



*Diversity. Vitality. Community*

## CITY COUNCIL MEETING

Donna Pittman-Mayor

Robert J. Patrick-District 1  
Trudy Jones Dean – District 2  
Karen Pachuta – District 3

Pam Fleming – District 1  
Brian Bates – District 2  
Maria Alexander – District 3 Mayor Pro-Tem

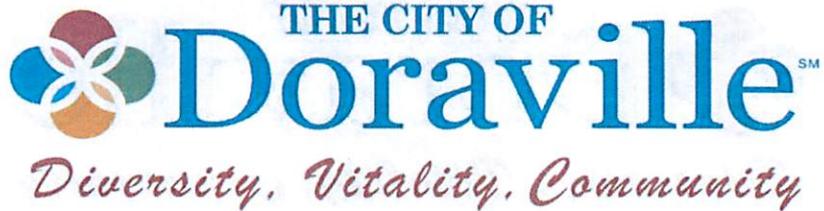
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## AGENDA

October 7, 2013. 6:30PM

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MINUTES:
  - a) August 19, 2013
  - b) September 3, 2013
5. APPROVAL OF MEETING AGENDA
6. PUBLIC COMMENT
7. CONSENT AGENDA
  - a) Resolution to add Court Cost to the Citywide Fee Schedule
8. ORGANIZATIONAL AND PROCEDURAL ITEMS
9. REPORTS AND PRESENTATIONS
  - a) Red Ribbon Week Proclamation
  - b) City Manager Report
  - c) Form Based Code- Caleb Racicot Presentation/Update
10. UNFINISHED BUSINESS
11. NEW BUSINESS
  - a) Submittal of Preliminary/Final Plat for Subdivision of parcel # 06 278 04 002 – Director, Community Development Joe Cooley
  - b) Speed Detection List of Roadways- Chief John King
  - c) Ordinance to Remove Employee Policies from Code- Attorney Cecil McLendon
12. OTHER BUSINESS



13. COUNCIL COMMENTS

14. ADJOURNMENT



*the city of*  
**Doraville™**  
 DIVERSITY | VITALITY | COMMUNITY

**AGENDA ITEM REQUEST SHEET**

**Subject: Resolution to add Court Costs to the Citywide Fee Schedule**

**Date of Meeting:** August 19, 2013

**Budget Impact:**  Yes  N/A

**Budget Impact Amount:** \$ \_\_\_\_\_

**Funding Source:**

- Annual
- Capital
- Grant(s)/ Technical Assistance
- N/A

- Regular
- Work Session
- Recommendation
- Policy/Discussion
- Report
- Ceremonial
- Other

**Department:** Finance

**Department Head:** Lisa Ferguson

**Background:**

The attached analysis shows the number of tickets processed between the fiscal years 2010 through 2012. Final figures for the most recently completed fiscal year are not yet available.

Based on the total number of tickets processed, the City spends between \$37 and \$38 per ticket to operate the Municipal Court. This includes personnel, utilities, legal fees, interpreters, supplies, etc., everything that the Municipal Court department spends during the fiscal year. It also includes the average cost of police officers assigned to court sessions.

Adding court costs to the fee schedule would allow the City to fully fund the Municipal Court budget using court costs.

**Recommendation:**

Approve the resolution to add a \$37.00 per ticket processing fee to offset Court Costs to the Citywide Fee Schedule.

**RESOLUTION TO AMEND A SCHEDULE OF FEES  
FOR THE CITY OF DORAVILLE TO ADD COURT COSTS**

**WHEREAS,** the Mayor and City Council previously adopted a schedule of fees for all fees assessed by the City; and

**WHEREAS,** the City currently spends between \$37 and \$38 per ticket to operated the Municipal Court, including personnel, utilities, legal fees, interpreters and supplies, as well as the average cost of police officers assigned to Court Sessions; and

**WHEREAS,** in order to defray the overhead costs of operating the City's Municipal Court, the Mayor and City Council find it necessary to adopt a "Court costs" processing fee per citation adjudicated by the Court.

**THEREFORE, BE IT RESOLVED,** that the MAYOR AND COUNCIL OF THE CITY OF DORAVILLE does hereby amend the schedule of fees, as attached hereto and incorporated herein, to add a \$37.00 per citation processing fee to offset the costs of Court, and hereby readopt the attached Fee Schedule as amended by this Resolution.

**BE IT FURTHER RESOLVED** by the Mayor and Council for the City of Doraville that the attached revised fee schedule, and as further amended in the future, shall be kept on file with the City Clerk and available upon request.

Approved:

\_\_\_\_\_  
Donna Pittman, Mayor

Attest:

\_\_\_\_\_  
Sandra Bryant, City Clerk  
(Seal)

Fiscal Year	Actual Expenditures - Court	Estimated cost of Police Officers at Court	Total Actual and Estimated Expenditures	# of Tickets Processed	Court overhead per Ticket
FYE 2010	577,183	8,857	586,040	15,347	38.19
FYE 2011	542,981	8,857	551,838	14,667	37.62
FYE 2012	432,696	8,857	441,553	11,619	38.00



AGENDA ITEM REQUEST SHEET  
September 20, 2013

Subject: Red Ribbon Week Proclamation

Date of Meeting: October 7, 2013

Budget Impact:  Yes  N/A

Budget Impact Amount: \$ N/A

Funding Source:

- Annual
- Capital
- Grant(s)/ Technical Assistance
- N/A

- Regular
- Work Session
- Recommendation
- Policy/Discussion
- Report
- Ceremonial
- Other

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Department: Administrative

Department Head: Mayor

**Action Requested:** Mayor will present a proclamation to the Metro Atlanta Young Marines, declaring the last week in October as "Red Ribbon Week" in Doraville. Championed by the Young Marines, Red Ribbon Week is a nationally recognized event, promoting the fight against illicit drug abuse.

Respectfully,

S/Luke Howe  
Economic Development Director

# Proclamation

## Declaring Red Ribbon Week in Doraville

**Whereas,** cities across America have been plagued by the numerous problems associated with alcohol, tobacco, and other drug use; and,

**Whereas,** substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides; and,

**Whereas,** October 23 - 31, 2013 has been designated National Red Ribbon Week, calling on all Americans to show their support for a drug-free nation by wearing a red ribbon during that week; and,

**Whereas,** it is the goal of Red Ribbon Week and the City of Doraville, Georgia to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establish an atmosphere that supports awareness, education and ongoing initiatives to prevent illegal drug use; and,

**Whereas,** the Red Ribbon Week Campaign promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drugs; and,

**Therefore,** I, Donna Pittman, Mayor of the City of Doraville, do hereby proclaim October 23-31, 2013 as Red Ribbon Week in Doraville; and, in doing so, I encourage all residents and business owners to participate in drug prevention education activities, not only during National Red Ribbon Week, but throughout the year, making a strong statement that we are staunchly committed to a drug-free city.

**In Witness Whereof,** I, Donna Pittman, Mayor of the City of Doraville, have hereunto set my hand and affixed this Seal on this seventh day of October, in the year of our Lord two thousand and thirteen.

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Mayor

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City Manager



THE CITY OF DORAVILLE  
AGENDA ITEM SHEET and REPORT

Subject: Submittal of Preliminary/Final Plat for subdivision of parcel #06 278 04 002 located at

Date of Meeting: October 7, 2013

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

**Action Requested:** Review and Approval of Preliminary/Final Plat subdividing parcel #06 278 04 002 into two parcels

**History, Facts, Issues:** This is part of an existing office park (Peachtree Renaissance Office Park) currently divided into four (4) parcels each containing one building and one (1) parcel containing two buildings. The Owner/Applicant wishes to subdivide the parcel containing the two buildings into two separate lots (tracts F and G as shown of submitted plat) with one building on each. This will be consistent with the rest of the office park. The two parcels will have shared common ingress/egress and parking by mutual easement as per plat. As such both parcels continue to meet parking and ingress/egress code requirements. The proposed two parcels also meet minimum lot size standards as per Sec. 23-910 of 30,000 s.f. Tract F containing approximately 98,663 s.f. and Tract G containing approximately 101,105 s.f. This is a subdivision of an existing development, but as a subdivision of an existing parcel it is required to have review and approval of the Planning Commission and concurrence of the City Council prior to processing through the county and recording with the Clerk of DeKalb County Superior Court.

**Options:** As per Section 17.5-44 and 17.5-45 of the City Code: "The Planning Commission shall approve or disapprove the final plat and such action shall be entered upon the plat and certified by the secretary of the Planning Commission." "After final action by the Planning Commission and before approval by the chairman of the county board of commissioners of roads and revenue, the final plat shall be transmitted to the City Commission for review and concurrence."

The Planning Commission has reviewed and approved the preliminary/final plat and the Secretary of the Planning Commission has signed the necessary copies of the plat. Prior to moving forward to DeKalb County the City Council must concur with the Planning Commission approval and the necessary copies of the plat signed by the Mayor.

**Staff Comments:** The proposed preliminary/final plat meets all City zoning and subdivision code requirements and has been approved by the Planning Commission as per code requirements. Upon concurrence by the City Council, the Mayor would sign the necessary copies of the plat prior to being send to DeKalb County.





**MK Industries, LLC**

Mr. Cooley,

The purpose of this letter is to stand in the place of an application to subdivide our property located at 6755 Peachtree Industrial Blvd. within the city limits of Doraville. Parcel ID number 06-278-04-002. Also known as the Peachtree Renaissance Office Park. Within the office park there are six buildings of which four have already been subdivided by a previous owner. We wish now to complete the subdivision of the remaining two building.

We have provided engineer drawings of all the office park to show that the proposed subdivision complies with all the setbacks and easements defined by city code.

If the planning members or commissioners have any questions regarding the subdivision please feel free to call me anytime.

Regards,

A handwritten signature in black ink, appearing to read 'Patrick Kelly', with a long, sweeping flourish extending to the right.

Patrick Kelly  
MK Industries  
6685 Peachtree Industrial Blvd.  
Doraville, GA 30360  
404-691-4441





THE CITY OF DORAVILLE  
AGENDA ITEM SHEET

Subject: Speed Detection List of Roadways

- Regular Meeting (X)
- Work Session ( )
- Recommendation ( )
- Policy/Discussion ( )
- Report ( )
- Other ( )

Date of Meeting: October 7, 2013

Budget Impact: Y X N

Budget Impact Amount: \$ \_\_\_\_\_

Funding Source:

- ( ) Annual
- ( ) Capital
- ( ) N/A

**CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE**

Action Requested: Approval is needed for speed detection to be operated on the attached list of roadways in the City of Doraville.

History, Facts, Issues: Before public safety can operate speed detection devices, a list of roadways must be approved by the City Council.

Options:

Recommended Action: Approve the attached list of roadways from the Georgia Department of Transportation so that speed detection can be operated.

Department: Police

Department Head: John King

Administrative Comments and Recommendation: \_\_\_\_\_

\_\_\_\_\_

Action Taken By Board: \_\_\_\_\_

\_\_\_\_\_

Keith Golden, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Telephone: (404) 631-1000

September 4, 2013

Lt. Joe Huggins  
Doraville Police Department  
3750 Park Avenue  
Doraville, Georgia 30340

Dear Lt. Huggins:

We have assessed all of the roadways you requested to be added or amended on the City of Doraville's Speed Detection Device Permit. The approval of the roadways named on List of Roadways 08-2013-01 by the Georgia Department of Transportation, does not relieve the City of its obligation to comply with Georgia Code Section 40-6-183 or any other statute. This approval merely approves the roadway for speed detection device usage.

Please look over the enclosed List of Roadways 08-2013-01 and advise if there are any corrections necessary. This is the current format required by the Department of Public Safety. The only change we are allowed to make in regards to the format of this document is the number of signatures on the signature page. If you are in agreement with this List of Roadways please have it approved by the City Council.

After approval by the City Council *please forward to this office a signed copy* of the List of Roadways and we will forward it to the Department of Public Safety for issuance of an updated Speed Detection Device Permit.

If you have any questions or would care to discuss, please contact Dwayne Maddox @ (770) 986-1765.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Lobdell".

Mike Lobdell, P.E.  
District Traffic Engineer

ML:DBM  
Enclosure

The City of Doraville is hereby requesting that the following roadways be approved for the use of speed detection devices:

**LIST OF ROADWAYS**  
for  
**CITY OF DORAVILLE**  
**ON-SYSTEM**

STATE ROUTE	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
13 U.S. 23	<b>DORAVILLE</b>	50 feet north of Shallowford Road (N. Chamblee City Limits) (S. Doraville City Limits)	5.76	0.10 mi. south of Park Avenue	6.50	0.74	35
13 U.S. 23	<b>DORAVILLE</b>	0.10 mi. south of Park Ave.	6.50	0.10 mi. north of Oakcliff Road	7.84	1.34	35
13 U.S. 23	<b>DORAVILLE</b>	0.10 mi. north of Oakcliff Road	7.84	Gwinnett County Line (N. Doraville City Limits)	8.28	0.44	45
13 CONN.	<b>DORAVILLE</b>	S.R. 141 (Peachtree Industrial Boulevard) (S. Doraville City Limits)	0.00	S.R. 13 (Buford Highway) (N. Doraville City Limits)	1.03	1.03	50
141	<b>DORAVILLE</b>	100 feet north of Peachtree Road (S. Doraville City Limits)	5.10	0.10 mi. north of I-285	5.47	0.37	45
141	<b>DORAVILLE</b>	0.10 mi. north of I-285	5.47	Winters Chapel Rd (N. Doraville City Limits)	7.25	1.78	55
** 407 I-285 **	<b>DORAVILLE</b>	0.22 mi. west of S.R. 141 (Peachtree Industrial Boulevard) (E. Dunwoody City Limits) (W. Doraville City Limits)	31.16	0.33 mi. east of SR 13 (Buford Highway) (E. Doraville City Limits)	32.71	1.55	65

\*\*State Route 407 (I-285)\*\*

*This segment of roadway will have a maximum speed limit of 65mph, varying from 35mph to 65mph based on roadway conditions, including congestion.*

**OFF-SYSTEM**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Aztec Road	DORAVILLE	Stewart Road	Chestnut Drive	0.80	25
Chestnut Drive	DORAVILLE	SR 13 (Buford Highway)	Aztec Road	1.03	35
English Oak Drive	DORAVILLE	SR 13 (Buford Highway)	Pin Oak Circle	1.00	25
Frontage Road	DORAVILLE	Flowers Road	Carver Circle	0.37	45
Frontage Road	DORAVILLE	Tilly Mill Road	Homeland Drive	0.42	45
McClave Drive	DORAVILLE	SR 13 (Buford Highway)	Chestnut Drive	0.90	25
New Peachtree Road	DORAVILLE	SR 13 (Buford Highway)	Shallowford Road	2.02	35
Oakcliff Road	DORAVILLE	Pin Oak Circle	0.10 mi south of Winterspark	0.90	35
Oakcliff Road *** SCHOOL ZONE ***	DORAVILLE <i>Oakcliff Elementary School</i>	135 feet west of Windsor Oak Drive	825 feet east of Windsor Oak Drive	0.18	25
Pin Oak Circle	DORAVILLE	Oakcliff Road	Oakcliff Road	1.07	25
Raymond Drive	DORAVILLE	Chestnut Drive	Wheeler Drive	1.03	25
Stewart Road	DORAVILLE	SR 13 (Buford Highway)	Aztec Road	0.90	25
Tilly Mill Road	DORAVILLE	Flowers Road	Woodwin Road	1.04	35
Tilly Mill Road *** SCHOOL ZONE ***	DORAVILLE <i>Hightower Elementary School</i>	316 feet south of Gentilly Place / Mill Court	380 feet north of Woodwin Road	0.43	25
Winters Chapel Road	DORAVILLE	0.10 mi west of SR 141 (PIB)	0.10 mi north of Oakcliff Ext.		40
Winters Chapel Road	DORAVILLE	0.10 mi north of Oakcliff Ext.	Longmire Way		35
Woodwin Road	DORAVILLE	Winters Chapel Road	Tilly Mill Road	0.65	35

**\*\*\*SCHOOL ZONE HOURS EFFECTIVE\*\*\***

*A.M.* from 45 minutes prior to commencement time  
to 15 minutes after commencement time -  
**SCHOOL DAYS ONLY.**

*P.M.* from 15 minutes prior to dismissal time  
to 45 minutes after dismissal time -  
**SCHOOL DAYS ONLY.**

**ALL LISTS AND PARTS OF LISTS IN CONFLICT WITH THIS LIST ARE HEREBY REPEALED.**

Signature of Governing Authority:

\_\_\_\_\_  
MAYOR

Sworn and Subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK



# 1. Introduction

## 1.1 Welcome to The City of Doraville!

On behalf of your fellow City employees, we welcome you and wish you every success here.

We believe that each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team.

This Employee Handbook has been prepared to outline programs, policies, practices and other matters that are important to you. Your best interests and those of our organization depend on our productivity in an atmosphere of mutual understanding, trust and cooperation.

We are pleased you've joined us!

## 1.2 Mission, Value and Vision Statement

### Mission

To provide quality services, foster growth, and develop a vibrant community for our residents and businesses.

### Vision

We want Doraville to be a preferred destination by leading in economic development, education and providing a welcoming, safe, clean, diverse and walkable community.

## 1.3 City of Doraville Department Heads:

Shawn Gillen, City Manager  
John King, Chief of Police  
Carlton Robertson, Facilities Director  
Lisa Ferguson, Finance Director  
Joseph Cooley, Community Development Director  
Luke Howe, Economic Development Director  
Tammy Henry, Library Director  
Corally Rivera, Municipal Court Clerk  
**City Attorneys:**

Riley McLendon, LLC  
Cecil G. McLendon, Jr.  
Leonid Felgin  
315 Washington Avenue  
Marietta GA 30060  
770-590-5900

## 2 Organizational Policies

### 2.1 Purpose of this Handbook

The City believes that one of its most important assets is its employees. This Employee Handbook ("Handbook") applies to all employees of the City. It is designed to help employees become familiar with the policies and practices of the City that most often affect their work. The effective implementation of this Handbook is important to a productive and efficient workplace.

This Handbook is intended to provide a general overview of your employment with the City. This Handbook applies to all employees, however, where it conflicts with any other contract, such contract shall control. For example, in the case of insurance, the insurance contract is controlling.

This Handbook supersedes all prior inconsistent handbooks and/or policies.

#### **DISCLAIMER**

**THIS HANDBOOK SHOULD NOT BE CONSTRUED AS CREATING AN "EMPLOYMENT CONTRACT" OR CREATING ANY OTHER CONTRACTUAL RIGHTS OF ANY NATURE. ALTHOUGH THE CITY INTENDS THAT THE BENEFITS, POLICIES, AND REGULATIONS OUTLINED IN THIS HANDBOOK WILL GENERALLY REMAIN IN EFFECT, THE CITY RESERVES THE RIGHT AT ANY TIME TO AMEND, CURTAIL, OR TO OTHERWISE REVISE THE BENEFITS, POLICIES, OR REGULATIONS OUTLINED IN THIS HANDBOOK.**

**NOTHING IN THIS HANDBOOK OR ANY OTHER WRITTEN OR UNWRITTEN POLICIES, COURSE OF CONDUCT, OR PRACTICES OF THE CITY CREATES, OR IS INTENDED TO CREATE, AN EXPRESS OR IMPLIED CONTRACT, COVENANT, PROMISE OR REPRESENTATION BETWEEN THE CITY AND OUR EMPLOYEES. ALL EMPLOYEES ARE EMPLOYED AT-WILL, WHICH MEANS THAT THEIR EMPLOYMENT MAY BE TERMINATED BY THE CITY AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NO SUPERVISOR OR OTHER REPRESENTATIVE OF THE CITY HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY UNLESS AGREED TO IN WRITING BY THE CITY COUNCIL.**

### 2.2 Equal Employment Opportunity

The City is an Equal Employment Opportunity ("EEO") employer committed to providing equal opportunity in all of our employment practices, including but not limited to, recruitment, selection, hiring, assignment, re-assignment, promotion, transfer, and compensation, discipline and termination. The City prohibits discrimination, harassment, and/or retaliation in employment based upon race; color; religion; national origin; sex (including same-sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; public assistance status; or any other category protected by federal, state or local law.

This policy applies to all of the City's employees, elected officials, member of boards and commissions, volunteer firefighters, police reserve and other personnel as well as consultants rendering professional services to the City.

### **2.3 Policy Against Harassment and Discrimination**

The City does not tolerate harassment of or discrimination against any of our applicants, employees, or vendors. Any form of harassment or discrimination related to an individual's race; color; sex (including same sex); sexual orientation; religion; age; national origin; handicap or disability; citizenship status; service member status; pregnancy, childbirth or related medical conditions, public assistance status, or any other category protected by federal, local or state law, is a violation of this policy and will be treated as a disciplinary matter.

**Violation of this policy will subject an employee to Disciplinary action, up to and including immediate discharge.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your Supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, sexual orientation, gender identity, or any other protected category;
- Offensive pictures, drawings or photographs or other graphic conduct or communications, including e-mail, faxes, or copies, pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved;
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved; and/or
- Threatening reprisal for an employee's refusal to respond to requests for sexual favors or for an employee reporting a violation of this policy.

The City absolutely prohibits retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

City Department Heads, Supervisors and Managers are also covered by this policy and are prohibited from engaging in any form of harassing or discriminating conduct. No Department Head, supervisor or other member of management has the authority to suggest to any employee or applicant that his/her employment, continued employment, or future advancement will be affected in any way by the individual's entering into, or refusing to enter into, any form of personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

We also prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Any employee who experiences or observes any harassment of or discrimination against an employee by a non-employee should immediately report such

harassment to his or her manager.

If you have any concern that this policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of allegations of harassment, discrimination and retaliation, you must report your concerns to the individuals listed below:

We will promptly investigate the report and, where appropriate, take disciplinary action. If the problem involves a supervisor or member of management, or if you do not feel that the matter can be discussed with your supervisor, you should report the problem to one of the following individuals: **City Manager**. Likewise, if a reported matter was not handled to your satisfaction, please immediately contact City Manager or .

**You will not be penalized in any way for reporting improper conduct, harassment or discrimination.**

We are serious about enforcing our policy against harassment and discrimination. However, we cannot resolve a harassment or discrimination problem unless we know about it. You are responsible for bringing any such problems to our attention so that we can take whatever steps are necessary to correct it.

#### **2.4 Reasonable Accommodations/Modified Job Duties**

To assist our employees who are or become disabled and those who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations that we can realistically make. For example, where an accommodation would cause an undue hardship to the City, we would be unable to make the particular accommodation. Similarly, we may be unable to place the employee in a particular position where placing that individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please notify your direct supervisor in writing. We will discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

#### **2.5 Drug and Alcohol-Free Workplace Policy**

The City has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Accordingly, the City, as a condition of consideration for both initial and continued employment, prohibits employees from reporting to work with any unlawful drugs or alcohol in their systems. Employees are also prohibited from using, possessing, manufacturing, distributing, or making arrangements to distribute unlawful drugs or alcohol while at work, off site at training or meetings, on City property (including in personal vehicles onsite), during lunch or breaks, or in City vehicles. Further, the City prohibits all unlawful drug use, possession, or distribution, whether on or off duty – drugs can stay in one's system and affect work later.

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

- When the City has a reasonable suspicion that an employee has violated the Drug & Alcohol Policy;
- When an employee suffers an on-the-job reportable injury or is involved in an accident;
- When an employee seeks a transfer or promotion, or returns from a suspension or a leave of absence;
- When an employee is rehired more than 30 days after termination; or
- As part of any random program of testing which the City may implement.

The City may conduct alcohol testing where the City has reasonable suspicion that the employee has violated the drug or alcohol policy, including accidents suggesting carelessness, disregard of safety rules or other conduct indicating possible violation of the Drug and Alcohol Policy.

Violation of these rules, including: (1) a test indicating being under the influence of alcohol or the presence of unlawfully used drugs in an employee's system; (2) refusal to cooperate with the City in any test, search or investigation, or failure to execute any paperwork or consent forms necessary for examinations or tests; (3) possession of, distribution of, or consumption of unlawful or abused drugs, unauthorized alcohol, or drug paraphernalia; (4) tampering with or adulterating a test sample; or (5) unlawful conduct on or off duty will result in discipline, including immediate discharge of current employees or disqualification of an applicant.

Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs may be disqualified for unemployment compensation benefits. Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers compensation benefits.

Although the proper use of medication is not prohibited, employees should consult with their supervisor, when he or she is legitimately taking medication that he or she has reason to believe may affect safety or performance. Any prescription medication brought onto City or customer property or taken aboard City vehicles must be retained in its original container labeled with the names of the employee and the prescribing physician. No employee may take another person's medication. The law treats the abuse of prescription medication as unlawful drug use.

If you have any questions concerning this Drug and Alcohol policy, please direct them to your supervisor.

## **2.6 Violence in the Workplace Policy**

It is the City's policy to promote and maintain a work environment free from violence, threats of violence, harassment, intimidation and/or other disruptive behavior. For purposes of this policy, violence is defined as any act in which one person seeks to hurt or intimidate another

through the use of physical contact or verbal harassment or manipulation. This includes actions of employees, Supervisors, customers, suppliers or any other person.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved at the incidents.
- All threats or acts of violence occurring off City premises involving someone who is acting in the capacity of a representative of the City.
- All threats or acts of violence occurring off City premises involving an employee of the City if the threats or acts affect the legitimate interests of the City.
- Any acts or threats resulting in the conviction of an employee or agent of the City, or of an individual performing services for the City on a contract of temporary basis, under criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the City.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting and shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of the City property.
- Harassing or threatening phone calls or computer messages.
- Harassing surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms, weapons, explosives.

The City of Doraville is committed to:

- Working to eliminate the potential for violence in and around the workplace.
- Working to eliminate the potential for violence by affecting the attitudes and behavior of our customers and suppliers.

Everyone with whom we come into contact in our work deserves to be treated with courtesy and respect. This means that we treat each other, our customers, our suppliers and all others in this fashion and that we can expect the same treatment in return.

#### **City Response to Violation of Policy**

Violations of this policy by an individual on City property, by any individual acting as a representation of the City while off City property, or by an individual acting off City property when his/her actions affect the City and/or legal action as appropriate. The City may also take appropriate disciplinary action against any employee who intentionally makes false or malicious statement about other employees.

Disciplinary action is separate and distinct from any criminal prosecution for any threats or acts of violence.

It is our belief that by helping to prevent violence in the workplace and in the family, our City is helping to foster a safer, better society.

## 3.0 Recruitment, Hiring and Promotion

### 3.1 Introductory Period

For every new employee, the first ninety (90) days of employment ("Introductory Period") is a trial period for both you and the City. During this time, you are able to learn about the City, your job, and your new surroundings. At the same time, your supervisor will assist you in learning your job duties.

During the introductory period, your supervisor will review your job performance, attendance, attitude, overall interest in the job, and other factors. The City will then evaluate your performance and make a decision about your continued employment. After you complete the introductory period, we will continue to review your overall job performance on a periodic basis.

If, as a result of injury or illness, you are absent from work for more than three (3) days during your introductory period, the City may choose to extend your introductory period as necessary to give you an opportunity to demonstrate your ability to do the job.

Additionally, any City employee who is transferred and/or promoted may also be required to complete an Introductory Period at the discretion of the City Manager.

Like all other City employees, employees who are completing this Introductory Period are at-will employees, and the City has the right to dismiss the employee for any reason, with or without cause, including but not limited to when an employee is unable or unwilling to follow work rules or to otherwise perform the duties of the position satisfactorily.

### 3.2 Employee Status

**According to State law, all employees are employed "at-will," which means that they can be terminated at any time, with or without cause and with or without advance notice. This "at-will" relationship can only be changed in a written document signed by the Mayor.**

**Regular full-time employees** are defined as employees who have completed their Introductory Period and who (i) work 30 or more hours per week on a regular basis; or (ii) work in a department that requires 24-hour coverage and has an alternative full-time schedule.

**Regular Part-Time employees** are defined as employees who have completed their Introductory Period and who (i) are scheduled to work less than 30 hours per week on a regular basis.

**Temporary Employees** are defined as employee who do not meet the definition of a Regular full-time or Regular Part-Time employee but instead work on a temporary, seasonal, substitute, student, or intermittent/casual basis. Temporary employees are not eligible for any benefits

unless required by law.

### **3.3 Hiring Process (Recruitment & Selection)**

#### **3.3.1 Recruitment**

The City Manager shall prepare a notice of position opening. This notice will include the description of the responsibilities and essential duties of the position, qualifications necessary to fill the position, and the typical beginning salary range. No preference in hiring is given to relatives of current employees or elected officials.

#### **3.3.2 Selection Process**

The selection process may consist of one or any combination of the following methods or other acceptable selection techniques based upon the specifics of the position:

- Ability tests,
- Performance tests,
- Ratings of experience and training,
- Oral exams,
- Evaluation of daily work performance,
- Physical/agility tests,
- Work samples, and or
- Medical examinations.

Any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position. Department Heads/Supervisors will have the opportunity to participate in the interview and selection process.

All individuals hired for regular full-time and/or regular part-time positions will be selected by one of the following selection methods:

#### **3.3.3 Position Types:**

- **Open-Positions**

All individuals who are U.S. citizens or are legally authorized to work in the United States may apply for these positions.

- **Internal Promotion and/or Transfer**

All regular, full time or regular, part-time employees who meet the minimum qualifications for these positions will be eligible to apply.

All Regular, full-time and part-time City employees are encouraged to seek opportunities within the City and are provided paid time, during their regularly scheduled working hours, to participate in employment examinations, oral interviews or departmental interviews.

#### **3.3.5 Background Checks and Reference Checks**

All applicants for employment with the City will be subject to a background check. Except where already defined by state law, the City Manager will determine the level of background check to be conducted based on the position being filled.

### **3.4 Personnel Records**

The City maintains up-to-date personnel files on all employees. If you wish to review your file, please contact the Administration Department.

Employees have the responsibility to notify the Administration Department of any changes in personnel data. Personal mailing addresses, marital status (including legal separation), telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times. All qualifying family status changes for the purpose of some benefit plans must be made within 30 days of the qualifying event.

### **3.5 Work Schedules**

Work schedules for employees will be established by Supervisors with the approval of the City Manager. City offices will generally be open for business from 8:30 a.m. to 4:30 p.m., Monday through Friday. The normal work week is measured from Sunday through the following Saturday.

Your manager or Supervisor will advise you when your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variation in the total hours that may be scheduled each day and week, and the Department heads have the ability to allow employees to work on flex time. Employees will be notified of any of any changes in their work schedule as far in advance as is reasonably practical.

### **3.6 Break and Lunch Periods**

#### **3.6.1 Meal Periods.**

Unless specifically exempted by the Mayor or designee, all full time regular employees shall take an unpaid lunch of at least thirty (30) minutes in duration each workday where the employee works at least 60% of their designated work day. No work may be performed by the employee during the unpaid lunch period.

**b.**

Notwithstanding the above, each employee must still work their normal work schedule of at least eight (8) hours per day unless PTO time is taken by the employee. Each Department Head shall establish work schedules that best serve the functions of their Department and effectuate the purpose of this section.

The Mayor or designee may authorize exemptions for the "unpaid lunch" requirement, specifically and in writing, when public safety or well-being of the citizens or employees is at risk.

**3.6.2 Break Periods.** Formal paid break periods are not designated. If and when breaks are given depends on the department involved and the operating needs of the department, and are determined at the discretion of the Department Director.

### **3.7 Attendance and Punctuality**

All employees are expected to be at work on time on all scheduled work days. From time to time, an instance may arise when you may be away from work due to circumstances beyond your control but the City expects an employee to keep this to a minimum. Accordingly, appointments must be scheduled outside of working hours whenever possible.

Any employee who is absent for two or more consecutive workdays without notifying his/her Supervisor will be subject to termination to the extent permitted by law. Poor attendance will not be condoned, and any employee with a record of excessive absenteeism or tardiness will be subject to disciplinary action or termination.

#### **3.7.1 Notification for Absence or Tardiness**

All Employees must notify their Supervisor as soon as possible if they are unable to report to work or will arrive late for any reason.

Notifying anyone other than your direct Supervisor is not sufficient. If you are unable to call in yourself, please have someone call in on your behalf. It is your responsibility to ensure that your Supervisor is aware of your absence or late arrival.

#### **3.7.2 Adverse Weather Conditions**

City offices shall be open for business with the exception of legal holidays, City designated holidays, and emergency situations.

In the event of inclement weather, the City Manager shall make the determination whether the City offices should be officially closed.

#### **3.7.3 Closing of City Offices due to Weather Emergency**

If City Offices are closed due to weather or other emergency, the City will notify WSB of the closing. Employees should watch **WSB-TV** or listen to **WSB radio** for information about closings or late openings.

Employees will be required to use PTO or comp time unless otherwise instructed by the City Manager.

### **3.8 Performance Evaluations**

#### **CITY EMPLOYEES**

While the City encourages Supervisors and employees to communicate frequently on an informal basis about job performance and goals, each employee will be receive a written performance evaluation at the end of his/her introductory period and on an annual basis thereafter. The performance evaluation process allows you and your Supervisor to discuss the

job responsibilities, standards and performance requirements of the job. Additionally, evaluations are conducted to provide both you and your Supervisor the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations must be signed by the employee and his/her Supervisor.

Nothing in this section shall prevent the City Manager from giving an employee any type of disciplinary warning or written notice at any time, in his/her discretion.

### **3.9 Outside Employment**

Employees are not prohibited from any outside employment (working for any other organization) provided that the outside employment does not interfere with the Employee's ability to satisfactorily perform his/her job duties, and the outside employment does not present any conflict of interest.

Additional employment or activity for private gain which constitutes a conflict of interest with public duties or is inconsistent or incompatible with public employment is not permitted. In making such determinations, the following will be considered:

1. \_\_\_ The use of City time, facilities, equipment and supplies, or the badge, uniform, prestige or influence of City employment.
2. \_\_\_ Receipt or acceptance of any money or other consideration from anyone, other than the City, for the performance of an act which the employee would be required or expected to perform in the regular course of his/her City employment.
3. \_\_\_ The performance of an act which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee or the employee's department.

The potential for conflicts of interest is lessened when individuals employed by the City regard the City as their primary employment responsibility. All additional employment is to be reported to the employee's immediate Supervisor. If a potential conflict exists based on this policy or any other consideration, the Supervisor will consult with the City Manager. Any City employee accepting employment in an additional position that is determined by the City Manager to be in conflict with the employee's City job will be required to resign from the additional employment or may be subject to discipline up to and including termination.

For the purpose of this policy, additional employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if additional employment is acceptable:

- Additional employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Additional employment must not interfere with the employee's ability to fulfill

the essential requirements of his/her position.

- The employee may use City equipment in the course of the additional employment. As long as said use of equipment is within reason. Examples of such use are, are the use of uniforms and squad cars by police officers for approved off duty employment. It can also include the occasional use of computers, cell phones or other mobile devices.
- The employee must not violate any City personnel policies as a result of additional employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless the work creates the appearance of a conflict of interest.

Departments may establish more specific policies as appropriate, subject to the approval of the City Manager.

City employees are not permitted to accept additional employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

### **3.10 Conflicts of Interest**

All employees are expected to conduct business with integrity and in accordance with the highest ethical standard. In order to avoid any real or perceived involvement in a conflict of interest, employees should not only refrain from any direct conflicts, but should also not refer City business transactions to a member of your family or other persons with whom there may exist a personal, business or financial relationship.

Examples of conflicts of interest would include, but not be limited to, the following:

1. Any situation where you may obtain personal gain or potential personal gain; or which may serve as a detriment to the City of Doraville, either monetarily or to its public image because of the use of information;
2. Personal contact usually not attainable except through employment;
3. Any outside activity that may interfere with the operations of the City; and/or
4. Any outside activity which may be viewed as competing with the services usually offered by the City.

Employees who are in doubt as to whether an activity violates this policy must discuss the matter in advance with their Supervisor or with City Administration.

### **3.3.11 Property and Information, Searches and Inspections**

It is in your best interest not to bring items onto City property or in City vehicles that you do not wish someone else to discover. The City reserves the right to make an unannounced search of City property or of personal property that you bring onto City premises. City property may

include, but is not limited to, desks, file cabinets, computer files, e-mail, lockers, work areas, toolboxes and work vehicles. Personal property that you bring onto City premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles.

To the extent possible, we will conduct searches in a manner that respects your dignity and privacy. The City will not force you to consent to a search; however, not consenting to a search may result in disciplinary action up to and including discharge. Employees who have concerns about the manner in which a search or surveillance was conducted should immediately contact

### **3.12 Personal Appearance**

The City's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Radical departures from conventional dress or personal grooming and hygiene are not permitted.

Clothing shall always be clean, neat and in good repair. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees or to the public is unacceptable. Clothing that has the City logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Fridays are declared dress down days. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed. Other days can be declared dress down days as determined by the City Manager.

#### **Guide to Business Casual Dressing for Work**

Good judgment in choosing your attire should be used at **all times** since we are in the public eye. This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees who have questions concerning dress standards should direct them to their immediate Department Supervisor.

**Non-uniformed personnel:** the following items are considered inappropriate attire for the office environment on a **regular** workday.

- Denim of any style
- Jeans of any color

- Sweatshirts
- T-shirts
- Tube tops
- Sweats or workout clothes
- Canvas or leather tennis shoes
- Sports shoes
- Shirt with logo other than the City of Doraville
- Body hugging clothes (leggings or spandex, etc.)
- Clothing that is overly revealing or outlandish so as to cause distraction
- Clothing that is overly worn, faded or in disrepair
- Shorts
- Shirts showing midriff

### **Uniformed Personnel**

Uniforms provided to some City employees are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment.

**All Personnel:** Exercise your good judgment. Department Supervisors have the responsibility of enforcing this policy. In some cases, it is the prerogative of a Department Supervisor to establish more restrictive standards.

Dress needs vary by job function. It is recognized that employees in certain departments must dress in uniforms or casual types of clothing due to job specific duties and conditions of their position. Reasons include safety, excessive wear and tear on clothing and appropriateness for job performance. Individuals who spend a portion of the day in the field need to dress in a manner appropriate to their jobs, as determined by their department Supervisor. Office staff shall follow the guidelines listed below.

### **Slacks, Pants, and Suit Pants**

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

### **Skirts, Dresses, and Skirted Suits**

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

### **Shirts, Tops, Blouses, and Jackets**

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

tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office. Closed toe and closed heel shoes are required in some departments.

### **Jewelry and Tattoos**

The City recognizes that personal appearance is an important element of self-expression. As a result the City wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry or tattoos, unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense on the basis of race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the City's goal.

### **Tattoos**

In order to preserve a professional appearance and promote confidence in the City from the public we serve, the City has adopted the following official tattoo and body piercing policy:

1. Tattoos, brands, body piercing and other body art shall not be visible while an employee is in uniform or other business attire.
2. The uniform includes a short sleeve shirt open at the front of the neck. In addition to visibility, some tattoos or brands may have symbolic meanings that are inconsistent with the values of the City.

Applicants will be screened during the interview process at which time a determination will be made as to whether an applicant is in violation of the policy. If an applicant is

found to be in violation of this policy, then the applicant will not be considered for employment. An applicant will have the option of having the tattoo or the visible portion thereof removed at his/her own expense. If an applicant expresses a willingness to have this done, his/her application will not be placed on hold; instead, his/her application will be considered for any open positions after the applicant has notified the City that the process is complete.

### **Makeup, Perfume, and Cologne**

Good hygiene is always expected. Makeup should be in good taste. Cologne and perfume should be worn in moderation; remember that some employees are allergic to the chemicals in perfumes and make-up.

### **Hats and Head Covering**

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

### **Exceptions**

Department Heads may allow exceptions to this policy for short periods of time to meet unique workplace needs.

### **Conclusion**

Employees reporting to work in attire, which at the discretion of the City Manager or Department Supervisor does not convey a professional image and is in violation of this policy, shall be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply; non-exempt employees will not receive paid hours during this time. Progressive disciplinary action will be applied if dress code violations continue.

### **3.13 Use of Equipment and Vehicles**

Equipment and vehicles essential to the services we provide are expensive and may be difficult to replace. When using property, you are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify your Department Head if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your Supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in reasonable suspicion for drug/alcohol screening, disciplinary action, up to and including termination. If an employee negligently damages property or equipment, that

person may be personally responsible for paying for the damage.

No salvage material belonging to the City may be removed, collected or sold for personal gain, whether using City time or equipment or using personal time or equipment.

No employee shall operate or ride in a City vehicle or personal vehicle while on City business without a safety belt properly fastened.

All City vehicles are designated as "Non-smoking Vehicles".

### **City Driving Policy**

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a City owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record. All employees who drive on behalf of the City, whether they drive a city vehicle or not, will periodically complete defensive driving training.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their Supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

Motor Vehicle accidents will be reviewed by the City of Doraville Accident Review Committee as per Appendix G

### **3.14 Gratuities**

During their performance of duties with the City, all City employees are prohibited from accepting from any person or entity presently or potentially benefitting from the City financially, the following: money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.

All interpretations concerning gifts or gratuities must be brought to the City Attorney's Office for review.

### **3.15 Honoraria**

If employees present programs, workshops or make speeches or other appearances for which they receive honoraria, these honoraria are to be turned back to the City when:

1. The presentation is prepared during the employee's hours worked with the City;
2. The presentation is made during the employee's hours worked with the City; or
3. The City is paying travel expenses.

### **3.16 Job related media inquiries**

In order to protect both Employees and the City, all media inquiries shall be directed to the Mayor, City Manager, or Department Head. Only personnel authorized by the Mayor or City Manager are allowed to give any information to the media.

### **3.17 Use of Telephones, Voicemail and 2-way Radios**

Those employees whose job requires the use of a phone and voicemail should always use an appropriate greeting and speak in a courteous and professional manner. The phone system should be used in a businesslike manner. If you have questions about the use of the phone system, please contact your Department Head or the IT Department.

Personal calls are to be kept at a minimum; if necessary calls should be placed during lunch or break periods. Employees should discourage friends and family members from making personal calls to employees at the City's offices during work hours. Personal long distance phone calls are not permitted from City phones. Genuine emergency calls may be made or received.

Non-City provided cell phones and pagers should be turned off while at work unless approved by your Department Head in advance.

Federal Communications Commission regulations govern the use of communication radios and the City is periodically monitored by the Commission. Our radios are also subject to being heard by any member of the public with such equipment as well as by the City of Doraville and other local law enforcement agencies.

Federal regulations and City policy prohibit the use of these communication radios for non-City business. These radios are not to be used to make comments about co-workers or to make abusive or profane comments or statements. Any employee violating this policy shall be subject to immediate disciplinary action.

### **3.18 Computer Network Policy**

#### **PURPOSE**

The purpose of this policy is to assist the City in protecting its computer system security and assets and to provide guidance regarding the proper use of the computer system.

#### **DEFINITIONS**

The following definitions apply to this policy:

Computer system refers to the entire City computer network. This includes, but is not limited to, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, GIS and mapping servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet or e-mail systems) that may be accessed directly or indirectly from the City computer network.

Users refer to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use the City computer system.

## **INTRODUCTION**

This document describes the City's policies with regard to access and use of the computer system. It also addresses the procedures required for disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer system.

The City intends to honor these policies but reserves the right to change them at any time with such prior notices, if any, as the City may deem reasonable under the circumstances.

All users that access the City's computer systems are responsible for reading and adhering to these policies. It is the responsibility of Department Heads to ensure that all users have received this document and signed a statement indicating that they have read it. (See Appendix A)

Failure to comply with these policies, including failure to report known violations of the policies, will be cause for disciplinary action in accordance with the City's disciplinary policies, or with regard to independent contractors and consultants shall be deemed to be a breach of any written or unwritten contract with the City.

## **GENERAL**

### Use

The computer systems addressed in this policy are the property of the City and may only be used for legitimate business purposes. Users are allowed access to these computer resources assist them in the performance of their jobs. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes. Limited personal use of computers is permitted as long as such use is reasonable and does not interfere with the employee's job duties or violate any other policy of the City. All users have the responsibility to use the system professionally, ethically and lawfully. Use of the computer system is a privilege that may be revoked at any time.

### Privacy

All data and other electronic messages within the computer system are the property of the City. Users should not have an expectation of privacy in anything they view, create, store, send, or receive using the City computer system. Users waive any right of privacy in anything they view, create, store, send, or receive on the computer system or through the Internet or any other

computer network.

The City, at its discretion, reserves the right to monitor, and may monitor or review anything that users view, create, store, send, or receive on the computer system or through the Internet or any other computer network. Users may not store their personal files on their local hard drive or on the network servers.

#### Workstation Configuration

User workstations are configured to operate in a complex, networked environment. Users may not change their system's configuration or delete or modify any files not created by the user. If users believe their computer is not configured correctly, they should contact the Information Technology staff for assistance.

The System Administrator must authorize all hardware and software changes or upgrades. Personal software and hardware may not be installed on individual workstations or the computer network unless specifically authorized by the System Administrator. This includes the introduction of outside screen savers. The screen savers used shall be limited to those supplied with the Windows operating system.

#### Storage of Data

Employees are responsible for backing up any data files stored on the hard drive of their individual workstations.

To conserve computer resources, nonessential e-mail should be deleted, and user e-mail accounts should be configured to archive saved e-mail after no more than 60 days.

#### Transporting Files

To facilitate off-site work, employees may copy appropriate files to and from USB Flash Drives. Appropriate files include word processing documents, electronic spreadsheets and presentation graphic files. Any USB Flash Drives that are used in computers outside of the City must be scanned for viruses before using in a City computer. No other files or information may be copied to or from City computers.

#### Work Product Ownership

All information developed on a City computer system or introduced to a City computer system is the property of the City, regardless of where it was created, except for software or other proprietary information previously licensed to another person or entity.

In addition, any information developed by a City employee on any other computer, if in conjunction with his or her employment with the City, is the property of the City. Copies of such files must be provided to the City, which has the exclusive right to retain, maintain and modify these files.

## **SOFTWARE USE**

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per work copied, and criminal penalties, including fines and imprisonment. The City does not condone the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline under the City's disciplinary policies.

The City complies with all software copyrights and terms of all software licenses. City employees may not duplicate licensed software or related documentation. Any such duplication may subject employees and/or the City to both civil and criminal penalties under the United States Copyright Act.

Software owned by the City may not be copied to external systems unless the license agreement allows such use and the System Administrator has approved the installation.

Users may not modify or otherwise alter any software owned by the City.

The IT Department shall conduct random, unannounced audits of installed software to verify that licenses are held for each copy of software in use. Unlicensed software will be removed when discovered and appropriate disciplinary action taken.

### **6.1 SECURITY**

Users shall be responsible for the physical security of their programs and data files not stored on the network as well as access security of their computer and applications. Username and passwords will be removed after each log off from the login screen. If there is no activity on a computer for 30 minutes, the computer will automatically lock the desktop and the user will need to log back in again for network access.

#### **Passwords**

The City requires secure passwords consisting of a minimum of 7 characters in length. The IT Department will enforce password complexity. The network will force a password change every 90 days for every user on the system. Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed or stored online. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password, without management authorization.

While users may have a confidential password, this does not imply that they have an expectation of privacy in anything they create or receive on the computer system. City management has access to all data stored on its computer system, regardless of whether the data has been encoded with an individual user's password.

Users may not add additional security or passwords to their workstations or files without written authorization from the System Administrator.

#### **Access**

Users may not alter or copy a file belonging to another user without first obtaining permission

from the owner of the file, or other appropriate authorization. Users may not use the computer system to access the files or e-mail of other users without proper authorization. In addition, users may not attempt to gain unauthorized access to restricted areas or files on the computer system or attempt to circumvent or otherwise tamper with the City's computer security measures.

Users may not use the City computer network to access other computer systems or networks unless specifically authorized by the operators of those systems.

Each user is responsible for ensuring that his or her use of outside computer systems and networks, such as the Internet, does not compromise the security of the City's computer network. This responsibility includes taking reasonable precautions to prevent outsiders from accessing the City network without authorization and to prevent the introduction and spread of viruses.

To maintain computer system security, users that will be away from their work site should physically secure their computers by locking office doors, wherever possible.

#### Virus Detection

Viruses can cause considerable damage to computer systems. Many of the sites on the Internet can be breeding grounds for computer viruses. If these viruses are downloaded to the City Network and are not detected, they may contaminate the City information systems and databases. Any and all material downloaded from the Internet shall be downloaded to the user's local hard drive (C). All files transferred from USB Flash Drives or other media and anything downloaded from the Internet or computer systems outside of the City Network **must** be scanned for viruses before being loaded onto the City computer system. The virus-scanning program on your computers can do this for you. Items that must be scanned include disks brought from home, files downloaded from the Internet, e-mail attachments, files from vendors, etc. If a virus is detected, contact the System Administrator immediately.

E-mail attachments that originate from persons unknown to the user should never be opened.

### **INTERNET USE**

#### Access

The City's Internet access is a privilege, granted to employees to enhance their abilities and knowledge, increase their productivity and provide opportunities for personal and professional growth. Please remember, when you are conducting business on the Internet, you are representing the City of Doraville. All communications shall be conducted in a courteous and ethical manner.

Internet access is limited to those employees who demonstrate a legitimate business need. Limited personal use of the internet is permitted as long as such use does not interfere with the employees work or violate any other policy of the City.

No employee shall use the Internet until they have read and signed "Appendix A" of this policy. The signed copy shall be maintained in the user's personnel file.

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### Network Connections For Contractors Or Vendors

Network connection requests for Internet access for contractors or vendors (i.e.: Auditors, Software Vendors) must be made at least 1 week in advance of their arrival and need to allow the necessary time for staff to make these connections. Requests must be submitted to the System Administrator with the appropriate Department Head approval.

### Downloads & Software Upgrades

All software, updated virus definitions, program updates or any other files downloaded from the Internet, newsgroups, bulletin boards, or other online services should be done through the network server by the IT Department and then distributed to individual users.

No downloads may be performed without prior authorization from the System Administrator.

### Monitoring

Without prior notice, the City has the right, but not the duty, to monitor all activity on its computer system. This includes, but is not limited to, monitoring Internet sites or other areas visited by users, reviewing any information downloaded or uploaded by users, and reviewing e-mail sent and received by users.

Any information obtained through the above monitoring or review may be disclosed to third parties without prior notification to users.

### Blocking Inappropriate Sites

The City may use software to block access to sites identified as inappropriate for business use. If a user encounters sexually explicit or other inappropriate material when accessing the Internet, the user must immediately disconnect from the site, whether or not the site was blocked by the City computer system.

A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and can, therefore, not be responsible for the content of information available on the Internet.

## **E-MAIL**

### Use

The City e-mail system may only be used for City-related business. Other commercial use is not allowed. Outlook Web Access is available to every employee for access to their email accounts from offsite locations. Limited personal use of the email system is permitted. Employees may access personal email via the city network as long as said use does not interfere with the employees work or violate any other policy of the city.

### General Guidelines

Electronic messages should be written using the same standards of care and professionalism used for other forms of business writing. Accurate content and correct spelling and grammar are

important considerations. E-mail messages should not be typed in all upper-case letters as this is not only difficult to read, but is perceived as shouting. Since e-mail may be stored indefinitely on a number of computer systems, it should not be considered to be private or secure, as many people, other than the original addressee, may view it.

#### Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, discriminatory, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or any other form of communication. Users that encounter inappropriate e-mail should report the occurrence to their Supervisor.

- Users may not forward e-mail to anyone else without the express permission of the sender.
- Users may not send unsolicited e-mail (spam) to someone with whom they do not have an existing relationship.
- Users may not send anonymous e-mail messages.
- Use of the computer system to initiate or forward chain e-mail messages is prohibited.

#### Compliance With Applicable Laws

When using the City computer system, users must comply with all applicable state, federal and international laws governing intellectual property, data disclosure and online activities.

### **NETWORK PRESERVATION**

#### Acquisition of Network Equipment

The System Administrator will finalize and order all hardware and software acquisitions for use on the Network System. All requests to purchase computer hardware and software (including peripherals) for use on the Network System shall be submitted to the System Administrator for determination of coordination and possible duplication of another Department. The purchase will be made from the requesting Department's budget or from Capital Equipment funds.

Installation and maintenance of any hardware and software purchased out of the scope of this policy shall not be the responsibility of the IT Department.

Approval of requests will consider the following (in order of priority):

- Capability to meet departments needs
- Network System Compatibility
- Standardization
- Support resources available
- Ease of Use
- Cost
- Portability

- Other user conveniences

#### Installation of Network Equipment

The System Administrator's number one priority is to maintain current operation of existing users and systems. New installations and re-location of equipment is completed as time permits. The installation of hardware will be done by the IT Department or by its direction. The IT Department will maintain a relationship with a competent vendor to install computer equipment as an option to waiting for installation by in- house staff.

#### Network System Troubleshooting Priority

The following priorities have been established for response to networked equipment problems:

- Network Security
- Network Servers
- Payroll Computers
- Computers – Staff Workstations
- Software
- Computers – Public Use

#### **OTHER POLICIES**

When using the City computer system, users must comply with all other City policies including, but not limited to, those that deal with human resources and harassment and discrimination issues.

### **3.19 Tobacco**

All City Buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle. Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

### **3.20 Solicitation Policy**

Solicitation of employees by non-employees on City premises is prohibited. Solicitation by employees is prohibited on City premises when employees involved should be working.

However, solicitation of employees by fellow employees is permitted during non-working hours and in non-working areas of the building(s), such as the lunchroom. Employees who wish to solicit financial or other support from their fellow employees for any cause, charitable, political or employment-related, are encouraged to do so off the City premises.

Distribution of literature on City premises is not permitted, except by employees and only in non-working areas during non-working time.

### **3.21 Prohibited Political Activity**

All political activity is permitted except as provided below:

No employee shall in any manner use the employee's authority or official influence to compel any employee to:

1. Apply for or become a member of any political organization;
2. Make or promise to make a contribution to any candidacy or political organization; or,
3. Take part in any political activity.

Specific questions on political activity should be addressed to the City Manager.

### **3.22 Progressive Discipline**

#### **3.22.1 Policy**

The City has certain policies and rules to govern the conduct and performance of City employees. The most important rule is to use "good sense" at all times. The following is a list of some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline, up to and including termination.

- Failure to competently and efficiently perform the duties of the position or classification held by the employee.
- Failure to produce the quality of work and/or the quantity of work the position or classification requires.

- Inappropriate treatment of fellow employees or other persons. Improper, abusive or profane language.
- Disrespectful conduct or insubordination, which is defined as a refusal to follow reasonable written or oral procedures, instructions, or directives from a Supervisor.
- Acceptance of a fee, gift or other item of value in the course of the employee's work which might reasonably be construed as evidence of or has the appearance of favoritism, coercion, unfair advantage or collusion.
- Careless, negligent or willful conduct which causes damage or loss of City property.
- Failure to observe safety rules or regulations or engaging in unsafe work practices.
- Excessive absenteeism, tardiness, early departures, unauthorized leaving of work areas or any other unauthorized absence from work.
- Gambling on City property
- Fraudulent use of benefit plans, including workers compensation.
- Falsification of timekeeping records and the inaccurate reporting of time.
- Consuming, possessing or being under the influence of an alcoholic beverage or illegal drug during working hours.
- Violating the data privacy rights of any employee, client or member of the public.
- Carrying or otherwise possessing a firearm or other dangerous weapon at the workplace. Licensed peace officers who carry a gun for work purposes are exempt from this prohibition.
- Fighting or otherwise engaging in threatening or intimidating conduct toward others.
- Violating a criminal or traffic law which has potential for having a negative impact on the employee's ability to do the job, or otherwise threatens the safety of coworkers or members of the public.
- Breaching standards of conduct applicable to the employee's profession.
- Gross negligence or willful conduct causing damage to City property.
- Theft of City property or theft of personal property from the workplace.
- Any violation of the No Harassment / Discrimination Policy contained in this Handbook
- Engaging in deception, fraud or misrepresentation in the employment application, examination and/or selections process by omitting information or furnishing false, misleading or fraudulent information, certificate or license.
- Acting in a manner that tends to lower discipline or morale within the City or that adversely affects the rendering of prompt, courteous and efficient service by the City and its employees to the public.
- Engaging in a Conflict of Interest. Before engaging in any other employment or activity that might be or appears to be a conflict of interest, the employee shall obtain prior approval. A conflict of interest exists when the employee's outside employment or activity is inconsistent, incompatible or in conflict with City employment.
- Violating departmental or City rules or policies.
- Engaging in prohibited political activity.
- Using, threatening to use, or attempting to use political influence or attempting to exert unethical pressure on any City employee or officer in securing promotion, transfer, leave of absence, increased compensation, or other favors.
- Conviction of a felony, gross misdemeanor, or misdemeanor involving moral turpitude causing reasonable doubt regarding the employee's ability to properly and/or effectively perform his/her job.

### **3.22.2 Disciplinary Process**

In general, the City will use progressive discipline. However, it reserves the right to take any disciplinary action it deems appropriate under the circumstances. Disciplinary measures may include, in any order, oral or written reprimand, suspension, demotion or termination. It is not required that each level of progressive discipline be used in every case.

Documentation of disciplinary action created by the City will be placed in the employee's personnel file with a copy provided to the employee. In cases where disciplinary action has been initiated based on an allegation, and the allegation has proven false, all written items pertaining to the case shall be removed from the employee's personnel file and the employee informed in writing of this action.

Several offenses committed by an employee need not be treated as separate counts, and more severe disciplinary action may be administered than if only one offense had been committed. Although one disciplinary action may be imposed for several offenses, each offense shall be discussed with the employee and documented for the employee's personnel file.

### **3.22.3 Types of Employee Discipline**

The following are descriptions of the types of disciplinary actions:

#### **Undocumented Coaching Session**

This measure will be used when a performance deficiency or other employee problem is first recognized and does not rise to the level of a documented reprimand. No documentation of the coaching session is placed in the employees file but the manager will keep a record of the coaching session.

#### **Documented Coaching Session**

This measure will be used when a performance deficiency or other employee problem is recognized as a pattern of behavior that if continued would rise to the level of a documented reprimand. A record of the coaching session is placed in the employees file.

#### **Verbal Reprimand**

This measure will be used where informal discussions with the employee's Supervisor have not resolved the matter. All Supervisors have the ability to issue verbal reprimands without prior approval.

Verbal reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The Supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the verbal or written reprimand, or both. Written reprimands are issued by the Supervisor with prior approval from the City Manager.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **Suspension With or Without Pay**

The City Manager may suspend an employee with or without pay for disciplinary reasons.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

### **Demotion and/or Transfer**

The City Manager may also demote or transfer an employee if he determines, in his sole discretion, that this is the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred.

### **Dismissal**

The City Manager may dismiss an employee for any reason, including, but not limited to, substandard work performance, serious misconduct, or behavior not in keeping with City standards.

### **3.23 Grievance Procedure**

It is the policy of the City to provide employees a means of communicating disagreements or disputes involving the interpretation or application of the personnel policies and procedures approved by the City Manager. —These established, formal procedures ensure employees access to all levels of management, complete and impartial hearings, and expedient objective resolutions to problems.

A grievance is a dispute or disagreement raised by an employee or group of employees against the City and/or a Department Head because of an interpretation or alleged violation of these personnel policies and procedures or City work rules.

Grievances are related to actions taken by Supervisors, Department Heads, appointing authorities, and City Administration and do not include the following:

- Investigations into disciplinary issues, prior to action
- Assignment of positions to job classes
- Salary adjustments made in accordance with these policies
- Performance evaluations or verbal or written reprimands
- Actions discussed or proposed, but not taken
- This policy itself, or changes to this made by the City Council
- Termination of introductory or temporary employees
- Extension of introductory periods of evaluation up to a maximum of 12 calendar months

All employees, regardless of status, may pursue a grievance.

### **3.23.1 Procedures**

It shall be the policy of the City to address all grievances promptly and fairly. In order to facilitate the processing of employee grievances in an orderly and just manner and to provide the employee access to all levels of management and a fair and impartial hearing, the following procedures are to be used:

**Step 1:** An employee claiming a violation concerning the interpretation or application of this Policy shall, within 10 calendar days after the employee is or should have been aware of the alleged violation, present verbally or in writing such grievance to the employee's Supervisor and if there is no Supervisor then to the Department Head. Failure to present the grievance in a timely manner will result in waiver of the grievance.

A grievance not resolved in Step 1, must be appealed to Step 2 within ten (10) calendar days after receipt by the employee of the Employer's Step 1 answer, or such grievance shall be considered waived.

**Step 2:** A grievance not resolved in Step 1 may be appealed to Step 2. The employee shall put the grievance in writing and submit it to the Department Head, stating the nature of the grievance, the facts on which it is based, the provision(s) of these Policies or the City work rules allegedly violated, and the remedy requested. The Department Head shall investigate the grievance and give his/her written answer to the employee within ten (10) calendar days following the receipt of the written grievance.

A grievance not resolved in Step 2 may be appealed to Step 3. An appeal to Step 3 by the employee must be made in writing to the Employer within ten (10) calendar days of receipt by the employee of the Employer's Step 2 answer, or such grievance shall be considered waived.

**Step 3:** The Step 3 grievance shall be presented to the City Manager within ten (10) calendar days from the time of the Department Head's response in writing. The City Manager shall schedule a meeting with the grievant and the Department Head within fifteen (15) working days from the receipt of the employee's Step 3 grievance. The meeting may be continued to another date by the City Manager for good cause shown by either party. The City Manager shall respond to the employee with the Employer's Step 3 answer in writing within ten (10) calendar days following the Step 3 grievance meeting. The decision of the City Manager is final.

### **3.24 Separations**

While we hope both you and the City will mutually benefit from your continued employment, the City realizes that it may become necessary for you to leave the organization. Generally, employees of the City may be separated from City service for retirement, resignation, dismissal for cause, reduction or change of work, or lack of funding. Employees who plan to terminate their employment should schedule an exit interview with the City Manager. Upon leaving the City, all keys and City property must be turned in to the City Manager

#### **3.24.1 Resignation and Termination**

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. To resign in good standing, non-exempt employees must notify their Department Head and City Manager in writing, at least fourteen (14) calendar days before the effective date of the resignation, their intent to resign and the effective date of the resignation. To resign in good standing, exempt employees must notify their Department Head and City Manager in writing, at least thirty (30) calendar days before the effective date of the resignation, their intent to resign and the effective date of the resignation.

Resignation notices may be rescinded only before the final working day. In order to be effective, the rescission must be approved by the Department Head.

PTO and Comp Time may not be used during the minimum notice period. The City Manager, however, may waive the written notice and time frame when it is deemed to be in the best interest of the City. A separation not in good standing shall be noted in the employee's record. In such case, the employee shall be considered ineligible for reemployment or reinstatement.

Employees who are able and prepared to return to work at the expiration of a leave of absence, but for whom no position is available, and employees who are unable to return to work at the expiration of a leave because of continuing disability, may be released from their employment, consistent with applicable laws.

Unless otherwise prohibited by law, an employee who is absent from work for a period of two working days or more without notifying the his/her supervisor or Department Head of the reasons for the absence and receiving permission to remain away from work shall be deemed to have voluntarily resigned. The same may apply when an employee fails to return to work within two working days of the expiration of an authorized leave. Introductory, temporary, and emergency employees may be dismissed from City service without prior notice and without right to appeal.

### **3.24.3 Exit Interview**

Employees who are separated from employment with the City are eligible to receive an exit interview. PTO pay, continuation of group insurance coverage, forwarding addresses, return of City property and employee concerns or other issues may be discussed during the interview.

### **3.24.4 Reference Checks**

All reference requests and inquiries regarding employees should be directed to City Manager. No employee may provide a letter of reference for any current or former employee without permission from the Finance Director. The City will provide a uniform employee reference system for former and terminating employees in order to eliminate any possible legal exposure to the City. Limited information regarding current or past employees will be provided unless written consent to release more information is received.

If someone desires to respond to request for personal references in a manner other than that noted above, such responses must be issued on personal stationery. It should be understood that in making such a response, the person is not acting within the scope of his employment with the City and will not be provided with defense or indemnification by the City if a lawsuit is brought regarding such response.

## 4 Employee Pay

### 4.1 Philosophy

The City's wage and salary program is based upon total compensation relative to the marketplace. It is designed with the intent to establish and maintain a compensation program for employees that will serve to attract and retain a fully qualified workforce capable of achieving the City's goals and carrying out its plans and programs.

Your individual compensation is based upon:

- How complex your job is.
- How well you perform your job.

The City of Doraville follows the federal rules covered by the Fair Labor Standards Act (FLSA) and categorizes employees into exempt and non-exempt classifications.

The City maintains the wage and salary program that includes written job descriptions/position description questionnaires, job performance evaluations and periodic wage and salary reviews.

### 4.2 Record of Time Worked

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees must accurately electronically record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift. Overtime work must always be approved before it is performed. Time cards are to be submitted to electronically to the Finance Director no later than the Monday preceding the pay day by 12:00 noon unless otherwise instructed.

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis no later than the Monday preceding the pay day by 12:00 pm. Tampering, altering or falsifying time records may result in disciplinary action up to and including termination.

It is your responsibility to certify the accuracy of all time recorded. Your Supervisor will review and then initial the time record.

#### 4.2.1 Work Schedules

NOTE: This policy does not apply to sworn officers or jailers.

City offices will generally be open for business from 8:30 a.m. to 4:30 p.m. For fulltime employees, eight (8) hours of work shall constitute a normal work shift, forty (40) hours

constitute a normal work week, and eight (80) hours a normal two-week payroll period. For overtime purposes each department shall use the standard workweek unless the Department Head or the City Manager has approved a different workweek.

#### **4.3 Overtime Pay/Compensatory Time**

NOTE: This policy does not apply to sworn officers or jailers.

The City of Doraville has established this overtime policy to comply with the applicable state and federal laws governing accrual and use of overtime. The City Manager will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

##### Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. PTO, paid holidays, or other paid time off do not count as "hours worked" for purposes of overtime calculation. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at 12:00 am on Monday and runs until the following Sunday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Manager.

The employee's Supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee requests in writing (email is acceptable) that the overtime earned is to be recorded as compensatory time in lieu of payment. Requests must be received by Finance by the timesheet deadline.

The maximum compensatory time accumulation for any employee is 80 hours per year. Once an employee has earned 80 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

Employees may request that any overtime (as calculated by the payroll system) be converted to Compensatory time. Employees must make the request in writing (email is acceptable) each and every payroll. Requests must be received by Finance by the timesheet deadline. Finance makes a manual adjustment to their pay statement removing the overtime and makes a manual adjustment to their comp time balance noting the request date and amount of adjustment.

##### Exempt (Non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will be expected to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked

over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Doraville will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that earns PTO, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
  - \* Paid leave has not been requested or has been denied;
  - \* Paid leave is exhausted;
  - \* The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Doraville will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their Supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

## **On Call Hours**

Time spent "on-call" where an employee who is required to remain on call on the City's premises or so close to the City's premises that the employee cannot use the time effectively for his own purposes shall be counted as hours worked.

### **4.4 Pay Distribution**

All employees are paid bi-weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods run from Sunday to Saturday.

In the event that a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive their paycheck on the last day of work before the regularly scheduled payday.

Only employees are authorized to receive paychecks. If you need someone else to pick up your check, you must authorize it in writing.

You may have pay directly deposited into your bank account if you provide advance written authorization to the Payroll department. You will receive an itemized statement of wages when the employer makes direct deposits.

### **4.5 Errors in Pay**

All reasonable steps will be taken to assure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible. It is the employee's responsibility to deal with the issue. The Finance Department will not discuss pay issues with spouses or any other member of the employee's family.

Once overpayments are identified, the employee may be asked to reimburse the City immediately with a personal check or cash.

### **4.6 Direct Deposit**

Many employees like the convenience of having their pay sent by electronic transmission to their bank of choice. The City provides this service and encourages you to use it.

If you desire to have your pay directly deposited into your bank account, you must provide advance written authorization to the Payroll department. You will receive an itemized statement of wages when the employer makes direct deposits.

#### **4.7 Payroll Deductions**

The City is required by law to make certain deductions from your paycheck. The amount of these deductions will vary depending on how much you earn and how many exemptions you have claimed on your federal and state W-4 forms. Your pay stub will show you exactly what deductions have been taken from your pay.

You will want to keep your check stub as a permanent record. Some examples of deductions are:

- Federal income tax
- Federal Social Security (FICA)
- State Income tax
- Child Support withholding
- Garnishments

Other deductions are optional and will be taken only if you have given the City written authorization for the deduction such as medical insurance, deferred compensation, etc.

Paid staff should keep an accurate record of the number of hours worked each pay period, and always be familiar with the basis on which they are paid. To help you in keeping such records, the check stub itemizes base pay, overtime, paid time-off and shift differential pay separately. Any error made in your paycheck should be reported immediately to the payroll department.

#### **4.8 Expense Reimbursement**

##### **4.8.1 Relocation and moving:**

In unique situations, the City Council may authorize reimbursement for all or a portion of relocation expenses for a new hire selected from outside the Doraville area. The Council will determine the types of relocation expenses and the maximum amount allowable on a case-by-case basis prior to the appointment being made.

##### **4.8.2 Training:**

Employees attending approved courses, trade shows, benchmarking trips or seminars where they have been selected to attend by their Department Head will receive pay for the hours scheduled for that day. Tuition will be paid in advance. Mileage and normal business meal expenses will be reimbursed. Time spent traveling to training will count as hours worked.

##### **4.8.3 Travel (mileage, lodging and meals)**

The City shall reimburse employees for reasonable expenses incurred in the performance of their duties as authorized in the department budgets or on a case-by-case basis. The City uses the U.S. General Services Administration ("GSA") rates for travel and mileage, as well as the GSA rules for reimbursements for the first and last day of travel. If training is being funded using confiscated assets, either all or in part, the reimbursements will be made using the state rates, which can be found at <http://sao.georgia.gov/state-travel-policy>. If multiple employees are attending the same training and confiscated assets are used, all employees attending the training will be reimbursed using state rates.

Employees may receive advancements on expenses prior to a trip with Department Head approval according to verified claim policy, or the City may pay the base hotel rate in advance via check. Such advancements shall be supplemented or refunded within two (2) weeks after

the trip. If you are required to travel during the course of your job, mileage you accumulate on your personal vehicle will be reimbursed. A travel expense form should be completed and signed by your Department Head in order to claim such expenses. Reimbursement claims are to be submitted within two (2) weeks of returning from the trip.

Employees shall make every effort to find adequate lodging at reasonable expense. Expenses for meals are reimbursed only under the following guidelines:

1. Breakfast is allowed if you leave City before 6:00 A.M.
2. Supper is allowed if away from city after 7:00 P.M.
3. Any amount in excess of \$26.00 not substantiated by receipts will be included on an Employee's W-2 form.

#### **4.8.4 Professional Organizations**

Employees may annually request that the City Council pay for membership in certain professional organizations relevant to an employee's work responsibilities.

Employees may also request that the City pay their expenses to attend occasional workshops and meetings of such organizations.

Employees shall not participate in any lobby efforts at City expense without the full knowledge and consent of the Council.

In all circumstances, the employee must submit written receipts or other documentation showing the reimbursements requested by the employee.

#### **4.9.1 Authorization of New Position**

Objective:

To ensure that the addition of new positions is managed and controlled in a manner consistent with the City's needs, budget, and human resources programs.

Practice & Procedure:

1. Department director level personnel are responsible for initiating requests and developing supporting rationale for the addition of new positions necessary to carry out the responsibilities of their function.
2. The City Manager or his designee is responsible for providing information, guidance, and advice regarding newly proposed employees. This assistance may include:
  - a. Communicating the timing and due dates for required supporting documentation;
  - b. Researching competitive salary rates for similar positions in comparable cities;
  - c. Guiding department directors in the completion of a Position Description Questionnaire (PDQ);

- d. Coordinating an initial job evaluation and salary grading for proposed positions.
3. The City Manager is responsible for recommending new position requests after reviewing the request and supporting documentation in relation to other requests during the City's annual budget process.
4. In extraordinary circumstances, requests for new positions occurring outside of the annual budget process will be considered by the City Manager and, if warranted, brought forward to Council for review and approval.

#### **4.9.2 Job Documentation**

**Objective:**

To ensure that the work responsibilities of each City job is fully and accurately identified and documented in a consistent manner.

**Practice & Procedure:**

1. Employee positions are documented using the City's Position Description Questionnaire (PDQ) form as developed and made available by the Finance Director.
2. Department directors and other Supervisors of positions are responsible for completing PDQ's for the positions in their area of responsibility, and for indicating they are thorough, accurate, and current through their signature on the PDQ document.
3. Incumbents of positions are responsible for working at the direction of their Supervisor to assist with the completion of PDQ's for their positions, and for indicating their understanding and acceptance of its content through their signature on the PDQ document.
4. The Finance Director is responsible for reviewing all completed PDQ's and for reviewing them with the position's incumbent and Supervisor to ensure positions are documented properly.
5. The City Manager is responsible for approving all job documentation for positions, with the consultation and recommendation of the Finance Director.
6. The Finance Director is responsible for developing and carrying out appropriate training and communications with exempt employees and their Supervisors on the purpose and method of job documentation.
7. The Finance Director is responsible for establishing and maintaining a central file of completed current and predecessor PDQ's for each exempt position, and for establishing a schedule for periodic auditing of the file to identify PDQ documents which may be inaccurate or out-of-date.
8. A copy of a position's PDQ is provided to the position's incumbents.

#### **4.9.3 Job Evaluation and Re-Evaluation**

**Objective:**

To ensure that each position is assigned to a salary grade reflecting the position's requirements for know-how, problem solving, accountability, and working conditions, and which is in proper relative alignment to the salary grade assignments for other positions.

**Practice & Procedure:**

1. Employee positions are evaluated and assigned to a salary grade.
2. The job evaluation system is applied to exempt positions by the Finance Director or her/his designee using the position's PDQ and additional written documentation of the job as may be needed to gain a complete understanding of the position responsibilities and requirements.
3. Exempt positions are evaluated at the time they are initially defined and authorized. From time to time it may be necessary to reevaluate exempt positions to ensure that the job evaluation is current and reflects its scope, responsibilities, and requirements.
4. The City Manager is responsible for reviewing and approving all exempt job evaluations and their related salary grade/salary range assignments with consultation and recommendation of the Finance Director, and for recommending their adoption by the Council.
5. Department directors are responsible for communicating approved salary grades and pay ranges resulting from the completion of job evaluation on positions in their area of responsibility.
6. Department directors are responsible for initiating employee pay actions consistent with the outcome of the job evaluation/re-evaluation process (See Section 4.9.8: Promotion Salary Adjustments and 4.9.9: Re-Classification Salary Adjustments).
7. The Finance Director is responsible for developing and carrying out appropriate training and communications with exempt employees and their Supervisors on the purpose, method, and outcomes of job evaluation.
8. The Finance Director is responsible for establishing and maintaining a central file of records of completed and predecessor job evaluations and for establishing a schedule for periodic auditing of the file to identify job evaluations which may be inaccurate or out-of-date.

**4.9.5 COLA**

**4.9.6 Performance-Based Salary Adjustments**

**Objective:**

To define the conditions and procedures for employee pay adjustments in recognition of their accomplishments and commendable performance in their assigned positions.

**Application:**

To be eligible for a performance-based salary adjustment an employee must:

1. Be a current employee who has been employed by the City for six or more months prior to the date the performance-based salary adjustment is approved; and
2. Have satisfactory job performance as documented in an annual performance evaluation.

Practice & Procedure:

1. The Finance Director and City Manager are responsible for developing and maintaining guidelines and requirements for performance-based salary adjustments, including general descriptors or indicators of performance needed for an employee to be eligible for a performance-based salary adjustment. General requirements for performance-based salary adjustment eligibility may include, but are not limited to:
  - Satisfactory or above performance in ongoing areas of responsibility;
  - Satisfactory or above accomplishment of key department priorities;
  - A high level of ongoing performance contributions to the City over an extended period of time.
2. The Finance Director is responsible for developing appropriate recommendations, specific Supervisory guidelines, and overall budget for performance-based salary adjustments in concert with the City's annual budget planning processes. The budget for performance-based salary adjustments reflects available funds for all salary adjustments including funds proposed for market rate adjustments.
3. Department directors are responsible for developing and documenting recommendations for performance-based salary adjustments for their exempt staff members using the approved guidelines, with the assistance of the Administration/Finance Director.
4. The Finance Director is responsible for documenting recommended spending levels for performance-based salary adjustments and for maintaining control totals of proposed spending in comparison to approved budgetary amounts.
5. The City Manager and Finance Director are responsible for preparing and presenting summary documentation of proposed performance-based salary adjustment budgets, together with proposed market rate adjustments for review and approval of the Council at the last Council meeting in December.
6. The Finance Director is responsible for applying performance-based salary adjustment dollar or percentage factors to the current salary rates of affected eligible employees and communicating the results to department directors upon their approval by the Council. If the application of a performance-based salary adjustment would result in an employee's salary exceeding the maximum of the applicable salary range for the employee's job, the employee's performance-based salary adjustment is the amount needed to raise the employee's salary to the range maximum, with the difference between the total adjustment and the adjustment required to increase the employee's salary to the range maximum being paid in a single payment, lump sum amount.
7. The Finance Director is responsible for documenting approved performance-based salary adjustments for each affected employee and for communicating the employee's new rate of salary to department directors.
8. Department directors are responsible for communicating the amount and percent of performance-based salary adjustments to impacted employees prior to the first paycheck that will be affected by the adjustment.

#### **4.9.8 Promotion Salary Adjustments**

Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when he/she is assigned to a position having a higher salary grade than his/her current salary grade.

Application:

To be eligible for a promotion adjustment, an employee must have been in their current position and salary grade for at least six months.

Practice & Procedure:

1. A promotion increase occurs when an employee is reassigned to a new position with a higher salary grade than the grade for the employee's current job.
2. Promotion pay adjustments are effective upon approval by the City Manager
3. Finance Director is responsible for developing and documenting recommendations for promotion increases consistent with the following guideline. Promotion increase amounts are:
  - At least sufficient to increase the employee's salary to the minimum of the salary range for the employee's new position;
  - For changes of one salary grade, an amount generally not exceeding 4 percent;
  - For changes of two salary grades, an amount in the range of 4 percent to 7 percent;
  - For changes of three salary grades, an amount in the range of 7 to 10 percent.
4. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's promotion increase prior to the first paycheck that will be affected by the adjustment.

#### **4.9.9 Re-Classification Salary Adjustments**

Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when the salary grade for the employee's job assignment is changed as a result of job evaluation/re-evaluation.

Practice & Procedure:

1. A re-classification salary adjustment occurs when the salary grade for the employee's current job is increased or decreased as a result of the re-evaluation of their job to reflect a change of responsibilities which have occurred over a period of time.
2. Re-classification salary adjustments are effective upon approval by the City Manager.

3. Finance Director is responsible for developing and documenting recommendations for re-classification salary adjustments consistent with the following guideline. Re-classification salary adjustment amounts applicable to an increase in salary grade are:

- At least sufficient to increase the employee's salary to the minimum of the salary range for the employee's position;
- For changes of one salary grade, an amount generally not exceeding 4 percent;
- For changes of two salary grades, an amount in the range of 4 percent to 7 percent;
- For changes of three salary grades, an amount in the range of 7 to 10 percent.

Re-classification salary adjustment amounts applicable to a decrease in salary grade are:

- At least sufficient to reduce the employee's salary to the maximum of the salary range for the employee's position;
- For changes of one salary grade, a reduction in salary of up to 3 percent;
- For changes of two salary grades, a reduction in salary of up to 6 percent;
- For changes of three salary grades, a reduction in salary of up to 9 percent.

4. The City Manager is responsible for reviewing and approving re-classification salary adjustments, and for recommending their approval by the City Manager

5. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's re-classification salary adjustment prior to the first paycheck that will be affected by the adjustment.

#### **4.9.10 Demotion Salary Adjustments**

##### Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when he/she is assigned to a position having a lower salary grade than his/her current job's salary grade.

##### Practice & Procedure:

1. A demotion salary adjustment occurs when any of the following take place:
  - An employee is reassigned to a new position with a lower salary grade than the grade for the employee's current job; or
  - An employee voluntarily demotes to a position with a lower salary grade than the grade for his/her current job.
2. Demotion pay adjustments are effective upon approval by the City Manager
3. Finance Director is responsible for developing and documenting recommendations for demotion pay adjustments consistent with the following guideline. Demotion adjustment amounts are:

- At least an amount sufficient to limit the employee's salary to the maximum of the salary range for the employee's new, lower grade position;
  - For changes of one salary grade, up to 3 percent;
  - For changes of two salary grades, up to 6 percent;
  - For changes of three salary grades, up to 9 percent.
4. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's demotion decrease prior to the first paycheck that will be affected by the adjustment.

#### **4.9.11 Compensation Program Evaluation and Maintenance**

**Objective:**

To specify the events and processes through which the City will carry out periodic review, systematic evaluation, and ongoing monitoring of the exempt employee compensation program.

**Practice & Procedure:**

1. The City Manager is responsible for the periodic review, analysis, and evaluation of the employee compensation program, and for developing appropriate recommendations to ensure its operation remains effective. This responsibility includes developing and carrying out program audits and periodic maintenance that include:
  - a. Ensuring that positions are documented with current, accurate position description questionnaires (PDQ's);
  - b. Ensuring that position evaluations are current and accurate;
  - c. Periodically evaluating salary range competitiveness and recommending appropriate market rate adjustments to ensure that the City's structure of salary grades and ranges remain competitive;
  - d. Monitoring employee pay levels to ensure they are within current salary ranges and initiating action plans for any employee whose salary rate falls outside the salary range for their position;
  - e. Periodically reviewing and revising program policies and practices;
  - f. Devising and carrying out appropriate strategies and techniques to communicate the program to all exempt employees;
  - g. Reviewing and recommending modification of the City's labor market definition for exempt employees;
  - h. Initiating and completing audits of the program's effectiveness through close observation and documentation of affirming or disconfirming incidents relating to:

- The program's impact on attracting and retaining well-qualified exempt employees;
- Employee understanding of the program's objectives and operation;
- Employee perceptions of the competitiveness of their salary; and
  - Employee satisfaction with the methods used to determine and adjust their salary rate.

#### **4.10 CREDIT CARD PURCHASING POLICY**

##### **PURPOSE:**

The purpose of this policy is to establish specific guidelines the City will follow related to the use of credit cards for City purchases to protect the City from potential loss or misuse of credit cards.

##### **AUTHORIZED USERS:**

The following City employees who are otherwise authorized to make purchases on behalf of the City are authorized to use a credit card for certain purchases:

- City Department Heads
- Other staff as directed by authorized users listed above for a specific purpose or use.

The Finance Department shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign, and file an acknowledgment form regarding credit card use. On an annual basis, the City Finance Director will conduct a physical inventory of credit cards.

##### **AUTHORIZED TRANSACTIONS:**

Credit cards may only be used to purchase goods and services for the express use by the City. All purchases by a credit card must comply with all statutes, rules, and policies applicable to City purchases. Credit card use should be limited to the following purchases:

- Expenses related to training seminars and conferences
- Purchases with vendors who do not provide vendor billing
- Items purchased over the internet.

##### **UNAUTHORIZED TRANSACTIONS:**

Use of the credit card for personal use is strictly prohibited. The card users will be held personally liable for purchases not authorized and approved by the City Council.

##### **DOCUMENTATION:**

Itemized invoices or itemized receipts are needed to support items charged on a credit card. For purchases in which a receipt is not normally available, a copy of the completed application or order form should be used as a receipt.

Invoices and/or supporting documents will be submitted to the Finance Department to be reconciled with the credit card statement and attached to the claim for payment processing.

If the cardholder is missing documentation of the transaction, the cardholder must contact the vendor for a duplicate receipt. Lost receipts where no duplicate receipt is available will be reimbursed to the City by the authorized user.

#### **RESPONSIBILITIES:**

Card users are responsible for the following:

- Sign Credit Card User Agreement regarding terms of this credit card policy.
- Ensure the credit card is kept safe and secure and used only by the cardholder or other authorized users.
- Ensure the credit card is not used to make personal purchases.
- Ensure the credit card is only used for appropriate City purchases.
- Ensure that extreme caution is used with credit card transactions over the telephone or internet.
- Ensure that receipts/invoices are account coded, approved by Department Head and submitted to the Finance Department in a timely manner.
- Ensure that problems with billings are resolved with the vendors.
- Notify the credit card company and the Finance Director if your credit card is lost or stolen.
- Return the credit card to the Finance Director prior to leaving employment with the City.

#### **LOST OR STOLEN CARD**

Keep the credit card in a secure location. It should be accessible only to the cardholder. If the credit card is lost or stolen, notify the Finance Director immediately. If the loss is discovered after hours, weekends, holidays, or if the Finance Director is unavailable, notify the credit card company immediately.

#### **LOSS OF PRIVILEGES:**

Failure to comply with the provisions of this credit card policy may result in revocation of credit card privileges, in addition to potential disciplinary action, including termination of employment. The following are some examples of violations:

- Unauthorized purchases
- Personal purchases
- Loaning the credit card to an unauthorized user
- Failure to provide receipts for charges in a timely manner.

## 5 Benefits

### 5.1 Philosophy

City employees are offered a wide range of benefits. A number of the programs are mandated by law such as social security, workers compensation, state disability and unemployment insurance. Other programs have optional participation such as medical insurance or flexible spending accounts.

Full Summary Plan Descriptions outlining the optional benefit choices will take precedence over any information summarized in this handbook.

### 5.2 Paid Time Off (PTO)

**Purpose.** The Purpose of Paid Time Off ("PTO") is to provide employees with a single bank of paid time off from work that employees may use at their discretion for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice, as well as Jury Duty and Bereavement Leave. The City's goal in providing employees PTO is to provide them with the ability to take PTO at their discretion so as to support work-life balance and flexibility, to reduce unscheduled absences, and to reduce the need for supervisory oversight.

**Eligibility.** All regular, full-time employees are eligible to accrue PTO under this Policy. Part-time and temporary employees are not eligible to accrue PTO. Such employees may, however, be eligible to take leave without pay, upon prior approval from their supervisor. Employees completing their initial probationary period are eligible to accrue PTO but may not use it until the conclusion of their probationary period. If the employee does not complete the probationary period, all accrued PTO is hereby forfeited.

**Accrual of PTO.** Effective January 1, 2013, all eligible employees shall begin to accrue PTO based on their date of hire and shall be eligible to accrue the following amounts of PTO based on the number of years they have been employed by the City:

Years of Service	Hours Per Biweekly Pay Period	Max. Days Per Calendar Year	Max. Hours/ Calendar Year
From date of hire to up to 12 months of employment	3.6923	<u>12</u>	96
<u>13</u> through 60 months	4.9230	<u>16</u>	128
61 thru 120 months	6.4615	<u>21</u>	168
121 months or more	8.0000	26	208

PTO hours shall continue to be accrued any time the employee is on approved PTO leave.

**Carry Over of PTO.** All eligible employees may carry over a maximum of 80 hours of PTO from one calendar year to the next calendar year. All unused and accrued PTO beyond 80 hours shall be forfeited on December 31 of each eligible year, unless requested by Department Head based on extenuating circumstances and approved by the City Manager.

**Payment for Unused, Accrued PTO.** Employees will not be paid for unused, accrued PTO upon involuntary termination of employment. Effective January 1, 2013, employees who retire, or who otherwise voluntarily terminate their employment, so long as they leave on good terms, provide a two-week notice and work through the entirety of said two weeks, shall be paid for all accrued, unused PTO hours at the employee's most recent regular rate of pay through the date of termination.

**Use of PTO.**

Except in special circumstances, PTO leave shall be authorized at least two (2) working days prior to the requested PTO date by the Department Head. Special circumstances shall comprise of unexpected illness or emergencies and will be determined at the sole discretion of department heads. If the employee expects to take more than three (3) consecutive days of PTO, the request for, and approval of, same must be submitted at least five (5) working days in advance unless exempted by special circumstances determined at the sole discretion of the department heads.

When possible, employees will be allowed to take PTO at times most convenient to them, subject to staffing and scheduling needs. However, in order to ensure continued smooth operation and maintenance of a high level of quality in the delivery of service to the citizens of Doraville, the City reserves the right to limit the number of employees that may be absent from a given department at any one time. Where there is a conflict in the PTO choices of two (2) or more employees who cannot be spared at the same time, the department head will determine at his/her discretion who will take leave.

All eligible employees shall be charged their normally-scheduled shift hours, but not to exceed twelve (12) hours of PTO for each day of PTO absence. PTO will not be advanced before accrual unless approved by the Department Head or, if the employee requesting advance PTO is a department head, the approval shall be by the Mayor and any such PTO will be paid back by the employee if the employee quits or is terminated from employment prior to the said PTO's accrual.

When a holiday occurs during the period an employee is on authorized PTO, PTO shall not be charged for the holiday.

**5.4 Jury Duty**

Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. To ensure that employees will not be penalized financially for service to the community, the City will pay for working hours spent on jury duty. Employees will receive base pay rate times the number of hours that would otherwise have been worked on the day of the absence less the amount of jury or witness fees received by the employee.

An employee who is summoned to jury duty should notify their Department Head/Supervisor as soon as possible so that arrangements can be made to accommodate the absence.

The City reserves the right to ask employees to request a postponement or release from jury duty.

Time spent on jury duty will not be counted as hours worked for purposes of overtime calculations. If an employee is excused from jury duty during regular shift, then employee must return to work.

### **5.5 Court Appearance**

The City grants employees the right to request time-off for mandatory court appearance to serve as a trial witness outside the scope of their employment.

An employee who is summoned to make a court appearance should notify their Department Head/Supervisor as soon as possible so that arrangements can be made to accommodate the absence.

The City reserves the right to ask employees to request a postponement or release from their court appearance.

Time spent on court appearances will not be counted as hours worked for purposes of overtime calculations.

### **5.6 Voting Time-off**

The City encourages employees who are eligible to vote to fulfill their civic duty by providing time-off to vote.

Employees must request, in advance, voting time-off from their Department Head/Supervisor prior to the election. Employees will be paid for time-off. Necessary time off is limited to polling hours and is restricted to a two-hour maximum away from work. The Department Head/Supervisor will determine what time the employee may be absent from the workplace.

The request should be discussed with Department Head/Supervisor as far in advance as possible to ensure adequate coverage. Employees may, but are not required to use PTO for this purpose.

### **5.8 Holidays**

The City provides eleven paid holidays per calendar year. Eligible employees will be granted holiday time-off with pay on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King's Birthday (3<sup>rd</sup> Monday in January)
- Presidents Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Friday after Thanksgiving (4<sup>th</sup> Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

When an official holiday falls on a Saturday, the preceding Friday shall be designated as the

paid holiday for employees whose normal work week is Monday through Friday. When an official holiday falls on a Sunday, the following Monday shall be designated as the paid holiday for employees whose normal work week is Monday through Friday. If a recognized holiday falls during an eligible employee's paid absence (e.g. PTO) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's regular rate of pay (as of the date of the holiday) times eight (8) hours for full-time employees. Holiday pay is not available to part time, temporary, contract, seasonal or limited-term employees or an employee who is on disciplinary supervision.

To be eligible for holiday pay, employees must work the last full-shift immediately preceding the holiday and the first full-shift immediately following the holiday unless PTO or comp time has been approved in advance.

If an eligible employee works on a recognized holiday, with their Department Head or Supervisor's permission, he or she will be paid his/her regular rate for the hours worked on the holiday in addition to their holiday benefit.

Paid time-off for holidays will be counted as hours worked for the purposes of determining overtime, except when the employee has already received overtime pay for working on the holiday.

With proper notice to the Department Head, days of religious or cultural significance not listed above may be taken off without pay. Specific days may be altered by management's decision.

## **5.9 Leaves of Absence**

The City of Doraville recognized that employees occasionally need to take time off from work to care for important personal, family, medical and military needs. To help employees, the City has a leave of absence policy. A leave of absence should be requested for any absence that lasts 5 or more working days. Requests should be submitted at least 2 weeks in advance of the absence if possible. All requests must be in writing. Management will make every effort to accommodate leave requests but reserves the right to deny a request based on the needs of the City.

It is the City's policy not to discriminate against someone who has requested a leave. Any complaints should be brought to the attention of the Finance Director.

### **5.9.1 Personal Leave**

A personal leave of absence may be granted without pay to employees after having completed 6 months of continuous employment. Requests for personal leave will be granted for any reasonable purpose and extended for any reasonable period.

The leave may be granted for up to 31 calendar days. An extension up to an additional 31 days may be granted with approval. During the leave period employees will be required to make arrangements to pay their portion of the benefit premiums. If the leave extends beyond the initial 31 days, then benefit continuation will fall under COBRA.

An employee on personal leave may not engage in non-City employment without the prior written approval of the employee's Department Head.

If an employee fails to report for work at the expiration of the approved leave period or call the Department Head to make other arrangements, the absence will be recognized as voluntary resignation.

### **5.9.2 Family and Medical Leave**

Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), as amended, eligible employees are entitled to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons as set forth hereinafter. The 12 weeks of leave will be inclusive of any PTO or comp time taken in conjunction with this event.

#### **Employee Eligibility**

To be eligible for family or medical leave, employees must have worked at least:

- Twelve (12) months for the City; and,
- 1,250 hours for the City over the previous twelve (12) months.

#### **Conditions Triggering Leave**

Family and medical leave must involve one or more of the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for a child after birth, or placement of a child with the employee for adoption or foster care;
- To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition;
- The employee has a serious health condition that makes the employee unable to perform the employee's job duties.

#### **Duration of Leave**

Eligible employees may receive up to twelve (12) workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Eligible employees may take family and medical leave intermittently -- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule -- whenever it is medically necessary to care for a seriously ill family member, or because you are seriously ill and unable to work. Intermittent leave is not permitted for birth of a child or placement of a child for adoption or foster care.

Subject to certain conditions, eligible employees may choose (or the City may require you) to use accrued paid leave (such as sick time or vacation leave) as a substitute for some or all of the family and medical leave.

**Maintenance of Health Benefits**

The City will maintain coverage for eligible employees during family and medical leave. This coverage will be provided if you were covered under the plan before the leave was taken and on the same terms as if you had continued to work. Where appropriate, you must make arrangements to continue to pay your share of health plan premiums and/or for any dependent coverage while you are out on leave.

In the event that you do not return to work, you will be responsible for reimbursing the City for the cost of premiums it paid to maintain health coverage for you during your leave.

**Extended Medical Leave for Injured Employees**

Eligible employees who have been injured in an on-the-job injury and have exhausted their family and medical leave may be allowed to take an extended medical leave of absence not to exceed two (2) years following the last day worked. The City cannot guarantee that employees who take such extended medical leave will be returned to work or reinstated to a particular job, rate of pay or shift at the end of their extended medical leave. However, the City will attempt to return employees to their regular position if it is available. If it is not available at the time reinstatement is sought, we will attempt to place you in a similar job for which you are qualified, if such job is available.

**Other Employment**

Outside employment during your leave period is prohibited.

**Job Restoration**

Upon returning from a family and medical leave, eligible employees will normally be restored to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

**Notice and Medical Certification**

When seeking family and medical leave, employees may be required to provide one or more of the following:

30 days advance notice of the need to take family and medical leave, if the need is foreseeable.

Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic re-certifications (at City expense) may also be required.

Periodic reports during the leave regarding your status and intent to return to work.

Medical certification of fitness for duty before returning to work if the leave was due to your health condition.

When leave is needed to care for an immediate family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so that it will not unduly disrupt the City's operations.

**Failure to Return from Leave or Comply with This Policy**

Employees will be subject to immediate termination for:

- failure to return to work within six (6) months of the beginning of a medical leave;
- failure to return to work within twelve (12) weeks of the beginning of a family leave;
- failure to return to work as scheduled following the end of a medical or family leave;
- providing false or misleading information or omitting certain information in connection with a family or medical leave; or
- violation of any of the City's rules and regulations relating to a family or medical leave (or any other policy or performance standard).

**MILITARY MEMBER FMLA LEAVE**

The military leave provisions of the FMLA provide unpaid, job-protected leave for eligible employees as set forth below ("Military Member FMLA"). Military Member FMLA runs concurrent with other leave entitlements provided under federal, state and local law, and except as otherwise set forth herein, an employee's rights and obligations to Military Member FMLA Leave are governed by our existing FMLA policy. The 12 weeks of leave will be inclusive of any PTO or comp time taken in conjunction with this event.

**Military Caregiver Leave**

The City will grant an eligible employee up to a total of twenty-six (26) work weeks of FMLA leave to care for a "Covered Military Member" with a "Serious Injury or Illness" Provide the Military Member is the employee's spouse, child, parent or next of kin.

"Covered Military Member" is defined as:

- A current member of the Armed Forces (including the National Guard or Reserves) with a serious injury or illness incurred in the line of duty on active duty for which the Military Member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or on the temporary disability retired list; or
- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Veterans who were dishonorably discharged are excluded from coverage."

"Serious Illness or Injury" is defined as:

- Current Military Member: A serious injury or illness incurred by the Military Member in the line of duty while on active duty, including preexisting illnesses and injuries aggravated by such service, that may render him/her medically unfit to perform the duties of his/her office, grade, rank or rating.
  - Veterans: for a covered veteran to mean an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
    - A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating; OR
    - A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating ("VASRD") of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave;
- OR

- A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
- An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

**Qualifying Exigency Leave**

Eligible employees may take up to a total of twelve (12) work weeks for qualifying exigencies that arise when an employee's spouse, son, daughter, or parent is on Covered Active Duty or has been notified of an impending call or order to Covered Active Duty. The 12 weeks of leave will be inclusive of any PTO or comp time taken in conjunction with this event.

"Covered Active Duty" is defined as:

- When a Military Member of the **Regular** Armed Services is deployed on active duty to a foreign country or in international waters; or
- When a Military Member of the **National Guard or Reserves** is deployed to a foreign country or into international waters on Active Duty.

Qualifying exigencies include the following:

- Short-notice deployment;
- Military events and related activities;
- Childcare and school activities of the service member's child;
- Financial and legal arrangements for the service member;
- Counseling;
- Rest and recuperation of the service member (up to a maximum of 15 days);
- To care for a Military Member's parent who is incapable of self-care when the care is necessitated by the Military Member's Covered Active Duty;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member; and/or
- Additional activities that the employer and employee shall agree qualify as an exigency and agree to both the timing and duration of such leave.

**5.9.4 Administrative Leave**

The City Manager may authorize an administrative leave. Examples of when an administrative leave may be granted include when potential employee misconduct is being investigated or an employee is undergoing a fitness-for-duty examination.

**5.9.5 Military Leave**

**5.9.5.1 Reserve Military Service**

In accordance with OCGA §38-2-29, any regular employee is entitled to an annual paid leave of absence for up to 18 days for military duty in the state organized militia or the US armed forces reserves. This means 18 days in any federal fiscal year and includes summer camps, training

and weekend drills. Employees are required to present orders pursuant to such leave requests. Such leave shall not be charged to PTO leave.

#### **5.9.5.2 Extended Service**

A military leave will be granted to employees to attend scheduled drills or training or if called to active duty with the U.S. armed services

In accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 U.S.C. §4301, et seq., a qualified individual who has accumulated up to five years of service-related absences is generally entitled to re-employment if the employee gives the necessary advance notice and reports back to work in a timely manner as set forth in the Act.

#### **5.9.8 Victim or Witness Leave**

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceeding related to the victim's case. This will be unpaid leave unless the employee opts to take PTO or comp time.

#### **5.9.9 Domestic and Sexual Violence Leave**

Victims of domestic violence, stalking, or sexual assault may be able to take leave under the federal Family and Medical Leave Act (FMLA) or under comparable state or local laws. This will be unpaid leave unless the employee opts to take PTO or comp time.

#### **5.12 Flexible Spending Accounts**

Full-time employees are eligible to participate in the Flexible Spending tax savings program upon date of hire. This program allows the employee to pay employer sponsored health insurance premiums, medical expenses, childcare or elder care expenses with "pre-tax" dollars, saving considerable payroll taxes. Re-enrollment will be conducted just prior to each fiscal year ending June 30. The plan offers two pre-tax spending accounts:

- Health Care Spending Account – Employees can elect to set aside up to \$2500 per year on a pre-tax basis to pay for medical and dental expenses not covered by insurance and not claimed on their tax return.
- Dependent Care Spending Account – Employees can elect to set aside up to \$5000 per year on a pre-tax basis to pay for employment related dependent care expenses provided by an eligible care giver and not claimed on a tax return.

Any money that is set-aside in the above accounts will be forfeited if a claim(s) is/are not submitted for expenses incurred by the end of the June 30 fiscal year end. The amount of the election cannot be changed or stopped during the calendar year except within 30 days of a qualifying change in family status.

More information, including a list of eligible expenses is available from the Finance Department or from the benefit provider's website.

### **5.13 Employee Assistance Program**

The Employee Assistance Program provided by the City is a free service designed to help you and members of your family deal with the problems of daily life. The counseling service is staffed with professionals trained to provide initial assessment and counseling. It is strictly confidential and voluntary, and can be used for all types of problems including:

- Marital or parental difficulties
- Depression
- Financial problems
- Legal problems
- Alcohol and drug-related concerns
- Work related problems

Confidentiality is promised. No information concerning the nature of your problem will be released without your written consent. What is discussed with a counselor is strictly between the caller and the counselor. [In the case of a Supervisor referring an employee to the program because of poor job performance, the Supervisor will be made aware of two things: 1) whether or not the employee kept an appointment with a counselor; and 2) whether or not the employee is following the counselor's recommendations.]

The City assumes the cost for the EAP assessment and referral. If the Employee Assistance counselor refers you to other community resources for long-term or specialty assistance, these costs may be covered by the health benefits program.

All employees are encouraged to utilize these services should they need them. Further information about this program can be obtained from any Department Head or the Finance Director.

### **5.14 Medical Insurance**

The City provides options for health insurance to all full-time employees. Eligibility for this benefit begins on the first day of the month following thirty (30) days of employment. Employees can elect single, employee + child, employee + spouse, or family coverage. See the plan document for eligibility details.

Premiums will be deducted from employee paychecks on a pre-tax basis.

### **5.15 Life Insurance**

The City provides a term life insurance policy for all regular full time employees. Eligibility for this benefit begins the first of the month following 30 days of employment. Basic term life is paid 100% by the City.

#### **5.15.1 Optional Life**

Eligible employees have the option to purchase additional life insurance for themselves. Eligibility for any group insurance benefit is determined exclusively by the terms of the

insurance policy. Employees may be required to provide health history information or other medical related data. The cost of this coverage is dependent on age and the amount of coverage chosen. The premium cost will be deducted from payroll.

#### **5.17 Deferred Compensation**

The City provides employees the opportunity to participate in deferred compensation plans which allow employees to place a portion of their earnings into a pre-tax deferred investment program. Full time Employees are eligible on the first day of the month following thirty (30) days of employment. Taxes on money set aside and earnings on the funds are deferred until time of withdrawal. This allows employees to defer present income for long-term savings to supplement retirement. Several different types of investment options are available. Funds may be withdrawn at the time the employee leaves City employment.

#### **5.18 COBRA**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, you and your qualified dependents may have the opportunity to continue health or life insurance under the group policy when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are:

- Resignation
- Termination of employment
- Death of an employee
- A reduction in work hours
- Leave of absence
- An employee's divorce or legal separation
- Dependent child no longer meeting eligibility requirements.

Administration must be notified within thirty (30) days of the qualifying event.

Under COBRA, the employee or the dependent must pay the full cost of coverage at the City's rate. An additional administrative fee may be charged. Each employee is provided a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under an insurance plan. The notice contains important information about employee rights and obligations.

**APPENDICES**

I acknowledge that I have received a copy of the City of Doraville's Employee Handbook, including, among other things, the City's Policy against Harassment and Discrimination. I will familiarize myself with the Handbook and its contents.

I understand that this handbook represents only current policies and benefits and that it does not create a contract of employment. The City retains the right to change these policies and benefits, as it deems appropriate.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)

**Note:** Please give this completed form to your Supervisor for filing in your personnel file.

**Appendix A**

I have read and agree to comply with the terms of the City's Information System Policy. I acknowledge that by using the computer system owned by the City, I am consenting to the monitoring of my use of that system by the City. I realize that the City may record for management use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I understand that my internal and external e-mail communications are not private and that any messages that I send or receive may be recorded and stored in an archive file for management use. I understand that any violation of this policy could lead to termination of my access rights or other disciplinary action, including possible termination of employment, as well as civil and criminal liability. I agree to hold the City harmless from all losses or damages it incurs, due to any violation of this policy or of any law, by me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## APPENDIX G: ACCIDENT REVIEW COMMITTEE PROCEDURES

### City of Doraville Review Committee

#### Mission Statement

The mission of the City of Doraville's Accident Review Committee is to protect the public safety, the safety of the city employees and to minimize loss to city property. The committee will ensure fair and impartial review of all accidents involving city personnel while on city business, significant damage to property as determined by the supervisor, and all worker's compensation accidents requiring medical attention. The function of this committee is to determine the chargeability of each accident, to provide consistency in employee disciplinary actions throughout all city departments, and to recommend the appropriate action to be taken by the Personnel Department, Elected Officials, or Department Heads.

#### Doraville Accident Review Committee Disciplinary Procedures

The City of Doraville will maintain a continuous three-year record of all chargeable accidents involving city employees on city business. At midnight on [REDACTED], 20 [REDACTED], and each [REDACTED], thereafter, one year will be added and one year dropped from the city's three-year record of the chargeable accidents. The City Clerk will keep the accident records that are turned in through established reporting procedures. The Doraville Accident Review Committee will determine whether an accident is chargeable or non-chargeable to the employees.

A point system will be used by the committee for all accidents that are deemed chargeable to employees. The number of points assigned for a chargeable accident will significantly determine the disciplinary action the committee will recommend to the Personnel Department, the Elected Officials, or the Department Heads.

The Accident Review Committee will have a total of eight voting members and one non-voting member except to break a tie. The following departments will have one representative on the committee appointed by the department head: Police, Parks and Recreation, and Public Works. In addition, Finance Director and City Manager, or his/her designee, will serve on the Committee. The independent Safety and Risk Management Consultant will serve as the non-voting member of the committee. Members of the Accident Review Committee, appointed by a Department Head, will serve two-year terms.

The Accident Review Committee will meet monthly. All accidents that are to be considered by the committee will be reviewed within 60 days after receipt by the City Clerk of all related reports of the accident. When the committee has initially reviewed an accident and votes to table it for additional information, the 60 day limit shall not apply.

**Fill in the blank  
Accident Review**

Employee's Name \_\_\_\_\_ Accident Date \_\_\_\_\_

Accident is: \_\_\_\_\_ Chargeable \_\_\_\_\_ Non-Chargeable

Point	Violation Type	Point	Range Assigned
_____	Carelessness		0 to 5
_____	Too fast for conditions	0 to 5	_____
_____	Negligence (willful)	0 to 5	_____
_____	Traffic signal violation	0 to 5	_____
_____	Struck fixed object	0 to 5	_____
_____	Failure to yield	0 to 5	_____
_____	Following too closely	0 to 5	_____
_____	Improper lane change	0 to 5	_____
_____	Improper backing	0 to 5	_____
_____	Exceeding the speed limit	0 to 5	_____
_____	Seat belts not in use	0 to 5	_____
_____	Siren and warning lights not in use	0 to 5	_____
_____	Other traffic violations or offense	0 to 5	_____
_____	Operator inattentive	0 to 5	_____
_____	Other nonmoving violations	0 to 5	_____
_____	<b>OTHER</b>	0 to 5	_____
_____	Under the influence of drugs or alcohol		Termination
_____	Intentional Failure to report an accident		Termination
_____	<b>Property Damage Amount *</b>	0 to 5	_____
<b>Previous Accidents (within the past 3 years)</b>			
_____	1 previous accident	0 to 5	_____
_____	2 previous accidents	6 to 10	_____
_____	3 previous accidents	11 to 15	_____
_____	<b>Medical Attention Required</b>	0 to 5	_____
_____	<b>City or Department Policies Not Being Followed</b>	0 to 5	_____
<b>TOTAL POINTS CHARGED</b>			
_____	<b>Previous Accident Record (Credit Points)</b>		(_____)
One credit point for each year with no accidents (maximum of 3 credits)			
<b>TOTAL SCORE</b>			

Signature \_\_\_\_\_ Review Date \_\_\_\_\_

**GUIDE**

**Property Damage Amount**

Under \$1,000	-	0 points
\$1,001 - \$2,000	-	1 point
\$2,001 - \$4,000	-	2 points
\$4,001 - \$7,000	-	3 points
\$7,001 - \$10,000	-	4 points
Over \$10,000	-	5 points

**GUIDE**  
**SCORE**

**ACTION RECOMMENDED**

**FIRST OFFENSE**

0 to 1 points  
supervisor  
2 to 3 points  
4 to 15 points  
16 to 22 points  
23 or more points

Undocumented counseling by  
  
Oral/written reprimand on file  
Written reprimand on file  
4 hours suspension without pay\*  
8 hours or more suspension without pay\*

**SECOND OFFENSE**

3 or less points  
4 to 15 points  
16 to 22 points  
23 or more points  
pay\*

Written reprimand on file  
8 hours suspension without pay\*  
16 hours suspension without pay\*  
24 hours or more suspension without

Employees with a second vehicle/machinery offense will be required to take a city sponsored defensive driving course offered by the City within 180 days of the accident being reviewed by the Committee.

**THIRD OFFENSE**

3 or less points  
4 to 15 points  
16 to 22 points  
without pay\*  
23 or more points  
without pay\*

8 hours suspension without pay\*  
16 hours suspension without pay\*  
24 hours or more suspension  
  
32 hours or more suspension

**FOURTH OFFENSE**

Fourth offense in a three-year period

Termination

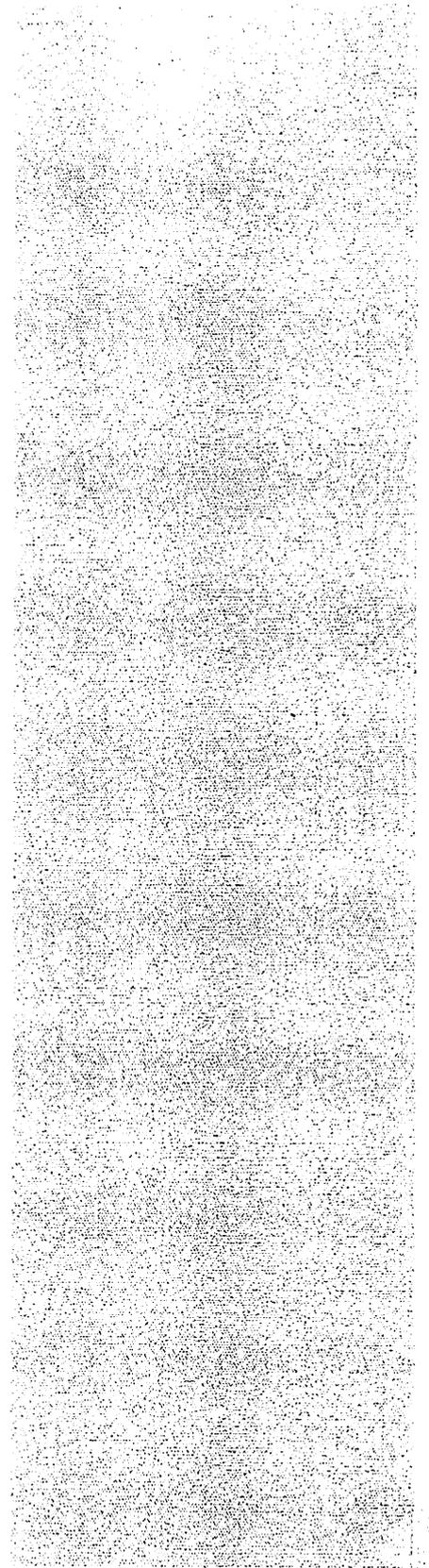
At the Accident Review Committee's discretion, additional disciplinary action may be recommended in addition to present recommended action dependent on circumstances surrounding the incident. All disciplinary actions are to be in accordance with the City Personnel Policy. Committee recommendations for suspension will be expressed in hours.

Accident Review Committee Recommendations:

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\* Exempt employees will be in accordance with Fair Labor Standards Act.



**STATE OF GEORGIA  
CITY OF DORAVILLE**

**ORDINANCE NO. 2013-\_\_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER 2 OF THE CITY OF DORAVILLE, GEORGIA CODE OF ORDINANCES TO REMOVE PERSONNEL POLICY FROM THE CITY CODE AND REFERENCE INTERNAL POLICY; AND FOR OTHER PURPOSES

**WHEREAS**, the City of Doraville is tasked with preserving the health, safety, and welfare of the citizens of the City as well as its employees; and

**WHEREAS**, the City Code, specifically Chapter 2, currently contains Personnel Policies of the City; and

**WHEREAS**, the City desires to amend said policies to comply with all current law and regulations, to fix confusion and inconsistencies and create the most palatable and flexible employment policies; and

**WHEREAS**, the Mayor and City Council find that, due to the recent change in City government to a City Manager form of government, it is desirable to remove the Personnel policies from the City Code and allow for same to be created by internal policy that is available for maximum flexibility by the City Manager.

NOW THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DORAVILLE, GEORGIA HEREBY ORDAIN:

**Section 1**

Chapter 2 (“Administration”), Article IX (“Personnel Policies”) of the Code of Ordinances, City of Doraville, is hereby revised by deleting all of the current sections of said Article, 2-240 through 2-249, and replacing them with a new Section 2-240 to read as follows:

***Sec. 5-80. Personnel Policy.***

*The City of Doraville Personnel Policy shall be as created and adopted by the City Manager and kept on file with the City Manager's Office and shall govern all employment and personnel matters of the City as authorized by the City Charter.*

**Section 2**

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

**Section 3**

This Ordinance shall be codified in accordance with state law and the Code of the City of Doraville, Georgia. This Ordinance shall become effective upon its adoption by the Mayor and Council.

SO ORDAINED, this \_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF DORAVILLE, GEORGIA**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
First Reading

\_\_\_\_\_  
Second Reading

ATTEST:

\_\_\_\_\_  
(SEAL)  
Sandra Bryant, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Cecil G. McLendon, Jr., City Attorney

	Yea	Nay
Maria Alexander	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bates	<input type="checkbox"/>	<input type="checkbox"/>
Pam Fleming	<input type="checkbox"/>	<input type="checkbox"/>
Karen Pachuta	<input type="checkbox"/>	<input type="checkbox"/>
Trudy Jones Dean	<input type="checkbox"/>	<input type="checkbox"/>
Robert Patrick	<input type="checkbox"/>	<input type="checkbox"/>