

# ***CITY OF ROBERTSDALE***



# ***PERSONNEL POLICY***

**CITY OF ROBERTSDALE  
PERSONNEL POLICY  
(REVISED JANUARY 22, 2013)**

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**CITY OF ROBERTSDALE  
PERSONNEL POLICY  
(REVISED 2013)**

**1.001 Purpose**

It is the purpose of these policies to establish standard procedures which will serve as a guide to administrative action concerning the various personnel activities of the City of Robertsdale.

**1.002 Declaration of Policy**

The following personnel principles are established for the City of Robertsdale.

- (A) Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in operation of the municipal government.
- (B) Positions having similar duties and responsibilities shall be classified and compensated for on a uniform basis.
- (C) Appointments, promotions, and other personnel actions shall be based on evaluations and recommendations of the respective department heads.
- (D) Every effort shall be made to stimulate high morale by fair administration of these regulations and by every consideration of the right and intent of the employee, consistent with the best interest of the City.
- (E) Continuity of employment shall be subject to good behavior, satisfactory performance of work, necessity for performance of work, and availability of funds.
- (F) To treat employees fairly, regardless of race, sex, age, religion, national origin, political affiliation, disability, or veteran status.

**1.003 Coverage**

All elected officials shall be covered by separate ordinance, and not included under the regulations of this policy. Those employees, considered as "Classified Service" shall include all employees of the City who were hired by the responsible department head and approved for hire by the Mayor. This includes positions appointed by the Council, Department Heads, and those supervised by the department heads. All personnel rules and policies shall apply to the Classified Service.

**1.004 Interpretation**

In all instances, the Mayor shall make determination as to applicability of these policies and shall resolve controversies concerning interpretations. In his absence, this responsibility rests with the Chief Financial Officer for immediate resolution. The Chief Financial Officer shall, at the earliest opportunity, refer all such interpretation to the Mayor for incorporation into these policies after approval by a majority vote of the City Council. Any interpretations made shall be typed in memo form and submitted to all department heads and kept along with the personnel policy. See Section 12.008 - This section shall follow the same approval process.

**1.005 Adoption and Administration of Rules**

These rules shall be the adopted procedure of the City of Robertsdale, and responsibility and authority for the administration of the policies set forth herein are vested in the Chief Financial Officer with assistance from other department heads, Personnel Committee, and the Mayor.

#### **1.006 Amendments of Rules**

Amendments and revisions of these rules may be initiated by the Personnel Committee, Chief Financial Officer or City Council. Such amendments and revisions shall become effective upon approval by the City Council.

## **SECTION II - RECRUITMENT AND SELECTION**

#### **2.001 Eligibility**

All applicants, regardless of race, color, sex, religion, national origin, political affiliation, veteran status, or disabilities, will be given equal consideration for all positions with the City of Robertsdale.

#### **2.002 Promotions**

Persons currently employed will be given the first opportunity to apply for vacancies throughout the City. However, the department head may recruit applicants from outside the classified service whenever there is reason to believe that better qualified applicants are available than from within. Promotion within the classified service shall be based on the qualifications of the person being appointed. Usually, the first consideration in filling of vacancies will be given to the most qualified applicant in the department in which the vacancy exists. Next, consideration will be given to the most qualified applicant from outside the department. If no acceptable applicant is found within the classified service, the vacancy will be filled from outside. The criteria used in the selection of the most qualified applicant shall be based on experience, performance, evaluation, and where feasible, examination.

#### **2.003 Procedures**

The following procedures shall be used in recruiting and selecting City employees:

- (A) The department head receiving Council and/or Mayor's approval to fill a position with the City shall be eligible to receive applications for employment. Vacancies or new positions will be advertised, unless advertisement for a similar position has recently been publicized, with sufficient applications on file.
- (B) Upon applications submitted, the department head will interview those applicants so chosen. Background checks, police records, audit references, etc., shall be made in cases warranting same.
- (C) After oral interviews and written evaluations are completed, the department head will examine the merits and demerits of all applicants interviewed and determine the most qualified person for the position. Such selection shall require the approval of the Mayor.
- (D) Upon approval, the department head will complete an employee status

- report. This will be made a part of the employee's personnel record.
- (E) When the new employee reports for work, he/she should immediately be referred to the payroll clerk to complete the necessary administrative forms, along with an employee orientation.
  - (F) At the time of hire, the new employee will be placed in the entry level of the classification, unless circumstances warrant a higher level. Such decision shall be made by the Department Head with the Mayor's approval.

#### **2.004 Probationary Period**

Each new employee receiving an appointment with the City of Robertsdale must serve a probationary period of six (6) months. During this period, employee's work habits, attitude, ability, promptness, and other pertinent characteristics will be observed and evaluated by his/her supervisor, or other appropriate official. If the employee fails to meet the required standards of performance, employment shall be terminated. This termination may be effective at any time during the probationary period, and can be implemented by the department head with approval of the Mayor.

At least ten (10) days prior to the end of the employee's probationary period, the department head shall complete a probationary report and notify the Mayor in writing that either:

- (A) The employee has successfully completed the probationary period and shall henceforth be considered a regular employee with all rights and privileges due; or
- (B) The employee has not progressed as desired but it is recommended that the probationary period be extended for an additional 90 days, at the end of which the employee will be granted regular status, terminated from employment, or returned to the classification from which promoted; or
- (C) The employee has not demonstrated ability to perform satisfactorily the duties of the position and is to be separated from employment, or if promoted from another position returned to the previous or a similar classification.

### **SECTION III - LEAVES OF ABSENCE**

#### **3.001 General Policy**

The following types of leaves are officially established: holidays, annual leave (vacation), sick leave, military leave, civil leave, major medical leave, and emergency leave. Annual leave must be approved by the employee's department head. Other types of leave should also be discussed with the department head, either before or after taking leave, but due to their nature, does not require prior approval. A day of leave is defined as eight (8) hours, regardless of the number of hours an employee may be scheduled to work.

### 3.002 Holiday

Standard Holidays: The following are holidays for all full-time employees, with City services being closed:

- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Holidays that fall on Saturday will be observed on Friday preceding the holiday. Holidays that fall on Sunday will be observed on Monday following the holiday.

Floating Holidays: The following holidays are considered floating holidays, in which City services will be open and staffed by a sufficient number of employees to provide continued City services to the public, as each department requires:

- Martin Luther King/Robert E. Lee's Birthday
- Good Friday
- The day after Thanksgiving

Those employees scheduled to work on a floating holiday will schedule an alternate day off during the calendar year. The alternate day must be taken in its eight hour entirety, and cannot be carried over to the next calendar year.

Birthday Holiday: Employees are granted a holiday for their birthday, which must be scheduled through their supervisor and must be taken during the week of their birthday. The Mayor may, at his discretion, proclaim additional holidays in the event of emergency situations.

### 3.003 Annual Leave

Each full time employee shall earn annual leave at the rate of ten (10) working days per year, or .83 days per month. Employees with one to ten years of employment are eligible for a maximum of ten (10) vacation days per year. See Section 3.003 (C) for additional leave. Full-time employees must be in continuous employment with the City for a period of twelve (12) months before annual leave can be made any time during the calendar year.

- Accumulation of Annual Leave:** Annual leave does not accumulate from year-to-year. Each employee is required to take his/her vacation (annual) leave each year. However, once the first twelve months of employment have been completed, scheduling of such vacation or annual leave can be made any time during the calendar year.
- Scheduling:** Annual leave must be approved by the department head prior to scheduling of time off. Annual leave must be taken at the convenience of the department.
- Additional Annual Leave:** Those employees who have been in continuous employment with the City for a period of ten (10) years shall be entitled to earn one additional day of vacation each year, until the maximum of twenty (20) working days of annual leave are accumulated, that being 20 years.
- Separation:** Employees resigning voluntarily or retiring and who

give reasonable notice of their intention to resign will receive any annual leave credit earned as of the date of resignation. Employees dismissed for incompetence or inefficiency will also receive all earned annual leave. All earned annual leave of employees who die while employed shall be paid to the designated beneficiary or to the estate of said employee.

- (E) **Annual Leave for Part-time Employees**: Part-time employees shall accrue one-half the annual leave of a full-time employee, during the time he/she is considered to work on a regularly scheduled part-time basis. Such an employee must meet the twelve (12) month continuous service requirement as a full-time employee. If a part-time employee is upgraded to a full-time employee, he/she shall be credited his/her service time during the time he/she served as a part-time employee.

### **3.004 Sick Leave/Personal/Major Medical Leave**

All employees, after the first six (6) months of service, are eligible for leave granted in this section.

- (A) **SICK LEAVE**: Sick leave with pay shall be granted for the following reasons:
- Personal illness, physical incapacity, and personal needs resulting from causes beyond employee's control
  - Doctor & Dentist Appointments
- (B) **PERSONAL/EMERGENCY LEAVE**: Personal/Emergency leave shall be granted for the following reasons:
- Illness of an employee's household requiring employee's personal care & attention
  - An event of a personal nature beyond the employee's control
  - Vacation/annual leave and sick leave must be exhausted prior to an employee requesting personal/emergency leave.
- (C) **MAJOR MEDICAL LEAVE**: Major medical leave shall be granted for the following reasons:
- When an employee has exhausted all sick leave, and is under the care of a physician, with an illness or medical condition that declares the employee unable to perform their job duties due to their medical disposition.

### **3.005 Amount of Leave**

Upon completion of six (6) months of service, an employee is eligible to accrue the following leave time:

- (A) **SICK LEAVE**: Six (6) days per calendar year for all full-time employees. Three (3) days per calendar year for all part-time employees. Accrued days cannot be carried over into the next year. Any unused sick days at the end of the calendar year will be paid to the employee based on their current rate of pay on the first pay period in January. The six days of sick leave must be used first, before a request for personal/emergency, or major medical leave is requested.
- (B) **PERSONAL/EMERGENCY LEAVE**: A maximum of five (5) days may be paid to an employee (after sick leave and vacation or annual leave have been

exhausted) upon approval of the Leave Review Committee, based on the reasons outlined in 3.004(B). The committee, for the same reasons, may also grant a maximum of two (2) weeks without pay. Part-time employees may be paid for two and one-half (2 ½) days, and receive one week without pay.

(C) **MAJOR MEDICAL LEAVE:** The following is a breakdown of the maximum days per incident that may be approved by the Leave Review Committee. The number of days is based on the years of employment with the City. Part-time employees are not eligible for major medical leave.

6 months	to	5 years	=	30 days
6 years	to	10 years	=	60 days
11 years	to	15 years	=	90 days
16 years	to	20 years	=	120 days
21 years or more			=	180 days

### **3.006 Leave Review Committee**

The leave review committee shall be comprised of three of the following: Chief Financial Officer, Public Works Director, City Engineer, or Chief of Police. The Mayor or a Councilmember may serve as an alternate. Department Heads shall not serve on the Committee when reviewing requests from within their respective departments. The Committee shall review requests made in writing by the employee, including supporting medical documentation, for consideration of personal/emergency and major medical leave.

### **3.007 Military Leave**

All employees who are active members of any reserve component of the armed forces of the United States, shall be entitled to military leave of absence with pay up to 168 working hours per calendar year on all days that they are engaged in defense, training or other ordered service. Employees on military leave must present documentation to their supervisor.

### **3.008 Civil Leave**

Any employee shall be given necessary time off without loss of pay when performing jury duty, performing emergency civilian duty in connection with national defense, or for the purpose of voting when the polls are not open at least two hours before or after an employee's scheduled hours of work.

### **3.009 Family and Medical Leave Act of 1993 (FMLA)**

Employees may take up to twelve weeks of unpaid job-protected leave in any twelve-month period for certain specified family and medical reasons. Unpaid leave may be granted:

- A) To care for the employee's newborn child, or placement of adoption or foster care;
- B) To care for an employee's spouse, son, daughter, or parent who has a serious health condition;
- C) For a serious health condition that makes the employee unable to perform his or her job.

To be eligible for family and medical leave, an employee must: (a) have worked for the City of Robertsdale for at least twelve (12) months; and (b) have worked at least 1,250 hours over the previous twelve (12) months.

Family and Medical Leave under this federally-mandated Act is available under this policy until an employee has taken a total of twelve weeks of leave within a

twelve-month period. If both spouses are employed by the City of Robertsdale, then he/she is jointly entitled to a combined total of twelve work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent who has a serious health condition. Each time an employee takes leave under the Family and Medical Leave Act, the remaining leave entitlement is the balance of twelve weeks that has not been used during the immediately-preceding twelve (12) months.

It is required that employees of the City substitute any available accrued paid leave (such as annual leave, personal days, or sick days) for unpaid leave under FMLA. A twelve-week maximum period of leave may not be extended by adding annual, personal, or sick days to the twelve week period of unpaid leave. Once the employee has used all paid leave, then the balance of the twelve-week leave period is unpaid

Under some circumstances, employees may take their family and medical leave intermittently; which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. Leave may be taken intermittently, whenever it is medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. While on intermittent leave, a transfer temporarily to a position that better accommodates the leave may be required. If such temporary transfer is necessary, the employee will retain equivalent pay and benefits.

**A. HEALTH BENEFITS WHILE USING FMLA**

The City of Robertsdale will maintain group health insurance coverage for an employee on family or medical leave on the same terms as if the employee had continued to work. For insurance to continue, employees must continue to pay their share, if any, of the health insurance premiums while on leave. Failure by the employee to make payments may result in the cancellation of coverage. An employee may be financially responsible for the medical insurance premiums paid on that employee's behalf while on family and medical leave, if the employee fails to return to work.

The employee shall be responsible for payments of insurance premiums for his/her family coverage. If premiums are not paid the employee's family coverage will be terminated.

**B. RETURNING TO WORK AFTER USING FMLA**

Before an employee will be permitted to return from medical leave, he or she will be required to present a certification from their health care provider indicating that they are capable of returning to work or performing the essential function of the position with or without reasonable accommodation. Failure to provide the requested certification may result in the delay of the employee's return to work, or possible disciplinary action.

Upon return from family or medical leave granted under this policy, an employee will be restored to his or her original job, or to an equivalent job

with equivalent pay, benefits, and other employment terms and conditions, without loss of seniority. An employee's use of leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using this leave. However, seniority as well as benefits such as annual, personal, and sick leave days do not accrue during the unpaid leave period.

In summary, FMLA leave is not a special type leave, but runs concurrent with any approved leave, whether paid or unpaid. Paid leave may be substituted for unpaid leave. The employer may require a thirty (30) day advance notice when the leave is foreseeable and may require medical certification of a serious health condition. While the employee is on FMLA leave, the employer must maintain health insurance, and must restore the employee to his or her original (or equivalent) position upon his or her return. Failure to provide certain certifications as requested from the employer may result in delay or denial of the requested leave until the requested certification is provided, denial of coverage during the employee's time off under the Family and Medical Leave Act, loss of health insurance rights, and possible disciplinary action.

Upon the completion of the Family and Medical Leave (FMLA) 12 week period and the depletion of sick, personal, and annual leave, an employee may be terminated if he/she does not return to work.

### **3.010 Worker's Compensation**

The following provisions shall apply to employees who have been injured while on-the-job:

- (A) **COMPENSATION**: Pursuant to an on-the-job work related injury, the City will compensate the injured employee for three working days after the accident. If the employee is still unable to return to work after the third day, the employee will accept compensation through the insurance company until released for duty back to the City by the insurance company.
- (B) **EXPENSES**: Any expenses associated with the accident such as drugs, mileage, wheel chairs, shall be processed through the insurance carrier, and not the City.
- (C) **BENEFITS**: An employee is not credited with State Retirement service time while out on worker's compensation. The employee's life insurance provided by the City is not effective while an employee is out on worker's compensation. An employee's leave status will be frozen while on worker's compensation.
- (D) **EMPLOYEE OBLIGATION**: Any payroll withholding (family health insurance, supplemental insurance policies, health club dues) for which the employee pays must be made directly to the city on a monthly basis while an employee is out on worker's compensation.

### **3.011 Funeral Leave**

Full-Time employees may be granted three (3) days of leave with pay upon the death of immediate members of their family. Immediate members of the family

are defined as: wife, husband, child, mother, father, brother, sister, in-laws (mother, father, brother, sister, son, daughter), step relations, grandparent, or grandchild. In the event the employee must travel a distance greater than 300 miles to attend funeral services of an immediate family member, as defined above, the employee may be granted 2 additional travel days.

## **SECTION IV - SEPARATIONS**

### **4.001 Type of Separation**

All separation of employees from positions in the classified service shall be designated as one of the following type and shall be accomplished in the manner indicated: resignation, compulsory resignation, disability, death, retirement, and dismissal.

### **4.002 City Equipment**

At the time of separation and prior to the time of final payment, all records, assets, and all items of City property in the employee's custody shall be transferred to the department head and certification to this effect shall be executed by the employee. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation.

### **4.003 Rights of Employees**

Full-time, as well as part-time employees who separate shall receive payment for all earned salary and all earned annual leave, subject to deduction and any indebtedness pursuant to Section 4.002.

### **4.004 Resignation**

An employee may resign by submitting the reasons therefore (in writing) and the effective date to his department head as far in advance as possible, but a minimum of two (2) weeks notice is desired. Failure to comply with this requirement may be cause for denying future employment.

### **4.005 Compulsory Resignation**

An employee who, without valid reason, fails to report for work for three consecutive work days without authorized leave shall be separated from employment and reported as a compulsory resignation.

### **4.006 Disability**

An employee may be separated for disability when he/she cannot perform the required duties, with reasonable accommodations, because of a physical or mental impairment. Action may be initiated by the employee or the City, but in all cases it must be supported by medical evidence acceptable to the Mayor.

### **4.007 Death**

Separation shall be effective as of the date of death. All compensation due in accordance with Section 4.003 shall be paid to the estate of the employee or the designated beneficiary, as may be required by law.

#### **4.008 Retirement**

Whenever an employee meets the conditions set forth in the regulations of the Employees' Retirement System of Alabama, he/she may elect to retire and shall receive compensation due.

#### **4.009 Dismissals**

With the approval of the Mayor, department heads may dismiss an employee for causes as defined in Section 5.003. A dismissed employee will be presented with the reason(s) for such discharge by his immediate supervisor and/or the Mayor. Appeals for dismissal by a dismissed employee are set out in Section 9.002.

### **SECTION V - DISCIPLINARY ACTION/CONDUCT, WORK HABITS, ATTITUDE**

#### **5.001 Purpose**

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the local government. Whenever work habits, attitude, production or personal conduct of any employee falls below the established standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and good will of the employee. Whenever possible, oral and/or written warnings with sufficient time for improvement shall precede formal discipline.

It shall be the duty of all public employees to comply with and to assist in carrying into effect the provisions of the personnel rules and regulations. No employee shall be disciplined except for violation of established rules and regulations; and such discipline shall be in accordance with procedures established by the personnel policy.

#### **5.002 Employees and Supervisor's Responsibilities**

It is the duty of every employee to attempt to correct any faults in performance when called to his or her attention and to make every effort to avoid conflict with the City of Robertsdale's personnel policy.

It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action.

#### **5.003 Grounds for Action**

The following are declared to be grounds for reprimanding, suspending, demoting or terminating any employee:

- A. Drinking of alcoholic beverages or under the influence of intoxicants or use of illegal drugs or under the influence of drugs while on duty.
- B. Falsification or forgery of any City records, permits, time cards, time sheets, licenses, personnel records, or approving signatures hereon, or other inform-

- ation required by the local government.
- C. Acts of incompetency.
- D. Stealing or misappropriation of City property or property belonging to other employees
- E. Intentional damage to City property or the property of other employees.
- F. Fighting or other grossly offensive, obscene, or immoral conduct while on duty.
- G. Willfully giving false statements to supervisors, officials, the public or boards.
- H. Acceptance of gratuities.
- I. Being convicted of a crime.
- J. Discovery of a false statement on an application which had not been detected previously.
- K. Use of threatening or abusive language.
- L. Failure or refusal to obey reasonable and necessary orders or job assignments.
- M. Leaving City premises prior to the end of a normal work period without prior notice or approval except in an obvious emergency.
- N. Failure to return to work at the end of any authorized leave period without notifying supervisor.
- O. Improper use of City vehicles or equipment.
- P. Disregard of safety rules.
- Q. Failure to notify supervisor of any absence from scheduled work.
- R. Employee subsequently becomes physically or mentally unfit for performance of duties (note: employee may have certain rights under the Americans with Disabilities Act).
- S. Substandard performance evaluation.
- T. Habitual tardiness and/or absenteeism
- U. Gambling on City property.
- V. Failure to properly report accident or personal injuries.
- W. Act of insubordination.
- X. Repeated convictions during employment of misdemeanor and/or traffic charges which affect employee ability to perform the job.
- Y. Use of tobacco products in city-owned buildings and vehicles.

#### **5.004 Emergency Relief from Duty**

If determined to be in the best interest of the City, non-departmental head supervisor may relieve an employee from duty for disciplinary purposes. Relief from duty shall be only from the time the action is initiated by the Supervisor until the beginning of the next work period that the relieved employee is scheduled to be on duty. As soon as possible after action is taken by a supervisor, he shall report the action and circumstances to the Department Head who shall review the action and initiate any further disciplinary action which may be warranted.

#### **5.005 Progressive Discipline**

The City of Robertsedale engages in progressive discipline. For unsatisfactory performance or other just cause, an employee may be subject to any of the following discipline by the Mayor or their Department Head, regardless

whether a prior warning has been issued to the employee for the same or similar conduct:

- A) **Verbal reprimand** – This type of action may be undertaken in most situations before more formal or severe discipline is considered.
- B) **Written reprimand** – An official written warning which leaves no doubt in the mind of the employee as to what improvements are expected.
- C) **Suspension** – The Mayor or Department Head may suspend an employee without pay for just cause.
- D) **Demotion** – If an employee is unable or unwilling to perform the duties assigned to him/her, he/she may be demoted to a lower grade which may result in a reduction in pay.
- E) **Termination** – The Mayor may terminate an employee for unsatisfactory work performance or misconduct.

## **SECTION VI - WAGE ADMINISTRATION**

### **6.001 Pay Procedure**

All classified service employees are paid by electronic direct deposit every other Friday. The workweek is Monday through Sunday.

### **6.002 Office Hours**

Hours of operation shall be scheduled by the appropriate Department Heads to efficiently conduct the business of the City.

### **6.003 Overtime**

All classified employees, covered under the Fair Labor Standards Act, as Non-Exempt employees shall receive compensation for overtime for all hours actually worked over 40 hours during a weekly work schedule, with the approval of the department head.

- (A) Overtime pay is computed at one and one-half times the regular rate of pay for all hours actually worked over 40 hours during the weekly work schedule, with the exception of Public Safety employees scheduled on 12 hour daily shifts during the weekly work schedule. Public Safety employees on 12 hour shifts will use the basis for overtime calculations of all hours worked over 80 hours during the employee's pay cycle in determining overtime calculations.
- (B) City employees working on an official holiday will be paid eight (8) hours for the holiday at their regular hourly rate of pay, as denoted in 6.008. They will be compensated for the actual time worked at a rate of 1 ½ times their regular hourly rate at the time of the work action.
- (C) There exists in every position an obligation to assist in time of emergency and universal requirements may necessitate the appearance of persons with particular skills.
- (D) Sick Leave, Vacation, and Stand-By time will not be calculated toward meeting the 40-hour rule in overtime calculation for the affected weekly pay cycle.

#### **6.004 Bi-Weekly Time Sheets**

All employees are required to complete a bi-weekly time sheet, detailing the number of hours worked each day of the two-week, period, along with documentation of any authorized leave taken. The bi-weekly timesheet must be signed by the employee and his supervisor for submission to the payroll clerk. If an employee fails to submit his/her bi-weekly time sheet, the employee will not receive his/her compensation until the next pay period. Once endorsed by the employee and supervisor and remitted to the payroll clerk, no changes can be made. Timesheets shall be submitted to the Payroll Clerk Monday mornings before noon on payroll weeks. Submission of timesheets signed by a supervisor is affirmation that all information is correct. The submission of a false timesheet by an employee and/or approved by a supervisor is grounds for immediate termination.

#### **6.005 Non-Covered Employees**

All non-covered employees under the FLSA , Exempt Employees, will receive compensatory time for all hours worked over 40 hours during a weekly work schedule. The rate of time worked over 40 hours will be calculated at 1 ½ times the employees hourly rate of pay. Such time can be accrued, but any earned compensatory time off must be taken within two payroll cycles after the time was earned, or the affected employee will lose it. The employee's immediate supervisor may extend this period by providing a written directive to the City's Payroll Department. At the discretion of the affected employee's immediate supervisor, the employee can be compensated in payment for time worked over 40 hours at the rate of 1 ½ times their normal hourly rate of pay in lieu of time off.

#### **6.006 Part-time Employees**

All classified service employees working 20 hours or less per week shall be considered part-time employees. A part-time worker, based on the work schedule, may from time to time, work more than twenty (20) hours in one week and will be compensated at their straight time hourly wage, and they will be eligible for overtime pay treatment for any hours worked over 40 hours during their weekly work schedule. They will not be compensated for official holidays.

#### **6.007 Seasonal Employee**

All employees hired only for a specific time frame shall be considered a seasonal employee. They will come under the City's application in receiving overtime compensation for any time worked over 40 hours during their weekly work schedule. They will not be compensated for official holidays as designated by the City.

#### **6.008 Official Holiday Pay**

The pay treatment that will be given to all City Employees, classified as a full-time employee, will be 8 hours compensation at their present rate of hourly pay. This payment treatment will only be given for official holidays.

#### **6.009 Treatment for Stand-By Duty**

A Department Head can designate an employee for stand-by duties in maintaining after-hour coverage for special work needs. Payment treatment for those designated for stand-by duty will be compensated for 3 hours of pay at their regular hourly rate for this assignment on any non-scheduled work day falling within the employee's weekly work schedule. Official holidays will be calculated as a non-schedule workday, however, vacation or sick leave will not. The calculation of this compensation will be based on the employee's present hourly rate of pay at the time of the stand-by assignment.

#### **6.010 Salary Advances**

Salary advances may be granted under emergency situations only, and must be initiated by the employee's department head.

### **SECTION VII - POLITICAL ACTIVITY**

#### **7.001 Classified Service As A Candidate**

An employee in the classified service who chooses to run as a candidate for an elective office of the City of Robertsdale must take a leave of absence without pay from the date he or she qualifies to run for office until the date the election results are certified.

#### **7.002 Classified Service Involvement**

No employee in the classified service shall make use of municipal time or equipment to aid a political candidate, party, or cause, or use of City position to influence, cause or intimidate a person or another City employee in the interest of a political candidate, party, or cause.

### **SECTION VIII - SAFETY RULES, USE OF CITY EQUIPMENT AND UNIFORMS**

#### **8.001 Policy**

Employees are expected to observe safety rules while on the job and attend safety meetings. Willful disregard may result in disciplinary action.

#### **8.002 Safety Rules**

The following rules are to be adhered to by all employees of the City.

- A. Follow instructions and do not take chances. If you do not know, ask.
- B. Correct and report unsafe conditions.
- C. Help keep everything clean and orderly.
- D. Report all injuries promptly and use first aid when needed.
- E. Use prescribed protective equipment. Wear safety clothing and keep them in good condition.
- F. Do not engage in "horseplay" and avoid distracting others.
- G. When lifting, bend your knees and ask for help when lifting heavy loads.
- H. Comply with all safety rules in your department and adhere to safety signs.

- I. Notify your supervisor, department head, or safety director immediately if you are involved in an on-the-job accident or injury.

### **8.003 Use of City Equipment**

No employee is authorized to use or release for use by others, any City owned equipment and/or supplies for private work of any nature. Such use shall be at the decision of the Public Works Director or Mayor, and then under emergency conditions or other situations in which it is determined for the good of the City and where appropriate charges are made for such use.

### **8.004 Uniforms / Dress Code**

The City of Robertsedale seeks to project a positive image and to promote professionalism in the workplace. The City provides uniforms to those employees whose designated department requires them to wear matching clothing. Such clothing shall include shirt, pants, and appropriate footwear, according to department needs. The Council shall fix the annual budget allocated for uniforms.

Those departments shall include: Police, street, electric, sanitation, water, sewer, shop, gas, recreation, landscaping, building inspection, facility maintenance, planning and safety, and animal control. Employees shall report to work at regular scheduled times, stand-by duty or on an overtime state in the appropriate uniform that has been issued to them.

All other Employees of the City not required to wear a uniform are required to dress in an appropriate manner consistent to the specific job duties to which he or she is assigned and to exercise good judgment. Un-uniformed employees shall be given an annual clothing allowance. Such an allowance shall be calculated by the average amount spent per uniformed employee, based on the actual amount of funds spent on uniforms at the end of the fiscal year. Part-time employees shall receive one-half the regular uniform allocation/allowance. Temporary/occasional/seasonal employees are not eligible for city-provided uniforms.

### **8.005 Keys**

All City keys are the property of the City of Robertsedale and are to be used only for the purposes of conducting official City business. Keys are not to be left in vehicles and/or equipment. Duplicates of City keys are not to be made unless specifically authorized to do so by the appropriate Department Head. If an employee is separated from employment with the City of Robertsedale, all keys shall be recovered from that employee.

### **8.006 Telephones (Land lines and Mobile Phones)**

The telephones of the City of Robertsedale are business phones and are to be used as such. Employees shall limit personal calls, both outgoing and incoming. Monthly telephone bills are audited for misuse. If determined that an employee has misused a City telephone, the employee will be required to reimburse the City for the inappropriate telephone expenses. Department heads shall determine the necessity for an employee to be issued a City mobile phone.

## **SECTION IX - GRIEVANCE AND APPEAL PROCEDURES**

### **9.001 Policy**

The most effective accomplishment of the work of the City requires prompt consideration to equitable adjustments to employee grievances. It is the desire of the City to adjust grievances informally, and both the supervisors and employees are expected to make every effort to resolve grievances as they arise. However, it is recognized that there will be grievances which will be resolved only after a formal appeal and review.

### **9.002 Procedure**

Any employee, including department heads, who are aggrieved as a result of the interpretation and application of the policies, disciplinary action, alleged discrimination or unfair treatment, or unsafe or unhealthy working conditions, must follow these procedures:

- A. An employee must submit a grievance to his or her immediate supervisor for initial settlement. It may be either written or oral.
- B. If within five (5) working days a satisfactory solution has not been obtained, the employee may file a written appeal with the department head. The department head must provide a written statement of his findings and action taken within five (5) working days after notification of the appeal.
- C. If satisfaction is not obtained within five (5) working days following the date of appeal to the department head, the employee may appeal to the municipal governing body for a hearing before a grievance committee.
- D. Within five (5) working days after receipt by the municipal governing body of the employee's request for a grievance committee hearing, the municipal governing body shall cause to be formed a grievance committee of three persons to hear the employee's grievance and to make a determination thereon. One member of the grievance committee shall be appointed by the governing body. One member of the grievance committee shall be appointed by the aggrieved party from among the other employees of the municipality. The two members so appointed shall select the third member of the grievance committee, who shall serve as chairman.
- E. Once formed, the grievance committee must meet and hear the employee's grievance and issue a written opinion on such grievance to the employee and the municipal governing body. The hearing by the grievance committee shall be open to the public at the discretion of the municipal governing body. It shall be conducted in an informal manner and the chairman shall make every effort to avoid the appearance of conducting a trial in a court of law. The employee shall have the right to appear and be heard in person or by counsel. Employee's failure to attend or failure to notify the chairman of the grievance committee of his or her inability to attend will constitute just cause for dismissal of the appeal.
- F. Within ten (10) calendar days of the receipt of the recommendation of the grievance committee, the municipal governing body shall make the final

determination in the case. The decision of the municipal governing body shall be final. If the municipal governing body fails to take action on the report of the grievance committee within the prescribed time, the recommendations of the grievance committee shall be final.

- G. No employee shall be disciplined or discriminated against in any way because of his or her proper use of the grievance procedure.

## **SECTION X - COUNCIL'S PERSONNEL COMMITTEE**

### **10.001 Purpose**

A Personnel Committee has been established to assist in carrying out specific responsibilities as set out in the personnel policy. The committee may make recommendations to the Mayor regarding amendments to the personnel policy.

### **10.002 Formulation**

The Personnel Committee shall consist of three (3) members of the Council, appointed by the Mayor. The Mayor may not serve on the committee. The Mayor, from time to time, may rotate the membership of the committee.

## **SECTION XI - EMPLOYEE PERFORMANCE EVALUATION**

### **11.001 Objective**

The City of Robertsdale shall maintain a system of evaluating the work performance of all full-time and part-time employees in the classified service.

### **11.002 Purpose**

The purpose of the employee performance evaluation system shall be:

- (A) To improve performance by informing the employee of the quality of his performance and suggesting actions for improvement.
- (B) To document the employee's qualifications for promotion or for merit increase in pay.
- (C) For consideration in other personnel action, including but not necessarily limited to: selection for special training, reclassification, reassignment, other actions provided for by these personnel policies.

### **11.003 Period of Evaluation**

- (A) **Regular Evaluation**: All full-time employees shall be rated during the month of their service anniversary each year.
- (B) **Special Evaluation**: A special performance evaluation shall be rendered under the following conditions:
  - 1. For an employee whose latest evaluation showed an overall rating of unsatisfactory, two months following the unsatisfactory evaluation.

2. For any employee who is recommended for dismissal for inefficiency, promotion, or incentive pay increase.

#### **11.004 Evaluation Procedure**

An employee's performance evaluation will be made by his immediate supervisor. If the department head is not the immediate supervisor, he/she may also participate in the performance evaluation. The evaluations will then be forwarded to the payroll clerk for inclusion in the employee's personnel records. Evaluations that are unsatisfactory, or that warrant more than two step increases must be reviewed with the Mayor prior to submission to the payroll clerk.

#### **11.005 Review with Employee**

The supervisor will discuss the evaluation with the employee being rated, and the employee and supervisor will sign the evaluation form to indicate that the evaluation has been shown and discussed with the employee. If an employee disagrees with any rating or statement in an evaluation, he may, within five (5) days following the discussion with the supervisor, submit a written statement which shall be attached to the evaluation form.

#### **11.006 Unsatisfactory Evaluation**

When a performance evaluation by a supervisor shows an overall rating of unsatisfactory, the department head will, within fifteen (15) days, notify the employee in writing that his performance report is unsatisfactory, advise the employee of actions required to make his performance satisfactory, inform the employee that a special evaluation will be made two (2) months later, and remind the employee that an overall rating of unsatisfactory on the special evaluation may subject the employee to dismissal for inefficiency.

#### **11.007 Performance Evaluations Confidential**

Employee performance evaluations shall be confidential and shall be available for inspection only by:

- (A) The employee concerned, or his duly authorized representative.
- (B) The employee's department head.
- (C) The Chief Financial Officer.
- (D) Duly elected officials.
- (E) Personnel Committee.

## **SECTION XII - CLASSIFICATION PLAN**

#### **12.001 Definition**

The Classification Plan is the official or approved system of grouping positions into appropriate classes. It covers all positions under the merit system.

- (A) For classification purposes, a grade is a group of currently assigned duties and responsibilities requiring full-time employment.
- (B) A grade is a group of positions that:

- (1) Has similar duties and responsibilities
  - (2) Require like qualifications, and
  - (3) Can be equitably compensated by the salary range.
- (C) Each grade shall be assigned a title (Grade 1, Grade 2, etc.) and given specifications for inclusion in each particular grade. Within each grade, office titles may be used, and may be permanently designated to that grade.
- (D) Each grade will be assigned a pay range, beginning with a minimum starting pay, and then setting a maximum pay range for each grade. Each range may be updated as needed. Each grade consists of 26 steps (EL to 25).

#### **12.002 Responsibility for Administration**

The Chief Financial Officer shall be responsible for proper administration of the classification plan.

#### **12.003 Creation of Classes**

Before the establishment of a new position has been approved, the department head involved shall complete a position description covering the duties and responsibilities of each proposed position. The Chief Financial Officer shall classify the position to one of the grades in the classification plan. If a suitable class does not exist he/she shall recommend the establishment of a new class to the Personnel Committee. The Personnel Committee will make the recommendation to the Mayor.

#### **12.004 Allocation Appeals**

If one employee has facts which indicate to him that his position is improperly allocated he may request the Personnel Committee to review the allocation of his position with the knowledge of his department head. Such request shall be submitted in writing and shall contain a statement of justification.

#### **12.005 Maintenance of Plan**

- (A) It shall be the duty of each department head to submit to the Chief Financial Officer new position descriptions for all affected positions each time a department or division under this jurisdiction is permanently or substantially reorganized.
- (B) The Chief Financial Officer may require departments or employees to submit position descriptions on a periodic basis, or any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- (C) Periodically, after the adoption of these policies, the Personnel Committee shall conduct a general review of the classification plan.

#### **12.006 Interpretation of Class Specifications**

The class specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications, or other factors shall not be

held to exclude others of similar kind or quality. They are intended to indicate the kinds of positions which shall be allocated to the classes established.

#### **12.007 Official Copy of the Classification Plan**

The Chief Financial Officer shall be responsible for maintaining an official copy of the classification plan. The official copy shall include a list of the grade, grade description (specifications), a pay range for each grade, and amendments thereto. A copy of the official plan shall be available for inspection by the public during business hours.

#### **12.008 Amendments to the Classification Plan**

Each time a new class of positions is established or a current class of positions abolished, the Chief Financial Officer shall make a study and submit his/her findings and recommendations to the Personnel Committee and City Council, and may by resolution amend the classification plan.

#### **12.009 Classification Plan In Force**

The Classification Plan shall be considered a part of this section and have the same force and effect as these personnel policies.

### **SECTION XIII - PAY PLAN AND PAY INCREASE**

#### **13.001 Pay Plan**

This pay plan for employees of the classified service shall consist of a classification system by pay range.

#### **13.002 Pay Increases**

A classified employee of the City shall receive consideration for the following types of pay increases: merit, cost of living, and longevity pay. The financial condition of the City is a determining factor in passing on any type of pay increase.

#### **13.003 New Appointees**

New appointees shall normally be made at the minimum step of the appropriate salary range. However, under special conditions and subject to prior approval by the Personnel Committee, appointments may be made above the minimum rate when such action is determined to be in the best interest of the City and the appointee possesses above average qualifications gained through training and/or experience.

#### **13.004 Merit Pay Increases**

Provided the maximum of the pay range has not been reached, an employee may be recommended to receive a merit whenever his/her supervisor considers that the employee's quality of job performance warrants such rewards. Factors to be considered for a merit increase are skill, ability, judgment, initiative, reliability, attitude, and increased educational qualifications. Based on the overall percentage increase budgeted by the governing body for salaries, a

department head/supervisor may recommend one or more step increases for an employee. The performance evaluation must justify the recommended step increase(s). The average percentage increase of each department must not exceed the total percentage budgeted by the City Council for salaries. In cases of unsatisfactory evaluations and evaluations justifying more than two step increases, the Mayor must review with the supervisor performing the evaluation.

EXCEPTION: An employee with an unsatisfactory evaluation or one under suspension without pay, may not be granted a merit pay increase.

### **13.005 Cost of Living Increase**

During April of each year the Chief Financial Officer shall contact the Department of Labor to receive the cost of living increase for the past twelve (12) months, based on the consumer price index. Provided the funds are available, the Council may approve a cost of living increase for the full-time employees of the City.

### **13.006 Longevity Pay**

All full-time employees of the City, except those on suspension without pay, will receive a one-time increase based on the years of continuous service. Such increase to be paid no later than the first pay period of December of each year, based on the following scale:

1 – 4 YEARS	\$400.00
5 – 8 YEARS	\$700.00
9 – 12 YEARS	\$900.00
13 – 16 YEARS	\$1,000.00
17 - 20 YEARS	\$1,200.00
21 YEARS & UP	\$1,500.00

### **13.007 Annual Increase Limit**

The total of merit, cost of living, and increases earned by an employee may not exceed 10% during a twelve (12) month period. However, an exception would be made in case of a reclassification or promotion, in which the position and/or duties warranted an increase in salary.

**13.008 Promotion and Reclassification** When an employee is promoted or reclassified, his rate of pay in the new position shall be determined as follows:

- (A) **Promotion:** The pay of an employee promoted to a position of higher grade may be adjusted to that step in the new pay grade which is next higher than the former rate of pay.
- (B) **Reclassification:** When an employee is reclassified to another position in the same grade, his pay step shall remain unchanged.

### **13.009 Adoption of Pay Plan**

When approved and adopted by the City Council, the pay plan shall constitute the City's schedule of salaries and wages for the next fiscal year and thereafter until a new pay plan shall have been approved and adopted.

#### **13.010 Revision of Pay Plan**

The pay plan may be revised from time to time by resolution of the City Council, at the initiation of the Personnel Committee.

#### **13.011 Official Copy of the Pay Plan**

The Payroll Clerk shall be responsible for maintaining the official copy of the pay plan which shall be available in the City Hall for inspection by the public under reasonable conditions during regular office hours. A copy of the Personnel Policy will be given to each employee at the time of hire.

### **SECTION IX - HARASSMENT POLICY**

#### **14.001 Harassment Policy**

The City of Robertsdale is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, client or customer of the City of Robertsdale.

#### **14.002 Definition**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, disability or other protected group status as provided by law. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

#### **14.003 Sexual Harassment**

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when: (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendos, suggestive comments, sexual oriented "kidding," or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

#### **14.004 Complaint Procedure**

All employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify immediately (preferably within 24 hours) your immediate supervisor, personnel

department, and/or the Mayor. The City forbids retaliation against anyone who has reported harassment.

If the allegations warrant, the City's policy is to investigate all such complaints. To the fullest extent practical, the City will keep complaints and the terms of their resolution confidential. If an investigation confirms the harassment has occurred, the City will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

The City recognizes that false accusations of sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of sexual harassment will be disciplined in accordance with the nature and extent of his or her false accusation. The City encourages any employee to raise questions he or she may have regarding sexual harassment or this policy, with his or her immediate supervisor, a higher level manager, the Chief Financial Officer or the Mayor.

## **SECTION XV - CONTINUING EDUCATION/EMPLOYEES TRAINING**

### **15.001 Declaration**

It is the intent of the City administration of the City of Robertsdale to encourage participation by classified employees in training and educational programs that are relevant to their position with the City. Further, various positions with the City are required by State and/or Federal regulations to participate in certification programs conducive to their job title. Such participation is also supported by the City Administration.

### **15.002 College Courses**

The City of Robertsdale may approve a full-time classified employee to participate in college level classes. The criteria for approval must be:

- A. The course(s) must specifically relate to the employee's current position or may lead to promotional opportunities with the City.
- B. If the employee is pursuing a degree, only those courses specifically related to their position or courses that are required to complete an approved degree plan may be considered for reimbursement.
- C. The employee must request reimbursement prior to enrollment through his/her department head. The employee shall provide his department head with the following documented information prior to enrolling: course title; cost; dates; name of institution, and purpose for taking course or job relevance.
- D. The employee must complete the approved courses and have received a least a grade of "C" or "Pass" for a course taken on a pass/fail basis, prior to receiving reimbursement.
- E. The employee must be employed by the City for a minimum of one year to be considered for college expenses reimbursement.
- F. An employee must participate in the course(s) on their own time and in such a manner that it does not interfere with performances of regular

duties.

- G. Only out-of-pockets expenses will be reimbursed. Expenses covered or reimbursed by scholarships, grants, GI Bill, or any other means will not be reimbursed.

#### **15.003 Items Eligible for Reimbursement**

A grade report reflecting a minimum grade of “C” and receipts for tuition, books, fees, and other administrative costs, must be submitted to the department head within 30 days of course completion, who will forward to payroll/accounts payable for reimbursement.

#### **15.004 Return of Reimbursement**

Should an employee terminate his/her employment within one year of receipt of reimbursement, he/she must return the funds he/she received back to the City, on a monthly prorated amount. (Example: If the employee receives reimbursement of \$2500 in June, then terminates in November, he will have worked five months since the reimbursement and will owe the City seven months to complete one year. ( $\$2500 \div 12 \text{ months} = \$208.33$  times 7 months = \$1,458.33 owed to the City.)

#### **15.005 Certification/Training Programs**

Employees must receive prior approval from their department head and/or the Mayor to participate in any training and/or certification programs funded by the City. It will be at the discretion of the Department Head and/or Mayor to approve a monetary award for the completion of job-specific certification programs. Factors to be considered include the number of hours of instruction or preparation required to initially complete the certification program; whether an exam, test or assessment was required; and if continuing education is required to maintain certification. If the certification/training results in the employee being reclassified in the step/grade system, they will not be eligible for this monetary reward.

### **SECTION XVI – TRAVEL POLICY**

#### **16.001 Intent**

It is the intent of this policy to establish an advance and reimbursement procedure for employees and officials of the City that travel in the course of conducting business on behalf of the City. Advance and reimbursement will be based on reasonable and customary travel expenses actually incurred in connection with the business of the City. Advance and reimbursement will be made in accordance with the guidelines below, and only those expenses related to the approved activity.

#### **16.002 Travel Requests**

- A. All travel requests must be submitted to the Department Head by the employee.

- B. An itinerary/training seminar registration brochure must accompany the Travel Request, if available.
- C. The Department Head will review and confirm that budgeted funds are available for the travel request submitted.
- D. Employees traveling on City business that have not been issued a City credit card may be eligible to receive a cash advance to cover travel expenses.
- E. If a cash advance is required, the City Clerk will place the travel request on the City Council agenda in the form of a resolution, for Council approval.
- F. Travel Request Forms should be submitted in sufficient time to allow for Council approval, and processing by accounts payable. However, in emergency situations, the Mayor and/or Department Head may approve the cash advance and the resolution shall be presented to the Council for approval at the next scheduled Council Meeting.
- G. Officials of the City must submit their Travel Request directly to the City Clerk for inclusion on the next Council agenda.
- H. Upon approval by the City Council the Travel Resolution will be forwarded to Accounts Payable for the advance check to be issued, if required.

### **16.003 Travel Expense Reimbursement**

A Travel Expense Reimbursement Form is to be completed by the employee and submitted to the Department Head for final approval within 5 working days of returning from business travel. Detailed receipts for all expenditures shall accompany the Travel Expense Reimbursement Form. Department Heads shall submit their Travel Expense Reimbursement Forms to the Mayor for approval.

In the event that cash was advanced to the employee for travel expenses and the actual expenses were less than the advance, the employee shall reimburse the City the difference owed no later than the following pay period.

In the event that cash was advanced to the employee for travel expenses and the actual expenses exceeded the advance, the City shall reimburse the employee within 1 week of receiving the completed Reimbursement Form and all applicable receipts.

- A. **Meals** – Meal costs will be reimbursed at the actual cost of the meals during the approved travel period upon submission of detailed receipts. All meal receipts should be attached to 8 ½ X 11 paper, including copies of those purchased with a City credit card.
- B. **Transportation** – The actual round trip mileage must be shown on the Travel Expense Form, and multiplied by the established mileage rate. Include also any other costs expended for transportation, such as cab fare, car rental, or any other out-of-pocket expenses involving travel costs. If air travel was used, the air fare should be shown in parenthesis and not included in the total expense for reimbursement purposes.

Every effort should be made to utilize the most economical method of transportation. An effort is to be made to check air fares prior to determining mode of transportation. In no case will the amount claimed for mileage exceed the air fare. Plane reservations will be paid in advance with a City credit card, and should not be included as part of the advance or reimbursement check, but should be shown as part of the travel request cost.

- C. **Lodging** – In most cases, the City’s credit card will be used to guarantee lodging reservations, and is to be used to pay for the lodging expenses. Therefore, no advance is to be given for estimated lodging costs. Exception may be made if there are extenuating circumstances, and in such case, must be documented on the advance request by the Department Head. On the Travel Reimbursement Form the lodging cost that was charged should be shown in parenthesis, and not included in the total expenses for reimbursement purposes. A copy of the signed credit card ticket must be included with all other receipts to accompany this form.
- D. **Registration Fees** – Actual cost of the fee for the conference is to be included with the Travel Request. In most cases, this fee must be paid in advance of the conference/seminar, after Council approval.

#### **16.004 Un-Reimbursed Expenses**

Reimbursement is not allowed for the following expenses:

- A. Alcoholic Beverages
- B. Laundry or Cleaning Services
- C. Entertainment, including hotel movies
- D. Expenses of spouse or other non-employee, including registration fees other than the fee charged for the employee or official
- E. Barber, beauty parlor, shoe shine, toiletries, or spa services
- F. Loss or damage to personal property
- G. Fines, forfeitures or penalties
- H. More than one, five-minute personal telephone call to home per day (permissible if employee does not have a city-issued cell phone)
- I. Additional meal or lodging costs over and above that which has been included in the registration fee.
- J. Local and One-Day Travel

**16.005 Local and One-Day Travel** Local travel is considered to be trips within the City and surrounding areas while performing job related functions and duties. One-day travel is considered to be trips out of the City of less than one day’s duration. Expenses in these cases are generally limited to mileage reimbursement, and if necessary, meal reimbursement. It is realized in such cases, it is not possible to obtain Council approval prior to such expenditures. Therefore, a Travel Reimbursement Form is to be used for expenses related to

local or one-day travel, and receipts associated with the expenses listed to accompany the form.

## **SECTION XVII – CITY CREDIT CARD POLICY**

### **17.001 Purpose**

It is the purpose of this policy to insure that credit cards issued to employees of the City are used properly. It is the intent of the City to allow the use of credit cards in order to alleviate the need for an official or employee to obtain a large monetary advance prior to traveling on behalf of the City, reimbursing for an out-of-pocket expense made for the City, and to more efficiently monitor such expenses by the itemized statements received each month.

### **17.002 Accountability and Requirements for Use**

- A. Monthly credit card statements will be forwarded to the credit card holders. The employee is to secure all receipts to an 8½ x 11 sheet of paper and attach the receipts to the statement. If proper receipts are not submitted with the statement, the employee may be held responsible for the charge.
- B. To avoid late penalties, the credit card statement, with all applicable receipts, is to be submitted to the Department Head immediately upon receipt. The Department Head shall sign the statement indicating approval prior to submitting to Accounts Payable for payment. Department Heads shall submit their credit card statements to the Mayor for approval.
- C. Employees may be held responsible for any late fees incurred on the credit card account if they fail to submit the statement or receipts in a timely manner.
- D. Using the City credit card for personal use may be grounds for dismissal. Unauthorized expenditures made by an employee on a City credit card will be reimbursed to the City.

## **SECTION XVIII – CITY VEHICLES AND EQUIPMENT**

### **18.001 Operator Responsibilities**

City vehicles and equipment should be treated with respect and operated in such a manner that is normally acceptable.

- A. City vehicles and equipment (including computer equipment) are not to be used for personal reasons.
- B. All applicable laws and standard rules of the road shall be observed while operating City owned vehicles and/or equipment.
- C. Employees operating City vehicles must yield to pedestrians at all times.
- D. All operators and passengers of City vehicles shall properly use safety restraint seat belts.
- E. It is the responsibility of the operator to ensure that the vehicle has proper oil, fluid and fuel levels.

- F. It is the responsibility of the operator to maintain his/her City owned vehicle in a clean and orderly manner.
- G. Any item designated as a safety feature shall be immediately reported to the Shop Mechanic and the vehicle or equipment shall not be operated until repairs have been made.
- H. Use of tobacco products is prohibited in all city-owned vehicles.

#### **18.002 Authorized Personnel**

The following City personnel are authorized to take a City owned vehicle home and commute to and from work using a City vehicle:

- A. Chief of Police
- B. Asst. Chief of Police
- C. Police Investigator
- D. Police Officer
- E. City Engineer
- F. Public Works Director
- G. Electric Dept. Supervisor
- H. Water/Gas/Sewer Dept. Supervisor
- I. Streets and Sanitation Dept. Supervisor
- J. Parks and Landscape Dept. Supervisor
- K. Public Works Employees on Stand-by Duty

#### **19.001 ACKNOWLEDGEMENT OF RECEIPT**

Each employee shall sign a statement acknowledging receipt of the City's personnel policy. This signed statement shall be placed in the employee's personnel file.