

HUMAN RESOURCES

Policies & Procedures Manual





HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

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1.1 Receipt of Human Resources Policies and Procedures Manual

RECEIPT OF HUMAN RESOURCES POLICES AND PROCEDURES MANUAL

This Human Resources Policies and Procedures Manual is provided to you as an employee of the City of Prattville to allow you to familiarize yourself with important information about the Human Resources Policies of the City. You should consult your Department Head or the Human Resources Department if you have questions that are not answered in this Manual.

Employee Acknowledgement

I understand that the information presented in this Manual represents a guideline only; there may be changes to the information, policies, and benefits listed in the Manual. The City may add new policies as well as modify, replace, suspend, or cancel existing policies at any time.

I understand and acknowledge that none of the guidelines in this Manual are intended or shall they be construed to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific time or any specific type of work; and that this Manual is not a legally binding document.

I have received the City of Prattville Human Resources Policies and Procedures Manual and I understand that it is my responsibility to read and follow the policies contained in this Manual and all changes that may be made to it.

Employee Name (Please Print)

DATE

Employee Signature

1.2 Policy Maintenance

The City of Prattville Human Resources Policies and Procedures Manual has been established to help provide a fair, equitable, and productive work environment for those employees covered by the policies.

The City reserves the right to change, modify, or replace these policies at any time. Departments may develop and implement written departmental procedures or practices which are in addition to and not inconsistent with the policies listed in this Manual. The Human Resources Director has the responsibility to review employment-related departmental policies prior to implementation. Policy changes will be communicated to the employees.

This Manual includes policies and procedures designed to reflect generally accepted principles of good human resource practices. All jobs are not identical; all aspects of employment will not necessarily be the same. The provisions in this Manual replace and supersede all other similar existing policies and procedures.

1.3 Scope of Coverage

These Human Resources Policies and Procedures apply to all Regular Full-Time Employees, Regular Part-Time Employees, Temporary/Seasonal Employees, Appointed Department Heads, and Appointed Mayoral Staff. The following positions are generally not covered by these policies unless enumerated in a specific policy: Elected Officials (Mayor and City Council Members), Members of Appointed Boards, Appointed Attorneys, Volunteers, and persons providing contracted services.

1.4 Administration of Policies

The Human Resources Director represents the Mayor with regard to routine administration and implementation of all phases of this policy. The Human Resources Director shall monitor these policies and make every good faith effort to ensure compliance throughout City Departments. Department Heads and Supervisors have authority and are responsible for the proper and effective administration of these policies within their departments.

1.5 Availability of Human Resources Policies and Procedure Manual

A copy will be placed on the City Intranet and City Website. At least one copy of the manual will be available in each Department or may be reviewed in the Human Resources Department.

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2.1 Code of Ethics

Each employee of the City of Prattville is a Public Employee and is expected to uphold and exhibit the professional conduct that fosters public trust in City government. It is the policy of the City of Prattville to hold its employees to the highest ethical standards. Employees are expected to avoid any action that may result in or create the appearance of impropriety including:

1. Using their office for private gain.
2. Using City-owned equipment for private benefit.
3. Using or disclosing confidential information gained in the course of or by reason of their position.
4. Conflicts of Interest.
5. Giving preferential treatment to any person or group.
6. Impeding government efficiency or economy.
7. Making decisions outside of official channels.
8. Adversely affecting public confidence in the integrity of government.

2.1.1 Definitions

Conflict of Interest - A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs. AL Code § 36-25-1

Public Employee - Any person employed at the state, county, or municipal level of government or their instrumentalities, including governmental corporations and authorities, who is paid in whole or in part from state, county, or municipal funds. AL Code § 36-25-1

Public Official - Any person elected to public office, whether or not that person has taken office, by the vote of the people at the state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. AL Code § 36-25-1

2.1.2 Reporting

Reports of ethical violations may be made to Supervisors, Department Heads, the Human Resources Director, or the Mayor in confidence and without fear of retaliation. Violators of the City of Prattville Code of Ethics will be subject to disciplinary action.

For information or guidance when confronted with business decisions involving a risk of violation, or even the potential appearance of a violation of this policy, seek advice from the Human Resources Director, City Clerk, or the Alabama Ethics Commission.

2.1.3 Statement of Economic Interest and Education Requirements

Certain employees are required to complete an annual questionnaire for the Alabama Ethics Commission and to participate in an online education review of Alabama Ethics Laws. Failure to complete the required Statement of Economic Interest or the required education may result in disciplinary action. The City will notify employees of their reporting requirements.

2.2 Political Activities

It is the policy of the City of Prattville not to impose restrictions upon employees running for public office. Employees are encouraged to exercise their rights and to participate in the political process to the fullest extent desired and legally possible. An employee may participate in the same political activity as any other candidate provided:

1. The employee does not represent themselves as an agent of the City.
2. The employee does not do so while engaged in their assigned duties or responsibilities.
3. The duties of the office do not interfere in any way with carrying out the duties of City employment.

It is each employee's responsibility to comply with this policy and to report violations to their Supervisor, Department Head, the Human Resources Director, or the Mayor.

2.3 Equal Employment Opportunity

The City of Prattville is committed to maintaining equal employment opportunity by considering job applicants and employees for hire and advancement on the basis of job-pertinent individual differences and not on the basis of extraneous factors such as race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, status as a current or former uniformed service member, or any other classification protected by law.

2.3.1 No Discrimination

The City of Prattville prohibits discrimination against employees or applicants in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Conduct, which constitutes discrimination, is illegal and therefore prohibited by the City. Anyone with a complaint based on a violation of this policy should utilize the City's Complaint Process. (Chapter 3)

Discrimination is defined as an illegal act based upon impermissible criteria such as age, race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, and status as a current or former uniformed service member which adversely affects the employment or promotional opportunities of an individual.

Employees are responsible for following and carrying out this policy and are expected to bring any questions, issues, or complaints to the attention of a Supervisor, Department Head, the Human Resources Director, or the Mayor.

2.3.2 No Harassment

The City of Prattville prohibits harassment against employees or applicants; or against any individual who may conduct or have business with the City. Conduct, which constitutes harassment, is illegal and therefore prohibited by the City. Anyone with a complaint based upon a violation of this policy should utilize the City's Complaint Process. (Chapter 3)

Harassment is defined as an act of engaging in unwanted verbal or physical conduct or expression, which has the purpose or effect of creating a hostile, offensive, or intimidating work environment.

Prohibited conduct which constitutes harassment is a violation of this policy, and includes, but is not limited to:

1. Verbal or physical conduct or expression which evidences prejudice or bias on the basis of age, race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, status as a current or former uniformed service member.
2. Verbal or physical conduct or expression which evokes negative stereotypes involving age, race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, status as a current or former uniformed service member.

3. Any of the above or any unwelcome verbal, visual, or physical conduct of a harassing nature, when a person involved feels compelled to submit to that misconduct in order to:
 - a) Keep such employee's position.
 - b) Receive appropriate pay.
 - c) Benefit from certain employment decisions.
 - d) Such misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment is any unwelcome sexual attention, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
2. Submission or rejection of such conduct by the individual influences an employment-related decision.
3. The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Bullying is a form of harassment that includes persistent or repetitive behavior that is insulting, disrespectful, abusive, or otherwise unwelcomed or objectionable. Bullying may be direct or indirect, verbal, physical, or otherwise, and may be conducted by one or more persons against another.

2.3.3 No Retaliation

Retaliation occurs when an employer punishes an employee for engaging in legally protected activity.

It is a policy violation for anyone to retaliate against an individual for opposing employment practices that discriminate based upon age, race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, and status as a current or former uniformed service member; or for filing, in good faith, a discrimination or harassment charge, testifying or participating in any way in an investigation, proceeding, or litigation involving harassment or discrimination.

Employees found to have knowingly made false or malicious complaints of discrimination and/or harassment shall be subject to appropriate disciplinary action up to and including termination of employment.

2.3.4 Responsibilities

Human Resources Responsibilities

1. The Human Resources Director has overall responsibility for assuring that the City of Prattville is compliant with applicable federal or state employment law.
2. The Human Resources Director is responsible for posting notices in an accessible format to applicants and employees; providing information on illegal harassment to employees, and investigating complaints concerning discrimination or harassment.
3. The Human Resources Director will ensure that all Department Heads and Supervisors undergo training in discrimination and harassment avoidance.

Department Head Responsibilities

1. Department Heads are responsible for providing a work environment where all employees and applicants are treated fairly and consistently in accordance with applicable rules and regulations. Department Heads must correct and counsel employees whose behavior may be offensive to others, even when an official complaint has not been made.
2. Department Heads are responsible for making the employees in their department aware of the discrimination and harassment policies of the City, immediately reporting all allegations of discrimination and harassment to the Human Resources Director, and cooperating with the Human Resources Director.

Supervisor Responsibilities

1. Supervisors must monitor the work environment for compliance with Human Resources Policies and Procedures.
2. Supervisors must keep the Department Head and the Human Resources Director apprised of any issues that arise.
3. Supervisors are responsible for monitoring the workplace and taking appropriate action for conduct that is prohibited by this policy.
4. Supervisors who allow unlawful discrimination or harassment to continue and who fail to take appropriate corrective actions shall be considered a party to the act/behavior and shall be subject to disciplinary action up to and including termination of employment. The Supervisor will be held accountable if the supervisor knew or should have known of such act, or having known of such act failed to take appropriate action.

Employee Responsibilities

1. Employees who experience unlawful harassment should make it clear to the offending person that such behavior is unacceptable or the employee should notify his or her Supervisor, Department Head, the Human Resources Director, or the Mayor.
2. All employees are responsible for ensuring that the workplace is free of conduct or expression which may be construed as discriminatory or harassing in nature.

2.3.5 Confidentiality

All complaints under this policy will be treated with as much confidentiality as is possible while permitting the complaint to be investigated and corrected. Our goal is to restore a respectful work environment as soon as possible.

2.4 Americans with Disabilities Act (ADA)

It is the policy of the City of Prattville to comply with the Americans with Disabilities Act (ADA). The City prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and any other terms, conditions, or privileges of employment. The City will provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment unless doing so would result in an undue hardship on the City.

2.4.1 Definitions

A qualified individual with a disability is defined as an individual who possesses the required experience, education, training, and/or other requirements for the employment position that such individual holds or desires; and who, with or without reasonable accommodation, can perform the essential functions of the employment position.

Reasonable Accommodation is defined as modifications or adjustments made for the known disability of an employee or applicant by structuring the job or work environment in a manner that will enable the person with a disability to perform the essential functions of a job.

Reasonable accommodations may include, but are not limited to, modifying written or oral examinations; making facilities accessible; adjusting work schedules; restructuring jobs; or providing assistive devices and/or services.

Essential Functions of the job are the basic duties that an employee must be able to perform, with or without reasonable accommodation.

Undue Hardship is defined as an action requiring significant difficulty or expense when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, and structure of the City Department's operation.

Employees who have a complaint based upon a violation of this policy should utilize the City's Complaint Process. (Chapter 3)

2.4.2 Responsibilities

Human Resources Responsibilities

1. The Human Resources Director has overall responsibility for assuring that the City of Prattville is compliant with the ADA, and will ensure that there is reasonable access for individuals with disabilities to City facilities and employment programs.
2. The Human Resources Director is responsible for posting notices in an accessible format to applicants, employees, and citizens; providing information on the ADA to Employees, Supervisors, and Department Heads; monitoring reasonable accommodation efforts, and investigating complaints concerning ADA violations.
3. The Human Resources Director is also responsible for ensuring that job descriptions document the essential functions of the job and any mental/physical requirements.

Department Head Responsibilities

1. Department Heads are responsible for providing a work environment where disabled employees and applicants are treated fairly and consistently in accordance with applicable rules and regulations.
2. Department Heads are responsible for monitoring ADA compliance and providing reasonable accommodations for employees in their respective departments, in coordination with the Human Resources Director.

Supervisor Responsibilities

1. Supervisors are responsible for assisting in the identification of essential functions for each position under their supervision.
2. Supervisors must monitor the work environment for compliance with the ADA and keep the Department Head and the Human Resources Director apprised of any issues that arise.
3. Supervisors are also responsible for monitoring the workplace and taking appropriate action for conduct that is prohibited under the ADA.

Employee Responsibilities

1. Each employee of the City of Prattville is responsible for providing quality service to all citizens and being sensitive to the needs of disabled members of the public and the needs of other employees of the City.
2. Each employee or applicant is responsible for self-identifying and informing the City that an accommodation is needed and providing medical documentation, as required.

2.4.3 Reasonable Accommodation Process

1. In reviewing requests for accommodation, the Human Resources Director will:
 - a) Communicate with the applicant or employee requesting the accommodation to identify and discuss the precise limitations resulting from the disability, and potential accommodations that could overcome those limitations.
 - b) Communicate with the Supervisor/Department Head to evaluate the potential accommodation(s) and cost.
2. In evaluating reasonable accommodation requests the Human Resources Director may do any of the following:
 - a) Request a written statement from the requesting individual's physician to verify the disability and legitimate need for accommodation.
 - b) Require the individual to be examined by a medical expert selected by the City to help identify effective accommodations.
 - c) If appropriate, require the individual to be evaluated by a psychologist, psychiatrist, rehabilitation counselor, occupational or physical therapist, or any other professional with knowledge of the person's disability or limitation.
 - d) Require authorization from the individual to access his/her medical records.
3. The Human Resources Director will review findings with the Mayor and may consult legal counsel to determine the feasibility of the requested accommodation.
4. After a decision is made on how a reasonable accommodation will be implemented, the Department Head or Human Resources Director will inform the applicant or the employee of the City's decision. The City will make every effort to allow an employee to return to work in a Temporary Transitional Duty Assignment when circumstances allow.

CHAPTER 3: COMPLAINT PROCESS

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3.1 Policy Statement

It is the policy of the City of Prattville that all complaints regarding discrimination, harassment, or retaliation for reporting or participating in an investigation of discrimination or harassment in the workplace shall be handled fairly and timely.

3.2 The Complaint

When it is alleged that an incident of discrimination, harassment, or retaliation occurs, the incident should be reported in writing (preferably), and as soon as possible, to the Department Head. If the complaint is against the Department Head or the reporting employee is uncomfortable approaching the Department Head, the complaint may be made to the Human Resources Director. If the complaint is against the Human Resources Director, the complaint may be made to the Mayor.

3.3 The Investigation

Upon receiving a complaint regarding discrimination, harassment, or retaliation, the Department Head shall immediately contact the Human Resources Director. The Department Head and the Human Resources Director, shall take the following actions as directed by the Human Resources Director:

1. Notify the Mayor that a complaint has been received and state the nature of the complaint. The Mayor may choose to attain a third-party investigator for the process.
2. Immediately investigate the nature and seriousness of the alleged discrimination, harassment, or retaliation, the circumstances under which it occurred, and whether the reporting employee has expressed to the accused, objections concerning the behavior.
3. If deemed appropriate, separate the reporting employee and the accused, in an attempt to prevent further incidents from occurring while the investigation is pending. As the investigation continues, it may be appropriate to assign the reporting employee or the accused to temporary duties.
4. Conduct interviews with the reporting employee, the accused, and all other parties or witnesses who may have knowledge of the complaint or the behavior displayed. Clearly emphasize that the City will not allow any retaliation against the claimant for bringing the complaint, or participants in an investigation.
5. Complete a written report of the investigation's findings and a recommendation as to any disciplinary action or other remedial action within

- two (2) weeks, or as soon as practicable, of the filing of the complaint and present the report to the Mayor.
6. Notify both the reporting employee and the accused, in writing, of the results of the investigation.
 7. Notify employees subject to disciplinary action of the Mayor's decision and of any appeal process allowed under the City's Human Resources Policies and Procedures.

3.4 False Statements and Malicious Complaints

Employees found to have knowingly made a false or malicious complaint of discrimination, harassment, or retaliation shall be subject to appropriate disciplinary action up to and including termination of employment.

3.5 No Retaliation

No employee shall be discriminated against or retaliated against for the proper use of this Complaint Procedure.

3.6 Confidentiality

All complaints under this policy will be treated with as much confidentiality as possible while permitting the complaint to be investigated and corrected. Our goal is to restore a respectful work environment as soon as possible.

3.7 Investigation of Allegations

Allegations of discrimination, harassment, or retaliation will be investigated even if no formal complaint is filed.

3.8 Extension of Time

Time limits may be extended by agreement of both parties involved. Notice of such extension shall be provided to the Human Resources Director and approved by the Mayor.

3.9 Human Resources Records

All records relating to an employee's complaint shall be maintained in the Human Resources Department.

3.10 Human Resources Open Door Policy

The Human Resources Department will maintain an open-door policy for issues that may be brought to its attention.

CHAPTER 4: GRIEVANCE PROCESS

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4.1 Policy Statement

The goal of this policy is to respond to employees quickly and consistently, without the need for third-party intervention. Problems, misunderstandings, and frustrations may arise in the workplace. Any employee who is confronted with a problem has various means available, which may be used for resolution or clarification of the issue involved, including this formal grievance process.

4.2 Scope and Application

This policy applies to all Regular Full-Time Employees and Regular Part-Time Employees of the City of Prattville. This policy does not apply to Temporary/Seasonal Employees, New Hire Probationary Employees, Appointed Department Heads, and Appointed Mayoral Staff.

4.3 Determination of Grievance

1. Upon formal submission by an employee, if there is a dispute or disagreement about whether an act is a grievance, such dispute shall be submitted to the Human Resources Director. The Human Resources Director shall determine whether the conduct or act complained of is grievable at any point during the grievance process.
2. A grievable act may involve, but may not be limited to, any of the following:
 - a) The disciplinary actions of suspension, demotion, or termination.
 - b) Application of Human Resources policies, procedures, or regulations.
 - c) Methods and conditions of job performance.
 - d) Retaliation for participation in this procedure.
3. Non-grievable acts may involve, but may not be limited to, any of the following:
 - a) A general feeling of dissatisfaction with City employment.
 - b) Establishment and revision of wages or salaries, position classifications, or general employee benefits.
 - c) Oral reprimands or counseling.
 - d) Contents of ordinances or statutes, Human Resources Policies and Procedures, or Departmental Rules and Regulations.
 - e) Work activity accepted by the employee as a condition of employment or which may reasonably be expected to be a part of the job content.
 - f) Termination, demotion, layoff or suspension of duties because of lack of work, reduction in force, or job abolishment.
 - g) Performance Evaluations.

4.4 Grievance Submission Process

Step 1. Information Discussion

Supervisors and employees are expected to make every effort to resolve problems as they arise, address grievances informally, and encourage discussion between Employees, Supervisors, and Department Heads.

Step 2. Department Head

- a) Any employee who feels he or she has a grievance must complete, sign and date a *Grievance Report/Appeal of Disciplinary Action Form* and submit it to their Department Head. If the grievance involves the Department Head, such grievance shall be filed directly with the Human Resources Director.
- b) The employee shall describe and state on the form, with specificity, the action complained of, the date the action occurred and all persons involved in the alleged grievance, as well as, the remedy sought by the employee.
- c) An employee must submit a grievance within five (5) business days of the grievable act.
- d) The Department Head shall meet with the employee to discuss the grievance and submit a written decision within five (5) business days. The decision shall be submitted to the Human Resources Director.

Step 3. Human Resources

- a) If the grievance is not resolved at Step 2, or the grievance involves the Department Head, the employee may submit the *Grievance Report/Appeal of Disciplinary Action Form*, along with all written documentation from Step 2, including the written decision, to the Human Resources Director within five (5) business days of the decision at Step 2, or within five (5) business days of the occurrence of the grievance if it involves the Department Head.
- b) The Human Resources Director shall review and analyze the facts and conduct an investigation, including interviewing the grieving party and anyone involved in the grievance.
- c) The Human Resources Director shall meet with the employee to discuss the decision, and submit a written decision, within ten (10) business days, to the grieving employee and the Mayor.

- d) If the grievance involves the Human Resources Director, or a disciplinary decision of suspension, demotion, or termination, or has not been resolved, the employee may proceed to Step 4.

Step 4: Mayor

- a) If the grievance, meeting the requirement of Step 3, section (d), is not resolved, the employee shall submit to the Mayor a written request for hearing, along with all written documentation from the previous steps, including each written decision, within five (5) business days of the last decision or of the occurrence of the grievable act if it involves the Human Resources Director.
- b) The Mayor shall schedule a hearing within thirty (30) calendar days from the date of the request for a hearing. The hearing will be an informal process; the employee may be represented by legal counsel at their own expense. No formal rules of evidence shall apply.
- c) Any witness who is an employee of the City shall attend the hearing when the grieving employee or the City requests the presence of the witnesses and the witnesses have knowledge relevant to the grievance. Requests for attendance of City-employed witnesses shall be made to the Human Resources Director. If granted, the employee will be paid Administrative Leave for the time they attend the hearing.
- d) Within fifteen (15) business days of the conclusion of the hearing, the Mayor will render a decision on the grievance, which shall be final.
- e) Copies of the decision shall be provided to the grieving employee, and any other party to the grievance, the Human Resources Director, and the City Attorney.

4.5 Extension of Time

Time limits may be extended by agreement of both parties involved. Notice of such extension shall be provided to the Human Resources Director and approved by the Mayor.

4.6 Human Resources Records

All records relating to an employee's grievance shall be maintained in the Human Resources Department.

4.7 Non-Grievable Acts Covered by Another Process

If an employee has a complaint that is covered by another procedure, such as a complaint involving discrimination, harassment, or retaliation they are to use the appropriate procedure that governs the issue. If an employee cannot identify the proper procedure, the employee should consult their Department Head or the Human Resources Director. Issues involving discrimination, harassment, and retaliation shall be processed under the Complaint Process. (Chapter 3)

4.8 No Retaliation

No employee shall be discriminated against or retaliated against for the proper use of this Grievance Process.

4.9 Waivers of Grievance Process

1. Failure to initiate a grievance within the time specified in this policy acts as a waiver of the Grievance Process.
2. Failure at any time during the Grievance Process, to submit a grievance to the next step within the time limit, acts as an acceptance of the decision at that step.
3. Failure of a grieving employee to cooperate, participate, or meet as requested, according to this policy, shall result in a dismissal of the grievance.
4. Failure to comply with the rules governing this policy, or failure to cooperate with this procedure, may lead to disciplinary action up to and including termination.
5. Any employee who resigns from their employment with the City shall be deemed to have waived their right to initiate or process a grievance.

4.10 Human Resources Open Door Policy

The Human Resources Department will maintain an open-door policy for issues that may be brought to its attention.

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5.1 Policy Statement

The City of Prattville promotes equal employment opportunities in all hiring, recruitment, and selection processes. This policy governs the filling of all positions with the City and applies to external hiring, internal hiring, and promotional processes.

The City's centralized system of recruiting, examination, and selection will be administered by the Human Resources Director.

5.2 Employment Categories

Employees will be categorized as either Regular Full-Time, Regular Part-Time, or Temporary/Seasonal. Appointed and Elected Officials, as well as Volunteers, also are a part of the City workforce.

5.2.1 Employee Classifications

1. Regular Full-Time: These employees are those who have completed a New Hire Probationary Period and whose employment will count as continuous years of service. They are scheduled to work forty (40) hours per week, except as otherwise specified (i.e. Fire and Wastewater). Regular Full-Time Employees are eligible for all City benefits, leave accrual, and are included in the Pay Classification Plan.
2. Regular Part-Time: These employees are those who have completed a New Hire Probationary Period. A Regular Part-Time Employee works less than thirty (30) hours per week continually. Their time worked does not count as continuous years of service and they are not eligible for the same benefits as Regular Full-Time Employees. Regular Part-Time Employees may be included in the pay Classification Plan.
3. Temporary/Seasonal: These employees may be hired to do a specific function/job for a specific timeframe. Temporary/Seasonal Employees can be on the payroll for a maximum of three (3) months. A three (3) month extension may be granted with the approval of the Human Resources Director and the Mayor; in no instance will the Temporary/Seasonal Employee be on payroll for over six (6) months. Their time does not count as continuous years of service and they are not eligible for the same benefits as Regular Full-Time Employees. Temporary/Seasonal Employees are not included in the Pay Classification Plan.

5.2.2 Appointed Officials/Appointed Employees

1. Appointed Attorneys: These persons are those appointed to serve for a defined time. Appointed Attorneys may be filled through Mayoral

recommendation and Council approval and may include a hiring process.

Appointed Attorneys are eligible for some City Benefits excluding retirement and leave accrual. These persons are not included in the Pay Classification Plan.

2. *Appointed Municipal Court Judges:* To appoint Municipal Court Judges, there must be a majority vote by the City Council. The term of office is two (2) years for the Municipal Court Judge. All Municipal Court Judges will continue serving until a successor has been appointed and qualified. Each Judge must be licensed to practice law in Alabama and must be a qualified elector of the state. The City may not employ Judges in any other capacity during his or her term of office. Appointed Municipal Court Judges are eligible for some City Benefits, excluding retirement and leave accrual. These persons are not included in the Pay Classification Plan.
3. *Appointed Department Heads:* The Mayor will provide a list of one or more recommendations to the City Council who will then appoint Department Heads. The length of the term will be determined by the City Council or until a successor has been appointed and qualified. Appointed Department Heads include the Fire Chief, Police Chief. Appointed Department Heads are eligible for all City Benefits, leave accrual, and are included in the Pay Classification Plan.
4. *City Treasurer and City Clerk:* After City Council elections, a City Treasurer (Finance Director) and a City Clerk should be appointed. The appointment should happen at the Council's first regular meeting or as soon as practicable. The City Treasurer and City Clerk will hold the office until the next general election or until their successors are appointed and qualified. The City Treasurer and City Clerk are eligible for all City Benefits, leave accrual, and are included in the Pay Classification Plan.
5. *Appointed Mayoral Staff:* The Mayor may appoint an administrative staff with funding approval from the City Council. These positions serve at the pleasure of the Mayor. Appointed Mayoral Staff are eligible for all City Benefits, leave accrual, and are included in the Pay Classification Plan.

5.3 Volunteers

The City of Prattville recognizes the valuable contribution that volunteers make to the effective and efficient delivery of services and the success of our quality of life programs. Departments utilizing the services of Volunteers must establish a policy dictating the responsibilities and training of the Volunteers and such policy must be approved by the Human Resources Director and the Mayor. The Human Resources Department will arrange for appropriate background checks depending on the type of

program or services the Volunteer will be providing. Volunteers are not eligible for City Benefits and are not included in the Pay Classification Plan.

5.4 Internal Hiring

The experience of our employees can be an important asset, and they are encouraged to apply for openings. Current employees should have completed their Probationary Period before transferring to a new position. This requirement may be waived with the consent of the Human Resources Director and the Mayor when the candidate is the most qualified applicant for a position or there is an emergency need. Internal candidates must complete the application and participate in the hiring process.

5.5 Job Announcements

Job Announcements are posted on the City's Website. Job Announcements will be prepared and released by the Human Resources Department for all vacancies and will be posted for a minimum of seven (7) calendar days. The announcement will include a description of the job, necessary qualifications, salary information, the deadline for applying, and the EEO Statement. Job Announcements may also be posted in newspapers, on employment websites, with regulating agencies and boards, or on social media sites.

5.6 Job Interest Cards

When there are no job vacancies, individuals interested in employment with the City may complete a Job Interest Card. These cards are located on the Human Resources page of the City's Website. Job Interest Cards are active for one (1) year.

5.7 Residency Requirements

Individuals will be recruited from a geographical area as wide as necessary to assure obtaining well-qualified candidates for the various types of positions. Employment, therefore, will not necessarily be limited to residents of Prattville. Some specific positions may have residency requirements; consult the Job Description of the position or the Department Rules and Regulations to verify residency requirements.

5.8 Minimum Age for Employment

The minimum age for Regular Full-Time Employment with the City is generally age 18. No one under the age of 18 will be employed in any job deemed hazardous by the Human Resources Department.

There are specific situations where regulation or policy governs the age requirement for a particular position. Consult the Job Description of the position or the Department Rules and Regulations to verify minimum age requirements.

Some exceptions for persons age 15-17 are allowed; such as for Temporary/Seasonal Employees or student interns from high schools as long as they meet the Federal and State Legal Requirements. The City of Prattville complies with all Federal and State Laws regarding Child Labor.

5.9 The Selection Process

Applications will be screened based on merit, efficiency, and fitness. These qualities are determined through careful and impartial evaluation of:

1. The applicant's level of training, certification, or experience relative to the requirements of the position for which the applicant has applied.
2. The applicant's level of education relative to the requirements of the position for which the applicant has applied.
3. The applicant's physical fitness relative to the requirements of the position for which the applicant has applied.
4. The relevant knowledge, skills, and abilities of the applicant as assessed by an oral interview.
5. Whenever practical the applicant will participate in a valid competitive written examination or demonstration test based on the duties to be performed.

Any job applicant or current employee may be required to take a physical examination, psychological assessment, and/or fitness test if deemed appropriate to determine their ability to meet bona fide occupational requirements. In cases where a physical examination is required as a condition of employment, the City will pay the cost of the examination.

Pre-employment testing may include drug and alcohol screening, psychological assessment, criminal history, credit history, driving history, Social Security verification, employment verification, personal reference verification, social media review, and assessments of the relevant knowledge, skills, abilities, and experience.

5.10 Offer of Employment

The Human Resources Department will extend a written offer to the selected candidate. The job offer is not a legally binding contract between the City and the candidate and is considered contingent until all pre-employment testing results have been verified.

5.11 Hiring Eligibility List

After the recruitment, examination, and selection process, an eligibility list may be established and may be banded based on job-relevant criteria. The Human Resources Department will maintain the eligibility list, and when necessary it will be used to fill future vacancies. The eligibility list will expire one (1) year from the date it is established.

The City reserves the right to re-evaluate applicants on the eligibility list for future positions. Applicants may be rejected or refused further consideration during this process.

5.12 Candidate Rejection

Applications for employment may be rejected and/or refused further consideration, examination, or selection for any of the following reasons:

1. The applicant does not possess the minimum qualifications.
2. The applicant failed to pass any phase of the examination process.
3. The applicant presents an unsatisfactory employment or personnel record.
4. The applicant has made a false statement of any material fact.
5. The applicant is unable to perform the essential functions of the position with or without reasonable accommodation.
6. The applicant does not appear for a scheduled appointment or examination.
7. The applicant does not pass a drug and/or alcohol test.
8. The applicant's physical fitness does not meet the requirements of the position.
9. The applicant's knowledge, skills, and abilities as assessed by examination do not meet the position qualifications.

The Human Resources Department will notify applicants who are not selected for positions with the City of Prattville.

5.13 Immigration Reform and Control Act

The City of Prattville supports legal immigration and will comply with the law to verify the identity and employment eligibility of all those hired to work with the City.

All new employees, regardless of employment status, are required by the Immigration Reform and Control Act of 1986 to complete a government Form I-9 at some time between acceptance of a job offer and the first day of work. This form attests to the individual's eligibility for employment in the United States. Under State and Federal

Law, all new employees' names and information shall be submitted to the Federal E-Verify System.

Certain documents, which will prove an individual's eligibility for employment in the United States, must be presented to the Human Resources Department. Each newly hired employee must present either an original document that establishes both employment authorization and identity, or an original document that establishes employment authorization and a separate original document that establishes identity. Establishing and maintaining eligibility for employment in the United States is a condition of employment.

The City will not discriminate against individuals based on national origin or citizenship, or require more or different documents from one particular individual than from another.

5.14 Promotion

The City encourages promotion from within and is committed to the development of its employees. When a vacancy occurs, an opportunity to fill the position may be given to current employees, who are presently in the position classification system, provided the employee is qualified to perform the duties of the vacant position. The Mayor and Human Resources Director, in consultation with the Department Head, will determine if a position will be opened to Internal Candidates before being opened to the general public.

Employees who are promoted will receive a five (5) percent increase in pay or the minimum salary of the new classification, whichever is greater.

Promoted employees will serve a nine (9) month Probationary Period. Employees who have been promoted may not be terminated from employment during their Probationary Period without the rights granted to Regular Full-Time Employees and Regular Part-Time Employees, including the right to use the Grievance Process as outlined in this Manual. (Chapter 4)

The Public Safety Departments and Human Resources Director may establish separate promotional procedures for the Fire and Police Departments. However, those procedures shall be subject to the rules, regulations, and guidelines established by EEO laws.

5.15 Demotion

Employees may be demoted or moved to a position or classification having a lower starting salary under certain circumstances. Demotions may occur when:

1. An employee voluntarily requests and is approved to take a position in a lower classification.
2. An employee's current position is being terminated, and the employee would otherwise be laid off.
3. An employee's performance evaluation demonstrates unsatisfactory performance.
4. An employee does not possess the necessary qualifications (i.e. loss or suspension of driver's license) to perform the job duties of the position.
5. An employee, due to a disability, becomes unable to perform the essential functions of his or her present job, with or without reasonable accommodation.
6. As a result of disciplinary action.

If moved to a lower classification, an employee's pay will be reduced to a relative position in the pay range of the pay grade for the new position. The pay level will never be less than the entry-level or more than the maximum level authorized for the pay grade of the new position. Generally, employees will receive a decrease in pay not to exceed five (5) percent.

5.16 Transfers

Employees may transfer or be transferred to a similar or different position in a different or the same department when a vacancy occurs. An employee may apply for a posted vacant position in accordance with the application process and compete with other applicants. If the employee meets the minimum qualifications of the position, then the employee may be considered for the position. Transferred Employees will serve a nine (9) month Probationary Period. Employees who have been transferred may not be terminated from employment without the rights granted to Regular Full-Time Employees or Regular Part-Time Employees, including the right to use the Grievance Process as outlined in this Manual. (Chapter 4)

5.17 Temporary Assignments

Employees may be temporarily assigned to a different position for training, accomplishing special projects, filling temporary vacancies, or other similar reasons. A temporary assignment may last up to ninety (90) calendar days. It may be extended for an additional ninety (90) calendar days, with approval from the Mayor. However, at the end of 180 days, the employee should be returned to their former position, and the position should be filled through the hiring process.

When an employee is placed in a Temporary Assignment that is of equal or lower pay, their pay will not change. When an employee is on a Temporary Assignment in a

position that is higher in pay, their pay will not change during the first thirty (30) days. When an employee remains on a Temporary Assignment for longer than thirty (30) days, their pay will be adjusted to at least the entry-level rate of the position. The adjustment will be at least five (5) percent higher than the employee's regular pay. After completion of the assignment, the employee's pay rate will revert to their regular pay grade.

5.18 Probationary Period

All Regular Full-Time and Regular Part-Time Employees shall serve a Probationary Period of nine (9) months. Public Safety Departments may determine the Probationary Period based on the length of the initial training required for the new employee. The purpose of the Probationary Period is to:

1. Provide a period of training, supervision, and counseling by the supervisor to help the employee succeed.
2. Make sure the employee can and will perform satisfactorily.

A Probationary Period may be extended upon recommendation of the Department Head and approval by the Human Resources Director.

At the three (3), six (6), and nine (9) month intervals, the Supervisor will conduct Performance Evaluations to better help employees understand their performance in the position. At the end of the Probationary Period, the Supervisor will conduct a Performance Evaluation that will include whether to:

1. Extend the Probationary Period.
2. Move the Employee to Regular Full-Time, or Regular Part-Time status.
3. Terminate employment.
4. Move the employee back to their former position (in promotional situations, if the previous position is available).

The City does not guarantee any length of employment for new hires or employees who transfer or are promoted. The City may terminate employment relationships during the Probationary Period for any reason. Additionally, the continuation of employment after the Probationary Period does not entitle an employee to remain employed by the City for any definite time. Either party, the City or the employee, may terminate employment, at any time, and for any reason not prohibited by law.

5.19 Re-Employment

Former employees who have satisfactory work records with the City of Prattville may seek Re-Employment. As with all other employment decisions, selection for jobs will be made based on the position requirements and the qualifications of the applicant to perform the duties of the job.

5.20 Family Relationships

Employee's immediate family members will only be considered for employment if the candidate competes for the position on the same terms and conditions as other applicants. Employees are not permitted to directly supervise an immediate family member.

For the purposes of this policy, an immediate family member is an individual's spouse, parent, child, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, and the like relationships of the individual's spouse.

5.21 Personal/Romantic Relationships

To promote efficient operations and to avoid misunderstandings, complaints of favoritism, problems of supervision, security, morale, and claims of sexual harassment; the City prohibits all employees in a supervisory role from dating or engaging in romantic or sexual relationships with employees whom they supervise, directly or indirectly.

The City also prohibits other types of personal relationships, that, in particular circumstances may create performance issues or conflicts of interest. If these situations arise in your department, report them to your Supervisor, Department Head, the Human Resources Director, or the Mayor. Employees who violate this policy will be subject to disciplinary action.

5.22 Additional Employment

The Regular Full-Time Employee's primary employment responsibility is to the City. Additional Employment is any work for another employer or self-employment, for which payment is received, regardless of the number of hours worked.

Employees who engage in Additional Employment outside of regular working hours shall be subject to call to perform work for the City of Prattville as their priority. Employees shall not be authorized to engage in Additional Employment when they are on Family Medical Leave, Worker's Compensation Leave, Sick Leave or Administrative Leave with Pay. No employee shall actively pursue business or other employment efforts, other

than his/her regular duties for the City of Prattville, during assigned work hours for the City. Should an employee receive disciplinary action, the employee may lose the privilege of additional employment.

Additional Employment must not interfere with proper and effective job performance, result in a conflict of interest, or be in violation of the State of Alabama Ethics Laws (Section 36-25-12, Code of Alabama 1975), and must not subject the City to public criticism or embarrassment. If it is determined that such Additional Employment is disadvantageous to the City, the employee will be notified in writing that their request has been denied, and will include the reason for the action. Departments may provide rules for Additional Employment not in conflict with this policy.

5.22.1 Approval, Changes, and Updates

Employees who wish to engage in Additional Employment, must complete the *Additional Employment Authorization Form* and submit it for approval to their supervisor before beginning the Additional Employment. The Supervisor will submit the form to the Human Resources Director for review, the Human Resources Director will forward to the Mayor for authorization.

Each instance of Additional Employment requires separate, written approval. Employees are responsible for updating or changing their *Additional Employment Authorization Form* as changes in their Additional Employment occur, and must renew the form by January 31st each year.

5.22.2 Public Safety Additional Duty Assignments

Public Safety Personnel may be scheduled for Additional Duty Assignments through their department. Refer to departmental rules and regulations for specific information regarding Public Safety Additional Duty Assignment scheduled through the department.

5.22.3 Record Keeping

Copies of each signed *Additional Employment Authorization Form* will be placed in the employee's Personnel Record in Human Resources. Additional Employment is considered Public Information and may be disclosed to third parties upon request.

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6.1 Policy Statement

The City of Prattville is committed to maintaining salary levels that are internally equitable, externally competitive, and in compliance with all applicable laws and regulations.

The City administers a Classification and Pay System whereby each employee is placed in the Job Classification which reflects his/her responsibilities, with an established pay range.

The pay range assigned to each Job Classification is based on Job Analysis and reviews of market salary data. Individual pay rates are determined by factors such as qualification, length of service, and job performance.

Employees are compensated fairly regardless of age, race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, and status as a current or former uniformed service member.

Each position classification has a salary range that defines the minimum and maximum salary for that classification. Employee pay changes must be documented utilizing a *Personnel Action Form*.

6.2 Minimum Wage

The City of Prattville will pay at least the current Federal Minimum Wage to all employees.

6.3 The Workweek

The standard workweek for each department is established following the provisions of the Fair Labor Standards Act (FLSA). Typically, the City workweek will begin on Sunday at 7:00 a.m. and end on the following Sunday at 7:00 a.m.

If a shift overlaps the end of one workweek into the beginning of the next workweek, then the hours worked should be recorded in the workday/week in which the shift began.

Department Heads may establish a different workweek for specific positions as long as it meets the requirements of FLSA and is approved by the Human Resources Director and the Mayor.

6.4 Pay Periods and Pay Dates

Employees will be paid on a bi-weekly basis. Pay periods are fourteen (14) calendar days. All pay earned during the pay period will be paid on the Friday following the end of the pay period.

6.5 Payroll Deductions

The City will make payroll deductions that are mandated by law or are authorized by the employee, in writing. When garnishments or similar proceedings are instituted against an employee, the City will deduct the required amount from the employee's paycheck. Correspondence regarding garnishments should be sent to the City of Prattville Human Resources Department.

6.6 Salary Advances

The City does not provide advance payment of salary.

6.7 Direct Deposits and Wage Statements

Employees are paid by Direct Deposit to checking and/or savings accounts at the financial institution of their choosing. Employees must complete an *Authorization for Direct Deposit Form* upon hire and any time that a change is necessary.

Notices of Direct Deposit are sent through e-mail during the pay week. A statement showing gross earnings, deductions, leave accrual balances, and net salary will be included in the notice of Direct Deposit.

6.8 Fair Labor Standards Act (FLSA)

City of Prattville Employees, covered by the Fair Labor Standards Act, are subject to its overtime and record-keeping requirements. The Human Resources Department is responsible for determining which job classifications satisfy the Fair Labor Standards Act exemption tests.

Exempt Status: Exempt Employees are not entitled to overtime. Exempt status is based on the duties and responsibilities of an individual position, and/or the required educational level and the salary received. Exempt Employees are paid on a salaried basis.

Non-Exempt Status: Non-Exempt Employees are paid on an hourly basis and are entitled to overtime pay at one and one-half (1.5) times their regular hourly rate for any hours they work over forty (40) in a workweek. Firefighters on a twenty-four (24) hour

shift schedule are entitled to overtime pay at one and one-half (1.5) times their regular hourly rate for any hours they work over 106 in a fourteen (14) day period.

6.9 Overtime

Non-Exempt Employee's time worked in excess of forty (40) hours per week (106 hours in a fourteen (14) day period for Firefighters on a twenty-four (24) hour shift schedule) should be limited to urgent requirements which cannot be satisfactorily completed in another manner. Overtime hours should not be used routinely to complete regular job responsibilities. A Non-Exempt Employee must be paid for all hours worked. Overtime hours must be approved by the Supervisor in advance of the work being performed. Supervisors are responsible for managing the use of overtime.

Sick Leave, Vacation Leave, Military Leave, Jury Duty, Funeral Leave, Compensatory Time, Holidays, and any other types of leave are not counted as hours worked when calculating the time for overtime pay. Overtime will be paid at one and one-half (1.5) times the employee's regular hourly rate of pay for hours worked.

6.10 Compensatory Time

Non-Exempt Employees may earn Compensatory Time (Comp Time) in place of overtime pay in accordance with FLSA, if the employee agrees to such practice before working the overtime hours. Comp Time may be used at the convenience of the employee as long as it does not cause a hardship on the City or Department and should be requested through the normal leave request process. Comp Time will be computed at one and one-half (1.5) times the overtime hours worked.

The City may set a maximum Comp Time limit. Once the maximum number of accrued hours is reached; employees will receive pay for overtime hours.

Employees who are separating from employment with the City will receive payment for Comp Time accrued at their rate of pay at the time of separation.

6.11 Meal Periods and Rest Breaks

Hours worked include all the time an employee is required or permitted to be on duty on the employer's premises or at a prescribed workplace. The City of Prattville recognizes Meal Periods as unpaid time if an employee is completely relieved from duty (uninterrupted by work) for at least 30 minutes.

Regular Full-Time Employees are those scheduled to work forty (40) hours per workweek, generally for five (5), eight (8) hour workdays. These eight (8) hours are in addition to the Meal Period.

Individual work schedules are set by the Department Head and are based on the hours of operation and work requirements of the department or division.

Short authorized work breaks, usually five (5) to fifteen (15) minutes, are considered as paid work time. During the break, employees are not allowed to leave the premises. If the break is extended without authorization, the employee will be subject to disciplinary action.

6.12 Time and Attendance Records

Each department is responsible for maintaining accurate time and attendance records for its employees, using the approved Time and Attendance System.

Employees are required to record their time at the beginning and end of each work period, including before and after Meal Periods (meals may be automatically recorded for some positions). Employees must also record their time whenever they leave for any reason other than City business.

Other than the situation of a Supervisor, Department Head, or Payroll Administrator with a legitimate reason to do so, completing time records for another employee, allowing other employees to complete your time record, or altering a time record will be grounds for disciplinary action.

6.13 Call-Out Time

Non-Exempt Employees who are asked to report to work outside of their normal work schedule will be considered in call-out status. Employees are expected to respond to call-out requests in case of City emergencies or special needs. The minimum call-out pay is two (2) hours. If the employee works more than two (2) hours when called out, they will be compensated for all of the hours worked. Multiple calls within the two (2) hour period do not constitute an additional two (2) hour period.

6.14 Travel Time and Expenses

The City recognizes that a well-trained workforce is critical to its success and encourages participation in training and conferences in accordance with the adopted annual budget and the availability of funds. Attendance at meetings, education, training programs, and similar activities is considered working time if it benefits the City, is related to the employee's job, and is authorized by the Department Head.

6.14.1 Employee Travel Compensation

Home to Work on a Special One-Day Assignment in Another City: An employee who regularly works at a fixed location and is given special assignments in other cities then returns home the same day.

1. *If the one (1) day assignment is within 30 miles of the employee's reporting location:* The time spent commuting is not considered time worked and will not be counted as hours worked.
2. *If the one (1) day assignment is 31 miles or further from the employee's reporting location:* The time spent commuting is considered time worked and will be counted as hours worked.

Travel in a Day's Work: Time spent traveling as part of an employee's principal activity, such as traveling from job site to job site during the workday, is considered work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Time spent in travel away from home outside of regular working hours will be considered time worked. Employees should schedule travel with the approval of the supervisor to minimize travel outside normal work time.

6.14.2 Travel Expense Reimbursement

The City will provide reimbursement to the employee if they are required to travel for City business. The City will reimburse the employee for reasonable expenses incurred when attending authorized meetings, training, or conferences. Requirements for submitting travel expenses for reimbursement and any applicable rules or limits are directed by the Finance Department.

6.15 Annual Pay Increase

Annual pay increases are based on an employee's performance evaluation and the availability of funding. Each classification has a pay range that serves as a guideline for making the final decision on increases. Employees will not receive a salary increase that raises their salary above the maximum salary for their position classification.

Department Heads are required to conduct Performance Evaluations for all employees. Those evaluations will be used to consider employees for pay increases. Pay increases become effective at the beginning of the first pay period following the employees' anniversary date. All Pay Changes must be documented on a *Personnel Action Form*.

6.16 Safe Harbor Policy

The purpose of this Safe Harbor Policy is to ensure that the employee is paid properly for all time worked and that no improper deductions are made, the employee must correctly record all work time and review his or her paycheck promptly to identify and to report all errors.

6.16.1 Payroll Mistakes

The City makes every effort to ensure that all employees are paid correctly. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Each employee should review his or her pay voucher when received to make sure it is correct. If a mistake has occurred or if there are any questions, employees are to use the reporting procedure outlined in this policy.

6.16.2 Non-Exempt Employees Responsibilities

If an employee is classified as Non-Exempt (hourly), he or she must maintain a record of the total hours worked each day. These hours must be accurately recorded in the Time and Attendance System provided by the City. Each employee must verify that the reported hours worked are complete and must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. The employee should submit the completed time record to his or her supervisor for verification and approval. When an employee receives each paycheck, the employee must also verify immediately that he or she was paid correctly for all regular and overtime hours worked each workweek.

The employee shall not work any hours that are not authorized. Authorized time worked is to be recorded on the employee's time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work the employee may perform but fails to report on his or her time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to potential disciplinary action, up to and including termination.

6.16.3 Falsification of Time Records

It is a violation of the City's policy for any employee to falsify a time record or to alter another employee's time record. It is also a serious violation of City policy for any

employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under or over report hours worked. If any supervisor or employee instructs another employee to incorrectly or falsely under or over report, an employee's hours worked or alter another employee's time record to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to the Human Resources Director.

6.16.4 Exempt Employees Responsibilities

If an employee is classified as Exempt (salaried), the employee will receive a salary that is intended to compensate him or her for all hours he or she may work for the City. This salary will be established at the time of hire or when he or she becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the employee performs.

6.16.5 Payroll Deductions

Under Federal and State law, an employee's salary is subject to certain deductions. For example, absent contrary state law requirements, an employee's salary can be reduced for the following reasons:

1. Full-day absences for sickness, disability or personal reasons.
2. Partial day absences for sickness, disability or personal reasons when:
 - a. Permission for paid leave has not been sought or has been sought and denied.
 - b. Accrued leave has been exhausted.
 - c. The employee is granted leave without pay.
3. Full day disciplinary suspensions for infractions of the City's written policies and procedures.
4. Family and Medical Leave absences (either full or partial day absences).
5. To offset amounts received as payment for Jury or Witness Duty fees or Military Pay.
6. The first or last week of employment in the event the employee works less than a full week.
7. Suspension without pay for full or partial day absences based on a violation of a safety rule.

An employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums; state, federal or local taxes, and social security; or voluntary contributions to a retirement plan.

6.16.6 Payroll and Deduction Questions

If an employee has questions about deductions from his or her pay, he or she should immediately contact the Human Resources Director. If an employee believes that his or her pay does not accurately reflect the employee's hours worked, the employee should immediately report the matter to his or her Supervisor or Department Head. If the Supervisor or Department Head is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), the employee should immediately contact the Human Resources Director. If an employee has not received a satisfactory response within five (5) business days after reporting the incident, immediately contact the Mayor.

The City will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

CHAPTER 7: POSITION CLASSIFICATION

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7.1 Policy Statement

The City uses position classification as a guide toward "Equal Pay for Equal Work." The Position Classification Plan defines the nature of positions and how employees are compensated in those classifications. The job evaluation process requires an examination of compensable factors such as education, experience, accountability, supervisory responsibility, level of judgment, the consequence of error, and budget responsibility, as well as a review of external market placement, to compare and rank a position appropriately. Elected Officials, Members of Boards, Volunteers, Contractors, and Appointed Officials are not subject to protection as Classified Employees.

7.2 Definitions

Job Analysis is used as a way to identify and determine in detail, job duties and responsibilities and the relative importance of these duties. The information for job analysis may be collected through research, meeting with incumbents, or observations.

Class Title is a descriptive name as an identifier and is used in all personnel, budgetary appropriations, and financial records.:

Job Descriptions are a written document that includes the Essential Functions and Responsibilities, Knowledge, Skills, and Abilities, Minimum Qualifications to Perform the Essential Functions of the positions, and the Education and Experience required to perform the duties of the position. Job Descriptions include as much information as possible, but, are not all-inclusive and are subject to change.

The Position Classification System is the formal process of assigning a specific position to a Class Title and Pay Grade.

The City of Prattville maintains pay grade structures into which all Classified Class Titles are placed. Each pay grade within a structure has a range that specifies the minimum and maximum for all positions assigned to that grade.

The minimum of a pay range is generally appropriate for a newly hired employee with the required minimum qualifications. Employees are paid at least the minimum rate to which their Class Title is assigned.

The maximum of a pay range represents the highest pay rate that the City considers appropriate for an employee with extensive experience and a demonstrated record of exceeding performance expectations. Employees at the maximum rate are not eligible for an increase to base rate; however, they will be eligible for any across the board plan increases.

7.3 Starting Salary

Starting salaries offered to external candidates should be market competitive, equitable, and non-discriminatory. Consideration will be given to the minimum of the salary range, the budget allowance, the pay rate of other employees, as well as the candidate's education and related experience.

7.4 Classification and Compensation Plan Review

To ensure that the City's salaries remain competitive, the Human Resources Department shall conduct periodic market studies of benchmark jobs, or secure a contract for services to conduct such study. The results are used to determine when and by what amount, if at all, pay ranges should be adjusted. Pay Plan Adjustment must have the approval of the Mayor and City Council.

7.5 Request to Fill Vacant Positions

When a vacancy occurs in a budgeted position, the Department Head will complete a *Personnel Requisition Form* and forward it to the Human Resources Director. The Human Resources Director will review the request and verify that the position is funded. The request must be authorized by the Mayor.

7.6 Request for New Positions or Reclassification

There are times that the duties of a position are indefinitely and materially changed, and a change in classification may be needed. There are also times when a department identifies the need for a new position. The Department Head will complete a *Personnel Requisition Form* and forward it to the Human Resources Director. The form should include the reasons why the change is necessary and a list of the duties, responsibilities, and qualifications suggested for the position.

Funding for New Positions and Reclassifications must be approved by the Mayor and City Council.

CHAPTER 8: EMPLOYEE PERFORMANCE EVALUATION

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8.1 Policy Statement

Performance feedback and evaluation is a vital part of personnel management. It is used to enhance performance through planning, discussion, and coaching, which may be formal and/or informal. Performance feedback and evaluation shall be accomplished through the City's Performance Evaluation System.

8.2 The Performance Evaluation System

The Human Resources Director shall develop a Performance Evaluation System, to include the appropriate forms and/or software. The system may be used as a factor in determining:

1. Eligibility for performance increases.
2. Promotional opportunities and succession planning.
3. Disciplinary action, professional development, and training opportunities.

8.3 Performance Evaluation Frequency

Employees deserve regular feedback on their performance. At a minimum, employees will be evaluated annually and will receive a formal Performance Evaluation prepared by their Supervisor. However, additional evaluations may be scheduled and conducted at the Supervisor's discretion. Supervisors should provide constructive, realistic feedback of an employee's behavior and job performance.

The employee will acknowledge the receipt of their *Performance Evaluation* indicating that the information has been reviewed with them. The final document will be provided to the Human Resources Department for the Employee's Personnel Record. An employee who has not received a Performance Evaluation and who believes that they are due an Evaluation should speak with their Supervisor, Department Head, Human Resources Director, or the Mayor.

8.4 Probationary Employee Performance Evaluation

At the three (3), six (6), and nine (9) month intervals, the Supervisor will conduct Performance Evaluations for New Hires and Newly Promoted Employees. At the end of the Probationary Period, the Supervisor will conduct a Performance Evaluation that will include whether to:

1. Extend the Probationary Period.
2. Move the employee to Regular Full-Time, or Regular Part-Time status.
3. Terminate employment.
4. Move the employee back to their former position (in promotional situations, if the previous position is available).

8.5 Rating and Review Process

Performance Evaluations for employees below the Department Head level shall be prepared by the employee's supervisor and approved by a second-level supervisor or Department Head before discussion with the employee.

8.6 Forms and Guidelines

Performance Evaluations shall be completed on the appropriate form or in the approved software system. During the discussion, the supervisor should use this occasion to communicate the department objectives and how the employee's contribution supports those objectives. Under ideal circumstances of continual and ongoing communication, nothing in the Performance Evaluation should come as a surprise to either party.

8.7 Performance Evaluation Ratings

Performance Evaluation Ratings will be on a scale of 1-5. The rating indicates the level of job performance.

Rating	Performance Expectation	Rating Definition
1	Did Not Meet	The employee is not making sufficient progress toward job requirements and goal expectations. The employee has not demonstrated all or most performance factors.
2	Primarily Meets	The employee requires guidance and direction to meet job requirements and goal expectations. The employee has demonstrated some performance factors.
3	Achieved	The employee has consistently met job requirements and goal expectations. The employee has successfully demonstrated all performance factors.
4	Surpassed	The employee consistently demonstrated proficiency in many job requirements and goal expectations. The employee has excelled in all performance factors.
5	Exceeded	The employee has consistently demonstrated an advanced degree of competence in all job requirements and goal expectations. The employee has shown exceptional capability in all performance factors.

8.8 Performance Improvement Plan

If an Employee's Overall Performance Evaluation Rating does not reach the "Achieved" level, they will be given a *Performance Improvement Plan* including the specific job duties that require improvement and the time frame for making such improvements. If the employee completes the Performance Improvement Plan they will be eligible for any applicable pay increase. If the employee is not successful in completing the Performance Improvement Plan they may be subject to disciplinary action up to and including termination of employment.

8.9 Performance-Based Pay Increases

Eligible employees with an overall rating of "Achieved" may receive merit increases; when the budget allows. However, an employee's salary may not go beyond the maximum of the pay range in which his/her job is placed as a result of a performance increase.

8.10 Deferral of Performance Evaluation

A Performance Evaluation may be deferred in cases where an employee has been in a non-work status (e.g. FMLA, loss time due to a work-related injury, Military Leave, or extended leave without pay) and/or the employee's Supervisor has not had sufficient opportunity to observe the work performed in the employee's regularly assigned duties. This will generally include an absence of three (3) months or more of the employee's evaluation period.

Requests to defer an employee's Performance Evaluation should be submitted in writing to the Human Resources Director and must include the reason for the deferral, type of leave, date the leave began, date the leave is expected to end, and the dates of the evaluation period.

If the extended absence is due to Military Leave, the employee may be granted any approved pay increase upon return reinstatement. Nothing in this policy will conflict with FMLA, ADA, EEOC, or Military laws.

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9.1 Policy Statement

The Human Resources Department will take a leadership role and provide service by promoting the concept that employees are the City of Prattville's most valuable resource and will be treated as such. In addition to a competitive salary, the City offers a very generous benefits package for Regular Full-Time Employees.

9.2 Group Health Insurance

The City provides access to Group Health Insurance for coverage for full-time employees with an average of 30 or more hours of service per week including vacation and certain leaves of absences in accordance with the Affordable Care Act. The City also provides access to Group Health Insurance coverage for part-time elected officials, City Attorneys, City Prosecutors, and the City Judge.

9.2.1 Eligibility and Costs

The City and those eligible will share in the costs of the Group Health Insurance premium. The levels and types of coverage provided by the City are subject to change. Those eligible for Group Health Insurance are encouraged to review the Summary Plan Description for answers to specific benefits questions. Insurance coverage will be effective on the first day of the month following a thirty- day waiting period from the date of hire.

9.2.2 Enrollment and Changes

There are three (3) qualifying periods during which an employee may add or make changes to their insurance benefits.

New Hire: Upon hire, employees must complete the enrollment process. If an employee chooses not to enroll at the time of first eligibility, they may enroll only during the open enrollment period or as a result of certain qualifying events. Eligible employees who choose not to enroll in the insurance plans are required to sign a written waiver of participation.

Annual Open Enrollment: Each year the City will schedule an annual open enrollment period during which employees may add or make changes to their benefits.

Qualifying Life Events: Certain life events will qualify you to make changes to your health insurance during times other than the annual open enrollment. Employees have thirty (30) days from the start of a qualifying life event to notify the Human Resources Department so that the appropriate changes can be made. Qualifying events include but are not limited to: marriage, death, adoption, birth, divorce, or loss of healthcare coverage and other events as defined by the Affordable Care Act.

9.2.3 Termination of Coverage

When an employee separates from the City the termination of insurance coverage will be discussed during the Exit Interview. Terminating employees and/or their dependents may elect to utilize COBRA coverage to continue benefits as allowed by law for a limited time.

9.2.4 COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance if they are no longer eligible under the City's plans.

There are strict rules about when COBRA can be used. COBRA lets an eligible employee and/or eligible dependent choose to continue their health insurance when a qualifying event occurs. A qualifying event under COBRA may include the employee's loss of coverage through resignation, termination, leave of absence, divorce, legal separation, or death, when a dependent child ceases to be eligible for coverage under the health insurance, or when a spouse loses insurance coverage.

The employee, their spouse, and/or dependents may continue group health insurance for a certain time at their own expense. However, continuation does not occur automatically. Employees must notify the Human Resources Department in writing that they wish to enroll in the City's COBRA plan within thirty (30) days of loss of coverage. Employees and their covered dependents will receive information about the provisions of the law when they enroll in the plan and annually during the open enrollment process.

9.2.5 Retiree Insurance Program

The City offers Retirees the opportunity to remain on the Group Health Insurance for a designated time. Retirees should contact the Human Resources Department for specific information on the Retiree Insurance Program.

9.3 Group Life Insurance

The City provides access to a Group Life Insurance plan for employees at no cost to the employee. The levels and types of coverage provided by the City are subject to change. Employees are encouraged to review the Summary Plan Description for answers to specific benefits questions.

9.4 Voluntary Benefits

The City offers payroll deduction for various voluntary benefits, including Vision Insurance, Dental Insurance, supplemental retirement accounts, fitness benefits, Long and Short-Term Disability, Cancer Coverage, Critical Illness Coverage, Flexible Spending, and Dependent Care. Authorized voluntary benefits providers will be introduced during the open enrollment period each year.

9.5 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) provides professional services designed to enhance the health, performance, and well-being of individuals while fostering a greater sense of community.

EAP services function as a resource for all employees and a management support system for leadership. Services are provided in a place and manner which respects individual privacy and dignity. EAP services are also available to family members who are covered under the City's Group Health Care Plan.

9.6 Retirement (Retirement Systems of Alabama, RSA)

The City of Prattville participates in the Retirement Systems of Alabama (RSA). For specific information on Retirement Benefits consult the RSA Member Handbook or visit the RSA website. All Regular Full-Time Employees are enrolled in RSA upon hire.

9.7 Workplace Wellness Discount Program

Employees are encouraged to keep fit through physical activity, healthy eating, and lifestyle. By helping employees maintain a healthy lifestyle, the City anticipates that employees will experience fewer injuries and illnesses. The City fully endorses, supports, and encourages employee well-being and health.

A Wellness Program is available to employees who enroll in the City's Group Health Insurance Plan. Under the Wellness Program employees can "earn" insurance premium discounts by undergoing annual voluntary health and wellness screening.

9.8 Health and Wellness Center

The City offers a Health and Wellness Center for employees and their dependents who are enrolled in the Group Health Insurance Plan. The Health and Wellness Center is available by appointment and does not require a co-pay for office visits or generic medications that are available through the Center. Employees and/or dependents who

fail to attend a scheduled appointment with the Health and Wellness Center may be assessed a “no-show” fee.

9.9 Worker’s Compensation

All employees of the City of Prattville are covered under Worker’s Compensation Benefits as prescribed under Alabama Law. If an employee is involved in any type of incident or accident where such employee is injured while working for the City, the employee must immediately notify the Supervisor of the injury. All injuries must be reported, regardless of whether the employee believes the injury is serious.

The Human Resources Department is responsible for administering Worker’s Compensation Benefits and shall provide the expertise necessary to assist both management and employees regarding Worker’s Compensation claims and related concerns. The services of a Third-Party Administrator (TPA) will provide medical management of each claim.

9.9.1 Responsibilities

Employee Responsibilities

1. Report the work-related injury to a supervisor immediately.
2. Complete an *Employee/Witness Statement of Accident/Incident Form*.
3. Participate in a Post-Accident Drug and Alcohol Screening.
4. Communicate with the Supervisor, Department Head, and Human Resources Department regarding appointments and work status.

Failure to meet the employee responsibilities may negatively affect your ability to receive Workers’ Compensation Benefits.

Supervisor Responsibilities

1. Report the work-related injury to the Human Resources Department.
2. Complete the *Supervisor Statement of Accident/Incident Form*, the *First Report of Injury Form*, and have the employee complete the *Employee/Witness Statement of Accident Form*. Send all forms to the Human Resources Department immediately.
3. Transport or arrange transportation for the employees Post Accident Drug and Alcohol Screening.
4. Coordinate treatment and follow-up care with the Human Resources Department.
5. Investigate the incident and determine the reason for the claim and how it may be prevented in the future.
6. Monitor workplace safety.

Human Resources Responsibilities

1. Process the Worker's Compensation Claim.
2. Ensure that the injured employee is taken to a medical facility listed on the City's Panel of Providers.
3. Meet with the injured employee to explain Worker's Compensation Benefits.
4. Coordinate follow-up care through approved providers.
5. Ensure that the injured employee has complied with the City's Drug and Alcohol Policy.
6. Follow the employee through the duration of the injury and serve as the liaison between the injured employee and the TPA.
7. Maintain accurate records of all work-related injuries/incidents.

9.9.2 Return to Work

When an employee requires Worker's Compensation Leave, they will, in most cases, be reinstated to the same position held at the time the leave began, or to an equivalent position. However, the employee must first submit an approved medical certificate to the Human Resources Department addressing their ability to return to work; the employee may be required to submit to a Fitness for Duty Examination.

9.9.3 Salary Continuation

Following a work-related injury, an injured worker will continue to receive regular pay at regular pay intervals from the City with the following requirements.

1. During the legally required three (3) calendar day waiting period after accidents or incidents; the employee must use accrued Sick Leave; if Sick Leave is exhausted the employee must use Vacation Leave or Comp Time. If the employee does not have sufficient leave to cover absence for these days, the employee will be placed in a leave without pay status.
2. On the fourth calendar (4th) day, the employee will be compensated through the Worker's Compensation legally defined method of payment.
3. The employee will utilize three (3) hours of accrued leave to continue authorized payroll deductions.
 - a) When an employee's accrued leave is depleted, the employee will receive Workers' Compensation benefits only, and will not be entitled to any compensation from the City. To continue with benefits, arrangements should be made through the Human Resources Department.

9.9.4 Early Return to Work Program-Temporary Transitional Duty Assignment

The City's Early Return to Work Program-Temporary Transitional Duty Assignment provides guidelines for returning employees to work at the earliest possible time after they have suffered an on-the-job injury or illness that results in lost work time. The Early Return to Work Program is intended to provide temporary transitional work, to enable employees to return to their regular jobs in a reasonable time. While the City will make every effort to place employees in an Early Return to Work position, it may not be possible in all circumstances.

After a decision is made on how an accommodation will be made for the Temporary Transitional Duty Assignment, the Department Head or Human Resources Director will inform the employee of the City's decision.

The Early Return to Work Program-Temporary Transitional Duty Assignment for job-related injuries is a team effort between the City, the injured employee, and the treating physician, that strives to return employees to full employment at the earliest possible date consistent with their medical conditions and the advice of the treating physician.

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10.1 Policy Statement

The Human Resources Department will take a leadership role and provide service by promoting the concept that employees are the City of Prattville’s most valuable resource and will be treated as such. In addition to a competitive salary, the City offers a very generous benefits package which includes paid time off for Regular Full-Time Employees.

10.2 Holiday Leave

The Mayor and City Council will approve a schedule of holidays for each fiscal year and the Human Resources Department will publish the list.

10.2.1 Administration of Holiday Leave

- 1. When a holiday falls on Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on Sunday, the following Monday shall be observed as a holiday. Employees required to work holidays shall receive pay for the hours worked and pay for the approved holiday.
- 2. Holiday benefits are forfeited for unauthorized absence, for a work period immediately before or following the holiday, or an unauthorized absence when scheduled to work on a holiday.
- 3. Holiday pay does not count as hours worked when determining Overtime Pay or Comp Time in lieu of Overtime Pay. Holiday pay will be awarded based on the employee’s regular work shift; eight (8), twelve (12), or twenty-four (24) hours.
- 4. If an eligible employee is on approved Sick Leave or Vacation Leave when a scheduled Holiday occurs; such time will be charged as Holiday Leave and not as Sick or Vacation Leave.
- 5. When the Mayor and Council approve, on January 1st of each year, all Full-Time Employees will be awarded a Personal Holiday which they may schedule using normal departmental leave procedures. The Personal Holiday expires December 31st each year. The Personal Holiday may not be split, it must be taken in accordance with the employee’s regular shift. (8, 12, or 24 hours.)

10.3 Vacation Leave

Full-Time Employees are entitled to Vacation Leave with pay, after completing thirteen (13) full pay periods of continuous work for the City.

10.3.1 Vacation Leave Accrual Chart

Vacation Leave Accrual Chart				
	Hire date-9th Year	10th Year-14th Year	15th Year	
Full-Time Employees	Hours Accrual Per Pay Period	Hours Accrual Per Pay Period	Hours Accrual Per Pay Period	Maximum Annual Accrual* Maximum Separation Payout
8 Hour Employees	3.08	4.62	6.15	360
12 Hour Employees	3.23	4.77	6.46	378
24 Hour Employees	4.62	6.92	9.23	504

*Maximum Annual Accrual as of December 31st.

10.3.2 Administration of Vacation Leave

1. Vacation Leave balances are based on a per pay period accrual. Regular Full-Time Employees may begin taking earned Vacation Leave after the completion of thirteen (13) full pay periods.
2. Vacation Leave is earned when an employee is in a paid status and is based on shift assignment.
3. The above Accrual Chart is for uninterrupted service computed from the most recent date of employment. Re-hires will not be credited with years of service as a result of previous employment with the City.
4. Sickness while on Vacation Leave cannot be charged to Sick Leave.
5. Supervisors are responsible for monitoring all leave times and are expected to allow employees an opportunity to take their Vacation Leave.
6. Vacation Leave can be taken in increments as small as one (1) hour, as approved by the Supervisor. Vacation Leave is not counted toward hours worked when calculating overtime.
7. Vacation Leave shall not be advanced.
8. Full-Time Employees terminating employment with the City for any reason who have satisfactorily completed one (1) year of service shall receive payment for

the total amount of Vacation Leave balance earned up to the date of termination, subject to the Maximum Separation Payout.

9. Request for Vacation Leave shall be made utilizing the approved Time and Attendance System. Every attempt will be made to grant Vacation Leave requests; however, Supervisors have the responsibility of assuring the department needs will be met.
10. In the event of the death of an active employee, accrued Vacation Leave shall be paid in a lump sum to the employee's beneficiary as designated in writing on the Retirement Systems of Alabama Beneficiary Form.

10.4 Vacation Leave Purchase Program

Employees may request for the City to purchase a portion of their accrued Vacation Leave. However, the City must have the budgeted funds available to accommodate these requests. During the annual budget process, the City Council will address the Vacation Leave Purchase Program for the upcoming fiscal year; including a time frame that accrued Vacation Leave may be purchased.

To request that the City purchase Vacation Leave hours, employees must complete a *Vacation Leave Purchase Form* and submit it through their Department Head. The Department Head will review and submit the form to the Human Resources Director for authorization, all Vacation Leave Purchases must be approved by the Mayor.

10.4.1 Vacation Leave Purchase Program Chart

Vacation Leave Purchase Program Chart			
Full Time Employees	Maximum Purchase (Hours)	Minimum Purchase (Hours)	Required Balance After Purchase (Hours)
8-Hour Employees	80	8	80
12-Hour Employees	84	12	84
24-Hour Employees	120	24	120

10.5 Sick Leave

Regular Full-time Employees are entitled to Sick Leave with pay, after completing their first full pay period.

10.5.1 Sick Leave Accrual Chart

Sick Leave Accrual Chart		
Full Time Employees	Hours Accrued Per Pay Period	Retirement Maximum Payout
8-Hour Employees	3.08	360
12-Hour Employees	3.23	378
24-Hour Employees	4.62	504

10.5.2 Administration of Sick Leave

1. Sick Leave balances are based on a per pay period accrual. Regular Full-Time Employees may begin taking earned Sick Leave after their first full pay period.
2. Sick Leave may be used only when an employee is unable to work due to illness, injury, a serious medical condition, for a doctor's appointment, or to care for an immediate family member who is ill, injured, has a serious medical condition, or has a doctor's appointment. A family member is defined in the Family Medical Leave Policy. (Chapter 11)
3. Sick Leave may be used for job-related injuries. Consult the Worker's Compensation Section of this Manual to learn about the use of Sick Leave in a job-related injury. (Chapter 9)
4. Sick Leave is earned when an employee is in a paid status and is based on shift assignment.
5. Department Heads may, at their discretion, deny a request for Sick Leave. The City has a right to request a written medical certificate any time Sick Leave is used, particularly when the leave is for three (3) or more consecutive days. Such medical certificates must include verification of the illness or injury, date of onset, work restrictions, and a date when the employee should return to work.
6. The City has the right to suspend Sick Leave benefits where evidence of abuse exists. The Human Resources Department will investigate reports of Sick Leave Abuse.
7. Employees are responsible for notifying their Supervisor in advance of absence due to illness or medical appointments. If advance notice is not possible, such notification must be provided as soon as practicable. Employees are responsible for reporting their status regularly as designated by the Supervisor.

8. At the discretion of the Department Head and Human Resources Director, clearance from the treating medical provider may be required before an employee returns to work, following an absence due to illness. The employee may be required to submit to a Fitness for Duty Examination.
9. Family Medical Leave (FML) shall run concurrently with any accrued leave.
10. Sick Leave shall not be advanced.
11. Sick Leave can be taken in increments as small as one (1) hour, as approved by the Supervisor. Sick Leave is not counted toward hours worked when calculating overtime.
12. Retiring employees may receive pay for their unused Sick Leave based on the Sick Leave Accrual Chart, subject to the Retirement Maximum Payout. Retiring employees may either receive a payment from the City for unused leave or may convert the unused leave to service credit with the Retirement Systems of Alabama (RSA). Retiring employees should consult the RSA Member Handbook for information regarding Sick Leave conversion to service credit.
13. Employees will not be paid for unused Sick Leave when separating or terminating from employment with the City.

10.6 Catastrophic Sick Leave Bank

The Catastrophic Sick Leave Bank gives employees a chance to support co-workers who are experiencing a catastrophic illness or injury. The program allows eligible employees to donate accrued Sick Leave to a Catastrophic Sick Leave Bank to be used by other eligible employees. This program was developed to create a caring environment and because City employees have expressed a desire to assist their co-workers. Participation is entirely voluntary. Once the pool is exhausted in any given year, the program will cease to operate for the balance of that year.

A catastrophic illness or injury is defined as a critical medical condition considered to be terminal or a long-term impairment or disability as certified by a physician. The catastrophic illness of a spouse, or child under the age of 18 will be considered if the employee is needed to provide care. Catastrophic Sick Leave may be utilized concurrently with FML but is not intended to provide an extension of FML.

To address this need, all eligible employees will be allowed to donate paid Sick Leave hours from their accrued balance to the Bank for use by those in need of additional paid time off, under this policy.

10.6.1 Eligibility

Regular Full-Time Employees, who have been employed with the City for at least one year, and who have donated annually to the Catastrophic Sick Leave Program Bank are eligible to request Leave.

10.6.2 Catastrophic Sick Leave Bank Donation Chart

CATASTROPHIC SICK LEAVE BANK DONATION CHART			
Full Time Employees	Maximum Donation (Hours)	Minimum Donation (Hours)	Required Balance After Donation (Hours)
8-Hour Employees	80	8	80
12-Hour Employees	84	12	84
24-Hour Employees	120	24	120

10.6.3 Catastrophic Sick Leave Bank Donation

1. Donations may be made annually during Open Enrollment, utilizing the *Request to Donate to Catastrophic Sick Leave Bank Form*. The donated Sick Leave will be transferred from the donor to the Catastrophic Sick Leave Bank on the first pay period of the new calendar year.
2. Once the leave has been donated it cannot be restored to the donating employee's Sick Leave balance.
3. Employees must make an annual donation during Open Enrollment each year to receive hours from the bank.
4. Recipient identity will not be disclosed to donating employees.
5. The donation of Sick Leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
6. Employees cannot borrow against future Sick Leave to donate.

10.6.4 Requesting and Receiving Catastrophic Sick Leave

Employees who would like to request donated Sick Leave are required to complete a *Request for Catastrophic Sick Leave Form*. Requirements for receiving donated Catastrophic Sick Leave include:

1. The receiving employee must have made an annual donation to the Catastrophic Sick Leave Bank during the annual open enrollment period, for previous years that the employee was eligible to donate.

2. The receiving employee must be experiencing a catastrophic illness or injury as defined in this policy and may not use the program more than once in a calendar year.
3. The receiving employee must have worked for the City of Prattville for one (1) year and have exhausted all accrued leave.
4. Employees who are receiving Worker's Compensation benefits are not eligible.

10.6.5 Administrative Procedures

1. The Human Resources Director and the Department Head will determine if the qualifying criteria are met and make a recommendation to the Mayor for the final decision.
2. Qualifying employees are eligible to receive an award of up to 240 hours annually or up to the expiration of FML. (Firefighters on a 24-hour shift will be converted to the 8-hour rate.)
3. All records pertaining to donations to the Bank, and any applications for hours from the Bank will be maintained by the Human Resources Department and will remain confidential.

10.7 Funeral Leave

When a death occurs in a Regular Full-Time Employee's immediate family (spouse, parents, grandparents, children, grandchildren, brothers, sisters, and the equivalent relations of the employee's spouse) upon request, the employee may be granted three (3) consecutive days of Funeral Leave deducted from the employee's Sick Leave balance.

The City reserves the right to request information regarding the deceased, including the deceased relative's name, date of the funeral, and the name and address of the attending funeral home.

10.8 Jury and Witness Duty

Jury Duty: All eligible employees called for Jury Duty will be granted a leave of absence for the period of the Jury Duty and will be compensated for their regular work schedule.

Witness Procedure: As a part of their job responsibilities employees of the City of Prattville from time to time are required to testify in courts of law. In such cases, when appearance is made during duty hours, the employee will be compensated for their regular work schedule.

A copy of the court order or subpoena must be provided to the Department Head when requesting time off. The Department Head must send the order to the Human Resources Department and designate the time and Jury/Witness Duty in the Time and Attendance System.

Time off for court appearance as a party to any personal litigation (unless related to the employee's employment with the City) will not be compensated. Employees must arrange for time off and utilize accrued Vacation Leave for such appearances.

10.9 Blood Donation Leave Award

Employees who donate blood through an established City of Prattville Blood Drive will be granted four (4) hours of leave time. Upon completion of the Blood Drive, the Human Resources Department will notify Department Heads of the successful donors and of their leave time award. Blood Donation Time must be used in complete four (4) hour increments and within thirty (30) days of the donation.

CHAPTER 11: ATTENDANCE AND LEAVES OF ABSENCE

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11.1 Policy Statement

The City of Prattville believes that operational success depends on the daily efforts of each employee. A work team operates at its best when all members are present and doing their part. Absenteeism places an unnecessary burden on team members and management. Therefore, employees must be present, on time, and ready for work at the start of each workday.

Absence is defined as not being present during scheduled work hours and includes tardy and late arrivals, leaving early, or missing an entire workday.

Excessive Absenteeism is absenteeism beyond the availability of paid leave. Failure to report to work for three (3) consecutive days (shifts) without notice to the Supervisor, unless circumstances for the non-notification are beyond the control of the employee, shall be treated as a voluntary resignation.

11.1.1 Attendance Responsibilities

Employee Responsibilities

1. Report all absences or late arrivals to the Supervisor, giving as much notice as possible (a minimum of at least one (1) hour before the scheduled start time) so that plans can be made to cover the job duties.
2. Accurately report all-time away on the approved City of Prattville Time and Attendance System.

Supervisor/Department Head Responsibilities

1. Maintain accurate and complete attendance records for all employees under their supervision, utilizing the approved City of Prattville Time and Attendance System.
2. Monitor long-term attendance records to identify possible trends in absenteeism.
3. Notify the Human Resources Director if a trend is identified.
4. Ensure that all employees are informed that excessive absenteeism or tardiness, as well as failure to report absences accurately, will lead to corrective action, up to and including termination.

Human Resources Responsibilities

1. Ensure that this Policy is applied fairly and equitably to all City employees.
2. Provide Supervisors and Department Heads with guidance in addressing excessive absenteeism and tardiness.

11.2 Family Medical Leave Act (FMLA)

The City complies with the Federal Family Medical Leave Act of 1993, as amended. Family Medical Leave is not optional. The law requires that the City provide leave of absence under the Family Medical Leave Act (FMLA) even if the employee would prefer not to take Family Medical Leave (FML).

11.2.1 Family Medical Leave (FML) Coverage

Eligible employees may request up to twelve (12) weeks of job-protected leave in a twelve (12) month period for the following reasons: (Accrued Leave time shall run concurrently with FML)

1. The birth of a child, or placement of a child for adoption or foster care and subsequent care up to one year from birth or placement.
2. To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
3. The employee's serious health condition that makes the employee unable to perform the employee's job.
4. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

11.2.2 Measure Period

The City will grant up to twelve (12) weeks (26 weeks of military caregiver leave) during a twelve (12) month period to eligible employees. The measure period will be the twelve (12) month period forward from the first date an employee uses leave under this policy.

11.2.3 Eligibility

To qualify for FML an employee must meet the following conditions:

1. They must have worked for the City for at least twelve (12) months before requesting the leave.
2. They must have worked at least 1,250 hours during the twelve (12) month period immediately before the leave will begin.

11.2.4 Employee Compensation While on FML

FML may be paid, unpaid, or a combination of both, depending on circumstances. The City will use accrued leave concurrently with FML. (Sick Leave, Vacation Leave, and Comp Time.) If the husband and wife both work for the City and each wants to take

leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may take only a combined total of twelve (12) weeks of leave.

Employees taking leave for pregnancy, their health condition, or any other FML event are required to use any available Sick and Vacation Leave as well as any other paid leave available at the beginning of the leave period. When FML is expired, the employee may utilize any additional accrued time, or the remainder of the time shall be treated as unpaid time off.

11.2.5 Benefits While on FML

While an employee is on leave, the City will continue their health benefits at the same level and under the same conditions as if they had continued to work. Leave under FML shall not result in the loss of any employee benefits accrued before the date from which the leave commenced. However, when any portion of leave under FML is non-paid leave, benefits shall not accrue during any period of unpaid FML.

11.2.6 Intermittent FML

Employees may take FML in consecutive weeks; may use the leave intermittently, or under certain circumstances may use the leave to reduce the workweek or workday. In all cases, the leave may not exceed the total leave allowed as described in this policy. The City may temporarily transfer an employee to an available alternative position or temporary position with equivalent pay and benefits, if the alternative or temporary position would better accommodate the intermittent or reduced schedule.

Employees taking leave for a serious health condition or because of the serious health condition of a family member must show that the use of the leave time intermittently is medically necessary.

11.2.7 Returning to Work

An employee absent from the workplace on FML will remain an employee of the City through the authorized period of leave. After the authorized period of leave has expired, and the employee has exhausted any accrued leave, they will cease to be employed by the City and will be allowed to continue health coverage, at their expense, under the COBRA health insurance continuation provisions. (Chapter 9)

Most employees who take leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms and conditions.

11.2.8 Employee Responsibilities

Except in circumstances when leave is not foreseeable, employees covered under FML must submit the request for FML in writing to the Human Resources Department at least thirty calendar (30) days in advance or as soon as practicable. If an employee is undergoing a planned medical treatment, they should make a reasonable effort to schedule the treatment with minimal disruption to departmental operations.

While on leave, employees will need to report periodically regarding the status of their leave, including their anticipated return to work date, and their intent to return to work.

11.2.9 Certification and Recertification of Serious Health Conditions

Once the employee has notified the City of the request for FML, the Human Resources Department will provide the appropriate Certification of Health Care Provider Form to the employee. The City may ask for certification of an employee's serious health condition or that of a family member. Employees must respond to such a request within fifteen calendar (15) days, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of a serious health condition will include the following:

1. The date the condition began.
2. The condition's expected duration.
3. The medical facts regarding the condition.
4. A brief statement of treatment.
5. For a serious health condition, a statement that the employee is unable to perform work of any kind or that they are unable to perform the essential functions of their job.
6. For a seriously ill family member, a statement that the family member requires assistance and the presence of the employee.

The City reserves the right to ask for a second opinion, at the City's expense, from a second health care provider selected by the City. If necessary, to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third health care provider. The employee and the City will jointly select the third health care provider, and the City will pay for that opinion. The third opinion will be final.

The City may request recertification of a chronic or episodic serious health condition requiring intermittent leave or reduced schedule every six (6) months, or less, as indicated by the treating medical provider's certification.

No additional opinions or recertification in the case of leave to care for a military service member will be required, in compliance with the regulations. The City will provide the employee with a *Designation Notice of Family Medical Leave*.

11.2.10 Fitness for Duty

Before an employee may return to work from a leave of absence due to their serious health condition, they are required to present a medical certificate from their treating health care provider, indicating any restriction on their ability to perform the Essential Functions of the Job. The City may also require a physical examination at the City's expense to determine fitness for duty.

11.3 Military Leave

It is the policy of the City of Prattville to comply with the current provisions of USERRA and Alabama law pertaining to leave of absence, compensation, health insurance, reinstatement, and retirement benefits for the employee requesting a Military Leave of Absence. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as Military Leave situations arise, the employee should consult with the Department Head and the Human Resources Director.

11.3.1 Eligibility

In accordance with USERRA and Alabama Code § 31-12-2 (2002), employees who perform service in the uniformed services are entitled to a Military Leave of absence from their position, subject to the limitations and restrictions outlined in Federal and State Laws and City policy.

11.3.2 Requesting Military Leave

Employees must provide advance notice of the intent to take Military Leave to the Supervisor; utilizing the *Request for Military Leave Form*. Employees must also provide appropriate supporting documentation showing the reason for the Military Leave. A meeting will be scheduled with Human Resources to coordinate compensation and benefits during the Military Leave of Absence.

11.3.3 Compensation While on Military Leave

Except as provided below, eligible employees who are active in the uniformed services (as defined by USERRA) will be placed on unpaid Military Leave for all days that they are engaged in such service. Employees on Military Leave are not required to use accrued Vacation Leave or Comp Time instead of unpaid Military Leave; however, they

may elect to use accrued Vacation Leave or Comp Time. Military Leave may be paid under the following circumstances:

1. Compensation for 168 working hours per calendar year for Federal Military Leave.

Employees eligible for Military Leave who are active members of the Alabama National Guard or any other reserve component of the Armed Forces of the United States will receive, pursuant to Alabama Code § 31-2-13 (1995), up to 168 hours of paid Military Leave per calendar year for the performance of federal military duty. This military service includes drills, annual training, or military schools. The City will award the leave on January 1st each year, and employees who are on Military Leave at that time do not have to return to work for the City to receive the 168 hours. Once the 168 hours of paid Military Leave is exhausted, an employee may use accrued Vacation Leave or Comp Time.

2. Compensation for 168 working hours at any one time called to active service by the Governor. In addition to the 168 hours per calendar year mentioned above, if these employees are called into active service of the State of Alabama by the Governor (in time of a natural disaster), they will receive, pursuant to Alabama Code § 31-2-13 (1991) an additional 168 hours of paid Military Leave.

3. Salary differential for employees activated during War on Terrorism. If the military base pay of an employee called into active service for the war on terrorism is less than the salary, the employee would have continued to receive if not called to active service, the employee may receive a salary differential that is equal to the difference between the lower active duty military base pay and the higher public employee salary.

11.3.4 Benefits While on Military Leave

The City will at a minimum maintain health insurance benefits and other benefits for the first thirty calendar (30) days of Military Leave as if the employee was actively employed. Employees on Military Leave of absence will be entitled to participate in any right or benefits not based on seniority, that are available to employees on non-military leaves of absence. The employee must pay their portion of any premiums to keep the benefits active. If the employee does not return to work at the end of the Military Leave, the employee may be required to reimburse the City for the cost of the benefit premiums paid by the City for maintaining benefits coverage.

City employees who are called into active service in any of the Armed Forces of the United States during the War on Terrorism, which commenced in September 2001, and who receive a salary differential under Alabama Code § 31-12-5 while they are serving on such active duty may elect, pursuant to Alabama Code § 31-12-7 (2002), to continue

with their individual or family coverage under the City's Group Health Insurance Plan for the duration of the time they receive the salary differential. Premiums for the coverage shall be the amount in effect at the time for an active employee with the same coverage level.

11.3.5 Service Credit for Military Leave

Time spent on eligible Military Leave counts as time served on the job for any calculation, determination, or other decision that is dependent upon the length of employment.

11.3.6 Retirement Benefits

Time spent on unpaid military leave is considered a break in employment for retirement benefit purposes. Employees should consult the Retirement Systems of Alabama for information on purchasing military service.

11.3.7 Re-Employment

USERRA places a five (5) year limit (with some exceptions) on the cumulative length of time a person may voluntarily serve in the military and remain eligible for re-employment rights. The USERRA reinstatement rights do not extend to employees who are employed for brief periods (seasonal, temporary) with no reasonable expectation that the employment will continue indefinitely. Under certain circumstances, employees are eligible to be reinstated to their former position, unless the City establishes that circumstances have changed and re-employment is impossible or unreasonable. If on Military Leave for ninety (90) days or less, eligible employees may be reinstated to their previous position. If on Military Leave for over ninety (90) days, eligible employees may be reinstated to their previous position or a similar position of like seniority or pay. Upon return from Military Leave, employees must comply with the current provision of law in regards to notification of and time in which they must return to work. These limits are specified in 38 USC § 4312 and vary depending on the length of military service.

A Military Leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with USERRA. Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available accrued Vacation Leave or Comp Time for the absence. Continuation of benefits is available as required

by USERRA based on the length and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, including Vacation Leave, Sick Leave, and Holiday Leave will be suspended during unpaid Military Leave and will resume upon the employee's return to active employment.

Military Leave Reinstatement Time Limits

Length of Duty	Time Limit to Return
1 to 30 Calendar Days	First Work Day 8 Hours After Return
31 to 180 Calendar Days	Within 14 Calendar Days After Service Completion
180 Calendar Days or More	Within 90 Calendar Days After Service Completion

Time limits to return to work may be extended for up to two (2) years if necessary due to a service-connected disability. The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to the City.

While on Military Leave for less than thirty-one (31) calendar days, the City will maintain the employee's group benefits at the same level and under the same conditions as if the employee had been actively working. If Military Leave exceeds thirty-one (31) calendar days, the City will cease making premium payments on the employee's behalf; however, the employee has the option to continue coverage at their expense for up to eighteen (18) months. If coverage is discontinued, the employee's group benefits will be reinstated upon their return to work at the same level, and under the same conditions, as if the employee had been actively working with no waiting period, except for service-connected disability.

11.3.8 Discrimination Prohibited

The City prohibits discrimination against any member of the Uniformed Services as it relates to initial employment, re-employment, retention, promotion, or any benefit of employment.

11.4 Employee Arrests and/or Incarceration

Employees who are unable to report to work because of an arrest and/or incarceration will be placed on Unpaid Administrative Leave. Generally, the City will wait until charges against an employee are adjudicated before a decision is made regarding the

employment status, however, in the event of serious violation of Human Resources Policies and Procedures or departmental requirements, or if the employee is believed to be a clear and present danger to himself/herself, others, or the general public, the City may determine the employment status of the employee.

11.4.1 Employee Reporting Responsibilities

Arrests and convictions of City employees for criminal behavior are considered serious infractions of our work rules and must be reported by the employee to their Department Head the next business day following the incident. The Human Resources Director will conduct an internal investigation into the matter and report the findings to the Mayor.

11.5 Administrative Leave

Administrative leave is generally used to relieve an employee of duty during an investigation or for the good of the employee and the City. Administrative Leave may be paid or unpaid and must be authorized by the Human Resources Director and the Mayor.

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12.1 Policy Statement

High standards of honesty, integrity, and conduct are necessary to perform City business and to maintain a level of confidence of Prattville's citizens. Both on and off the job, employees are expected to display conduct that reflects positively. Progressive Discipline will be applied fairly, promptly, and consistently. Certain instances of poor job performance or employee misconduct may result in termination of employment without progressive discipline, prior warning or counseling.

The steps of progressive discipline may include Employee Coaching, Employee Counseling, or a Written Warning/Notice of Disciplinary Action.

Our discipline process identifies deficiencies in performance and/or behavior and, where possible, works with employees to correct those deficiencies. Supervisors and Department Heads are responsible for administering the discipline process in consultation with the Human Resources Director and the Mayor.

The expectations, policies, and rules contained in this chapter illustrate the minimum standard of conduct for all employees.

12.2 Employee Coaching

Employee Coaching is an informal one-on-one communication with an employee and is used for several purposes. Coaching may be designed to develop the employee's skills, abilities, and understanding of the job or may clarify standards and rules, evaluate the employee's strengths and challenges, seek information, or solve problems. It may also be the immediate corrective action when minor misconduct or poor performance is observed. The Supervisor should document the date and subject of discussion for reference, utilizing the *Supervisor Record of Employee Coaching Form*. The Supervisor will maintain the record of the coaching session and the issue will be reviewed during the employee's Performance Evaluation for the current rating period.

12.3 Employee Counseling

Employee Counseling is a written confirmation that performance or behavior needs to improve and a notice of potential future discipline if there is no improvement. Supervisors will prepare a written record of the Counseling Session utilizing the *Supervisor Report of Employee Counseling Form*; the Department Head will review the form before it is presented to the employee. The Employee, Supervisor, and Department Head will sign the form and the form will be placed in the employee's personnel file. The employee may submit a written statement for the file. The issues will be reviewed during the employee's Performance Evaluation for the current rating period.

12.4 Written Warning/Notice of Disciplinary Action

The Department Head may issue a Written Warning/Notice of Disciplinary Action to notify an employee that certain conduct or performance is unacceptable, and that formal disciplinary action will occur unless the performance or conduct improves. A Written Warning/Notice of Disciplinary Action should be used to correct specific inadequate performance or unacceptable conduct where Coaching and/or Counseling has not corrected the problem, or when immediate action is required. Department Heads will prepare the *Written Warning/Notice of Disciplinary Action Form*, the Human Resources Director will review the form before it is presented to the employee. The Employee, Department Head, and Human Resources Director will sign the form. The form will be placed in the employee's personnel file. The employee may submit a written statement for the file if desired. The Mayor will be notified that a Written Warning/Notice of Disciplinary Action has been issued.

Any employee who receives two (2) Written Warning/Notice of Disciplinary Action Forms for any reason within a twelve (12) month period may be subject to termination, unless immediate termination is justified.

12.5 Disciplinary Action

When attempts at progressive discipline are not successful or when the instance involves a serious disciplinary issue that requires immediate attention, some form of Disciplinary Action or Adverse Action may be taken.

12.5.1 Definitions

Disciplinary Action may include action to remediate or retrain an employee or may include adverse or punitive action. Reference to Disciplinary Action in this Policy and Procedures Manual refers to either.

Disciplinary Action - action involving remedial training, an extension of a probationary period, or reassignment.

1. *Remedial Training* - An employee may be required to complete remedial training or education courses.
2. *Extension of Probationary Period* - An employee may have a probationary period extended or added to allow time and opportunity for improvement or change.
3. *Reassignment* - An employee may be reassigned to another division or department.

Adverse Disciplinary Action - action involving suspension without pay, demotion, or termination.

1. *Suspension without Pay* - An employee may be suspended for up to two (2) pay periods. Employees may not use any form of accrued leave time while on suspension.
2. *Demotion* - An employee may be assigned to a job at a lesser pay rate.
3. *Termination* - An employee may be terminated immediately for cause, or after following the progressive disciplinary process.

Disciplinary Actions and Adverse Disciplinary Actions are documented on the *Written Warning/Notice of Disciplinary Action Form*.

Department Heads or their designees are responsible for submitting a *Written Warning/Notice of Disciplinary Action Form* to the Human Resources Director, along with the appropriate supporting documentation and recommendations of corrective action. Before any Adverse Action (suspension, demotion, or termination) employees will be provided, in writing, an outline of the rule violation, conduct, or behavior leading up to the proposed disciplinary action. The employee will be provided an opportunity to respond, in writing, to the conduct leading up to the proposed disciplinary action.

12.6 Administrative Leave Due to Potential Disciplinary Action

With the authorization of the Department Head, Human Resources Director and the Mayor, employees may be placed on Administrative Leave for up to one (1) pay period during the investigation of any conduct or behavior which may result in Adverse Disciplinary Action. This leave may be with or without pay. The Human Resources Director and the Mayor may approve additional time if necessary to complete the investigation.

12.7 Pre-Disciplinary Hearing

In cases where disciplinary actions may involve suspension, demotion, or termination, employees are provided an opportunity to respond to the allegations before the action. The employee will be presented the *Written Warning/Notice of Disciplinary Action Form* and may indicate on that form if they accept the recommended disciplinary action, or if they wish to request a Pre-Disciplinary Hearing. The hearing will be conducted by the Human Resources Director.

Requests for Pre-Disciplinary Hearings must be filed within one (1) business day from the time the notice of proposed disciplinary action is received. If a hearing is not requested the recommended disciplinary action will be reviewed by the Human Resources Director and a disciplinary decision will be rendered.

Pre-Disciplinary Hearings may include Employees, Department Heads/Supervisors, Witnesses, and the Human Resources Director. The Human Resources Director will review the information presented at the pre-disciplinary hearing and confirm or reject the recommendation of the Department Head, based on facts, evidence, and policy. Employees will be notified in writing of the disciplinary decision within three (3) business days.

12.8 Appeal of Disciplinary Decision

An appeal is a formal process whereby employees may dispute suspension, demotion, or termination.

The appeal of a disciplinary decision to the Mayor must be received by the Human Resources Director within three (3) business days of the disciplinary decision. In requesting the appeal, the employee must state:

1. The reason for the appeal.
2. The requested resolution.
3. A desire to have the appeal considered by the Mayor.

The decision of the Mayor is final. If the decision through the appeal process is reinstatement, the employee's pay will be restored and the employee may be paid for any time lost through the appeals process. The original documentation will be placed in the employee's personnel file along with the final decision of the Mayor.

Employees serving in appointed positions at the will and pleasure of the Mayor or City Council have no right of appeal for any type of disciplinary action. Employees serving their initial probation periods have no right of appeal for disciplinary action.

12.9 Unacceptable Behavior

As it is impossible to list all forms of behaviors considered unacceptable in the workplace, the following is a list of behavior that will likely result in disciplinary action.

Examples of Unacceptable Behavior:

- a. **Absenteeism**
Irregular attendance and/or absenteeism or failure to provide notice.
- b. **Abuse of Power or Abusive Conduct**
Abusive personal conduct or language toward the public or fellow employees, or abusive public criticism of a superior or other City official.
- c. **Abuse of Property**
Abuse or deliberate destruction of City property, tools, or equipment.

d. Coercion

Coercion, bullying, intimidation, or threats against citizens, employees, supervisors, City officials or others.

e. Conduct that Reflects Negatively on the City

Any conduct exhibited by an employee, while on or off duty that brings discredit upon the City and its employees or threatens the order, safety, or health of employees, officials, and the public. These offenses may include but are not limited to social media interactions, domestic violence, the overuse or abuse of alcohol and/or drugs, participation in hate groups, or criticism aimed at the public, other employees, or City officials.

f. Conviction

Conviction of a crime; felony, or misdemeanor.

g. Dishonesty, Fraud, Falsification of Records

Providing inaccurate oral or written information to any representative of the City or member of the public in your official capacity. Misrepresenting or omitting information for hiring, appointment, or promotion. Falsifying records and using one's position for personal advantage. Refusing to answer questions or giving inaccurate information during an investigation.

h. Distribution of Personal Notices

Employees should not distribute any non-work-related information during work hours.

i. Driving a City Vehicle or Operating Motorized Equipment Under the Influence

Operation of a City vehicle or motorized equipment while under the influence of intoxicants such as alcohol or drugs including prescription and non-prescription medication.

j. Drugs or Alcohol

Possession and/or use of alcohol, non-prescribed drugs, or similar intoxicants while on City property or the job.

k. Failure to Follow established Departmental Guidelines, City Policies, or State or Federal laws

Failure to follow City regulations, department rules, lawful orders, or directions made or given by a supervisor.

l. Failure to Maintain Confidentiality

Unauthorized release of privileged or confidential information.

m. Failure to Report for Duty

Absent without approved leave for three (3) or more consecutive shifts will be considered job abandonment.

- n. Failure to Report Incident, Injury, or Accident**
Not reporting an incident, injury, or accident to your supervisor at the earliest possible time.
- o. Failure to Obtain, Maintain or Qualify for Certifications and Licensures**
Some City employees must maintain, obtain, or qualify for certain certifications or special licensures as a requirement of their job.
- p. Harassment and Discrimination**
Any activity that is determined to be harassing or discriminatory is illegal.
- q. Insubordination**
Employees are expected to respectfully follow assignments, directives, and common practices that are legal, ethical, and cause no harm.
- r. Inefficiency in the Workplace**
Working in a wasteful manner, inefficient use of time or resources, poor work quality, or sleeping on the job.
- s. Offensive Personal Habits**
Includes poor hygiene, inappropriate dress, offensive personal habits, language, and promiscuity.
- t. Political Activities**
Conducting political activities during work time, while on City property, or while wearing City uniforms or any other City insignia.
- u. Repeated Violations**
Employee's conduct continues to be unacceptable after repeated coaching or counseling.
- v. Safety Violations**
City employees are expected to follow established safety guidelines. Failure to follow these guidelines, including attending safety classes, and properly using safety equipment.
- w. Tardiness**
Not being at the assigned work area at the beginning of the scheduled work time.
- x. Theft or Abuse of Property**
Stealing, misappropriation or removing private or City property from City premises.
- y. Violent Acts or Behavior**
Actions which may cause physical injury to another person, threatening remarks, acting out in an aggressive or hostile manner that creates fear of injury to another person, intentionally damaging employer property or property of another.

z. Violations of the Alabama Ethics Laws

Any violations of the Alabama Ethics Laws.

aa. Weapons Possession

Unauthorized possession and/or use of firearms, weapons, explosives, or other dangerous materials on your person and while performing official City business.

bb. Work Place Interruptions

Disorderly conduct on City property, including but not limited to practical jokes, interrupting the effective operation of other employees, fighting, attempting bodily injury or the use of profane, abusive, or threatening language toward others.

12.10 Smoke-Free Tobacco-Free Workplace

To protect and enhance indoor air quality and to contribute to the health and well-being of all employees, all City of Prattville facilities and vehicles shall be smoke and tobacco-free, including e-cigarettes, vape pens, and other similar devices and oral tobacco products. Smoking and tobacco use are prohibited in all enclosed areas within the City of Prattville's work sites.

The only designated smoking/tobacco use areas are outdoors and will be marked as a designated smoking/tobacco use area. No one may smoke along any pathway or walkway leading to or from the designated smoking/tobacco use area or in the entrance/exit way of City facilities.

Smoking, e-cigarette, vape pens and other similar devices, and oral tobacco product use are prohibited in all automotive vehicles and equipment owned or operated by the City of Prattville. Employees may smoke in their personal vehicles, but the smoke and tobacco products, including e-cigarettes, vape pens, and other similar devices must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on City property.

While the City makes these areas available to smokers and tobacco users, we in no way have any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed for any employee who smokes or uses tobacco. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. Failure to comply with all of the City of Prattville Smoke-Free Tobacco-Free Workplace Policy will result in disciplinary action up to and including termination.

12.11 Workplace Violence

The City of Prattville will take all reasonable steps to provide a safe and secure work environment for all employees. The City of Prattville maintains a zero-tolerance standard for incidents of violence in the workplace. Harassment, intimidation, assaults, stalking, or other violence, including threats of violence, direct or implied, by or against its employees, is prohibited. Violations of this policy may lead to disciplinary action up to and including termination and may be reported to law enforcement authorities or may subject violators to other legal action.

12.11.1 Definitions

Workplace Violence includes incidents of violence that occur outside of normal job expectations or are not generally expected as part of regular duties. Incidents of violence may include but are not limited to physical or verbal threats in person, by letter or note, telephone, facsimile, or e-mail; intimidation, harassment to include sexual harassment and destruction of City property. All threats are presumed to constitute a statement of intent to harm. For purposes of this policy, a verbal threat is defined as any threatening language communication. Serious incidents of workplace violence include but are not limited to physical assault, rape, murder, bomb threats, or incidents involving the use of a weapon. The determining factors in assessing whether an incident constitutes workplace violence are the individual involved, the relationship of the action to the workplace, and the location of the incident.

12.11.2 Responsibilities

City employees are expected to adhere to his Workplace Violence Policy and are expected to treat each other with courtesy and respect. City employees' have the responsibility to be familiar with our Workplace Violence Policy and be proactive in the prevention of Workplace Violence.

12.11.3 Education

The City of Prattville will provide relevant training and education on the following (Curriculum may change as necessary):

1. Incident reporting and documentation procedures.
2. Procedures for filing a police report.
3. Workplace Violence Awareness.

12.11.4 Reporting Workplace Violence

City employees who witness or experience an occurrence or suspected occurrence of Workplace Violence must report the incident to their immediate Supervisor, Department Head, Human Resources Director, or the Mayor. The Supervisor, Department Head, Human Resources Director or the Mayor will determine whether Police involvement is necessary. Conversely, if the employee feels that they are in immediate physical danger, they should call 911. After notifying the appropriate authorities, the employee should immediately notify their Supervisor. All incidents of Workplace Violence shall be forwarded to the Human Resources Director.

All reported incidents of Workplace Violence will be promptly and confidentially investigated and acted upon. Retaliation against an employee who makes a good faith report of potential violence, actual violence or possession of a weapon is prohibited.

12.12 Security Inspections

To maintain a workplace free of illegal drugs, alcohol, unauthorized/unlawful firearms, explosives or other instruments or substances that could affect the safety of our employees, the City requires the cooperation of all employees in administering this policy. The City reserves the right to request that employees submit to a security inspection at any time (including breaks and lunch periods) while on City premises or while performing work for the City. The scope of the inspection will be that necessary to achieve the purpose of maintaining a safe workplace and may be requested by a Supervisor. The results of such inspections will be immediately reported to the Department Head and Human Resources Director.

Desks, lockers, and other storage areas may be provided for the convenience of employees but are the property of the City and are subject to being searched. Inspections may also include, but are not limited to, property, equipment, storage rooms, City vehicles, buildings, rooms, facilities, offices, computer hard drives, voice mail, e-mail, desks, and cabinets.

Entry onto any City premises or job site constitutes consent to searches and inspections. In addition, every employee is required to consent in writing to inspections as a condition of employment. Refusal to consent to search or inspection when requested is a violation of policy and grounds for disciplinary action, up to and including termination.

12.13 Distracted Driving

Distracted driving is the diversion of attention from driving when the driver focuses on a non-driving object, activity, event, or person.

To reduce driver distractions and to ensure the safety of employees and citizens, employees may not engage in the following while driving:

1. Using a hand-held cell phone.
2. Using a computer/laptop, text messaging device, or GPS tools and devices. (Public Safety Employees may utilize City issued devices authorized for use in their jobs provided they follow departmental safety guidelines for use).
3. Reading.
4. Personal grooming.
5. Use of tobacco products, e-cigarettes, and vape pens or similar devices.

Employees involved in an incident, accident, or report of distracted driving may be subject to disciplinary action.

12.14 Criminal Arrests and Convictions

Employees must promptly and fully disclose any criminal arrests or convictions to their supervisor on the first working day after the arrest or conviction.

Reporting arrests or convictions will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis. Employees who are unavailable to report for work because they have been sent to jail or prison may be subject to disciplinary action, including termination.

12.15 Dress and Grooming

It is the policy of the City of Prattville that employees shall project a positive and professional image toward the community. All employees are required to dress in a manner that presents a conservative appearance and is appropriate to a professional business environment. Clothing shall always be neat, clean, and pressed when reporting for duty.

Examples of Unacceptable appearance and grooming include, but are not limited to:

1. Tank tops, tube or halter tops.
2. Offensive body odor and poor hygiene.
3. Perfume, cologne, and aftershave lotion used excessively.
4. Facial jewelry or other jewelry or piercings that present a safety risk to the employee, other persons, or City property.

5. Tattoos that are offensive to co-workers or members of the public based on racial, sexual, religious, ethnic or other characteristics or attributes of a violent or legally protected nature must be covered while performing any work for the City. Tattoos that are distracting or receive repeated complaints must be covered while performing any work for the City.
6. Excessively short skirts, dresses, or shorts.

Department Heads are required to assure compliance in their department. When an employee's appearance is inappropriate, he or she will be asked to leave work and return properly dressed and groomed. The employee will not be paid for time away from work to correct a dress/grooming policy violation.

Due to the unique nature of Public Safety, the Fire and Police Departments will maintain their policies on the wearing of uniforms, clothing, and grooming requirements for both uniformed and non-uniformed personnel.

12.15.1 Non-Uniformed Personnel

The appearance and dress of non-uniformed personnel should be presentable and professional. Clothing should fit well, be clean and free of stains, and be neatly pressed. Clothing and shoes may not have holes or ragged edges, be overly provocative, or display inappropriate written or graphic content. Employees should direct questions about the appropriateness of their attire to their Supervisors. Department Heads and Supervisors are responsible for ensuring that employees comply with this policy. Supervisors should consult with the Human Resources Department if they have questions regarding appropriate attire.

Unless departments have specific rules or uniforms, professional attire includes:

1. Men: button-down shirts, polo shirts (including City logo shirts), khaki pants, dress slacks, sweaters, loafers, and dress shoes.
2. Women: skirts, dresses, dress pants, blouses, collared shirts (including City logo shirts), dress shoes, dress sandals.

12.15.2 Uniformed Personnel

Uniformed personnel are expected to keep their uniforms clean and neat and wear them in accordance with their respective department regulations. City-provided uniforms are not to be worn outside of work without the expressed written approval of the Department Head. The City provides protective clothing and equipment and requires that it is utilized appropriately.

In addition, all employees working in the field must wear clothing identifying them as City employees. City issued uniforms must be returned when an employee is separating from employment with the City.

12.16 Proper Identification

Employees must have appropriate identification which indicates that they are a City of Prattville Employee. Identification may include City logo shirts, name badges, ID cards, etc.

12.17 Departmental Rules and Regulations

Each department of the City must establish departmental policies and procedures that further clarify expectations unique to the department. The policies must be in harmony with and cannot override the City's Human Resources Policies and Procedures Manual and must be approved through the Human Resources Director.

12.18 Employee Recognition

High standards of honesty, integrity, and conduct are necessary to perform City business and to maintain a level of confidence of Prattville's citizens. The City recognizes employee achievement and exceptional performance.

A Supervisor may complete a *Positive Feedback Form* to recognize excellent work of employees who go above and beyond what is expected in their job, or suggest new processes or ideas that save time or effort or positively impact the department. The *Positive Feedback Form* will be placed in the employee's personnel record and should be reviewed during the Performance Evaluation.

12.19 Workplace Privacy and Confidentiality

Employees may not access, use, or disclose sensitive or confidential information except in accordance with City and departmental policies and as authorized by State or Federal laws.

Employees who have access to confidential information including, but not limited to, citizen or employee financial, medical, or personal information, are responsible for the safekeeping and handling to prevent unauthorized disclosure.

CHAPTER 13: DRUG AND ALCOHOL POLICY

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13.1 Policy Statement

In compliance with the Drug-Free Workplace Act of 1988, the City of Prattville has a longstanding commitment to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse create a threat to the health and safety of the City of Prattville Employees and the security of the City's equipment and facilities. For these reasons, the City of Prattville is committed to the elimination of drug and alcohol use and abuse in the workplace.

13.2 Scope and Enforcement

This policy applies to all employees and all applicants for employment of the City of Prattville. Department Heads are responsible for ensuring that all aspects of the policy are followed. The Human Resources Department is responsible for policy administration.

13.3 Employee Assistance

The City of Prattville will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other City policies. Such employees will be allowed to use accrued leave, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by FMLA or ADA, the employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face possible discipline, up to and including termination.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their medical provider about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

13.4 Work Rules

1. Whenever employees are on duty, operating any vehicles or equipment, present on City premises, or are conducting City-related work offsite, they are prohibited from:

- a. Using, possessing, buying, selling, manufacturing or dispensing illegal drugs (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing City business or while in a City facility, is prohibited.
 3. The City will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
 4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

13.5 Required Testing

The City conducts Pre-Employment, Reasonable Suspicion, Post-Accident and Safety Sensitive Random Drug Testing.

13.5.1 Pre-Employment Drug Testing

Candidates who have received an offer of employment that is deemed Safety-Sensitive will be required to pass a drug and alcohol test before beginning work. Refusal to submit to testing or failure to pass the test will result in disqualification of further employment consideration.

13.5.2 Reasonable Suspicion Drug Testing

Employees are subject to testing based on (but not limited to) observations by at least two (2) Supervisors of apparent workplace use, possession, or impairment. The Supervisor, Department Head and Human Resources Director must be consulted before sending an employee for testing based on reasonable suspicion. Supervisors must use the *Reasonable Suspicion Observation Checklist* to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

When reasonable suspicion testing is warranted, both the Supervisor and Department Head will meet with the employee to explain the observations and the requirement to

undergo a drug and/or alcohol test within two (2) hours. Refusal by an employee will be treated as a positive drug test and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A Supervisor or Department Head must transport the employee or arrange for transportation and arrange for the employee to be transported home, if necessary.

13.5.3 Post-Accident Drug Testing

Employees are subject to testing when they cause or contribute to accidents that damage a City vehicle, machinery, equipment or property or that results in an injury to themselves or another person requiring medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a vehicle or motorized equipment is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident. Refusal by an employee will be treated as a positive drug test and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A Supervisor or Department Head must transport the employee or arrange for transportation and arrange for the employee to be transported home, if necessary.

13.5.4 Safety Sensitive Random Testing

Employees who occupy Safety Sensitive positions are subject to random testing. Employees who are considered to hold Safety Sensitive positions will be identified as such by the Human Resources Department and notified of this status.

Safety Sensitive Positions - are positions in which a momentary lapse of attention may result in grave and immediate danger to the public. Safety Sensitive Positions may include but are not limited to: Police Officers, Motor Vehicle Operators, Firefighters, Mechanics, Welders, Lifeguards, School Crossing Guards, Equipment Operators, Traffic Maintenance Technicians, Service Maintenance Workers, Wastewater Plant Operators, Wastewater Collections Systems Operators and any other employee who operates a motor vehicle or motorized equipment on behalf of the City.

13.6 Collection and Testing Procedures

Employees who are requested to submit to a drug or alcohol test under this policy must immediately report to the designated testing facility. This is a priority over all other duties. The testing may include but is not limited to, the collection of urine, hair and/or breath.

Employees will be tested for use of commonly abused controlled substances, including, but not limited to: Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene and chemical derivatives of these substances.

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. The City of Prattville will pay for the cost of the initial testing. The testing lab will retain samples in accordance with the law.

In the event of a positive test result, the tested employee has the right to present their explanation of the result to the Medical Review Officer (MRO).

13.7 Consequences

Applicants who refuse to cooperate or who test positive will not be hired and will not be considered for employment for twelve (12) months.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. When the employee refuses to be tested, yet the City believes he or she is impaired, under no circumstances will the employee be allowed to drive themselves home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a Department Head and the Human Resources Director. Should the results prove to be negative, the employee will receive pay for the times/days of suspension.

13.8 Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Medical Review Officers will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among Department Heads and Supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

13.9 Inspections

The City of Prattville reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, volunteers, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal drugs, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate disciplinary action, up to and including termination.

13.10 Crimes Involving Drugs

The City of Prattville prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on city premises or while conducting City business. City of Prattville employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The City of Prattville does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the City reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off City premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Human Resources Director within five (5) calendar days. Failure to comply will result in termination. Cooperation in complying may result in suspension without pay to allow Human Resources to review the nature of the charges and the employee's record with the City.

13.11 Federal DOT Drug and Alcohol Testing Policy

The U.S. Department of Transportation (DOT) issues regulations implementing the Omnibus Transportation Employee Testing Act of 1991. The City is legally required to enforce Federal DOT regulations and implement controlled substance and alcohol testing for employees who require a commercial driver's license.

The Federal DOT legal requirement reinforces the City's commitment to promote a drug-free workplace and to ensure that employees involved in safety-sensitive transportation activities avoid problems created by the use of controlled substances and alcohol. The random testing will be conducted in phases and will ensure that the federally mandated percentage of commercial drivers are tested annually. Employees covered by this policy are also covered by the City's Drug and Alcohol Testing Policy.

13.11.1 Mandatory Training

The federal DOT regulation mandates that all City employees covered by these regulations and the Supervisors of these employees must attend at least one (1) hour of training on alcohol misuse and at least one (1) hour of training on controlled substance use, which may be through the use of a video or other media. The training for supervisors and managers must cover the physical, behavioral, speech and performance indicators of probable alcohol and controlled substance misuse and abuse.

13.11.2 Employee Notification

Newly hired employees covered by the Federal DOT's controlled substance and alcohol testing regulations will be notified of such testing regulations. Any employees newly covered by these regulations and employees affected by any change in the federal regulations will be notified by their Department Head or Supervisor.

No driver shall perform a Safety Sensitive function after testing positive for a controlled substance.

13.12 Employee Certification

Employees will certify upon hire, annually, and in the event of policy change that they have received a copy of the City of Prattville Drug and Alcohol Policy.

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14.1 Voluntary Separation

Voluntary separation occurs when employees voluntarily resign with a written two (2) week notice stating the final working day and the reason for the resignation.

Employees who provide such notice will be determined to have left in good standing. Department Heads and Appointed Employees must submit a thirty (30) day written notice. The City may choose not to accept notice from an employee and separation may be immediate when such action is in the best interest of the City and/or the employee.

14.2 Termination

Termination of employment is a management decision based on an employee's action. The City may terminate an employee's employment as a result of unsatisfactory performance or conduct, violation of City policies and procedures, including a new hire who fails to complete the probationary period. City employees who are terminated, or who resign in lieu of termination, due to unsatisfactory performance or violation of City policies are generally not eligible for rehire.

14.3 Job Abandonment/Voluntary Resignation

If an employee fails to properly notify the City of absence from work or if an employee is absent without authorization and/or notification for three (3) consecutive days (shifts), the City will consider the employee to have abandoned employment, and voluntarily resigned from their position.

14.4 Retirement

The City's retirement is administered through the Retirement Systems of Alabama (RSA). Employees may be eligible for retirement when they meet the requirements as defined by RSA. Employees interested in retirement should schedule an appointment with the Human Resources Department to discuss retirement options and benefits as a retiree with the City of Prattville.

Notice of Retirement must be completed with the Human Resources Department and RSA no more than three (3) months or no later than thirty (30) days before the last scheduled day of work.

14.5 Reduction in Force

If there are changes of duties in the organization, lack of work, or lack of funds, the City may lay-off employees; however, the City will first make reasonable efforts to transfer those employees who may be laid-off into other City departments.

14.6 Furloughs

A furlough is a temporary, non-duty, non-pay status for employees. Furloughs are sometimes necessary when there are funding imbalances.

14.7 Death

If an active employee, an employee on leave of absence, or a retired employee dies, the death should be reported immediately to the Human Resources Department and a copy of the death certificate presented. The Human Resources Department will process all claims for City provided benefits for the designated beneficiaries of the deceased employee. The designated beneficiary or estate will be paid any outstanding earnings and benefits in accordance with applicable Federal and State Laws and City Policy.

14.8 Exit Interview

The Exit Interview is a meeting with Human Resources to discuss benefits rights, final payment, and the opportunity to communicate information regarding your employment. Human Resources will contact the employee to schedule an Exit Interview before the last day of employment.

14.9 Final Paycheck

When an employee separates from the City, a final paycheck will be administered through the normal payroll processing cycle.

14.10 Benefits at Separation

When an employee separates from the City, the termination of insurance coverage will be discussed during the Exit Interview. Terminating employees and/or their dependents may elect to utilize COBRA coverage to continue benefits as allowed by law for a limited time. Retiring Employees may elect to use COBRA or participate in the Retiree Insurance Program.

14.10.1 Vacation Leave at Separation

Employees who have worked for the City for at least one (1) year will be paid for their unused Vacation Leave balance upon separation of employment up to the maximum allowed.

14.10.2 Sick Leave at Separation

Sick Leave upon Separation - An employee will not be paid for unused sick leave upon separation from the City.

Sick Leave upon Retirement - Retiring employees who are eligible members of the Retirement Systems of Alabama (RSA) have the option of receiving payment for their unused Sick Leave, or converting the time to RSA for service credit. Refer to the RSA Member Handbook for specific information.

14.10.3 Compensatory Time at Separation

Employees will be paid for their unused Compensatory Time upon separation of employment.

14.10.4 Personal Holiday at Separation

Employees will be paid for their unused Personal Holiday upon separation of employment.

14.11 Returning City Property

Separating employees are required to return all City issued uniforms and all other City property upon separation of employment. If all property is not returned, the City may deduct the cost of the property from the employee's final paycheck.

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15.1 City Vehicles

City vehicles are intended to promote the efficient and effective conduct of official municipal business and are to be used exclusively for that purpose. Employees who drive City vehicles are expected to follow all local, state, and federal driving laws, including holding current appropriate licenses to operate the vehicle. If an employee loses their license or it is suspended they must notify their supervisor immediately. Employees may not operate a City vehicle during the time of license suspension or revocation.

Employees must have written authorization from their Department Head to operate a City vehicle of any type. Departments will complete a *Vehicle Use Authorization Form* for each employee who is authorized to drive a City vehicle. The form must be updated annually and as needed and presented to the City Clerk and Human Resources Departments. Departments will provide guidelines for operating vehicles from their fleet including after-hours use, passengers, and fleet management.

When utilizing City-owned vehicle employees must:

1. Wear their seat belt, and require that authorized passengers wear their seat belts.
2. Keep the vehicle clean.
3. Refrain from smoking or using tobacco products of any kind in city vehicles. (Including E-cigarettes, vape pens, and similar devices).
4. Refrain from participating in activities that distract them from driving such as texting.
5. Shut off the vehicle when idling time is expected to exceed one (1) minute.
6. Never leave an idling vehicle unattended.

City vehicles and equipment may not be used for private work. Employees may not transport a passenger who is not on official City business in a City-owned vehicle. Special situations allowing passengers must be authorized by the Department Head with the Mayor's approval.

Employees must report any accident, theft or malicious damage involving a City Vehicle to their Supervisor, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident.

Employees are not permitted under any circumstances, to operate a City vehicle or personal vehicle for City business when any physical or mental impairment causes them to be unable to drive safely. Employees may not operate any City vehicle at any time or operate any personal vehicle while on City business while using or consuming

alcohol, illegal drugs, or prescription medication that may affect their ability to drive. These prohibitions include circumstances when employees are temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Employees must submit and successfully pass a motor vehicle record (MVR) check upon hire and annually. Employees found to be at high risk or those who have failed to report violations and/or accidents to the City, will have their vehicle driving privileges revoked, which may result in disciplinary action, including termination of employment, for employees in positions where driving is an essential function of their job.

Any exceptions to the Vehicle Use Policy must be approved by the Department Head with authorization from the Mayor.

15.2 Take-Home Vehicles

Employees may be assigned a vehicle on a “take-home” basis. A “take-home” vehicle assignment means that the employee is permitted to drive the vehicle from home to work; rather than leaving the vehicle at a City work site. The purpose of a “take-home” vehicle assignment is to decrease the response time required when personnel are called to work for an after-hours emergency or when personnel are on stand-by-status.

Employees assigned a “take-home” vehicle are responsible for following the vehicle use policy. “Take-home” vehicle assignments will be reviewed annually and as needed by the Mayor and Department Heads and may be amended at any time.

15.3 Equipment and Tools

City equipment should be used only for City purposes and City-related tasks; not for personal use. Employees are responsible for the care of all City issued equipment and supplies. Department Heads and Supervisors must ensure that employees are properly trained before using any equipment or tools.

15.4 Technology Use and Communication

Employees may use the City's technology and communication resources to perform their job duties. This policy governs the use of all technology resources belonging to the City. It includes, but is not limited to radios, all computer systems of any size and function and their attached peripherals, phones, cellular phones, faxes, voice mail systems, e-mail systems, network resources, internet resources, and any other electronic equipment and services the City identifies as technology resources. This policy also applies to all technology used on City property for City business purposes.

Employees granted permission to use City information technology resources are responsible for properly using those resources, consistent with the purpose of the job and in compliance with Federal, State, and local statutes, and City Policies and Procedures. Failure to adhere to this policy places employees at risk for legal liabilities, potential embarrassment, and disciplinary action up to and including termination.

15.4.1 Administration and Monitoring

It is the responsibility of the Department Head to become familiar with the requirements of this policy and to administer this policy consistently within the department. Access and privileges of the City's technology resources are administered by the Information Technology Department. Department Heads, the Human Resources Director, and the Mayor have the authority to inspect the contents of any equipment, files, or e-mail. Reasons that an employee's use of the City's information technology resources may be reviewed include, but are not limited to, investigation of network slowdown; system hardware or software problems including software license compliance, general system failure, litigation or potential litigation; reasonable suspicion of a crime or violation of policy; or a need to perform work or provide a service when an employee is not available. The City may inspect, use or disclose any electronic communications and data without notice; and may utilize monitoring software to administer this policy.

15.4.2 Communication and Public Records

All electronic communications are the property of the City of Prattville, and are subject to monitoring and therefore are not considered private. The City will disclose any electronic mail message as required by appropriate law or regulation.

15.4.3 E-Mail and Internet Use

Employee use of Communications Systems for personal use must be restricted to occasional use that does not interfere with the operation of the City's business. Personal use should be limited and personal use of the Internet and e-mail should be minimal. Supervisors should monitor the extent of personal use of these assets during regular working hours.

Any business or personal use of the Internet or e-mail by employees must clearly and accurately identify the user. Anonymous or pseudonymous identifiers are prohibited.

E-mail is considered an official form of communication between departments, employees, and citizens. Employees must immediately notify the Information Technology Department of any computer virus infections on City computers.

15.4.4 Prohibited Use

The following uses of the City's Communications Systems are strictly prohibited:

1. Use of Communication Systems to compromise the integrity of the City in any way.
2. Use of the Communications Systems to send messages containing offensive, abusive, discriminatory, threatening, harassing, or other language inappropriate for the operation of the City.
3. Use of the Communications Systems to send messages that violate any policy of the City including the City's policies against harassment and discrimination. Such messages include, but are not limited to messages that contain sexual implications, racial slurs, or other comments that offensively address someone's age, gender, sexual orientation, religious or political beliefs, national origin, or disability.
4. Use of the Communications Systems for the advertisement of personal business.
5. Intentionally viewing, downloading and/or transmitting materials (other than that required for Police business) that involve the use of obscene language, images, jokes, sexually explicit materials or messages that abuse or degrade any person, group, or classification of individuals.
6. Use of the Communication Systems to distribute personal information unless it is an authorized Human Resources function.
7. Purchasing, installing or downloading software or hardware from outside vendors without prior authorization from the Information Technology Department.
8. Permitting an unauthorized person to use the City's Network/Communication System.
9. Installation of software through any method unless authorized by the Information Technology Department. This includes software by third-party vendors, as well as shareware, freeware, personal software, and Internet distributed programs.
10. The use of technology in any way that consumes an inordinate amount of bandwidth or otherwise interferes with the City's technology operations.
11. Forwarding electronic messages or attempting to transmit any message in which the origination is deliberately misleading.

15.4.5 Security and Passwords

Each employee is responsible for all actions taken while using their user profile or password. Passwords should be kept confidential and not shared. Events requiring exceptions to this policy must be approved through the Information Technology

Director. You are asked to “log out” from your network sessions at the end of the workday to assure the prevention of data loss.

Any file, program, or document received on any media, through the Internet or file transfer should be monitored for viruses. Use extreme caution when receiving an e-mail message with unexpected attachments. Do not open such files if there is any doubt about the type of file, content, or the sender.

The City will promptly access electronic communication data:

1. When a user leaves employment with the City for any reason.
2. When necessary to investigate a possible violation of the City’s policy or a breach of the security of the Communications Systems.
3. In the event there is reasonable suspicion that a crime is being or has been committed.
4. Anytime access is in the best interest of the City.

15.5 Telephone System

The telephone system is intended primarily to accomplish the work of the City. Providing services to internal and external customers is always the priority. Personal use should be limited.

The City will deem personal use excessive if it prevents an employee from managing customer inquiries, complaints, and requests for service promptly or if it interferes with the employee accomplishing their job responsibilities. Employees who abuse the privilege of the telephone system will be subject to disciplinary action.

15.6 Cellular/Mobile Devices

Cellular/Mobile devices include Cell Phones, Tablets, I-Pads, Text Messaging Devices, Still or Video Cameras, Recording Devices, Hot Spots, and similar Telecommunication Devices.

15.6.1 Employee Use of Personal Electronic Devices

Employees are permitted to bring personal mobile devices to work. Employees may use their personal devices during emergencies, meal periods, or rest breaks. The City is not responsible for lost or damaged personal electronic devices.

Non-Exempt Employees are not permitted to work more than 40 hours per week without prior authorization from their Supervisor; the use of a personal device, outside of normal work hours, to complete work-related tasks (e.g., responding to e-mail) must

be authorized by a Supervisor. This does not include responding to a Supervisor in emergencies or regarding scheduling.

Time spent on personal electronic devices during working hours should be kept to a minimum.

15.6.2 Employee Use of City Provided Electronic Devices

The City may provide mobile devices to conduct City business. Determination regarding the distribution of City provided devices is made on a case-by-case basis.

Employees who are issued an electronic device from the City must complete a *Technology Use Authorization Form*. Electronic devices provided by the City and any communications (including text messages and social media accounts) received by or sent from the electronic device are subject to inspection and review. Employees may not use the City-provided electronic devices to call "pay per minute" services. Additionally, the employee is the only person authorized to use a City provided electronic devices.

The City reserves the right to modify or discontinue an electronic device assignment at any time, for any reason.

15.6.3 Use of Electronic Devices While Driving or Operating Equipment

The dangers of distracted driving are of great concern to the City. The use of hand-held devices while driving poses a significant risk to the motorist, their passengers, and others on the road. Therefore, the City of Prattville will not tolerate texting or talking on a device while operating a City vehicle or while using a City-issued device while operating a personal vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages.

Violations of this policy will lead to disciplinary action, up to and including termination.

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16.1 Inclement Weather and Emergency Closings

Except for scheduled Holidays, the City will be open for business Monday through Friday during regular business hours. There may be circumstances, such as inclement weather, national crisis, or other emergencies, that may make one or more of the City's office locations or facilities inaccessible. In that case, the Mayor or his/her designee will notify Department Heads of an emergency closing. Department Heads will be responsible for notifying their employees of the emergency closing.

In inclement weather conditions, the City recognizes that some employees may not be able to travel to their workplace safely. Employees who cannot report to work for this reason, should notify their supervisor.

If City facilities are closed due to inclement weather, generally, employees will be allowed to use accrued Vacation Leave or Compensatory Time to make up the hours of missed work unless other arrangements are made by the City.

16.2 Visitors in the Workplace

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances. Visitors may be asked to sign in and provide photo identification and may be subject to security inspections.

16.3 Employee Work Area

Employees should keep their work area organized and appropriate in appearance. Regardless of the setting, employees should be mindful of safety and productivity in their workspace.

16.4 Employee Personnel Record

Personnel Records are maintained by the Human Resources Department and are considered confidential. Supervisors and Department Heads have access to Personnel Records on a need-to-know basis. Employees may view their records with written requests utilizing the *Request to View Personnel Record Form*. Employee records may only be reviewed in the Human Resources Department. Requests for copies of documents from Personnel Records will be processed through the Public Records Request Process and may be subject to fees.

Keeping employee records current is important in regards to pay, deductions, benefits, and other matters. Changes in any personal demographic information should be documented by completing the *Employee Information Change Form*.

16.5 Employee Medical and Health Record

Medical records and health information for employees will be maintained separately from the employee's personnel record and are considered confidential. Medical records and health information may only be accessed, used, and disclosed in compliance with Federal, State, or local law or regulation.

The City of Prattville complies with the Health Insurance and Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees, dependents, and patients.

16.6 Social Media Policy

The purpose of this policy is to establish general standards and responsibilities for the acceptable use of social media. This policy governs the use, administration, management, monitoring, and retention of social media and social media content, consistent with Federal, State, and local laws and regulations. This policy applies to all employees of the City of Prattville. In addition to this policy, all social media activity shall comply with any and every other applicable City policy.

16.6.1 Definitions

Social Media Channels - Any online communication channel dedicated to community-based input, interaction, content-sharing and collaboration including websites and applications dedicated to forums, microblogging, social bookmarking, social curation and wikis. Social media can take many forms, including but not limited to text, images, and videos. Examples covered include, but are not limited to Facebook, Twitter, YouTube, and Google+.

Authorized Employee - An employee who has been authorized to post social media content on behalf of the City.

Mobile Apps - Technologies that can be downloaded to smartphones and tablets and accessed on the go; providing publishing abilities to authorized employees who work at a City worksite or offsite.

16.6.2 Use of Social Media on Behalf of the City

1. Only authorized employees may post content to social media channels on behalf of the City.
2. Authorized employees should not disclose confidential or proprietary information acquired by way of their official position with the City. This restriction applies whether the information is disclosed on professional or personal social media channels, or by any other method.
3. All official use of social media must be through authorized official media accounts. Authorized employees using social media for official purposes are prohibited from using personal social media accounts for those purposes. This is to facilitate compliance with public records laws and protect information on personal accounts from public disclosure.
4. Authorized employees should always consider whether it's appropriate to post an opinion, commit the City to a course of action, or discuss areas outside the employee's expertise online.
5. Authorized employees posting content on behalf of the City may not include profanity or obscenity.
6. Authorized employees posting content on behalf of the City must respect the intellectual property rights of others and shall comply at all times with intellectual property laws including the Copyright Act and the Lanham Act. Authorized employees should seek legal counsel before posting any content subject to trademark or copyright protection to ensure compliance with the law.
7. Authorized employees should professionally conduct themselves at all times while utilizing or posting to City social media channels. Authorized employees are prohibited from engaging in disagreements or arguments with members of the public who may be critical of the City on social media channels.
8. Authorized employees must comply with Terms of Service of social media channels utilized on behalf of the City.
9. The City reserves the right to delete posts that are objectionable or offensive, not relevant or off-topic, inaccurate, and those which violate a social media channel's Terms of Service.
10. The Mayor shall have the final authority to edit or remove content from any of the City's social media channels.
11. Non-Exempt Employees should not work on social media for official City purposes after hours without prior approval. This is considered overtime, and failure to obtain prior authorization may be cause for disciplinary action.

16.6.3 Personal Use of Social Media

1. Employees may access personal social media accounts at work for limited personal communications, but only as long as it does not interfere with work responsibilities and does not violate any other City policy.
2. Employees may not use a City e-mail address when using social media channels for personal use.
3. An employee may not characterize him or herself as representing the City, directly or indirectly, on any social media channel or account. The use of a City e-mail address, job title, official City name, seal or logo shall be deemed an attempt to represent the City in an official capacity and is prohibited on personal use of social media. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent the City in an official capacity and is prohibited.

16.6.4 Desktop Application

To prevent accidental posting of personal information on or from City social media channels, authorized employees should not use professional and personal social media channels in the same system for managing social media channels (e.g. the same dashboard). If the employees use a desktop application to manage City social media channels, they must use their City e-mail address and a password that is unique to the application (i.e. not the same as their City e-mail password). Employees should use a personal e-mail address or access a separate dashboard for personal social media use.

16.6.5 Mobile Apps

Authorized employees should use different mobile apps for the professional and personal use of social media channels. If an employee uses Twitter's mobile app to manage a City Twitter account, for example, they should not use that same mobile app to send personal tweets. It is recommended that authorized employees with smartphones download social media mobile apps such as the Facebook Page Manager mobile app to post information to City social media channels. Mobile apps should be set up to allow authorized employees to post to a City social media channel without accessing the employee's personal social media accounts.

16.6.6 Employee Rights

Nothing in this policy will be interpreted or applied in a manner that interferes with employee's rights to make a complaint of illegal workplace activity including harassment, discrimination, or other workplace misconduct. This policy does not

prohibit employees from publicly expressing an opinion on a matter of public concern that does not unduly disrupt City operations or violate City policy.

16.6.7 Disclosure and Privacy

Employees have no expectation of privacy when using City-owned equipment. The City has the right to access and monitor its computer, equipment, and systems without warning or any specific notice to employees.

16.6.8 Disciplinary Action

Inappropriate use of social media can be grounds for disciplinary action up to and including termination.

16.7 Media Inquiries

To ensure that the City maintains the appropriate public image and that communications to the media (e.g. newspapers, television, radio, other publications, and media outlets) are accurate and in line with applicable City policies, all contacts or inquiries from the media are to be referred to the Mayor's Office.

The Mayor's Office is the primary media point-of-contact (except for the Police and Fire Departments). The Mayor's Office will direct further contact, if necessary, to the appropriate Department Head.

16.8 Employee E-Mail Signatures

The format of each City employee's e-mail should be professional in terms of signature and other formatting. E-mail signatures should follow certain guidelines to fit with the overall branding initiative of the City. As such, the style of address, spelling, grammar, and punctuation of all messages should reflect the standards of formal business communication.

Having a professional e-mail signature is important. While signatures may vary slightly from person to person based on their role and level, consistency across all City staff is the goal. Specific formatting will be released by the Mayor's Office.

16.9 Employee Solicitation

The City of Prattville prohibits the solicitation of any type and for any purpose during the working time of the soliciting employee or the employee being solicited. Working time does not include break periods, mealtimes, or other specified periods during the workday when employees are not engaged in performing their work duties.

16.10 Employment Verification and Reference Checks

Employment verifications and employment references shall be referred to the Human Resources Department. No personal information, other than job title and dates of employment, shall be released before obtaining a signed release unless otherwise required by Federal or State Law.

APPENDIX

Human Resources Policies and Procedures Manual Record of Action		
Date	Action	Description
02/18/2020	Adoption	City of Prattville Human Resources Policies and Procedures Manual Adopted
05/01/2020	Effective	City of Prattville Human Resources Policies and Procedures Manual Effective
03/6/2024	Administrative	Section 5.2.2 Item 1-Revised to reflect language in Group Health SPD.
03/6/2024	Administrative	Section 5.2.2 Item 2- Revised to reflect language in Group Health SPD.
03/6/2024	Administrative	Section 5.2.2 Item 3- Removed" Parks & Recreation Director and Public Works Director" Resolution Book 2003-A Page 207
3/6/2024	Administrative	Section 9.2-Revised to reflect language in Group Health SPD
3/6/2024	Administrative	Section 9.2.1-Revised to reflect language in Group Health SPD