

CITY OF ELBERTON Employee Handbook



HUMAN RESOURCES HANDBOOK

ARTICLE I.

INTRODUCTION

Congratulations and welcome to the employment of the City of Elberton. It is our desire that you will have a rewarding and prosperous employment experience with the City.

This handbook contains a summary of vital information about the conditions of your employment and is intended for informational purposes only. It describes your rights and benefits as well as your duties and responsibilities as a City employee. Neither it, the City of Elberton practices, nor other communications create an employment contract or term.

The City of Elberton is committed to reviewing its policies, procedures, and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this handbook are subject to review and change by the City of Elberton at any time.

You should read this booklet carefully. If you need any additional information you should direct questions to your immediate supervisor, your Department Head, or the Human Resources Office.

We wish you every success in your new or present job with the City.

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HUMAN RESOURCES HANDBOOK

SECTION 1. GENERAL PROVISIONS

Sec. 1-100. General Provisions

- (1) Purpose. It is the purpose of these personnel policies, rules and general procedures, together with the position classification and pay plan, is to provide the fundamental features for an effective system of personnel administration for the City of Elberton.
- (2) Establishment. The Personnel Management System has been established by the City Manager of the City of Elberton to provide a fair, equitable, and productive work environment for those employees covered by the system. The system and these policies have been enabled by an ordinance adopted by the governing body of the City of Elberton.

Sec. 1-102. Positions Covered

These policies and procedures shall apply to the covered employees in all departments under the administration of the City Manager. All full-time positions will be covered, and those positions will be included in the City's classification plan with the following exceptions:

- (1) Mayor, member of the City Council and other elected positions;
- (2) City Manager;
- (3) Members of appointed or elected boards and commissions, judges and the City Attorney;
- (4) Persons employed to make or conduct a temporary and special inquiry, investigation, examination, or assignment on behalf of the City Council, a committee thereof, or the Mayor;
- (5) Part-time or temporary positions unless specifically covered by action of the City Council;
- (6) Any position determined by the City Manager to be of a policy-making or personal staff nature as defined by federal equal employment law with regard to elected officials or members of their personal staff.

Sec. 1-103. Administration

These policies and procedures shall be administered and enforced by the City of Elberton Human Resources Director. However, any and all actions authorized by this document are subject to final approval or disapproval by the City Manager.

SECTION 2. ETHICS AND CONDUCT

Sec. 2-110. Outside Employment

No employees may engage in any employment additional to employment with the City of Elberton, which shall interfere with efficient performance of the employee's duties or present a conflict of interest. Prior written approval for any outside employment must be obtained from the employee's Department Head.

Sec. 2-111. Confidential Information

An employee may not directly or indirectly make use of confidential information acquired by virtue of employment with the City of Elberton in any manner except in the performance of his/her official duties. An employee may not provide or permit others to use confidential information to anyone except in the performance of his/her official duties.

Sec. 2-112. Gifts and Gratuities

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with which he/she has official relationships on business of the City government. These limitations are not intended to prohibit the acceptance of any articles which are distributed free of charge to the general public, nor to prohibit the acceptance of token gifts given during the Christmas holiday season, provided that no employee accepts any gift over twenty-five dollars (\$25.00) in value in any one year from any single individual, corporation, business, or interest group.

Sec. 2-113. Political Activity

No employee in the classified service shall engage in political activities at the work place or during business hours.

Sec. 2-114. Americans with Disabilities Act

In order to comply with the Americans with Disabilities Act, the City of Elberton will make reasonable accommodations for employees with disabilities when such reasonable accommodations will permit those employees to perform the essential functions of their respective jobs. Employees, who believe they are disabled, and who require a reasonable accommodation, should inform their supervisor and the Human Resources Director.

Sec. 2-115. Harassment

It is the policy of the City of Elberton to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts or interferes with another person's work performance or that creates an intimidating, offensive, or hostile work environment.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status, or gender. Attention should be given to the prevention of sexual harassment.

Each manager and supervisor has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Sexually harassing conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, non-employees, is also prohibited. This conduct includes:

1. Unwanted physical conduct or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;
4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs; and
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any employee who believes he/she has been the subject of sexual harassment should report the alleged conduct immediately, verbally or in writing, to any of the following: a supervisor, the Department Head, or the Human Resources Department. Any supervisor observing sexual harassment, or having knowledge of a harassing situation, must immediately report the matter to his/her Department Head.

An investigation of any complaint will be undertaken immediately by the Human Resources Department.

Any employee found by the City to have sexually harassed another employee will be subject to appropriate disciplinary sanctions up to and including termination.

An employee dissatisfied with the outcome of the investigation has five (5) working days to appeal the decision. The appeal must be in writing and delivered to the Director of Human Resources within five working days of the original decision.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including, termination. If an investigation of a complaint shows that the complaint or information is false, the individual who provided the false information will be subject to disciplinary action, up to and including termination. Retaliating against an employee for reporting alleged sexual harassment is prohibited. (*amended 3/2007*)

SECTION 3. CLASSIFICATION PLAN

Sec. 3-120 - 3-126. Reserved.

SECTION 4. PAY PLAN

Sec. 4-130 - 4-134. Reserved.

Sec. 4-135. Overtime Compensation

- (1) Weekly and Bi-Weekly work week schedule:
 - (a) The *weekly* work period consists of a seven-day work period beginning on Saturday at 7:01 a.m. and ending on Saturday at 7:00 a.m. (Referred to as "Weekly, Saturday through Friday.")
 - (b) The standard *bi-weekly* work period consists of a ten-day work period beginning on Monday at 8:00 a.m. and ending on the 2nd Friday following at 5:00 p.m. (Referred to as "Bi-Weekly, Saturday through Friday.")
 - (c) Departments with *Shift Employees* work a *bi-weekly* work period consists of a fourteen-day work period, which begins on Monday at 7:01 a.m. and ends on the 2nd Monday following at 7:00 a.m. (Referred to as "Bi-Weekly, Weekly, Monday through Sunday.")
- (2) The normal number of hours worked during the period for most employees will be forty (40) regular hours per week.

- (3) Overtime is for time worked in excess of forty (40) regular worked hours in a single pay period **depending upon department and Garcia Law compliance.**
- (4) Overtime requires the prior approval of the City Manager except in the event of an emergency. If possible overtime should be given as compensatory time on an hour-for-hour basis during the work period in which it was earned.
- (5) Employees are directed to take compensatory time in at least four-hour increments unless to do so would unreasonably interfere with the orderly process of that particular department.
- (6) Employees that hold Department Head status are not eligible for compensatory or overtime.
- (7) Each Department Head must receive approval from the City Manager for the amount of overtime that may be awarded within the department in the annual budget.
- (8) Standard bi-weekly time sheets will be maintained by each department. The time sheets will be turned in to the payroll office on the Monday morning preceding the issuance of checks. Overtime and compensatory time earned and leave taken must be documented on appropriate leave and attendance forms which are attached to the time sheets.

Amended November 6, 2006.

Sec. 4-136. Reserved.

SECTION 5. RECRUITMENT AND SELECTION

Sec. 5-140 - 5-146. Reserved.

Sec. 5-147. Promotional Appointments

Promotional appointments shall be open to all employees who meet the training and experience requirements included in the position description or who have an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Sec. 5-148. Nepotism

It is hereby declared to be the policy of the City of Elberton that no Department Head, member of the City Council, or Human Resources Director shall appoint or employ any person to any regular classification position in the city who is a member of the immediate or extended family of such officer if such appointment or employment would cause a relative of such officer to come under the direct supervision of such officer.

The employment of relatives is not prohibited by the City as long as none of the related persons are employed in a supervisory role in which they might have an effect on a relative's progress, performance, or welfare as an employee.

An employee may not be promoted into a position in which they would have supervisory responsibility over a relative, unless the relative can be transferred to another position that would not be under the supervision of the relative that is being promoted.

For this nepotism policy, "relatives" are defined as spouse, mother, father, stepparent, children, parent-in-law, children-in-law, stepchildren, brother, brother-in-law, sister, sister-in-law, half brother, half sister, grandchild, grandparent, grandparents of spouse, nephew, niece, aunt, uncle, and first cousin.

This section does not apply to persons employed by the City prior to the adoption of these policies and procedures.

Sec. 5-149. Equal Opportunity and Non-Discrimination

- (1) *Policy.* All applicants for positions and employees of the City shall be assured fair and equitable treatment in all aspects of personnel administration, including training, promotion, and disciplinary action, without regard to political affiliation, race, color, national origin, gender, age, disability, or religious creed and with proper regard for their privacy and constitutional rights as citizens.
- (2) *Publicity.* The Human Resources Director shall see that information about job opportunities and the equal employment policy of the City is readily available to all citizens of the City and especially to all potential job applicants.
- (3) *Appeals Based on Alleged Discrimination.* Any applicant or employee who believes that he or she has been discriminated against shall have the right to counsel with the Human Resources Director and to avail himself or herself of the Grievance Procedures outlined in Section 12.