hired before November 1, 2011 Class 1: Public Safety Officers hired before November 1, 2011 Class 2: Regular employees hired on or after November 1, 2011 Class 3: Public Safety Officers hired on or after November 1, 2011
ELIGIBILITY REQUIREMENTS	Employees: 1 year (40 hours) Officials: not covered
NORMAL RETIREMENT AGE	Class 0 & 2: 65+5 or 65+10 (participant is not required to be in the service of the Employer at the time of satisfying the Alternative Normal) Class: 1 & 3: 65+5, 62+10, and 55+20 (participant is not required to be in the service of the Employer at the time of satisfying the Alternative Normal)
EARLY RETIRMENT	55+10 (All classes)
BENEFIT FORMULA	1.6% (Class 0,1,2,3) 1.55%-2.00% dynamic breakpoint (Class) comparison formula when application would result in a higher benefit
SERVICE NOT CREDITED	Service prior to <u>3-01-81</u> is not credited for benefit purposes, but is recognized to qualify participants for vesting and retirement
VESTING	5 years
DEATH BENEFITS	Automatic Option A – participants who are vested are eligible to designate a beneficiary to receive death benefits. (Previous to 4-01-03, participant must have been eligible for early or normal retirement to designate beneficiary). Term vested Auto A death benefit effective 4-01-03.
DISABILITY MINIMUM	20%
COST OF LIVING	3% effective 3-01-90 for activities and retired
OTHER	Change of Pension Committee Secretary (See AA for details) No plan change since the last valuation.

