



EMPLOYEE MANUAL & BENEFITS HANDBOOK

An Everyday Guide to Our Mission, Core Values,
Personnel Policies and Employee Benefits

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Our MISSION is to make a positive difference in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens

TABLE OF CONTENTS

Mission Statement	3
Our Core Values.....	3
Purpose of the Handbook	4
Employee Relations Philosophy	5
Ethics & Conduct.....	6
Part 1 – Employee Manual	8
Communications	8
Communication Devices.....	8
Electronic Communications.....	9
No-Solicitation – No Distribution – Bulletin Boards.....	13
Social Networking & Electronic Media.....	13
Compensation	18
Acting Pay	18
Adding new positions to the pay plan.....	18
Appointment Rate.....	18
Demotions.....	19
Equity Adjustments	19
Employees Paid Outside Pay Grade	19
Pay for Performance	19
Promotions.....	20
Reassignments	20
Reclassification.....	21
Transfers	21
Discipline & Grievance Procedure	21
Discipline Procedure.....	21
Problem-Solving Procedure (Grievances)	25
Employment	26
Basic Work Rules	26
Compliance with Applicable Laws.....	29
Employment Status & Definitions.....	29
Equal Employment Opportunity (EEO).....	31
Exit Interview	31
Hiring & Selection.....	31
Introductory Period.....	34
Job Responsibilities	35
No Dating	35
Notice of Resignation, Retirement & Separation of Employment.....	36
Outside Employment	36
Personal Appearance & Attire	37
Personnel Management.....	39
Seniority	40
Verification of Employment Eligibility	40
Protecting People & Property	41
Anti-Bullying.....	41
Drug & Alcohol Usage	42
Identification Card.....	46
Inspection of Work Area – Privacy Waiver.....	46

Keys.....	47
Non-Discrimination & Anti-Harassment.....	47
Parking Lots & Roadways.....	51
Personal Telephone Calls & Visits.....	52
Reporting of Accidents & Hazards.....	52
Safety.....	52
Severe Weather & Emergencies.....	53
Tobacco & Smoking.....	55
Use of City Property & Equipment.....	55
Vehicle & Driving Requirements.....	56
Work Area Appearance.....	59
Workplace Chemicals.....	59
Workplace Violence & Security.....	60
Records and Confidentiality.....	61
Business Records.....	61
Changes in Personnel Records.....	62
Confidential Information.....	62
Contact With Governmental Agencies.....	63
Personnel Files & Access To Employee Information.....	63
Unauthorized Recording.....	64
Workplace Accommodation.....	64
Light Duty.....	64
Medical Examination.....	66
Nursing Mothers.....	66
Reasonable Accommodations.....	68
Work Schedule & Attendance.....	68
Attendance, Absenteeism & Tardiness.....	68
Compensatory (Comp) Time.....	69
Overtime.....	70
Work Schedule.....	70
Part 2 – Benefits Handbook.....	74
Health & Wellness.....	74
COBRA.....	74
Flexible Spending Account (FSA).....	74
Group Health Benefits.....	74
Life Insurance and Accidental Death & Dismemberment (AD&D).....	75
Short-Term / Long-Term Disability Benefits (STD/LTD).....	75
Social Security & Medicare.....	75
Wellness Program & Incentives.....	76
Workers' Compensation & Hazardous Duty.....	76
Leaves of Absence.....	77
Civic Responsibilities.....	77
Family and Medical Leave Act (FMLA).....	78
General Leave of Absence.....	82
Military Training & Leave of Absence.....	83
Other Legally Required Leaves.....	84
Paid Leave.....	84
Bereavement Leave.....	84
Extended Sick Leave Bank (ELSB).....	85
Holiday Pay.....	86

Parental Leave	87
Paid Time Off (PTO)	88
PTO Conversion Option (Sell Back Days)	90
PTO Donation Program	91
Payroll.....	91
Payday & Pay Periods	91
Pay Deductions & Garnishments	92
Payroll Administration.....	92
Timekeeping	93
Retirement	93
Defined Benefit Pension Plan	93
Defined Contribution Retirement Plan (401a).....	94
Deferred Compensation Plan (457 Plan)	94
Retiree Health Benefit	95
Retiree Reimbursement Benefit.....	95
Other Benefits.....	95
Employee Assistance Program (EAP)	95
Employee Recognition.....	99
Georgia College Savings Plan (529 Plan).....	99
Tuition Reimbursement Program.....	99
Appendix	102
Appendix A – Acknowledgement of Receipt	102
Appendix B – E-Verify.....	103
Appendix C – FMLA.....	104
Appendix D – Summary of Benefits.....	105

MISSION STATEMENT

To make a positive difference in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens.

OUR CORE VALUES

The City has identified shared values that are at the core of every decision, action, and policy we make. They are the bedrock on which our organization stands and serve as a guide with respect to our actions and the City's expectations of its employees.

Excellence: We believe expectations are the starting point; not the destination. Every member of the City of Alpharetta Team shall be dedicated to the pursuit of continuous improvement in our results and how these results are achieved.

Stewardship: The citizens of Alpharetta have entrusted to us public resources and empowered us to protect, invest, and leverage them for the good and betterment of the community. We shall do so in a manner that reflects the highest ethics, exacting standards, and unwavering principles.

Integrity: The trust of the public is the foundation of our ability to conduct the business of local government and realize the City's mission. Every member of the City of Alpharetta Team shall maintain her or his reputation for honesty, straightforwardness, fair dealing, and a sincere desire to serve in the best interest of the community and citizens of Alpharetta.

Service: The City of Alpharetta is committed to efficient, effective, and responsive service delivery that makes a positive difference in the community and the lives of those we serve. We shall proactively address issues and pursue opportunities, act with humility, and deliver more than what is expected.

Loyalty: Through our every word and action we shall serve, protect, and promote the community and citizens of Alpharetta; advance the City's mission; and support and work in unity with those with whom we serve.

PURPOSE OF THE HANDBOOK

The City of Alpharetta ("City") has developed this Employee Manual and Benefits Handbook ("Handbook") to communicate City's policies, rules, regulations, and procedures applicable to all City employees. The Handbook is designed to acquaint you with our City and to answer many questions regarding your employment with us. Employees are required to be familiar with the Handbook and adhere to all its sections. All employees must acknowledge receipt of the Handbook upon hire and periodically throughout the course of employment. Keep in mind, business conditions change, and this Handbook is only a summary of the employee benefits, personnel policies, and employment rules that are in effect at the time the Handbook is published.

This Handbook does not create an "employment contract" or other contractual rights or in any way alter the employment-at-will doctrine under which all employees are employed. Employment-at-will means that either the employee or the City can terminate the employment relationship at any time and for any reason. Although the City intends that the benefits, policies and regulations outlined in this Handbook will generally remain in effect, the City reserves the right to, at any time, amend, curtail or to otherwise revise the content of this Handbook.

This Handbook applies to all employees. However, where it conflicts with any contract, such as insurance summary plan descriptions, that contract shall control.

This City Handbook supersedes all prior City Handbooks or personnel policies and may be changed from time-to-time as necessary.

Human Resources ("HR") is the authority responsible for this Handbook. City departments may issue policies to address particular needs of the department, provided those policies are first reviewed and approved by HR and in certain cases approved by the City Council. You must follow all applicable departmental policies and read those departmental policies in conjunction with this Handbook. Departmental policies may be more restrictive (but not less restrictive) than those contained in this Handbook. **Violations of this Handbook, the City's Code of Ethics and Conduct, or any other Department policies may result in disciplinary action, up to and including immediate termination.**

Questions about the information contained in this Handbook should be directed to your immediate supervisor or HR. The City recognizes employees are its most important asset and appreciates their efforts and contributions in making Alpharetta a wonderful place for its citizens and visitors. For this reason, the City strives:

- To promote an environment of courteous and efficient responsiveness to the public on the part of all employees.

- To provide all employees an opportunity to discuss department concerns through open door communications with HR or the City Administrator.
- To promote a healthy, encouraging and inspirational work environment and assist employees develop to their full potential and to utilize that potential in the most effective manner.
- To fully embrace the principle of Equal Employment Opportunity, ensuring all City policies, practices and programs are inclusive, and equally applied.
- To ensure compliance with all federal and state employment laws.
- To provide equitable and competitive compensation (wages and benefits) consistent with the City's economic ability.
- To encourage effective and efficient work performance from employees within the framework of reasonable work assignments.
- To maintain reasonable hours of work and provide safe conditions and healthy work environment.
- To communicate with all employees regarding matters which affect them in their work and future career with the City.
- To achieve the highest possible standards of public administration through sound HR practices.

EMPLOYEE RELATIONS PHILOSOPHY

Employees make our City strive. We are committed to attracting and retaining quality and talented employees like you. To accomplish this, we are committed to maintaining a competitive wage, benefit program and a positive and healthy work environment for all. We want to make our workplace as pleasant, inspiring, and rewarding as we can. Most importantly, we want you to feel free to talk with us at any time to provide your ideas and suggestions and trust your concerns will be heard.

Our success over the years is largely due to the way all levels of the organization work together. City employees are non-union, and this status allows us to treat each employee as an individual and to deal directly with you rather than through a third party who has no real stake in our City or the well-being of individual employees.

The City strives to maintain an "open door" policy of communications, whereby employees are free to ask questions, make suggestions and voice concerns, in a respectful manner, to each other, or to any level of management. The City encourages employees to come forward with questions about City policies or any other aspect of employment. Employees should first discuss questions with a supervisor who has primary

responsibility for resolving employee concerns and who has frequent knowledge of operational issues to address a solution. Supervisors, however, do not have the authority to amend or alter the administration or enforcement of personnel policies, and further personnel policy questions can be addressed with HR. The goal of this process is to afford due consideration of issues, concerns or suggestions and promote satisfactory resolution.

ETHICS & CONDUCT

The City is a “Certified City of Ethics.” The City’s Code of Ethics and Conduct is published in the municipal code and restated below. You must comply with the Code to the extent it impacts your job duties.

Act in the Public Interest: Recognizing that stewardship of the public interest must be their primary concern, employees will work for the common good of the people of the City and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City.

Comply with the Law: Employees shall comply with the laws of the United States, the State of Georgia, and the City in the performance of their duties. These laws include but are not limited to: The United States and Georgia constitutions; laws pertaining to conflicts of interest, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

Conduct of Employees: The professional and personal conduct of employees must be above reproach and avoid even the appearance of impropriety. Employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of members of council, boards and commissions, the staff or public. Employees should maintain a reputation for serving equally and impartially all members of the City Council. To this end, employees should not engage in active participation in City election campaigns.

Respect for Processes: Employees shall perform their duties in accordance with the processes and rules of order established by the City Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

Conduct at Public Meetings: Employees shall prepare themselves for public issues and meetings; listen courteously and attentively to all public comments and decisions; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not related to the business of the body, or otherwise interfering with the orderly conduct of meetings.

Decisions Based on Merit: Employees shall base their decisions on the merits and substance of the matter at hand.

Communication: Employees shall publicly share substantive information that is relevant to a matter under consideration by the council or boards and commissions which they may have received from sources outside the public decision-making process.

Conflict of Interest: In order to assure their independence and impartiality on behalf of the common good, employees shall not use their official positions to influence government decision in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. Where a conflict exists, an employee shall disclose the conflict and excuse themselves from participating in deliberations and decision-making regarding such matters.

Gifts and favors: No employee shall solicit or accept anything of value if it could reasonably be considered to influence the employee in the discharge of official duties. This prohibition shall not apply to an occasional nominal non-monetary gift, admission to a breakfast, lunch, dinner, function or event, or honorary or ex-officio memberships in civic organizations. For purpose of this policy, the term “nominal” shall mean having a value of less than \$20.

Confidential information: Employees shall respect the confidentiality of information concerning City property, personnel or proceedings of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

Use of public resources: Employees shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purpose. Employees shall not utilize the City’s name or logo for the purpose of endorsing any business or for any purpose that is not related to the activities or efforts of the City.

Representative of private interests: In keeping with their role as stewards of the public interest, employees shall not appear on behalf of the private interests of third parties before the council or any board or commission, or proceeding of the City, nor shall employees appear before the council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

Advocacy: Employees shall represent the official policies or positions of the City Council, boards and commissions to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, employees shall explicitly state they do not represent the City and will not imply that they do.

Independence of boards and commissions: Because of the value of the independent advice boards and commissions provide to the public decision-making process, employees shall refrain from using their position to influence unduly the deliberations or outcomes of board and commission proceedings.

Positive workplace environment: Employees shall support the maintenance of a positive and constructive workplace environment for all City employees and for citizens and businesses dealing with the City.

PART 1 – EMPLOYEE MANUAL

This section discusses your responsibilities to the City as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. Compliance with these policies will help ensure efficient, productive, and pleasant atmosphere for you, your co-workers, and the ones we serve.

COMMUNICATIONS

COMMUNICATION DEVICES

The City will provide cellphones and smartphone devices to employees and elected officials for business purposes, to be used as communications and computing tools including text messaging. Since their use and locally stored data may be subject to the State's Public Records Laws, there should be no expectation of privacy. Each user is responsible and accountable for the content and use of these tools. Should a personal device be used for business purposes, the employee must comply with public records laws including archival of data.

As a City employee or elected official, you are eligible to have a City cellphone or smartphone device if a valid City business purpose is identified and meets specific service criteria. However, due to financial constraints, meeting these criteria by itself does not guarantee participation. The cell phone and smartphone device administrator will process approval requests for these devices and related services.

Criteria for issuance/approval are as follows:

- Elected Official: Requires ready access to City management and citizens in the conduct of your official duties.
- Management: In a managerial role and a critical component of the job responsibilities is to be in contact with staff, citizens, or other management.
- Work Location: The job often takes the employee away from their primary work location to complete work assignments.
- Emergencies/Public and Personal Safety: Participates in the emergency response activities and could be called upon to solve critical issues that may arise during the day, or when possession of a cell phone or smartphone device may be necessary for an employee's personal safety.
- On-Call: The employee is either on call or expected to respond to problems during non-business hours.
- Efficiency: Wireless phones and other wireless communication equipment should be provided to improve customer services and to enhance service efficiencies.

These devices may not be connected to the Internet, data network, or e-mail without review and approval from the department head and appropriate Information Technology Department contact.

City-owned cell phones and smartphone devices should be used primarily for business. There may be occasional instances where personal use is necessary.

City owned smartphones (those with data plans) and digital tablets will be remotely managed by the Department of Information Technology. City users of these devices shall register their devices when requested, and to make no attempt to remove or alter profile or configuration settings pushed to their phones or digital tablets.

No City owned communication device is to be used outside the continental United States without prior permission from the users' Director or in the event of an emergency (just having your communication device turned on may incur roaming charges). If a Director approves such use by an employee, said Director shall immediately notify the Director of Information Technology of the approval. Employees who use their assigned communication device outside the continental United States may be required to pay for the international roaming charges at the discretion of the City.

No communication device that connects to the City network or receives Exchange information is to be altered or have its operating system replaced by using third party software.

The use of mobile communication devices while operating a motor vehicle is a violation of Georgia law. If communication is necessary, employees are required to drive safely out of the flow of traffic and stop the vehicle before using the communication device. While certain City vehicles may be approved for hands-free communication devices, no personal calls may be answered while operating a City vehicle or City equipment or driving on City business. The only exception to this policy shall be for law enforcement personnel actively engaged in law enforcement activities requiring secure communications (i.e. situations in which use of radio communications would compromise the law enforcement activity or compromise officer safety).

If you are responding to or working on an emergency scene as part of your job duties for the City, you may only use a personal communication device (including any recording or photo functions) if essential to the performance of your City job duties. You must use a City-owned device if at all possible, to do so.

ELECTRONIC COMMUNICATIONS

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using City communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, smartphones (including

Androids, iPhones and similar devices), telephones, cellular phones, including those with cameras, Internet access, and back-up storage, and information on a memory card, flash drive, or any other type of storage device. Given the degree of electronic devices and technology available, no list of electronic communications will be complete. In the remainder of this policy, all of these communication devices are collectively referred to as *Systems*.

Consent: Use of any City System is express consent to the terms of this and all other City policies as well as consent for the City to access, monitor, review, print, and distribute any communication contained in the Systems.

Acceptable Uses of Our Systems: Employees may use our Systems to communicate internally with co-workers or externally with citizens, suppliers, vendors, advisors, other business acquaintances, and the general public for business purposes. To maintain the efficiency of employees and our system, an employee must obtain Department Director pre-approval prior to sending bulk email to the “All Network Employees” distribution list or to all employees on the network.

City Control of Systems and Electronic Communications: All Electronic Communications contained in City Systems are City records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the City. The Systems and Electronic Communications are accessible to the City at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private.

The City’s right to use, access, monitor, record and disclose Electronic Communications created by any employee without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks. Even items that have been “deleted” can be traced and recovered.

Temporary, seasonal employees or volunteers working for the City will not be allowed direct access to City Systems. At the discretion of the Director of Information Technology, an exception can be made on a temporary basis for a temporary, seasonal employee or volunteer of the City at the request of a Department Director citing the need for the individual to have access to City Systems to perform necessary work for City purposes. All of the requirements cited in the Electronic Communications of this Handbook are applicable to the non-permanent employee or volunteer who uses City Systems.

Personal Use of Our Systems: City-owned cell phones and smartphone devices should be used primarily for business. There may be occasional instances where personal use is necessary. Personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the City at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, you should not use our Systems for communication or information that you would not want revealed to third parties.

Use of Employee-Owned Devices: You may own various types of personal electronic devices such as earphones, music players, video devices, cell phones, etc. You may only use such items during working time in a manner appropriate for your job duties and expected productivity and professionalism. Generally, earphones, music and video players present a work distraction, its use is perceived as unprofessional, and it should be avoided during work time. Given the extent of devices and technology available, no list of unprofessional conduct will be complete, and you should know that the City may prohibit the use of any device at any time. The City expects you to be focused on working, working safely, appearing professional at all work times, and being as productive as possible.

Confidential Information: Confidential and/or proprietary information may only be used on City Systems. Confidential and/or proprietary information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval. Confidential information does not include your wages, hours or working conditions.

Prohibited Uses of Our Systems: You may not use our Systems in a manner that violates City policies, including, but not limited to No Harassment, Equal Employment Opportunity, Confidential Information, Business Records, and No Solicitation. You may not use our Systems in any way that unreasonable compromises your productivity or the overall integrity or stability of the City's Systems or would be considered obscene or offensive. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons or jokes, propositions or love letters, ethnic or racial slurs, or any other message or image that may be in violation of City policies.

In addition, employees shall **not** use our Systems:

- To download, save, send or access any material which may be considered defamatory, discriminatory or obscene.
- To download, save, send or access any music, audio or video file unless necessary for business.
- To download anything from the internet (including shareware or free software) without the advance written permission of the Director of Information Technology or his or her designee.
- To download, save, send or access any site or content that the City might deem "adult entertainment".
- To text message or instant message for non-business purposes on our System on working time.
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or Systems of the City or any other person or entity.
- In connection with any infringement of intellectual property rights, including but not limited to copyrights.
- In connection with the violation or attempted violation of any law; and
- To transmit sensitive or confidential or client material, such as pricing information or trade secrets.

Devices and Software: Employees or others shall not attach privately owned devices to the City computer networks, or to any City-owned systems. This includes printers, mobile devices, and any device that can be connected with a USB/Serial connection. If you believe you have extenuating reasons for connecting a privately owned device, you must obtain approval from your Department Director who, in turn, will secure the permission of the Director of Information Technology.

Likewise, no personal software of any kind can be loaded on City-owned equipment or systems. Only software purchased and provided by the City can be installed. If you believe you have extenuating reasons for installing your own software, you must obtain approval from your Department Director. The Department Directors must contact the Director of Information Technology prior to granting approval for a personal device or personal software.

Electronic Forgery: An employee shall not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the person and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available and known to the City. Employees shall not install password or encryption programs without the written permission of our Director of Information Technology or her/his designee. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to Electronic Communications. The City will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution**. Where appropriate, the City may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. The City will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

Questions: If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your Department Director for clarification in advance of using our system.

NO-SOLICITATION – NO DISTRIBUTION – BULLETIN BOARDS

Solicitation either verbal or electronically by employees for any purpose (e.g., for money, goods or services, including selling products, or to contribute to, join, or support any organization, endeavor, or project) is not permitted during work time.

Distribution or circulation of literature or printed material by employees is not permitted during work time. Distribution or circulation of such material will not be permitted at any time (whether work or non-work time) in work areas as defined by the Department Director.

“Work time” refers to that portion of any workday during which the employee engaged in solicitation or distribution and or/the employee being solicited or receiving the distribution is supposed to be performing any actual job duties. It does not include other, duty-free periods of time, such as lunch or break periods.

“Work areas” refers to areas of City property where employees normally perform work, or where work is in fact being performed.

Solicitation and the distribution of literature by non-employees on City property is strictly prohibited.

Bulletin Boards: The City maintains bulletin boards at various locations as an important information source. These bulletin boards are to be used solely to post information approved by the City regarding City policies, governmental regulations, and other matters of concern to all employees which are related to the employees’ employment by the City.

Please form a habit of checking the bulletin boards daily so that you will be familiar with the information posted there. Only the City Administrator, Department Directors or their designees can post notices on the bulletin board. Employees cannot post notices on the bulletin board and must not remove, deface or damage materials posted by the City.

SOCIAL NETWORKING & ELECTRONIC MEDIA

The following is the City of Alpharetta’s social networking and electronic media policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain. This policy is not intended to prohibit or chill employee rights protected by Section 7 of the National Labor Relation Act.

Personal Use of Social Media:

1. Social media activities must not interfere with work duties and responsibilities. Please refer to the “Electronic Communications” section of the Employee Handbook for additional restrictions regarding personal use of City of Alpharetta systems.

2. The online presence of employees reflects upon the City of Alpharetta. Be aware that your actions captured via images, posts, and / or comments can impact the public's view of you and of the City of Alpharetta and can impact the ability to effectively carryout the business of the City.
3. Do not reference or site City of Alpharetta officials, citizens, vendors, customers, or partners without their expressed written consent. Please refer to the "Confidential Information" and the "Ethics and Conduct" section of the Employee Handbook for additional restrictions and guidelines.
4. At no time may the City of Alpharetta logo or other trademarked images be used.

Violations of these policies and / or any online activity that interferes with the ability to conduct the business of the City of Alpharetta may result in disciplinary action up to and including termination of employment.

Use of Social Media for Official Communications and Business: City of Alpharetta departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of City goals and objectives. City officials and City organizations have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting City business. Social media facilitates further discussion of City issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

Definitions:

For the purpose of this City of Alpharetta Policy Regulating the Use of Social Media for Official Communications and Business, the following terms are defined as provided below:

- Social Media: Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, RSS, YouTube, Twitter, LinkedIn, Instagram, Nextdoor, etc.
- Blog: (an abridgment of the term web log) is a City of Alpharetta website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- City of Alpharetta author: An authorized City of Alpharetta official that creates and is responsible for posted articles and information on social media sites (see definition of "Article" below).
- Article: An original posting of content to a City of Alpharetta social media site by a City of Alpharetta author (see definition of "Author" above).
- Commenter: A City of Alpharetta official or member of the public who submits a comment for posting in response to the content of a particular City of Alpharetta article or social media content.
- Comment: A response to a City of Alpharetta article or social media content submitted by a commenter.

- City of Alpharetta moderator: An authorized City of Alpharetta official, who reviews, authorizes and allows content submitted by City of Alpharetta authors and public commentators to be posted to a City of Alpharetta social media site.

Policy:

The use of social media as a tool for official communication by City of Alpharetta officials and representatives shall adhere to the following rules and guidelines:

1. All City of Alpharetta social media sites shall be:
 - A. Approved by the Assistant City Administrator and the requesting Department Director; and
 - B. Published using approved City social networking platform and tools; and
 - C. Administered by the City Office of Public Information or their designee. Designees can be any department employee or volunteer designated by the requesting Department Head and approved by the Assistant City Administrator that has a complete understanding of this policy and has appropriate content and technical experience.
2. All City of Alpharetta social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all City records retention and other applicable policies.
3. City of Alpharetta social networking sites are subject to Georgia Open Records Laws. Relevant City of Alpharetta and Georgia records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved City platforms and tools.
4. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
5. Content submitted for posting that is deemed not suitable for posting by a City of Alpharetta social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content based on the criteria in Policy: Item 8 of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
6. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
7. Each City of Alpharetta social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official City of Alpharetta website site for forms, documents and other information.

8. City of Alpharetta social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - A. Profane language or content.
 - B. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - C. Sexual content or links to sexual content.
 - D. Solicitations of commerce.
 - E. Conduct or encouragement of illegal activity.
 - F. Information that may tend to compromise the safety or security of the public or public systems; or
 - G. Content that violates a legal ownership interest of any other party
9. All City social networking moderators shall be trained regarding the terms of this City of Alpharetta policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
10. All social networking sites shall clearly indicate they are maintained by the City of Alpharetta and shall have City of Alpharetta contact information prominently displayed.
11. Where appropriate, City Information Technology security policies shall apply to all social networking sites and articles.
12. Employees representing the City government via social media outlets must conduct themselves at all times as a representative of the City and in accordance with all human resource policies.
13. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Blog Standards:

Comments submitted by members of the public must be directly related to the content of the articles. Submission of comments by members of the public constitutes participation in a limited public forum. City of Alpharetta blog moderators shall allow comments that are topically related to the particular article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy: Item 8 above.

1. Author and Commenter Identification
 - A. All City of Alpharetta blog authors and public commentators shall be clearly identified. Anonymous blog postings shall not be allowed.
 - B. Enrollment of public commentators shall be accompanied by valid contact information, including a name, address, and email address.

2. Ownership and Moderation
 - A. The content of each City of Alpharetta blog shall be owned by and the sole responsibility of the department producing and using the blog.
 - B. Documents and articles submitted to a City of Alpharetta blog shall be moderated by an authorized and trained blog moderator.
3. Blog Comments & Responses
 - A. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a City of Alpharetta blog.
 - B. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.
 - C. The linked content of embedded hyperlinks within any City of Alpharetta blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall be accompanied by a disclaimer stating that the City of Alpharetta guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto.

Employee Guidance for Official Participation in Social Networking:

The City of Alpharetta understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees that choose to participate in social networks in their official capacity as a City employee shall adhere to the following guidelines:

- City policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of your City e-mail address and communicating in your official capacity will constitute conducting City business.
- City employees shall secure the written permission of their Department Director and the Assistant City Administrator prior to creating a social networking site or service to conduct City business.
- Departments have the option of allowing employees to participate in approved, existing (see Employee Guidance for Participating in Social Networking: Item 2) social networking sites as part of their job duties. Department Directors may allow or disallow employee participation in such social networking activities in their departments.
- Protect your privacy, the privacy of citizens, and the information the City holds. Follow all privacy protection laws, (e.g. HIPPA) and protect sensitive and confidential City information.
- Follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City or your functional area.

- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Correct your mistakes, and don't alter previous posts without indicating that you have done so. Frame any comments or opposing views in a positive manner.

Add value to the City of Alpharetta through your interaction. Provide worthwhile information and perspective.

COMPENSATION

ACTING PAY

Employees assigned to an acting status are not eligible for any additional benefits or compensation afforded the position they are acting for. In the event it is necessary to place an employee in an acting position for a period of time greater than 14 calendar days, the Department Director may grant a temporary acting pay rate if it is determined to be in the best interest of the City.

ADDING NEW POSITIONS TO THE PAY PLAN

In order to achieve the goals and objectives of the organization, it is sometimes necessary to add new classifications or to modify the organizational structure. This often results in responsibilities being redistributed.

The evaluation of new positions for placement in the appropriate pay grade will be done at the beginning of the recruitment process. The HR Department will conduct an evaluation process to determine at which pay grade the new position should be placed. The process will include the development of a job description, the completion of a job analysis questionnaire by the supervisor, and the evaluation of the position using the City's formal job evaluation tool. All new positions must be approved by the City Administrator.

APPOINTMENT RATE

New hires will generally be offered a salary in the first quartile of the pay grade.

In certain circumstances, when determining the appropriate salary for the candidate, Department Directors are authorized to offer up to 90% of the midpoint of the pay grade classification assigned by HR. The determination will be based, and justified, upon candidate's education, experience, knowledge, skills, and abilities. Directors will be required, however, to provide written justification for any salary above 20% of the position minimum and secure approval from HR before offers are made.

New hire salaries will also take into consideration the compensation of current employees in similar jobs in the City as well as the new employee's relevant education and experience. New hire compensation will be determined by the Director of HR in consultation with the Department Director. Compensation above the midpoint of the grade will also require approval of the City Administrator.

DEMOTIONS

Demotions are defined as a non-voluntary assignment to a position in a lower rank and/or pay grade. Should an employee be demoted, their adjusted salary will be determined on a case by case basis by the HR Department in consultation with the Department Director. Absent approval from the City Administrator, the new salary will not be less than the minimum or exceed the maximum of the new pay grade assignment.

EQUITY ADJUSTMENTS

From time to time, it may be necessary to adjust an employee's compensation in order to correct internal compensation inequities. Equity adjustments may be necessary in order to appropriately differentiate compensation between new hires and long-term employees, supervisors and subordinates, and/or similar situations.

Equity adjustments will be carefully evaluated for the impact on the employee, the supervisor, subordinates, and similarly classified positions. All equity adjustments must be approved by the Director of HR and the City Administrator.

EMPLOYEES PAID OUTSIDE PAY GRADE

It is possible that an employee may be found to be paid below the minimum of their pay grade or above the maximum due to changes in market conditions. If an employee's pay is below the minimum of their pay grade, their pay will be adjusted up to the minimum as soon as practical. If an employee's pay falls above the maximum of their pay grade, their pay will be frozen until such time as market conditions increase the pay grade maximum above their current pay.

PAY FOR PERFORMANCE

Movement through the pay grade will be based on performance. Increases will be calculated based upon the budget and employee performance ratings. Performance based salary adjustments within a pay range are typically awarded at the beginning of the City's Fiscal Year of each year. Employees must have at least 6 months of service to be considered for an adjustment.

In the event an employee is currently earning at or in excess of the maximum base-pay compensation applicable to the relevant position, any performance-based pay increase shall not be added to base pay, but rather shall be paid in a lump-sum.

In the event that an employee is currently earning near the maximum base-pay compensation and a proposed performance-based compensation adjustment would increase the employee's base-pay compensation above the relevant pay range for the employee's position, then: a) the employee's base-pay shall be increased to the maximum of the applicable range; and, b) any remaining portion of the performance-based pay increase shall be paid out in an lump-sum.

PROMOTIONS

A promotion is defined as a non-temporary assignment to a position in a higher pay grade. Typically, when an employee is selected for a promotion, their rate of pay will be assigned in the new grade at a rate at least 5% higher than their previous rate of pay.

In certain circumstances, when determining the appropriate salary for the candidate, Department Directors are authorized to offer up to 90% of the midpoint of the pay grade classification assigned by HR. The determination will be based, and justified, upon candidate's education, experience, knowledge, skills, and abilities. Directors will be required, however, to provide written justification for any salary above 20% of the position minimum and secure approval from HR before offers are made.

Promoted employees will not be assigned at a rate of pay below the minimum or above the maximum of the new grade. All promotions and the initial salary level in the new position require approval of the Director of HR and City Administrator.

The City makes every effort to promote and fill open positions from within whenever possible. If you are interested in a different position within the City, be sure to let HR and your Department Director know well in advance. You do not need to wait for an opening to share this information with us. Be sure to keep HR and your Department Director informed about your professional development and your career goals.

You will need to formally apply for an open position for which you are qualified. Please check the City's website at www.alpharetta.ga.us/government/departments/human-resources/current-openings for information about open positions. Internal candidates will participate in the recruitment process in the same manner as outside applicants. Please see *Hiring & Selection*, for more information.

REASSIGNMENTS

Voluntary acceptance of a reassignment to a position having a lower assigned pay grade shall result in the employee's salary being set at a rate of pay within the new pay grade. Should an employee be reassigned, their adjusted salary will be determined on a case by case basis by the HR Department in consultation with the Department Director.

Absent approval from the City Administrator, the new salary will not be less than the minimum or exceed the maximum of the new pay grade assignment.

RECLASSIFICATION

A reclassification is defined as a situation where a job's duties, responsibilities, and level of authority in the organization have changed significantly. Department Directors may, at their discretion, request HR to re-evaluate the classification of a position if, in their opinion, the job has changed significantly. Changes in the volume of work that do not result in a significant change to the nature of the job will not be considered for re-evaluation. The process for re-evaluating jobs will be consistent with the process for evaluating new jobs.

In the case of a reorganization or redistribution of duties and responsibilities, duties added to one job may be accompanied by a reduction in responsibilities to another job. Reclassifications and changes in pay grade assignments will be made both upward and downward. All reclassifications must be approved by the Director of HR and City Administrator.

TRANSFERS

A transfer is defined as the movement of an employee from a position in one pay grade to a different position in the same pay grade. If an employee is awarded a transfer, they may retain the same rate of pay regardless if the transfer entails a change of department or division. Pay increases will only be awarded based upon experience and qualifications directly related to the new position.

DISCIPLINE & GRIEVANCE PROCEDURE

DISCIPLINE PROCEDURE

It is the expectation and responsibility of all City employees to conduct their day-to-day activities in a businesslike manner, within established rules of good conduct and professionalism while adhering to the City's core values. Violations require appropriate action by supervisory personnel as specified in this and other sections of this Handbook. The City strives to ensure consistent application of discipline procedures and fair treatment of all employees.

When deemed appropriate, the City will attempt to counsel and coach employees before taking any disciplinary action up to and including terminating employment. Depending on the circumstances, it may be appropriate to counsel an employee regarding his or her performance deficiencies or conduct versus issuing disciplinary action. In those situations, if the counseling does not result in an improvement or the misconduct continues, disciplinary action may be taken to address the issue.

The following disciplinary actions are generally used by the City when needed to correct employee conduct or performance. However, nothing stated herein limits the discretion of the City to impose any level of discipline within the "at-will" employment relationship between the City and its employees.

The forms of discipline include the following:

- Oral Reprimand – This action documents a serious discussion between the supervisor and employee. The supervisor will document the specific reasons for reprimand and steps to be taken to correct the issue.
- Written Reprimand – This action is generally used in response to conduct that a supervisor deems to be a more serious violation or where an oral reprimand has not resulted in a satisfactory change in the employee's performance. This action is typically the final warning issued before a suspension without pay is imposed.
- Suspension – When deemed appropriate by the City or when a reprimand has already been issued, an employee may be suspended without pay. Suspensions will be based on the normal full work shift of the employee and must be served concurrently and on scheduled workdays. As a compliance with FLSA regulations, exempt employees may only be suspended in full week increments.
- Termination – Termination from employment is issued where conduct or performance has not improved to a satisfactory level after counseling and disciplinary actions, or where the circumstances and severity of the offense warrant termination.

Any disciplinary action must be reviewed by the HR Department. HR also serves as an advisory to supervisors in disciplinary cases. Disciplinary action at the level of Suspension or Termination must receive prior approval from the Director of HR. Employees in their introductory period may be disciplined at any level, up to and including termination.

The following list of unacceptable actions/behaviors has been developed and may serve as the basis for any level of discipline. While specific, this list is not intended to be all-inclusive. Any serious misconduct may result in disciplinary action, up to and including termination from employment.

- Poor work performance or inefficiency.
- Unacceptable attendance (absence or tardiness).
- Loafing or sleeping on the job. (Excludes firefighters assigned to a 24-hour shift to the extent permitted by department work rules).
- Unauthorized absence from the work area on a scheduled workday.
- Any conduct inconsistent with good customer relations found offensive to the general public or other employees.

- Threatening, intimidating, assaulting or coercing another employee.
- Creating unsafe or unsanitary work conditions.
- Refusal to cooperate or provide truthful information during an officially sanctioned investigation.
- Disregard for one's appearance, attire or personal hygiene.
- Inducing another employee to violate any City policy or department rules and regulations.
- Violations of City policy or department rules and regulations.
- Negligence in the performance of work duties.
- Negligent or deliberate waste or damage of City property.
- Failure to comply with established safety rules.
- Using City time for political activities.
- Misuse or illegal use of City equipment or tools including but not limited to telephones, computer systems, copiers, printers, vehicles, or machinery.
- Unauthorized solicitation or distribution by an employee during work hours.
- Failure to report the use of prescription drugs that may impair the employee's ability to perform work safely.
- Failure to report an accident involving damage to City property or the property of others, or from which injuries to employees or to others have resulted.
- Failure to report an incident or situation that could result in injury to persons or damage to property.
- Activity that may constitute a criminal offense or violation of a City ordinance which inhibits the employee from performing their duties, reflects negatively on the image of good public service, or damages the credibility of the employee in the performance of their responsibilities.
- Falsification or misrepresentation of records or information, including timesheets, medical and insurance forms, employment applications, purchase orders, employment records, and other documents and materials.
- Insubordination - refusal or disregard for a supervisor's instructions.
- Consumption, possession, manufacture, or being under the influence of alcohol or controlled substances while on duty or upon reporting to duty.

- Theft or attempted theft.
- Unauthorized possession or removal, attempted possession or removal, or purposeful misplacement of any City property or property of employees, customers, or the general public.
- Violations of the City's policies against discrimination, harassment, bullying, or retaliation.
- Creating or contributing to workplace harassment of other employees.
- Abuse or unauthorized use of any City computer system, information technology, or electronic communication tools.
- Unauthorized access or possession of confidential information.
- Unauthorized possession or use of City records or property.
- Violations of the City's workplace violence policy.
- Violation of the City's smoking policy.
- Violations of the City's social media policy.
- Violating confidentiality expectations.
- Unauthorized disclosure or inappropriate use of City confidential information, including but not limited to business, customer, employee, or City resident personal information.
- Fraudulent use or misuse of bereavement, disability benefits.
- Filing a fraudulent Workers' Compensation claim.
- Unauthorized possession of a weapon, explosives, firearms, or harmful objects, while on City property.
- Gambling or conducting games of chance on City time or on City property, including athletic event pools.
- Use, sale, transfer or possession of narcotics or illicit drugs, while on duty.
- Intentional or negligent violation of any safety rule that is designed to protect City property, residents, employees or the community.
- Dishonesty.
- Refusal to comply with a request for drug screening or alcohol testing where reasonable suspicion exists or where required by state or federal laws.

- Refusal to contact EAP in a timely manner following a mandatory referral, or failure to remain in compliance with the treatment as directed.
- Deliberately creating a hazardous work situation.
- Working overtime or additional hours outside of the normal schedule for non-exempt employees without first having the overtime or additional hours authorized and pre-approved by the Department Director or their designee.
- Failure of supervisory employees to adhere to or implement City policies (e.g., FMLA, restricted duty requirements, discrimination and harassment policies, etc.).
- Engaging in conduct, on duty or off, which reason, morals, or common sense indicate to be wrong and not in the best interest of the City, its residents, or employees, or that is or could be detrimental to the City or the City's relationship with its customers, residents, or employees.
- Boisterous or disruptive activity in the workplace.
- Revocation or suspension of an employee's license or certification which is a requirement of their position.
- Violations of other rules and policies not specified.

PROBLEM-SOLVING PROCEDURE (GRIEVANCES)

Most employees have had a question or problem concerning their job at one time or another. If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us about it.

The "Problem-Solving Procedure" offers employees the freedom to discuss anything they wish with the appropriate officials. These discussions might include but are not limited to discipline, termination, transfer, suspension, promotion, demotion or any other terms and conditions of employment. Follow the procedure below if you believe that a City policy may have been violated or if you have a concern about an employment process or decision. Whenever you have a problem, it usually can be resolved by following these steps.

1. First, discuss any concern with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily. This informal process often will resolve the issue.
2. If you are not satisfied after you speak with your supervisor, or if you feel that you cannot speak to your supervisor, contact your Department Director. Ideally, you should contact your Department Director in writing within ten (10) business days of

the event or your supervisor's response. The Department Director will respond to you as soon as is reasonable under the circumstances.

3. If you still are not satisfied after working with your Department Director, or if you feel you cannot work with your Department Director on a resolution, you should submit a written statement to the Director of HR. If the statement is appealing the decision of your Department Director, it must be submitted within ten (10) business days of the issuance of your Director's decision. The Director of HR or designee will issue a response as soon as is reasonable under the circumstances.
4. For termination events only, if you still are not satisfied after working with the Director of HR, you may, within ten (10) business days of the issuance of the Director of HR's decision, submit a written statement to the City Administrator. The City Administrator will respond to you as soon as is reasonable under the circumstances. The City Administrator's decision is final.

At any step in the process, City officials will investigate the circumstances to be able to make an informed decision.

NOTE: Due to the serious nature of harassment, discrimination, and retaliation, you must voice your concerns or complaints about such behavior to the individuals listed above in the Non-Discrimination & Anti-Harassment Policy in this Handbook.

EMPLOYMENT

BASIC WORK RULES

The City's most important rule is to use "good sense" at all times, and while there are policies and rules governing the conduct and performance of employees, basic work rules were also established in order to provide clear expectations.

Attendance, Absenteeism or Tardiness: The efficient operation and success of the City and its departments, is largely dependent upon an employee's consistent and regular attendance. Every employee plays an important role in our operation, absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report promptly at the designated starting time ready to begin your assigned duties. Excessive absenteeism or tardiness will not be tolerated. For more information see "Work Schedule – Attendance, Absenteeism & Tardiness".

Breach of Confidence or Security: Confidentiality is extremely important in order to maintain the public and community's trust. Because of the nature of City business, you may be exposed to or have access to information that may be considered of a private and/or confidential in nature and which would not commonly be available to the general public. Such information includes, but is not limited to, social security numbers, credit card account information, customer account and/or financial information, protected medical information, and information protected under "attorney/client privilege" or orders of the court.

Do not allow confidential information to remain in plain view or discuss issues with anyone who does not have a need to know. All City employees have a responsibility to safeguard the confidentiality of individual residents and fellow employees. Employees should be aware of what is discussed openly, where it is discussed and with whom it is discussed. The City will not tolerate the unauthorized release or disclosure of such information.

No employee shall release confidential or sensitive work-related information to the public or to co-workers at any time, by any means, whether electronically or otherwise, for any reason, unless the employee has been specifically authorized to release the information. Similarly, employees shall direct all media inquiries to the Assistant City Administrator, Department Directors or their designee. Employees are not authorized to comment to the media or public on behalf of the City or disclose internal matters that involve the operations and management of the City and its departments that are not of public importance or concern, except as authorized by the City Administrator or Department Director.

Conflict of Interest: You must not engage in activities that are or create a conflict of interest or the appearance of such a conflict. We prohibit employees from transacting any business that competes with the City. If you think that you may have such a conflict, you must notify HR immediately. Conflicts of interest may include:

- Certain outside employment.
- Financial interests with a customer, vendor, suppliers or competitor.
- Exploiting your position, inside knowledge or City access for personal gain.
- Proprietary City information; and
- Information about employees, citizens, vendors or business partners.

Damage to Property: The City has made a tremendous investment in our facilities, equipment and other property. Deliberate, reckless, or careless damage to the City's property or our citizens' property will not be tolerated. If applicable, damage to property will also be reported to law enforcement agencies.

Fighting, Threats, or Weapons: The City prohibits fighting, threatening words or conduct or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind in City vehicles, in City facilities, or on your person at any time while you are working. For more information, see *"Workplace Violence & Security"*.

Fraud, Dishonesty or False Statements: No employee or employment applicant may falsify or make any misrepresentations on or about any documents, employment applications, resume, document establishing identity or work status, medical record, insurance form, procurement, timesheet, timecard, expense report, or any other document. If you

observe or are aware of such a violation, you must report it to your supervisor or HR immediately.

Gambling: You may not engage in any form of gambling on City premises, City time or using City systems or resources.

Gifts or Gratuities: See Ethics & Conduct: Gifts and favors.

Harassment: The City's *Non-Discriminatory and Anti-Harassment Policy*, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religious affiliation, national origin, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, marital status, age, disability, citizenship, genetic information, or any other legally protected status.

Injuries and Accidents: Every injury, no matter how minor, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must see a City authorized doctor listed on our Workers' Compensation panel information. The City may require that you present a doctor's release before returning to work.

Insubordination: Employees have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the lawful directions of a supervisor or member of management. If you have any concerns about following the instruction of your supervisor, you should raise that concern with another member of management.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, resource, or other property of citizens, other employees, or the City.

Poor Performance: We expect employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to discipline, up to and including immediate termination.

Shortages: Any employee who handles cash (or parts, materials or other assets) as a part of his or her job duties, will be held accountable and may be required to pay for the shortage. Further, you may be disciplined for the shortage or failure to protect City assets, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our citizens, everyone needs to be fully alert while on the job. Sleeping or inattention on the job will not be tolerated.

Solicitation or Distribution: In the interest of maintaining productivity and a proper business environment, you may not distribute literature or other materials during the working time of any employee involved. You may not distribute literature or other material in working areas, at any time, whether or not you are on working time. For just some examples, non-working time would be lunch or break, and a non-working area would be a break room. For more information, see "*No Solicitation – No Distribution – Bulletin Boards*".

Substance Abuse: The City does not tolerate substance abuse. **Employees who test positive for the presence of drugs or alcohol are subject to discipline, up to and including immediate termination.** For more information, see *“Protecting People & Property: Drug and Alcohol Usage”*.

Theft: Society has laws against theft and so do we. Stealing or attempting to steal City property or property belonging to others is strictly prohibited. To protect you, your co-workers, and the City, we reserve the right to inspect all handbags, briefcases, packages, lockers, toolboxes, desks, cabinets, vehicles, and any other containers or items on or in City property. If you wish to remove any City property for personal use, you must obtain written permission in advance from your Department Director.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on City property, a job site, or off the job, since such activity can adversely affect the City’s reputation.

Unsafe Work Practices: The City is committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires all of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what we expect of all employees, please discuss them with your supervisor or HR.

COMPLIANCE WITH APPLICABLE LAWS

The City complies with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave, equal employment opportunity, environmental regulations and laws, safety, health, and laws regarding any other terms and conditions of employment. Similarly, the City expects all employees to comply with all laws that apply to their jobs as a condition of their continued employment.

EMPLOYMENT STATUS & DEFINITIONS

According to state law, all City employees are employed “at-will,” which means employees can be terminated at any time, with or without cause and with or without advance notice. This “at-will” relationship can be changed only in a written document signed by the City Administrator, approved by the City Council, signed by the City Attorney indicating approval as to form and signed by the Mayor.

Official: An individual who is elected by the citizens of the City of Alpharetta to include the Mayor, City Council members and the Judge; or is appointed by the Mayor and Council to include the City Clerk and Chief Clerk of Court.

Department Director: An individual who is assigned formal management responsibilities for an established department of City government.

Temporary/Seasonal Employees: An employee who is scheduled to work any number of hours per week on a temporary basis during seasonal periods (limited in duration) or on special projects. Temporary/seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. Temporary/seasonal employees must reapply for employment and follow the regular employment application procedures and are subject to reemployment at the sole discretion of the City. Temporary employees are not eligible for City benefits, except those required by law.

Supervisor: Applies in general terms to any employee formally assigned to supervisory responsibilities for personnel and operations of a unit. Department Directors and the City Administrator should be understood to be “supervisors” of individuals who report directly to them.

Employee Status:

- Regular full-time employees (“full-time or FT employee”): employees scheduled to work thirty-seven (37) hours or more per workweek.
- Regular part-time employees (“part-time or PT employee”): employees scheduled to work between twenty (20) and twenty-nine (29) hours each workweek on a consistent basis.
- Exempt employees: those who have met the criteria established by the Fair Labor Standards Act (FLSA) and Minimum Wage Act and are not eligible for overtime compensation. Exempt employees receive a weekly salary that covers all work performed in the week, including work in excess of their regular schedules.
- Non-Exempt employees: those employees to whom the City is required to pay overtime compensation in accordance with the FLSA. All non-exempt employees will be compensated at time-and-one-half for any hours actually worked in excess of 40 hours in a work week. Paid benefit time shall not count as hours worked.

Department Directors have the authority to schedule employees for overtime as the workload of the department requires. The refusal of an employee to work overtime, without proof of personal hardship, is grounds for disciplinary action, up to and including termination. All overtime must be approved by the Department Director and any unauthorized overtime can be grounds for disciplinary action, up to and including termination. Overtime will be distributed as equally as practical and reasonable among qualified employees.

Others (non-employees): Interns, volunteers, independent contractors, and the staff of temporary staffing agencies are not City employees and are not eligible for benefits.

Eligibility: Full-time employees are eligible for benefits summarized in this Handbook, subject to certain requirements and eligibility criteria, which may be described in

individual benefit documents or other policies. All other employees, including temporary and part-time, may not be eligible for certain benefits.

If you have questions concerning your employment status or the benefits for which you qualify, please ask your supervisor, contact HR, or Finance Department - Benefits Division.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The City is an Equal Employment Opportunity employer committed to providing equal opportunity in all of its employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, administration of benefits, and all other conditions of employment. The City prohibits discrimination, harassment, and retaliation in employment based on race, color, religious affiliation, national origin, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, marital status, age, disability, citizenship, ancestry, military status, genetic information, background, or any other legally protected status to be pertinent to conditions of employment and will not be a consideration in the City's selection process. Violation of this policy will result in disciplinary action, up to and including immediate termination.

EXIT INTERVIEW

Any employee leaving the City may be required to attend an exit interview conducted by Human Resources. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of City property, or other related matters.

HIRING & SELECTION

HR posts all vacancies on the City's website. Candidates, including current employees, who wish to be considered for an open position must apply and submit all required documentation. Qualified candidates will be considered for vacancies based on their work experience, training, formal education and, if applicable, work performance at the City. In some instances, current employees may be offered a position without the required degree, certification, or licensure, provided they obtain the required credentials in an appropriate period of time to be determined by the Director of HR and Department Director, with final approval from the City Administrator.

Candidates may be required to complete a background check, polygraph, drug screen, medical examination, psychological examination, and other job-related tests, as required by the HR Department, in order to assess their skills or qualifications for certain positions as part of the selection process.

The City reserves the right to recruit externally and internally simultaneously, as well as to hire the most qualified candidate, whether that individual is an internal or external candidate.

The City does not hire employees younger than 18 years of age, except for temporary seasonal positions (at least 16 years of age).

Rehire of Former Employees

Former employees who left the City in good standing and are eligible for rehire may be considered for employment. To be considered for an open position, former employees must apply and submit all required documentation. Qualified former employees will be considered along with all other qualified candidates and will be required to participate in all phases of the recruitment process in the same manner as all other applicants. Rehired employees begin benefits just as any other new employee. Previous service with the City will not be considered in calculating longevity, leave accruals or any other benefits.

A former employee who was terminated for violating a policy or who resigned in lieu of termination from employment due to a policy violation shall be ineligible for rehire.

The Director of HR reserves the right to establish policies which specifically govern the hiring of former City employees.

Background Checks

In order to ensure the safety of the public and our employees, the integrity of sensitive information and the overall quality of our workforce, the City may conduct background checks on all internal and external finalist candidates for employment or promotion. Dependent upon the position being sought, the information collected may include legal residency, reference checks, education verification, criminal history, motor vehicle driving history, financial and credit information, and/or any combination thereof determined by the City to be necessary, appropriate, and relevant to the position being sought.

The process for background checks will comply with all federal, state, and local laws and statutes and will be performed only after a candidate has provided written authorization. Candidates who refuse to provide such authorization will not be considered for employment or promotion.

Hiring managers should consult with HR for additional information on the application of this policy and for more details about the hiring and background check process.

Hiring of Relatives

Familial and other personal relationships between City employees and/or, between employees and elected or appointed officials, may result in perceived or actual conflicts of interest, favoritism, and may negatively impact the operations, morale, trust, and image of the City. It is the City's policy to prevent certain employment situations which can adversely affect the City operations.

For the purposes of this policy, the following terms and definitions apply:

Relative: Spouse (including ex-spouse), civil union partner, children, parents, siblings, stepparent, stepchildren, grandparents, grandchildren, aunt, uncle, nephew, niece and in-laws (father, mother, son, and daughter).

Employment: Refers to employees, independent contractor status, and includes full-time, part-time, temporary, or any other basis of employment or engagement whether compensated or uncompensated.

This policy applies to all current employees and candidates for employment.

1. No relative by blood or by marriage to any elected official of the City of Alpharetta may be employed by the City.
2. No relative by blood or by marriage to the City Administrator, Assistant City Administrator, City Clerk and any Department Director may be employed by the City.
3. The City will hire and/or promote, relatives of persons currently employed only if all the following applies:
 - A. Familial relationship does not interfere with terms or conditions of employment of either parties.
 - B. Candidates will not occupy a position in the same line of authority (supervisory) in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.
4. If the familial or dating relationship of two employees changes, during the course of their employment with the City, in a manner contradictory to any provision of this policy then only one of the employees will be permitted to maintain employment with the City.
 - A. The decision as to which employee will remain in her/his position must be made by the two employees within 30 calendar days of the date of the change in relationship status.
 - B. One employee may apply to transfer to another position with the City that meets the provisions of this policy, if such position is available at the time.
 - a) It is not incumbent upon the City to create a position or take any action to accommodate the policy constraints.
 - b) The salary of the employee who is allowed to transfer may be affected by the transfer and will be determined based on the merit of the acquired position, not prior years of service with the City.
 - c) The transferred employee may be required to serve an introductory period in the same manner as a newly hired or promoted employee.
 - C. If one of the employees has not received a qualifying transfer or has not terminated her/his employment by the end of the 30-day calendar period, the City reserves the right to terminate the employment of either or both employees.

- D. Employees must notify HR, within 30 calendar days of the date of the change in relationship status, of any change in familial or dating relationship that creates a conflict with any provision of this policy. Failure to provide timely notification may result in disciplinary action up to and including termination of employment.
- 5. The City reserves the right to apply this policy to situations where there is a conflict, or the potential for conflict, because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, the City will reassign one of the employees within 60 days.
- 6. Any exception to this policy must be approved by the Director of HR and City Administrator. Department Director must provide HR with written justification for the exception prior to any employment decisions.

INTRODUCTORY PERIOD

For every new employee or current employees taking on a new position within the City (transfers, promotions, etc.), the introductory period is a work analysis period for both you and the City. During this time, you are able to learn about the City, your job, and your new surroundings. At the same time, your supervisor will assist you in learning your job and will evaluate your progress. The introductory period is the first 12 months of continuous, on-the-job employment. Public Safety employees may be subject to a longer introductory period based on mandated training regulations.

During the introductory period, the City will review your job performance, work behavior, and overall interest in your job, among other factors, and make a decision concerning your continued employment. After you complete your introductory period, the City will continue to periodically review your overall job performance. Completion of the introductory period does not change your at-will employment status. During the introductory period, as well as at all times after, employment may be terminated at any time, without cause and for any reason.

The introductory period may be extended up to an additional 6 months at the discretion of the Department Director, and with approval from the Director of HR. Extension of the introductory period may be necessary to fully evaluate the employee's ability to successfully perform the responsibilities of the position or correct a performance deficiency.

Employees accepting any appointment with the City must remain in the new position for the equivalent of the position's normal introductory period before applying for a promotion, demotion, or transfer to another position. This provision may be waived if it is determined by the consenting Department Director that it is in the best interest of the City, and if final approval is obtained from the Director of HR.

JOB RESPONSIBILITIES

We expect and require all employees to do a variety of tasks from day to day. Where possible, we attempt to cross-train all employees so they can learn to perform other tasks. This practice allows us to achieve maximum efficiency, as well as providing employees with opportunity to expand their work knowledge.

Whenever business needs require us to assign employees to a new task, either temporarily or permanently, we will provide additional training, if necessary.

From time to time, we may publish lists of tasks to be performed by employees as part of their jobs. These lists are only guidelines intended to provide clarity and to facilitate communications with employees and they should not be viewed as an exhaustive listing of a particular employee's job requirements.

All employees are responsible for compliance with federal, state, or local laws that apply to and regulate their job duties.

NO DATING

Romantic or sexual liaisons that develop among employees or between employees and elected officials in the workplace may be potentially disruptive to our business. The City will intervene and discuss the romantic or sexual liaisons with involved employees and/or elected officials. The City may also take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

You are expressly prohibited from dating or becoming similarly involved with (for example a romantic or sexual relationship) anyone employed within or doing business with the department within which you are employed. Further, no employee may engage in such relationship with any contractor, vendor, or other person or persons doing business with the City if such relationship is deemed by the City to pose or present in any manner a conflict of interest or potential liability.

Managers, supervisors and elected officials are expressly prohibited from dating or becoming similarly involved with (for example a romantic or sexual relationship) any employee within their sphere of responsibility, or any employee of an entity funded in whole or in part by the City if the manager, supervisor or elected official serves on the board of the entity.

In the event the City becomes aware of such a relationship, the employee involved will be subject to immediate termination and the elected official will be subject to sanction subject to the City's code.

NOTICE OF RESIGNATION, RETIREMENT & SEPARATION OF EMPLOYMENT

It is City policy to ensure that employment separations are handled in a professional manner with minimal disruption to ongoing work functions. Employees are required to provide a minimum of 2 weeks' written notice to facilitate a smooth transition out of the organization and to leave in good standing. Employees seeking retirement from the City are required to provide a minimum of 30 days' notice to leave in good standing. Employees will not be allowed to rescind a resignation once the resignation has been confirmed and accepted by the City. The Director of HR may permit an employee to withdraw a notice based on substantially changed circumstances arising after the employee submitted their notice to retire or resign, and in the best interest of the City.

Moreover, the Director of HR may reduce the notice period as specified above if in the best interest of the City.

At the minimum, employees must notify in writing their immediate supervisor and the HR Department of their intent to terminate the employment relationship. HR will contact the employee to schedule an exit interview and to facilitate the offboarding process. HR will notify all necessary City departments of the separation.

The separating employee must return all City property at the time of separation to their immediate supervisor, including but not limited to uniforms, cell phones, keys, technology resources and identification cards. The separating employee is also subject to any department policies/procedures that may be in place for forfeiting and/or reimbursing equipment, training expenses, etc. Failure to return some items may result in deductions from final paycheck or other legal action to enforce the City's rights.

Departing employees must confirm their forwarding address to ensure that benefits and tax information are received in a timely manner.

OUTSIDE EMPLOYMENT

The City recognizes that, on occasion, employees may seek a second job outside their employment with the City. The City must approve all outside or secondary employment in writing including self-employment.

The City expects employees to devote the time and effort necessary for the successful accomplishment of the City work for which they are responsible. The City will not approve secondary or outside employment in conflict with this primary obligation.

Further, an employee may not undertake any proposed outside employment that:

- Appears to create a conflict of interest situation.
- Requires the use of City facilities, equipment or material (some exceptions apply for employees in Public Safety, please review departmental policies for specific rules).
- Causes doubt as to the observance of ethical standards of professional ethics.

- Obligates the employee to be available to the outside employer during his or her normal working hours with the City.
- Requires the use of the City name for advertisement purposes or otherwise, in connection, with such outside employment.

Employees are cautioned to consider carefully the demands additional work activity will create before requesting approval to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work emergency callbacks, overtime, or different hours.

It is expected that an employee will not participate in outside employment if that employee is unable to perform their job duties with the City due to illness and/or as a result of being on a medical leave.

Employees who are on a leave of absence, generally must be on leave from any other employment as well unless the nature of the City leave is unrelated to the outside employment. Employees under authorized FMLA should also be on leave from any other outside employment.

If outside work activity does cause or contribute to job-related deficiencies, the City may rescind its approval of such employment and, if necessary, normal disciplinary procedures will be followed to deal with the specific performance deficiency.

PERSONAL APPEARANCE & ATTIRE

The City delivers services to the public in a dignified and professional manner. Our professional atmosphere is maintained, in part, by the image we present to our co-workers and the public. To project a professional image, we expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factor in making a favorable impression on the public and your co-workers.

This policy outlines the expectations regarding an employee's appearance and dress during working hours or at any time one is acting as a representative of the City, such as public meetings and City functions outside the workplace. Uniformed City employees are required to meet standards of dress as required by their supervisor, Department Director, or their designee.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the City's necessity to present a professional appearance to the public.

Inappropriate Attire: Employees must dress in a businesslike manner and avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable.

Inappropriate attire includes any clothing exposing the body in a manner inappropriate for a business environment, clothing that is torn, ripped or dirty in appearance, faded, worn, or frayed denim jeans. Clothing with any advertising, slogans, cartoon figures, pictures, or commentary. Sweatshirts, sweatpants, all styles of shorts, any color denim attire (other than jeans on Friday), parachute pants, pajama/sleep pants, leggings (if not worn under a tunic blouse or dress), overalls, stirrup pants, spandex or other form-fitting pants. T-Shirts, athletic apparel, flip-flops, Crocs type footwear, slippers, beach shoes, athletic sandals, excessive high heels, gym shoes/sneakers, sports team apparel. Tie-dye, tank tops, backless tops, or spaghetti strap tops, unless worn with an overshirt or jacket, midriff tops, halter tops, tube tops, low-cut revealing shirts or tops, sheer, see-through or mesh clothing. Excessively short skirts/dresses (more than 2 inches above the knee), skirts or exposed undergarments. Hats are only accepted if required for sun protection.

Clothing must fit properly. No article of clothing can be too tight or too baggy. No clothing should have holes or be see-through. Clothing worn to work must not expose your cleavage, back, midriff, stomach, backside, or undergarments at any time, including when bending over, lifting above your head, or any other movement. All clothing must be properly laundered and pressed. The City, in its sole discretion, will determine when clothing does not meet a requirement of the *Personal Appearance & Attire Policy*.

Employees provided with City uniforms should keep them in neat and clean condition and must wear them at all times when on duty.

Good personal hygiene is also important in terms of the public's favorable opinion and in terms of your respect for your co-workers. Accordingly, you are expected to come to work in a clean condition.

Perfumes or cologne should be used sparingly. Facial hair should be well groomed and may not interfere with the use of personal protective equipment. Hair length and style for both men and women shall be conservative.

We also want to meet the public's expectations in terms of the City's image and style. Thus, for our employees who have contact with the public, we limit the types of tattoos, ear gauges and body piercings that may be visible.

No employee may have a visible tattoo that might be offensive to the public or is a violation of our *Non-Discriminatory and Anti-Harassment Policy*. Any employee who might have such a tattoo must keep it covered while at work or while representing the City. Likewise, we do not want to appear extreme by the number or locations of piercings visible. As with articles of clothing, the City will determine whether particular tattoos or piercings (including earrings) should not be visible. Please know that if tattoos, ear gauges, or body piercings are not in keeping with the image that the City chooses to present to its citizens, you may be required to cover the tattoo and cover/remove the ear gauge or piercing. In all cases, an employee's appearance shall not interfere with the ability to safely and effectively perform the requirements of the job.

"Business" attire is the recommended year-round dress during normal business hours and should be worn when scheduled meetings with the public, business associates or other

professionals merit the need. Appropriate "Business" Attire: blazers, suits, or sports coats; tailored dress pants; dresses, skirts; blouses; ties; dress shirts; dress shoes; and socks.

While "Business" attire is the preferred dress, "Business Casual" attire may be worn at your discretion providing the attire meets the elements of this policy and you do not anticipate meeting with the public in a professional setting or capacity. Appropriate "Business Casual" Attire: slacks (e.g. Dockers); pants; blouses; sweaters/cardigans; collared shirts; and skirts.

You are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time away from work will be without pay for non-exempt employees. Violation of this policy may result in discipline, up to and including immediate termination.

The City Administrator, Department Director, or their designee may prohibit or allow any attire due to special circumstances or activities that may be occurring on that given day.

Department Directors are responsible for insuring employees in their respective departments project a professional image and adhere to our Personal Appearance Policy. Each Department Director will make, within the boundaries established above, the determination as to what is appropriate in their department based on the amount of contact with the public and safety considerations.

These guidelines are not intended to be all-inclusive, but rather should help set the general parameters for appropriate attire. Employees should use good judgment and common sense about items not specifically addressed. In all cases, employees should be well-groomed and professional, with attire that is clean and in good taste. Questions about acceptable work attire should be directed to immediate supervisor or Department Director.

PERSONNEL MANAGEMENT

Performance Management involves ongoing communication between the employee and their supervisor in support of accomplishing the mission and goals of the City while exemplifying our core values. The performance management process includes setting objectives, identifying goals, providing feedback, evaluating results, and performance coaching and development. Supervisors are required to oversee employee performance and provide feedback throughout the year to recognize successes and address concerns in a timely fashion.

Performance Review

Performance reviews provide feedback on accomplishments and continuous improvement efforts. They promote common understanding of an employee's needs, work objectives, accomplishments, standards of performance expectations, and provide supervisors with a framework to aid in coaching and development. The formal performance review is an opportunity for the employee and their supervisor to determine

whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquiring additional skills and knowledge to further the employee's career growth.

Formal performance reviews will be conducted annually. The review period will be January through December of each year. Newly appointed and promoted employees will receive a performance review 6 months from their appointment or promotion date, prior to completing their introductory period. All performance reviews are completed, routed, signed, and placed in the employee's personnel file. A signature on the completed performance review means that the employee had an opportunity to discuss the document with their supervisor and does not signify agreement with the supervisor's assessment.

Completed performance reviews are forwarded to the Department Director, or designee, for final review and then submitted to HR, to ensure ratings are justified through specific work examples and that a consistent standard of measuring performance is utilized, ensuring consistent evaluations across the City.

Performance reviews are not subject to appeal. If an employee is in disagreement with the performance review, they are encouraged to discuss their concern with their supervisor. Employees may also express their disagreement or concern with the content of their performance review by adding written comments to the document.

Employees who perform below expectations may be terminated or placed on a Performance Improvement Plan.

SENIORITY

Seniority is the basis on which employees accrue PTO and other benefits and is based on an employee's original hire date as a full-time employee. An adjusted service date will determine the accrual of PTO and other benefits if an employee has a break in service or another qualifying event. Unless otherwise specified, part-time service shall not count towards the accrual of any benefit time.

Absent written approval from the Director of HR, rehired employees begin benefits just as any other new employee. Previous service with the City will not be considered in calculating longevity, leave accruals or any other benefits.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. The Act makes it unlawful to hire anyone who is (1) not a U.S. citizen, or (2) an alien who does not have the legal right to be employed in the United States. All employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law. The City uses E-Verify to check employment eligibility for all employees, where applicable, as required by law. (Appendix B - E-Verify Poster).

PROTECTING PEOPLE & PROPERTY

ANTI-BULLYING

To preserve a healthy, positive, and productive work environment, the City will not tolerate verbally or physically abusive conduct by anyone who harasses, disrupts, or interferes with another person's work performance or which creates an intimidating, offensive or hostile working environment.

In addition to personal harm, bullying in the workplace interferes with another person's work performance; therefore, it is not tolerated. Bullying refers to actions or conduct, whether verbal or physical, toward or about an individual that has the purpose or effect of substantially interfering with an employee's work or work environment and that adversely affects an employee's ability to contribute to work or the work environment by placing the employee in reasonable fear of physical harm and/or by causing emotional distress. Bullying may occur verbally, physically, in writing (including emails, text messages and online postings) or non-verbally/non-physically (i.e. hand gestures). Bullying may also involve an abuse of power across different classifications of employees.

Bullying includes an individual's repeated, intentional and/or targeted actions directed toward an employee (or a group of employees) that have the purpose or effect of abusing, intimidating, demeaning, degrading, threatening, coercing, and/or humiliating the employee(s). Workplace bullying is often characterized through purposeful use of insulting, hurtful, hostile, vindictive, cruel or malicious behaviors that undermine, disrupt or negatively impact an employee's ability to do his or her job.

Some examples of bullying include, but are not limited to:

- Persistent or arbitrary criticism. Publicizing humiliating or false information about an employee's work or reputation.
- Gossip, rumors and innuendo.
- Deliberately intruding on a person's privacy.
- Tampering with a person's personal belongings or work equipment.
- Excessive teasing. Pranks, tricks or practical jokes that have the intent or effect of humiliating or embarrassing a person.
- Yelling or use of profanity or demeaning language, verbal abuse, threats and intimidation.
- Withholding necessary information or purposefully giving the wrong information.
- Setting another employee up to fail. Deliberately undermining or sabotaging another employee's work.

- Staring, glaring or nonverbal intimidation and displays of hostility.
- Systemic isolation, exclusion, ignoring or ostracizing of an individual from work, work interactions and the work environment.
- Deliberate, inappropriate or cruel jokes targeted toward an employee or made at an employee's expense.

If an employee experiences or witnesses any conduct they believe is inconsistent with this policy, the City expects the employee to immediately report the conduct to their immediate supervisor, Department Director or Director of HR. The City will investigate all complaints arising under this policy, and if it is determined that any employee has engaged in inappropriate conduct under this policy, the City will take appropriate disciplinary action, up to and including termination. Retaliation against any person who has complained about bullying or who otherwise participated in an investigation of bullying will not be tolerated. Retaliation will result in severe discipline, up to and including termination.

All employees are expected to stop bullying in the workplace by demonstrating appropriate behavior, consistent with these standards, and avoiding engaging in behavior that is inconsistent with these standards.

DRUG & ALCOHOL USAGE

The use of illegal drugs and the abuse of legal drugs and alcohol by City employees presents unacceptable risks to the safety and well-being of other employees and the public, invites accidents and injuries, and reduces productivity. In addition, such conduct violates the reasonable expectation of the public that the employees who serve and protect them will obey the law and be fit and free from the adverse effects of drugs and alcohol abuse.

The City has been certified as a Drug-Free Workplace. In keeping with the procedural safeguards, limitations and due process guarantees contained in the City's Municipal Code, as a condition of initial and continued employment, the City prohibits employees from reporting to work or performing their duties with any unlawful drugs or alcohol in their systems.

In the interest of having employees who are fully fit and capable of performing their jobs, and for the safety and well-being of employees and residents, the City has established this program that will allow the necessary steps, including drug and/or alcohol testing, to implement the general policy regarding drugs and alcohol. The City requires ongoing compliance as a condition of employment. Failure to comply may result in disciplinary action up to and including termination.

To assist employees to understand and avoid the perils of drug and alcohol abuse, the City is involved in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. Through this policy and related efforts, the City will attempt to inform employees about the dangers of alcohol and drug abuse, the

City's *Alcohol and Drug Usage Policy*, the availability of treatment and counseling for employees who voluntarily seek such assistance, and the sanctions that the City will impose for violations of this policy.

The City recognizes that substance abuse is a medical problem that may be successfully treated. Early detection and treatment of alcohol or drug abuse is important for successful rehabilitation and for reduced work, personal, and social disruption. The City therefore encourages employees who believe that they have a drug or alcohol problem to seek the assistance of the City's EAP.

Employees are strictly required to comply with this policy and to report any conduct in violation of this policy immediately.

Employees are also prohibited from using, possessing, manufacturing, selling, trading, distributing, or making arrangements or offering to distribute unlawful drugs or alcohol while at work, while performing job duties, off site at training or meetings, on City property (including in personal vehicles onsite), during lunch or breaks, or in City vehicles. Further, the City prohibits all unlawful drug use, possession, or distribution, whether on or off duty. Drugs can stay in one's system and affect work later. The City participates in and meets the requirements of Georgia's drug-free workplace programs (Official Georgia Code Annotated, Title 34, Chapter 9, Article 11).

To enforce this policy, the City may, at any time where lawful, require you as a condition of employment, to submit to a physical examination and/or urine, breath, blood or other type of test to determine the presence of drugs or alcohol in your system. The possible occasions for drug testing include, but are not limited to:

- Pre-employment and re-employment.
- When the City has a reasonable suspicion that you have violated the *Drug and Alcohol Usage Policy*.
- When you suffer an on-the-job reportable injury or are involved in an accident including a motor vehicle accident.
- As part of a routine, fitness for duty examination or return-to-work process.
- As follow-up testing if you have been in an Employee Assistance Program or rehabilitation program; and/or
- As part of any random program of testing which the City may implement for certain employees based on job title and responsibilities.

The City may conduct drug or alcohol testing when the City has reasonable suspicion that you have violated the drug or alcohol policy, including accidents suggesting carelessness, disregard of safety rules or other conduct indicating possible violation of the Drug and Alcohol Policy. Employees and/or applicants who receive a positive confirmed test result may contest or explain the test result within 5 working days after receiving written notification of the positive test result. If you suspect an employee of drug or alcohol use, or any violation of this policy, report it to the Director of HR.

Prohibited Activities

All City employees shall be governed by the principles of an alcohol and drug free workforce and workplace. The workplace includes all buildings, offices, lockers, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the City, and the employee's personal vehicle while engaged in the business of the City, and all areas where City-business is conducted, whether on or off-City premises.

The term "drug" shall include any controlled substance listed in the Georgia Controlled Substances Schedule, for which the person tested does not submit a valid, pre-dated prescription. The term "drug" includes both illegal drugs and prescription and over-the-counter medication, which have not been legally obtained, are not being used for prescribed purposes, are not being taken according to prescribed dosages or are otherwise wrongfully used or sold. In addition, it includes "designer drugs" which may not be listed in the Controlled Substance Act, but which adversely affect perception, judgment, memory, and coordination.

The following actions are strictly prohibited:

- Being impaired by or under the influence of alcohol, illegal drugs or controlled substances, or having any of the same present in their bodily systems, while on duty or on City property.
- Refusing to submit to testing according to the procedures outlined in this policy or failing to cooperate in the testing process, including any refusal to sign any required form consenting to testing and to the release of test results to the City.
- The manufacture, distribution, dispensation, sale, possession or use of alcohol, illegal drugs or controlled substances while on duty ("on duty" includes working hours, on-call time, and rest breaks and meal periods) or on City property (which includes any City-owned or leased vehicle and other equipment).
- Tampering with, adulterating, diluting, or substituting a test specimen or causing another person to tamper with, adulterate, or substitute a test specimen; or
- Unlawful conduct while working. Further, unlawful conduct off duty may result in discipline, up to and including immediate termination of current employees or disqualification of an applicant.

Any violation of the rules set forth in this policy will result in immediate termination of current employees or disqualification of an applicant.

Use of Prescribed or Over-the-Counter Medication

Use of medication administered, prescribed by, or under the supervision of a physician and according to the prescribing physician's lawful directions or non-prescription medication in conformity with the manufacturer's specified dosage is not prohibited by this policy. Employees are prohibited from being under the influence of prescribed

medical cannabis or any derivative thereof during work hours. Further, an employee taking medication must notify their supervisor or the Director of HR of any known side effects that might affect the employee's job performance. In addition, if the employee drives a vehicle or operates equipment in connection with his or her job, the employee must obtain the advice from the physician that the medication will not affect the employee's ability to safely operate a motor vehicle or equipment, or otherwise function in his or her position. If required by the City, the employee shall produce written evidence that any prescription medication has been lawfully prescribed by a physician, as well as information from the physician concerning any potential side effects of the medication.

Testing

Employees are subject to testing when a supervisor or manager has reasonable suspicion to believe their work behavior and ability are impaired from possibly being under the influence of alcohol, illegal drugs or other dangerous substances. Testing also occurs when there is direct evidence of drug or alcohol use or possession on-the-job. Employees are tested after an injury or accident in a City owned, leased or supported vehicle or operating any other City equipment causing reasonable suspicion of legal or illegal drug use or alcohol abuse, such as where there has been a fatality, the issuance of a citation for a moving traffic violation to any individual involved in the accident, an injury requiring treatment at a medical facility, or the vehicle is disabled or removed from service. Tests will be conducted at a qualified medical facility selected by the City to do drug and alcohol testing.

Failure or refusal of an employee to submit to testing will be treated as a positive test result and will result in immediate termination. Test results will be maintained in the employee's medical file and will be released to the employee if requested in writing. Additionally, failure or refusal of an employee to submit to testing, following a workplace injury, will be treated as a positive test result and will result in immediate termination and the employee may also be disqualified for workers' compensation benefits.

The City will treat information, such as drug test results and use of prescription medication, acquired as a result of this program, as confidential unless otherwise required by law.

Voluntary Requests for Assistance

An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug problem and to voluntarily resolve that problem. Employees are encouraged to do so before they are found in violation of this policy. Voluntary requests for help will be kept confidential in accordance with federal and state law.

The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, an employee will not avoid discipline up to and including termination by seeking such assistance after being requested to take an alcohol and/or drug test or violating City policies. If an employee continues working while seeking assistance from the EAP, the employee must continue to meet all established standards of conduct and job performance set forth by the City. In addition, once an employee has violated City policies, compliance with a prescribed treatment will not guarantee an employee a right of reemployment.

If you want to seek help for drug or alcohol problems prior to being found in violation of the City's *Drug and Alcohol Usage Policy* or being asked to undergo a test, you may seek information from HR. HR can also answer your questions about the application of this policy.

IDENTIFICATION CARD

All employees are issued a photo ID for official duties with the City and must be maintained on your person at all times during work hours. The ID card is the property of the City, must be safeguarded and must be returned immediately at the end of employment. Fraudulent use of a City identification card or allowing another person, including another employee, to use or misuse an identification card for any reason may result in disciplinary action, up to and including termination and/or criminal prosecution. Willful neglect, loss, or refusal to display the ID when necessary will be grounds for disciplinary action.

Employee photo ID badges will be updated on or about the conclusion of each five-year employment period (i.e. an employee's 5, 10, 15, etc. year anniversary). Each employee shall report to HR within 30 days of their qualifying anniversary date, at which time a new employee photo will be taken, and new identification issued.

In the event you lose or misplace your City-issued photo ID, you must notify your supervisor and HR on the same day or next business day. HR will issue a new photo ID. Employees who lose or misplace more than one photo ID in any 12-month period will be required to pay for the replacement.

INSPECTION OF WORK AREA – PRIVACY WAIVER

You are reminded that permission to bring items, such as bags, onto City property is conditioned on agreeing to inspection by the City upon request. Therefore, the City reserves the right to search, without advance notice, desks, lockers, cabinets, toolboxes, computers, vehicles, including personal vehicles brought onto City property, bags or any other property on City premises or in City vehicles. Employees have no right of privacy with respect to City property or items in or on City property. The City may conduct reasonable searches to the extent allowed by applicable law.

If personal belongings are to be searched, the City will make reasonable efforts to notify the employee and allow them to be present. The City will conduct such searches in a manner reasonably intended to address the legitimate operational and management reasons for the search. Searches will be conducted by the City Police Department in a manner that minimizes any intrusions into your privacy.

The City will explain to you the reasons and grounds for the search and request your consent to the search. No search will be conducted if you refuse to consent to the search, but your refusal to cooperate with search efforts will result in immediate termination.

KEYS

Employees who need keys to an office, locked cabinets or other secured storage or equipment will be issued those keys by a Department Director. Keys must be safeguarded and must be returned immediately at the end of employment.

The City prohibits making duplicate sets of keys or letting someone borrow a key assigned to you for any reason. In the event you lose a key, immediately notify your Department Director. If you are responsible for the loss of a key that results in the lock being re-keyed, you may be asked to pay the cost.

NON-DISCRIMINATION & ANTI-HARASSMENT

It is the City's policy to maintain a work environment free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect, and courtesy.

Harassment of applicants, employees, citizens, interns, volunteers or third parties with whom we do business or vendors will not be tolerated. City prohibits harassment or discrimination against any person based on race, color, religious affiliation, national origin, sex, sexual orientation, pregnancy, childbirth, or related medical conditions, marital status, age, disability, citizenship, ancestry, military status, genetic information, background, or any other legally protected status.

This prohibition against harassment and discrimination covers all employment decisions and actions as well as use of City property, in connection with City programs or activities, or in the administration of any City function. This policy forbids any employee, supervisor, manager, vendor, client, customer, or other person to discriminate against, harass, or retaliate against any employee or applicant of the City. Incidents of harassment or discrimination will result in appropriate disciplinary action up to and including immediate termination.

This policy prohibits harassment or other workplace discrimination based on an employee's or applicant's legally protected status. This includes conduct, whether verbal, physical, or visual, that disparages or shows hostility or aversion toward an individual based upon a legally protected status. The City will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, discuss the questions with your immediate supervisor.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Offensive remarks, derogatory terms, nicknames, or comments, jokes, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.

- Written or graphic material circulated, available on the City's computer systems, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

The City prohibits any such conduct in the workplace and in any work-related setting outside the workplace, such as during business trips, training, seminars, meetings, and work-related social events. This policy prohibits harassment or other workplace discrimination based on an individual's protected status, even if it does not rise to the level of a legal violation.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment can take several forms. Sexual harassment includes any harassing conduct based on gender or sexual orientation, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender or sexual orientation is also forbidden by this policy regardless of whether the individual who engaged in the harassment and the individual being harassed are of the same or different genders.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or a discriminatory nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or when
- Submission to or rejection of such conduct by an individual is used as a basis for employment or decisions affecting an employee; or when
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or performance or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- Offensive pictures, drawings, photographs, figurines, or other graphic images.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Repeated, unwelcome, sexually oriented verbal "kidding," criticism, or demeaning sexual innuendoes.
- Unwelcome touching, such as patting, pinching, or other physical contact of a sexual nature.
- Sexually demeaning or leering expressions, sexually suggestive or insulting noises, whistling, or comments, or obscene gestures.
- The display of sexually oriented visuals.
- Repeated unwelcome humor about sex or gender specific traits or stereotypes.

- Suggesting sexual involvement to or demanding sexual involvement of another employee, over whom the employee has supervisory authority or where such person has made it clear to an individual that such suggestion or demand is accompanied by implied or explicit threats concerning employment status or similar personal concerns.
- Sexual harassment may also include intentionally mistreating an individual because of the individual's gender and engaging in such harassing conduct continuously for such a period of time that the mistreatment substantially interferes with the employee's ability to perform his/her job.

Responsibility of Employees

Each individual employee has the responsibility to refrain from prohibited discrimination or harassment in the workplace. It is important that employees be sensitive to other employees' feelings. What may seem innocent behavior or a joke, may not be perceived the same way by another employee. Every employee is expected to avoid any behavior or conduct that could be interpreted as prohibited conduct under this policy.

Policy Prohibiting Retaliation

The City prohibits retaliation whether by supervisors, managers, co-workers or other third parties. Retaliation includes threatening an individual or taking any adverse action against an individual for:

- Making a good-faith complaint/report of harassment.
- Assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency.
- Filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws.

Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including immediate termination. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint reporting procedures stated above.

Directors, managers, and supervisors as well as all City officials are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No director, manager, supervisor, or City official has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship or for tolerating

(or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including but not limited to citizens, elected officials, appointed officials, contractors, subcontractors, vendors, etc.

Reporting Complaints of Discrimination or Harassment

Any employee who experiences or witness any conduct they believe is inconsistent with this policy is expected to immediately report the conduct to his or her immediate supervisor, Department Director or Director of HR.

If you have any concern that the City's Non-Discrimination & Anti-Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. If the employee believes that any person to whom such a report should be directed is involved in or associated in any way with the alleged conduct, then the report should be directed to another Department Director not involved in the conduct. Employees need not follow the chain of command to report a complaint or discuss offending behavior with the employee offender.

Any supervisor or manager who has knowledge of suspected prohibited conduct, or to whom a complaint has been made, must promptly report the conduct to the Department Director and the Director of HR. The failure of a supervisor to report suspected violations of this policy may result in disciplinary action, up to and including termination.

Employees are encouraged to use the above complaint procedure to report and resolve their complaints of discrimination, harassment, or retaliation. However, all employees have the right to file formal charges with the Georgia Commission on Equal Opportunity.

City Investigation and Response

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns to our attention so we can take necessary steps to address the situation. The City takes all complaints of unlawful harassment seriously and will not penalize or retaliate against individuals for reporting a harassment problem in good faith.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Our investigation will be timely and impartially handled by a qualified person who will allow for appropriate due process and reach a reasonable conclusion based on the information collected. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. Although complete confidentiality in investigating complaints and imposing any discipline cannot be guaranteed, the City will attempt to preserve confidentiality to the extent that the needs of the situation permit.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in conduct that violates this policy is not employed by the City, then the City will take whatever action is reasonable and appropriate under the circumstances.

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy against harassment in the workplace are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

All employees are expected to fully cooperate with the City in the course of any investigation.

PARKING LOTS & ROADWAYS

Employees must park their vehicle(s) in the areas designated for employee parking. If you have any questions as to where you should park, please ask your supervisor.

You may not park in areas marked for visitors, handicap (without a valid permit), non-parking, and non-authorized places. Employees found parking in a restricted area will be subject to disciplinary action and being towed.

The City prohibits speeding or operating a motor vehicle in a reckless manner on City property or City time. Speeds on City property must not exceed ten (10) miles per hour. City roadways and parking lots are considered as much a part of the City complex as

the inside of a building, and you are subject to all City rules in City roadways and parking lots.

PERSONAL TELEPHONE CALLS & VISITS

The City has a limited number of telephone lines, and we must keep these lines open for business calls. Therefore, we ask all employees to refrain from making or receiving personal calls, except for emergencies. Additionally, employees must limit personal cell phone use to non-working time such as lunch and breaks.

All visitors on City property are required to follow City rules. Any visitor who refuses to obey these rules will not be allowed to return. Visits to an employee by friends or relatives can be disturbing to our operations. We strongly discourage such visits during work hours.

REPORTING OF ACCIDENTS & HAZARDS

All accidents (including those which do not involve serious injury and those involving the public) must be reported immediately to your supervisor. Supervisors, in turn, are required to notify the Finance Department – Risk Management Division. Likewise, immediately report any unsafe conditions, defective tools or equipment, or other hazards to your supervisor. Each employee is expected to assist the City in maintaining safe conditions.

SAFETY

The health and well-being of all employees are foremost among our concerns. You must follow common-sense safety practices. You must also correct or report any unsafe condition, or defective or malfunctioning tool or equipment to your supervisor. All employees must cooperate with the City in maintaining safe working conditions. The City's Safety Manual is available in the City's Intranet.

All employees are required to adhere completely to all City and OSHA safety requirements, as well as state and federal laws and insurance company requirements. Employees should check with their supervisor or Department Director for specific department policies regarding safety. Failure to comply with safety requirements will result in discipline, up to and including immediate termination.

Basic rules include:

- Do not remove guards or other safety devices, except pursuant to proper maintenance and repair guidelines.
- Never operate equipment without required grounding.
- Do not attempt to service, clean or grease a machine which is running, except as may be safely required.
- Promptly report all hazardous conditions, broken equipment, or unsafe practices to your supervisor.

- Wear a seat belt at all times in a running vehicle.
- Follow all safety rules and only operate equipment for which you have been authorized and properly trained.
- Use personal protective equipment (PPE) when required.
- Use safe lifting techniques.
- Report all accidents immediately to your supervisor.
- Refrain from horseplay and practical jokes.
- Follow lock out - tag out rules.
- Adhere to OSHA, insurance, and other legal requirements.

Employees are required to immediately notify their supervisor, in the case of any occurrence that results in injury, regardless of how minor the injury may initially appear. Such reports are necessary to comply with laws and initiate Workers' Compensation benefit procedures.

SEVERE WEATHER & EMERGENCIES

The continuity of critical operations and services during adverse weather or other emergency conditions is essential. Departments may be required to maintain the minimum level of staffing needed to provide such services. Under conditions of emergencies and or closings, essential employees may be required to report to work, regardless of the weather and regardless of whether the City is "closed."

In instances where City is declared "closed during regular business hours" by the City Administration, non-essential personnel will be excused from reporting to work without having to use PTO. Essential personnel will be required to report to work and will receive compensation at overtime rate for the business hours which the City was closed.

Department Directors and/or their designee are responsible for defining and posting a list of essential employees and notifying those employees of their "essential" status in a given situation. During an emergency and/or closing an employee that is not listed on the standing "essential personnel staffing list" may still be designated as essential and must report to work. (NOTE: An employee may be designated as essential in one given situation (e.g. flood) and non-essential in another situation (e.g. ice storm). The decision to designate an individual as essential is determined by the Department Director or designee.)

Employee Notification: In the event of severe weather and/or other emergencies, employees should check the City website and listen to local newscasts for delayed opening or closing information. Unless otherwise notified by these means or direct communication from the City, all personnel are to assume the City will be open for business regardless of any weather or other emergency condition. Non-essential employees should make every effort to report to work when the City is open unless your personal safety or the safety of your family is at risk. A non-essential employee who is not able to report to work must follow the normal "call-in" procedures to report their absence.

If a non-essential employee makes every effort to safely report to work and notify their supervisor of their absence according to the normal "call-in" procedures, the absence will be excused, and the time charged against the employee's available PTO balance.

Closings and Delayed Openings

1. Full Closing – If City offices are fully closed, employees who are not designated as essential will be excused from work. Essential employees may be required to report to work. Essential employees who do not report to work during closed status when required to do so will be placed on unauthorized leave without pay status and may be subject to disciplinary action up to and including termination of employment.
2. Early Closing – If City offices are closed early, employees who are not designated as essential will be excused from work. Essential employees may be required to remain at work. Essential employees who do not remain at work when required to do so during closed status will be placed on unauthorized leave without pay status and may be subject to disciplinary action up to and including termination of employment.
3. Delayed Openings – If the opening of City offices is delayed, essential employees may be required to report to work for normal or extended work hours. All non-essential personnel are expected to report at the announced / broadcast time. If an employee reports later than the announced / broadcast opening time, the employee will be charged PTO time for the period of absence between the delayed opening time and the time the employee actually reports for duty.
4. In the event that the opening of offices is delayed, non-essential personnel that work flexible schedules will revert back to the standard City work schedule. For example, if the employee's flexible schedule is from 7:00 AM to 4:00 PM and City offices open at 10:00 AM, the employee would report for work from 10:00 AM until 5:00 PM. If the employee leaves earlier than 5:00 PM, the difference in hours will be charged against the employee's available PTO balance.
5. Partial Closings / Locations – If the emergency or other circumstance is limited to a portion of City offices, employees may be relocated to an unaffected designated area of the City. Employees who fail to report to the designated location may be placed on unauthorized leave without pay status and may be subject to discipline up to and including termination of employment.

Compensation: If City offices are declared closed due to a severe weather or emergency event, all employees who are not required to report to work will receive regular pay for the day or shift.

Non-exempt employees who are required to report to work during a severe weather or other emergency event will receive overtime pay for hours worked, in which the City was closed during regular business hours. Exempt employees who are required to work due to the severe weather or other emergency are not eligible for overtime payment.

In the event of a delayed opening or early closing of City offices, non-essential employees who work for the portion of the day for which City offices are open will be paid for the full workday.

Paid Time Off (PTO): In the event that City offices are closed or subject to delayed opening or early closing due to a severe weather or emergency event, non-essential employees who are on pre-approved leave will have PTO time charged against their available PTO balance for the time in which the City is officially closed.

For essential employees, the Emergency Management designee or Department Directors are authorized to cancel previously approved leave in order to ensure that such essential employees are available for work during the emergency period.

TOBACCO & SMOKING

In the interest of promoting health and safety, the City's smoke-free policy applies to all City facilities (including vehicles), all City employees, and all residents and vendors who visit City facilities.

Employees are prohibited from using tobacco products or smoking materials in any form during work hours, when representing the City and within City property.

For purposes of this policy, "City property" shall include any and all City owned vehicles, buildings owned, leased, rented and areas maintained by the City, any grounds, parking lots, and construction or worksites under City of Alpharetta control. Smoking is prohibited by law in any area where paint or other flammable materials may be present.

The use of "tobacco products or smoking materials" refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes and "vaping" devices, as well as the use of smokeless tobacco products.

These restrictions are absolute. In no instance may a smoker request permission, or a non-smoker grant permission, for smoking to take place in any of the areas or under any of the circumstances previously described in this section.

USE OF CITY PROPERTY & EQUIPMENT

Employees are expected to learn and follow all operating instructions, perform preventive maintenance, where applicable, and observe all safety practices. If you are unsure about the proper operation or maintenance of the City's property or equipment, ask your supervisor. Property and equipment that appears damaged, defective, unsafe, or in need of repair should be reported promptly to your supervisor.

Employees causing damage to the City's property and equipment may be subject to disciplinary action up to and including immediate termination. This includes loss or damage due to carelessness, negligence, improper use, or unsafe practices. Monetary reimbursement to the City may also be required if applicable.

VEHICLE & DRIVING REQUIREMENTS

This policy is intended to provide a basic framework governing the use of City vehicles, and as such, cannot contain procedures governing every situation that might arise. As with your personal vehicle, driving is a privilege and not a right. ***Where departments have more stringent procedures for the use of City vehicles, they shall take precedence over this policy if said procedures have been approved in writing by Human Resources and the Director of HR.***

Official Use:

City Vehicles shall be used only for official City business. Official City business is defined as performance of job or operational requirements or travel to an employee's official duties. The employee may use a City vehicle for necessary personal business only when all of the following conditions exist:

1. The employee is in route between locations for official City business or, as related to take-home vehicles, when in route between home and the workplace; and
2. The use is "de minimus" in time and value. Personal use is bound to limits of reasonableness and public responsibility.

City vehicles shall be driven over the most economically direct route, taking into account exceptions due to safety needs, road considerations, vehicle capabilities, and traffic considerations.

Assignment of City Vehicles:

The assignment of City vehicles shall fall into one of the following criteria and be subject to the requirements and guidelines noted.

1. Daily / Temporary Vehicle

Departments that have been provided City vehicles may assign employees vehicles for daily or temporary use for the purpose of conducting City business. Only City employees who have received permission from their Supervisor and/or Department Director shall drive City vehicles. Departments shall assign such vehicles in a manner consistent with operational requirements and workload.

2. Standby Vehicle

Those employees assigned on-call duty, or who expect to be called back to work, or who return to work before the next regular workday may temporarily take vehicles home. In no circumstances shall commuting be allowed on a regular basis except as authorized by the Take-Home Vehicle section outlined below.

3. Take-Home Vehicle

An employee who is assigned a take-home vehicle may drive the vehicle to and from her/his home only when one of the following conditions exists:

- A. The employee is a law enforcement officer performing duties related to public safety. Law enforcement personnel should also consult current Department of Public Safety policies and procedures for rules and regulations that are not addressed in this policy.

- B. The employee is on 24-hour call as part of her / his work duties and the vehicle is essential for the performance of those duties.
- C. The employee needs a vehicle after the completion of the regular workday to complete City business on the same day or before her / his usual work hours.
- D. The employee is engaged in authorized travel outside of the City (e.g. authorized training, seminars, etc.).
 - a) Requests for vehicles for travel should be made to the requesting employee's Department Director at least 1 week in advance of the anticipated need, if possible.
 - b) The vehicle shall be returned immediately upon completion of the authorized travel.
 - c) The driver must clean the interior of the vehicle and notify her / his Department Director of any malfunctions or repairs needed.
 - d) The employee should consult the City's Travel Policies for a listing of reimbursable expenses.
- E. By virtue of her / his position, the employee has been approved and authorized for take-home vehicle use by the City Administrator.

Take-home vehicles may be assigned only to those employees who live within a 30-mile radius from City Hall. In the case of uniformed Public Safety Officers, the maximum radius shall be established in the policies of the Department of Public Safety, upon approval of said policy by vote of City Council. If an employee who has been assigned a take-home vehicle relocates outside of that radius, the assignment of the take-home vehicle shall be rescinded.

Take-home vehicle assignments will be made in writing by the Department Director and approved by the Director of Finance and the Assistant City Administrator. The Department Director shall address the rationale for the request and how the request meets the criteria listed above. The City Administrator, Assistant City Administrator, or the Department Director may rescind the assignment of a take-home vehicle(s) at any time.

When an employee assigned a City take-home vehicle takes PTO or is on extended leave of absence, the Department Director shall determine whether or not that vehicle shall remain on City property during the absence. This is to ensure the safety of the vehicle and to make it available to other employees during that time.

General Guidelines and Requirements:

The following general rules and guidelines pertain to all use of City vehicles as well as to an employee who may drive a personal vehicle for City business. Violation of any of these or any departmental vehicle rules may result in discipline up to and including immediate termination.

1. Driver's License:

All employees who drive as part of their job duties must have a valid Georgia driver's license. Any employee whose driver's license is suspended or revoked must report the

suspension or revocation to the Safety/Risk Administrator within 24 hours of the suspension or revocation.

2. Damage to City Vehicles:

If a City vehicle incurs any damage while under the charge of a particular employee, that employee must report the damage immediately and may be responsible for paying for some or all of the repair costs, to be determined in the City's sole discretion.

3. Traffic Citations:

If an employee receives a citation for any violation while operating a City vehicle or a personal vehicle while on City business, the employee is responsible for paying any fine or penalty incurred and may be subject to discipline, up to and including immediate termination. All such violations or citations must be reported to your Department Director immediately. Failure to immediately report a violation or citation may result in discipline, up to and including immediate termination.

4. Alcohol and Drugs:

Drinking alcoholic beverages or otherwise violating the drug and alcohol policy is prohibited in a City-owned vehicle or in a personal vehicle while on City business. Violation of this rule may result in disciplinary action, up to and including immediate termination.

5. Smoking:

Smoking or use of tobacco products is prohibited in all City owned vehicles. See Tobacco and Smoking Policy.

6. Unacceptable Driving Records:

For employees who drive vehicles in the course of their duties, an accident, a citation for D.U.I., D.W.I., or any other serious driving violation or citation (even those occurring off-duty) may create an unacceptable driving record. An unacceptable driving record may result in an employee not being allowed to drive a City vehicle or other discipline, up to and including immediate termination.

7. Seatbelts:

All employees must wear a seatbelt 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 encourages all of its employees to wear seatbelts at all times, as required by state law.

8. Motor Vehicle Record Checks:

For employees who drive vehicles in the course of their duties, the City may check motor vehicle records ("MVR") of all applicants prior to making them offers of employment and of 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.

9. Reporting of Traffic Incidents:

Employees who drive either personal or City vehicles in the course of their duties must report in writing to their supervisor any citation, D.U.I., D.W.I., violation or accident

("incidents") that occur at any time (on or off duty) after beginning employment with the City. Failure to report such incidents within forty-eight (48) hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline, up to and including immediate termination.

10. Federal Motor Carrier Safety Requirements (FMCSR's) for Designated Truck Drivers:
Some truck drivers must undergo a DOT physical and obtain a commercial driver's license prior to driving trucks. DOT drivers must maintain their commercial driver's license. Additionally, delivery vehicles can never be used to carry passengers.
11. Use of City Vehicles by Employees on Light / Restricted Duty:
Employees who have been placed by the City on modified duty (also described as light or restricted duty) based upon the recommendation of a medical care provider shall not operate City motor vehicles during the period for which the modified duty remains in effect. If it is believed that an exception to this policy should be made, the employee's Department Director shall submit to the Director of HR and the Director of Finance a written request for consideration of waiver. Any decision to grant such waiver shall be solely at the discretion of the Director of HR and the Director of Finance and shall be made on a case-by-case basis.
12. Use of Mobile Phones and Other Telecommunications Devices:
When operating a City vehicle or a personnel vehicle while on City business, an employee must remain in full compliance with the Georgia Hands-Free Driving Law. In brief, this means that while operating a motor vehicle an employee shall not have a phone in her/his hand or use any part of her/his body to support a phone. Drivers can only use their phones to make or receive phone calls by using speakerphone, earpiece, wireless headphone, phone is connected to vehicle or an electronic watch. A driver may not send or read any text-based communication unless using voice-based communication that automatically converts message to a written text or is being used for navigation or GPS. A driver may not write, send or read any text messages, e-mails, social media or internet data content. A driver may not watch or record a video; however, continuously running dash cameras are exempt from the video recording prohibition.

WORK AREA APPEARANCE

We expect employees to maintain their work areas in a clean, neat, professional, and acceptable manner. Each employee is expected to maintain their designated work area, and all employees are expected to maintain the common areas.

WORKPLACE CHEMICALS

The City maintains a Hazard Communication Program aligned with the Globally Harmonized System of Classification and Labeling of Chemicals ("Hazard Communication") which includes lists of all chemicals with which you work which may in any way be hazardous. The City also maintains copies of Material Safety Data Sheets (MSDS) on each chemical, which explain how to safely work with that chemical, and a

written description of our program. The City will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. Employees should evaluate any unusual or non-routine task for chemical hazards and discuss with your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical.

If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Copies of our Hazard Communication materials may be obtained from your Department Director.

WORKPLACE VIOLENCE & SECURITY

Nothing is more important to the City than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City property or while engaged in City business will not be tolerated.

Any employee who commits or threatens to commit any violent act against any person while on City premises, or while engaged in City business off the premises, will be subject to immediate termination. Violations of this policy may also include arrest, and prosecution

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits, and shall remain off City premises pending the outcome of an investigation. The City will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing City policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All City employees are responsible for notifying their supervisor or anyone in management of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should report any behavior they have witnessed which they regard as threatening, or violent, when that behavior is job related or might be carried out on a City site or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

In addition, all individuals who apply for or obtain a protective/restraining order which lists City facilities as being protected areas must provide to the Director of HR and the Department Director a copy of the petition and declarations used to seek the order, a copy of any temporary protective/restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The City understands the sensitivity of the information requested and will attempt to preserve confidentiality to the extent that the needs of the situation permit.

FIREARMS: The City prohibits employees and all other persons (other than law enforcement and authorized security personnel) from having firearms in working areas, in buildings or on their person during working time or while performing work. Firearms are prohibited on all City property and in City vehicles. The only exception to this rule is that a person with a current Georgia license to carry a firearm may keep a firearm in his/her personal vehicle so long as it is kept out of sight in a locked, enclosed compartment or area of his or her vehicle in the City's parking lot. Anyone who has a license to carry a firearm and will have the firearm on City property must notify the City and provide a copy of his or her license.

Failure to provide the City with a copy of a current firearm license, to properly secure and protect a firearm or to comply with this policy may subject an employee to discipline, up to and including immediate termination. Employees who have questions concerning the application of this policy, should consult their supervisor immediately.

WEAPONS AND DANGEROUS INSTRUMENTALITIES: Except as otherwise stated in this Handbook, ammunition, explosives, weapons or dangerous instrumentalities of any kind are prohibited on City property (except as expressly allowed by Georgia Law) and in City vehicles at any time. Likewise, no employee should possess any ammunition, explosive, other weapon or dangerous instrumentalities at any time while performing any work for the City. Although the City retains the right to determine the scope of this paragraph on other weapons and the terms contained in it, "possess" as used in this policy generally means to have on your person, in your vehicle or any vehicle assigned to you, or in other property in your presence or under your control (such as bags, packages, purses, briefcases, desks, toolboxes, lockers, etc.), while on City premises or while you are at work for the City.

Any violation of this policy may subject an employee to discipline, up to and including immediate termination. Employees who have any questions concerning the application of this policy should consult their supervisor immediately.

RECORDS AND CONFIDENTIALITY

BUSINESS RECORDS

The City and its employees maintain various types of written and electronic records related to the City's business. All such records maintained on the City's premises and in

the City's systems are considered to be City property and, thus, are subject to review or inspection by the City, its employees, or agents at any time without further advance notice. For these and other reasons, please do not use our computer systems or other business systems for personal matters or matters that are not related to the City's business. Furthermore, employees must remember that almost all City records are available to the public and others pursuant to open record laws.

CHANGES IN PERSONNEL RECORDS

To keep your personnel records up to date, to ensure that the City has the ability to contact employees, and to ensure that the appropriate benefits are available, employees must promptly notify the City of any change of name, address, phone number, number of dependents, or other applicable information.

CONFIDENTIAL INFORMATION

Employees may, by virtue of their employment with the City, obtain access to sensitive, confidential, restricted and proprietary information about the City or its citizens that is not generally known or made available to the public and that the City has made reasonable efforts to keep confidential, including but not limited to financial records, vendor records and files, referral or mailing lists, credit card numbers, and similar information whether stored electronically or in paper format.

Such confidential information shall be used solely by employees in the performance of their job duties for the City and shall not be used in any other manner whatsoever during their employment. Employees shall not, without the prior written consent of the City, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. This prohibition expressly includes such information in electronic form. Such confidential information is the exclusive property of the City and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination, you must immediately deliver to the City any and all confidential information, whether stored electronically or in paper format, including but not limited to all copies of such documents prepared or produced in connection with your employment with the City that pertain to the City's business or your services for the City, whether made or compiled by you or furnished to you in connection with such services to the City. In addition, at termination, you must return to the City all of the City's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the City. Likewise, this policy does not limit (and will not be enforced so as to limit) your rights to discuss your wages, hours and other terms and conditions of employment with others.

CONTACT WITH GOVERNMENTAL AGENCIES

Anyone who is contacted by a representative of a governmental agency or unit (which is not part of the City), including a process server, should not accept any document on behalf of the City and should not answer any questions on behalf of the City. The government representative should instead be referred immediately to the Director of HR. The purpose of this policy is to ensure that City management receives all information pertaining to the City at the earliest date possible so it may fulfill any obligation imposed upon it by law or regulation. This policy is not designed to prohibit an individual's cooperation with a government investigation.

PERSONNEL FILES & ACCESS TO EMPLOYEE INFORMATION

HR Department is the official keeper of personnel records for every employee. Personnel files and medical records maintained by HR and Benefits Division are confidential. The information contained therein can only be released if requested by the employee, by court order, as required by the Freedom of Information Act, or on a need-to-know basis by City management or its designated representatives.

Additionally, the City shall not share any information regarding benefits, terms and conditions of employment with third parties, including spouses or other relatives, unless permitted by law, or with written authorization from the employee.

Employees have the right to review their personnel records up to 2 times per 12-month period and up to 1 year after date of termination. Employee inspections should be provided within 7 working days after the employee makes the request. However, if HR can reasonably show that such deadline cannot be met, it shall have an additional 7 days to comply.

Upon request to HR, you may inspect your own personnel file other than references. In order to preserve the integrity of the records, inspections will be held in the Human Resources office in the presence of a member of HR team. The City does not allow you to remove personal records. Employees should alert HR to any changes in your personal information so that we can keep our records up to date.

HR will provide copies of the employee's records within a reasonable time period at the employee's request. If an employee demonstrates they are unable to review their personnel records at the HR Department, upon the employee's written request, an alternative City facility may be accommodated, or a copy of the personnel file may be provided electronically.

UNAUTHORIZED RECORDING

To maintain the security of our premises and systems, the City prohibits unauthorized photography or audio and video recording by an employee. Do not use a cell phone or any other device to make any type of photograph or audio or video recording, unless otherwise authorized by your supervisor while performing your duties, such as taking pictures or videos to document cases in the field. Authorization for any type of recording requires the advance written approval of the Director of HR. Violation of this policy may result in discipline, up to and including immediate termination of employment. This policy is not intended to prohibit, or chill employee rights protected by Section 7 of the National Labor Relation Act.

WORKPLACE ACCOMMODATION

LIGHT DUTY

The purpose of establishing a light duty program is to provide **temporary** work for employees who are injured or incapacitated to such an extent that they cannot be assigned to regular duty but are healthy enough to perform modified duties. Light duty may be allowed where necessary and if meaningful work is available for which the employee is qualified to perform.

The purpose of light duty is to provide a progression of job duties that will return injured workers to their regular full duty positions. Light duty is a temporary measure and is not intended to remove or replace an employee's regular job duties on an extended or permanent basis. Nothing in this policy shall be construed to require the City to create a light duty assignment for an employee. Employees will only be assigned to light duty work when the City determines that a need exists and only as long as such need exists. While on light duty, medical appointments and treatments should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work. To ensure the employee is able to return to work as promptly as possible, the City expects that employees will adhere to their light duty restrictions during all of their off-duty hours, absent expressed written approval from a treating physician.

Eligibility:

Light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries or medical condition to perform the essential functions of the job. This temporary, modified, or restricted duty assignment may include a modification of the employee's current duties, reassignment to other duties within the department, or assignment outside the employee's department. The terms and conditions of the light duty assignment, including job tasks and hours, shall be determined exclusively by the City.

The City may require an employee who is receiving Workers' Compensation benefits to return to work in a light duty assignment that the employee is qualified to perform. Light duty assignment will only be considered where the employee's treating physician or a

City designated physician has determined the employee is physically able to perform the light duty assignment in a safe manner.

Generally, a light duty assignment may be offered to an employee when there is a reasonable expectation the employee will be able to return to regular duty within 90 days. An employee assigned to light duty will be assessed at the end of each 30-day period to determine status and ability to return to full duty. A light duty assignment will only be extended beyond 90 days if there is a reasonable expectation of a return to full duty within a short period of time.

It is the intention of any light duty assignment to facilitate the employee's return to the workplace while ensuring the employee remain focused on achieving maximum medical improvement so they may return to full duty with the City. While on light duty, employees will generally not be permitted to work overtime or engage in any secondary employment including self-employment. Employees must limit their physical activities to comply with the medical restrictions as outlined by their treating physician while at work as well as during their off-duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off duty hours may result in the termination of the light duty assignment and may be grounds for disciplinary action up to and including termination of employment.

If an employee is unable to resume regular job duties at the end of an authorized period of light duty work, HR will meet with the employee to discuss employment status. The City may send an employee to a physician of its choice to determine if the employee is fit to return to work.

Generally, if at any point an employee is medically determined to have permanent or indefinite work restrictions, the temporary light or restricted duty assignment will not be considered or continued. In that event, the City will review the employee's situation to determine the appropriate steps to be taken, if any, under the Americans with Disabilities Act, other applicable law, and other relevant City policies.

Requesting Accommodations/Light Duty Assignment

1. If you need reasonable accommodations due to a disability or temporary light duty to comply with medical requirements or restrictions, you must contact HR as soon as such need is known or believed to exist.
2. Complete a "Request for Accommodations/Light Duty" form.
3. Along with the request form, your medical provider will need to provide medical documentation that clearly defines your specific job-related functional limitations.

The Assessment and Determination Process

1. HR will review the medical documentation, identify potential accommodations with you during the interactive process and assess the effectiveness that each possible accommodation would have in allowing you to perform the essential functions of your job.

2. HR and your supervisor will coordinate the accommodation that is the most appropriate for both you and the City's operational needs. While your preference will be given consideration, the City has the discretion to choose among equally effective accommodations and may choose the one that is least expensive, easiest to provide, or that imposes the least impact on day-to-day operations.
3. The City will provide accommodation only to the extent that such accommodation can be made without creating or being an undue hardship on the City, as provided by law.

MEDICAL EXAMINATION

HR may direct any employee to undergo a physical, psychological examination and medical test (including drug and alcohol screen) at any time, when such an examination or test may be necessary to determine the employee's fitness to perform the required duties of the position. All such examinations and tests will be performed by licensed medical professionals as appointed by the City, and at the City's expense.

Circumstances that may warrant an examination may include, but is not limited to, the following:

- An inability to perform job-related duties because of a physical or mental problem or condition.
- The employee's return from an extended absence due to a serious injury or illness, when time lost has exceeded 30 calendar days.
- The employee's return from a leave of absence, with or without pay.
- The transfer of an employee to a position that requires greater physical capabilities.
- To verify an employee's use of frequent and/or questionable PTO or disability benefits.
- An employee who appears to be working while under the influence of alcohol or drugs.
- Following an on-duty incident or accident.

NURSING MOTHERS

The City recognizes the importance of breastfeeding and supports the accommodation of mothers who choose to continue breastfeeding, nursing or expressing milk after their return to work.

Notification

1. Supervisor's responsibility

As part of procedure for applying for maternity leave, mothers should be provided this policy and the request for breastfeeding form by the City.

Upon receipt of request for accommodations for breastfeeding, the City must take the necessary steps to ensure that reasonable accommodations are made prior to employee's return to work. Supervisors should discuss accommodations and schedule adaptation with the employee prior to the return to work date.

2. Employee's Responsibility

Employees must provide their supervisors with at least 4 weeks' notice of their intention to continue breastfeeding following maternity leave of absence. This provides the City time for necessary arrangements to be made.

Maximum Accommodations/Schedule Adaptation

The accommodations for breastfeeding will expire 1 year from the date of birth of the child. If the mother discontinues breastfeeding, the employee is obligated to notify her supervisor immediately. Failure to notify the supervisor upon discontinuing breastfeeding and continuing to utilize the accommodations and/or schedule adaptation would be considered a policy violation subject to appropriate employment sanctions.

Flexible Scheduling

A breastfeeding employee shall be allowed a flexible schedule to express breast milk for her infant child. The time allowed will not exceed the normal time allowed for lunch and breaks. Break time must, if possible, run concurrently with any break time already provided to the employee. The City is not required to provide break time if to do so would unduly disrupt the City's operation. For time above and beyond normal lunch and breaks the employee may request use of available vacation benefit, early start time or leave for work later. All requests for time above and beyond normal lunch and breaks are subject to approval by the City based on operational needs.

Privacy/Accommodations/Designated Lactation Space

The City will make reasonable effort to provide a clean lockable private room (not a toilet stall or public restroom) or other location, in close proximity to the work area, where an employee can express her milk in privacy. The room should have a chair and accessible electrical outlets for an electric breast pump and if possible, a small table. A clean water source for washing hands and rinsing out any nursing equipment must be available; a restroom or break room with a sink does satisfy this requirement. It is the employee's responsibility to keep the location clean after each use and remove any personal items.

Nursing Child

Bringing a child to the workplace is not recommended. However, a mother may elect to nurse her child during the scheduled breaks in the designated area. The mother will make the necessary arrangement with her supervisor and childcare giver. The childcare giver will meet at the designated location and time. It is important that these schedule times do not disrupt the operations of the City. It is the supervisor's discretion to determine if disruptions do occur and may terminate the direct nursing of child and provide accommodations for pumping only.

Storing Breast Milk

The employee will provide their own containers and storage unit such as small ice chest or thermos from home. Any breast milk stored in the refrigerator must be placed on a high shelf in the shared refrigerator, not in the door panel and must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. It is the employee's responsibility to remove expressed milk at the end of each day.

REASONABLE ACCOMMODATIONS

With respect to applicants and employees with disabilities who are otherwise qualified for the job, it is the City's policy to make reasonable accommodations in accordance with applicable law. Persons with disabilities may request reasonable accommodations by directing their request to the Director of HR via their Department Director. The City will engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the City may request an employee to provide certain information from their health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.

The City will consider accommodation upon presentation of medical documentation supporting the need for a workplace accommodation; to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the City, or could potentially result in an unsafe environment for the employee or others.

Any employee who has questions or concerns about reasonable accommodations in the workplace is encouraged to report these issues to the attention of HR. You can raise concerns and make reports and/or requests without fear of reprisal. Anyone who retaliates against any employee for reporting concerns or making accommodation requests will be subject to discipline, up to and including immediate termination.

WORK SCHEDULE & ATTENDANCE

ATTENDANCE, ABSENTEEISM & TARDINESS

Each employee plays an important role in getting the day's work done. You are expected to be in your work area on time each day, limit breaks to the time allowed, and stay at work until scheduled to leave. Absenteeism or tardiness, even for good reasons, is disruptive of City operations and interferes with our ability to satisfy our citizens' needs.

Instances of absenteeism or tardiness covered by the Family Medical Leave Act (FMLA), however, will not be counted as instances of absenteeism or tardiness for disciplinary action purposes. In addition, patterns of absenteeism such as before or after days off, patterns of occurrences during a month, etc. may be grounds for identifying abuse, whether or not established guidelines are exceeded.

In the event you are unable to report for work due to illness or other emergency, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to notify your supervisor as soon as possible.

Communication can be done verbally or through other electronic communication as accepted by your immediate supervisor. Notification of an absence does not guarantee approved use of benefit time for the absence.

Failure to report to work for 3 consecutive scheduled working days without notifying the City will be considered job abandonment and will result in termination of employment.

For the purposes of FMLA compliance, supervisors are required to notify Finance Department – Benefits of any:

- Full-time employee absence in excess of 1 week for anything other than approved personal time off.
- For part-time employee absence in excess of 1 week, or when monthly required hours are not fulfilled, for any reason.

If you are absent for more than 1 day, you must call in for each day of absence unless you have been approved for a leave of absence.

Absences due to personal injury or illness, lasting more than 3 days will require a physician's statement prior to returning to work. The City reserves the right to request that employees provide a physician's statement at any time should sick leave abuse be suspected.

COMPENSATORY (COMP) TIME

The City does not allow the use of compensatory time ("comp time") as a means of compensating an employee who works in excess of the standard hours in a given pay period. If a non-exempt employee is authorized, by their immediate supervisor, to work in excess of their standard work hours in a given week, the employee must be compensated for the overtime hours worked during the pay period at the overtime rate of pay. Non-exempt employees receive straight-time pay plus half-time pay (the time-and-one-half rate) for overtime hours.

OVERTIME

The City may periodically schedule overtime work to meet City business needs. We will attempt to give employees advance notice, if possible.

Each Department Director is responsible for establishing internal controls in order to minimize such circumstances and assure overtime work is scheduled and paid in accordance with City policy, applicable State and Federal laws, and the regulations of the Fair Labor Standards Act (FLSA). We expect that all employees who are scheduled to work overtime or who are called out to work on a special project will be at work unless specifically excused by their supervisor. Failure to report for scheduled overtime work may result in discipline, up to and including immediate termination.

Overtime Hours: All hours worked in excess of 40 hours in a workweek are overtime hours except for Police and Fire Department shift employees who have other limits under the FLSA. For purposes of calculating overtime hours, only actual hours of work will be counted. Paid time off (PTO) is not counted as hours worked for purposes of calculating overtime hours. For purposes of calculating overtime only, official City-recognized holiday hours are considered hours worked, except as applied to an employee of the Public Safety Department who works a shift schedule.

Overtime Compensation: The City adheres to the requirements for overtime compensation under the Fair Labor Standards Act (FLSA), as outlined by regulations of the Wage and Hour Division. In accordance with these regulations, positions are classified as either exempt or non-exempt from eligibility for overtime.

Non-exempt employees receive straight-time pay plus half-time pay (the time-and-one-half rate) for overtime hours.

Non-exempt employees must receive approval from their supervisor prior to performing overtime work or they may be subject to disciplinary action up to and including immediate termination.

WORK SCHEDULE

For many employees, the normal workweek for full-time employees will be Monday through Friday according to the particular job. The normal workday for full-time employees will be Monday through Thursday 8:30 a.m. – 5:00 p.m. and Friday 8:30 AM – 4:30 PM. “Normal” is defined as the schedule the employee will work most of the time. Due to operational demands, Department Directors, with approval from the City Administrator, may adjust an employee’s work schedule as operational conditions require. If the schedule is changed, the change will be communicated to affected employees as far in advance as possible prior to the change.

Non-exempt employees are allowed to report to work up to approximately 30 minutes before the work schedule starts but should not perform any work before the normal schedule begins. Do not begin work and do not clock in more than 10 minutes before your normally scheduled shift, unless previously authorized by your supervisor. Likewise,

stop work and clock out no more than 10 minutes after the end of your scheduled shift. In either instance, hourly paid employees must not perform work unless they are "on the clock."

Some employees may be required to attend City Council, committee, or other meetings outside of normal business hours. Questions regarding an employee's work schedule should be directed to their immediate supervisor.

Flexible Work Schedules: Department Directors may, upon review and approval of HR, approve a flexible work schedule. Any such flexible schedule must meet the following criteria:

- The flexible schedule must ensure the department and/or facility is adequately staffed during normal business hours.
- The flexible schedule may not in any way reduce or negatively impact the level of service provided to or experienced by the public.
- The flexible schedule may not reduce the actual cumulative hours worked by any employee during a given work week from the number of hours that would be worked by the employee on a traditional schedule.
- The flexible schedule must comply with all other City policies.
- Prior to implementation of a flexible schedule, a written document defining and governing the schedule must be provided to HR for review and approval. Changes to existing flexible schedules must also be approved by HR.

Lunch / Break Periods: The scheduling of an employee lunch period and rest breaks are at the discretion of their immediate supervisor. Employees may be required to take these breaks at different times, as departmental operations may dictate. Due to the responsibility of certain positions, an uninterrupted lunch period may not be guaranteed. In this case, the non-exempt employee will be paid for the lunch period.

Rest breaks may be established, not to exceed 15 minutes, once in the morning and once in the afternoon. Employees must be scheduled to work at least five consecutive hours to be eligible for a rest break. If a rest break is missed or not taken by the employee, no additional compensation will be awarded. Under no circumstances will rest breaks be combined to provide a 30-minute break during the workday.

Unpaid lunch periods are normally established for one hour. These breaks may be shortened to one-half hour, with approval from the employee's immediate supervisor.

Non-exempt employees are not permitted to use their workstation to take a meal break. All employees are required to be out of public view while taking a meal break within City buildings.

On-Call: The purpose of "On-Call Status" is to ensure the timely delivery of critical services outside of normal business hours when the need arises. It is intended for use

primarily by departments such as Information Technology, Public Works, and Recreation and Parks (as well as some specified police and fire positions within the Department of Public Safety) for personnel who may be called upon to repair critical infrastructure or perform similar duties of an immediate need nature.

An employee designated as being in "On-Call Status" is required to remain in a "ready status" (i.e. available to respond) after regular business hours and be able to be in communication within 15 minutes of initial notification by the City. If an employee in "On-Call Status" must report to a specific location to deliver necessary service, the employee must be able to report to such location within 1 hour of being notified; however, the employee is not required to be at any particular place while in "On-Call Status" until such need to report is identified.

A non-exempt employee who is in "On-Call Status" will be paid a minimum of 2 hours per day at her/his standard rate of pay. Time spent "waiting to be engaged in work" (i.e. simply in ready status) are not considered "hours worked." If a non-exempt employee responds to a call, time towards "hours worked" will start from the time the employee receives the call: only the actual hours worked will be considered for purposes of calculating any applicable overtime compensation; however, the minimum "hours worked" to be earned by the employee shall be 2 hours.

Standby Status: The purpose of "Standby Status" is to ensure appropriate staffing for those positions within the Department of Public Safety that require minimum staffing levels be maintained during any shift. It is intended for use only to address unexpected staffing shortages resulting from illness, injury, or other unforeseeable circumstances. For purposes of this policy, "unforeseeable" shall mean a circumstance for which a supervisor has 4 or less hours' notice of the need.

An employee who is on "Standby Status" must be able to be in communication within 15 minutes of initial notification and be able to respond to their assigned duty station within 2 hours of initial notification (i.e. "activation").

A non-exempt employee on "Standby Status" who is activated by the City (i.e. ordered to report for duty) shall earn premium pay (defined as 1.5 times the employee's regular hourly rate) from the time they begin work at the duty station and will also receive an additional 2 hours of premium pay (said 2 hours not being considered "hours worked").

The Department of Public Safety and/or each division therein utilizing Standby Status is to compile and maintain a list of qualified employees who have volunteered to participate in the Standby Program (i.e. Standby Employee List).

When the need to activate a Standby Employee arises, the supervisor is to call the first employee on the list and work down through the list until the standby need is filled. Each employee contacted, regardless of acceptance of the standby assignment, shall be moved to the bottom of the Standby Employee List in the order in which was called by the supervisor.

An employee who has volunteered to be on the Standby Employee List may reject no more than 1 request to report for Standby Duty in any 4-month period or no more than 3

report requests in any calendar year. An employee who exceeds this standard shall be removed from the Standby Employee List and shall not be eligible for participation in the program for 12 months. Further, it shall be reflected and have an impact on the employee's annual performance evaluation.

Emergency Recall: The purpose of "Emergency Recall" is to ensure adequate staffing levels to effectively respond to incidents or emergency situations. "Emergency Recall" can be activated by an Incident Commander when determines that an incident or emergency situation will soon exceed or has already exceeded the capabilities of the entire on-duty staff.

- **Level 1 Emergency Recall:** All available personnel report to the designated rally point(s) and await transportation and/or further instruction.
- **Level 2 Emergency Recall:** Only those personnel specifically contacted report to the designated rally point(s) and await further instructions.

It shall be the responsibility of the supervisor or officer with oversight of the recalled employees to ensure that the names, reporting times, and release times of the employees are reported to the Incident Commander and departmental payroll coordinator.

Non-exempt employees activated under an "Emergency Recall" shall be compensated at premium pay (defined as 1.5 times the employee's standard hourly rate) only for the actual hours worked, which shall begin at the time they report to the designated rally point(s).

Daylight Savings Time (DST): In the spring, when transitioning to DST, non-exempt employees working during the 1-hour transition from Standard Time to DST will be paid only for actual hours worked. Non-exempt employees working on a shift which includes the 1-hour transition may be granted by the Director of Public Safety the option of working an additional hour at his or her base hourly rate to make up for the lost work hour.

In the fall, when transitioning to Standard Time, non-exempt employees working during the 1 hour transition from DST to Standard Time will be paid for actual hours worked, including overtime pay, if actual hours worked or counted as worked in that work period exceed the regular scheduled work hours.

PART 2 – BENEFITS HANDBOOK

HEALTH & WELLNESS

COBRA

Employees and their dependents participating in the City's group health plan may be eligible for 18 to 36 months of benefits continuation. Eligibility for this benefit continuation under COBRA (Consolidated Omnibus Budget Reconciliation Act) is triggered by a "qualifying event" such as reduction in hours of employment, divorce, or termination of employment for reasons other than gross misconduct and is subject to policy terms and conditions and applicable legal guidelines.

Information regarding COBRA continuation of health care coverage will be provided to eligible employees by Finance Department-Benefits Division.

FLEXIBLE SPENDING ACCOUNT (FSA)

The City offers a Flexible Spending Account that allows employees to setup accounts to pay for certain health and dependent care expenses on a pre-tax basis. Employee premium contributions for the City-sponsored plans may be paid on a pre-tax basis under this plan.

GROUP HEALTH BENEFITS

The City's group health coverage incorporates separate and optional medical, dental, and vision coverage for eligible employees and their dependents. Regular full-time employees are eligible to enroll on the first of the month following 30 calendar days of continuous employment. For elected officials, eligibility begins on the first day of service. Employees make a small contribution to the total benefit cost. Insurance premiums and benefits are subject to change, and employees may be responsible for paying future increases.

The specific coverage of benefits for the plan year is defined in the contracted plan documents. All employees should familiarize themselves with the health plan definitions, specifically, the term "dependent". Enrolling a person who does not meet the definition of dependent in the plan is considered fraud and may result in dismissal. Employees may be asked to prove that a person listed as a dependent actually meets the definition. This may mean providing marriage and birth certificates or other proof.

Details of the insurance plans offered by the City are described in the Benefit Summary document. The Benefit Summary document and information on cost of coverage will be provided in advance of enrollment, and is available on the City Intranet, to eligible employees. Summary plan descriptions (SPDs), which explain coverage of the medical,

dental and vision insurance benefits in greater details, are available from the Finance Department – Benefits Division, and the City’s Intranet. The SPDs are the final authority in all matters relating to the benefits described in this Employee Handbook and will govern in the event of any conflict. Additionally, the City reserves the right to change insurance carriers, change health maintenance organizations, self-insured, and/or change or eliminate any benefits at any time in accordance with applicable law.

The City contributes to the cost of the insurance plan at levels authorized by the City Council. Employee contributions towards premiums for such plan are subject to change at the City’s discretion.

Unless otherwise set forth in an agreement, upon termination of employment or retirement, employees may elect to continue coverage in accordance with the Plan, under COBRA and/or under the City health insurance plan, at their own expense. Some employees may qualify for a retiree insurance subsidy as specified in this Employee Handbook.

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

The City provides group life insurance and accidental death and dismemberment insurance equal to 3.5 times an employee’s annual earnings up to a maximum of \$650,000. Spouse life insurance is \$5,000 and dependent child life insurance is \$2,500. Currently, the City pays the full cost of this benefit. In addition, an employee may choose to purchase supplemental amounts of voluntary life insurance for the employee, the employee’s spouse, or the employee’s dependent children. See the Finance Department – Benefits Division for more details.

SHORT-TERM / LONG-TERM DISABILITY BENEFITS (STD/LTD)

The City provides group short-term and long-term disability benefits for eligible full-time employees at no cost to employees. Check with the Finance Department – Benefits Division for more information regarding qualifying disabilities and reimbursement policies. The City currently pays for this valuable benefit.

Short-term disability benefits paid at 67% of employee’s regular pay following 14 days of disability. Long-term disability benefits paid at 60% of employee’s regular pay following 26 weeks of disability.

SOCIAL SECURITY & MEDICARE

Pursuant to the Federal Insurance Contributions Act (FICA), better known as the Social Security Act, the City deducts a percentage of your pay, matches it with an equal amount from the City, and sends it to Social Security and Medicare.

Social Security is more than just a retirement plan. It provides important life insurance and disability protection, as well as, health insurance (Medicare) for individuals 65+ years

of age. For more information about FICA benefits, contact your local Social Security office or visit www.ssa.gov.

WELLNESS PROGRAM & INCENTIVES

The City recognizes the effectiveness of wellness initiatives on containing health care costs and as such offers certain incentives and premium discounts to employees and their dependents who participate. Wellness initiatives are determined annually by the City in consultation with our health care consultants. In order to receive certain discounts employees and/or their dependents may be required to sign affidavits, complete a biometric screening, complete a health risk questionnaire, meet with a health coach, or satisfy any other participatory requirement established by the City. Falsifying required information in order to receive a discount is subject to formal discipline and may result in dismissal.

WORKERS' COMPENSATION & HAZARDOUS DUTY

If an employee is injured in the course of their work, they may be eligible for benefits under the Workers' Compensation Act. Workers' Compensation pays for approved medical treatment associated with the injury and lost work time. Workers' Compensation protects you in the event of occupational injury or sickness occurring in the course and scope of employment and arising out of the specific circumstances and requirements of employment. **You must** report **immediately** any on-the-job accident or injury, no matter how small, to your supervisor or to the Safety and Risk Administrator in the Finance Department within 12 hours of the event. Where medical care is required for on-the-job injuries, employees initially must go to one of the designated medical facilities listed on our Workers' Compensation panel.

The compensability of claims is determined on a case by case basis by the application of applicable Federal and State laws, court cases and general prudence using a team of professionals including outside counsel and a third-party administrator. The City has the right from time to time to determine that certain activities are not in the course and scope of any City employee's employment and any injury as a result of such activities shall not be construed as arising out of the employee's circumstance of employment. Without limiting the City's right to make such a determination on other activities, the City has determined that all exercise and fitness activities, including working out in any City-provided gym or with any City-provided equipment during work hours or after work hours, are not activities or duties in the course and scope of employment nor a circumstance of employment.

The City believes it is in everyone's best interest to return employees with work-related injuries to full or modified duty as soon as practical. Efforts will be made to accommodate any work restrictions as determined by the physician(s), which will depend on the employee's restrictions and the business needs of the City. Light duty may be allowed where necessary and if meaningful work is available for which the employee is qualified to perform as outlined in the Light Duty Policy. Refusal of restricted duty will result in the suspension of Workers' Compensation benefits.

Falsification of a work-related injury is fraud and grounds for disciplinary action, up to and including termination.

The payment of temporary disability benefits determined to be compensable under the Workers' Compensation Act is made on the basis of 66 2/3% of an employee's earnings, subject to statutory maximums. Employees may choose to supplement the remaining earnings with their own PTO balance.

In some circumstances, an employee may be eligible for Hazardous Duty supplement for up to 6 months per injury. This supplement is paid without reducing the employee's PTO balance and brings the employee's compensation amount to a maximum of the employee's full salary.

Hazardous Duty: A hazardous duty injury shall be defined as bodily injury to an employee resulting from an activity within the scope and course of employment that is due to exigent and life or limb threatening circumstances, provided the circumstances are not caused or contributed to by the employee's own conduct. The hazardous duty injury must have been sustained while physically working for the City of Alpharetta. The Department Director of the injured employee must contact the Finance Department – Risk Division to request consideration for the hazardous duty supplement.

The current Workers' Compensation reporting packet is available on the City's Intranet.

LEAVES OF ABSENCE

CIVIC RESPONSIBILITIES

We encourage all employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify your immediate supervisor immediately so we can plan the department's work with as little disruption as possible. While on jury duty, the City will pay employees at their regular rate. PTO will not be charged, and the employee will not be asked to relinquish her / his jury duty compensation to the City.

Employees on jury duty must provide their supervisor with a copy of the subpoena. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Witness Duty: If you are subpoenaed to appear as a witness, please notify your supervisor immediately so we can plan the department's work with as little disruption as possible. We do not pay employees who are subpoenaed to appear as witnesses for matters unrelated to City business, but an employee may use PTO or take unpaid leave.

City employees subpoenaed or ordered to attend court to appear as a witness or to testify in an official capacity on behalf of the City of Alpharetta, the State of Georgia, or the Federal Government will receive paid leave for the period. Such leave will not be charged to the employee's PTO account. Employees on a leave of absence for court appearance will promptly return to work on any days in which they are excused from court.

Employees on witness duty must provide their supervisor with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their supervisor as soon as possible and report to work if requested.

Voting: Although polls are open most of the day, we realize that in some instances employees are required to work overtime and may find that these hours are insufficient to get to the polls. If you have a problem in this regard, please let your supervisor know so that we can make arrangements for you to have the necessary time to get to the polls.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees who have completed 1 year of continuous service and have worked at least 1,250 hours in the previous 12 months of employment may be granted a total of 12 weeks of leave in a rolling 12 month period measured backward from the date an employee uses any FMLA leave for their own serious health condition which prevents them from working, to care for their spouse or civil union partner, child (to age 18) or parent who has a serious health condition, to care for their child after birth or placement of a child for adoption or foster care placement, or because of any qualifying exigency.

When the City employs both spouses or both civil union partners, they are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care or for qualifying exigencies. This limitation does not apply to leave due to the employee's own medical condition. When the City employs both spouses or both civil union partners, both employees are jointly entitled to a combined total of 26 workweeks of family leave to care for a covered service member with a serious injury or illness.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Intermittent Leave: Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. Medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

The use of intermittent leave for the purpose of a birth or care or placement for adoption or foster care is subject to the Director of HR approval.

If intermittent leave is foreseeable based on planned medical treatment, employees may be required to transfer temporarily to an available alternative position offered by the City for which the employee is qualified, and which better accommodates recurring periods of leave. Employees will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position.

In all instances of intermittent FMLA leave, the City requires recertification every six months. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason, subject to a second and third medical opinion as appropriate.

Military Caregiver Leave: Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered service member. This leave is a one-time only requirement of the City and shall only be available during a single 12-month period. Employees may take this type of leave intermittently or on a reduced schedule when medically necessary. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The eligible employee can take up to 26 weeks of leave in a year (26 weeks total, not 26 weeks for Military Caregiver Leave plus 12 weeks of FMLA leave for other reasons outlined in the original Family Medical Leave Act).

In addition to spouses or civil union partners, children, and parents, the "next of kin" are eligible for this type of leave. The law defines next of kin as the service member's "nearest blood relative." This could include a number of relatives not covered by the Family Medical Leave Act entitlement, such as siblings, aunts, uncles, nieces, nephews, and cousins.

Use of PTO During FMLA Leave: Employees must utilize any accrued PTO or floating holidays during the FMLA period prior to non-paid time being approved. PTO will run concurrently with FMLA consistent with applicable leave policies. During periods of non-paid leave, the accrual of PTO time will cease, and the period will be subtracted from the employee's total years of seniority for purposes of longevity or PTO accrual.

Maintenance of Health Benefits:

The City will maintain group health insurance coverage for any employee on FMLA leave who chooses to retain their coverage. Coverage will be maintained on the same terms as if the employee was continuing work, with the same premium payments due as if the employee was currently working. If the employee is utilizing accrued paid leave balances while on FMLA leave, the premiums will be deducted from the employee's paycheck. If the FMLA leave is unpaid leave, the employee must make arrangements with the Human Resources Department for the insurance premium payments.

An employee can choose not to retain their health insurance coverage during the term of their FMLA leave. Upon their return to work, the employee's coverage will be reinstated on the same terms as they were prior to taking the leave, subject to any changes that may have occurred in the plan during their leave.

If an employee's premium payment is more than 30 days late, the City will terminate the group health plan coverage. The City will send the employee a written notice of its intent to terminate coverage at least 15 days before coverage is to cease.

Job Restoration: Upon returning from FMLA leave, an eligible employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. During the term of an unpaid FMLA approved leave, the employee will not continue to accrue additional benefits, nor lose any benefits earned or entitled to before the leave.

Notice And Medical Certification: Under those circumstances where the need for FMLA is foreseeable, an employee contemplating the use of such leave shall provide the Benefits Division with a written notice 30 days in advance of the expected birth, placement for adoption, foster care, planned medical treatment, or medical procedure for which FMLA is requested. If 30day notice is not practicable due to lack of knowledge, a change in circumstances, or medical emergency, notice shall be given as soon as possible. If the request is for an intermittent leave or leave on a reduced schedule basis, the employee shall also advise the Human Resources Department of the reasons why the leave schedule is medically necessary along with the schedule of treatment.

When an employee seeks leave for a FMLA qualifying reason for the first time, the City will designate the leave as covered by this policy whether or not the employee has expressly requested FMLA leave. When an employee seeks leave, however, due to a FMLA qualifying reason for which the City has previously provided the employee FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA.

In all instances, the employee must answer questions and provide sufficient information to allow the City to determine whether an absence is for a FMLA qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.

When an employee requests FMLA leave or the City acquires knowledge that leave may be for a FMLA purpose, the Benefits Division will provide notice to the employee of their eligibility to take leave and inform the employee of their rights and responsibilities under FMLA. When the City has enough information to determine that leave is being taken for a FMLA qualifying reason, the City will notify the employee that the leave is designated and will be counted as FMLA leave.

Any employee seeking FMLA leave for medical reasons shall be required to first provide medical certification to Benefits Division within 15 calendar days of request unless it is not practical under the particular circumstances to do so, despite the employee's diligent good faith efforts.

An employee who is required to provide such certification may be required to submit to a second or third medical exam as to the serious medical condition. The exam(s) would be at the City's expense. The employee may also be required to provide periodic recertification should the need arise. FMLA regulations allow the Human Resources and/or Benefits to contact the medical physician for two purposes only: clarification and/or authentication of the medical certification. Human Resources and/or Benefits may not request additional information beyond that included in the Medical Certification form. At no time may the employee's direct supervisor contact the physician for clarification or additional information.

Benefits Division may request recertification at any reasonable interval, but not more often than every thirty days, unless:

- The employee requests an extension of leave.
- A significant change in circumstances occurs.
- HR or Finance Department - Benefits receives information that casts doubt upon the continuing validity of the leave.
- The employee is unable to return to work after the leave due to a serious health condition.

As part of the recertification, the City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

In all instances of intermittent FMLA leave, the City requires recertification every six months. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason, subject to a second and third medical opinion as appropriate.

While on leave, an employee will be required to provide the Human Resources Department with periodic reports from their treating physician regarding the employee's status and ability or intent to return to work. If the circumstances of the leave change, and the employee can return to work earlier than the originally anticipated date or needs an extension of leave, the employee must give ten business days' notice to the Human Resources Department.

The HR Department may require the employee to provide medical documentation from their treating physician when the employee is able to return to work to verify fitness for duty in accordance with City policy or every 30 days when an employee takes intermittent leave for a condition that raises reasonable safety concerns regarding the employee's ability to perform job duties.

If an employee fails to provide the requested medical documentation, the Human Resources Department may deny the leave itself, deny continuation of the leave or deny reinstatement until the appropriate medical documentation is provided.

Other Employment: Outside employment during your leave period is prohibited and may result in disciplinary action, up to and including immediate termination of employment.

Failure to Return from Leave or to Comply with City Policy: Employees may be subject to immediate termination for:

1. Failure to return to work within 6 months of the beginning of any kind of authorized leave.
2. Failure to return to work upon expiration of FMLA covered period.
3. Failure to return to work as scheduled following the end of a medical or family leave.
4. Providing false or misleading information or omitting certain information in connection with a leave.
5. Violation of any of the City's rules and regulations relating to leave (or any other City policy or performance standard).

For more information refer to Appendix C – FMLA – Employee Rights.

GENERAL LEAVE OF ABSENCE

The City may authorize a leave of absence without pay for appropriate reasons. A leave of absence may be granted to an employee for such period of time as the City may determine and approval will be made on a case-by-case basis, according to the types of leave that are applicable to the circumstances. An employee must submit a written request to the HR Department for consideration and approval. Non-paid time off is only allowable if an employee has exhausted all other PTO and must be approved by the Department Director and the Director of HR.

Initial approval of leave will not exceed 12 consecutive workweeks. Extensions may be granted for additional periods of up to 12 additional workweeks, not to exceed a total of 24 workweeks, unless a further definitive period of leave may be appropriate as a reasonable accommodation. During the leave period, the employee may be required to report periodically to the HR Department on the status and the employee's ability or intent to return to work. No leave of absence will be granted to an employee for the purpose of accepting employment elsewhere, including self-employment.

Unless otherwise required by law, length of service and benefits will not accrue for an employee while on leave without pay but will begin to accrue again when an employee returns to work. During an approved leave, an employee may continue health insurance under the applicable group health insurance plan to the extent provided in such plan and by law. Employees may be required to pay the entire premium amount for continuation of benefits according to their benefit plan. Except where required by law, the granting of a leave of absence is not a guarantee of employment following the leave of absence. A failure to return to work at the end of an approved leave will be considered a voluntary separation from employment.

MILITARY TRAINING & LEAVE OF ABSENCE

Any employee who is a member of any active or reserve component of the Armed Services, the Georgia National Guard, or the Georgia Naval Militia, shall be allowed military leave from employment with the City for any period actively spent in military service including basic training and special or advanced training, whether or not within the State of Georgia, and whether or not voluntary. Such leave shall be granted for a cumulative period of service of no longer than 5 years, except as otherwise required by law. Employees must present a copy of their orders prior to taking military leave.

Military Leave by Type and Corresponding Pay and Benefits:

Voluntary Enlistment: Full-time and part-time employees who are inducted or join the armed services to serve a tour of duty are granted a military leave of absence without pay that coincides with the period of active service.

Leave Due to Mobilization by Presidential Order: Full-time and part-time employees who are members of any reserve component of the United States Armed Forces, including the Georgia National Guard, are entitled leave and to differential pay as provided by State law. This becomes effective when the employee is mobilized to active duty by an order from the President of the United States and only for the duration of the emergency.

- Health insurance and any other benefits that the employee was receiving at the time of mobilization will continue during this leave period as well.
- Employees mobilized by order of the President must submit copies of the orders and documentation of base salary prior to deployment, if possible.

Leave Due to Annual Training: In accordance with the Military Leave of Absence Act, full-time employees who are members of any reserve component of the United States Armed Forces or Georgia State Militia are entitled to leave and full pay to attend annual training. During this leave, which generally will not exceed 15 days, the employee's seniority and other benefits shall continue to accrue. Part-time employees are provided leave but will not receive pay or benefits.

Leave Due to Training: Full-time employees who are members of the aforementioned Military Services are entitled to leave and to differential pay to attend basic training, up to 60 days of special or advanced training or any other training or duty required by the Armed Forces. The employee's seniority and other benefits shall continue to accrue. Part-time employees are granted leave but not pay to attend basic training.

Procedures for Differential Pay and Benefit Continuation: Differential pay will be paid to the employee with regular payroll processing. In accordance with the Public Employee Armed Services Rights Act, PTO will continue to accrue while the employee is on leave. Any benefits the employee had before taking leave are preserved as well. Health insurance premiums may be deducted from the differential payments. In the event there is no deduction made for health insurance premiums, the employee is responsible for remitting payment to the City for monthly premiums.

Procedures for Leave Reporting: Employees must provide their immediate supervisor and Finance Department – Benefits Division with at least 30 days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee’s orders. Upon return to the City from military service, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service. Members of the National Guard or Reservists who have an advance schedule of monthly drills will provide that to their supervisor and the Finance Department – Benefits Division along with any other information which would prove helpful in scheduling for the employee’s absence.

Upon the completion of active duty, employees must request reinstatement within 90 days after discharge to resume employment with the City. Barring changed circumstances, the City will reinstate an employee to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to induction. An employee shall have no greater right to reinstatement than otherwise provided by law and must return from service with a qualifying discharge and able to perform the essential job functions of the former position.

OTHER LEGALLY REQUIRED LEAVES

In some circumstances, federal, state, or local law might provide for the provision of leave benefits beyond those listed in this Handbook. The law might impose restrictions on the employee regarding the manner in which such leave can be taken. The City will respect all legally required leaves. If an employee has any questions about those benefits, they should speak with the Human Resources Department.

PAID LEAVE

BEREAVEMENT LEAVE

Up to one week of paid bereavement leave will be granted to regular full time and part-time employees due to the death of a member of their immediate family as follows:

Part-time non-exempt	5 days of regular scheduled hours
Full-time non-exempt	37 hours
Full-time exempt and Police sworn	40 hours
Fire Division sworn personnel	48 hours

The Director of HR may approve up to 2 additional days (or additional 24 hours for Public Safety Sworn personnel) when extensive travel or other extraneous circumstances warrant.

For the purposed of bereavement leave, an employees' immediate family includes: spouse, son, daughter, mother, father, sister, brother, stepdaughter, stepson, stepmother, stepfather, stepsister, stepbrother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, granddaughter, grandson, grandmother-in-law and grandfather-in-law.

Time off in connection with the death of one of the above-listed individuals should be organized with your Department Director or designee.

Bereavement pay is computed at the employee's regular shift hours multiplied by their regular straight time hourly rate of pay. Employees will not receive pay for any day for which they were not scheduled to work. Payment for bereavement leave will not be counted as time worked for the purposes of calculating overtime.

Bereavement leave is intended to provide employees with time off to attend services and/or make arrangements for the deceased, if time off is needed. Leave must be taken within 30 days of death. In the rare instances where this criterion may not be applicable due to an extended delay in the holding of services, intermittent leave may be granted, but will not exceed allotted benefit.

The Department Director may approve additional leave or leave due to the death of a non-immediate family member. This time off would require the use of PTO or unpaid if PTO is exhausted.

EXTENDED SICK LEAVE BANK (ESLB)

ESLB hours can be used for time off due to illness or injury to the employee. The provisions for using ESLB hours are as follows:

- The employee must exhaust all PTO hours before accessing the ESLB.
- ESLB hours can be used to supplement the pay difference of short- and long-term disability insurance at the employee's request and only up to the employee's regular wages.
- ESLB hours are not transferable, cannot be converted to cash and are not subject to the sell back option.
- ESLB hours are not payable to the employee at termination.

HOLIDAY PAY

The City observes the following as official paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- City Floating Holiday (determined by City Administrator)
- Employee Floating Holiday

If the holiday falls on a Saturday, then non-shift City employees will observe the holiday on the preceding Friday. If the holiday falls on a Sunday, then non-shift City employees will observe the holiday on the following Monday. Note that shift City employees experience the holiday on the actual calendar day on which the holiday falls.

All regular, full-time and part-time employees are eligible for the 11 official paid holidays. For each official paid holiday, the benefits are as follows:

- Full-time exempt employees receive an 8-hour benefit.
- Full-time non-exempt employees (except Fire sworn personnel) receive a 7.5-hour benefit for Holidays that fall on Monday through Thursday and a 7-hour benefit for Holidays falling on a Friday.
- Part-time employees (defined as working an average of 20 or more hours per week) receive a 4-hour benefit.
- Fire sworn personnel receive 12-hour benefit.

This benefit is paid whether or not the employee works on the holiday and is paid at the employee's regular hourly rate of pay, which is herein defined as the employee's regular holiday pay. For purposes of calculating overtime only, this benefit is considered hours worked, except as applied to an employee of the Public Safety Department who works a shift schedule. If you are a full-time employee working a departmentally approved flexible schedule you may need to rearrange your work hours to earn a complete full workweek.

Part-time, seasonal and temporary employees not scheduled to work, will not be paid for the official holiday.

For work required on an official paid holiday, excluding the employee's elective floating holiday:

- A non-exempt employee who is required to work on an official paid holiday (not necessarily the day the holiday is observed by the City) shall receive pay at 1.5 times the employee's regular hourly rate.
- An exempt employee, other than an exempt employee of the Public Safety Department who works a shift schedule, who is required to work on an official paid holiday shall be given alternative time off equal to the employee's regular holiday benefit. This alternative time off should be taken within the same pay period as the official paid holiday. An exempt employee of the Public Safety Department who works a shift schedule will receive their regular rate of pay for hours worked on the holiday.
- Part time, seasonal and temporary employees scheduled to work an official paid holiday will be paid the hours worked at their regular rate.

Any employee who is absent without the City's written approval on the scheduled workday before or after the holiday becomes ineligible for holiday pay. If a holiday falls during your vacation, you may arrange with your supervisor to take an alternate day off or receive pay for the holiday.

Employee Floating Holiday:

Employees may select this holiday with the preapproval of immediate supervisor. Employee floating holiday accrues upon hire and each year on January 1 and must be taken as a full holiday benefit using continuous hours. It may not be accumulated or carried forward from year to year. It must be used during the calendar year January 1, through December 31.

Observance of Religious Holidays:

Reasonable effort will be made to accommodate an employee's request for time off on a recognized religious holiday not observed by City policy. Employees shall use accrued PTO or floating holiday. Unpaid time off will only be approved if PTO and floating holiday is exhausted. Requests to observe a religious holiday shall be made to the employee's immediate supervisor at least 2 weeks in advance.

PARENTAL LEAVE

Upon birth of the child, short-term disability benefit is provided to the birthmother. Currently, short-term disability benefits provide 67% of employee's regular rate of pay, beginning the second week after birth and continuing for 6 weeks (8 weeks if C-section). The short-term disability insurance premium is paid 100% by the City.

In addition to the short-term disability benefits, employees that are eligible for FMLA, will also receive the following PTO, in addition to the employee's accrued regular PTO:

- **Birthmothers:** receive 2 weeks of PTO following birth of the child, thus, supplementing the short-term disability benefit waiting period.
- **Spouse:** receive 2 weeks of PTO following birth of the child.
- **Adoption:** parents receive 2 weeks of PTO following adoption of child.

Parental Leave PTO, for spouse and adoption, must be taken within 12 months of birth or adoption of child, and at a minimum of one full workday/shift increment.

Upon approval of FMLA leave, the following will be loaded in the employee's Parental Leave accrual bank:

Part-time non-exempt	up to 10 days of regular scheduled hours
Full-time non-exempt	74 hours
Full-time exempt and Police sworn	80 hours
Fire Division sworn personnel	106 hours

PAID TIME OFF (PTO)

The City provides employees with PTO from the routine of their regular job for rest, recreation, personal needs, illness, and/or medical treatment. PTO is intended to help employees maintain their personal outlook on life and work that will benefit them in their work and relationship with the City. The amount of PTO provided will be based on the employees scheduled base hours worked and length of service with the City.

PTO Request/Approval: PTO can be used for any purpose, subject to necessary request and approval procedures (see Leave Request Form). PTO can be used in minimum 30-minute increments. At the employee's discretion, PTO can be used to supplement the pay difference of short- and long-term disability payments and workers' compensation, only up to the employee's regular wages. Requests for PTO, other than unexpected illness or injury, shall be approved at least one week in advance. Use of PTO time will be subject to approval by the Department Director or immediate supervisor. Employees who are on flex schedules will need to adjust PTO requests accordingly, since schedules may vary throughout the year. Approval shall be governed by the needs of the City, with due regard to the employee's request.

NOTE: If an exempt employee works fewer than 4 hours of a full scheduled workday, the City will deduct the equivalent of the hours not worked from the exempt employee's available PTO balance.

Documentation: In case of absence due to illness or injury, the employee shall notify his or her supervisor at least one hour prior to the employee's scheduled arrival. For any absence attributed to illness or a doctor's visit, the employee may be required to submit written evidence from an attending physician directly to the Human Resources department prior to returning to work indicating that the employee was seen by a health care provider and is released to return to work.

Eligibility: All regular, full-time employees, and all regular part-time employees defined as working 20 or more hours per week are eligible for PTO. The accrual of PTO time shall begin the first day of the month following the initial employment date. If the date of hire is the first day of the month, the new hire will receive the accrual for that month. For administrative purposes, accruals may occur per pay period as defined by Finance Department. Accrual rates are as follows:

<u>Full-Time Non-Exempt – 37hrs</u>		
Years of Service	Monthly Accrual Rates 1924 Base Annual Hours	Hourly Accrual Rate
0.0 - 1.0 years	7.4	0.046
1.1 - 5.0 years	11.1	0.069
5.1 - 10.0 years	14.8	0.092
10.1 + years	16.6	0.104

<u>Full-Time Exempt and Non-Exempt – 40hrs</u>		
Years of Service	Monthly Accrual Rates 2080 Base Annual Hours	Hourly Accrual Rate
0.0 - 1.0 years	8	NA
1.1 - 5.0 years	12	NA
5.1 - 10.0 years	16	NA
10.1 + years	18	NA

<u>Part-Time Employees</u>		
Years of Service	Monthly Accrual Rates 1040 Base Annual Hours	Hourly Accrual Rate
0.0 - 1.0 years	4	0.046
1.1 - 5.0 years	6	0.069
5.1 - 10.0 years	8	0.092
10.1 + years	9	0.104

<u>Fire Division Sworn Personnel</u>		
Years of Service	Monthly Accrual Rates 2756 Base Annual Hours	Hourly Accrual Rate
0.0 - 1.0 years	10.6	0.046
1.1 - 5.0 years	15.9	0.069
5.1 - 10.0 years	21.2	0.092
10.1 + years	23.8	0.104

When an employee moves into the next accrual level, the new accrual rate begins on the first day of the month, following the date of eligibility.

NOTE: For internal control purposes, employees who hold positions in Finance, Information Technology, or in other departments where they may have any financial responsibilities (i.e. accounts payable generation, cash receipting, etc.), will be required to take a minimum of 5 consecutive days off per year. In addition, an alternate employee must be cross trained and perform the functions of the position during the absence of the vacationing employee.

Maximum PTO Accrual:

- Full-time employees: 240 hours
- Part-time employees (working 20 hours or more per week): 120 hours
- Fire worn personnel: 318 hours

At the end of each calendar year, any unused PTO hours over the maximum accrual will be transferred to the employee's Extended Sick Leave Bank (ESLB). Hours in the ESLB are not transferable. Please reference the section on "*Donation of PTO*" for special rules on maximum PTO accrual.

PTO Separation Payment: PTO balances cannot be used to extend the date of separation beyond the last day scheduled to work or instead of notice. Upon end of employment, employees are entitled to payment of unused PTO hours up to a maximum of 240 hours, excluding any PTO hours that may have been donated to the employee. Fire shift employees are entitled to payment of unused PTO hours up to a maximum of 318 hours. This PTO payment will be based on the employee's regular rate of pay at the time of separation. Payment of unused PTO hours will be issued on a regular payroll date and will be in the form of a payroll check.

Unpaid Time Off: Unpaid time off will only be approved if all other forms of PTO is exhausted. See "*General Leave of Absence*" policy.

PTO CONVERSION OPTION (SELL BACK DAYS)

In December of each year, full-time employees may cash out a certain number of PTO hours, as long as the remaining PTO balance is equal or greater than, one week of paid time off. Maximum sell back hours are as follows:

Years of Service	Regular Full Time Maximum Cash out	Fire Shift Employees Maximum Cash Out
Less than 5 years	16 hours	24 hours
More than 5 years	32 hours	48 hours

The conversion value will be based on the employee's regular rate of pay as of the pay period of conversion.

PTO DONATION PROGRAM

Full time employees may donate accrued PTO hours to another full-time employee's PTO account. PTO hours donated will be converted at the rate of the donator. Donations are limited to "serious health conditions" involving a full-time employee or the employee's spouse, dependent parent, and/or children under the age of 18 who live at home, and may be granted to a qualified employee only once in any 12-month rolling period. For the purposes of this policy, "serious health condition" is the same as defined by FMLA regulations.

The Director of HR is be responsible for considering/approving PTO Donation Requests. The Finance Department – Benefits Division shall manage the donated PTO process, including any refund of donated PTO time. Conversion of hours and payout to employees while on leave will be processed according to payroll procedures.

PTO hours donated to an employee are not subject to the maximum annual accrual policy. Donated PTO hours in excess of the employee's annual maximum accrual will not be transferred to the employee's extended sick leave bank but rather will be carried over to the next calendar year.

At the conclusion of the eligible leave period (upon employee return to work or end of employment relationship, whichever comes first), any donated PTO remaining will be refunded on a pro rata share basis to those employees who provided donations

PAYROLL

PAYDAY & PAY PERIODS

Employees are paid every other week for a total of 26 pay periods a year. Pay periods begin on Saturday and end on Friday in the two-week period. Non-exempt employees shall be paid on an hourly basis for the number of hours actually worked during the two-week period. The payday will normally fall on a Friday. However, paychecks may be received earlier if a payday coincides with the observance of a holiday.

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck that employees are paid on the scheduled payday and improper deductions are not taken. Employees who believe their pay has been improperly deducted should report such improper deduction to the Finance Department – Payroll Division. The complaint will be promptly investigated, and the results of the findings will be reported to the complaining employee. The employee may appeal the decision to the Director of HR if unsatisfied with the findings of the investigation. Any employee whose pay is improperly deducted shall be reimbursed for such no later than

the next pay period after the improper deduction is communicated to the Finance Department – Payroll Division.

PAY DEDUCTIONS & GARNISHMENTS

The law requires that the City make certain deductions from an employee's compensation. Among these are applicable federal, state, local income taxes, and state-mandated pension contributions. The City offers programs and benefits beyond those required by law. Eligible employees may also voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs (insurance premiums, 457, flexible spending accounts, Pre-Paid Legal, AFLAC, voluntary life, etc.). Other payroll deductions shall be allowed only upon approval by the Finance Director.

The City may also make deductions from an employee's final paycheck at separation to compensate for the value of equipment and/or materials issued to the employee but not returned and/or for certain benefits provided through the Tuition Reimbursement Program. For exempt employees, the City does not make deductions for the quality or quantity of work except as allowed by law.

Employee earnings are subject to legal processes that lead to the reduction of pay. These legal processes (levy, garnishment, order, attachment, etc.) require the City to withhold money from the employee's pay and to submit those funds to a third party. Each legal process must be handled just as the law directs. If an employee owes a debt directly to the City, the employee and the City may enter into a non-court ordered agreement to repay the City through payroll deduction. Questions concerning why deductions were made and calculated should be directed to the Finance Department.

If you believe that a deduction has been made to your pay in error, promptly notify the Finance Department – Payroll Division. The City will investigate your pay and deductions. The City will not penalize an employee for reporting a suspected error and we will reimburse an employee for any improper deduction.

PAYROLL ADMINISTRATION

All employees must participate in the Automatic Payroll Direct Deposit Program. Pay will be deposited on a bi-weekly pay cycle. City employees will be paid according to established schedules. When a scheduled payday falls on a holiday or weekend, employees shall be paid on the immediate preceding weekday. Pay for reimbursement and recognition purposes will be processed through the Finance Department-Payroll Division and included in the employee's scheduled pay.

No advance pay provisions will be made for employees at any time. Employees receiving retroactive pay will be paid the following scheduled pay period.

At separation, an employee's final paycheck will be issued via direct deposit

TIMEKEEPING

Employees are ultimately responsible for recording and attesting to their actual time worked (account for hours worked, and benefit time used). Altering, falsifying, and/or tampering with time records is prohibited and will result in immediate termination. This prohibition also includes knowingly receiving compensation for incorrect or inaccurately documented time. The procedures for recording and attesting to your time worked will depend upon your job classification.

Non-exempt employees are required to record on their timesheets, their actual hours worked and unpaid meal break. Non-exempt employees are required to report in uniform, if applicable, and ready to work at the beginning of their shift. Upon completion of their shift, employees should conclude their duties for the day and note their hours worked prior to departing City premises.

If you are asked to travel for any City business, the Finance Department – Payroll Division will provide you with instructions for recording your travel time so that you are properly paid.

Non-exempt employees must obtain authorization from their supervisor prior to working outside assigned work hours, including accessing technology, responding to communications, placing phone calls, or other actions related to an employee's assigned work duties. Non-exempt employees are not allowed to work "off the clock" under any circumstances.

Non-exempt employees performing, not previously authorized, work outside of assigned work hours, could result in disciplinary action up to and including termination. All time worked by non-exempt employees must be recorded on the employee's timesheet. The timesheet must be signed by the employee and approved by the Department Director or their designee.

Exempt employees are required to record the hours during normal work schedule where work was not performed (i.e. PTO).

The manner in which employees record work hours will be provided by the Finance Department – Payroll Division.

If you have any questions about what should be included or excluded from your time record, please contact HR or Finance Department – Payroll Division.

RETIREMENT

DEFINED BENEFIT PENSION PLAN

Eligible employees hired prior to July 1, 2009, can participate in one of two Defined Benefit Plans. An employee is fully vested after completion of five years of continuous service. The City of Alpharetta Defined Benefit Pension Plan provides for a monthly benefit

to eligible participants for life after retirement at no cost to the employee. This plan was closed to employees hired after February 29, 2008.

The City of Alpharetta Enhanced Defined Benefit Pension Plan provides for a monthly benefit to eligible participants for life after retirement at an employee cost of 2.5% of pay. Eligible participants are 1) those who either made an irrevocable election to participate in this plan or 2) were eligible and hired after February 29, 2008 and before July 1, 2009. This plan was closed to new entrants effective June 30, 2009.

The City's Defined Benefit Plans have been closed to new hires effective July 1, 2009. These plans provide benefits to eligible full-time regular employees and limited eligible part-time employees hired prior to July 1, 2009. An eligible employee is fully vested after completion of five years of continuous service. The City of Alpharetta Defined Benefit Pension Plans provide for a monthly benefit to eligible participants for life after retirement.

DEFINED CONTRIBUTION RETIREMENT PLAN (401a)

Employer Contributions - Effective July 1, 2009, all eligible new hires (regular full-time employees) will be automatically enrolled in a 401 (a) Defined Contribution Plan, also known as The City of Alpharetta Retirement Savings Plan. The City will contribute 10% of the eligible employee's compensation to an individual 401(a) account (Employer Contributions Account). An employee accrues a vested benefit at 20% a year, with full vesting after 5 years of continuous service.

Matching Contributions – Full-time employees will be eligible to participate in City funded Matching Contributions on the first day of payroll after completion of one year of service (three years for regular part time employees). The City will match the 457 salary deferrals (see benefit below) that an eligible employee makes, in an amount equal to 100% of the deferrals up to 5% of the employee's compensation. The employee is 100% vested immediately in the amount in his/her 401(a)-matching account.

DEFERRED COMPENSATION PLAN (457 PLAN)

The 457 program is offered through a third-party administrator and serves to supplement your retirement plan. An employee may join at any time. The employee selects the amount to be deducted on a pretax basis into their account. After one year of employment (three years for regular part time employees), the City will match employee contributions up to 5% of the employee's total earnings as noted above under Matching Contributions of the 401a plan. The City matching funds will be placed into the employee 401a plan.

An annual IRS dollar limit applies to all employee and employer contributions. This limit is indexed annually by the IRS. For more information please see the Retirement Savings Plan Summary Plan Description available on the intranet or from the Finance Department – Benefits Division.

RETIREE HEALTH BENEFIT

Full-time employees who retire on or after age 55 with 10 years of service shall be eligible to continue individual medical insurance coverage by paying the full cost of the active employee medical insurance premiums until age 65. This benefit is only available if the election to participate is made at time of termination.

RETIREE REIMBURSEMENT BENEFIT

Full-time employees who terminate employment with a minimum of 15 years of service and reach the age of 55 will be eligible to receive a monthly health reimbursement benefit as periodically determined by the Pension Board of Trustees. The monthly benefit is available to the participant to cover eligible medical expenses (of the participant or the participant's spouse or dependent) as defined under Section 213(d) of the IRS Code. The City funds this benefit at an amount equal to 2% of employees' annual regular wages.

OTHER BENEFITS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a counseling and referral service available to employees to aid them in dealing with the range of problems which might have an impact on their working as well as their personal lives. As a self-referral and management tool, the EAP is intended to increase employee productivity, reduce absenteeism and turnover, and positively impact the learning and work environment. The program reflects the City's concern for the well-being of our employee's as well as our dedication to the effective accomplishment of organization goals and efficiencies.

The EAP provides confidential short-term intervention, assessment, and referral services for employees. Any employee or family member who seeks assistance from the EAP is assured of confidentiality. Employees, at their discretion, may grant permission in writing for information to be released by the EAP to certain individuals, which may be revoked or modified at any time. Any information concerning assessment, treatment or referrals is strictly confidential and kept in accordance with regulations governing medical records and personal information. The only exceptions to the above are situations in which the EAP counselor believes the client is a danger to themselves or others, there is suspected child or elder abuse, or when ordered by the courts to release information

Employees may self-refer to the EAP, or a referral may be made by a supervisor as an informal recommendation or as a mandatory requirement.

ELIGIBILITY:

The EAP services are free to all employees and their immediate household, (spouse or civil union partner, dependents, and anyone who is a permanent resident of an employee's household including civil union partners and their dependents) and is available to provide assistance with work or personal concerns.

The EAP is part of the benefits program provided by the City, which contracts with a provider of mental health and behavioral management services. The contract provides employees with several free counseling sessions with a mental health professional certified by the approved EAP contractor; the cost of additional services, beyond the specified number of free sessions, is the responsibility of the employee.

EAP AND DISCIPLINARY ACTION:

Department Directors, managers, and supervisors have an affirmative duty to deal appropriately with employee performance, conduct deficiencies, risk assessment and fitness for duty issues, and to utilize the disciplinary process when necessary and appropriate. Appropriate disciplinary policy and procedure shall be applied, if necessary, to encourage acceptable levels of job performance and personal conduct even if the employee is an active participant in EAP. Participation in EAP does not necessarily shield an employee from further disciplinary action up to and including dismissal if unacceptable job performance or personal conduct persists or warrants immediate dismissal. Referral to the EAP shall not be considered a substitute for nor a formal step in any disciplinary action imposed for commission of an offense or to otherwise address performance or productivity issues.

PROCEDURES:**A. Employee Self-Referral**

Employees who elect to use the EAP at their own initiative may contact the EAP directly. An EAP counselor will work with the employee confidentially to provide services and resources to help employees in their everyday working and family lives. The EAP professional may refer additional resources which are beyond the scope of the EAP. No aspect of the referral or treatment is shared with the City unless authorized by the employee.

B. Supervisory Recommendation

A supervisory recommendation can be made when a member of management becomes aware of patterns of behavior that are out of the norm for a given employee and which may indicate heightened stress, anxiety, depression, etc. that are beginning to have an impact on performance and/or productivity. It is not the supervisor's job to attempt to make a diagnosis, rather, to provide a reminder of the availability of the EAP and encouragement to take advantage of the services may be appropriate.

Supervisors are encouraged to consult in advance with the Director of HR on appropriate ways to approach the conversation and address the issue with the employee.

A supervisory recommendation is an encouragement for the employee to utilize all available means to correct work performance, but the final decision to use the services of the EAP remains with the employee. No aspect of the informal referral or treatment is shared with the City unless authorized by the employee.

C. Supervisory Mandatory Referral

In cases of deteriorating job performance or unacceptable personal conduct, a referral to the EAP may be a condition of continued employment. A supervisor considering a mandatory EAP referral must first consult with the Director of HR to determine an appropriate course of action.

The EAP is a resource for resolving the underlying factors which may result in some on-the-job problems; it is not a formal step in the disciplinary process. In the event that an employee's job performance or productivity continues to decline, the supervisor has the full range of discipline available. Progressive discipline may always be considered in addition to an EAP referral for an employee with performance or conduct difficulties.

Information on the reason for the referral, documented performance and/or behavioral concerns, current and prior disciplinary action(s), and appropriate background information will be provided to the EAP using the proper forms.

The employee will be asked to sign a HIPAA-compliant form authorizing the use or disclosure of personal health information so that the counselor can communicate back to the City whether the employee is in compliance or not in compliance with the terms of the mandatory referral and the subsequent treatment plan outlined for the employee, and whether recommended treatment will interfere with reporting to work. That information is retained by HR in a file separate from the employee's personnel file. Absolutely **no** private information discussed in the actual counseling sessions will be shared with the City unless the employee expressly indicates on the HIPAA release form his or her permission for the counselor (or any staff member) to do so, or unless the employee makes a threat to harm a person at or property of the City.

The specific reason for the referral shall be conveyed to the employee. The employee must also be informed that refusal to accept the referral and comply with any subsequent recommendations made by the EAP mental health provider will result in application of disciplinary policies and procedures, up to and including dismissal.

D. Fitness for Duty / Risk Evaluation

The Fitness-for-Duty/Risk Evaluation is a means to address certain situations where an employee may pose a hazard or risk to self or others in the workplace. It may also be used to determine an employee's physical or psychological fitness to perform his/her essential job functions. The EAP will facilitate the evaluation and consult with medical or psychological professionals to determine an appropriate course of action.

This type of referral may be considered when an employee:

- Is unable to perform essential duties of the job, or
- Displays behavior that may pose a hazard or risk to themselves or others, or

- Exhibits emotional or psychological behavior that has the potential to endanger the safety and security of persons or property, or
- Creates serious disruption in the workplace, or
- Has been directly involved in certain critical workplace incidents that resulted in a death or major traumatic injury.

A fitness-for-duty evaluation must be approved in advance by the Director of HR.

If the situation is critical, dangerous, or so severe that immediate action is necessary, the supervisor must immediately contact HR, or the Director of Public Safety. Where circumstances warrant, and an immediate threat to life or bodily injury is perceived, 911 should immediately be called and Human Resources advised immediately thereafter or once the threat has been contained by emergency responders.

The employee shall be informed of the specific reasons for the required evaluation, expectations for compliance in resolving the concern(s), and the consequences for failure to undergo the evaluation, failure to comply with recommendations or conditions of the evaluation, or failure to make the required improvements in performance or conduct. Disciplinary action up to and including dismissal may be taken for such failures.

In the case of a Fitness for Duty / Risk Evaluation, the cost of the evaluation shall be the responsibility of the City, and the City is considered the client. The evaluative summary is provided to the City. The report shall be retained as part of the employee's medical records files by Human Resources, not as part of the employee's personnel file. The cost associated with treatment recommended as a result of the Fitness for Duty / Risk Evaluation shall be the employee's responsibility.

TIME OFF:

The City considers normally scheduled work hours spent conferring voluntarily with an EAP counselor as personal leave and the time away from work shall be charged against the employee's available PTO balance. Should an employee be referred by the EAP for extended service beyond EAP counseling, working hours spent away from work shall also be handled as personal leave.

In the event of a Mandatory Referral or a Fitness For Duty/Risk Evaluation, normally scheduled work hours spent with an EAP counselor for the initial assessment or with the assigned mental health provider for the purpose of completing the Fitness For Duty/Risk Evaluation shall be considered time worked for payroll purposes and the employee compensated at standard rate of pay. Should an employee be referred by the EAP for extended service beyond the initial assessment or evaluation, working hours spent away from work shall be handled as personal leave and shall be charged against the employee's available PTO balance or taken as leave without pay.

EMPLOYEE RECOGNITION

The contributions employees make daily while doing their job are important to the City's mission to deliver high quality municipal services to the community. In recognition of the continued employee contributions and dedication to the City and the community, the City offers the following appreciation for full-time and part-time employees.

Service Appreciation: The City will recognize employees in five-year increments. Employees with 5, 10, 15, 20, 25, 30, etc. years of service will be presented with a service pin and certificate of appreciation reflecting their years of service.

Employees separating from the City in good standing with five or more years of service may be recognized during a recognition event that may be attended by all current employees. The event will be the responsibility of the employee's department and will be funded by the department's budget.

Special Recognition: Special recognition of employees for outstanding community or professional achievements will be recognized with a certificate of appreciation to be presented at a City Council meeting. Such recognition will be considered on an individual basis and requires the prior approval of the City Administrator.

Retirement Appreciation: The City recognizes employees at the time of their retirement for their dedicated years of service to the community. The Department Director or their designee will coordinate and schedule the recognition event for the retiring employee.

GEORGIA COLLEGE SAVINGS PLAN (529 PLAN)

An employee can set up a tax-deferred account to save for college education expenses for their children through the Path2College 529 Plan. Path2College is a state-sponsored, tax-advantaged 529 college savings plan that helps families and individuals plan for the cost of higher education. Contributions are tax deductible on state income tax. Withdrawals for qualified expenses are free of federal and state income tax.

TUITION REIMBURSEMENT PROGRAM

The tuition reimbursement program is available to all regular full-time and part-time employees pursuing a job related undergraduate or graduate degree. To be eligible for reimbursement, employees must have:

- completed (new hire) introductory period,
- received a cumulative average score of 5 or higher on their most recent performance evaluation,
- be enrolled in a course that is required in order to obtain an undergraduate or graduate degree, and
- be enrolled at an accredited state or private college/university.

Approved degree programs must be directly related to the employee's current position or prospective job duties.

Any employee who accepts **undergraduate** tuition reimbursement does so with the understanding that they assume a responsibility of **one year** of service from the date of the reimbursement. In the event the employee voluntarily terminates prior to the completion of the required one year of post reimbursement service, the total amount of reimbursements paid to the employee in the preceding 12 months becomes due and payable from the employee's final paycheck, or other arrangements may be made to repay the City prior to termination of employment.

Any employee who accepts **graduate** tuition reimbursement does so with the understanding that they assume a responsibility of **two years** of service from the date of the reimbursement. In the event the employee voluntarily terminates prior to the completion of the required two years of post-reimbursement service, the total amount of reimbursements paid to the employee in the preceding 24 months becomes due and payable from the employee's final paycheck or other arrangements may be made to repay the City prior to termination of employment.

Request / Approval:

An employee must submit a completed Tuition Reimbursement Program **Enrollment Form**, located in the City Intranet, with all necessary information for final approval from the HR Department prior to the start of the course.

For both undergraduate and graduate programs, only courses taken at an accredited state or private college/university creditable towards an approved degree program will be eligible for reimbursement.

Reimbursement:

Within 30 days of the end of the semester, the employee must submit to HR, Tuition Reimbursement **Request Form** along with proof of satisfactory course completion and proof of payment or approved deferred payment for tuition prior to receiving reimbursement.

Reimbursement will be based on course grade as follows:

- A = 100% reimbursed
- B = 75% reimbursed
- C = 50% reimbursed

Certification courses based on a pass/fail basis = 75% reimbursed

Beginning with Fiscal Year 2021 Budget (July 1, 2020), the maximum schedule for reimbursement per semester will be set annually in accordance with tuition charged by the Georgia State University, not to exceed the following amounts for undergraduate or graduate program for which the employee is enrolled:

Undergraduate or Graduate Degree Allowance per semester			
Full-Time Employees	Spring 6 credit hours	Summer 3 credit hours	Fall 6 credit hours
	Up to <u>15 credit hours</u> per budget year.		
Part-Time Employees	Spring 3 credit hours		Fall 3 credit hours
	Up to <u>6 credit hours</u> per budget year.		

The program covers the cost of tuition only. Actual invoice with cost breakdown and documentation of the final grade must be attached to the Tuition Reimbursement Request Form. Administrative fees, lab fees, cost of books, etc. are not eligible for reimbursement. The acceptance of reimbursement by the employee acknowledges that they have not received payment from any other financial assistance program. If other financial assistance is available to the employee, the City will reimburse only the remaining eligible expense. Tuition reimbursement may be considered compensable income and taxable according to IRS regulations - Section 127.

The tuition reimbursement program does not include special seminars, conferences, workshops, webinars, skills-based training, professional development courses, certificate programs, or continuing education courses. These non-degree educational opportunities are approved on a departmental basis with budgeted funds.

Employees are encouraged to schedule classes during non-regular work hours. Attendance at a class during regular work hours requires the prior approval of the Department Director and Director of HR.

HR will budget funds each year for the tuition reimbursement program. The amount funded for this program is contingent upon approval of the fiscal year budget. Course Request Forms are approved based on available funds and timing of submission to HR. The City Administrator has authority to reduce the amount of funds available during a fiscal year for this program if necessary or impose other requirements or conditions for receiving this benefit.

The City has the right to change its employee benefits at any time and without advance notice. The City provides covered employees with Summary Plan Description booklets and other materials relating to benefits and medical plans. In the event of a conflict, the insurance contract or plan documents will prevail over other documents. Assistance or additional information regarding these programs can be obtained from the Finance Department – Benefits Division.

APPENDIX

APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the City of Alpharetta ("City") Employee Manual and Benefits Handbook that covers many important City policies, benefits and employee rights and responsibilities.

I will familiarize myself with the Handbook and all of its contents.

I understand that this Handbook represents only current policies and benefits and that it does not create a contract of employment or any property rights. The City retains the right to change these policies and benefits at any time, without advance notice, as it deems appropriate.

I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that the City has a similar right. I further understand that my status as an at-will employee may not be changed except in writing signed by the City Administrator.

Signature

Job Title

Printed Name

Date

- c. Employee
 Employee Personnel File

APPENDIX B – E-VERIFY

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



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English / Spanish Poster

APPENDIX C – FMLA

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

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

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

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

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

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

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

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

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

ELIGIBILITY REQUIREMENTS

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

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

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

REQUESTING LEAVE

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

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

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

EMPLOYER RESPONSIBILITIES

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

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

ENFORCEMENT

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

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



For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

APPENDIX D – SUMMARY OF BENEFITS

Current Summary of Benefits can be found at:



HR SharePoint

<https://alpharetta.sharepoint.com/sites/HRInfo>

- Quick Links
- Summary of Benefits