



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

INTRODUCTION

NO. 101

101.01 PURPOSE:

To summarize the overall objectives of the City's *Human Resources Policy and Procedure*.

101.02 STATEMENT OF POLICY:

101.02.1 General Policy

The City's Human Resources Management system has been established by the Mayor and Council of the City of Covington to provide a fair, equitable, and productive work environment for City employees. The system and these policies have been enabled by an ordinance adopted by the Mayor and Council of the City of Covington. The policies contained herein are enacted in order to further the following goals:

1. To provide a *uniform system* of Human Resources administration throughout the City Government.

2. To ensure that recruitment, selection, placement, promotion, retention, and separation of employees are not only based upon individual employees' *qualifications* and / or job *performance*, but are also in compliance with all applicable federal, state, and local laws.

3. To assist City management in the development and implementation of *sound* management practices and procedures and to make effective, *consistent* use of human resources throughout the City.

4. To promote better *communication* and understanding between City management, Department Managers, Supervisors, and employees.

5. To ensure, protect, and clarify the *rights* and *responsibilities* of City employees.

101.02.2 Applicability

Except as specifically noted, this *Human Resources Policy and Procedure Manual* shall apply to all City employees and shall exclude the following:

1. Mayor, members of City Council, and any other elected officials;

2. Appointed or elected members of boards, commissions, and special committees;

3. Volunteer personnel who receive no regular compensation from the City of Covington;

4. Temporary or seasonal workers unless specifically covered by action of the City Manager; and

5. Independent contractors and/or persons employed to make or conduct a temporary or special inquiry, investigation, examination, or assignment on behalf of the Mayor, City Council, or City Manager.

101.02.3 Equal Employment Opportunity

It is the policy of the City of Covington to provide equal employment opportunity to all employees and applicants for employment in all aspects of Human Resources administration. No person shall be discriminated against in employment because of race, color, religion, sex, national origin, age, handicap, or disability, in accordance with all applicable federal, state, and local laws.





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**NOTE* For additional information on EEO complaints, see the policy and procedures included later in this manual under the section entitled Equal Employment Opportunity. For information on ADA complaints, see the section entitled Employing People with Disabilities. For information on harassment involving protected classes, see the section entitled Sexual and Other Forms of Illegal Harassment.*

101.02.4 Effective Date of Policies

Each separate policy included herein shall become effective upon adoption by ordinance, resolution, or upon motion of the City of Covington Council and shall supersede and repeal any preceding policy. Each policy shall remain in effect until superseded by a new policy or repealed by proper authority.

101.02.5 Policy Amendments

The City of Covington specifically reserves the right to repeal, modify, or amend these policies at any time, with or without prior notice, effective on the date of adoption by resolution by the City Council. City employees will be responsible for complying with future changes in such policies, practices, procedures, and/or rules.

101.02.6 Role of City Manager

The Covington City Manager has the overall responsibility for ensuring that these policies are properly administered. The City Manager shall apply these policies fairly and consistently in all appeal and grievance proceedings. The City Manager shall make recommendations, as he or she deems appropriate, to the City Council for proposed deletions, modifications, and/or amendments to these policies.

101.02.7 Department Managers' Role

Each City Department Manager shall be responsible for the proper and effective administration and enforcement of these *Human Resources Policy and Procedure(s)* within his or her respective department.

101.02.8 Departmental Policies, Rules, and Procedures

Departmental policies, rules, and procedures shall serve as a *supplement* to these *Human Resources Policy and Procedure(s)* and are enforceable as such. Departmental policies may be more restrictive than the Human Resources policy however; departmental policies may not conflict with the Human Resources policy. In the event of a conflict, the policy or procedure in question will be submitted to the City Manager for clarification. These Human Resources Policy and Procedure(s) as adopted by the Mayor and Council shall supersede conflicting departmental policies.

101.02.9 Role of the Human Resources Director

The Human Resources Director serves as liaison between management and employees. Its function is to provide guidance and direction to both management and employees on issues of compensation, employment law, discrimination, benefits, and proper application of personnel policy.

The Human Resources Office has an open door policy of communication. Any employee may discuss a personnel matter with an agent of the Human Resources Office without fear of reprisal from management, or any other employee of the City of Covington.



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101.02.10 Management Prerogatives

Nothing contained in these *Human Resources Policies and Procedures* shall be construed to either (1) create a contract of employment or (2) affect or diminish the City's prerogatives in accordance with applicable laws, the City Charter, and/or City ordinances.

The use herein of mandatory language such as "shall " or " will " is not intended and is not to be construed as creating enforceable interests in continued employment or benefits of employment or otherwise as limiting or restricting the authority of the City.

In order to properly administer the City's human resource management system, it is the City's prerogative to:

1. Determine the organization of the City government;
2. Determine the purpose of each of its departments, divisions, and other units;
3. Exercise control and judgment over City operations;
4. Set standards for services to be offered to the public;
5. Hire, examine, classify, promote, train, transfer, assign, and/or schedule City employees;

6. Discipline covered employees as necessary, up to and including termination;

7. Alter the composition and/or size of the work force, including the option of reducing the work force and relieving employees from duty due to lack of work, funds, or for other reasons within the discretion of the City;

8. Determine how operations are to be conducted, including the right to contract and subcontract existing and future work activities;

9. Determine the number of employees to be employed by the City within budgetary constraints;

10. Establish or modify the wage and salary administration and/or classification and compensation policies including the number, types, and pay grades of positions or employees assigned to a department, division, unit, organization, or project;

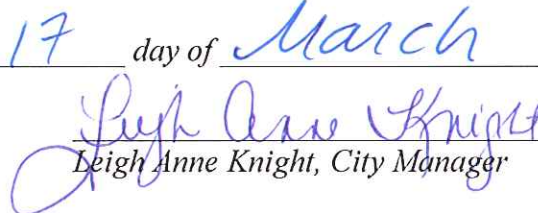
11. Establish or modify job responsibilities; and/or

12. Determine and exercise other such prerogatives as may be necessary for the proper administration of the City's human resources.

** NOTE* In addition, the City reserves the right at any time to modify, delete, or restructure employee benefit programs at its sole discretion with or without prior notice to City employees.*

Approved and Adopted by the Mayor & Council this 17 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



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103.01 PURPOSE:

For the purpose of providing clarification regarding these policies and procedures, the following words and/or phrases are defined below.

103.02 TERMS DEFINED

Acting Pay:

An increase in pay to a City employee provided upon approval of Mayor and Council when he or she has been officially designated by the City Manager to serve in an *acting* capacity for a Department Manager who has been absent for an extended period of time (i.e., longer than thirty (30) consecutive days). The amount of acting pay shall be commensurate with the length of the acting status and the rate of pay of the incumbent Department Manager and the duration of the acting pay shall remain until the return or replacement of the affected Department Manager.

Acting Status:

Official designation of a City employee by the City Manager to temporarily assume the duties and responsibilities of the employee's Department Manager during the absence of that Department Manager or other supervisor for more than thirty (30) consecutive days. Acting Pay may be designated to other positions upon an assessment of need in the department and upon the approval of the Human Resources Director.

ADA:

The *Americans with Disabilities Act*; the Human Resource provisions of the ADA prohibit discrimination against qualified individuals with disabilities.

ADA Coordinator:

The person who coordinates the City's compliance efforts with the employment provisions of the *Americans with Disabilities Act* and all applicable laws that forbids discrimination in employment against qualified individuals with disabilities. The ADA Coordinator is also responsible for investigating any complaints arising out of allegations that the City has failed to comply with ADA. The Safety / Risk Manager is the ADA Coordinator for the City of Covington.

Adverse Action:

An action taken for cause that results in a *disciplinary suspension without pay, disciplinary demotion, or disciplinary termination*.

Appeal:

A formal written statement made by a City employee within the



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specified time limits to his or her respective department manager and/or the City Manager as a result of an adverse action, unlawful discrimination, unlawful or unjust coercion or reprisal, and/or other unlawful or unjust practices that have an adverse impact on an employee. (Note: All reasons except an *adverse action* must be *grieved* before they can be appealed.)

Applicant:

Any person who has completed and filed an employment application with the City of Covington in accordance with these Human Resource policies and procedures and in response to a posted vacancy or upcoming vacancy for which the City is recruiting.

Appointing Authority:

The person who has, among other responsibilities, the authority to appoint (hire) and/or terminate covered employees as prescribed by the City Policy. The City Manager is the appointing authority for the City of Covington.

Career-Status Employee:

An employee who has successfully completed his or her *working test* period as prescribed by the City and the specific job classification. (Also referred to as a "Regular Status Employee").

City:

The City of Covington, Georgia.

City Manager:

The Chief Administrative Officer of the City of Covington, appointed by Mayor and Council, who shall be responsible for ensuring that these policies are properly administered. The City Manager serves as the Hearing Officer for all appeals of adverse actions by employees unless the need for an outside hearing officer arises.

Classification:

A group of similar positions recognized as such in the classification plan established and approved by Mayor and Council.

Covered Employee:

City employees who are covered under these policies. (See *INTRODUCTION*, pages 1 and 2 under "*Applicability*" for detailed listing).

Demotion:

The reduction of a regular-status or working-test employee to a position of a lower job classification.

Department Manager:

The director or principal administrative officer, appointed by the City Manager, of each department who shall be responsible for the



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administration and enforcement of the policies and procedures within his or her respective department.

Deputy City Manager:

The officer who serves with the same authority in the absence of the City Manager.

Designee:

The person(s) to whom the City Manager or Department Managers delegate certain limited administrative authority.

Employee Assistance Program (EAP):

A confidential program made available to assist City employees their eligible dependents that are experiencing problems and need professional counseling or referral to a community service provider.

Essential Function:

A fundamental, necessary job duty that is required in order to accomplish the primary work of the position.

Exempt Position:

A position which is not covered by the wage and hour regulations of the Fair Labor Standards Act (FLSA) and, as a result, is *exempt* from receiving overtime compensation. Generally, *exempt positions* are classified as *executive*, *administrative*, or *professional* as defined by the FLSA.

Full-time Employee:

A City employee who fills a position for which the established work period is forty (40) hours or more per week (depending upon the specific job classification) on a continuing basis.

Grievance:

A formal written complaint made by either a regular-status or a working-test employee through proper administrative channels alleging that his or her employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, erroneous or capricious application of City of Covington policies or procedures, or unlawful discrimination.

Hearing Officer(s):

The individual(s) who hears and attempts to resolve formal employee grievances at the lowest level possible. Typically, these person(s) include the employee's *immediate supervisor*, the person representing the next higher level of supervision (if any), the *Department Manager*, the *City Manager*, or an independent contractor qualified to conduct mediations or hearings.



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<i>Immediate Family:</i>	An employee's <i>spouse, child, parent, grandparent, grandchild, sister, brother, or in-law. (Step-relatives are included.)</i> The definition also extends to any other person who is recognized by law as a dependent of the employee.
<i>Immediate Supervisor:</i>	The individual who normally has the responsibility for assigning and reviewing the work of an employee and to whom the employee regularly reports for direction and instruction regarding work assignments.
<i>Individual with a Disability:</i>	Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities (i.e., caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); or (2) has record of such an impairment (i.e., has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities); or (3) is regarded as having such an impairment.
<i>Light Duty Work:</i>	Temporary work that an employee is <i>allowed to perform</i> due to physical limitations resulting from an on-the-job injury or other physical condition. This may only be allowed when determined by the HR Director to be necessary in the best interests of City operations.
<i>Merit Increase:</i>	An increase in pay for which regular-status employees are eligible for consideration based upon job performance as determined through supervisory appraisal of existing standards.
<i>Name Clearing Hearing:</i>	A public hearing where an employee, upon request, is given the opportunity to refute any alleged derogatory information concerning him or herself.
<i>Nominal Value:</i>	For the purpose of these policies, any gift of or less than \$25.00 in value.
<i>Non-Exempt Position:</i>	A position which <u>is</u> covered by the wage and hour regulations of the Fair Labor Standards Act (FLSA) and, as a result, is eligible to receive overtime pay or compensatory time as agreed upon.
<i>On the Job Injury:</i>	An injury that arises out of and in the course of employment with the City of Covington. The employee suffering an on the job injury is



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subject to the procedures defined in these policies on Worker's Compensation.

Outside Employment:

Any work performed by a City employee: 1) as an independent contractor; or 2) for any other employer, business or corporate entity, whether for profit or nonprofit; for compensation or other benefit.

Overtime:

Time worked in excess of the legally allowed maximum number of hours in a work period for FLSA non-exempt positions. For non-exempt employees, overtime occurs after forty (40) hours in a specified seven (7) day work period. For non-exempt law enforcement employees, overtime occurs after eighty-six (86) hours in a specified fourteen (14) day work period. For non-exempt fire protection employees, overtime occurs after (212) hours in a specified twenty-eight (28) day work period.

Panel Physicians:

A group of medical treatment facilities or physicians approved by the Mayor and Council as being the treating physicians for on the job injuries suffered by City employees. The panel of physicians is posted on each departmental information board and in the Human Resource Office.

Part-time Employee:

A City employee who fills a position for which the established work period is *at least* twenty (20) but *less than thirty* (30) hours per week on a continuing basis as authorized by Mayor and Council.

Human Resources Director:

The individual designated to establish and administer on a daily basis the City's Human Resources management procedures in accordance with policies established by the City Manager and Mayor and Council.

Physical or Mental Impairment:

As applies to ADA, (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems; or (2) any mental or physical disorder.

Position:

A group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

Promotion:

The filling of a vacancy by the advancement of a regular-status City employee from a position of a lower classification to a position of a



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higher classification.

Public Safety Employee:

An employee working as a certified police officer or firefighter inclusive of promotional positions, in the city's police or fire services.

Qualified Individual with a Disability:

With respect to ADA and employment, a disabled person who, with without reasonable accommodation, can perform the essential functions of the job in question.

Reasonable Accommodation:

With respect to ADA, the principle by which employment is made accessible to qualified disabled people. Unless it can be demonstrated that a particular adjustment or accommodation would be unreasonable or impose an undue hardship, employers are required to make certain adjustments to the known physical and mental limitations of otherwise qualified disabled applicants and employees.

Retirement Age:

Early retirement age for City Employees is age fifty-five (55). Normal retirement age for City Employees is age sixty-two (62) or later with 10 years of Total Credited Service (four years of Total Credited Service for Participants who commenced participation in the Plan prior to July 1, 2002).

Compliance with Rule of 95: An employee's retirement may occur at any time after age 55 provided that the employee's age combined with the employee's Total Credited Service equals at least 95. There is no actuarial reduction in benefits for this type of retirement.

Retirement Plan:

A plan available to regular-status City employees who work at least twenty (20) hours per week on a regular basis *after* they have completed one (1) year of continuous service. The City has two plans applicable to its employees. (See City of Covington *Retirement Handbook* for details on participation, cost, and benefits of the City's Defined Benefit Plan. See the City of Covington Defined Contribution Plan for details on participation in this plan.)

Serious Health Condition:

As applies to the Family and Medical Leave Act, an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider. (Examples include, but not limited to: heart attacks, heart bypass



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operations, cancer, back conditions requiring surgery or extensive therapy, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe

nervous disorders, injuries caused by serious accidents, pregnancy, miscarriages, prenatal care, childbirth, and recovery from childbirth.)

Sexual Harassment:

(1) Unwelcome sexual advances; (2) requests for sexual favors; and/or (3) all other verbal or physical conduct of a sexual or otherwise offensive nature where (a) submission to such conduct is made by either explicitly or implicitly a term or condition of employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; and/or (c) such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

Shall/Will:

These terms are unconditional and state that a condition exists or an act or action will take place.

Suspension:

The temporary removal of an employee from their position with City of Covington for a period not to exceed ten (10) working days due to misconduct or a performance problem. Suspension may be with or without pay as determined by the Human Resources Director.

Transfer:

The moving of a City employee from a position in one department / division to a position in another department and/or division within the same job classification and/or the same pay grade.

Undue Hardship:

The point at which an employer is no longer required to make accommodations in employment under Title I of the ADA since the action involved would require significant difficulty or expense. The factors to be considered include, but are not limited to, the nature and cost involved in the accommodation, the overall financial resources of the employer, the number of people employed, and the type of operation(s) of the employer, including the composition, structure, and functions of the work force.

Unlawful Discrimination:

Employment practices which are prohibited by state or federal laws and which include discrimination because of race, color, religion, sex, national origin, age, handicap, or disability.



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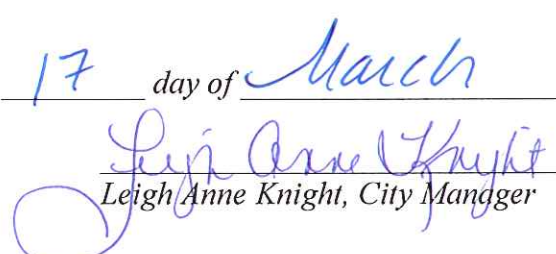
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- Vacancy:*** A position duly created and not abolished, which is not currently occupied by an employee.
- Vesting Period:*** An employee participant in the Defined Benefit Retirement Plan hired prior to July 1, 2002, the vesting period is four (4) years. An employee participant in the Defined Benefit Retirement Plan hired on or after July 1, 2002, the vesting period is ten (10) years. An employee participant in the Defined Contribution Plan hired after June 6, 2011, the vesting period is prorated for each year with 100% vesting achieved after five (5) years.
- Wellness Program:*** A program offered by the City to encourage employee participation in events, activities, or services designed to promote healthy lifestyle changes.
- Working-Test Employee:*** An employee who has not yet completed his or her *working test* period as prescribed by the City and the specific job classification. Working-test employees do not have a property interest in their jobs and are not eligible for appeal rights.
- Working-Test Period:*** A period of time during which an employee is being tested on job capability and performance. New employees are on working test for twelve (12) months. Employees promoted to a higher level position or those employees who are demoted to a lower level position are on working test for six (6) months.

APPROVED
MAYOR & COUNCIL
MAR 7 2014
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Approved and Adopted by the Mayor & Council this 17 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

ORGANIZATION AND AUTHORITY

NO. 104

104.01 PURPOSE:

To inform all employees and elected officials of the manner in which the City is arranged, defined, and to delineate the general authority and responsibilities of the City's management.

104.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to organize itself in such a manner so as to provide maximum efficiency and effectiveness and to provide clear channels of communication, direction and control between Department Managers, intermediate supervisors and employees.

104.03 ORGANIZATIONAL STRUCTURE:

104.03.1 *City Manager*

The City Manager is the Chief Administrative Officer for the City and has the power to appoint, prescribe the duties or supervise and remove all administrative employees. Every division and department in the City is under his or her supervision and control. The City Manager is the chief conservator of the peace within the city and is responsible for ensuring that the ordinances of the city and the laws of the state are enforced. He or she is responsible for making recommendations to the City Council as necessary and to keep the Council informed of the financial condition and future needs of the City. *For other information regarding the office of City Manager, see Covington Municipal Charter, Sections 28 – 32.* The City Manager may appoint an Assistant or Deputy City Manager as necessary to assist in the general operations of the City. In the absence of the City Manager, the Assistant or Deputy City Manager shall serve

with the full authority and responsibility of the City Manager.

104.03.2 *Department Directors/ Chiefs/Managers*

The nomenclature for management in the City of Covington has Directors, Chiefs, and Managers. The titles are based on 1) generally accepted terms for the same position as used by other public entities; 2) on the span of control and authority necessary to perform the management functions; 3) the level of decision making required for the position. Directors generally have responsibility and control over multiple departments, or over operations affecting multiple departments. The title of Chief applies to the traditional services of fire and police operations and all other departments have Department Managers. For the purposes of clarity in these personnel policies, the term "Department Manager" shall include Directors and Chiefs.

104.03.3 *Assistant Managers / Chiefs*

The level of supervisory responsibility below the Department Manager consists of Assistant Managers or Assistant Chiefs. These positions shall assist the Department Manager in the day to day management of departmental operations. In the absence of the Department Manager, the Assistant shall serve with the full authority and responsibility of the Department Manager.

104.03.4 *Supervisor/ Chief Operator/ Crew Leader*

The next line of supervisory responsibility below the Assistant Manager consists of Supervisors, Chief Operators, Coordinators, Leads, and Crew Leaders. Persons in these job classes are typically a first line supervisor to most



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city employees. The first line supervisor is responsible for determining work to be performed and monitors employee performance and conduct on the job.

104.03.5 Responsibility

All managers for the City are responsible for their use or misuse of delegated authority. Managers are responsible for the following duties within their respective departments:

- The general good order of their respective departments including proper discipline, conduct and training of employees.
- Setting standards for work performance.
- The daily planning and preparing for work assignments.
- Directing the daily activities of employees in their immediate control.
- Monitoring the performance of their departments and their employees.
- Evaluating employee performance.
- Communication of information necessary to perform work effectively to employees.

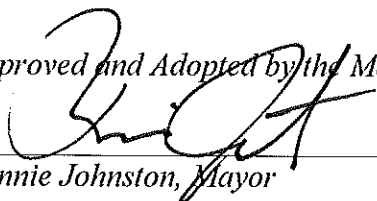
- Communication of information from other areas of the City to employees.
- Inquire in to personnel complaints to determine if problems exist and report same to the Human Resources Office.
- Preparing informational and statistical reports as necessary.
- Preparing and presenting issues before administrative boards as required.
- Preparing budget requests as required.
- Preparing written memorandums and reports as to department projects, work reports, safety and quality issues.

The above list is not inclusive but is representative of some of the duties expected of managers with the City. All managers are subject to perform any additional duties as necessary and required in the performance of their job.

104.03.6 Organizational Chart

The Organizational Chart is attached as part of this policy for visual aid only. Additions, deletions or transference of responsibilities may be made to the chart from time to time and approved by the City Manager. Updated charts will be distributed to employees accordingly.

Approved and Adopted by the Mayor & Council this 20 day of July, 2015.


Ronnie Johnston, Mayor

APPROVED
MAYOR & COUNCIL


Leigh Anne Knight, City Manager

JUL 20 2015

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EQUAL EMPLOYMENT OPPORTUNITY

NO. 201

201.01 PURPOSE:

To provide for equal employment opportunity for City employees and applicants and to ensure that individuals have the opportunity to bring alleged acts of discrimination to the attention of City management for investigation/resolution.

201.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide equal employment opportunity to all employees and applicants for employment in all aspects of Human Resources administration. The City prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. In addition, the City will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

The City of Covington prohibits discrimination in any aspect of City employment, including but not limited to, recruitment, selection, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and the application of policies and procedures.

Nothing contained in this policy statement shall be interpreted to require that a *less qualified* individual will be preferred over a *better qualified* individual simply because of race, color, religion, sex, national origin, age, disability, or genetic information.

201.03 PROCEDURES:

The City shall administer this policy fairly and consistently by 1) posting all required notices regarding employee rights under EEO laws in areas highly visible to employees; 2) advertising as an Equal Opportunity Employer on all in-house job postings, public job announcements, applications, and testing announcements; 3) forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding; 4) requiring employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within forty - eight (48) hours of the incident; 5) promptly notifying the HR Director of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

201.03.1 Filing a Complaint

A City employee or job applicant who believes that he or she has been discriminated against in any aspect of the City's employment relationship or process is encouraged to file a complaint with the City's management.

To file a complaint, the complainant must contact the Human Resources Director or the Department Manager of the department involved within one hundred eighty (180) days of the alleged act(s) of discrimination or of learning of the alleged act.





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Complainants may simultaneously file discrimination complaints with outside state and/or federal agencies *without* first discussing the problem through City administrative channels.

The filing of a discrimination complaint cannot be used against an employee or job applicant in any aspect of employment. Any City employee found to retaliate against another employee due to the filing of a discrimination complaint shall be disciplined accordingly.

City employees and job applicants are strongly encouraged to raise discrimination questions promptly, so that alleged problematic situations (if shown to exist) may be corrected as soon as possible. In addition, the filing of a discrimination complaint with any state or federal agencies or participation in any City investigative process regarding discrimination shall *not* be used to retaliate against any City employee or job applicant in any aspect of City employment.

A City employee may present his or her complaint to his or her immediate supervisor or Department Manager or -- if this is not possible or desirable -- to the City Human Resources Director. A job applicant should present his or her complaint directly to the City Human Resources Director. The Human Resources Director may be contacted at City Hall, 2194 Emory Street Covington, Georgia 30014, or by phone at (770) 385-2025.

201.03.2 Investigating Complaints

Upon receipt of a discrimination complaint, the immediate supervisor and/or Department Manager shall notify the Human Resources Director. Likewise, if the Human Resources Director is the first to receive a complaint, he or she will notify the Department Manager of the respective department involved.

201.03.3 Time Limit

The Human Resources Director shall be allowed no more than thirty (30) calendar days from the filing date of a discrimination complaint to investigate and attempt to resolve the complaint.

201.03.4 Fact-finding Meeting

At the discretion of the Human Resources Director, a *fact-finding meeting* between the parties involved may be scheduled to solicit information and allow presentation of relevant issues by both the complainant(s) and the respondent(s). This meeting will also assist in evaluating the issues and resolving the complaint equitably and expeditiously. The Human Resources Director may request the presence of witnesses at the fact-finding meeting and/or request additional information and documents that may be necessary in the attempt to resolve the complaint. Prior approval must be granted by the Human Resources Director in order for any other individual(s) to gain admittance to the fact-finding meeting and evidence gathered regarding the complaint.

During this investigative period, all recorded testimony and documentary evidence will be maintained by the Human Resources Director.

201.03.5 Conclusions

The Human Resources Director will analyze all pertinent information and reach a conclusion as to whether or not an act of discrimination has occurred. Notice of the conclusion will be given to the complainant and the respective Department Manager, if applicable.

In cases where there appears to have been discrimination, the Human Resources Director will make recommendations for the resolution of



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the complaint. Should the complainant dispute the recommended resolution from the Human Resources Director, he or she will be advised of alternative complaint redress available through the federal Equal Employment Opportunity Commission.

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201.03.6 Confidentiality

The Human Resources Director and Department Manager(s) involved shall handle all discrimination complaints with the utmost confidentiality. All City personnel who, by necessity, are involved with or aware of investigations are expected to maintain the same level of confidentiality.

201.03.7 Sexual Harassment

Complaints of sexual harassment shall be handled as outlined in the policy entitled *Sexual and Other Forms of Illegal Harassment*.

201.03.8 Complaint Against Human Resources Director

In the event an employee or job applicant alleges a complaint for illegal discrimination including sexual harassment against the Human Resources Director, the complainant must file the complaint with the Equal Employment Opportunity Commission, (EEOC).

Approved and Adopted by the Mayor & Council this

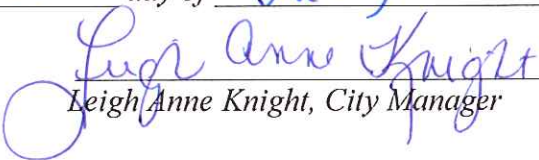
21

day of

July

, 2014


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

RECRUITMENT AND SELECTION OF PERSONNEL

NO. 202

202.01 PURPOSE:

To attract, identify, and employ or promote qualified individuals to fill the City's vacant, budgeted job openings.

202.02 STATEMENT OF POLICY:

The City of Covington will make every reasonable effort to fill vacant, budgeted City positions as promptly as possible with qualified individuals. It is the policy of the City of Covington to hire employees for entry level positions, to provide training and development for employees' promotions to higher level positions when deemed appropriate.

In recruiting and hiring, as well as with all other areas of Human Resources administration, the City will give equal employment opportunity to all individuals, regardless of race, color, religion, national origin, sex, age, handicap, or disability.

202.03 PROCEDURES:

202.03.1 Recruitment

1. (a) *Personnel Requisition.* Any Department Manager desiring to fill a vacant, budgeted position must notify the Human Resources Office of the vacancy or new position. The Human Resources Director shall check to determine whether the requisition is within the limits of the department's budgeted staffing levels. Any requisitions exceeding the annual budget allocation must be approved by the City Manager.

(b) *New Positions:* As a general rule, any new position that increases a department's total staff allocation must be approved and budgeted by the Mayor and

Council prior to staffing. The Mayor and Council must approve exceptions to a department's budgeted staffing.

(c) *Emergency and Provisional Appointments:* Notwithstanding anything to the contrary contained herein, the City Manager may approve emergency employment for not more than ninety (90) days and provisional employment without open evaluation when there is no appropriate hiring list available or when a position must be filled immediately. No such provisional employment shall continue longer than six months. Any person hired in provisional or emergency status shall not work more than thirty (30) hours per week and shall not receive any additional compensation or benefits as provided to regular status employees.

(d) *Requisition Required:* Any Department Manager desiring to fill a vacant, budgeted position must complete and sign a Personnel Requisition form regardless of whether the job is a new position or a replacement position and submit the form to the Human Resources Director for processing.

2. *Job Description:* The Human Resources Director shall update the job description to include all essential functions of the job prior to advertising. (*See policy entitled "Position Classification Plan for procedures on updating the job description"*).

3. *Job Announcement and Posting.* A job announcement will be prepared and distributed by the Human Resources Director to all City departments to ensure that interested City employees have the opportunity to apply for the vacant position. The job announcement will be posted for a minimum of five (5) working days.



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NO. 202

4. *Recruiting External Candidates.*

Concurrent with or after the posting of internal job announcements (if it appears that a suitable rate of response may not be received from internal applicants), the Human Resources Director will ensure that the job is advertised externally through the most appropriate means available, such as public bulletin boards, newspaper advertising, internet, cable television and radio. Additional advertisement sources will be utilized at the discretion of the Human Resources Director based on the ability to effectively reach qualified candidates in a timely and cost-effective manner.

5. *Signed Employment Application Required.*

All external applicants shall complete and sign a City employment application, regardless of whether they also submit a resume. Department Managers shall ensure that any applicant who contacts his or her department directly is referred to the Human Resources Director, in order that the applicant can complete and sign a City employment application. Regular status employees may apply for a vacant position by notifying the Human Resources department of their interest in their position and signing the job announcement form located in the job file. A completed application form is not necessary for current employees, but an updated resume may be submitted prior to an interview. All regular status employees who meet the minimum qualifications for the vacant position will be considered.

6. *Applications Accepted Only for Vacant, Posted Positions Before the Stated Closing Date.* The Human Resources Director will accept applications *only* for those posted positions for which the City is currently recruiting. In addition, the application *must* be submitted to the Human Resources Director by the closing date indicated in order to be considered.

7. *Applicant Examinations and Interviews.* After the closing date, copies of all applications received during the job posting will be forwarded to the respective Department Manager for review.

Depending upon the specific job classification, candidates who meet the minimum qualifications for certain positions will be required to undergo standardized examinations administered either by the respective department or the Human Resources Director.

Job-related examinations (singly or in combination depending upon the specific job classification) may consist of written tests, performance tests, assessment centers, ratings of training, education, and experience, structured oral interviews conducted by the department, and/or physical agility tests. All examinations shall be practical in nature, job-related, non-discriminatory, and constructed to determine (based upon the duties and responsibilities of the specific job) the potential capacity of the candidate for success in the particular class or position for which he or she is applying. Applicants for the same job classification shall be accorded uniform and equal treatment in all phases of the examination process. Examinations shall be scored impartially.

A hiring decision will be made based upon the qualifications of the candidates as shown in the applications and the results of the examination(s) required for the particular job class. The Department Manager shall submit a written appointment recommendation to the Human Resources Director. If the Human Resources Director agrees that the appointment is being made pursuant to the applicable provisions of these Human Resources Policies, he or she



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shall sign the appointment recommendation and submit it to the City Manager for approval.

8. *Extending the Contingent Offer.*

After it has been determined which candidate will be offered employment and the entry rate of pay to be offered, the Human Resources Director or his or her designee will contact the selected candidate to extend the offer. The employment offer will be contingent on:

- A. The candidate's acceptance of the stated terms and conditions of the offer of employment within the time expressed in the offer.
- B. Successful completion of a post-offer medical exam, if required for the position, at the City's expense. (This post-offer medical exam will be arranged by the Human Resources Director.
- C. Successful completion of a post-offer drug test at the City's expense.
- D. Successful completion of a post-offer psychological exam at the City's expense (for Public Safety only.)
- E. Successful police and other background checks where required by the nature of the position or legal mandate.
- F. The candidates' furnishing proof that he or she is legally entitled to work in the United States, in conformity with requirements of the Immigration Reform and Control Act (IRCA).

If any background, medical, or other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not

suited for employment with the City, the applicant will be refused employment or, if already employed, may be terminated.

The Human Resources Director will inform the Department Manager as soon as possible after learning whether the candidate has accepted or rejected the job offer as well as whether or not the candidate is medically qualified (if a post-offer medical exam is applicable to the position).

9. *IRCA Compliance.* All individuals who receive contingent offers must furnish proof of identity and employment eligibility to the Human Resources Director as required by federal immigration law. The Human Resources Director or designee shall review the documentation, have the new employee sign an INS Form I-9, as required by IRCA, and complete and file the required paperwork.

10. *E-Verify System.* In addition to the above requirements, the City must check the employment eligibility of all individuals hired through the database approved by the U.S. Citizenship & Immigration Service in partnership with the Department of Homeland Security and the Social Security Administration. Any person whose eligibility is not confirmed by the E-Verify System will be notified by receiving a Tentative Non-Confirmation Response, (TNCR) and will have an opportunity to contest the TNCR with the Social Security Administration or the Department of Homeland Security. Any employee who refuses to contest the TNCR or who is unable to remedy their non eligibility status with these agencies may be terminated from employment. (For more information regarding employment eligibility, see the Rules of the Georgia Department of Labor regarding the enforcement of the Georgia Security and Immigration Compliance Act of 2006).



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

RECRUITMENT AND SELECTION OF PERSONNEL

NO. 202

202.03.2 SELECTION

202.03.2a Promotions

Vacancies in higher positions above entry level may be filled by promotion from within. It is the policy of the City to encourage promotion from within and will therefore first consider current employees *with the necessary qualifications and skills*, unless outside recruitment is deemed to be in the City's best interest.

Procedures

1. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, department manager, and/or the Human Resources Director.

2. An employee's basic eligibility for promotion will be determined by the requirements of the new position. In addition, the employee must have held his or her current position for at least one year and have both a satisfactory performance record and no adverse disciplinary actions during the same period. An exception to the tenure requirement may be made when it is determined by the Department Manager and the Human Resources Director that the promotion of the employee is in the City's best interest.

3. Job openings and promotions for which the City seeks candidates from within shall be posted for at least seven (7) calendar days. The Human Resources Director may (depending on the promotional position) limit the job posting to qualified applicants within a department of the City. Whenever openings or promotion

opportunities are posted, interested employees must notify the Human Resources Director prior to the closing of the position. The Human Resources Director may, at his or her discretion, solicit outside candidates during or after the posting period.

4. Current employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals, and job related qualifications including promotional examinations. Seniority will be considered if two (2) or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. In addition, such employees may be required to have a medical examination and/or drug screen.

5. Promoted employees will be placed on a working test period of six (6) months.

202.03.2b Transfers

The City may at its discretion initiate or approve employee job transfers from one position to another or from one location to another subject to the following guidelines:

1. The appropriate Department Manager may, at any time, transfer an employee in the career service under his or her jurisdiction from position to another in the same class in the same department. An intra-departmental transfer of an employee to a position of another class shall be made only with the approval of the Human Resources Director and only between classes within the same pay range. The Human Resources Director shall be notified of such changes in assignment.



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2. Employees may request a voluntary job transfer from one department to a vacant position in another department. To be eligible for a voluntary transfer, employees must meet the requirements and qualifications of the new position, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time period. As a general rule, employees must have held their current position for at least twelve (12) months.

(Exceptions to this rule may be made when determined by the Human Resources Director to be in the best interest of the City. The Human Resources Director shall consider the recruitment and training cost, the experience and skill level of employee, the availability of qualified applicants and departmental staffing needs when making such determination. A transfer of an employee from one department to another shall have the approval of the Human Resources Director).


3. In the event of emergency or as deemed necessary in the best interests of the City, the City Manager may make temporary revisions to the City's organizational structure and make temporary transfers of employees from one department to another. To promote efficiency and responsibility in such event(s), the transferred employee(s) shall report to the first line supervisor in the new department and shall be accountable for their job performance in the temporary assignment.

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Approved and Adopted by the Mayor & Council this 21st day of September, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYING PEOPLE WITH DISABILITIES

NO. 203

203.01 PURPOSE:

To ensure that individuals who have disabilities are not discriminated against in employment with the City and to accommodate qualified individuals with disabilities in compliance with the employment provisions of the *Americans with Disabilities Act of 1990 (the ADA)* and the *ADA Amendments Act of 2009 (the ADAAA)*.

203.02 STATEMENT OF POLICY:

The City of Covington is committed to providing equal employment opportunities to qualified individuals with disabilities, those regarded as having disabilities and those associated with disabilities. Accordingly, the City does not discriminate against qualified individuals with disabilities in regard to recruitment, selection, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and application of policies and procedures.

The City complies with the *ADA, as amended*, and all applicable federal and/or state laws that forbid discrimination in employment against qualified individuals with disabilities.

The City is committed to the fair treatment of qualified individuals who have a disabling condition, those who are perceived to have a disability, as well as non-disabled employees or applicants who have an association or relationship with an individual who has a disability.

The City will make every effort to make employment decisions based on the facts applicable to individual applicants or employees

and not on the basis of *presumptions* as to what an individual with a disability can or cannot do.

To achieve this goal, the Human Resources Director shall be designated as *ADA Coordinator* for the City of Covington and will be responsible for coordinating the City's *ADA* employment compliance efforts as well as investigating any complaints arising out of allegations that the City has failed to comply with the *ADA, as amended*. The *ADA Coordinator* shall,

1. Ensure that *qualified* individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process (e.g., with respect to recruiting, testing, interviewing, selecting, and hiring) and that employees who are disabled are treated in a nondiscriminatory manner with respect to all terms, conditions, and privileges of employment (e.g., classification, compensation, provision of fringe benefits, training, access to employee recreational and social activities, promotions, demotions, transfers, layoffs, terminations, or any other employment considerations).

2. Administer medical and/or psychological examinations to applicants *only after* a conditional offer of employment has been extended and when *all* entering employees in a particular job classification are subjected to such exams, regardless of disability (e.g., Public Safety), and to employees only when justified by job-related necessity.

3. Ensure that the results of such exams are used only in accordance with regulations issued under the *ADA, as amended*.

4. Collect and maintain all medical-related information in a confidential manner in separate confidential files.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYING PEOPLE WITH DISABILITIES

NO. 203

5. Provide both applicants and employees with disabilities *reasonable accommodation* to perform the essential functions of a job, except where making an accommodation would create an undue hardship on the City or a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation.

6. Notify individuals with disabilities that the City provides *reasonable accommodation to qualified individuals with disabilities*, by including a statement to this effect on the City's employment application, in the City's *Human Resources Policies and Procedures Manual*, and by posting the Equal Employment Opportunity Commission's poster regarding non-discrimination against the disabled and other protected groups conspicuously throughout the City's facilities.

2.03.02.1 DEFINITIONS:

As used in this ADA policy, the following terms have the indicated meaning:

a) "Disability" means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

b) "Major life activities" include the following: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

c) "Major bodily functions" means a physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal,

special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

d) "Substantially limiting" means, in accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of a disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form is also considered a disability under EEOC final ADAAA regulations.

e) "Direct threat" means a significant risk to the health, safety, or well-being of individuals or others when this risk cannot be eliminated by reasonable accommodation.

f) "Qualified individual" means an individual, who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

g) "Reasonable accommodation" means any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; telecommuting, reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials or policies; the provision of qualified readers or



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

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interpreters; and other similar accommodations for individuals with disabilities.

h) “Undue hardship” means an action requiring significant difficulty or expense by the City. In determining whether an accommodation will impose an undue hardship, the following factors will be considered: i) the nature and cost of the accommodation; ii) the overall financial resources of the City facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility; iii) the overall financial resources of the City, the size, number, type and location of facilities; iv) the type of operations of the City, including the composition, structure and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the City; v) the impact of the accommodation on the operation of the facility.

i) “Essential functions of the job” means those job activities that are determined by the City to be essential or core to performing the job; these functions cannot be modified.

203.03 PROCEDURES:

203.03.1 *Pre-Employment Considerations*

The City will make reasonable accommodation to the known disabilities of otherwise *qualified* applicants and will not deny employment to such applicants based on the need to make reasonable accommodation.

The City will not use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out individuals with disabilities, unless the standard, test, or criterion is *job-related* and consistent with business

necessity.

The City will make reasonable accommodations for applicants with disabilities when needed to take employment tests or complete application procedures. The City will avoid making *pre-employment inquiries* about whether an individual has a disability or about the nature or severity of such a disability. The City will provide access to individuals with disabilities to application materials interview sites.

203.03.2 *Requests for Reasonable Accommodation*

All requests for *reasonable accommodation* from qualified applicants and employees with disabilities will be referred to the *ADA Coordinator*. Upon receipt of an accommodation request, the *ADA Coordinator* will arrange to meet with the applicant or employee requesting the accommodation to discuss and identify the precise limitations resulting from the disability and possible accommodations that could enable the individual to overcome those limitations.

Where necessary, the *ADA Coordinator* will discuss possible accommodations with the respective Department Manager involved. Additionally, the *ADA Coordinator* may contact outside agencies (such as the federal *Job Accommodation Network*, also known as *JAN* which specialize in providing technical assistance for the disabled, or consult with other experts about possible accommodations.

203.03.3 *Evaluating Possible Accommodations*

In evaluating possible accommodations, the *ADA Coordinator* may do the following:

1. Request a written statement from the disabled individual's physician to verify the



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EMPLOYING PEOPLE WITH DISABILITIES

NO. 203

disability and document need for an accommodation;

2. Require the individual to be examined by a medical expert selected by the City to help identify effective accommodations; or

3. Require the individual to be evaluated by the City's EAP Counselor, a City-designated rehabilitation counselor, occupational or physical therapist, or any other professional *as selected by the City* with knowledge of the specific disability and its limitations; and/or

4. Require access to medical records as described above.

203.03.4 Determining Feasibility

The *ADA Coordinator* and the respective Department Manager will determine the feasibility of the requested accommodation and make a recommendation to the Human Resources Director. They will take into consideration various relevant factors, including, but not limited to, the following:

1. The nature and cost of the accommodations needed;

2. The overall financial resources of the respective department and the City;

3. Possible sources of outside funding;

4. The availability of tax credits and/or deductions; and

5. The impact of the accommodation upon the operation of the department, including the impact of the accommodation on the ability of other employees to perform their duties and the

impact on the City's ability to properly conduct business.

203.03.5 Selecting the Accommodation

In determining the feasibility of the requested accommodation, the City will consider the preference of the individual to be accommodated and -- if there are two (2) or more effective accommodations -- will choose the least expensive or easier accommodation, as long as the accommodation provides equal opportunity for the applicant or employee.

Once there is a decision about how an accommodation will be made, the *ADA Coordinator* will inform the applicant or employee of the City's decision regarding the accommodation.

203.03.6 When an Employee with a Known Disability is Hesitant to Request Reasonable Accommodation

Although the duty to accommodate is legally triggered upon the *request* of an applicant or employee who has a disabling condition, situations may arise in which an employee who is *known to have a disability* may be having difficulty performing the essential functions of his or her job yet is hesitant to ask for reasonable accommodation.

In such circumstances, the employee's immediate supervisor and/or Department Manager may discuss the matter with the *ADA Coordinator*. If it is determined that the employee should be approached about the possibility of the City's providing a reasonable accommodations, the *ADA Coordinator* and the immediate supervisor and/or Department Manager will jointly initiate a discussion with the



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
EMPLOYING PEOPLE WITH DISABILITIES

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employee about the need for accommodation.

203.03.7 ADA Grievance Procedure

The City will strive to provide for the prompt and equitable resolution of complaints which allege that any action prohibited under the *ADA* rules which govern non-discrimination on the basis of a covered disability has taken place through the following steps:

Step 1 - All *ADA* non-compliance complaints regarding alleged discrimination should be submitted (in writing, if possible) to the City's *ADA Coordinator* for resolution within ten (10) days of the alleged act. A decision by the *ADA Coordinator* will be rendered within thirty (30) workdays.

(Note: Complainants may simultaneously file discrimination complaints with outside state and/or federal agencies without first discussing the problem with City staff. However, complainants are urged to attempt to resolve the problem through City administrative channels before filing with outside agencies.)

Step 2 - An investigation, as may be appropriate, shall follow a filing of the complaint. The investigation shall be conducted by the *ADA Coordinator*. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

Step 3 - If the complaint cannot be re-solved to the satisfaction of the complainant by the *ADA Coordinator*, it will be forwarded to the City Manager who will hear the complaint, request, and/or resolution desired. The request for reconsideration should be made within seven calendar (7) days of receipt of decision of *ADA Coordinator*. The City Manager will review the complaint and the *ADA Coordinator's* decision on the matter and will issue a written decision within seven (7) calendar days after his or her review.

(Note: At each level of the grievance process, a record of action taken on each request or complaint will be maintained.)

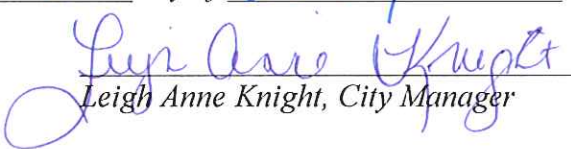
The individual's right to prompt and equitable resolution of an *ADA* complaint shall not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice, the Equal Employment Opportunity Commission, or any other appropriate federal or state agency.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City of Covington complies with the *ADA* in implementing regulations.

APPROVED
MAYOR & COUNCIL
JUL 21 2014
MINUTES

Approved and Adopted by the Mayor & Council this 21 day of July, 2014


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
NEW EMPLOYEE ORIENTATION

NO. 204

204.01 PURPOSE:

To provide newly hired City employees with an orientation program on employee benefits and City Human Resources policies as well as essential information about their specific City jobs.

204.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide an orientation program for all newly hired employees.

204.03 PROCEDURES:

204.03.1 Human Resources Role

The Human Resources Director is responsible for the overall development, coordination, and conduct of orientation programs for newly hired employees to provide a general overview to employee benefits made available through the City and general Human Resources policies.

204.03.2 Departmental Role

Each respective department is responsible for orientation as it applies to introducing the new employee to his or her specific job and the department. The department will provide a basic understanding of what the new employee's job involves, including:

1. the employee's work hours and/or schedule
2. the employee's essential job duties and responsibilities
3. with whom the employee should consult whenever he or she has problems or questions
4. a description of the employee's supervisory or lead worker responsibilities (if any)

204.03.3 Scheduling Orientation

Upon hiring a new employee, the Human Resources office will schedule the new hire's orientation at a mutually agreeable time.

The newly hired employee will be expected to attend the orientation program as scheduled by his or her department.

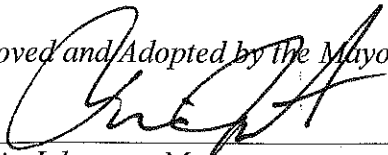
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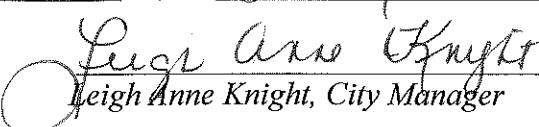
**APPROVED
MAYOR & COUNCIL**

JUL 30 2015

MINUTES

Approved and Adopted by the Mayor & Council this 20 day of July, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE RECORDS

NO. 205

205.01 PURPOSE:

To establish procedures and areas of responsibility for the accurate, proper, and secure maintenance of employee personnel records.

205.02 STATEMENT OF POLICY:

The Human Resources Director shall be responsible for establishing and securely maintaining the official personnel file for each employee of the City. Every Department Manager is responsible for the forwarding of documents for inclusion in the official personnel files of those employees assigned to his or her respective department.

205.03 CONTENTS:

An employee's personnel file shall contain information relative to the employee's service with the City. The file shall include the employee's original application, background investigation form, (if applicable to position), resume, tax filing forms, orientation check list, personal data sheets, personnel action forms such as promotion notices or disciplinary notices, employee evaluations, employee skills inventory, training certificates, copies of licenses or certifications, copies of awards and commendations.

**Note: Medical information such as insurance forms, worker's compensation claims, FMLA forms, EEOC files and any other record which may disclose the existence of a disability shall be maintained in a separate medical file and not included in the personnel file.*

205.03.1 Removal of Disciplinary Actions

Upon written request to the Human Resources Director, an employee may request removal of a disciplinary action from the Employee's file. This may be done only after seven (7) years have passed since the action was completed provided that no subsequent disciplinary actions have occurred.

205.04 PROCEDURES/ SPECIFICS:

205.04.1 Access

Access to an employee's official personnel file will be on a strictly need-to-know basis and will normally be limited to the affected employee, the Human Resources Director and his or her designee(s), the City Manager, and respective Department Manager(s) or their designee(s).

The Human Resources Director will maintain sign-out cards showing the date, time, purpose, and name of any individual outside of the Human Resources Department who accesses a City employee's personnel file.

Upon proper identification, a current City employee may review his or her personnel file *at a mutually agreeable, pre-arranged time*. This review may be made *only* while in the presence of the Human Resources Director or his or her designee. No items will be removed from or added to the personnel file by the employee during any such review.

APPROVED
MAYOR & COUNCIL

OCT 06 2014

MINUTES



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE RECORDS

NO. 205

205.04.2 Employee Changes

It is the responsibility of individual employees to promptly inform the Human Resources Director of any changes in name, address, telephone number, marital status, number of dependents, beneficiary designations, and persons to be notified in case of an emergency. The proper forms should be completed for this purpose.

205.04.3 Georgia Open Records Act

Access to certain information contained in an employee's official Human Resources file will be made in accordance with all applicable provisions of Georgia's *Open Records Act* and its 1988 or subsequent amendments. *Written* requests to inspect public personnel records must be made *in person* at the City Hall to the City Clerk or his or her designee during normal business hours (i.e., 8:00 a.m. - 5:00 p.m. Monday through Friday, excluding City holidays). Telephone requests to divulge information cannot be accepted.

In accordance with the law, the Human Resources Director will review the request to determine if the requested records are subject to public disclosure. If the records contain information that is not subject to public disclosure, then the information will be redacted accordingly. Public records will be provided to the requesting party in accordance with O.C.G.A. § 50-18-71.

Inspection of public personnel records may be made only while in the presence of the Human Resources Director or his or her designee.

The Human Resources Director will notify the individual employee when a request to see his or her file has been made under the *Georgia Open Records Act*.

205.04.4 Records Act Retention

The City of Covington will comply with the state of Georgia's *Records Retention* to the full extent possible. As a result, the City shall follow the guidelines provided in the "Personnel Records" section of the *Georgia Common Records Retention Schedules for City Governments*, which meet or exceed all applicable Georgia codes as well as relevant federal records retention requirements.


205.04.5 Preventing Disclosure

The City of Covington and its officers and agents will take reasonable measures to prevent negligent or intentional disclosure of an employee's or applicants' personal or financial information that is not subject to disclosure under O.C.G.A. § 50-18-72.

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Approved and Adopted by the Mayor & Council this 6th day of October, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYMENT REFERENCES & THIRD-PARTY INQUIRIES

NO. 206

206.01 PURPOSE:

To ensure that employment verifications, references, and other responses to third-party inquiries regarding former and current City employees are given out in a uniform and appropriate manner.

206.02 STATEMENT OF POLICY:

No City employee is authorized to release information, verbally or otherwise, about another City employee or former employee. All other outside requests for employment verification, information, or references must be referred to the Human Resources Director.

206.03 PROCEDURES:

206.03.1 *Former Employees*

The Human Resources Director or his or her designee will release information concerning former City employees as follows:

A. Telephone reference inquiries: The caller will be informed that he or she must submit the request in writing to the attention of the Human Resources Director or the Payroll & Benefits Manager. Verbal requests about a former employee will *not* receive a response.

B. Written reference inquiries: Only the following information regarding former employees will be provided:

- Dates of the employee's employment with the City;
- The employee's official position title; and

- Verification of the employee's final salary or rate of pay.

C. Credit reporting agencies: In response to requests by third-party credit reporting agencies, the request *must* be put in writing to the attention of the Human Resources Director or Payroll & Benefits Manager; information will only be given if the former employee has signed and provided an authorization to release such information.

206.03.2 *Current Employees*

The Human Resources Director or his or her designee may release information concerning current City employees as follows:

A. Reference inquiries: Only dates of employment with the City, official position title, insurance coverage, and current salary or rate of pay will be provided over the phone. Other requests must be submitted in writing along with a *signed authorization* from the employee.

B. Credit reporting agencies: In response to request by third-party credit reporting agencies, the request *must* be put in writing and mailed or faxed to the attention of the Human Resources Director or Payroll & Benefits Manager; information will only be given if the employee has signed and provided an authorization to release such information. Telephone verification of employee information may be made upon receipt of a faxed release signed by the employee.

C. Lending or Leasing agencies: The Human Resources Director or his designee may *verify* by telephone any employee information provided to the agency by the employee. The agency must



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NO. 206

provide employee name, or social security number, or salary. Information provided will be *verified* only. No additional information will be given by the Human Resources Office.

206.03.3 Government, Legal, and Other Official Inquiries

The City will comply with subpoenas, court orders, and all other valid legal requests for information as required by law (including requests falling under the *Georgia Open Records Act* or its amendments).

Legal documents (i.e., subpoenas, court orders dealing with employee information, etc.) should be forwarded immediately upon receipt to the Human Resources Director for review and handling. Upon the advice of the City's legal counsel, the Human Resources Director will release the required information about a former or current City employee.

Requests for HR documents made under the *Georgia Open Records Act* or its amendments will be answered, through compliance with or denial of the request by the HR office within three (3) business days. In the event the requests will take more than three (3) business days, the

HR Director or a designee shall notify the requesting party by written response, i.e., by letter or by email, of when the documents will be available for inspection. The notice shall also include an estimate of the copies and administrative fee for costs incurred by the City for document retrieval.

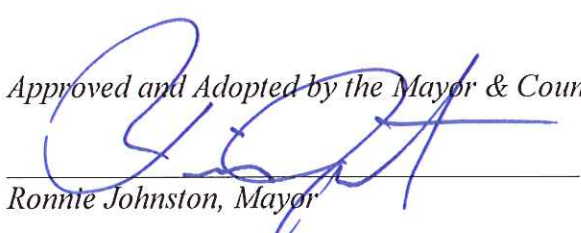
206.03.4 Release of Social Security Numbers, Home Address, Telephone Number, Insurance or Medical Information Prohibited

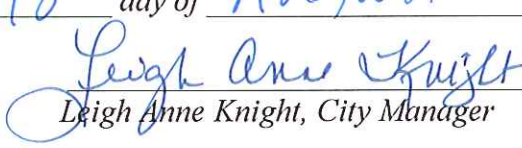
As a general rule, no employee or manager of the City shall release to a third-party any information regarding an employee's social security number, home address, telephone number, health insurance or any medical history information maintained in the employee's personnel or medical file. An exception to this rule is the release of such information to the City's attorneys, health insurance carrier, or third-party administrator for worker's compensation.

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Approved and Adopted by the Mayor & Council this 18 day of August, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

TIME AND ATTENDANCE

NO. 301

301.01 PURPOSE:

To inform all employees of the critical need to avoid tardiness and/or excessive absences in the performance of their respective City jobs as well as to accurately and correctly report time worked during each work period

301.02 STATEMENT OF POLICY:

Our success in serving the citizens of Covington is based on the daily contributions of every City employee. Excessive absenteeism or tardiness not only interferes with the individual employee's contributions, but also interferes with the contributions of his or her fellow employees in effectively and efficiently performing their jobs. Not adhering to the employee's approved work schedule, therefore, through either excessive absenteeism or tardiness, can lead to disciplinary action, up to and including termination.

301.03 PROCEDURES:

301.03.1 Advance Notice Whenever Possible

City employees are expected to be punctual in reporting to work their assigned schedule/shift. While it is recognized that this may not always be possible due to circumstances beyond an employee's control, the employee should provide his or her immediate supervisor and/or Department Manager with *advance* notification of any delays whenever possible. Individual departments may establish policies regarding advance notification consistent with their requirements for operation.

301.03.2 When Not Possible

If it is impossible to provide advance notice

that the employee will be late, he or she *must* discuss the delay with his or her immediate supervisor *immediately upon arrival at work* or as soon as the immediate supervisor is available.

301.03.3 Absence Due to Illness

If the employee is going to be absent from work due to illness, he or she should notify his or her immediate supervisor and/or Department Manager as far in advance as possible but *no later than thirty (30) minutes* after the beginning of the employee's scheduled work day or shift *or as directed by specific departmental policy*. (See *Sick Leave Policy* for more details.)

301.03.4 Recording of Time and Attendance

An electronic time card or paper attendance sheet is required for every non-exempt employee. Every employee's time card or attendance sheet should *clearly and accurately* reflect the employee's *actual hours worked* (plus the amount and type of any leave taken) for the respective work period being reported. *Altering or falsification of the employee's own or any other City employee's time card or attendance sheet will be grounds for disciplinary action, up to and including termination*. In designated areas where time clocks are utilized, employees *must* clock in and out themselves; no employee can clock in or out for any other employee.

Each Department Manager is responsible for assuring that the time card or attendance sheet certifying that the hours reported is accurate and true.

301.03.5 Attendance Records as a Performance Standard

Attendance records will be considered in



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

TIME AND ATTENDANCE

NO. 301

performance appraisals for all non-exempt employees. Excessive absenteeism or tardiness may result in an unsatisfactory rating and disciplinary action, up to and including termination. Approved absences taken in conjunction with the FMLA will not be considered in performance appraisal for non-exempt employees.

301.03.6 *Job Abandonment*

Three (3) consecutive days or twenty-four (24) hours of unreported or unauthorized absences may be considered as compulsory resignation due to job abandonment.

301.03.7 *Hours of Work*

The established workweek for full-time employees is determined by the position and the department to which the employee is assigned. The exact time for beginning and ending work each day may vary among departments. City employees are generally allowed one hour for meal periods and are permitted two 15 minute breaks each day. Breaks are not to be combined with meal periods and are not to be used at the beginning or end of the workday. Meal and/or break periods cannot be accumulated or used to make up for tardiness, or absenteeism. Employees are informed by their supervisor of reporting time, meal and break periods, and what time to leave for the day.

301.03.8 *Exempt- Status Employees*

A. Effective August 23, 2004, the Fair Labor Standards Act (FLSA) was amended to provide for substantial changes in the treatment of exempt public sector employees. According to the regulations issued by the U. S. Department of Labor, the City may impose the following

conditions on exempt employees without affecting the employee's exempt status:

1. require the exempt employee to record and track hours worked;
2. require the exempt employee to work a specified schedule;
3. implement across the board changes in schedules as necessary and compliance with the FLSA;
4. require the exempt employee to receive permission prior to taking personal or sick leave and reduce the employee's pay due to denial of permission;
5. require the exempt employee to receive reduced pay due to accrued leave that has been exhausted, or when the employee chooses not to use leave without pay;
6. require the exempt employee to receive deductions in pay due to a budget required furlough.

301.03.9 *Telecommuting*

As a general rule, non-exempt employees are not allowed to work from home during regular work hours or for overtime hours. All non-exempt employees are expected to perform all duties for their job at the City's designated work sites. Exempt status employees may be allowed to telecommute from home provided that:

1. The employee has a valid reason for working at home; and
2. The work is of a temporary or



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emergency nature requiring the employee to remain at home to perform the work; and

3. The work to be performed from home is primarily by computer and the work product is sent to the City upon completion; and
4. Permission is received in advance from the Department Manager or City Manager.

(For more information regarding the treatment and pay of exempt status employees, see the policy entitled "Overtime and Compensatory Time").

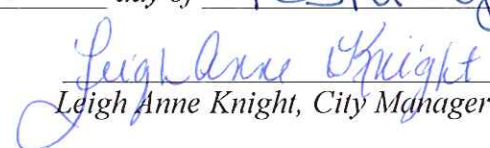
(For more information regarding specific situations that arise concerning "hours worked" see the Fair Labor Standards Act of 1938, as amended).

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Approved and Adopted by the Mayor & Council this 2nd day of February, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

CITY HOLIDAYS

NO. 304

304.01 PURPOSE:

To provide a benefit to City employees and to allow City employees the opportunity to celebrate widely observed holidays or (if scheduled to work during a holiday) to receive holiday compensation as approved by their respective Department Managers.

**NOTE*: In order to ensure the continuous provision of essential and/or emergency services to City residents, employees of the Public Safety Departments (Police, Fire and 911) are required—as a condition of employment with the City to work assigned shifts during City holidays. Special rules apply for non-exempt public safety Human Resources with respect to holiday accrual and compensation.*

304.02 STATEMENT OF POLICY:

304.02.1 Holidays Observed

The following days have been designated by Mayor and Council as paid legal holidays for City employees (except as noted above.) These holidays are subject to change, addition, and/or deletion at the discretion of the Mayor and Council. The City will observe the following holidays as provided for in Exhibit A.

The amount of holiday compensation for non public safety employees who work an eight hour work schedule will be eight (8) hours per day, for a total of eighty (80) hours per fiscal year. The amount of holiday compensation for public safety employees, (Police, Fire and 911

employees) who work more than an eight hour work schedule will be ten (10) hours, twelve (12) hours or sixteen (16) hours per day for a total of 100 hours, 120 hours or 160 hours per year depending on the employees scheduled shift. Holiday compensation will be granted to the employee regardless of whether the employee works on the holiday or not, subject to the provisions of Paragraph 304.02.8.

304.02.2 Annual Schedule

The Human Resources Director will make available a schedule of specific holiday dates each year. If a holiday falls on a Saturday, it will normally be observed on the preceding Friday; if a holiday falls on a Sunday, it will be observed on the following Monday unless otherwise designated by the City Manager.

Exhibit A CITY HOLIDAY SCHEDULE (Fiscal Year)

- **Independence Day**
July 4th
- **Labor Day**
First Monday in September
- **Veteran's Day**
November 11
- **Thanksgiving Day & Day After**
Fourth Thursday & Friday in November
- **Day Before or After Christmas Day**
December 24th or December 26th
- **Christmas Day**
December 25th
- **New Year's Day**
January 1st
- **Martin Luther King, Jr. Day**
Third Monday in January
- **Memorial Day**
Last Monday in May



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

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NO. 304

304.02.3 Eligibility

In order to be eligible for straight-time holiday pay, a City employee must be an active status employee and either is *present at work or has an excused or permitted absence on his or her regularly scheduled work days either immediately preceding or following a holiday.*

304.02.4 Part-time Employees

If a holiday falls on a normal workday for a regular part-time employee, the employee will receive payment (at his or her regular straight-time hourly rate) for the number of hours that he or she is normally scheduled to work on that holiday. If the regular part-time employee works on a scheduled holiday, the employee will be paid (at his or her regular straight hourly rate) for the number of hours worked on the holiday.

304.02.5 Temporary Workers

Temporary and/or seasonal workers will not be eligible for holiday pay.

304.02.6 Holidays During Approved Annual Leave

When a holiday falls within a regular employee's period of previously approved paid annual leave, the holiday shall not be counted as annual leave hours in computing the amount of annual leave hours debited from the employee's leave accrual. The employee will instead receive straight-time holiday pay.

304.02.7 Holiday Occurring on an Employee's Regularly Scheduled Day Off

If a holiday falls on an employee's regularly scheduled day off, the employee will be paid *straight-time* for the holiday.

304.02.8 When an Employee Must Work a Holiday

In order to maintain adequate public service, it is sometimes necessary for certain employees, to work during all or part of a City holiday as part of their regular work schedule or as directed by their immediate supervisor or Department Manager. When this occurs, the employee shall have an option to receive pay in the form of:

1) *the actual hours worked on the holiday will be compensated at one and one half times the regular rate of pay for the hours worked and the employee receives appropriate holiday pay at straight time. NOTE: Overtime rates are conditioned on the employee working the required FLSA hours during the workweek, unless the employee is eligible for "on call" pay which supersedes this directive, (See Human Resources Policy 704.03.4 "Overtime Pay or Compensatory Time Earned When..."*

2) *the employee receives regular pay for the hours worked on the holiday and is allowed to take the approved holiday hours off on another day. This holiday shall be used prior to the employee using annual or personal leave.*



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

CITY HOLIDAYS

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3) Those employees who work a 24/7 shift shall be accorded a holiday benefit of 160 hours for the ten (10) City holidays. These hours are paid at the regular rate of pay and may be taken as time off at the discretion of the employee during the fiscal year. Unused holiday leave will not be carried over.

304.02.9 *Holidays Will Not Normally Be Advanced*

Holiday leave will accrue to the credit of the respective employee on the day of occurrence of each approved City holiday. Holiday hours off may only be advanced with the specific approval of the immediate supervisor or Department Manager. Advancement may be made only when the employee is scheduled to work on the upcoming holiday and when the holiday will be upcoming in the current or next pay period.

304.02.10 *Holidays Will Not Normally Be Carried Over*

All holiday leave must be taken in the fiscal year. Any holiday leave not compensated by pay must be taken before the employee takes any annual or personal leave. All unused holiday leave will be forfeited at the end of the fiscal year, (June 30th).

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APPROVED
MAYOR & COUNCIL

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MINUTES

Ronnie Johnston, Mayor

Approved and Adopted by the Mayor & Council this 4 day of August, 2014.

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

ANNUAL LEAVE

NO. 305

305.01 PURPOSE:

To enable employees to have approved time away from work for vacations, personal activities, and/or the conduct of personal business.

305.02 STATEMENT OF POLICY:

The City enables eligible employees to earn and accrue *annual leave* which - upon approval - may be used for vacations, personal business, and religious holidays other than those designated as official City holidays, and other personal activities of the employee. All annual leave usage is subject to the written approval of the employee's immediate supervisor and the Department Manager.

305.02.1 Accumulation Rates

Annual leave shall be accrued each month by regular or working-test, *full-time*, employees at the following rate:

305.02.2 Regular or Working-Test Part-Time Employees

Regular or working-test part-time employees who work twenty (20) or more hours per week shall accrue annual leave at one-half ($\frac{1}{2}$) the rate of full-time regular employees with the same length of service. Part-time employees who work less than twenty (20) hours per week will not earn annual leave.

305.02.3 Temporary Workers

Temporary workers shall neither earn annual leave nor be entitled to annual leave payments upon separation.

305.03 PROCEDURES:

Immediate supervisors and Department Managers are responsible for managing the annual leave usage in their respective departments and for administering the provisions

ACCRUALS FOR ANNUAL LEAVE

Total Annual Hours Based on FLSA Work Weeks (Non-Overtime)		Monthly Leave Accrual 0-5 yrs (Hours)	Annual Leave Accrual 0-5 yrs (Hours)	Monthly Leave Accrual 6-10 yrs (Hours)	Annual Leave Accrual 6-10 yrs (Hours)	Monthly Leave Accrual 11 + yrs (Hours)	Annual Leave Accrual 11 + yrs (Hours)
STANDARD ACCRUAL							
Fire (24 Hour)	2756	8.83	104	13.25	152	17.67	224
Fire (8 Hour)	2080	6.67	80	10	120	13.33	160
Police (12 Hour)	2236	7.17	86	10.75	129	14.32	172
Police (10 Hour)	2236	7.17	86	10.75	129	14.32	172
Police (8 Hour)	2080	6.67	80	10	120	13.33	160
911 (12 Hour)	2080	6.67	80	10	120	13.33	160
911 (8 Hour)	2080	6.67	80	10	120	13.33	160
Others (8 hour)	2080	6.67	80	10	120	13.33	160
Exempt (8 hour)	2080	6.67	80	10	120	13.33	160



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

ANNUAL LEAVE

NO. 305

of this policy. Use of annual leave shall be scheduled at such times as the respective immediate supervisor and Department Manager find suitable after considering the request of the employee and the requirements of the department. Approval of annual leave requests shall be given only when the efficiency and effectiveness of City operations will not be adversely affected.

As a general rule, seniority among existing job classes should prevail in vacation requests. Unless approved by the City Manager, a Department Manager and the next highest-ranking employee in the department shall not take annual leave at the same time.

All requests for annual leave must be submitted on a Leave Request Form and approved in writing by the immediate supervisor prior to the commencement of the requested leave. Annual leave shall be requested and approved in increments of not less than one (1) hour.

305.03.1 *Other Restrictions*

As a general rule, annual leave **will not be** granted before such leave actually accrues to the employee's credit unless otherwise approved in advance by the Department Manager.

In addition, no employee may receive pay in lieu of vacation time not taken except upon retirement in which case the employee shall be paid for all vacation leave that he/she is normally entitled to during that year.

305.03.2 *Maximum Accumulation of Annual Leave*

In order to be genuinely productive, it is widely recognized that employees occasionally need some time away from work. Because annual leave is a fringe benefit provided by the City for the purpose of rejuvenating City employees and permitting them time to attend to personal business, every employee is *encouraged* to use accrued annual leave during the fiscal year, (July 1st through June 30th).

Employees who have excess annual leave at the end of the City's fiscal year may roll the annual leave into subsequent years. As a general rule, the amount of unused annual leave that is rolled over into an annual leave bank should not exceed forty (40) hours, or one week of pay. An employee who has more than forty (40) hours or one week unused annual leave must receive approval from the Department Manager and the Human Resources Director for the additional hours to be banked. This will only be allowed where the Department Manager and the Human Resources Director agree that extenuating circumstances prevented the employee from taking his annual leave during the fiscal year. The maximum amount of annual leave which may be "banked" is 240 hours. Once the employee's bank of annual leave is maximized, any unused annual leave will be forfeited at the conclusion of the fiscal year.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

ANNUAL LEAVE

NO. 305

305.03.3 *Personal Days*

In addition to the accrual of annual leave, employees may receive personal time off which shall accrue after twenty (20) years of service at the rate of one (1) day or shift off for every ten (10) years of service. For example, an employee with twenty (20) years service is eligible for two (2) personal days; an employee with thirty (30) years service is eligible for three (3) personal days. Personal days are added to the employee's annual leave and may be banked along with annual leave as provided herein.

In the event of retirement an employee will be allowed to take before the retirement date for the same benefit year (July 1st - June 30th) all annual allocated leave.

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305.03.4 *When an Employee Leaves the City*


All accrued annual leave, including annual leave hours that are banked, (as described above) will be paid to the employee upon termination (either voluntary or involuntary). Un-accrued annual leave taken by an employee who resigns or is terminated will be deducted from the employee's last paycheck.

In the event of the death of an employee who has accrued annual leave, the beneficiary or estate of the employee will be entitled to *payment* for all accumulated annual leave credited to the employee, up to the maximum allowed.



Approved and Adopted by the Mayor & Council this 4 day of August, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SICK LEAVE

NO. 306

306.01 PURPOSE:

To establish guidelines for the use of sick leave during either the personal illness or injury of a City employee, his or her child, spouse, or parent or during other medically related activities such as physician's appointments, medical examinations, and dental appointments for a City employee or his or her child, incapacitated spouse or parent which cannot be scheduled outside of working hours.

306.02 STATEMENT OF POLICY:

The City recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the city permits both regular and working-test employees to accrue on a monthly basis a limited amount of paid sick leave. *Sick leave is to be taken only for medical-related reasons and is not to be used otherwise. Employees who abuse sick leave usage shall be subject to disciplinary action, up to and including termination.*

306.03 PROCEDURES:

306.03.1 Accumulation Rates

Sick leave shall be accrued by regular or working-test *full-time* employees at the following rate:

306.03.2 Full-time

Upon employment, all full-time employees (both regular and working test) shall accrue sick leave at the rate of one eight (8) hour day per month for a total of twelve (12) days per year. Public safety employees including police, fire and 911 employees shall accrue sick leave at a comparable rate to other full time employees. The following chart identifies the accrual rates for

various work shifts in the public safety departments.

Figure 1. Accrual Chart

ACCRUALS FOR SICK LEAVE			
Total Annual Hours		Annual Accrual Rate (Hours)	Annual Accrual Rate (Days)
STANDARD ACCRUAL			
Fire 24 Hour	2756	145	6
Fire 8 Hour	2080	96	12
Police 12 Hour	2236	101	8
Police 10 Hour	2236	96	12
Police 8 Hour	2236	96	12
911 12 Hour	2080	101	8
911 8 Hour	2080	96	12
Others 8 hour	2080	96	12

306.03.3 Part-time

Upon employment, all part-time employees (both regular and working-test) who work at least twenty (20) hours per week shall accrue sick leave at one-half (1/2) the accrual rate of full-time employees (i.e., **four (4) hours** per month).

306.03.4 Accrual during Paid Leave

Sick leave will accrue to the credit of an employee who is on *leave-with-pay* status, including such purposes as annual, personal, compensatory, jury duty, and military leave with pay.

306.03.5 Exclusions

Temporary workers are not eligible for sick leave accruals or payments.

No accrual of sick leave shall be permitted for employees on *leave-without-pay* status such as Family & Medical Leave, sick leave, leave of



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SICK LEAVE

NO. 306

absence without pay or for employees who have been suspended for disciplinary reasons.

306.03.6 Required Notice

Whenever an employee goes on sick leave, the employee must personally notify his or her immediate supervisor and/or Department Manager as soon as possible. *Such notification should be made prior to the employee's scheduled workday or shift or within thirty (30) minutes after the beginning of such, or as directed by departmental policy.* Failure to provide such notification may result in the denial of personal leave pay for the period of absence. If possible, the employee should also let the immediate supervisor and/or Department Manager know when he or she expects to return to work. Whenever an employee's expected time on sick leave shall exceed three (3) or more days, the employee must notify the Department Manager and the Human Resources Department and shall be placed on Family and Medical Leave. (See policy entitled "*Family and Medical Leave.*")

306.03.7 Proof of Medical Need

Any employee on personal leave may (at the request of the respective supervisor or department manager) be required to provide a written medical statement signed by a licensed physician certifying the dates of absence and that the employee was unable to work during that time.

Use of sick leave, such as doctor's appointments, shall be used in one (1) hour increments.

306.03.8 Maximum Accumulation

Sick leave shall accrue from the date of employment and may be accumulated throughout an employee's career. Regardless of the

accumulation rate for various job classifications, the maximum accrual is 90 days. Any payouts of accumulated sick leave for the purposes of Paragraph 306.03.10 of this policy shall not exceed 720 hours (= to 90 eight (8) hour days).

The City considers sick leave to be a form of "insurance" to protect an employee's income in case of a serious illness or disability, therefore, the City encourages all employees to make use of their sick leave *only when absolutely necessary.* An employee may credit unused sick leave toward retirement service credit as provided herein.

306.03.9 *This section has been deleted.*

306.03.10 Payment of Sick Leave upon Retirement

Any employee who retires from the City may qualify for payment of their accrued, but unused sick leave. To qualify, an employee must apply for and be eligible to receive either an early or normal retirement benefit from the City of Covington Employee Retirement Plan and have a minimum of ten (10) years service with the City prior to the election of retirement.

Under this section, an employee's sick leave will be paid as regular bi-weekly salary for the number of hours accrued (up to the maximum of 720 hours) by the employee in the time period immediately preceding the employee's date of retirement. Employees whose shifts require different accumulation rates for sick leave will be converted to a forty (40) work week, and rate of pay may be changed as necessary for the purposes of payout of sick leave as provided herein.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SICK LEAVE

NO. 306

306.03.11 *No Payment of Accrued Sick Leave upon Termination of Employment with the City*

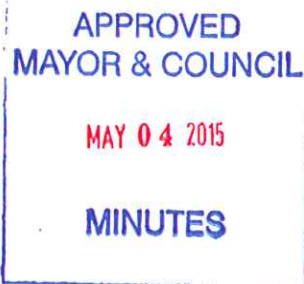
Employees who terminate (either voluntarily or involuntarily) in any method from the City's employment other than that provided in Paragraph 306.03.10 of this policy will not receive payment for any hours of accrued sick leave.

306.03.12 *Exhausted Sick Leave*

Employees may not receive sick leave in excess of that which has been accumulated. During an extended illness, an employee may elect to use annual leave or, if available, accrued compensatory time. If appropriate, an employee may be placed on *family and medical leave*. (See policy entitled "*Family and Medical Leave.*")

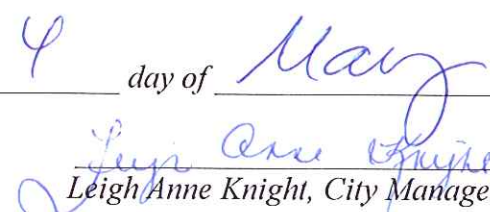
The City reserves the right at any time to modify, delete, or restructure employee benefit programs at its sole discretion with or without prior notice to City employees.

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Approved and Adopted by the Mayor & Council this 4 day of May, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

FAMILY AND MEDICAL LEAVE

NO. 307

307.01 PURPOSE:

To provide a benefit to City employees and to comply with the requirements of the *Family and Medical Leave Act of 1993* (effective August 5, 1993), hereinafter referred to as "FMLA leave".

307.02 STATEMENT OF POLICY:

Effective August 5, 1993, City employees who have worked at least 1,250 hours in the twelve month period preceding their request are eligible to take up to twelve (12) work weeks of *FMLA leave* annually without loss of medical benefits as a result of:

1. the birth or adoption of a child or the placement of a child with the employee for foster care;
2. the serious illness of the employee's child, spouse, or parent; or
3. the serious health condition of the employee.

The maximum leave allowable under this policy is twelve (12) weeks in a twelve (12) month period. **Please note:** *This maximum twelve (12) weeks runs concurrently with -- and not in addition to -- all other types of leave for which the requesting City employee is eligible (i.e., annual leave, sick leave, short-term disability, approved leave-without-pay, etc.).* All other types of approved leave provided by the City is intended to *complement* and not be in addition to whatever leave rights employees may have under applicable federal or state law. FMLA leave will be unpaid leave.

Except for those employees designated as "highly compensated employees", or "key

employees", employees taking FMLA leave will be returned to the same or to an equivalent position upon their return from leave. "Highly compensated" or "key" employees are defined by the FMLA as salaried, eligible employees who are among the highest paid ten (10) percent of the City's employees.

307.03 PROCEDURES:

307.03.1 Required Notice

For *foreseeable* leaves-of-absence (such as the birth or adoption of a child or a planned medical treatment), eligible employees must give at least thirty (30) days' written notice prior to the time the FMLA leave is expected to begin. The employee shall submit a letter requesting leave under FMLA to his or her Department Manager for review and signature, and forwarded to the Human Resources Director for approval.

307.03.2 Proof of Medical Need

Employees requesting FMLA leave due to serious illness must provide their Department Manager *in advance* (except in emergency situations) a doctor's written certification, including a description of the illness, its onset date, and expected duration. Such certification should be forwarded by the Department Manager to the Human Resources Director. At its option, the City may require a second medical opinion at the City's expense. If the two opinions conflict, the City may request a third opinion, at its expense, which shall be binding. The City may also, at its option, require periodic medical reports from the employee while on family and medical leave.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

FAMILY AND MEDICAL LEAVE

NO. 307

307.03.3 *Use of Other Leave*

As a general rule, FMLA leave can only be taken only after an employee has exhausted all other available leave. However, this does not mean that FMLA leave is taken in addition to the employee's paid leave. When taking FMLA leave, a total of twelve (12) weeks is the maximum allowed. This may be a combination of paid leave and unpaid leave. Participating employees must first use accrued leave (accrued sick leave and annual leave as well as accrued compensatory time, if available) *unless covered by the City's disability or workers' compensation insurance*. Otherwise, if all accrued leave is exhausted, the employee may then continue in unpaid leave status for the duration of the approved family and medical leave.

307.03.4 *Returning to Work*

It is the employee's responsibility to notify his or her respective Department Manager, *in writing*, at least one week prior to returning to work from FMLA leave. If an employee fails to return to work at the conclusion of the approved FMLA leave (including any extension of such leave), the employee will be considered to have voluntarily terminated employment with the City.

An employee eligible for FMLA leave, with the exception of those employees' designated "highly compensated employees" will be restored to his or her former position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The City cannot guarantee that an employee will be returned to his or her original job. A determination of whether a position is an "equivalent position" will be made by the Human Resources Director.

307.03.05 *Light Duty Work*

The City will provide light duty work for those employees who are able to return to work after a non-work related injury under the following conditions:

Employer Hardship: It is the responsibility of all Department Managers to notify the HR office of any employee who has a non work related injury or medical condition who wants to work in a light duty status.

The Department Manager shall be responsible for making a written request to the Human Resources Director that the affected employee's vacancy of his or her position would create an "undue hardship" for the department. "Undue hardship" refers to those jobs that are filled by a minimum number of employees, i.e., one to three, and the vacancy of any employee for more than two weeks would substantially limit the department's ability to perform its necessary functions of service to the public. Whenever the HR Director and the Department Manager agree that an employee's vacancy will create an undue hardship on the department, then "light duty accommodations", subject to a written Return to Work Medical Evaluation can be made. If the employee's vacancy will not create an undue hardship on the Department, then the employee will be allowed to take available leave during the period of recuperation.

Employee Hardship: An employee hardship is created when an employee has a

- 1) serious health conditions as defined under the FMLA;
- 2) all paid leave is exhausted and
- 3) the employee has not been able to receive a full duty medical release.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

FAMILY AND MEDICAL LEAVE

NO. 307

In these situations, the employee must submit a request for "light duty" with a Return to Work Medical Evaluation form to his Department Manager. The Department Manager must decide whether light duty work is available, contact the HR office and inform of the employee's need along with any medical information or physician's statement in their possession.

If "light duty" work is available, the Department Manager must prepare a written description of the job functions for the HR office. The HR office will issue a memorandum regarding the employee's work restriction and time limits which must be signed by the employee, the Department Manager and the HR Director. The employee will be allowed to work the light duty job subject to the restrictions set forth in the memorandum.

307.03.6 Health Care Premiums

The City will continue to provide health benefits coverage to the employee while on FMLA leave. If an employee on FMLA leave does not return to the City's employ, the employee *will be obligated* to pay back to the City any health care premiums paid by the City on his or her behalf during the leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or other circumstances beyond the employee's control.

For single and dependent coverage, the employee must continue to pay his or her portion of the monthly premiums due for the duration of the FMLA leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

307.03.7 Accrual of Benefits

During any portion of the FMLA leave which is not covered by accrued paid leave (i.e., annual leave, sick leave, or compensatory time), the employee will be ineligible to accrue leave time or time in service. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date the leave began.

307.04 FMLA Amendments

307.04.01 National Defense Authorization Act (NDAA)

The NDAA became effective on January 28, 2008. Under Section 585(a) of the NDAA the FMLA has been amended to allow eligible employees additional rights related to military service. The Section 585(a) amendments provide:

(a) eligible employees are entitled to up to twelve (12) weeks of leave due to "any qualifying exigency" arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of contingency operations, and

(b) any eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period to care for a service member (including Reserve and National Guard). The service member must have service-connected injuries or illness arising out of active duty deployment and who is otherwise undergoing



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

FAMILY AND MEDICAL LEAVE

NO. 307

medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This military care giver leave is available during a "single twelve (12) month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave.

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APPROVED
MAYOR & COUNCIL

MAR 03 2014

MINUTES

Approved and Adopted by the Mayor & Council this 3 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

APPROVED MAYOR & COUNCIL JURY/COURT LEAVE

NO. 308

OCT 06 2014

MINUTES

308.01 PURPOSE:

To enable employees to fulfill their duties as citizens in compliance with O.C.G.A. § 34-1-3.

308.02 STATEMENT OF POLICY:

Any regular or working-test employee who, as a result of official City duties, is required to appear before a court; legislative committee; or quasi-judicial body as a witness in response to a subpoena or other directive; shall be allowed authorized leave with pay. Any employee serving on a jury shall also be allowed authorized leave with pay.

308.03 PROCEDURE

308.03.1 Notification

A regular or working-test employee who receives notice of jury duty or City-related witness service must notify his or her immediate supervisor and/or Department Manager immediately upon receipt of such notice in order that arrangements may be made to ensure adequate coverage during his or her absence. The employee must bring the summons notice to his or her immediate supervisor and/or Department Manager on the first working day after receiving the notice.

308.03.2 Leave Accruals

Time away on approved jury duty of official court leave (i.e., as a result of the employee's official City of Covington duties) will not affect an employee's annual or sick leave accruals.

NOTE: Public Safety Employees who are summoned to attend judicial proceedings on official City business fall under the standard operating procedures as established by the appropriate department.

308.03.3 Working-Test Employees

A working-test employee will have his or her working-test period extended by the same number of days as required for serving on jury duty, if more than one (1) week's jury duty is required.

308.03.4 Return to Work

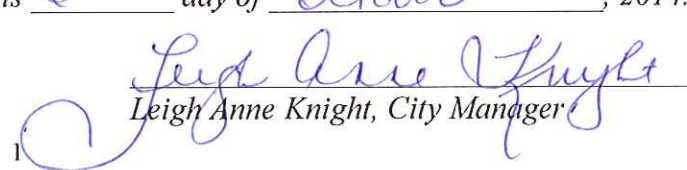
The employee is expected to return to work after jury duty if not more than half of the employee's regularly scheduled work hours have elapsed. If more than half the day has elapsed, the employee is excused from the rest of that particular workday. *If excused as a juror before half of his or her normal work hours or shift has elapsed, the employee is expected to contact his or her supervisor and return to work as instructed.*

308.03.5 Court Appearances Unrelated to Jury Duty or City Business

An employee who appears in court as the Plaintiff, Defendant, or a subpoenaed witness in any action not related to his or her official City duties shall be required to take accrued leave (i.e., annual leave, or compensatory time).

Approved and Adopted by the Mayor & Council this 6th day of October, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

LEAVE-OF-ABSENCE (WITHOUT PAY)

NO. 309

309.01 PURPOSE:

To establish procedures by which a regular-status City employee who has been employed by the City for at least twelve consecutive months prior to the request may request a *leave-of-absence without pay* shall be administered.

309.02 STATEMENT OF POLICY:

Leaves-of-absence without pay are designed to accommodate regular-status employees who have been employed by the City for at least twelve consecutive months and who have exhausted all other applicable leave but need additional time away from work to attend to personal or family business. As a general rule, a *leave-of-absence without pay* for a period *not to exceed* two (2) consecutive months may be granted to an eligible regular-status employee upon the written recommendation of the Department Manager, the HR Director, the City Manager and the approval of the City Council. A *leave of absence without pay* for a period *exceeding* two (2) months may be granted, subject to the provisions set forth in Paragraph 309.03.6 *Return to Work after LOAWP, infra*.

309.03 PROCEDURES

309.03.1 Request

The eligible employee requesting the *leave-of-absence without pay* must submit a *written request* at least four weeks before the leave is to start (except in bona fide emergency situations) to his or her Department Manager. The written request will include:

1. the purpose of the leave *
2. the proposed starting date

3. the proposed ending date

**NOTE*: Under no circumstances will a leave-of-absence be granted for an employee to seek other employment. Eligible employees who need time off due to the birth or adoption of a child or serious illness of the employee or his or her child, spouse, or parent should see the policy entitled "Family and Medical Leave."*

309.03.2 Department Manager's and Human Resources Director's Review

When reviewing a request for *leave-of-absence without pay*, the Department Manager and the Human Resources Director will consider the following factors:

1. the purpose and length of the proposed leave;
2. the impact the proposed leave would have upon the department/division and the provision of City services; and
3. whether or not arrangements can be made without undue inconvenience, expense, or unfairness to the City and its other employees to ensure that the requesting employee's work can be satisfactorily performed by others (either within the City or through a temporary worker) during the proposed *leave-of-absence without pay*.

309.03.3 Recommendation to City Manager

After review of the above, the Department Manager and the Human Resources Director will make a recommendation to the City Manager that the proposed *leave-of-absence without pay* be either granted or denied. If the City Manager concurs with the recommendation for the



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

LEAVE-OF-ABSENCE (WITHOUT PAY)

NO. 309

employee's leave, then the City Manager will present this to the City Council.

309.03.4 *Decision of City Council*

The City Council will consider all information presented and make a decision accordingly at the next regularly scheduled City Council meeting and will notify the City Manager. The City Manager will ensure that the HR Director, the Department Manager and the employee are promptly informed in writing of the City Council's decision and the specific terms of any leave granted.

309.03.5 *Record Keeping*

When a *leave-of-absence without pay* is granted, the respective Department Manager will ensure that all documents acquired in regards to the employee's request for leave are submitted to the Human Resources office for retention. In addition, the Department Manager shall notify the appropriate time keeper for the recording of the employee's leave in order to maintain proper payroll records during the employee's leave of absence.

309.03.6 *Return to Work after LOAWP*

When an employee is granted a *leave-of-absence without pay* and takes it in accordance with the above conditions, the employee must notify the Human Resources Director and his or her Department Manager *in writing* at least two (2) weeks prior to the date the employee intends to return to work. Employees granted a LOAWP not exceeding two (2) calendar months will be entitled to reinstatement in their former positions. For employees granted LOAWP exceeding two (2) calendar months the employee will be permitted to return to work at a comparable job classification and rate of pay, though not

necessarily at the same assignment or shift, if a position is available.

309.03.7 *No Accrual of Leave Time*

During a *leave-of-absence without pay*, the employee will be ineligible to accrue leave time, time in service, or certain other City benefits.

309.02.8 *Change in Anniversary Date*

Leave-of-absence without pay of more than sixty (60) days duration will result in a corresponding adjustment to the employee's anniversary date.

309.03.8 *Benefits*

The City is under no obligation to pay for insurance benefits for an employee who is taking a *leave-of-absence without pay*. However, the employee has the option to continue to be eligible for benefits under the City's group insurance plans, provided the employee arranges for and makes payments of all related premiums (including the City's share of the premium cost) during the leave of absence (subject to the regulations of the respective insurance administrators). If the employee's leave without pay exceeds two (2) months, the employee may continue his or her insurance coverage under the COBRA provisions for post employment health coverage. Should an employee elect *not* to receive insurance benefits while on an approved *leave-of-absence without pay*, his or her coverage will be restored upon return to work (subject to the regulations of the respective insurance administrators).



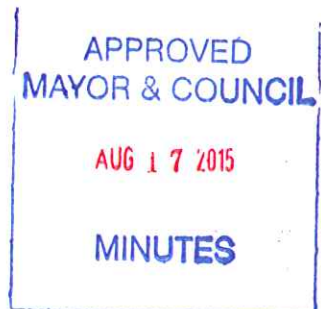
CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
LEAVE-OF-ABSENCE (WITHOUT PAY)

NO. 309


309.03.9 Retirement

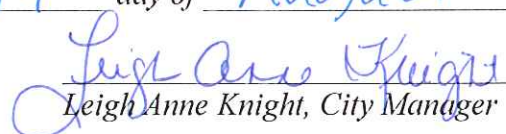
All time taken under a *leave-of-absence without pay* will *not* be credited toward service time under the Retirement Plan of the City.

The City reserves the right at any time to modify, delete, or restructure employee benefit programs at its sole discretion with or without prior notice to City employees.



Approved and Adopted by the Mayor & Council this 17 day of August, 2015


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

AUG 18 2014

FUNERAL LEAVE

NO 310

310.01 PURPOSE:

To provide compassionate assistance to employees who experience the death of an immediate family member.

310.02 STATEMENT OF POLICY:

Any regular or working-test *full-time* employee who has a member of his or her *immediate family* taken by death shall receive up to three (3) days funeral leave with pay (up to a *maximum* of twenty-four (24) work hours). Additional time needed for the death of an immediate family member must be sick leave or Family and Medical Leave.

Regular or working-test *part-time* employees working at least twenty (20) hours per week shall be eligible for funeral leave equal to three (3) part-time days off with pay (i.e., pay equivalent to their normal part-time schedule.)

310.03 PROCEDURE:

310.03.1 Immediate Family Defined

Immediate family shall include an employee's spouse, child, parent, grandparent, grandchild, sister, brother, or corresponding in-law or step-relative.

310.03.2 Notifying the Immediate Supervisor

As with other unscheduled absences, employees are expected to notify their Department Manager and/or immediate supervisor as soon as they learn of the need for funeral leave.

Such notification should, if at all possible, be made prior to the employee's scheduled work shift or within thirty (30) minutes after the start of the employee's scheduled work shift or in accordance with the departmental policy.

Failure to provide proper notification may result in the denial of funeral leave pay for the period of absence. Employees should also inform their expected date of return to work. Proper documentation of funeral leave must be made on employee's time record.

310.03.3 Funerals of Other than Immediate Family

Time for attendance at funerals for *other than immediate family members* may be taken from accrued annual leave OR compensatory time OR the employee may be granted administrative leave without pay OR (if agreed upon by the respective Department Manager) the time may be made up by the employee within the same or next pay period. The employee must notify his or her Department Manager and/or immediate supervisor as soon as possible when making plans to take time off work for such funeral attendance. The Department Manager or immediate supervisor is responsible for making the proper recording of the absence on the employee's time sheet, for the respective pay period.

The City reserves the right at any time to modify, delete, or restructure employee benefit programs at its sole discretion with or without prior notice to City employees.

Approved and Adopted by the Mayor & Council this

18 day of August, 2014.

Ronnie Johnston, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

MILITARY LEAVE

NO. 311

311.01 PURPOSE:

To comply with federal and state law and to establish provisions for city employees who serve in the Reserves of the United States Armed Forces or the National Guard.

311.02 STATEMENT OF POLICY:

The City of Covington is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), and O.C.G.A. § 38-2-279, it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the City's HR Department staff to report any purported violation.

311.03 PROCEDURE

311.03.1 *Ordered Duty*

In compliance with Georgia Code §38-2-279 (e), any City employee ordered to active military duty shall be placed on *military leave with pay* for a period of time not to exceed eighteen (18) days in any one federal fiscal year (October 1st – September 30th) and not exceeding eighteen (18)

days in any one continuous period of absence. *For those employees working a twenty four hour shift, the amount of military leave shall be six (6) days. Those employees working twelve hour shifts, the amount of military leave shall be twelve (12) days.*

Military leaves extending beyond eighteen (18) days per calendar year will be without pay unless pay amounting to the difference between the employee's military pay and his or her regular earnings is granted by approval of the City Council. The employee may also request use of annual leave to cover absences in excess of the eighteen (18) day military leave allowance.

311.03.2 *Declared Emergency*

In addition, O.C.G.A. § 38-2-279(e) provides that in the event the Governor declares an emergency and orders any employee to State active duty as a member of the National Guard, the employee shall receive pay for a period not to exceed thirty (30) days in any one (1) federal fiscal year and not exceeding thirty (30) days in any one (1) continuous period of active duty service.

311.03.3 *Extended Voluntary Service*

O.C.G.A. § 38-2-279(e) further provides that any voluntary member of the Reserves or National Guard shall be entitled to absent him or herself and shall be deemed to have an unpaid leave of absence as an employee while in attendance at any service school conducted by the armed forces of the United States for a period of up to six (6) months during any four (4) year period.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

MILITARY LEAVE

NO. 311

311.03.4 *Employment Rights*

The time during which an employee is absent for military leave of absence during ordered duty or declared emergency shall not constitute an interruption of continuous employment, nor shall there be result in no any loss of seniority status or benefits (subject to the provisions set forth in 311.03.5) which would have normally accrued if the employee had not been absent for such purposes.

311.03.5 *Reemployment Rights*

Career status employees who are called to ordered military duty or who attend any service school conducted by the armed forces of the United States are eligible for reinstatement in their respective positions or comparable positions upon completion of service, providing that the period of service is four (4) years or less (five (5) years if required to serve a fifth year because of war or other emergency). Such employees must have been honorably discharged and reapply within ninety (90) days of separation from service (unless delayed due to medical reasons).

If an employee is absent from work due to military service, the City's benefits will continue as follows:

- a. If the military leave of absence is less than 31 days, the employee is entitled to continue coverage of health care benefits as if he or she were employed continuously and shall be required to pay his or her share of the insurance premium.
- b. If the military leave of absence is more than 31 days, the employee may elect to continue coverage for up to 24 months or

for the period of military service (including the time period allowed to reapply for employment), whichever is shorter, and as with COBRA, the employee may be required to pay up to 102% of the full premium.

c. Employees will not accrue vacation, personal leave or sick leave while on military leave of absence.

d. Although leave benefits will not accrue while an employee is in active-duty service, employee will not lose any seniority and time spent in the service will count as service for retirement purposes. For those employees in the City's Defined Benefit Plan, the time spent by the employee on military leave of absence will not be considered a break in service. For those employees in the City's Defined Contribution Plan, the employee may elect to make any and all contributions to the Plan that the employee would have been eligible to make had the employee's employment not been interrupted by military service, subject to the provisions of O.C.G.A. § 38-2-279(f). The City shall continue to make all required fixed and matching contributions for the benefit of the employee during the period of military leave.

Any employee promoted or hired to fill a vacancy created by a person's military leave is appointed to the position *subject to the return of the absent employee*. Upon such return, a promoted employee will be returned to his or her original position or an equivalent position. A replacement employee shall be subject to layoff if no other position is available.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
MILITARY LEAVE

NO. 311

311.03.6 Employee's Responsibilities

At the earliest possible date upon learning of scheduled military duty, the employee is responsible for providing his or her immediate supervisor and/or Department Manager with *copies of all military orders* which will result in a leave of absence for active military duty. Copies of such orders shall be forwarded by the Department Manager to the Human Resources Department.

Orders must specify the dates of absence, ordering authority, letter order number, and signature of the issuing authority. Except in cases of national emergency, *employees who fail to return to work* on the date specified in the leave request without receiving an extension in advance may be subject to disciplinary action up to and including termination.

Dates of inactive duty training (weekend drills) should be provided to the employee's immediate supervisor and/or Department Manager as soon as available if the dates are any conflict with any scheduled City work hours.

An extended *voluntary* leave of absence (exceeding eighteen (18) days) will be pursuant to the policy entitled "Leave of Absence without Pay".

311.03.7 Record Keeping

It is the responsibility of the Department Manager to clearly show the use of military leave on the employee's weekly time sheet.

The Human Resources Department will maintain a *record* for each affected employee to ensure the accurate recording of both paid military leave and unpaid leave of absence related to military service.

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APPROVED
MAYOR & COUNCIL

MAR 02 2015

MINUTES

Approved and Adopted by the Mayor & Council this 2nd day of March, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

RISK MANAGEMENT & LOSS PREVENTION

NO. 401

401.01 PURPOSE:

To clearly communicate the City's strong commitment to managing the risks and losses which are inherent in the provision of services to the City's citizens as well as creating a safer workplace for City employees. (*Also see Policy entitled "Safety and Accident Reporting."*)

401.02 STATEMENT OF POLICY:

The City of Covington recognizes that municipal government, with its full range of services, can be a high-risk operation. The City is dedicated to effectively managing those risks and will attempt to prevent losses and create a safer workplace for employees in every City department. The Mayor, Council, and City Manager strongly support a City-wide safety and loss control program.

401.03 PROCEDURES

401.03.1 Safety/Risk Manager

The Safety/Risk Manager is responsible for administering the City's overall risk management/loss prevention program. The Safety/Risk Manager is responsible for developing a program of accident and loss prevention and will coordinate an employee Safety Committee as described in the policy entitled "*Safety and Accident Reporting.*"

401.03.2 Department Managers

Department Managers are charged with the responsibility for implementing and monitoring the program in their respective departments and will be held accountable for the preventable losses that occur in their departments.

401.03.3 *The Role of Employees*

Every City employee has a responsibility to:

1. *Exercise due care* in the course of his or her work to prevent injuries to themselves, fellow workers, and the general public as well as to prevent damage to the City and private property;
2. Maintain an *alert and business-like demeanor* at all times while in the workplace and/or during the performance of City duties.
3. Report all accidents, regardless of how trivial, to his or her immediate supervisor or Department Manager *as soon as the accident or injury occurs or is observed*;
4. *Avoid engaging in horseplay* or practical jokes while in the workplace or on City business;
5. Maintain work areas that are *clean and orderly*;
6. *Report all unsafe conditions immediately* to his or her immediate supervisor or Department Manager;
7. *Obey all safety rules and regulations*; if any doubt exists about the safety of a particular job activity, he or she shall immediately stop and get instructions or assistance from the immediate supervisor or his or her designee before continuing work;
8. *Wear prescribed protective clothing* and use designated safety equipment;
9. Operate only machinery or equipment for which he or she is *trained and authorized to use*;



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
RISK MANAGEMENT & LOSS PREVENTION

NO. 401

10. Use the *proper tools and equipment* for the specific job to be performed;

11. Learn to *lift and handle materials properly* so as to avoid back and other injuries;

12. *Dress safely and sensibly* in a manner that is appropriate to the nature of work to be performed;

13. Take an *active part* in the City safety program;

14. Inform his or her supervisor when *taking medication* that might impair physical or mental alertness or affect his or her ability to safely perform the job;

15. *Cooperate* in all loss and safety violation investigations.

Likewise a failure by any Department Manager or supervisor to properly enforce a safe work environment may result in disciplinary action up to and including termination.

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401.03.4 Safety Procedures Manual


The Safety / Risk Manager will develop safety policies and procedures for specific work tasks in each department. These policies are documented in a separate manual and will be distributed to each Department Manager. These Safety Policies and Procedures Manual and its contents are considered part of the City's HR Policies and are incorporated by reference herein.

The failure by any employee to abide by any safety rule, procedure or policy may result in disciplinary action up to and including termination.



Approved and Adopted by the Mayor & Council this 3 day of November, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SAFETY AND ACCIDENT REPORTING

NO. 402

402.01 PURPOSE:

To ensure a safe and healthy working environment, provide for prompt and accurate reporting of all on-the-job injuries, and eliminate hazards likely to cause accidents, injuries, or illnesses. (*Also see Policy entitled "Risk Management & Loss Prevention."*)

402.02 STATEMENT OF POLICY:

The City will make every effort to provide a safe and healthy working environment for all employees. It will comply with all applicable federal and state health and safety laws and develop and implement sound, cost-effective operations, procedures, and policies to help ensure a safe and healthy work environment.

402.03 PROCEDURES:

402.03.1 Accident Prevention Program

The Safety/Risk Manager will develop an effective program of accident prevention. He or she will also coordinate an *Employee Safety Committee* and appoint, with the approval of the respective Department Managers, an employee Safety Coordinator from each City department. The duties of these employees will be to assist in the program's development, implementation, and administration.

402.03.2 Implementation

An accident prevention program will be implemented in each City department and on each City work site.

402.03.3 Program Participation

All City employees will participate in the

accident prevention program. Department Managers and supervisors will be responsible for maintaining the safe working conditions and practices recommended in the program. They also will ensure that all employees receive proper training, use the required personal protective safety equipment, and conduct regular safety inspections of all areas under their direction.

All City employees will follow every precaution and recommendation to prevent job-related accidents, injuries, or illnesses, report to their Department Managers or immediate supervisors any injuries (no matter how minor) as well as any unsafe conditions, equipment, or practices, and otherwise comply with the safety regulations established in the program.

402.03.4 First-Aid Procedures

Immediately following an accident, the injured employee should receive any necessary first aid. If medical treatment is needed at an outside facility, the employee should be escorted to the facility by another employee designated by management. The facility should be informed that the employee sustained a work-related injury and be given the City name and address. (*See also policy entitled "Worker's Compensation Claims".*)

402.03.5 Testing

All employees involved in accidents occurring during performance of City business or on City property that a) result in injuries requiring medical treatment to themselves or others away from the scene or b) any damage in excess of \$1000 to the property of a private citizen or business shall be subject to undergoing a drug and/or alcohol test at the City's expense. Consent to submit to such tests constitutes a condition of



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SAFETY AND ACCIDENT REPORTING

NO. 402

employment. Refusal to consent to a test when required will result in disciplinary action, up to and including termination. Failure to successfully pass such testing will also be grounds for disciplinary action, up to and including termination.

402.03.6 Accident Reports

After ensuring that an injured employee has received any necessary first aid, but within twenty-four (24) hours of the accident, the employee's immediate supervisor should complete in detail the City's *Accident and Loss Report*. The employee or his or her supervisor should report to the Safety/ Risk Manager by the next workday to complete the Worker's Compensation Form, WC 1 if required.

402.03.7 Accident Report Routing

Upon receipt of the Accident and Loss Report, the Safety / Risk Manager, will meet with the respective Department Manager to review the circumstances surrounding the accident and the actions recommended removing any hazards that may have contributed to the accident.

402.03.8 Accident Investigation

The Safety/Risk Manager or his or her designee and the Department Manager shall investigate the accident as soon as feasible, depending upon its nature and severity. If not already investigated, in every case, as soon as possible following receipt of the *Accident and Loss Report*, the Safety/Risk Manager shall begin an investigation of the accident.

402.03.9 Follow-up Activities


The Safety/Risk Manager or his or her designee should follow up to ensure that any corrective action recommended in the *Accident and Loss Report* agreed to by the departmental Safety Committee Member and approved by the Department Manager is implemented so that the hazard is eliminated. The departmental Safety Committee Member will also follow up with the Safety/Risk Manager and the employee Safety Committee to ensure that any identified hazards have been eliminated.



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Approved and Adopted by the Mayor & Council this 3 day of November, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

VEHICLE OPERATION AND SAFETY

NO. 403

403.01 PURPOSE:

To ensure that all City employees are fully conscious of the facts that (1) vehicle accidents, whether they occur on City streets or highways or anywhere else during the course of City business or operations, profit no one and result in many undesirable consequences, including injuries to employees and others which cause unnecessary physical and emotional suffering; possible loss of income to employees; damage to vehicles and property; and delays in services to our community, (2) most accidents can be prevented, thus avoiding their many undesirable consequences, and (3) accident-free operations are not achieved by chance, they are the result of sound safety principles applied daily to the task at hand

403.02 STATEMENT OF POLICY:

Through concern for the safety of City employees as they perform their jobs as well as the safety of the community we serve, the City of Covington will institute a *Vehicle Safety Program* designed to systematically reduce exposure to accidents, improve City operations, and minimize losses. This program will stress the importance of exercising sound, defensive driving skills behind the controls of all City vehicles. City employees are required to obey all motor vehicle laws while operating a City vehicle.

403.03 PROCEDURES:

403.03.1 *Right to Use*

The use of the City of Covington's vehicles and equipment is a *privilege* offered to designated employees through City employment. It is *not* a right of employment and, as such, improper and/or unauthorized use will result in

disciplinary action against the employee, up to and including termination.

403.03.2 *License Requirements*

No employee will be permitted to operate a City vehicle unless he or she possesses a proper, current, and valid operator's license for the type of vehicle *and* is authorized by the immediate supervisor and/or Department Manager to operate the vehicle or equipment. In the case of specialized off-road equipment, the employee must have undergone proper training as verified by the immediate supervisor and/or Department Manager before operating such equipment.

403.03.3 *Driver Record Checks*

In order to ensure that each employee who operates a City vehicle is not only properly licensed but also does not possess certain serious violations (detailed below) against his or her driver's record, the Safety / Risk Manager will periodically request and review the state *Motor Vehicle Record* (MVR) of every employee who is called upon to operate the City of Covington's motor vehicle / equipment. For jobs requiring the operation of vehicles and / or equipment, such a review will take place for all applicants as part of the hiring and selection process. A review of current city employees will be conducted at least annually. **Please note: All accidents and violations that appear on an employee's MVR -- not just those which occurred on the job as a City of Covington employee, will be considered.**

***NOTE* An employee whose driving privileges have been suspended by the State of Georgia will no longer be allowed to operate a City vehicle. The loss of a required state license to operate a vehicle may subject the employee to**



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

VEHICLE OPERATION AND SAFETY

NO. 403

termination of employment for loss of minimum job qualifications

403.03.4 Road / Skill Testing

Even though a City employee may possess a current, valid driver's license or certification to operate motor equipment, the employee may be required, at the discretion of the immediate supervisor and/or Department Manager, to undergo a road and/or skill testing administered by the supervisor or a designated senior operator.

Upon satisfactory completion or certification of the employee's abilities, written documentation verifying this fact should be prepared by the immediate supervisor and forwarded to the Department Manager for inclusion in the departmental file. A copy should also be forwarded to the Human Resources Director for inclusion in the employee's personnel file.

403.03.5 Driver Training

As general practice, formalized driver training will neither be provided nor funded by the City of Covington. *Please note:* Exceptions include those employees who are assigned to Public Safety activities (i.e., Fire/EMS and Police) who are mandated by Georgia law to satisfactorily undergo specific driver training as well as any Public Works and Utility employees who are required by law to have a Commercial Driver's License.

Attendance at a *defensive driving course* or *compulsory driver training* as a result of traffic violations will be at the employee's expense. Completion of a state approved course will not automatically guarantee reinstatement of City of Covington vehicle driving privileges where such privileges have been revoked. Each case will be considered on its own merits and will include:

1. Nature of occurrence(s);
2. Length of time since occurrence(s);
3. Demonstrated work performance; and
4. Demonstrated understanding of safe vehicle operation and its importance.

The merits of each case will be evaluated by the immediate supervisor and Department Manager.

403.03.6 Inspection / Cleanliness

All City vehicles and equipment will be serviced and inspected in accordance with the respective manufacturer's guidelines (or more frequently, if necessary, based upon usage). If inspection guidelines are not readily available, it will be the responsibility of the Department Manager to ensure that guidelines are drafted and approved for implementation.

City employees who have a vehicle assigned to them personally are ultimately responsible for ensuring that the vehicle is maintained in safe, operable condition. For vehicles that have multiple operators, the immediate supervisor will share this responsibility with those employees who operate the vehicle(s). Deficiencies that affect the safe operation of any vehicle will be grounds for taking the vehicle out of operation until qualified repairs can be made.

All City vehicle operators will be required to perform a "walk-around" inspection of City of Covington vehicles before use. The operator will be held responsible for damages and deficiencies occurring or observed after his or her operation of the vehicle unless he or she has properly documented the problem during the walk-around



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VEHICLE OPERATION AND SAFETY

NO. 403

inspection. Deficiencies noted during the walk-around inspection which affect the safe operation of the vehicle will be grounds for restricting the vehicle's usage until qualified repairs can be made.

Because flying debris or debris wedged in floor controls or under pedals can cause accidents, trash, cans, parts, and/or loose items will *not* be permitted to accumulate in any vehicle or motorized equipment. The operator must, therefore, ensure that the inside of vehicles is cleaned out before each shift begins.

In addition, general cleanliness and appearance of City vehicles conveys pride and professionalism toward the City's employees. All vehicles and equipment should be cleaned a minimum of once weekly when in use (or more often if operations and/or conditions dictate). Vehicle cleanliness and appearance is the responsibility of the operator(s).

Each department has the authority to establish policies and procedures regarding the use and maintenance of their department's vehicles.

403.03.7 Accident Investigations

The Safety/Risk Manager is responsible for investigating all accidents involving vehicles under his or her jurisdiction. The Safety/Risk Manager may be requested to assist in the investigation.

A written report will be provided for the Department Manager's review. This report shall include the following:

1. Name of operator, department/division;
2. Year, model, and make of vehicle;

3. Specific activity being performed at time of accident;
4. Location of accident;
5. Identification of injured parties and nature and extent of injuries;
6. Vehicle damage and estimated costs;
7. Other vehicle/equipment/property damage and estimated costs;
8. Whether operator has been or is to be cited for accident by police;
9. Description of the accident scene, including:
 - * width of road, road surface, and condition;
 - * path of road (curve, intersection, uphill, downhill);
 - * posted speed limit, caution signs, traffic/warning lights;
 - * obstruction/visibility problems (i.e., overhanging limbs, faded signs, etc.);
10. Destination of the vehicle;
11. Condition of the vehicle, inside and outside;
12. Whether or not seat belts/restraints were worn by the operator and any passengers;
13. Whether or not the operator was authorized to use the vehicle;



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14. Any actions the operator could have taken to avoid the accident (regardless of which party has been cited at fault by the police);
15. What actions the supervisor has taken or will take to prevent a recurrence and when such action was or will be completed.

The accident investigation report will be kept in the appropriate departmental file after review by the Department Manager. A copy of the report will also be forwarded to the Safety / Risk Manager who will review and notify the City Manager of recurrent or serious incidents.

403.03.8 Drug Testing

As provided in the City's policy on "*A Drug and Alcohol-Free Workplace*," all employees involved in accidents occurring during the performance of City business or on City property may be required to submit to a drug / alcohol test at the city's expense if:

1. the accident results in injuries to the employee or others which requires off site medical treatment, or
2. property is damaged in an amount which exceeds \$1000.00 in value.

403.03.9 Seat Belts/Restraint Devices

Not only is it a proven fact that seat belts/restraint devices greatly increase crash survival rates and keep the vehicle operator and passengers in place in cases where sudden steering or stopping of the vehicle is necessary, the State of Georgia also requires all vehicle

occupants to wear restraint devices as provided by the manufacturer. *All* City employees who operate City vehicles as well as passengers in such vehicles will be required to properly wear seat belts/restraints when the vehicle is operational.

City supervisors will be required to set the example and enforce this practice. City employees who do not comply will be subject to progressive disciplinary action, up to and including termination.

403.03.10 Medication / Drugs / Incapacitation

City employees who are taking medication prescribed by a physician should determine from their doctor whether it is safe or not to drive and/or operate vehicles and equipment if this is a requirement for their respective jobs. Each employee is obligated to inform his or her immediate supervisor immediately of the use of any medications (either prescription or over-the-counter) that may cause drowsiness or other side effects or in any way impair the employee's ability to perform essential job functions such as operation of a vehicle.

The City is a drug-free workplace that complies with the requirements of the Drug-Free Workplace Act of 1988. (See policy entitled "*A Drug and Alcohol-Free Workplace*" for additional information.)

If, at any time, a City employee feels that he or she is incapacitated due to illness, injury, fatigue, mental stress, vision problems, or any other cause, he or she is *required* to inform his or her immediate supervisor *at once*. Failure to do so could result in a serious accident, unnecessary exposure to risk, and disciplinary action, up to and including termination.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

VEHICLE OPERATION AND SAFETY

NO. 403

403.03.11 *Use of Tobacco Products in Vehicles*

Because of the dangers which falling hot ashes, a dropped cigarette, ashes blowing in one's face, a dropped match/lighter/vehicle lighter element, and/or smoke in one's eyes, etc. present to the safe operation of a vehicle, smoking while operating a moving vehicle is prohibited. In addition, the City prohibits the use of smokeless tobacco in its vehicles, due to the necessity of keeping a vehicle clean and neat.

403.03.12 *Vehicle Movement and Spotters*

Because improper backing procedures can cause a major source of accidents and loss, (including loss of use, damage to the vehicle, damage to other vehicles and property, and even injury and death to others) the following procedures will be strictly enforced and observed by all City employees:

1. City vehicles will not be backed up without the driver first checking on all sides of the vehicle he or she is operating for clearances. The driver has the *ultimate responsibility* for the safe movement of the vehicle.

2. City vehicles with blind exposures to the rear or with close clearances will not be backed up or driven forward without utilizing a second or third person as a spotter. The spotter should be positioned to the rear or front of the vehicle (as appropriate to the direction of movement) and *physically in clear sight of the driver*. The spotter will instruct the driver in maneuvering the vehicle safety. *The spotter must be visible at all times while the vehicle is moving.*

3. Every reasonable effort (within legal limitations) will be made to park vehicles so that backing up will not be necessary.

4. Drivers of city vehicles will make every reasonable effort to avoid placing vehicles in areas where visibility and clearances are limited.

403.03.13 *Use of Cell Phones While Driving*

Because of the dangers inherent in driving a vehicle while talking on a cell phone, a text messaging device, a personal digital assistant, a stand-alone computer, or any other substantially similar wireless device that is used to initiate or receive a wireless communication with another person, employees are prohibited from talking on or texting such device while driving a city vehicle. (See O.C.G.A. § 40-6-241.2 (a).

According to O.C.G.A. § 40-6-241.2(c), the prohibition against the use of any wireless communication device shall not apply to any employee driving a city vehicle and who

- (1) reports a traffic accident, medical emergency, fire, serious road hazard, or a situation in which the employee reasonably believes a person's health or safety is in immediate jeopardy;
- (2) reports the perpetration or potential perpetration of a crime;
- (3) is a public utility employee acting within the scope of his or her employment when responding to a public utility emergency;
- (4) is a police officer, firefighter, EMT or other public safety first responder during the performance of his or her official duties, or
- (5) is engaged in wireless communication while the motor vehicle is parked.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
VEHICLE OPERATION AND SAFETY

NO. 403

403.03.14 GPS Tracking on City Vehicles

In an effort to improve customer service, increase employee productivity, properly manage City assets, and to ensure the safety of employees and the general public, the City has installed GPS vehicle tracking devices on its vehicles. GPS tracking allows the City to monitor the location, speed, direction, ignition status and other information on city vehicles. Any city vehicle whose operation is subject to GPS monitoring will be properly marked with a notice to the driver that the vehicle is equipped with GPS equipment. *City employees do not have any expectation of privacy while operating any city vehicle.*

The City has a right to: 1) review an employee's use of any city vehicle; 2) to review GPS data on a regular basis without prior notice to the employee; 3) deem that the information obtained from the GPS system is valid and reliable; 4) use the data from the GPS system either from a specific incident or a collection of incidents to make employment and management decisions regarding employees.

Employees who operate a City vehicle must sign a separate "NOTICE OF GPS MONITORING" specifically acknowledging their receipt of notice of this policy. An employee who operates a city vehicle in any manner inconsistent with this policy may be subject to disciplinary action up to and including termination from employment.

Please note that the intentional disabling or removal of GPS monitoring equipment by any employee will result in the immediate termination of employment.

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Approved and Adopted by the Mayor & Council this 3 day of November, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

PERFORMANCE APPRAISAL

APPROVED
MAYOR & COUNCIL

NOV 10 2015

MINUTES

NO. 501

501.01 PURPOSE:

To set forth a policy for regularly evaluating the job performance of City employees.

501.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide periodic written evaluations of employee job performance in order to:

1. Document employee job performance.
2. Provide feedback to the employee about his or her job performance and progress within the organization.
3. Highlight employee achievements and/or deficiencies for the purpose of recognition and/or improvement.
4. Identify employee potential for additional responsibilities or promotion potential.
5. Identify employee training needs.
6. Provide a basis for eligibility for merit increase recommendations.
7. Support necessary disciplinary action.

501.03 PROCEDURES:

501.03.1 *When*

An employee's immediate supervisor should complete a performance appraisal upon the following occasions:

- (1) Halfway through an employee's working test period, (i.e., six (6) months).
- (2) Immediately preceding or soon after the end of the employee's *working-test period*, (i.e., *twelve (12) months*) and

(3) Annually thereafter within the time period as directed by the Human Resources Director and

(4) When the employee is transferred or promoted to a new job or assigned to a new immediate supervisor (unless an appraisal has already been completed within the previous six (6) months).

501.03.2 *Informal Discussions*

Between scheduled appraisals, the immediate supervisor should discuss with the employee on an informal basis any performance issues that warrant attention and should also keep records of any significant issues.

501.03.3 *Human Resources Will Provide Performance Appraisal Package*

The Human Resources Director will send the appropriate *Performance Appraisal Form* to the respective department at the designated review period for completion by the immediate supervisor. The evaluation will then be reviewed for comments by the Department Manager.

501.03.4 *Completion and Review*

Supervisors are responsible for reviewing the employee's position description prior to completing the appraisal and shall base the appraisal only on those factors listed in the position description. Any exceptions to factors listed on the position description must have the concurrence of the Human Resources Director. Supervisors should advise the employees of the factors upon which the employee will be appraised at the beginning of the appraisal period and with proper notification following revision of a position description, reclassification, new assignment, or promotion.

The appraisal will be completed by the employee's immediate supervisor and reviewed



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

PERFORMANCE APPRAISAL

NO. 501

by the next level supervisor and the Department Manager to help assure that the appraisal has been properly completed in as fair and objective a manner as possible. The Department Manager *shall not* modify or direct the modification of the appraisal as completed by the immediate supervisor but may append comments to the appraisal if he or she deems appropriate. Both the immediate supervisor and Department Manager or designee will sign and date the appraisal.

501.03.5 Review and Discussion with Employee

After the written appraisal has been reviewed by the Department Manager, the immediate supervisor and employee shall:

- * meet and discuss the appraisal that was just completed, and
- * assess the employee's strengths and weaknesses, discuss the level of performance expected, the rating criteria and set forth objectives and goals for the new reporting period, and
- * discuss career objectives relative to advancement, specialization or additional training relative to the employee's position.

501.03.6 Employee's Opportunity to Comment

At this meeting, the employee will be given the opportunity to examine the appraisal and, at the end of the meeting, make written comments about any aspect of the appraisal. These written comments will be prepared in the presence of the immediate supervisor and will remain a part of the appraisal.

The employee should then *sign and date* the completed appraisal and receive a copy. (*Note:* The employee's signature means that he or she has received and read the appraisal, not that he or she necessarily agrees with its contents.) The department should then forward the *original* appraisal to the Human Resources Director for review, sign off, and inclusion in the employee's personnel file.

501.03.7 Supervisor/Rater Training

The Human Resources Director shall provide or make available to all raters, proper performance appraisal training. Such training shall include, but is not limited to issues regarding appraisal of employee performance, proper use of forms, and determination of measurement definitions. Periodic retraining and updated forms will be provided when determined necessary by the Human Resources Director.

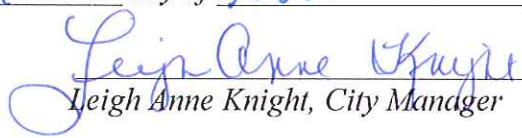
501.03.8 Important Note

Completion of a performance appraisal does not, in itself, *automatically* warrant a merit increase or other pay adjustment nor is the conducting of an appraisal to be interpreted as a guarantee of future employment with the City.

Conversely, the failure of the City to conduct an appraisal or appraisals on a specific employee's performance should not be viewed as preventing, limiting, or delaying the City from taking appropriate disciplinary action against any employee where the City deems such action to be appropriate.

Approved and Adopted by the Mayor & Council this 16 day of November, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

PROHIBITED CONDUCT

NO. 502

502.01 PURPOSE:

To provide *examples* of the types of unacceptable behaviors that will result in appropriate disciplinary action (up to and including termination) in order to ensure the efficient, effective, and safe operation of the City.

502.02 STATEMENT OF POLICY:

The following guidelines have been established for all City employees. They are fundamental rules and are designed for the convenience and protection of all employees, those with whom they come in contact during their work as City employees, and the public whom they serve. Violations of these guidelines will result in disciplinary action, up to and including termination.

Because it is impossible to list guidelines to cover every conceivable situation which might arise, the absence of an example of prohibited conduct from this list will not be the basis for avoiding disciplinary action when the City believes such action is warranted. The activities prohibited by the City include, *but are not limited to*, the following:

502.03 EXAMPLES OF PROHIBITED CONDUCT:

1. Reporting to work intoxicated or under the influence of alcohol and/or illegal drugs or the abuse of over-the-counter medication.

2. The possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug.

3. Unauthorized possession, use, sale, dispensation, or consumption of alcohol on City premises or while engaged in City business.

4. Disorderly conduct, including fighting or assault on a fellow employee, supervisor, citizen, or other, acting in an obscene manner, or using obscene, abusive, or threatening language.

5. Unauthorized possession or use of firearms, fireworks, or any other weapon inside City owned buildings or facilities or while engaged in City business.

6. Defacing, destroying, or damaging City property or the property of other employees, officials, visitors, or citizens.

7. Failure to report damage or destruction of City property.

8. Unauthorized taking of property from the City, fellow employees, or the City's citizens.

9. Gambling on City property.

10. Excessive absenteeism or tardiness.

11. Failure to notify the appropriate City supervisory personnel that the employee will be absent from work.

12. Altering or falsification of a time card or attendance sheet.

13. Altering, falsification, or alteration of City records or reports, such as employment applications, resumes, medical or insurance reports, travels and expense reports, etc.

14. Leaving City workstation during working hours without permission.

15. Unauthorized sleeping on the job.

16. Tobacco use in an area where tobacco use is prohibited.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

PROHIBITED CONDUCT

NO. 502

17. Posting, removing, or tampering with City bulletin boards or notices posted on City bulletin boards without authorization; defacing posted signs, displays, or property.

18. Excessive use of City telephones or personal cell phones for personal calls or unauthorized use of City telephones for long-distance calls.

19. Carelessness, neglect, or inefficient performance of job duties, including the failure to maintain proper standards of performance or interfering with the work of other employees.

20. Disobeying safety regulations, including failure to promptly report work-related accidents to supervisory personnel and failure to wear assigned safety equipment.

21. Insubordination, such as failure to follow a reasonable instruction of supervision or management on a job-related matter.

22. Threatening or intimidating management, supervisors, other employees, or citizens.

23. Failure to observe City security regulations.

24. Failure to maintain confidentiality, when such confidentiality is appropriate and necessary.

25. Acts of discourtesy, rudeness, or disrespect to the public served by the City.

26. Unauthorized use or deliberate misuse of City property, vehicles, or equipment.

27. Lewd, lascivious, or indecent conduct or behavior that embarrasses or reflects poorly on the reputation of the City.

28. Illegal discrimination, sexual, or other harassment of coworkers or the public.

29. Directing an employee to perform any service or work outside of official duties.

30. Engaging in a private business or in a trade or occupation during official working hours in violation of City Ordinances, regulations, or administrative procedures.

31. Accepting, offering, giving, or promising to give any money or valuable consideration, or making a threat of force or disclosure of personal affairs, blackmail, or extortion to exert pressure on any person in the performance of official duties.

32. Indicted or convicted of violating any provision of the City Charter, City Ordinances, regulations, state or federal laws.

33. When duly and properly called as a witness in any administrative hearing regarding employee conduct or before any City Appeals Board, state or federal, judicial or administrative tribunal and while before such tribunal by failing to answer any questions concerning the performance of official duties with the City.

34. Failure to report to work when required to do so.

35. Failure to maintain proper license certification necessary for the job.

36. Failure to maintain proper supervision and control over employees as required by these policies, City Charter, City Ordinances, regulations, state law or federal laws.

37. Failure to properly follow departmental operating policy or procedure.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

PROHIBITED CONDUCT

NO. 502

502.03.1 Examples Not All-Inclusive

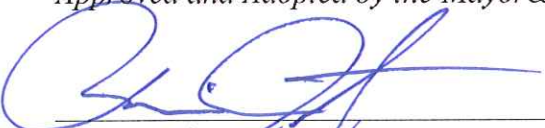
The examples listed above are *illustrative* of the types of conduct that will not be permitted; they are not intended to be an all-inclusive listing.

Any questions in connection with this policy should be directed to the respective Department Manager or the Human Resources Director.

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Approved and Adopted by the Mayor & Council this 3 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT

NO. 503

503.01 PURPOSE:

To re-enforce the City's policy of non-discrimination in employment and to establish an internal procedure for handling employee complaints relating to alleged sexual and other forms of unlawful harassment.

503.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, age, disability, or genetic information in accordance with all applicable federal, state, and local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

In support of this policy, the City expressly prohibits any form of conduct which constitutes harassment directed against any employee because of his or her race, color, religion, sex, pregnancy, national origin, age, disability, or genetic information. The term "unlawful harassment" includes, but is not limited to, slurs, jokes, offensive or non professional conduct, and other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, pregnancy, national origin, age, disability, or genetic information. "Unlawful harassment" also includes sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature, including cartoons, calendars, and posters. Improper interference with the ability of employees to perform their expected job duties will not be tolerated.

It is the intent of this policy, therefore, to make especially clear to City employees at all levels that *sexual harassment and other forms of unlawful harassment* will not be tolerated. Specifically, the City prohibits:

1. Unwelcome sexual advances;
2. Requests for sexual favors; and
3. All other verbal, written, or physical conduct of a sexual or otherwise offensive nature where;
 - * Submission to such conduct is made either explicitly or implicitly a term or condition of employment; and/or
 - * Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; and/or
 - * Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment on the basis of one's race, color, religion, sex, pregnancy, national origin, age, disability, or genetic information.

It is the responsibility of each City supervisor and Department Manager to create an atmosphere free of unlawful harassment, sexual or otherwise. This responsibility includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitative sexual or unlawful harassment in violation of this policy and to report perceived violations to the HR Department.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT

NO. 503

Conduct of a harassing nature by a supervisor or Department Manager is particularly unacceptable and will not be tolerated. Supervisors and Managers are strictly prohibited from making any employment decision, directly or indirectly, based upon submission to, or rejection of, a request for a sexual favor. Supervisors and managers are also strictly prohibited from engaging in any conduct that could reasonably be construed by another employee as threatening, offensive or intimidating so as to constitute a hostile working environment in violation of this policy. Any supervisor or manager who engages in such conduct shall be subject to disciplinary action, up to and including termination.

In addition, it is the responsibility of *every* City employee to respect the rights of co-workers, supervisory personnel, and subordinates and to conduct ones self professionally and courteously at all times when representing the City of Covington.

The Human Resources Director is responsible for providing annual training to managers, supervisors and employees regarding sexual and unlawful harassment. Employee attendance of classes related to this subject matter is mandatory.

503.03 COMPLAINT PROCEDURE:

1. If an employee believes that he or she has been treated in an unlawful, discriminatory manner, that employee should *promptly* report the matter to his or her immediate supervisor or Department Manager, or the HR Department. In the event, the harassment complaint is against an on duty supervisor, the City shall provide a posted

procedure for addressing complaints of harassment against management to include at a minimum:

- A twenty-four (24) hour on-call number, and
- A responsible party available to report in for investigation of the complaint.

2. Upon receipt of a complaint, the supervisor or Department Manager will undertake an investigation, protecting confidentiality to the maximum extent possible. It is important that any unlawful harassment be reported immediately. Failure to report conduct that is in violation of this policy, or a delay in reporting the same, may impede the City from taking preventive or corrective measures when appropriate.

3. Should the investigation show that any individual is guilty of harassing another employee, appropriate disciplinary action up to and including termination will be taken against the offending party.

4. The City expressly prohibits any form of retaliatory action against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

5. If, after investigating a complaint of harassment, the City finds that the complaint is not bona fide or that an employee has knowingly provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who knowingly gave such false information.



**CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT**

NO. 503

6. The City encourages any employee to raise questions he or she may have regarding discrimination, retaliation, or harassment with a representative of the City of Covington's HR Department.

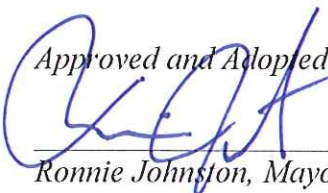
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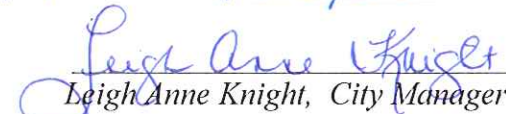
**APPROVED
MAYOR & COUNCIL**

AUG 17 2015

MINUTES

Approved and Adopted by the Mayor & Council this 17 day of August, 2015


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

ETHICAL CONDUCT

NO. 504

504.01 PURPOSE:

To ensure that City employees adhere to legal and proper ethical standards in their role as employees of the City of Covington.

504.02 STATEMENT OF POLICY:

All City employees must conform to legal and ethical standards in order to abide by the law and to preserve the City's integrity and reputation. Failure to adhere to this policy may result in disciplinary action, up to and including termination. *Every City employee is entrusted with an obligation to effectively and efficiently serve the City of Covington and to avoid unethical conduct or the appearance of unethical conduct.*

504.03 PROCEDURES:

504.03.1 Compliance Required

The City requires every employee to comply with the standards outlined below. *This list is not comprehensive, however.* The City encourages employees who have any questions about these or other standards and their application to any aspect of employee conduct to discuss such issues with their respective Department Manager or the City Manager.

An employee who knows or has reason to know of any activity that violates or could violate City ethical standards must promptly report the matter to his respective Department Manager or, in cases where this is not possible, to the City Manager.

504.03.2 Conflict of Interest

Every City employee is prohibited from

partaking in any activity or association that creates or appears to create a conflict between the employee's personal interests and the City's obligation to effectively and efficiently serve its citizens.

In addition, City employees must not allow any situation or personal interests to interfere with the exercise of independent and sound judgment or with the ability to act in the best interests of the City and the public they serve. It is particularly important that employees guard against relationships which might be construed as or give the appearance of favoritism, coercion, unfair advantage, or collusion.

504.03.3 Gifts or Favors

City employees may not give to or receive any gifts or favors from any citizen, business, supplier, contractor, or vendor other than a gift of nominal value. (In this instance, *nominal value* is defined as any gift of less than \$75.00 in value.) Prizes, gifts or favors that are won, received, or awarded at an official training conference or City sponsored event are not subject to the nominal value restriction.

504.03.4 No Gifts or Favors in Return for Personal Gain Allowed

It is impermissible and may be unlawful to give, offer, or promise anything of value for the purpose of influencing someone in connection with City business or a City duty. Therefore, no employee may give or receive any gift or favor if it could reasonably be viewed as being done for personal gain.

City employees are not prevented from accepting personal mementos of minimal value.



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In every situation, however, the guiding principle is to not only avoid impropriety but also the *appearance* of impropriety. All City employees serve as ambassadors to the citizens of Covington and the larger community. If a gift or gratuity is questionable, the employee should avoid it.

504.03.5 *Outside Employment*

Outside employment is defined as any work, performed by a City employee: 1) as an independent contractor; or 2) for any other employer, business or corporate entity, whether for profit or nonprofit; for compensation or other benefit.

Any employee who performs outside work (other than as a City employee) has a special responsibility to avoid conflicts of interest. City employment must be considered the primary employment of all full-time City employees. *Outside work cannot be performed on the City's time and must not interfere at any time with an employee's ability to perform his or her City job with maximum effectiveness and efficiency.*

Prior to beginning any regularly scheduled outside employment, an employee must obtain specific written approval from his or her Department Manager or designee, *if* such approval is required, by departmental policy. Outside employment approval forms are available from the Human Resources Department.

Further, it is expressly prohibited for any city employee to receive compensation from an outside contractor, vendor, business owner or individual for the scheduling of city workers for special events such as parades, movie security, or business security.

Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under the City's *Workers' Compensation* program unless such coverage is mandated under the law of Workers' Compensation in the State of Georgia.

504.03.6 *Family Relationships*

If an employee wishes to do business -- or have others under his or her supervision do business -- on behalf of the City with a member of his or her immediate family or other relative, the employee must first disclose the relationship in writing and obtain prior written approval from his or her Department Manager and the City Manager.

The written request and the written approval will be kept on file in the City Clerk's office.

504.03.7 *Employment of Relatives*

It is the policy of the City of Covington to be an equal opportunity employer and to hire individuals solely on the basis of their qualifications for the position to be filled. A member of an employee's immediate family may be considered for employment by the City, provided the applicant possesses all the qualifications for employment. To avoid the appearance of any impropriety in hiring for positions within the City, an immediate family member may not be hired in the same department with another family member.

It is the responsibility of the HR Director to ensure that separate and distinct lines of authority exist among any family members employed by the City. The HR Director may not allow any employment of any family member if such



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ETHICAL CONDUCT

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employment would:

(1) create a direct supervisor / subordinate relationship between family members; or

(2) create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy, immediate family includes the employee's spouse, brother, sister, parents, children, step children, father in law, mother in law, sister in law, brother in law, daughter in law, son in law and any other member of the employee's household.

504.03.8 *Employees Becoming Members of Same Family or Household*

Employees who marry or become members of the same household may continue employment as long as they are not employed in the same department or as long as there is not:

(1) a direct supervisor / subordinate relationship between such employees, or

(2) an actual conflict of interest or the appearance of a conflict of interest in such employment.

Should one of the above situations occur, the City will attempt to find a suitable position within another department to which one of the affected employees may transfer. Such position may either be in a higher or lower pay grade. The affected employees will be permitted to determine which employee will transfer. In the event that neither employee wishes to transfer, the most junior employee will be transferred. If accommodations of this nature are not feasible, the employees will

be permitted to determine which of them will resign.

504.03.9 *Confidential Information*

City employees have an ethical duty not to disclose confidential information gleaned from work activities and to protect confidential relationships between the City and its citizens and other employees.

City employees who have access to confidential information concerning economic development prospects identified by the Georgia Department of Economic Development, the Covington-Newton County Office of Economic Development or similar agency by a "code name" shall not disclose confidential information gleaned from work activities and shall only discuss such an economic development prospect with limit the employee discussions to the prospect, economic development staff, and other city employees as needed. Any employee who discloses confidential information in breach of a non-disclosure agreement will be subject to disciplinary action, up to and including termination from employment.

504.03.10 *Political Activities*

The City expects its employees to avoid local public political activities while on duty. Neither their position nor work time should be used for political purposes, nor should the employee actively campaign for any candidate while on duty. No employee shall solicit any contributions or assessments or services, nor publicly endorse any candidate for any local elective office, while on duty. A public endorsement is defined as making a public campaign speech or statements to the news media endorsing a candidate.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
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Employees who decide to run for city elective offices shall either resign their position or take a leave of absence until the election is decided. Elected to a city elective office, the employee must resign from the city's career service.

Nothing herein contained shall affect the right of an employee to contribute to, hold membership in, serve as an officer of, or support a political party, to vote as he chooses, to support or campaign for political candidates in other governmental jurisdictions, to express privately his opinions on any political subject or candidates; to maintain political neutrality or to attend political meetings.

504.03.11 Exceptions

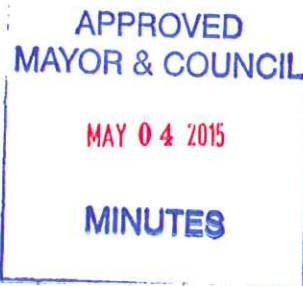
Any City employee who, as a normal and foreseeable part of his or her City job or position, performs duties in connection with an activity *financed in whole or in part by federal loans or grants*, comes under the *Federal Hatch Act* which prohibits the following:

1. Use of official authority or influence for the purpose of interfering with an election or nomination for office, or affecting the results thereof;

2. Directly or indirectly coercing, attempting to coerce, or advising any other such officer or employee to pay, lend, or contribute any part of his or her salary, compensation, or anything else of value to any party, committee, organization, agency, or person for political purposes; and/or

3. Active participation in political management or in political campaigns.

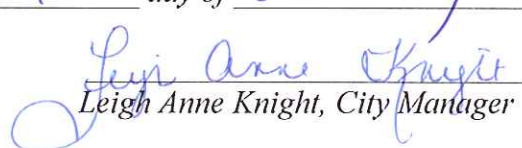
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Approved and Adopted by the Mayor & Council this 4 day of May, 2015.



Ronnie Johnston, Mayor



Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

DISCIPLINARY ACTION

NO. 505

505.01 PURPOSE:

To establish and maintain consistent procedures that facilitate the administration of appropriate, prompt disciplinary action with employees whose performance is unsatisfactory or whose conduct of failure to observe City work rules, regulations, policies, or procedures necessitates disciplinary action.

505.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to treat all employees equitably and to administer all policies, rules, and regulations consistently. When a City employee's performance is unsatisfactory, or when an employee violates rules, regulations, policies, procedures, or standards of conduct of the City, appropriate disciplinary action will be taken.

For regular-status employees, (i.e., those who have satisfactorily completed their working-test period), the City endorses the concept of *progressive discipline*. The implementation of this disciplinary action policy, however, should not be construed as preventing, limiting, or delaying the City from taking appropriate disciplinary action against an employee at any of the following levels -- *up to and including termination* -- where the City, in its sole discretion, finds such action appropriate.

505.03 PROCEDURES:

Whenever an *adverse action* is being considered against an employee (i.e., *suspension without pay, disciplinary demotion, or disciplinary termination*), consultation with the Human Resources Director must take place *before* the adverse disciplinary action is taken.

505.03.1 *Types of Disciplinary Action*

Whenever a City employee commits an offense warranting disciplinary action, the employee's immediate supervisor or Department Manager will begin disciplinary action. The level of disciplinary action taken will depend on the seriousness of the performance problem or the offense committed by the employee as well as the employee's status (i.e., regular or working-test). There are five types of disciplinary action:

505.03.2 *Employee Counseling or Oral Reprimand*

The employee is counseled by the immediate supervisor about the employee's performance or conduct in an effort to eliminate possible misunderstandings, to improve job performance, and/or to explain what constitutes acceptable conduct and/or job performance. A *memorandum* summarizing what was discussed and agreed upon in the counseling session should be prepared by the immediate supervisor and given to the employee after the session. While this memo will not be placed in the employee's personnel file, it will be kept in a separate file by the immediate supervisor for documentation purposes.

505.03.3 *Written Reprimand*

The employee receives a written notice of discipline following continuing poor job performance or repeated offenses OR the employee receives a written reprimand when the immediate supervisor and/or Department Manager believes that an offense in the first instance is serious enough to warrant issuing a formal written warning without giving an oral reprimand.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

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The purpose of a written reprimand is to ensure that the employee is fully aware of the seriousness of the misconduct which he or she has committed or of those areas of performance which must be improved.

The written reprimand should also inform the employee of exactly what is expected (thereby enabling the employee to correct performance problems or avoid a recurrence of the incident of misconduct) and what action will be taken if the problem is not satisfactorily resolved. A copy of the written reprimand should be given to the employee, and a copy should be sent to the Human Resources Director for inclusion in the employee's personnel file.

505.03.4 Suspension

Suspension without pay of up to ten (10) working days or five (5) 24 hour shifts occurs when an employee fails to correct performance problems after repeated warnings OR as the result of an accumulation of minor offenses OR as the result of a serious offense or misconduct. The Human Resources Director shall be consulted before this action is taken.

505.03.5 Disciplinary Demotion

Disciplinary demotion occurs when previous efforts to correct performance or conduct problems have failed OR the employee has been promoted to a position in which he or she is unable or unwilling to satisfactorily perform the responsibilities of the position and a *lower level position* for which he or she is qualified is vacant and budgeted (and the concurrence of the respective Department Manager has been obtained). The Human Resources Director shall be consulted before this action is taken. Disciplinary demotion is *not* to be

used as a substitute for termination when termination is warranted.

505.03.6 Termination

Disciplinary termination of employment is the greatest disciplinary penalty the City can impose upon an employee. Such action normally takes place under the following circumstances:

- * The City has made an attempt to give the employee the opportunity to correct performance or conduct problems and the employee has not satisfactorily responded; OR
- * In the case of an employee who is still on *working test*, the Department Manager believes that the employee is unable to satisfactorily complete his or her working test period; OR
- * The employee's misconduct is of such a serious consequence that the City believes it has no practical alternative.

Consultation with the Human Resources Director shall take place before a termination takes place.

505.03.7 The Steps

The immediate supervisor and/or Department Manager considering possible disciplinary action against an employee will take the following steps:

1. Gather All the Facts

Immediately after a specific incident occurs, or immediately after learning of an incident, the immediate supervisor will obtain complete and detailed information about the incident by privately interviewing the employee



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DISCIPLINARY ACTION

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involved and, privately and separately, each person who saw or heard what occurred. Every effort should be made at this point to reconcile conflicting statements. If necessary, the immediate supervisor should request that the Human Resources Director assist in the investigation. If an offense is so severe in nature that the Department Manager believes that the discharge of a regular-status employee is warranted, the Department Manager involved should immediately *suspend the employee with pay*, pending further investigation and review of the incident. This ensures that the Department Manager will objectively evaluate the facts and circumstances surrounding the offense before deciding on an appropriate disciplinary action.

**NOTE*: Suspension with pay would not normally apply to employees who are still on working test who may be terminated at any time during their working-test period.)*

2. Prepare a Written Report

The immediate supervisor shall next write a complete, accurate, and unbiased report describing the problem(s), incident(s), or prohibited conduct. Included in this report will be any other information which is part of the employee's record (i.e., prior warnings, poor attendance records, past performance appraisals, etc.) that may provide additional substantiation of the problem(s) for which the employee is being disciplined.

Ordinarily, no disciplinary action should be taken before the written report is completed. In serious situations where immediate action is required against regular-status employees, suspension with pay pending investigation of the incident should be taken. (In such situations where it is not possible to prepare the report

beforehand, the report *must* be prepared within one workday after such action is taken.

3. Evaluate the Evidence

It is the responsibility of the immediate supervisor or the Department Manager to review and weigh all the evidence obtained as well as the applicable City policy to determine whether the offense is one that warrants the formal disciplinary action that is being considered. When discipline is called for, the immediate supervisor or the Department Manager will consider the following factors before deciding on a penalty:

- * How serious is the problem?
- * Is there a department rule or regulation that is applicable?
- * What is the employee's past record?
- * Has the employee been disciplined in the past for the same or a similar infraction? If so, how recently was the employee disciplined?

After deciding on the appropriate discipline and before administering the disciplinary action, the immediate supervisor involved should review the details of the incident with the Department Manager to ensure that the Department Manager concurs with the type of disciplinary action recommended.

**NOTE*: In cases where suspension, disciplinary demotion, or disciplinary termination are being considered, the immediate supervisor and/or Department Manager will review all details with the Human Resources Director prior to administering the disciplinary action.*



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

DISCIPLINARY ACTION

NO. 505

505.04 WHEN SUSPENSION WITHOUT PAY, DISCIPLINARY DEMOTION, OR DISCIPLINARY TERMINATION IS PENDING

505.04.01 Notification and Response When an Adverse Action is Pending

Once it has been determined that an *adverse action* (i.e., a disciplinary suspension without pay, a disciplinary demotion, or a disciplinary termination) should be taken against a *regular-status* employee, the following notification will take place:

The respective Department Manager will give the employee a written notification of the proposed adverse action *at least five (5) calendar days* prior to the *effective* date of the action. The notification will include the following:

- * the effective date of the proposed action;
- * the specific charges or reasons for the action;
- * a statement informing the employee that he or she may appeal to the City Manager within seven (7) calendar days of receiving the notice of proposed adverse action;
- * a statement informing the employee of how to file an appeal;
- * a warning that failure to respond to the City Manager will result in a waiver of all further appeal rights;
- * statement informing the employee that -- even if he or she decides *not* to appeal the decision -- he or she has the right to request a *name clearing hearing* before the City Manager and his or her designees.

The employee must respond *in writing* to the City Manager within seven (7) calendar days of receiving the notice of proposed adverse action if he or she wishes to either appeal and/or request a name-clearing hearing.

505.04.02 Administer Disciplinary Action

The administration of disciplinary action shall include the following

- * Any disciplinary action, including an oral reprimand, shall be administered by the immediate supervisor. In instances of serious disciplinary acts, the Department Manager should also be present.
- * Written documentation shall be prepared by the immediate supervisor *regardless* of the level at which the action is being taken.
- * All written reprimands shall be signed by the employee, the immediate supervisor, and the Department Manager. After issuance of the written reprimand, the notice shall be forwarded to the Human Resources Office for review and signature.
- * If the employee refuses to sign, a notation to that effect should be recorded on the written reprimands and witnessed.
- * Copies of the written reprimands shall be given to the employee, the immediate supervisor, and the Human Resources Director for retention in the employee's personnel file.
- * When a suspension without pay, disciplinary demotion, or disciplinary termination takes place, a *Disciplinary Action* form, and --when



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

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the adverse action is a termination-- a copy of the *DOL Separation Notice* shall be completed, signed, and forwarded to the Human Resources Director.

505.04.03 *Take Timely Action*

If a specific incident is involved, disciplinary action, to be most effective, must be administered as soon as practicable after the incident has occurred. To this extent, the immediate supervisor and Department Manager should try to ensure that all the facts are gathered, the written report is completed, all the evidence is weighed, and the disciplinary action is decided upon and administered in timely fashion.

In certain situations, the immediate supervisor or Department Manager may believe that disciplinary action is necessary to warn an employee of a specific problem or pattern of behavior that must be corrected (such as chronic absenteeism or tardiness), rather than one specific incident. In such situations, the discussion with the employee should take place as soon as the problem or pattern becomes evident and, where possible, before the problem becomes serious in order to allow the employee the opportunity to correct behavior or performance as needed.

505.04.04 *Emergency Action*

The Department Manager may take *immediate* action as previously stated in this policy against an employee under emergency situations.

In such cases, the employee (if regular-status) may be immediately suspended *with pay* until an investigation can be conducted.

Examples of emergency situations include, but are not limited to:

- * situations in which an employee may be injurious to himself or herself, other City employees, or members of the general public;
- * situations in which an employee may damage public property; or
- * situations in which crimes of moral depravity are committed.

505.04.05 *Status of Benefits during Disciplinary Actions*

An employee on suspension will not accrue any time toward sick leave or annual leave during the period of the suspension. A suspended employee's health insurance and pension shall not be affected by the suspension. Employees who are terminated from employment with the City due to disciplinary actions shall be entitled to continued medical benefits under the COBRA provisions.

**NOTE* Employees who are convicted of felonious crimes against the City are subject to loss of pension benefits. (See City of Covington Retirement Plan handbook.)*

APPROVED
MAYOR & COUNCIL

AUG 04 2014

MINUTES

Approved and Adopted by the Mayor & Council this 4 day of August, 2014.

Ronnie Johnston, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE GRIEVANCES

NO. 506

506.01 PURPOSE:

To provide an orderly process or hearing the grievable claims of both regular and working-test employees in an attempt to reach a fair and equitable decision in a timely manner.

506.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to resolve employee grievances informally if at all possible. *Immediate supervisors and employees are expected, therefore, to make every effort to discuss and resolve problems as they arise.* When this is not possible, however, a formal grievance procedure may be initiated by the employee who has a grievable claim.

506.03 PROCEDURES:

506.03.1 Definition

A grievance is a written complaint made by a City employee alleging:

- * that his or her employment or productivity has been adversely affected by unfair treatment by any of the City's managers or supervisors; and/or
- * unsafe or unhealthy working conditions; and/or
- * erroneous or capricious application of City policies and procedures; and/or
- * unlawful discrimination based on race, color, religion, sex, national origin, age, handicap, disability, or other protected classification.

506.03.2 Coverage & Applicability

This policy applies to all career-status and working-test employees. Temporary and contractual workers are excluded from this policy and procedure.

506.03.3 How to File

A City employee may file a written grievance with his or her immediate supervisor within seven (7) calendar days after the occurrence of the incident which he or she is grieving OR within seven (7) calendar days after becoming aware of the incident.

**NOTE*: An employee who feels that he or she has been illegally discriminated against due to race, color, religion, sex, national origin, age, handicap, or disability has up to one hundred eighty (180) days from the date of the alleged act of discrimination or of learning of the alleged act to file a complaint. (See section on "Equal Employment Opportunity" for additional details.)*

The grievance must:

- * be submitted to the immediate supervisor *in writing* (Note: any employee who cannot provide the grievance in writing due to disability or functional illiteracy may ask for assistance from the Human Resources Director who will arrange to have assistance provided)
- * state the *specific grievance* and the *specific relief* desired.

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MAYOR & COUNCIL

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CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE GRIEVANCES

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506.03.4 Two Step Procedure

Except for those employees who report *directly* to a Department Manager or to the City Manager, the employee grievance procedure will provide for at least two steps for all eligible employees. Typically:

- * the immediate supervisor will hear the grievance in the first step; *and* (if not satisfactorily resolved and the employee desires)
- * the Department Manager will hear the grievance in the second step.

***NOTE*:** *If any eligible employee is denied the opportunity to present his or her grievance as prescribed by this policy OR if the employee is threatened or subjected to harassment or duress when presenting the complaint, the employee should immediately notify in writing his or her Department Manager OR (in cases in which the Department Manager is the alleged initiator of threats, harassment, or duress) the City Manager who will initiate an investigation of the grievance.*

506.03.5 Human Resources Director's Role

The Human Resources Director shall serve as advisor to all parties involved. The Human Resources Director shall give advice to all parties on the correct procedural handling of grievances, including the determination of whether or not an issue *is grievable*, as well as give advice on the substantive issues of City policy and general employment law.

The time limits of the grievance procedure may be extended by the Human Resources Director due to illness, annual leave, business

travel, or other legitimate reasons. If an extension is requested and approved, all parties will be notified.

506.03.6 Step 1 (Immediate Supervisor Level)

An eligible City employee who feels he or she has a grievable claim should submit the claim in writing to his or her immediate supervisor with a copy to the Human Resources Director within seven (7) calendar days following the incident being grieved or seven (7) calendar days after becoming aware of the incident.

506.03.7 Exceptions

***NOTE*:** *In cases where ongoing harassment or discrimination is alleged, the above time limitations do not apply and the following policies should be consulted:*

- * If discrimination based on race, color, religion, sex, national origin, or age is alleged, see *the* policy in this manual entitled ***Equal Employment Opportunity***.
- * If discrimination based on disability or handicap is alleged, see *the* policy in this manual entitled ***Employing People with Disabilities***.
- * If sexual or other forms of harassment are alleged, see *the* policy in this manual entitled ***Sexual and Other Forms of Harassment***.

The immediate supervisor shall meet with the employee to discuss the specific grievance and the relief desired by the employee. After hearing all relevant information provided by the employee, the immediate supervisor will communicate a decision in writing to the



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EMPLOYEE GRIEVANCES

NO. 506

employee within seven (7) calendar days of receipt of the written grievance. A copy of the immediate supervisor's decision shall be sent to the respective Department Manager and the Human Resources Director.

506.03.8 Step 2 (Department Manager Level)

If the grievance is not resolved during Step 1, the employee may submit the grievance in writing to his or her Department Manager with a copy to the Human Resources Director within seven (7) calendar days after receipt of the decision from Step 1.

The Department Manager shall meet with the employee to discuss the specific grievance and the relief desired by the employee. After hearing all relevant information provided by the employee, the Department Manager will communicate a decision in writing to the employee within seven (7) calendar days of receipt of the written grievance. A copy of the Department Manager's decision shall be sent to the Human Resources Director.

506.03.9 Step 3 (City Manager Level)

This step is the final step in the grievance process. If the grievance is not resolved during the above steps, the employee -- within seven (7) calendar days of receipt of the Department Manager's decision -- may submit the grievance with all supporting documentation (including copies of the decisions rendered in the above steps) to the City Manager or his designee with a copy to the Human Resources Director.

The City Manager may:

- * consider the grievance on the basis of the written documentation submitted;

- * conduct -- or designate an impartial individual to conduct -- a separate investigation of the grievance, including a meeting with the employee accompanied by his or her representative (if the employee desires representation) to discuss the complaint;

506.03.10 City Manager's Decision

After consideration of the employee's grievance and upon review of all submitted documentation, the City Manager shall communicate his or her decision in writing to the employee, the Department Manager, and the Human Resources Director within seven (7) calendar days. Such a decision shall be final.

506.03.11 Supervisory Responsibility

It shall be the responsibility of city supervisory and management personnel at all levels to hear and consider the grievable claims of employees without prejudice, retaliation, or reprisals and to take necessary corrective action as appropriate. No supervisor shall deny any employee the right to take the grievance to the next step in the grievance procedure when it cannot be settled satisfactorily at the lower level.

506.03.12 Non-Grievable Areas

The following areas are *not* grievable:

1. Issues which are pending or have been concluded by other administrative or judicial procedures.
2. Work assignments which do not result in a demotion or reduction in the employee's pay.
3. Budget allocations and expectations.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
EMPLOYEE GRIEVANCES

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4. Organizational structure, including the individuals or number of persons who are assigned to particular jobs or units.

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5. The content or rating of a performance appraisal *except* when the employee can show that he or she has been adversely affected by the appraisal.

6. The selection of an individual by the City to fill a position through appointment, promotion, or transfer except when the employee can show that he or she has been adversely affected because of unlawful discrimination.

7. Disciplinary actions other than reprimands (i.e., *suspensions without pay, disciplinary demotions, or disciplinary terminations*) which may be appealed instead.

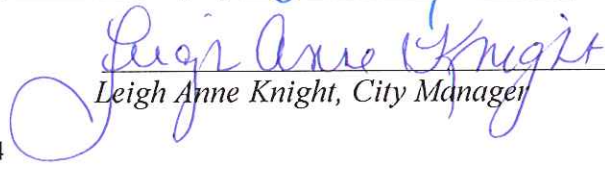
8. Any matter which is not within the jurisdiction or control of the City.

9. Internal security practices as established by the appointing authority or the Mayor and Council.

10. Decisions, policies, practices, resolutions, or ordinances made or passed by the governing authority which are not job or work-related and which do not contradict these policies.

Approved and Adopted by the Mayor & Council this 21 day of July, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE APPEALS

NO. 507

507.01 PURPOSE:

To provide a formal review by the City Manager of *adverse actions* and other appealable issues in an attempt to reach fair and equitable decisions in a timely manner.

507.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide due process to employees who have a property interest in their jobs and/or those who claim that one of their constitutionally protected rights has been violated.

Due process requires that an employee who is appealing an adverse action:

a) receive written notice of the charges against him;

b) be made aware of the evidence against him;

c) be made aware of the action or range of action that the City is considering taking against him or her;

d) be allowed a formal hearing by the City Manager or independent hearing officer as necessary to insure neutrality;

e) have an opportunity to be represented by an attorney;

f) have the City bear the burden of proof of establishing that the employee committed the act, omission, inadequacy or other problem which prompted the City to take the adverse action;

g) have an opportunity to challenge either (or both) (1) the accuracy of the charge or (2) the

appropriateness of the discipline imposed;

h) be allowed to cross-examine the City's witnesses and contest the City's evidence;

i) be allowed to present his or her own witnesses and evidence.

507.03 PROCEDURES:

507.03.1 Definition

An *appeal* is a written statement made by an employee to (1) the City Manager or to (2) the Mayor and Council if such employee is under the direct supervision of the City Manager as a result of:

- * an adverse action (i.e., *suspension without pay, disciplinary demotion, or disciplinary termination*);
- * unlawful discrimination against an employee;
- * unlawful or unjust coercion or reprisal;
- other unlawful or unjust practices that have an adverse impact on an employee.

**NOTE*: When suspension without pay, disciplinary demotion, or disciplinary termination is involved, see the policy entitled "Disciplinary Action" to ensure that proper response was received by the City Manager when the adverse action was pending. A failure to respond to the City Manager will result in a waiver of all further appeal rights.*

All reasons except an adverse action must be grieved before they can be appealed to the City



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE APPEALS

NO. 507

Manager or Mayor and Council. (See policy entitled "Employee Grievances.")

507.03.2 Coverage and Applicability

This policy applies to all *regular-status* employees. Working test employees, temporary, and contractual workers *are not eligible* for appeal rights.

507.03.3 How to File

In order to file an appeal, an appellant must first file a written appeal with the Human Resources Director within seven (7) calendar days of learning of the event or decision being appealed or the effective date of an adverse action.

The appeal shall contain:

- * a *written statement* describing exactly what is being appealed (Note: any employee who cannot provide a written statement of the appeal due to disability or functional illiteracy may ask for assistance from the Human Resources Director who will arrange to have assistance provided) *and*
- * the *specific relief* desired.

The City Manager, or the Mayor and Council in the case of an appeal from an employee under the direct supervision of the City Manager, shall set a time and a place for a hearing to be held not less than seven (7) or more than twenty-one (21) calendar days after receipt of the request, and shall notify the employee thereof. The employee shall be notified that the appeal hearing shall also serve as a Name Clearing Hearing unless the employee provides notice to the City of the

contrary and requests a separate hearing before the Municipal Court Judge as provided for in paragraphs 507.03.6 C herein.

507.03.4 Appeals Hearing

While intended to be less formal than a court hearing, the appeals hearing is intended to be orderly. Judicial rules of evidence shall not apply. However, all testimony shall be made under oath. The City Manager or (Mayor and Council) will compile evidence, prepare findings of facts, and arrive at conclusions.

Both the City and the employee may represent themselves at the appeals hearing or either may choose to be represented by legal counsel.

The employee and his or her representative may be privileged to use a reasonable amount of work time as determined by the appropriate Department Manager in conferring about and presenting his or her appeal.

Appeals hearings may be recorded and transcribed by an official reporter upon the request of the employee at least (7) days prior to the hearing. In the event that an official reporter is requested, the City and the employee shall equally share the costs of transcription and each shall be entitled to a copy of the official reporter's report of the hearing.

507.03.5 The Decision

The City Manager or (Mayor and Council) shall render a decision within seven (7) calendar days following the appeals hearing to the employee and provide copies of the decision to the respective Department Manager, and the Human Resources Director. The decision of the



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
EMPLOYEE APPEALS

NO. 507

City Manager or a majority vote of the Mayor and Council shall be final. In the event that an adverse action is modified or reversed, the employee may be allowed back pay and benefits as consistent with the modification or reversal.

507.03.6 Name Clearing Hearings

A. In addition to the protection of constitutional property interests, City employees are entitled to due process to protect constitutional *liberty* interests. In the context of a liberty interest, a city employee may request a name clearing hearing in order to protect;

- 1) the employee's good name, reputation, honor and integrity, and
- 2) the employee's freedom and ability to take advantage of other employment opportunities.

B. An employee claiming that the City deprived him of a liberty interest without due process of law must allege and establish the following elements:

- 1) a false charge;
- 2) of a stigmatizing nature;
- 3) made public;
- 4) by the city;



- 5) in connection with an employee's termination;
- 6) without the employee having a meaningful opportunity to refute the charge.

C. A name clearing hearing is more informal than the property interest hearing and need only afford the employee a meaningful opportunity to refute the charges against him or her by argument, witness testimony or other evidence. The Municipal Court Judge shall preside over these hearings.

D. The name clearing hearing must be conducted publicly, at a meaningful time after the employee's termination of employment.

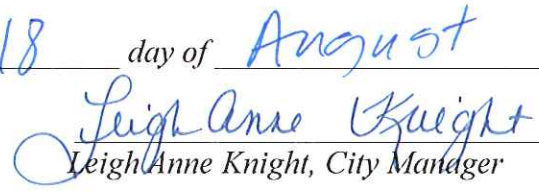
E. During a Name Clearing Hearing a requesting employee shall:

- 1) receive notice of the charges against him or her;
- 2) have a right to representation by an attorney;

F. The City is not required to bear the burden of proof, make witnesses or evidence available (unless necessary to make the hearing meaningful), or make any recording or transcription of the proceedings.

Approved and Adopted by the Mayor & Council this 18 day of August, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

TERMINATION OF EMPLOYMENT

NO. 508

508.01 PURPOSE:

To identify the means and methods by which an employee may be separated from career service with the City of Covington.

508.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to terminate employment because of an employee's resignation, discharge or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Termination of employment can be for any reason not prohibited by law.

508.03 PROCEDURES:

An employee may be separated from the service of the City by any one of the following methods:

508.03.1 *Resignation*

To resign in good standing, an employee is requested to give written notice of his or her intention to resign. Such notice should be given at least two (2) weeks prior to the effective date of resignation. Employees who are absent from work for three (3) consecutive work days or more without notifying the Department Manager, or his/her designee, of his or her reasons for his absence and receiving permission to remain away from work will be considered as having voluntarily resigned without notice.

508.03.2 *Disability*

The City is committed to full compliance with the Americans with Disabilities Act (ADA) and shall not discriminate in employment against qualified individuals with a disability. An

individual with a disability may be terminated from employment with the City only:

(1) where such individual is no longer able to perform the essential functions of the job with or without reasonable accommodations, or

(2) such individual poses a direct threat to the health or safety of the individual or others.

In the case of number one (1) above, the Human Resources Director shall be responsible for proper acquisition of medical information regarding the employee's ability to perform the essential functions of the job as well as determining whether or not a reasonable accommodation can be made. In the case of number two (2) above, the Human Resources Director shall be responsible for determining that an actual, significant risk of harm exists to the employee or others. Such risk cannot be speculative or remote.

508.03.3 *Death*

If an employee dies while in the City's service, the effective date of separation will be the date of death. Accumulated annual leave and any salary due to the deceased shall be paid to the estate of the deceased.

508.03.4 *Layoff*

Layoff is the termination of employment of a career-status employee brought about because the City must, because of adverse economic or other conditions, reduce the number of job positions of the number of employees in the City's service. As a general rule, no career status employee will be laid off while another person in a classified position is employed on a temporary or part-time basis. This rule applies so long as the employee



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TERMINATION OF EMPLOYMENT

NO. 508

is willing to accept the temporary or part-time work and qualifies after a reasonable training period.

The City will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. However, the City must reserve the right to alter the layoff procedure in order to assure an adequate level of service to its citizens and customers. In the event of a layoff, the following procedures will apply:

Hourly, non-exempt status, employees within each affected department are to be selected for layoff in the following order:

1) Working test employees are to be laid off first;

2) Temporary and part-time employees are to be laid off next; and

3) Full-time employees are to be laid off based on their length of service, provided that the employees who are retained have the demonstrated ability and fitness to perform the available work. If after a reasonable time, an employee cannot perform the duties of a new job, that employee is to be laid off if the employee is ineligible to transfer to any other job.

Salaried, exempt employees within each affected department are to be selected for layoff in the following order:

1) Salaried, exempt employees whose work generally is of a routine or repetitive nature and does not regularly require the exercise of judgment are to be subject to the same layoff procedures set forth for hourly non-exempt employees.

2) All other salaried, exempt employees are to be selected for layoff based on evaluation of the following criteria:

- * Demonstrated current and past performance;
- * Promotion potential and transferability of skills to other positions within the department; and
- * Length of service with the City.

An employee's length of service is measured from the original date of employment with the City so long as there has been no break in service greater than thirty (30) days. Employees with breaks in service greater than thirty (30) days, but less than one (1) year per break, are credited for their time actually worked, (i.e., the break time does not get counted). Employees with a break in service greater than one (1) year receive credit for service only from their most recent date of hire with the City.

A special Reduction in Force ("RIF") Committee will be formed, if time and circumstances permit, to review and oversee any layoff based on the above criteria. The RIF Committee is to evaluate all available facts relevant to the layoff procedure. In addition, it is to take any steps it deems necessary to assure that workers chosen for layoff have been picked in as fair and nondiscriminatory a manner as possible.

Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances. Employees will be informed of the reason for the layoff, of the estimated length of the layoff, and



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of any rights they have to appeal their selection for layoff to the RIF Committee or the City Manager.

Employees who are laid off will be maintained on a recall list for one (1) year or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the Human Resources Director if they become unavailable for recall. Employees who fail to keep a current home address on record with the Human Resources Department will lose their recall rights.

Employees will be recalled according to need, classification, or ability to do the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address furnished by the employee to the Human Resources Officer. Unless an employee responds to the recall notice within seven (7) days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will cease to have any job rights with the City.

Credit for retirement benefits and seniority will continue to accumulate during any layoff of thirty (30) days and subsequently recalled within one (1) year from the date of layoff will be credited with the years of service accumulated at the time of layoff.

No vacation or days of paid absence will be accrued during layoff. When an employee returns to work following recall, however, the employee may use any vacation or days of paid absence accumulated but not used at the time of layoff. Vacation pay equal to the number of days

accrued during the vacation year, minus the number of days taken, will be paid at the time of layoff if the layoff is expected to exceed thirty (30) days.

508.03.5 *Loss of Job Requirements / Qualifications*

Any employee who is unable to do his or her job adequately because of loss of or an inability to obtain a necessary license, certification, or other requirement may be dismissed from the employ of the City. In such situations, the Human Resources Director shall consider the availability of alternative positions or job duties that the affected employee is qualified to perform prior to dismissal. Such alternative positions or job duties may be in the same or different departments.

508.03.6 *Retirement*

Retirement from the City's services shall be governed by policies set forth in the City's retirement plan. Upon retirement, an employee will be paid for all accumulated vacation leave for that year. In addition, employees with ten (10) or more years of service will be paid for any accrued sick leave prior to their retirement date up to ninety (90) days, (720 hours). Retiring employees with ten (10) years or more service immediately preceding retirement may continue their group insurance coverage at their own expense.

508.03.7 *Dismissal*

Employees may be separated from the City service by dismissal.

Supervisors should send notices of resignation or recommendations for termination



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TERMINATION OF EMPLOYMENT

NO. 508

to the Human Resources Director for review. These notices or recommendations should be accompanied by any needed supporting documents, such as performance appraisals or disciplinary reports. All terminations must be cleared by the Human Resources Director before any final action is taken.

Notice of involuntary terminations shall be handled carefully and discretely, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and the Department Manager. In the case of an involuntary dismissal, an employee shall receive written notice of such disciplining action at least seven (7) calendar days prior to the effective date, except in cases of theft of City property or serious violations of policy or procedure that creates a health or safety risk. The employee shall be provided with the reasons for the action with the specific charges, the effective date and appeal rights, if any. (See Disciplinary Action Policy #505.)

The Human Resources Department shall conduct an exit interview no later than the employee's last working day, or earlier if a special effort is being made to persuade the employee to remain with the City.

The Human Resources Director shall maintain written reports of the termination notice meeting (when applicable) and exit interview. Pertinent items requiring managerial review and needed changes of policy should be brought to the attention of the Human Resources Director.

The Human Resources Director will attempt to have the final pay for this: hours worked, accrued vacation, and compensatory time for terminating employees available on the next regularly scheduled pay cycle. He or she also will be responsible for securing the return of funds in advance and/or all City property in their possession, such as City identification cards, keys, credit cards, tools, cars, and club memberships, from terminated employees.

If the employee owes the City any monies or is responsible for any lost or damaged property, such accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

The Human Resources Director is responsible for notifying terminating employees, who are covered by the City's group health plan, of their right to continue coverage under the plan pursuant to the COBRA law.

Terminated employees, other than those who resign in good standing, are not eligible for future employment with the City of Covington.

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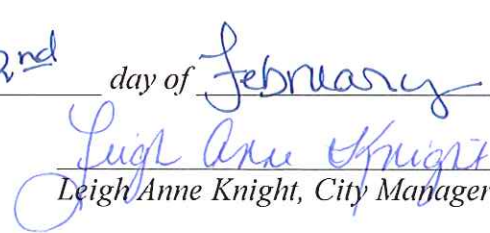
MAYOR & COUNCIL

FEB 02 2015

MINUTES

Approved and Adopted by the Mayor & Council this 2nd day of February, 2015


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

A DRUG AND ALCOHOL-FREE WORKPLACE

NO. 601

601.01 PURPOSE:

To maintain a drug-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1988.

601.02 STATEMENT OF POLICY:

In compliance with the Drug-Free Workplace Act of 1988, the City of Covington has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of City of Covington employees and to the security of our equipment and facilities. For these reasons, the City of Covington is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees and all applicants for employment of the City of Covington. The Human Resources Department is responsible for policy administration.

601.02.01 DEFINITIONS

"City Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City or on any site on which the City is conducting business.

"Illegal Drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in

Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to Cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination from employment.

"Under the Influence of Alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

601.02.02 Covered Substances

The following substances are covered by this policy:

1. *Alcoholic beverages* of any kind.
2. *Controlled or illegal drugs or*



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substances, which include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.

601.02.03 *Exceptions*

Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs used in accordance with their instructions are not subject to the restrictions of this policy.

However, employees are prohibited from using substances, drugs, or medication (including over-the-counter medications) that cause drowsiness or other side effects that may impair an employee's capability to perform his or her job properly and safely. Each employee is obligated to inform his or her immediate supervisor or Department Manager in the absence of the supervisor, of the use of any medications that may cause drowsiness or other side effects and impair the employee's ability to perform essential job functions.

601.02.04 *Use Prohibited on City Premises*

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. The following activities are prohibited while an employee is on City premises or otherwise engaged in City business:

1. The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug, including the possession of drug paraphernalia.

2. The possession or consumption of

alcoholic beverages.

3. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, or being under the influence of alcohol, illegal drugs, or substances in any manner during official City business, whether or not consumed on City premises and whether or not consumed outside of working hours.

4. Performing City duties while under the influence of alcohol or controlled and/or illegal substances or drugs regardless of whether the employee is on or off the premises of the City.

5. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

An employee who engages in such behavior will be subject to disciplinary action, up to and including immediate termination. or, as a condition of continued employment, may be required to participate in and successfully complete drug or alcohol-abuse counseling or a rehabilitation program if necessary.

601.02.05 *Off-Premise Use*

The following actions, even when not occurring on City premises, while performing City business, or during working hours, are considered to endanger the City's reputation for honesty, integrity, and safety:

1. Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs.



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

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2. Engaging in conduct involving alcohol or illegal drugs or substances while on public property or while attending a public facility or public event when such conduct causes injury to the City's reputation for honesty, integrity, and safety.

3. Engaging in actions involving alcohol or illegal drugs or substances while wearing a City uniform or while displaying a City ID card, or while driving or in possession of a City vehicle.

An employee who engages in these activities may be subject to disciplinary action, up to and including immediate termination.

Employees who are arrested and/or convicted of controlled substances-related violations under state or federal law or who plead guilty or *nolo contendere* (i.e., no contest) to such charges must inform the City in writing *within seven (7) calendar days* of the arrest and/or conviction or plea. Failure to do so will result in disciplinary action, including termination from employment.

601.02.06 Counseling

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department, who has been trained to make referrals and assist employees with drug/alcohol problems.

The City of Covington will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other City of Covington policies. Such employees will be allowed to use accrued paid time off, placed

on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or have violated this policy previously. Once a drug test has been scheduled, the employee will have forfeited their right to be granted a leave of absence for treatment and possible discipline, up to and including discharge, will be unavoidable.

The City understands the importance of providing information concerning the locations of available drug counseling, rehabilitation, and the Employee Assistance Program. Accordingly, any employee who wishes to receive information about counseling, rehabilitation, and the City's Employee Assistance Program may request the information from the HR Director.

601.02.07 Testing

A. Pre-employment: After a contingent offer of employment has been extended to a City job applicant, post-offer drug testing (at the City's expense) will be required. Failure to successfully pass such testing will be grounds for withdrawing the offer of employment.

1. Consent to submit to such tests as the City may require constitutes a condition of employment. Refusal to consent to a test when such test is required will result in disciplinary action, up to and including termination.

2. All drug and alcohol testing will be conducted in accordance with applicable federal, state, and/or local laws.



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NO. 601

B. Reasonable Suspicion: Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. Human Resources shall be consulted before sending an employee for testing. All levels of supervision making this decision must document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol. If it appears that the employee is under the influence of either alcohol, illegal or prescribed drugs, the HR Director shall direct the employee to submit to an alcohol or drug test. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must escort the employee; the manager will make arrangements for the employee to be transported home.*

C. Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a City vehicle, machinery, equipment, or property of a private citizen or business in excess of \$1000 dollars and/or result in an injury to themselves or another employee requiring off-site medical attention. A probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including, but not limited to, fork truck, pickup truck, overhead cranes, aerial/man-lifts) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*

D. Random Testing: Employees who perform job tasks that are deemed "safety

sensitive" are subject to random alcohol and drug testing. "Safety Sensitive" tasks include those generally performed by public safety employees, such as police officers, firefighters, and emergency dispatch employees. It also includes tasks performed by any employee who, in the regular or foreseeable discharge of responsibilities, engages in conduct creating a reasonable risk of injury to self or others such that even a momentary lapse of attention could reasonably result in consequences of harm, loss or injury elevated by use, prescribed or otherwise, of drugs. The HR Director shall make a determination of whether an employee's job duties are safety sensitive and subject to random testing.

E. Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to termination from employment. Depending upon the circumstances and the employee's work history/record, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the City for a minimum of one (1) year but not more than two (2) years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Upon recommendation of the Department Manager or Safety / Risk Manager, the City shall require employees to undergo appropriate tests designed to detect the presence of alcohol or drugs (i.e., blood test, breath test, urinalysis, etc.) where it has reason to believe that an employee may be under the influence of or impaired by



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alcohol or drugs.

601.02.08 Refusal

A. Refusal to consent to a test when such test is required will result in disciplinary action, up to and including termination and will adversely affect entitlement to workers' compensation benefits.

B. Failure to successfully pass such testing will be grounds for disciplinary action, up to and including termination and will adversely affect entitlement to worker's compensation benefits.

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MAYOR & COUNCIL

MAR 02 2015

MINUTES

Approved and Adopted by the Mayor & Council this 2nd day of March, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES

TOBACCO USE

NO. 602

602.01 PURPOSE:

The City recognizes that smoking and/or smokeless tobacco can adversely affect the health of City employees, both those who use these products and those who are subject to secondhand smoke. This policy is intended, therefore, to help promote a healthier and safer work place for all City employees.

602.02 STATEMENT OF POLICY:

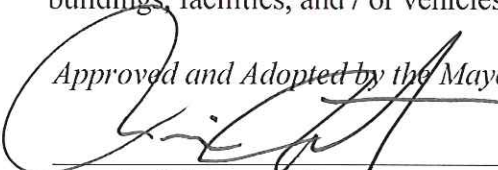
It is the policy of the City of Covington to comply with all applicable regulations regarding tobacco use in the work place and to provide a tobacco use free work environment within all City owned buildings and facilities to promote the well being of City employees. In addition, all tobacco use is prohibited within 50 feet of any entranceway of a city owned building or facility. Smoking is prohibited within 100 feet of any flammable or combustible substances in outdoor work areas, fueling stations, three-walled garages, storage areas, etc.

602.03 PROCEDURES:

602.03.1 *Smoking and Smokeless Tobacco Prohibited*

Unless otherwise provided in this policy, the smoking of tobacco or e-cigarettes, cigars, or pipes and the use of smokeless tobacco are prohibited in all City owned vehicles, buildings and / or facilities. This no-tobacco policy applies to all City employees as well as to citizens, customers, visitors, and other individuals while inside any City of Covington buildings, facilities, and / or vehicles.

Approved and Adopted by the Mayor & Council this 3rd day of August, 2015.


Ronnie Johnston, Mayor

602.03.2 *Permitted in Designated Outdoor Areas*

Smoking and smokeless tobacco *will* be permitted in designated outdoor areas as determined by the respective Department Manager in compliance with the above safety standards.

City Department Managers and supervisors are expected to strictly enforce the tobacco use regulation in all City buildings and facilities.

602.03.3 *Employees' Duty*

City employees are expected to exercise common courtesy and to respect the health needs and sensitivities of co-workers regarding the smoking policy as well as safety concerns. In addition, smokers also have a special obligation *to keep designated outdoor areas litter-free* and to avoid abusing break and work rules in order to smoke in such areas.

602.03.4 *Complaints*

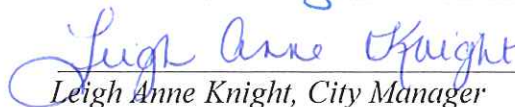
Complaints about tobacco use issues should be resolved at the lowest level possible, but may be handled through the City's grievance procedures. (See section entitled "*Employee Grievances.*")

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

APPROVED
MAYOR & COUNCIL

AUG 03 2015

MINUTES


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

DRESS POLICY

NO. 603

603.01 PURPOSE:

To inform all employees of the proper and expected form of dress and apparel while at work for the City of Covington.

603.02 STATEMENT OF POLICY:

This policy is based on three basic beliefs. The first is that it is desirable for the City of Covington employees to be perceived as professionals. The second is that an employee's appearance has a direct impact on the public's perception of the City. Third, each employee represents the entire City to the persons with whom he or she comes in contact; therefore, the City's image is only as good as that of each individual employee.

The policy of the City of Covington is that employees shall dress appropriately for the duties they are to perform. Department Managers are responsible for insuring that employees in their department adhere to this policy.

603.03 PROCEDURES:

603.03.01 *Public Safety Departments*

Police officers, Firefighters, and 911 Communication employees are to wear the assigned uniform and reflect a neat appearance to the public. The individual public safety departments have established policies regarding uniform attire for their employees. Employees are required to abide by existing departmental policy regarding dress and appearance.

603.03.02 *Public Works Utilities Department*

The City of Covington provides uniforms and a cleaning service for all employees in its public works and utilities departments. Employees are required to properly wear the assigned uniform. Shirts will be buttoned and tucked; pants will be worn outside of boots, etc. Employees are expected to wear clean and proper uniforms each day. Blue jeans and T-Shirts are not allowed, unless the Department Manager has approved such attire on days when the weather is too hot and the work conditions are such that attire other than the city uniform is appropriate.

In addition, the City provides employees with proper safety attire including safety toe shoes, gloves, glasses, reflective vests, and jackets. All safety attire is considered part of the city uniform and shall be worn appropriately and as required by the work conditions.

603.03.03 *City Hall and Administrative Offices*

The City of Covington recognizes the benefits of appropriate dress and the positive effects it can have by creating a professional environment and pride and high morale in the work environment. Uniforms are not required to be worn by administrative or clerical employees. Employees may wear appropriate dress slacks, professional looking, properly fitting shirts, blouses, sweaters, skirts, and dresses. Low cut or see through blouses and dresses are prohibited. Skirts and dresses will be no shorter than two (2) inches above the knee.

APPROVED
MAYOR & COUNCIL

OCT 06 2014

MINUTES



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

DRESS POLICY

NO. 603

Acceptable casual attire may be worn on Friday of each week, while appropriate business dress must be worn on Monday through Thursday. Denim apparel may be worn only on casual day or as permitted by the Department Manager.

603.03.04 Jewelry

The wearing of jewelry around moving equipment, including but not limited to, power hand tools, motor vehicles, tractors, mowers, diggers, electrical or natural gas systems presents a risk of injury to the employee and are therefore prohibited. It is the responsibility of all supervisors and managers to observe their employees during work and if a possible injury can result from necklaces, rings watches or ear rings being caught or snagged, to have the employee remove these items immediately.

603.03.05 Body Piercing and Tattoos

It is the business practice of the City to promote a conservative and professional atmosphere with the public. Jewelry in body piercings of the nose, forehead, eyebrows, lips, tongue and stomach are prohibited during the work hours. Nothing contained herein shall prohibit an employee from freedom of expression, however, the wearing of these items during work hours and while being paid by the City is prohibited.

Due to the permanency of body art, ie, tattoos, it is impossible to require removal during work hours. Therefore, each Department Manager must exercise his or her best judgment in determining whether an employee should cover a tattoo with clothing. Employees are put on notice that offensive tattooing, ie, that which

would offend a reasonable person is hereby prohibited and the employee shall be required to cover the tattoo with clothing. Other tattoos are subject to be covered depending on the work environment and the customer contact.

603.03.06 Personal Grooming & Hygiene

Employees are required to maintain a neat and clean appearance at all times. Excessively long beards or hair in work conditions involving moving equipment is prohibited. Employees should take necessary action to prevent their hair or beard from being caught in moving equipment.

Additionally, employees are expected to maintain personal hygiene each day. Although it is expected that many employees will get dirty during the work day, no employee should ever report to work in dirty clothing, with offensive body odor or with a dirty appearance prior to starting work. Any employee who reports to work in these conditions is subject to be sent home in order to clean up and return to work.

603.03.07 Enforcement

Personal appearance should be a matter of concern for each employee. A neat and tasteful appearance contributes to the positive impression an employee makes on the citizens that they serve. Employees are expected to be suitably attired and groomed during working hours or when representing the City of Covington. If a supervisor or manager determines that an employee's attire is improper or out of place with the work conditions, the employee may be asked to leave the workplace until they are properly attired. An employee who has been asked to leave for these reasons will not be paid for the time off for this purpose.




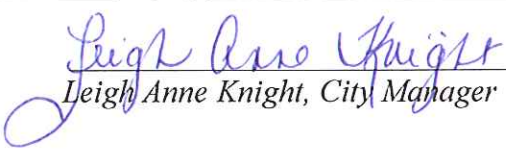
CITY OF COVINGTON, GEORGIA PERSONNEL POLICY
DRESS POLICY

NO. 603

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Approved and Adopted by the Mayor & Council this 6th day of October, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

COMPUTER USE POLICY AND PROCEDURE

NO. 604

604.01 PURPOSE:

The City of Covington, (the "City") relies on its computer network and stand-alone PC's to conduct its business. To ensure that it's computer resources are used properly by its employees, independent contractors, agents, and other computer users, the City has adopted this policy to establish guidelines and procedures regarding the use of its systems.

The rules and obligations described in this policy apply to all users (referred to as the "users") of the City's computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, up to and including termination of employment. All users are notified that any use of the City's that is not consistent with this policy may also result in civil and / or criminal liability to the user.

It is every employee's duty to use the City's computer resources responsibly, professionally, ethically, and lawfully.

604.02 DEFINITIONS:

Computer Resources: refers to the City's entire computer network. Specifically, computer resources includes, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, software, data files, internet connections, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from the city's computer network.

Users: refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use the City's computer resources.

604.03 STATEMENT OF POLICY

Computer resources are the property of The City of Covington and may be used only for legitimate city business purposes. Users are permitted access to the computer resources to assist them in performance of their jobs. Use of the computer system is a privilege that may be revoked at any time.

604.03.01 *No Expectation of Privacy*

No Expectation of Privacy: The computers and computer accounts given to users are to assist them in the performance of their jobs. Users DO NOT have an expectation of privacy in anything they create, store, send, or receive on the City's computer system. The computer system belongs to the city and may be used only for city business purposes. **The city can monitor its computers for compliance and may inspect all files and messages at any time.**

Waiver of Privacy Rights: Any user of the City's computer systems expressly waives any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network.

Users consent to allowing authorized personnel of the City to access and review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network that is City owned. Users understand that the City may use human or automated means to monitor use of its Computer resources.



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

COMPUTER USE POLICY AND PROCEDURE

NO. 604

604.03.02 Prohibited Activities

(A) Inappropriate or Unlawful Material:

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent or received by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in the City's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

(B) Prohibited uses: Without prior written permission from the City Manager or his designee/s, the city's computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use. This includes using city email address lists to propagate personal information.

(C) Waste of computer resources: Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

(D) Misuse of software: Without prior written authorization from the Information Systems Manager, users may not do any of the following:

- (1) copy software for use on their home computers.
- (2) provide copies of software to any independent contractors or agents of the city or to any third person.
- (3) install software on any of the city's workstations, servers or standalone pc's.
- (4) download any software from the Internet or other online service to any of the city's workstations, servers or standalone pc's.
- (5) modify, revise, transform, recast, or adapt any software.
- (6) reverse-engineer disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

(E) Communication of protected information: Unless expressly authorized by the City Manager, sending, transmitting, or otherwise disseminating proprietary data or other confidential information of the city is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties.

(F) Creating or Using Personal Blogs: No employee of the City may create or access a personal blog while using a city provided computer., unless authorized by department policy. No employee is authorized to use any city provided logo, name or trademark or any other identifying information of the City on any personal website, social media, blog, or other



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

COMPUTER USE POLICY AND PROCEDURE

NO. 604

communication system accessible via private password by the employee.

603.03.03 Passwords

(A) Responsibility for passwords: Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another user's password or account.

(B) Passwords do not imply privacy: Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system. The City has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with a particular user's password.

603.03.04 Security

(A) Accessing other user's files: Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter or copy that file. Users may not use the computer system to 'snoop' or pry into the affairs of other users by unnecessarily reviewing their files and e-mail.

(B) Accessing other computers and networks: A user's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to

those systems or to make use of those systems unless specifically authorized by the operators of those systems.

(C) Computer security: Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the city's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company's network without authorization and to prevent introduction and spread of viruses.

603.03.05 Viruses

(A) Virus detection: Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the city's network. To that end, all material received on floppy disk, electronic media, or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the city **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to the city's network **MUST** be scanned for viruses

(B) Accessing the Internet: To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the city's network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the city's network.



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

COMPUTER USE POLICY AND PROCEDURE

NO. 604

603.03.06 Encryption software

Use of encryption software. Users may not install or use encryption software on any of the city's computers without first obtaining written permission from the Information Systems Manager. Users may not use passwords, encryption keys, key loggers, or similar applications that are unknown to their supervisors and/or the Information Systems Manager.

(D) No additional rights: This Policy is not intended to, and does not grant users any contractual rights.

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603.04.07 Miscellaneous

(A) Compliance with applicable laws and licenses: In their use of Computer resources, Users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and online activities.

(B) Other policies applicable: In their use of Computer resources, Users must observe and comply with all other policies and guidelines of the city.

(C) Amendments and revisions: This Policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.



Approved and Adopted by the Mayor & Council this 3 day of March, 2014.

Ronnie Johnson, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

POSITION CLASSIFICATION PLAN

NO. 700

700.01 PURPOSE:

To facilitate sound personnel management and effective operation of the City by clarifying and describing the duties and responsibilities of employees. This is achieved through a systematic grouping of positions into appropriate classes that are approximately equal in responsibility, training, and experience requirements

700.02 STATEMENT OF POLICY:

700.02.1 Plan Development

The Human Resources Director shall be responsible for developing and maintaining a classification plan for the City of Covington. Such plan shall provide a complete inventory of all positions in the classified service. The Classification Plan shall be based upon an analysis of the duties and responsibilities of a position, to the end that all positions in the same classification shall be sufficiently alike to permit the use of: a single, descriptive title; the same training, education and experience requirements; the same test of competence; and the same pay range. A Classification may contain one or more positions as determined by the Human Resources Director.

700.02.2 Composition of the Classification Plan

The Classification Plan shall consist of:

1. Job descriptions for each classification consisting of the following:

- * A descriptive title.

- * A description of the nature of the job and the essential functions; methods by which work is reviewed and assigned; job hazards; and other appropriate measures/descriptions of job duties

and responsibilities.

- * A description of the required knowledge, skills, abilities, experience, and physical requirements of applicants for entrance into the position.

2. A listing, by Department, of authorized strength and the title of the class to which the position is allocated.

700.02.3 Job Descriptions

Job descriptions are to be interpreted in their entirety and in relation to others in the Classification Plan. Particular titles, phrases, or examples of work are not to be treated as the full definition of the classification. Job descriptions are deemed to be descriptive and explanatory of the kind of work performed and neither inclusive of all duties which may be performed, nor restrictive of duties which may be assigned or required.

700.02.4 Maintenance of the Classification Plan

The City recognizes that changes in duties and responsibilities of various jobs will occur. As such, the Classification Plan is not intended to fix positions permanently in the classes regardless of organizational or position changes. Instead, the Plan will be adaptable to changing conditions such as, the assumption of new services, the extension of certain activities, change in organization, and the increase of assignment of irregular tasks to some employees. Positions shall be periodically reviewed with regard to the allocations to classes.

The Human Resources Director is charged with the responsibility for the proper and continued maintenance of all parts of the Classification Plan so that it accurately reflects



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY
POSITION CLASSIFICATION PLAN

NO. 700

the duties being performed by each employee in the classified service and the classification to which each position is allocated.

Revisions of job descriptions and reallocations of positions within the Classification Plan shall be made as follows:

1. The Human Resources Director shall study the duties and responsibilities and other classification factors of each newly created position in the appropriate classification.

2. Department Managers shall report changes in the duties and responsibilities of a position to the Human Resources Director. Appropriate changes will be made in job descriptions. It is the responsibility of the Department Managers to implement existing job descriptions and any changes made in job descriptions. If an employee's job duties change in such a manner to become permanent and of such a nature to require it, the position may be reallocated to another appropriate classification. Such reallocation must be approved by the Human Resources Director. If the reallocation to another classification creates a substantial effect on the City's operating budget for that fiscal year, the Human Resources Director shall notify the City Manager of the reallocation and prepare the necessary amendments for the City budgets. Amendments to the City budget must be approved by the Mayor & Council.

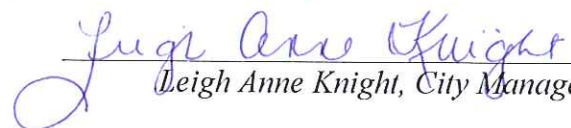
3. At the request of a Department Manager, employee, or on his or her own initiative, the Human Resources Director may review the duties of any position, and if warranted, may establish, combine, or abolish classification if necessary. New positions added to the Classification Plan must be budgeted and approved by the Mayor and Council.

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Approved and Adopted by the Mayor & Council this 21st day of September, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

THE PAY PLAN

NO. 701

701.01 PURPOSE:

To provide a plan for pay within the City of Covington.

701.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to pay compensation that is non-discriminating and competitive with rates being paid for similar jobs by other local governments and local private industries. Comparison of rates will be with cities of similar size, geographic location and the provision of similar services, as well as with local private industries.

701.03 PROCEDURES

701.03.1 *Establishment, Amendment, and Maintenance of the Pay Plan*

The Pay Plan shall be adopted by motion of the Mayor and Council and shall remain in effect until modified by subsequent amendment and motion.

The Human Resources Director shall be responsible for the maintenance of the pay plan. Prior to the preparation of the annual budget, the Human Resources Director shall secure information regarding the general level of salaries paid and fringe benefits provided by other similarly situated cities as well as local private industry. The pay plan will be maintained in accordance with market demands for each job position. The Human Resources Director shall conduct continuing studies of the internal relationships between classes of positions. Based on the studies and recommendations, the Director shall recommend to the City Manager, who shall so advise or recommend to the Mayor and

Council such as increases, reductions, or amendments of the pay plan as he or she deems necessary to maintain the fairness and adequacy of the pay plan.

701.03.2 *Transition to New Pay Plan*

The following four principles shall govern the transition to the new pay plan:

1. No employee shall receive a salary reduction as a result of transition to the new pay plan.
2. All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised to at least the new minimum for their classes.
3. All employees being paid at a rate falling within the minimum to maximum range of the pay grade for their respective classes shall be paid at a rate listed in the salary schedule which is equal to or higher than their rate of pay at the time the pay plan is put into effect.
4. All employees being paid at a rate above the maximum rate established for their respective classes shall remain at their present salaries as long as the maximum rate is below the employees' present salaries.

701.03.3 *Appointment Rates*

The minimum rate established for a classification shall be paid upon appointment, except that appointment rates above the minimum up to the midpoint of the pay range for a classification may be authorized if the Department Manager involved submits adequate reasons in writing and such action is approved by



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

THE PAY PLAN

NO. 701

the Human Resources Director and the City Manager. Approval will be based upon the exceptional qualifications of the appointee or the inability to employ adequately qualified personnel at the minimum rate.

701.03.4 *Working Test Completion*

Newly hired and promoted employees shall be granted a one (1) step increase upon successful completion of their twelve (12) month working test period. Any increases granted thereafter shall be through annual appropriations approved by the City Council. A completed performance evaluation and a written recommendation from the Department Manager is required to move an employee from working test to career status.

701.03.5 *Pay Rates in Transfer, Promotion, or Demotion*

If any employee is transferred, promoted, or demoted, the rate of pay for the new position shall be determined as follows:

1. If the rate of pay in the former classification is less than the minimum rate established for the classification of the position, the rate of pay shall be advanced to the minimum for the classification.

2. If the rate of pay in the former classification is greater than the maximum rate established for the new classification, the pay range shall be reduced to the maximum rate or an intermediate rate as recommended by the Department Manager and approved by the HR Director.

3. If the rate of pay of the former classification falls within the new range of pay,

the salary rate shall remain the same in the case and shall remain the same or be lowered in the case of demotion as determined by the Department Manager and approved by the HR Director.

701.03.6 *Pay for Part-time Work*

Permanent part-time employees working at least twenty (20) hours per week shall accrue pay increases at one-half (1/2) the rate of full time employees. Part-time employees working less than twenty (20) hours per week shall be paid the minimum entry-level salary for their position.

701.03.7 *Earned Salary Increments*

The City Manager shall each year include funds in the budget proposal for providing earned salary increments. The pay plan has three (3) entry steps and twelve (12) standard steps for each job class. Each step represents three (3) percent increase in pay. Raises shall be effective at the beginning of the fiscal year after approval of the City budget.

The pay plan is designed to provide adequate and fair compensation to an employee based on the employee's level of skill, education and experience acquired on the job. The minimum and maximum rate is based on compensation studies of similar jobs in industry and/or local government and *may or may not increase each year*.

Earned salary increments are not automatic but shall be based on the employee's satisfactory job performance. In the event of a serious disciplinary action or unsatisfactory performance, the employee may not receive the salary



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

THE PAY PLAN

NO. 701

increment for that year as recommended by the Department Manager.

**NOTE* This does not mean that minor infractions of rules, policies, or procedures will prevent an employee from receiving a salary increment. Supervisors and Department Managers are required to maintain proper order and discipline in their departments and should not consider the employee's earned salary increments when administering disciplinary action. Earned salary increments will be awarded based on the overall performance of the employee during the evaluation period.*

departments may have different work weeks, as determined by the Human Resources Director. Employee pay is based on the number of hours worked inclusive of the number of hours credited for vacation, holiday, and personal leave. In no event shall an employee receive an advance for payroll.

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701.03.8 Annual Performance Bonus

In addition to the Earned Salary Increments the City Council may authorize an annual performance bonus for those employees who meet exceptional performance standards. Annual bonuses are not included in the employee's base salary but must be earned every year based on the exceptional performance. (See HR Policy 501, Performance Appraisal).

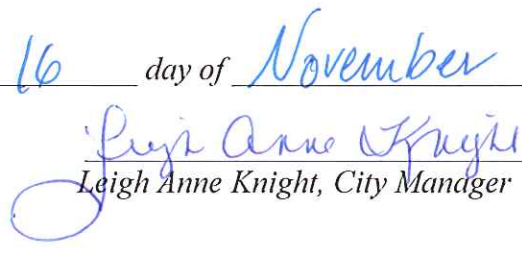


701.03.9 Pay Periods

The City of Covington processes payroll every two weeks for all employees with time records beginning each Monday and ending on Sunday. In order to minimize overtime, some departments or work classes within some

Approved and Adopted by the Mayor & Council this 16 day of November, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

OVERTIME AND COMPENSATORY TIME

NO. 703

703.01 PURPOSE:

The purpose of this policy is to define the City of Covington's compensation schedule for actual authorized overtime work that exceeds any eligible non-exempt employee's normal work schedule.

703.02 STATEMENT OF POLICY:

It is the general policy of the City of Covington that all work by *non-exempt* employees shall, as much as possible, be completed during the employee's normally scheduled workday or shift. In instances where a non-exempt employee must work hours in excess of the maximum permitted for their respective work period, the City will comply with the provisions of the federal *Fair Labor Standards Act* (FLSA) and applicable state regulations.

When conditions arise which, by the determination of the immediate supervisor and/or Department Manager, necessitate that non-exempt employee's work overtime, employees will be expected to work such overtime as approved or assigned by their supervisor and/or Department Manager.

703.03 PROCEDURES:

703.03.1 *When Overtime is Required*

The City will try to provide employees with as much advance notice as practical when the employees will be required to work overtime.

703.03.2 *Exempt Employees*

Exempt employees (i.e., those employees who qualify for an exemption from FLSA overtime provisions because they met the test of *executive*,

administrative, or *professional* exclusion) are paid on a *straight salary basis* for their overall job responsibility rather than for actual hours worked. Thus, any additional hours worked by exempt employees will be without additional pay, in accordance with federal FLSA regulations. Any compensatory time off for exempt employees will be given at the discretion of the respective Department Manager upon careful consideration of departmental workload and needs.

703.03.3 *New Rules Regarding Exempt Status Employees*

A. Effective August 23, 2004, the Fair Labor Standards Act (FLSA) was amended to provide for substantial changes in the method of pay for exempt public sector employees. According to the regulations issued by the U. S. Department of Labor, an employee is considered to be paid on a salary basis if he or she regularly receives each pay period a predetermined amount (currently at least \$455.00 per week) constituting all or part of compensation.

B. Exempt employees may not be paid by the hour. An exempt employee's salary cannot be subject to reduction because of variations in the quality or quantity of the work performed. An exempt employee must receive his or her full salary for any week in which he or she performs work, without regard to the number of days or hours worked, unless one of the following exceptions is met:

1. the employee is absent from work for one or more full days for personal reasons, other than sickness or disability;
2. the employee is absent for one or more full days because of sickness or disability



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

OVERTIME AND COMPENSATORY TIME

NO. 703

(including work related accidents) and the deductions is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary

3. occasioned by such sickness and disability;
4. the City imposes penalties in good faith for infractions of safety rules of major significance;
5. the City imposes, in good faith, unpaid disciplinary suspensions of one or more full days for infractions of certain workplace conduct rules;
6. the employee takes leave under the Family and Medical Leave Act; or
7. the employee is absent the entire workweek or performs no work during an entire workweek.

C. The City may impose the following conditions on exempt employees without affecting the employee's exempt status:

1. require the exempt employee to record and track hours worked;
2. require the exempt employee to work a specified schedule;
3. implement across the board changes in schedules as necessary and compliance with the FLSA;
4. require the exempt employee to receive permission prior to taking personal or sick leave and reduce the employee's pay due

to denial of permission;

5. require the exempt employee to receive reduced pay due to accrued leave that has been exhausted, or when the employee chooses not to use leave without pay;
6. require the exempt employee to receive deductions in pay due to a budget required furlough.

703.03.4 Telecommuting

As a general rule, non-exempt employees are not allowed to work from home during regular work hours or for overtime hours. All non-exempt employees are expected to perform all duties for their job at the City's designated work sites. Exempt status employees may be allowed to telecommute from home provided that:

1. the employee has a valid reason for working at home; and
2. the work is of a temporary or emergency nature requiring the employee to remain at home to perform the work; and
3. the work to be performed from home is primarily by computer and the work product is sent to the City upon completion; and permission is received in advance from the Department Manager or City Manager.

703.03.5 Non-exempt 40-Hour/Week Employees

Non-exempt, *non-public safety* employees (i.e., those who are scheduled to work forty (40) hours during a seven (7) day work period) will be



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

OVERTIME AND COMPENSATORY TIME

NO. 703

paid at their regular hourly rate of pay (i.e., *straight time*) for all **hours actually worked** up to and including the fortieth (40th) hour in each seven (7) day work period (i.e., 12:00 a.m. Monday through 12:00 midnight the following Sunday).

703.03.6 Overtime and Holidays Worked

The only exception occurs when a non-exempt employee ***actually works on a holiday***, in which case the *actual hours worked on the holiday* will be compensated at ***time-and-a-half*** (overtime pay or compensatory time as previously agreed upon).

Then, if the *total hours actually worked the remainder of the seven (7) day work week PLUS the eight (8) straight-time holiday hours* received by all eligible employees for the holiday **EQUALS more than forty (40) hours**, the employee will receive either overtime pay or compensatory time as agreed upon for all hours over forty (40). (*For additional information regarding the treatment of Public Safety Employees who work on a holiday, see the policy entitled "City Holidays."*)

703.03.7 Overtime Pay OR Comp Time?

For all hours *actually worked* in excess of forty (40) hours in each seven (7) day workweek, non-exempt, forty (40) hour per week employees will either receive *overtime pay* at the rate of *time-and-one-half* their regular hourly rate of pay **OR** they will receive *compensatory time off* at the rate of *time-and-one-half*.

**NOTE*: Compensatory time off will only be granted upon mutual understanding of the employee and the employee's supervisor or the*

Department Manager before the actual overtime hours are worked.

703.03.8 Non-Exempt Public Safety Employees

Non-exempt, *public safety* employees who are scheduled to work assigned shifts during a FLSA 207 (k) work period will be paid their regular rate of pay (i.e., *straight time*) for all **hours actually worked** up to and including the following in each designated 207(k) work period: *

Law Enforcement (14 day) 86 hours*

Fire Personnel (28 day) 212 hours *

911 Communications / Police Customer Service Officers (7 day) 40 hours

703.03.9 Overtime Pay or Comp Time?

For all hours worked in excess of the above hours in each respective work period, non-exempt, public safety employees will either receive *overtime pay* at the rate of *time-and-one-half* their regular rate of pay. If approved in advance by the Department Manager, employees will receive *compensatory time off* at the rate of *time-and-one-half* their regular hours worked.

Fire Department employees, who work a 28 day pay work period, shall be paid at the rate of two times their regular rate of pay for hours worked in excess of 212 hours per work period. No compensatory time will be allowed for additional hours worked.

Every thirteen weeks, 24/7 Fire employees work an additional shift (24) hours. During the work period which encompasses a thirteenth



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY
OVERTIME AND COMPENSATORY TIME

NO. 703

week, the time keeper shall take one shift (24) hours and pay as a leave day (Kelly Day) at the regular rate.

Law Enforcement employees who work a 14 day work period shall be paid at the rate of 1.5 times their regular rate of pay for hours worked in excess of 86 hours per work period.

703.03.10 *Maximum Comp Time which Can Accrue to Eligible Employees*

Non-exempt public safety employees who have accrued *more than the maximum of four hundred eighty (480) hours* of compensatory time allowed by FLSA to accrue to eligible public safety employees will receive overtime pay for all hours in excess of the maximum.

Non-exempt, *forty (40) hour/week* employees may accrue up to a maximum of *two hundred forty (240) hours* of compensatory time and will receive overtime pay for all hours in excess of the maximum.

703.03.11 *Requests for Use of Compensatory Leave*

Immediate supervisors and Department Managers are responsible for managing the annual leave usage in their respective departments and for administering the provisions of this policy.


Use of compensatory leave shall be scheduled at such times as the respective immediate supervisor and Department Manager find suitable after considering the request of the employee and the requirements of the department. Approval of compensatory leave requests shall be given only when the efficiency and effectiveness of City operations will not be adversely affected.

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Approved and Adopted by the Mayor & Council this 21st day of September, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

WHEN EMPLOYEES ARE REQUIRED TO BE "ON CALL"

NO. 704

704.01 PURPOSE:

The purpose of this policy is to define the City of Covington's compensation policy for *non-exempt*, non-public safety employees who are required to carry a pager or cell phone and be "on call" to return to work due to an emergency situation or need which *cannot wait to be handled during normal working hours*. *

NOTE: Regardless of whether or not they carry City pagers or cell phones, designated public safety employees are required -- as a condition of employment with the City in their respective job classifications -- to report to duty when summoned.

704.02 STATEMENT OF POLICY:

It is the general policy of the City of Covington that all work performed by *non-exempt*, non-public safety employees shall, as much as possible, be completed during the employee's normally scheduled work day or shift.

In order to respond to emergency situations, however, it is sometimes necessary for certain non-exempt personnel to be "on call" after normal working hours. Such employees, *designated by their respective Department Manager*, carry a City pager or cell phone and are required to respond to emergencies or problems when paged or called. A failure by an employee on "on call" to respond when summoned may result in disciplinary action.

704.03 PROCEDURES:

704.03.1 Department Manager's Role

The Department Manager will determine

when conditions warrant that non-exempt, non-public safety employees carry a pager or cell phone and are "on call."

The Department Manager shall also prescribe, in writing, the expected response time to which the employee will be held accountable and will record such information with the City Manager and Human Resources Director.

When a non-exempt, non-public safety employee is required by his or her respective Department Manager to carry a City pager or cell phone and be "on call" to handle those emergencies or situations which arise during after-work hours and *cannot wait till normal working hours to be resolved*, the following rules will apply:

704.03.2 On-Call Pay

Employees who are scheduled for on-call duty will receive additional hours for compensation payable at time and one half per week as "On-Call Pay" for being available for call. As a general rule, "On-Call" pay is considered part of the base hours worked; therefore, an employee must work the minimum threshold requirement for hours on the job before on call pay will be paid at the overtime rate. However, for the purposes of "On-Call Pay" only, whenever an employee is on call during a work period including a City provided holiday, the holiday hours will be considered "hours worked". The on-call employee will not receive a reduction in work hours for the holiday and will receive pay accordingly. The amount of hours received must be part of regular schedule determined by the Department Manager and approved by the



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Human Resources Director. If the employee is called out for work while he or she is in "on call status", he or she must work the required "on call" hours before any additional hours for work are paid. For every call out answered by an employee while he or she is in "on call status", the employee will be credited for two (2) hours. A call out is defined as receiving a call from the City requesting the employee to leave his residence and report to work and ends whenever the employee arrives back at his residence. If less than two (2) hours, then employee still receives credit for two hours worked. If the employee is not called out after his normal work hours, the employee will not be eligible to earn any other additional "on call" compensation.

In order to maintain the highest efficiency and productivity, an employee shall not be allowed to take paid vacation, sick, family & medical leave, or funeral leave during times when he or she is scheduled for call. The Department Manager or his designee shall be responsible for changing on-call schedules to accommodate employee absences.

704.03.3 Emergency Call-In

If the employee is called out after his normally scheduled hours of work, because of an emergency (i.e., power outage, fire, disaster, etc.), but *has not yet reached or exceeded his or her respective overtime threshold* for the work period, the employee will receive additional overtime pay at a rate of time and one-half for all hours actually worked during such emergency.

Emergency overtime is designed to compensate employees for unexpected return to work. It is not intended to compensate employees for scheduled events such as after hour meetings or additional work that can be completed during a

normal work day. It is the responsibility of the Department Manager to make sure that no employee who has not met the minimum work hours prior to overtime being paid is allowed to work additional hours unless it is for emergency purposes.

704.03.4 Overtime Pay or Compensatory Time Earned When...

If the employee's overtime threshold for the respective work period has been exceeded, then the employee will receive *compensatory time off or overtime pay* at the rate of *time-and-one-half* for all hours actually worked. *On call employees who are called out on official City holidays may receive compensatory time off or overtime pay for all hours actually worked on the holiday.* (See policy entitled "City Holidays" for additional procedures regarding holiday pay).

704.03.5 Exempt Employees Excluded

Exempt employees (i.e., employees who qualify for an exemption from FLSA overtime provisions because they meet the test of *executive, administrative, or professional* exclusion) are paid on a *straight salary basis* for their overall job responsibility rather than for actual hours worked. Thus, in accordance with federal FLSA regulations, *exempt employees shall receive no additional compensation for carrying a pager or cell phone, being on call, or responding to after-hours emergencies.*

704.03.6 Readiness for Duty

A City employee (either non-exempt or exempt who is officially "on call") must be prepared at all times while on call to respond professionally and safely to a call. Therefore, he



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or she must not be under the influence of any alcoholic beverage, controlled or illegal substance, or other substance which could impair the employee's judgment, fitness for duty, or capability to perform his or her job properly and safety. *Each employee is obligated to inform his or her immediate supervisor or Department Manager of the use of any medications or substances that may cause drowsiness or other side effects and impair the employee's ability to drive a vehicle or perform essential job functions.* (See policy entitled "A Drug and Alcohol-Free Workplace" for further.)

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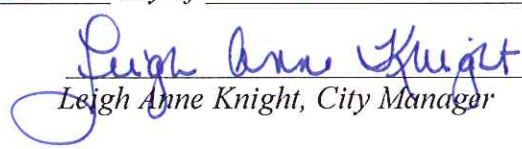
**APPROVED
MAYOR & COUNCIL**

MAR 03 2014

MINUTES

Approved and Adopted by the Mayor & Council this 3 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

CALL-IN OF ESSENTIAL EMPLOYEES

NO. 705

705.01 PURPOSE:

The purpose of this policy is to define essential employee positions and establish a procedure for the call in of essential employees in the event of inclement weather.

**NOTE*: This policy is not meant to supersede any existing policy or procedure regarding the emergency call in or on call status of employees. It is intended to address those situations which may occur during normal or after hours which require the reporting of essential staff.*

705.02 STATEMENT OF POLICY:

In order to appropriately respond to emergency situations, the City shall designate various classes of employees as "essential staff". "Essential staff" refers to those employees who must report to work regardless of weather related conditions. Such conditions may include thunderstorms, high winds, snow, ice or freezing rain. It is the policy of the City that whenever inclement weather occurs, all essential staff must report to work or be available for pickup from home by City provided transportation.

705.03 PROCEDURES:

705.03.01 Essential Staff

The following job classifications are considered to be "essential staff" for the purposes of this policy:

- All Salary Exempt Management Positions
- All scheduled duty Police Personnel

- All scheduled duty Fire Personnel
- All scheduled duty 911 Personnel
- Any additional Public Safety Personnel as required by Police Chief, Fire Chief, 911 Director or authorized designee.
- All Utility and Public Works Personnel as required by the Deputy City Manager or authorized designee.
- Administrative Personnel as required by the Department Manager.

705.03.02 Department Head's Role

It is the responsibility of each Department Manager or their authorized designee to determine the staff necessary to handle inclement weather conditions. The Department Manager or their designee shall make sure that all essential staff employees report to duty as required and shall utilize responsible and appropriate discretion in securing additional staff to handle necessary job duties for inclement weather conditions.

705.03.03 Reporting to Work

In the event of inclement weather that occurs during normal work hours, essential staff employees must report to their jobs as required. The Department Manager or authorized designee shall arrange transportation if necessary in order for essential staff to report.

Those employees, whose positions are not deemed "essential staff" under this policy may report to work if they are able, provided however, the City shall not provide transportation unless



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CALL-IN OF ESSENTIAL EMPLOYEES

NO. 705

authorized by a Department Manager.

705.03.04 Compensation

Essential staff employees who report to work during normal work hours will receive regular pay for all scheduled hours. In the event that certain departments or operations are closed to the public and some essential staff employees are needed to staff critical services in closed departments, the Department Manager may in his or her discretion, authorize emergency pay at the overtime rate in order to obtain necessary staff for operations.

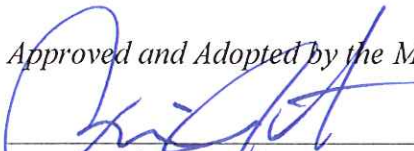
Those employees who are not considered essential staff employees may report to work and receive pay for all hours worked. In the event that City operations are closed early by order of the City Manager, employees will be sent home and will receive pay for the remaining scheduled work hours. Those employees who are unable to report to work due to inclement weather conditions shall receive an excused absence and shall be paid either through vacation leave or compensatory leave, provided adequate leave balances are available.

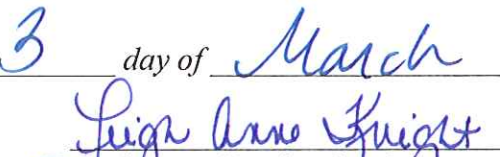
The City is not under any obligation whatsoever to pay non essential staff employees' regular pay whenever their presence at work is prevented by inclement weather.

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Approved and Adopted by the Mayor & Council this 3 day of March, 2014.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

TRAVEL EXPENSES

NO. 801

801.01 PURPOSE:

To inform all employees and elected officials of the procedures for travel and meal reimbursement.

801.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide reasonable, overnight travel expenses for employees engaged in travel benefiting the City. Approval from the Department Manager is required prior to incurring travel expenses exceeding \$100, or traveling a distance exceeding 100 miles from the service area.

801.03 PROVISIONS:

801.03.1 Reimbursable Travel Expenses

1. Transportation Expenses

Transportation expenses are reimbursable and shall include mileage for travel in a personal vehicle and fares charged for travel by air, bus, rail, or taxi. Employees using a personal vehicle for reimbursable travel shall compute their travel expenses by using the mileage rate approved and authorized by the Internal Revenue Code from time to time. Employees must obtain the approval of the Department Manager prior to using a personal vehicle for reimbursable travel.

2. Parking Expenses

The City will reimburse employees who incur parking and toll expenses while on official travel for the City. These expenses are reimbursable for travel in both city owned and personal vehicles. Receipts are required for reimbursement.

3. Lodging

Employees who travel more than fifty (50) miles from the City, will be reimbursed of lodging expenses associated with approved travel. Employees traveling overnight are responsible for ensuring that the most reasonable lodging rates are obtained. To accomplish this, employees should:

- Make reservations in advance, whenever practical;
- Utilize minimum rate accommodations;
- Avoid "deluxe" hotels and motels, and
- Obtain government rates, whenever possible.

Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable.

Employees who stay at a hotel / motel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel / motel and the location of the meeting.

Employees are required to submit a copy of the hotel / motel tax-exemption form when they register at a hotel / motel. In the event a hotel / motel refuses to accept the tax-exemption form, the employee will be reimbursed the expenses paid for the additional tax.

Employees are required to submit a copy of their lodging receipt and lodging expenses along with their Travel Expense Form. In addition, any



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

TRAVEL EXPENSES

NO. 801

expenses that exceed the maximum reasonable rates established by the City should be explained on the form and must be approved by the Department Manager.

4. Meal Expenses for Overnight Travel.

The City will provide a reasonable meal allowance for overnight traveling employees.

The City will follow the U.S. General Accounting Office standards for per diem rates for meal and incidental expenses (M&IE rates). The applicable rate will be based upon the locality of the travel of the employee. Rates may be found on the Internet at www.gsa.gov.

**NOTE*: Meal expenses incurred at training seminars not involving overnight travel are not subject to this allowance as provided by the IRS guidelines detailed in IRS Publication 463.*

In providing this benefit, employees are **not required** to produce receipts or statements for travel reimbursements. The City will not pay any additional expenses above and beyond the per diem rate.

5. Meal Expenses for Regular Travel.

Upon the approval of the Department Manager, when an employee attends an out of town training seminar or other official meeting that does not provide a meal, the City will provide a reimbursement to an employee for any meal obtained. The employee **shall provide** a receipt for reimbursement. The amount for meal reimbursement shall not exceed \$20.00 per day.

6. Expenses for Tipping, and other Incidentals

Tips, travel to meals, and other incidental fees such as mailings are generally included in the per diem rates and are therefore not reimbursable by the City. However, upon review of the employee's expense report and approval by the Department Manager, these expenses may be reimbursed by the City.

7. Business Expenses

Business expenses associated with the City incurred by a Department Manager, their designee, or member of the City Council shall be reimbursed at the actual cost. This includes meals associated with in house training seminars, official meetings, or business dining sponsored by the City. Department Managers, their designee, or members of the City Council may be reimbursed for the actual costs of meal expenses above the normal per diem rates provided that those expenses were incurred as a part of a meeting related to the official business of the City. In these instances, the amount, time and place of the expense, and the business purpose must be documented on the expense form and a receipt is required for reimbursement. The City Manager shall have the authority to approve or deny all requests for reimbursement of business expenses.

801.03.2 Expense Reimbursement Procedure

1. Unless travel is preapproved, reimbursement for expenses will not be granted. Prior written approval shall be obtained when travel expenses are expected to exceed \$100 or travel is to exceed 100 miles from the service area. Travel expenses will be reimbursed within ten (10) days of receipt of expenses by the Finance Director.



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

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- * All Department Managers shall obtain approval from the City Manager.
- * All other employees shall obtain initial approval from their Department Manager.

2. All reports of travel expenses shall be made on forms approved by the City Manager or his or her designee. All expense claims for a trip shall be reported on one form.

3. When the employee is requesting a per diem reimbursement of travel expense or settling a cash advancement, the following must be reported and substantiated:

- * the dates of departure and return, and the number of days spent on business;
- * the destination or locality of the travel, such as name of town or city; and
- * the business purpose of the trip.

4. To receive a cash advancement for expenses, a breakdown of the estimated expenses for travel must accompany the request and be approved by the Department Manager. When travel is for the purpose of attending a meeting or training program, a copy of the program outline shall be attached to the breakdown of estimated travel expenses. Request for travel expense advances must be submitted to the Finance Director at least ten (10) days prior to the travel.

801.03.3 Responsibility

The City Manager shall be responsible for the administration of this policy. Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and follow all the City's policies and rules.

(For more information about "travel expense" allowances, see IRS Publication 463).

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Approved and Adopted by the Mayor & Council this 20 day of July, 2015.

Ronnie Johnston, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON HUMAN RESOURCES POLICY

TELEPHONES AND CELL PHONES

NO. 802

802.01 PURPOSE:

To establish requirements for emergency and non-emergency telephone and cell phone use by City of Covington employees.

802.02 POLICY:

It is the policy of the City of Covington to provide effective and efficient public service to the citizens. In compliance with this policy, the City requires, *as a condition of employment*, that all city employees maintain a home phone or a contact number where the employee can be reached for non-emergency or emergency calls.

In furtherance of this policy the City may provide cell phones to employees in order to improve customer service, enhance business efficiency, establish communications, and provide safety and/or security. Although personal use of city provided cell phones is allowed, the city provided phones are not a personal benefit and should not be a primary mode of communication for the employee's personal use.

In addition to the foregoing, the City may provide a biweekly stipend to those employees with a personal cell phone. The purpose of this is to allow the City to use minutes from the employee's personal cell phone for city use.

802.03 EMPLOYEE OPTIONS:

Whenever it is determined by the Department Manager and the Human Resources Manager that a certain employee or a class of employees have job responsibilities that are of such a nature as to require the necessity of

cellular phone service and the employee(s) has a personal cell phone service plan, the following options will apply:

Option 1: (The Preferred Option) Upon approval by the Department Manager, an employee may elect to receive a monthly stipend based on the expected number of minutes or services necessary for their job function according to the schedule contained in Figure 1 herein.

No employee is granted any right or privilege in any particular cell phone plan, nor may an employee receive a change in cell phone stipend plans without prior approval by the Department Manager and the Human Resources Director.

Figure 1: Cell Phone Plan / Monthly

Plan 1	1000 min.	\$100
Plan 2	750 min.	\$75
Plan 3	500 min.	\$50
Plan 4	300 min.	\$30

Under this option, the employee receives reimbursement from the City for use of the employee's personal phone. The City does not provide any phone or service to the employee and the employee must pay the phone bill as it becomes due. Since this option requires payment of public funds for a particular use, any employee who receives a stipend under this option may be disciplined, up to and including termination, from employment with the City for



CITY OF COVINGTON HUMAN RESOURCES POLICY
TELEPHONES AND CELL PHONES

NO. 802

nonpayment of their monthly cellular phone bill. Part time employees are eligible to receive one half of the awarded stipend.

The City of Covington may conduct routine audits for compliance with this policy. Under this option, the Department Manager, Human Resources Director, or their designee may call the employee's personal cell phone once each month to verify continued service.

Option 2: The Department Manager may require an employee to carry city provided cell phone solely for City use. Under this option, an employee who has a current cell phone and service plan may receive a City-provided cell phone which may be carried in addition to the employee's own cell phone.

802.04.01- 804.04.3 *These Sections have been deleted.*

804.04.04 *Departmental Cell Phones*

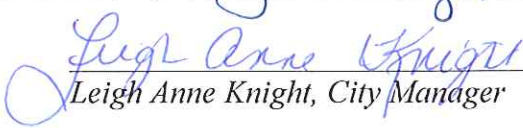
Departmental cell phones are issued to a City department for use by a number of employees. An employee's job duties may require the need for using a departmental cell phone for during work hours or for "on call" status. These cell phones may be used by the employee as directed by the Department Manager as necessary. As a general rule, an employee who is using a departmental cell phone is prohibited from making or receiving any personal phone calls. However, incoming calls regarding a family emergency or other infrequent incidents that occur from time to time will be allowed.

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Approved and Adopted by the Mayor & Council this 2nd day of February, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

TAKE HOME VEHICLES

NO. 803

803.01 PURPOSE:

To establish the general rules and regulations for the operation of city vehicles assigned to individual employees. This policy will apply to all employees of the City of Covington with an assigned city vehicle.

803.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide employees who are subject to on-call reporting to work with a vehicle for such a purpose if authorized and approved by their Department Manager. The City Manager shall review and approve a list of affected employees for use of a take home vehicle for on-call reporting to duty. All affected employees shall adhere to the rules and regulations for the operation of city vehicles as directed by this policy.

The personal use by non-public safety employees of a take-home vehicle is a taxable benefit under the Internal Revenue Code. The City is required to value the personal use of a take-home vehicle and tax accordingly using an approved valuation method allowed by the Internal Revenue Service.

803.03 PROCEDURES

803.03.1 General Considerations

1. City vehicles will include any motor driven cars, trucks, electric carts, or specialized self-propelled vehicles utilized by the departments within the City of Covington.

2. All personnel will obey all traffic laws and policies when driving a city vehicle.

3. Employees, whether operating or riding in a city vehicle, will be seated and properly wear a safety belt. All seat belts will be

fastened in the manner prescribed by the manufacturer of the vehicle. Personnel will not disconnect any warning devices, remove parts, or in any way tamper with the safety belts of department vehicles so as to render them inoperable.

803.03.2 General Regulations

A. Any employee residing outside the boundaries of Newton County may only take their vehicle home after receiving permission to do so from the City Manager. The City Manager may delegate this responsibility and any other responsibility contained in this policy to a Department Manager having employees with on-call status. No employees will be authorized to take their vehicle home if the actual road miles from this office/department to the employee's residence are more than thirty-five (35) miles. An exception to this policy may be granted at the discretion of the City Manager to allow employees residing more than thirty-five (35) road miles from their office to drive their vehicles home during assigned week on call.

B. Employees are permitted to use assigned vehicles during off-duty hours *only for those activities that are consistent with the duties and responsibilities of their position*. This includes commuting to and from work, attending educational or training classes, civic or community appearances / meetings and while on call for any other related duties and responsibilities. Personnel are also permitted to utilize vehicles at any other time deemed appropriate by the City Manager.

C. Vehicles may be driven outside the city during off-duty times when personnel are involved in activities associated with the duties and responsibilities of their position (as prescribed in B of this section).



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

TAKE HOME VEHICLES

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D. While using the city vehicle on duty or off duty, the employee will be required to monitor the applicable radio frequency and advise his/her status (i.e., 10-8). When near an emergency call, it will be the employee's responsibility to advise the communications/utility dispatcher that he/she is in the area and respond if needed. Off-duty employees must notify the communications/utility dispatcher of their status and location, but radio traffic will be restricted to departmental business only.

E. During vacations when the employee will be out of town and the city vehicle would be left unattended by the employee, **the vehicle must be returned to the departmental parking lot for safe keeping.** The vehicle will be locked up and will not be used except for emergency situations.

F. Employees on light duty status for an extended period who drive vehicles will park their assigned vehicles at the department until such time as they can return to full duty status. Light duty status will include, but not be limited to, those employees who cannot perform their normal assigned duties due to medical disability, suspension, and so forth.

G. Unattended vehicles of off-duty employees must be locked at all times.

H. City vehicle should be used in all traveling unless otherwise approved by a Department Manager or Personnel Director.

803.03.03 Unauthorized Uses

A. Travel or task performance beyond the stated capabilities of the vehicle.

B. Any use of the vehicle other than as specified in this policy or approved by the City Manager.

C. Loans of vehicle for use in non-City authorized functions or to non-departmental personnel.

D. No alcoholic beverages will be allowed in the vehicle for any reason, unless being transported in connection with official duties.

E. Department vehicles will not be utilized by employees intending to consume or actually having consumed any alcoholic beverages, prescription or illicit drugs that could substantially impair the driver of any vehicle.

F. The use of any tobacco products while operating department vehicles will be prohibited.

G. Family members are not allowed in City owned vehicles unless written permission is granted by City Manager.

803.03.4 Maintenance Regulations

A. The employee assigned a vehicle will be fully responsible for the general maintenance and proper care of the vehicle and will refrain from:

1. Making anything but minor adjustments.
2. Altering the body, general design, appearance, markings, mechanical or electrical systems unless authorized by the City Manager.
3. Making any repairs or having any repairs made to the vehicle other than at an approved garage.
4. Using fuel, oil, lubricant or other liquid additives in the vehicle other than those issued



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TAKE HOME VEHICLES

APPROVED

MAYOR & COUNCIL

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at the authorized department garage or except when required.

B. Employees will be responsible for the appearance and cleanliness of the vehicle, both interior and exterior.

C. Employees will be responsible for checking the vehicles fluid levels on a regular basis. Employees are required to gas their vehicles either before or after their tour of duty or in accordance with the departmental policy.

D. Employees will be responsible for the routine maintenance of assigned vehicles. Vehicles will be serviced according to the recommended intervals.

E. Emergency servicing may be done by a private garage only when it is absolutely necessary. Permission should be obtained from the appropriate supervisor prior to the servicing of the vehicle if possible.

F. Department Managers or their assistants will check each vehicle assigned to employee under their command at least once a week for cleanliness, both interior and exterior, proper fluid levels and ensure that all equipment is in good working order in and on the vehicle.

G. Only the extra equipment and accessories that are prescribed or installed by the department will be placed in or on departmental vehicles.

803.03.5 Traffic Accidents / Incidents Involving Department Vehicles

A. Employees involved in an accident/incident while driving a department vehicle will contact the appropriate law enforcement agency so that an official police report of the accident/incident may be completed.

B. Employees will immediately contact their supervisor to report the accident/incident to the vehicle so that appropriate responses of department personnel can be made.

C. Supervisors will notify the Department Manager of the accident/incident and make recommendations for the disposition of the vehicle in question.

D. The Department Manager or his or her designee will notify the Safety/Risk Manager so as to facilitate any and all insurance claims resulting from the accident/incident.

E. Per *Vehicle Safety* policy, department personnel will be subjected to the drug testing requirements as outlined in that policy. Additionally, all accidents/incidents will be subject to review by the Safety Board as described in City policy.

F. After each accident/incident, the proper documentation will be completed by the immediate supervisor and submitted on the following business day.

Approved and Adopted by the Mayor & Council this 2nd day of February, 2015.

Ronnie Johnston, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EMPLOYEE ASSISTANCE PROGRAM (EAP)

NO. 804

804.01 PURPOSE:

To provide City employees and/or their eligible dependents who are experiencing problems that may affect the employee productivity or attendance with timely and professional counseling and assistance.

804.02 STATEMENT OF POLICY:

Because the personal problems of employees, if left unresolved, may lead to serious health problems, impaired job performance, and lowered productivity, it is the policy of the City of Covington to make available an *Employee Assistance Program (EAP)* for all City employees and their eligible dependents who need professional assistance. While an immediate supervisor, Department Manager, or other City official may strongly recommend that an employee use EAP services, such services are *confidential* and are provided and received *voluntarily*.

804.03 PROCEDURES:

804.03.1 Supervisors' and Department Managers' Roles

Immediate supervisors play a vital role in identifying and referring employees experiencing problems, which affect job performance and productivity, to the EAP. City supervisors and Department Managers shall, therefore, be alert to signs of decreasing performance, changes in mood, or physical signs of alcohol or drug abuse in employees.

If there is reason to believe that an employee has a personal problem (i.e., marital, family, or relationship problems, stress, alcoholism, drug dependence, financial worries, or emotional or

psychological problems) that affects the employee's ability to perform his or her job, the immediate supervisor and/or Department Manager should remind the employee that the EAP counselor is available to help the employee and/or his or her eligible dependents.

Although under no obligation to do so, a Department Manager may give an employee the opportunity to participate in the City's EAP in lieu of being terminated for unacceptable performance if the Department Manager has discussed the matter with the Human Resources Director his or designee and they all agree that such a step is in the best interest of the employee and the City.

804.03.2 Referral Not Necessary

In order to participate in the City's EAP, it is not necessary that the employee and/or his or her eligible dependents have a referral from the employee's supervisor, Department Manager, or other City official.

The City employee and/or his or her eligible dependents may call the EAP counselor directly during regular business hours at any time a problem affects life at home or at work. (If an employee has an emergency after 5:00 p.m. or on weekends, the call will be handled by an answering service who will contact the Director of the EAP or designee to assist the employee.)

804.03.3 Cost to Employees

EAP services are provided *free* to employees and their eligible dependents of the employee benefit package provided to City employees. EAP services are provided by professional clinicians and may include problem identification, client referral, problem discussion,



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES

EMPLOYEE ASSISTANCE PROGRAM (EAP)

APPROVED
MAYOR & COUNCIL

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problem resolution, and follow-up.

Sometimes a *referral* to another source of help is called for. An EAP *referral* to a service provider in the community shall be done in the most cost-effective manner consistent with responsible clinical practice. *NOTE: There may be costs to the employee associated with the use of other community service providers to whom he or she is referred.* If client referral is made by the EAP clinician to a community service provider outside of the EAP, the employee should consult his or her "City of Covington Group Health Plan" booklet to determine whether or not specific services may be covered under the City's group health plan.

804.03.4 Are EAP Services Voluntary?

As a general rule, EAP services are provided and received *voluntarily* and the use of EAP services will not be made a condition for continued employment. However, in instances where a performance problem has been noted and evidence of substance or alcohol abuse is noted as a primary factor in the performance of the employee, the Human Resources Director may make a management referral to the EAP provider and require the employee to attend counseling. The failure of an employee to comply with the requirements of the EAP provider on a management referral may result in disciplinary action up to and including termination.

804.03.5 Confidentiality

All EAP clinical records are *confidential* and are neither kept by the City of Covington nor do

they ever become part of a City employee's personnel record.

Participation in the EAP program will be kept in confidence. The counselor will not reveal the employee's identity or any subjects discussed during counseling sessions. City Department Managers who refer an employee to the EAP will only be told if the employee has made or kept the first appointment. However, *no information will be given as to the topics discussed with the EAP clinician or to additional appointments made without the employee's permission.*

The EAP involves clinical services that must conform to confidentiality requirements applicable in the delivery of professional mental health and substance abuse services. Therefore, *issues of alleged child abuse, suicide, and/or homicide dangers must be reported to the appropriate public authorities.*

804.03.6 To Get Help

A City employee or his or her eligible dependents who are experiencing problems can talk to a trained, professional EAP counselor by calling the number posted in your department and identifying yourself as a City of Covington employee or eligible dependent.

The City reserves the right at any time to modify, delete, or restructure employee benefit programs at its sole discretion with or without prior notice to City employees.

Approved and Adopted by the Mayor & Council this

6th day of October, 2014.

Ronnie Johnston, Mayor

Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

EDUCATIONAL ASSISTANCE

NO. 805

805.01 PURPOSE:

The provision of educational and career development training opportunities is regarded as a partnership between the City of Covington, (the City) and its employees. The City provides funds, when available, and employees invest their time and effort. The purpose of this partnership is to develop a skilled workforce; create a culture that supports employee development; provide financial assistance to all eligible City employees in pursuing personal and professional growth in a fair and equitable manner; and to improve employee hiring, retention and satisfaction.

805.02 STATEMENT OF POLICY:

It is the policy of the City of Covington to provide tuition assistance benefits in order to assist employees in developing their knowledge, skills and abilities in the performance of their current job or to qualify for other positions in their career path with the City. Tuition assistance is dependent upon the availability of funds as provided by the Mayor and Council and shall be administered in accordance with the guidelines as set forth herein.

805.03 PROCEDURES:

805.03.1 *Availability of Funds*

The funding of tuition reimbursement is a line item expense for the Human Resources Department and sufficient funds must be included in the annual fiscal year budget. Prior to preparation for the annual budget, Department Managers are required to obtain educational commitments from employees prior to submitting their budget requests.

As budget adjustments are made, the funds for tuition reimbursement will be transferred from the HR budget to the appropriate department's budget.

805.03.2 *Eligibility*

All regular-Status, full-time employees are eligible for tuition assistance benefits. Employees who are in working test status or on disciplinary probation are not eligible for tuition assistance.

805.03.3 *Types of Courses*

The following courses are reimbursable depending upon the availability of City funds and approval by the respective Department Manager and Human Resources Director:

- * Courses that are part of a structured program to assist the employee in attaining his or her high school diploma or equivalent (GED).
- * Technical or skills courses offered through accredited technical schools if an employee's Department Manager and the Human Resources Director determine that the courses relate to the employee's current work assignments or potential promotional opportunities within the City.
- * Undergraduate and graduate courses offered through accredited colleges or universities if an employee's Department Manager and the Human Resources Director determine that the courses relate to the employee's current work assignments or potential promotional opportunities within the City.



CITY OF COVINGTON, GEORGIA PERSONNEL POLICY

EDUCATIONAL ASSISTANCE

NO. 805

- Courses that are part of an approved degree-related program that is related to the employee's current job or future advancement opportunities within the City.

**NOTE: Courses for auditing or observation purposes are not considered for reimbursement.*

805.03.4 Guidelines for Course Approval

The City of Covington recognizes the value of the University System of Georgia institutions of higher education and learning and encourages all employees to seek educational opportunities in Georgia colleges and universities. All courses of study provided through institutions within the University System of Georgia are allowed.

Courses of study provided by institutions that are not part of the University System of Georgia must have an accreditation recognized and approved by the U.S. Department of Education and the employee's participation must be specifically approved in advance by the Human Resources Director.

Courses of study obtained by distance learning, i.e. web based or e-learning courses must meet the following criteria: 1) it must be at a institution accredited by an accrediting agency recognized and accepted by the U.S. Department of Education; and, 2) it must be a course of study not offered by an institution within the University System of Georgia; and, 3) course of study must be approved in advance by the Human Resources Director.

805.03.5 Scheduling of Courses

Employees are expected to attend courses on their own time, unless directed by their supervisor or Department Manager to do otherwise (in such cases, the Human Resources Director shall be notified in writing by the Department Manager).

805.03.6 Amount of Reimbursement

In order maximize the use of tuition funds; employees must consider obtaining instruction at the lowest possible cost to the City. Employees who have taken credits at the junior college level are encouraged to satisfy transferable general education credits before taking courses at the university level.

Tuition reimbursement will be provided for all courses taken by an eligible employee during the academic term. Total reimbursement for tuition and books assistance will be determined by the City Manager.

Reimbursement applies only to tuition and required text books. *The City will not reimburse employees for additional fees imposed by the college or university such as student activity fees, student support service fees, registration fees, lab fees, technical fees, parking, meals or other related expenses such as notebooks, binders, paper, calculators, computers, software, pencils, pens, and suggested reading materials.*

Employees who receive other forms of financial aid, such as private scholarships or grants, assistance from a government agency, and/or veterans' benefits will be reimbursed only for the difference between reimbursable expenses



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and the aid received from elsewhere. Employees who receive other assistance *must* provide evidence of such assistance to the Human Resources Director.

805.03.7 Effect of Employment Termination

To be reimbursed, employees must still be employed by the City when evidence of satisfactory course completion is submitted to the City.

805.03.8 Submission of Request

Before registering for a course, an employee must submit a completed "*Request for Tuition Reimbursement*" to his or her Department Manager prior to the start of the course. *The employee must attach a copy of the course description from the course catalog or other publication.* The employee and the Department Manager will discuss the relevance of the course(s) to the employee's position and/or future goals with the City before submitting the request to the Human Resources Director.

"*Request for Tuition Reimbursement*" forms are available upon request from the Human Resources Office.

805.03.9 Human Resources Director's Role

The Human Resources Director will review the request and decide whether or not the course fulfills the requirements of the policy and whether or not adequate funds are available. He or she will either approve or deny the request. In the event the request is denied, the Human Resources Director will notify the Department Manager and the employee. Rejections may be appealed in writing to the Human Resources Director within seven (7) calendar days of

receiving the decision.

805.03.10 Registration

The employee may register for the course once the application is approved.

805.03.11 Evidence of Satisfactory Completion

Upon the satisfactory completion of approved course(s), the employee is required to submit certified transcripts of his or her grade(s) *and* canceled checks) or receipts for the approved course(s) to the Human Resources Director. Satisfactory completion shall mean that the employee received a grade of at least "C" or "Pass."

Courses where the employee receives a final grade of "D" or "Fail" will not be reimbursed. These documents must be attached to the original "*Request for Tuition Reimbursement*" form and submitted to the Human Resources Director *within thirty (30) days* of completing the course.

805.03.12 Authorization and Payment

The Human Resources Director will review the submitted documents, authorize payment (if warranted) and send the approved request to the Finance Department, which will issue a reimbursement check to the employee. If a course is not satisfactorily completed, no reimbursement will be made.

805.03.13 Reimbursement of City Costs if Employee Resigns

If an employee who has received educational assistance voluntarily leaves the City's employ within two (2) years of receiving educational / financial assistance, he or she will be



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required to reimburse the City for the entire cost of their educational program as paid on their behalf by the City for books and tuition.

Every employee receiving educational / financial assistance provided on their behalf by the City will sign a contract with the City guaranteeing full financial reimbursement to the City should they leave the City within two years of receiving the educational/financial assistance.

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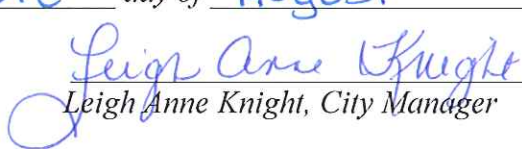
APPROVED
MAYOR & COUNCIL

AUG 03 2015

MINUTES

Approved and Adopted by the Mayor & Council this 3rd day of August, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY

WORKER'S COMPENSATION CLAIMS

NO. 807

807.01 PURPOSE:

For the purpose of providing clarification regarding policies and procedures for on-the-job injuries.

807.02 STATEMENT OF POLICY:

Injuries to employees of the City arising out of and in the course of employment are subject to Georgia Worker's Compensation Law. The City is committed to adhering to all of the requirements of such law, by ensuring that all benefits, including income payments, medical treatment, and vocational rehabilitation services, are properly and promptly provided to an injured employee to the extent of entitlement under the law. It is the goal of the City to seek the return of such employee to gainful employment (with the City if possible) as soon as practicable without loss or prejudice to the employee's seniority and pension system rights during such period of disability except as provided below.

807.03 PROCEDURES:

807.03.1 Injury on the Job

The following rules shall apply when an employee receives an injury on the job:

807.03.2 Reporting of Injury

An employee who sustains an injury arising out of and in the course of employment shall immediately or as soon as practicable thereafter, give his supervisor a notice either written or oral of the accident. Georgia law requires the employee, or his or her representative, to give notice of an injury to the City within 30 days of the injury or disability.

**NOTE: A failure to follow these procedures could delay or jeopardize the employee's claim for benefits.*

807.03.3 Panel Physicians

Once an employee has provided the City with notice of injury, he or she may elect to have medical treatment. If the employee's injury requires medical treatment, he or she must select a physician or medical association from the City's posted panel of physicians.

**NOTE* Emergency medical treatment for an on the job injury can be provided by the nearest emergency facility. Emergency treatment may be limited to only the immediate care of the injury. If hospitalization or other follow-up treatment is required, the employee must contact and be treated by an authorized panel physician.*

Medical treatment by other than a panel physician in a non-emergency situation may be unauthorized. Payment for any and all medical charges from the unauthorized physician would be the employee's responsibility.

807.03.4 Role of Supervisor

Upon receiving notice from an employee of an on the job injury, the immediate supervisor or manager shall promptly notify the Safety /Risk Manager. If the injury requires medical attention the Senior manager should direct the injured employee to select a physician from the City's posted panel of physicians. The panel of physicians is posted at various work locations throughout the City.

The Safety / Risk Manager or his or her designee shall notify the City's Benefits Manager who serves as the workers' compensation claims



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administrator of the incident and shall provide periodic updates on the status of the claim including lost-time and medical concerns of the worker's compensation claim.

It is the responsibility of an injured employee's supervisor or Department Manager to regularly follow-up with contact with the employee that is out of work and receiving income benefits. Supervisors are required to assist the City's Benefits Manager in providing light duty assignments and making sure that an employee on light duty is following the limitations as required by the treating physician and the City.

807.04 COMPENSATION:

807.04.1 *Medical Benefits*

Once a valid claim for an on the job injury has been established, all medical claims associated with such injury shall be fully paid according to the provisions of the Georgia Worker's Compensation Law.

807.04.2 *Income Benefits*

An injured employee shall be entitled to income benefits as provided under the Georgia Worker's Compensation Law. Income benefits will be paid directly to the employee by the insurance carrier pursuant to the Georgia Worker's Compensation Law.

807.04.3 *Calculation of Income Benefits*

Income benefits will be based on the employee's average weekly wage for the thirteen (13) weeks immediately preceding the accident. In the event this method cannot be used, then the wages of a similarly situated employee will be

used and calculation of the employee's average weekly wage will be made for the thirteen (13) weeks immediately preceding the accident using the wages of the similarly situated employee. If neither method can be used, then the full time weekly wage will be used.

807.04.4 *Temporary Total Disability*

An employee who sustains an injury which results in total disability (which exceeds more than seven (7) consecutive days from work) is entitled to weekly compensation (indemnity) benefits equal to two-thirds (2/3) of his gross average weekly wage, up to the maximum allowed under the Georgia Worker's Compensation Law.

The first check for indemnity benefits should be mailed within twenty-one (21) days after the first day the employee misses work. If the employee is out more than twenty-one (21) consecutive days due to his or her injury, the employee will be paid for the first seven (7) days. If the employee is out for less than twenty-one (21) consecutive days, the employee is not eligible for payment of the first seven (7) days of disability, but may receive sick leave for those days.

807.04.5 *Temporary Partial Disability*

An employee who sustains an injury which results in an inability to earn a gross average weekly wage equal to the wage he or she was earning previous to the time of injury is entitled to weekly compensation equal to two-thirds (2/3) of the difference between his gross average weekly wage before and after his injury up to the maximum allowed under the Georgia Worker's Compensation law.



CITY OF COVINGTON, GEORGIA HUMAN RESOURCES POLICY
WORKER'S COMPENSATION CLAIMS

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807.04.6 Permanent Partial Disability

An employee who sustains an injury which results in loss of use of specific body members or loss of use of the whole body is entitled to weekly compensation based on the schedule of body members contained in the Georgia Worker's Compensation Law. An employee is not entitled to receive benefits for permanent partial disability so long as he remains entitled to benefits under either (temporary total disability) or (temporary partial disability) above.

807.04.7 Substitute Work or Light Duty

When determined by the attending physician to be physically capable of returning to substitute work or light duty, the employee will be required to accept other work assignments or light duty for the period of recuperation.

Pursuant to the Americans with Disabilities Act, where an employee is considered a qualified individual with a disability, the City shall provide reasonable accommodation for the employee. A failure or refusal by the employee to perform substitute work or light duty may result in termination of Worker's Compensation indemnity benefits. If an employee is unable to perform the substitute work or light duty, the employee may be placed back on worker's compensation benefits.

807.04.8 Fringe Benefits and Other Limitations

While the employee is out of work due to an injury on the job, he or she will retain the following fringe benefits:

1. The employee shall be paid for holidays during the period of recuperation.
2. The employee shall receive credit toward retirement for a period of one (1) year from date of disability.
3. The employee shall continue to have health insurance coverage as provided prior to the accident up to six (6) months. Group health insurance may then be continued under the COBRA Law.
4. The employee shall not accumulate sick leave or annual leave or merit pay eligibility during the time he or she is out of work for a worker's compensation injury.

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APPROVED
MAYOR & COUNCIL

MAR 02 2015

MINUTES

Approved and Adopted by the Mayor & Council this 2nd day of March, 2015.


Ronnie Johnston, Mayor


Leigh Anne Knight, City Manager