



**City of Brunswick – Human Resources Standards of Practice**  
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(Rev 6/4/2014)



## **City of Brunswick – Human Resources Standards of Practice**

### **SECTION 1 OVERVIEW**

- 1.1 Introduction** (rev 6/5/02)
- 1.2 General Provisions and Definitions** (rev 8/21/02)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 1.1 Introduction**

EFFECTIVE DATE: 1/5/2000

DATE REVISED: 6/5/02

### **PURPOSE:**

This Human Resources Standards of Practice Manual helps the City of Brunswick attract, develop and retain valued employees by providing managers and supervisors with guidelines to help them ensure that employees receive fair and consistent treatment in the workplace. In addition, it is a written documentation of the City organization's commitment to fair employment practices and equal employment opportunity. All employees are expected to use this manual as a source of guidance and information. The policies, practices, procedures, and benefits described herein do not create a contractual obligation on the part of the City. The City expressly reserves the right to modify, discontinue, or otherwise change the policies, practices, procedures, and benefits outlined in this manual at the discretion of the City. While the City recognizes the importance of having equitable personnel policies and procedures, nothing in this manual should be construed as conveying any property rights or any expectation of continued or tenured employment. All employees working for the City are employed on an at-will-basis.

### **SCOPE:**

These Standards of Practice and Guidelines pertain to all departments and work units of the City organization. Individual departments may adopt more specific guidelines with respect to operations. Departmental operating guidelines will be consistent with these organizational Standards and Guidelines and will be reviewed by the Human Resources Department and the City Manager. Should there be a conflict between departmental guidelines and these Standards and Guidelines, these Citywide Standards and Guidelines will take precedent.

### **CONTENT:**

This Manual provides both Standards and Practice Guidelines. The Standards are general statements of policy. Practice Guidelines give directions for administering the Standard. Questions regarding the implementation of Human Resources Standards of Practice should be directed to the Human Resources Director.

## **HOW TO USE THIS MANUAL:**

The format of this manual is such that each section describes the “Subject” or topic of discussion, followed by the “Standard” of practice. The Standard is like a policy statement. It tells what the organization’s practice will be. The “Guidelines” provide just that – guidelines for managers to use in ensuring that the Standard is met. The Guidelines give more detail about how the Standard should be administered and what it means. As revisions are made, persons on the distribution list will receive the revised pages with instructions about what old pages should be deleted and replaced with the updates. Note that the implementation date is posted on the first page of each section or Standard. It will also note any revision date. Each page, which has been revised after the original implementation date, will bear the notation “(rev.)” and the lower right hand corner of the page and will include the revision date. You should share this new information with your employees and ensure that this manual is available to each for inspection or reference.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 1.2 General Provisions and Definitions**

EFFECTIVE DATE: 1/5/2000

DATE REVISED:

6/5/02; 8/21/02

### **Standard**

Human Resources matters shall be administered in a fair and consistent manner. These Standards of Practice shall provide the foundation and shall serve as a guide for implementation on a daily basis.

### **Practice Guidelines**

**1.1 *Amendments to These Standards of Practice:*** The City Manager may amend, from time to time, with Commission approval, the administrative rules, regulations, and procedures contained within this manual. The City expressly reserves the right to modify, discontinue, or otherwise change the policies, practices, procedures, and benefits outlined in this manual at the discretion of the City. While the City recognizes the importance of having equitable personnel policies and procedures, nothing in this manual should be construed as conveying any property rights or any expectation of continued or tenured employment. All employees working for the City are employed on an at-will-basis. Proposed amendments will be distributed to department heads for review and comment. Copies of the amendments shall be filed in the Human Resources Department and distributed to all department heads.

**1.2 *Availability:*** A copy of this manual will be available to all employees for review in each department and in the Human Resources Department.

### ***1.3 Definitions:***

**Adverse Action** – means a disciplinary suspension (with or without pay), disciplinary demotion, disciplinary reduction in pay, or dismissal.

**Appeal** - a request made of the Department Head or City Manager by an employee to review and reconsider a recommendation or decision regarding an adverse action.

**Board of City Commissioners** - the governing body of the City of Brunswick which is charged with the legislative affairs of the City.

1.2-1 (rev. 8/21/02)

**Budgeted Position Listing** - the official listing of positions budgeted within each department identifying the classification of the position, pay grade, incumbent, pay rate, position number, class code, and other related information.

**Business Day** – Monday through Friday, 8:00 a.m. to 5:00 p.m.

**City** – City of Brunswick

**Conflict Resolution Process**- a process through which an employee’s complaint or difference of opinion is resolved through discussion and a sharing of views and concerns.

**Classification Plan** – a comprehensive listing of all budgeted positions and the job classification titles to which they are assigned. Also, a part of the Classification Plan are job descriptions for each job classification. Job class titles are then assigned to certain pay grades representing a hierarchical order within the organization.

**Classify** - to assign a position to a job classification based on an analysis of the tasks, duties and responsibilities of the position and based on other job-related factors.

**Closing Date** - an established date determined by the Human Resources Department which concludes recruitment efforts for a particular opening.

**Demotion** - the reassignment of an employee to a position having a lower pay grade (and salary range) than the position from which the reassignment is made.

**Department** - a principal operating unit or series of operating units as designated by the City Manager.

**Department Head** - the highest level of supervision and coordination within a department of the City of Brunswick organization.

**Designee** – the person, or persons, to whom a department head delegates certain authority for decisions in the absence of the department head.

**Employee** - an individual hired and paid by the City on the City payroll whose work is assigned by the City, who is provided resources and tools to perform the job, and who is subject to performance evaluation, discipline or dismissal.

**Exempt Positions** - administrative, professional and executive positions as defined by the Fair Labor Standards Act (FLSA) which are not subject to overtime regulations of the FLSA as amended.



**Full-time Regular Employee** – means an employee who has completed the introductory employment period and is regularly scheduled to work at least thirty (30) hours per week on a non- temporary basis as determined quarterly, except that such term shall not include an employee who has been on a leave of absence, paid or unpaid, in excess of six months.

**Incumbent** - the individual occupying a specific position.

**Immediate Family** - spouse; parents, siblings, children, grandchildren, grandparents, or spouse of any of these; stepmother, stepfather, stepchild or spouse of any of these; or any other relative whom it can be demonstrated is a member of the employee's/individual's household, to include anyone permanently living in the house, or legal dependents of the employee. Also included is the child, parent, sibling, or grandparent of a spouse.

**Internal Recruitment** - to recruit applicants only from within the City organization for a particular vacancy.

**Introductory employment period** – a period of time during which a new employee, or an employee who has moved to different position, is being tested for job capability and adequacy of performance.

**Job Analysis** - a systematic study of the tasks, duties, responsibilities and other job-related factors of a position.

**Job Analysis Questionnaire** - a questionnaire containing questions about the tasks, duties, responsibilities, and other job-related factors required of a position.

**Job Class** - a position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed and which are assigned to the same salary range.

**Job Description** - a written description of typical duties and responsibilities characteristic of positions assigned to a specific class, along with the required qualifications, knowledge, skills and abilities an individual must possess to be considered for a vacancy in the class.

**Job Posting** - a posted notice prepared by the Human Resources Department and distributed within City departments listing an available opening(s) with the City.

**Non-Exempt Positions** - positions which are subject to overtime regulations of the Fair Labor Standards Act.

**Part-time Employee** - an employee (regular, seasonal or temporary) who is regularly scheduled to work fewer than 30 hours per work week.

**Pay Grade** - a level of pay associated with a minimum and maximum annual salary figure identified by its hierarchical relationship to other levels of pay; the pay grade is labeled with a number.

**Pay Plan** - a schedule of pay grades and pay ranges systematized into sequential rates including minimum, intermediate, and maximum rates of pay along with guidelines for the administration of compensation.

**Pay Range** (or Salary Range) - the range or distance between the pay grade minimum and maximum pay rate.

**Personnel Action** - any transaction which affects an employee's terms or conditions of employment such as employment, promotion, demotion, suspension, dismissal, transfer or salary increase or decrease; also refers to the official document (Personnel Action form) used to implement such a transaction.

**Personnel File** - as used herein, the official Personnel File consists of information in any form with respect to the employee and, by way of illustration but not limitation, relating to employee's application, selection or non-selection, performance, promotions, demotions, transfers, suspension and other disciplinary actions, evaluation forms, leave, salary, and termination of employment. The Personnel File includes documents upon which employment decisions could be made. The official Personnel File resides in the Human Resources Department.

**Position** - a group of current duties and responsibilities, assigned by competent authority, requiring the full or part-time employment of one person; the existence of a position or its identity does not depend upon its being occupied by an employee.

**Position Downgrade** – the reassignment of a position to a lower pay grade. The title of the position remains unchanged.

**Position Upgrade** – the reassignment of a position to a higher pay grade. The title of the position remains unchanged.

**Promotion** - the reassignment of an employee to a previously vacant position which is in a higher pay grade and salary range than the position from which the reassignment is made.

**Reclassification** - the reassignment of an existing position from one job class to another based on changes in job content such as tasks, duties, difficulty, required skill, and responsibility of the work performed.

**Recruitment** - solicitation of applications.

**Reemployment** - the rehiring of a former employee when the employee is not credited with prior years of service for the purpose of calculating leave accrual rates and other benefits associated with length of service.

**Reinstatement** – the rehiring of a former employee when the employee is credited with prior years of service for the purpose of calculating leave accrual rates and other benefits associated with length of service.

**Seasonal Employee** - a person appointed to serve in a position established to perform work associated with a peak workload period recurring at approximately the same time each year for a period of eight (8) months or less.

**Shall** – denotes a condition or act that is mandatory.

**Should** – denotes a condition or act that is desirable, but is not mandatory.

**On Call** – describes a condition in which an employee is expected to be available to report back to work after the end of the regular work day, in the case of an emergency.

**Temporary Employee** - a person appointed to serve in a position established to perform unanticipated or nonrecurring work for a period of six (6) calendar months or less.

**Transfer** - the reassignment of an employee from one position to another previously vacant position (in the same or different department) when the old and new positions are in the same pay grade. A transfer may also describe a situation when the employee and his/her current position are moved from one cost center to another.

**Work Day** –the number of regularly scheduled work hours in a 24-hour period. For regular employees who do not work shifts, a workday is equal to eight (8) hours per day. For employees who work shifts, a workday is equal to twenty-four (24) hours.

**Work Week** – a seven-day period beginning at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday.



## **City of Brunswick – Human Resources Standards of Practice**

### **SECTION 2 HUMAN RESOURCES FOUNDATIONS**

- 2.1 Accommodations for Disabilities
- 2.2 Equal Employment Opportunity
- 2.3 Employment at Will (rev 8/21/02)
- 2.4 Harassment
- 2.5 Sexual Harassment
- 2.6 Family and Medical Leave (rev. 3/30/09; 11/2/2011)
- 2.7 Workplace Violence
- 2.8 Code of Ethics (12/18/2013)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 2.1 Accommodations for Disabilities**  
**EFFECTIVE DATE: 1/5/2000 DATE REVISED:**

### **Standard**

No City employee will discriminate against any qualified individual because of disability with respect to any term, condition, or privilege of employment. The city will make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities, unless such accommodations would impose an undue hardship on the City's business operations. Both job applicants and employees are covered by the Americans with Disabilities Act and this Standard of Practice.

### **Practice Guidelines**

1. ***Definition of Qualified Individual:*** A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential function(s) of the position that such individual holds or desires.
2. ***Scope:*** The prohibition on discrimination applies to all terms, conditions, and privileges of employment, including but not limited to:
  - Recruitment, selection, and hiring
  - Job assignment and classification
  - Promotions, transfers, layoffs, reduction in force
  - Compensation
  - Leave and Benefits
  - Education and training
  - Employer-sponsored activities.
3. ***Job Openings:*** Information about job openings shall be accessible to people with disabilities and available in alternate formats upon request.

4. **Interviewing:** After reviewing the job description, interviewers may ask applicants if they are able to perform the essential job functions with or without reasonable accommodations. Interviewers may not ask direct questions about whether an applicant has a disability or about the nature of the disability. Medical information cannot be discussed until after an offer of employment has been extended.
5. **Medical Examinations:** Supervisors are prohibited from requiring a medical exam before making an employment offer.
6. **Medical Information:** Information on an employee's medical condition or history is kept in a separate file from other employee information. Access to this information is limited to those who have a legitimate need to know.
7. **Confidentiality Regarding Disabilities:** All employees with responsibilities which may require knowledge of disabilities are to treat this knowledge in a confidential manner. All information regarding a disability or medical condition will be kept completely confidential except:
  - A. Supervisors who are responsible for assigning work responsibilities will be informed regarding restrictions on the work or duties of employees with disabilities and any accommodations that have been made.
  - B. First aid and safety personnel may be informed at appropriate times if the employee's condition may require emergency treatment.
  - C. Appropriate officials investigating compliance with federal/state/local laws may be informed.
8. **Reasonable Accommodations:** Supervisors who have questions regarding the organization's ability to make reasonable accommodations should contact the Human Resources Director.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 2.2 Equal Employment Opportunity**

**EFFECTIVE DATE: 1/5/2000**

**DATE REVISED:**

### **Standard**

The City supports equal employment, training, and advancement opportunities for all persons without regard to race, color, religion, sex, national origin, age, veteran status or any other status protected by law. The City provides employment, promotion, training, and transfer opportunities in a nondiscriminatory manner based on job-related qualifications and abilities.

### **Practice Guidelines**

1. **Scope:** This Standard of Practice applies to recruiting, hiring, placement, status, assignment of job duties, assignment of equipment, assignment of overtime, compensation, corrective action, disciplinary action, termination, access to benefits and training, promotion, transfer, and any and all other conditions of employment.
2. **Identification as EEO Employer:** The City identifies itself as an Equal Employment Opportunity Employer on materials including but not limited to:
  - Employment advertisements
  - Job Postings
  - Recruiting Materials
  - Application Forms
  - Employee Handbooks
  - Offer Letters
3. **Federal and State Posters:** All required state and federal posters regarding Equal Employment Opportunity will be posted on bulletin boards accessible to employees.
4. **Recruitment and Selection:** The organization will maintain data regarding the composition of the workforce in the relevant market area compared with the makeup of the City's workforce. Recruitment efforts will target minority and/or female candidates where departments have underutilized a particular protected group, but will not exclude any applicant or group from consideration based on membership in a protected group.

In all cases, the best applicant for the position will be selected based on job-related qualifications, experience, training, and/or education.

5. ***Employee Concerns About Discrimination:*** An employee who feels he/she has been discriminated against should report the matter to the supervisor. This includes any retaliatory action for having raised a discrimination issue. If, for any reason, the employee feels uncomfortable going to the supervisor, or is not satisfied with the supervisor's response, the employee should contact the next level of management. If the employee is not comfortable going to the next level of management, he/she should contact the Human Resources Director. The supervisor or manager receiving such a complaint or concern must promptly forward it to the Human Resources Director or be subject to disciplinary action up to and including termination of employment.
  
6. ***Investigation of Complaints:*** The Human Resources Director will promptly investigate all complaints and advise the City Manager immediately upon receipt of a complaint. All allegations will be treated confidentially to the extent possible, consistent with the best interests of the City and the employee. Employees will not be subject to retaliation or reprisals for reporting suspected discrimination or for taking part in any investigation of the allegation.





## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 2.3 Employment At Will**

EFFECTIVE DATE: 1/5/2000

DATE REVISED: 8/21/02

### **Standard**

Employment with the City is at will. This means that either the employee or the City has the right to terminate employment at any time, and for any reason, with or without cause.

### **Practice Guidelines**

1. ***Limitations***: No individual City representative has the authority to make any agreement with an applicant or employee that alters this status in any way, except those designated in writing by the City Manager as having the authority to do so.
2. ***Human Resources Materials***: No express or implied contract concerning any term or condition of employment will be communicated to employees or contained in any City materials, written correspondence or verbal conversations.
3. ***Introductory employment period***: Completion of a introductory employment period or conferral of regular employment status will not change an employee's status as an employee at will.
4. ***Offer Letter***: Nothing contained in a letter extending an offer of employment shall be construed as to alter an employee's at will status.
5. ***Termination***: Nothing contained in materials provided to employees in connection with their employment shall require the organization to have "just cause" to terminate an employee. Statements of specific grounds for termination set forth in this manual are not all-inclusive and are not intended to restrict the City's at will employment status.

2.3-1 (rev.8/21/02)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 2.4 Harassment**

EFFECTIVE DATE: 1/5/2000

DATE REVISED:

### **Standard**

The City will not tolerate any form of harassment of employees, applicants, customers, or visitors in the work environment. The City maintains a work environment where employees are treated with respect and are not subject to harassment, intimidation, or exploitation. In particular, the City will not tolerate harassment of an employee because of race, sex, religion, color, age, national origin, disability, or veteran status.

### **Practice Guidelines**

1. ***Scope:*** Harassment may include verbal or physical conduct, including gestures, and/or the display of written or graphic materials which:
  - A. Degrade, show hostility, or lack of respect because of race, sex, religion, age, color, national origin, disability, or veteran status.
  - B. Create an intimidating, hostile, or offensive work environment for an employee.
  - C. Adversely affect an employee's employment opportunities.
2. ***Sexual Harassment:*** Sexual harassment is an illegal form of harassment based on or about gender or sex. (See Sexual Harassment.)
3. ***Allegations of Harassment:*** Allegations of harassment should be reported to the immediate supervisor immediately and investigated promptly by the Human Resources Director. If, for any reason, the person reporting the alleged harassment is uncomfortable going to the supervisor, or is not satisfied with the supervisor's response, he/she should contact the next level of management. If the person is not comfortable going to the next level of management, he/she should report to the Human Resources Director.
4. ***Management Responsibility:*** Managers are charged with the responsibility of ensuring that employees are provided an environment where they can be productive, satisfied, and safe. Managers and supervisors who observe instances of harassment, have reason to believe, or

should reasonably have been expected to know that someone may have been harassed, shall inform the next level of management and the Human Resources Director immediately. Managers and supervisors who receive an employee's report or concern of alleged harassment must inform their immediate supervisor and the Human Resources Director immediately. Any failure to so inform the proper supervisor and the Human Resources Director shall make the individual subject to disciplinary action, up to and including termination of employment.

5. ***Employee Responsibility:*** Every employee shares responsibility to make the workplace a safe environment. Any employee who becomes aware that an employee, customer, or visitor to the workplace may have been harassed is expected to report such behavior to the supervisor, Department Head, or Human Resources Director immediately. Failure to do so will cause the employee to have neglected shared responsibility for a safe workplace and may subject the employee to disciplinary action up to and including termination of employment.

6. ***Investigation of Complaints:*** The Human Resources Director will promptly investigate all complaints and shall advise the City Manager immediately upon receipt of a complaint. All allegations will be treated confidentially to the extent possible, consistent with legal requirements and the best interests of the City and the employee. Information will be shared strictly on a "need to know" basis. Employees will not be subject to retaliation or reprisals for reporting suspected harassment or for taking part in any investigation of the allegation.



**SUBJECT: 2.5 Sexual Harassment**

**EFFECTIVE DATE: 1/5/2000**

**DATE REVISED:**

**Standard**

The City is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical, or environmental, and whether in the workplace itself, or outside the workplace at City-sponsored activities, is unacceptable and will not be tolerated.

**Practice Guidelines**

***Definition:*** Sexual harassment is unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual,
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

1. ***Examples of Potential Sexual Harassment:*** Sexual harassment may include a range of subtle and not so subtle behaviors, materials, or verbal comments that are based on or about sex. These include materials, behaviors, or comments intended to offend, as well as those which inadvertently or accidentally may be made available to an employee, guest, or alvendorf by virtue of being in the workplace. Sexual harassment can include harassment between individuals of different sexes or individuals of the same sex. Depending on the circumstances, these behaviors may include, but are not limited to:

- A. Unwanted sexual advances,
- B. Subtle or overt pressure for sexual favors,
- C. Sexual jokes, flirtations, sexual innuendoes, advances or propositions,

- D. Verbal abuse of a sexual nature,
- E. Graphic commentary about an individual's body,
- F. Comments on sexual prowess, sexual deficiencies, sexual preferences or sexual habits,
- G. Leering, whistling, touching, pinching, assault, coerced sexual acts,
- H. Suggestive, insulting or obscene comments or gestures,
- I. Presence in the workplace of sexually suggestive objects or pictures, photos, drawings, or computer applications,
- J. Intimidation, ridicule, and insults based on or about sex.

2. ***Individuals Covered by this Standard:*** This standard applies to the all-City employees and their behavior toward other employees. It also applies to customers, visitors, and vendors in the workplace.

3. ***Reporting an Incident of Sexual Harassment:***

- A. Individuals who perceive that they are being harassed are encouraged to confront the alleged harasser and advise him/her that the behavior is offensive and unwelcome that makes the individual uncomfortable. The individual should request that the alleged harasser stop the behavior immediately.
- B. Individuals who are not comfortable confronting the alleged harasser may take their concern to the immediate supervisor, or next level of management. If the individual is not comfortable going to supervisory or management staff, the individual is encouraged to report to the Human Resources Director. The City wishes to encourage individuals who perceive sexual harassment to report the incident immediately without fear of reprisal or retaliation.
- C. Individuals who believe they have been victims of sexual harassment or who believe they may have witnessed sexual harassment or inappropriate behavior are strongly encouraged to discuss their concerns with department supervisors, managers, or the Human Resources Director.

6. ***Management Responsibility:*** Managers are charged with the responsibility of ensuring that employees are provided an environment where they can be productive, satisfied, and safe. Managers and supervisors who observe instances of harassment, have reason to believe, or should have known that someone may have been harassed, shall inform the next level of management and the Human Resources Director immediately. Managers and supervisors who receive an employee's report or concern of alleged harassment must inform their immediate supervisor and the Human Resources Director immediately. Failure to do any and all of these things shall make the individual subject to disciplinary action, up to and including termination of employment.

7. ***Employee Responsibility:*** Every employee shares responsibility to make the workplace a safe environment. Any employee who becomes aware that an employee,

customer, or visitor to the workplace may have been harassed is expected to report such behavior to the supervisor, Department Head, or Human Resources Director immediately. Failure to do so will cause the employee to have neglected shared responsibility for a safe workplace and may subject the employee to disciplinary action up to and including termination of employment.

8. ***Investigation of Complaints:*** The Human Resources Director will promptly investigate all Complaints and advise the City Manager immediately upon receipt of a complaint. All allegations will be treated confidentially to the extent possible, consistent with applicable legal requirements and with the best interests of the City and the employee. Information will be shared with others on a “need to know” basis only.

2.5-2

9. ***Protection Against Retaliation:*** Employees will not be subject to retaliation or reprisal for reporting suspected harassment or for taking part in any investigation of the allegation. Acts of retaliation should be reported to the Human Resources Director immediately.

10. ***Responsive Action:*** All employees have a shared responsibility to contribute to a positive and professional work environment. All employees should clearly understand that harassment constitutes failure of personal conduct and is subject to disciplinary and corrective action. Responsive action may include but not be limited to training and/or referral to counseling, disciplinary action such as warning, reprimand, withholding of promotion, reassignment, temporary suspension without pay, compensation adjustments, or termination of employment.

2.5-3



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 2.6 Family and Medical Leave Act**

EFFECTIVE DATE: 1/5/2000

DATE REVISED: rev. 7/11/01; 4/6/05; 3/30/09;  
11/2/2011

### **Standard**

The Federal Family and Medical Leave Act (“FMLA”), as amended in 2009, provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

### **Practice Guidelines**

1. ***Employee Eligibility:*** To be eligible for FMLA leave, an employee must:
  - A. have worked at least 12 months for the City in the preceding seven years (limited exceptions apply to the seven-year requirement);
  - B. have worked at least 1,250 hours for the City over the preceding 12 months; and
  - C. currently work at a location where there are at least 50 employees within 75 miles.
  
2. ***Conditions Triggering Eligibility for Leave:*** The City will grant an eligible employee up to a total of 12 weeks of unpaid leave during a rolling backward 12-month period for one or more of the following reasons:
  - A. birth of a child, or to care for a newly-born child (up to 12 weeks);
  - B. placement of a child with the employee for adoption or foster care (up to 12 weeks);
  - C. to care for the employee’s spouse, child, or parent with a serious health condition (up to 12 weeks);
  - D. because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
  - E. to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The City will also grant up to 26 weeks to care for a Covered Service Member with a serious injury or illness related to certain types of military service (see Military-Related FMLA Leave for more details). For this “Military Caregiver” leave, the City calculates the 12-month period beginning on the first day leave is taken to care for a Covered Service Member and ends 12 months after that date.

### 3. *Definitions*

- A. A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.
- B. A “Qualified Family Member” includes:
- 1) Child - the employee’s biological, adopted, foster child, stepchild, legal ward or a child for whom the employee acts as a parent. The child must be less than 18 years of age; or if 18 years of age or older, must be incapable of taking care of him/herself due to a mental or physical disability.
  - 2) Parent - the biological parent of an employee or an individual who acted as a parent to the employee when the employee was a child.
  - 3) Spouse – an employee’s current husband or wife and is considered such under the state law.
- C. “Covered Service Member” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.



- D. “Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

2.6-2 (rev.3/30/09)

- E. The “maximum amount of leave” that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service Member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

4. **Identifying the 12-Month Period:** The City measures the 12-month period in which leave is taken by the rolling” 12- month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a Covered Service Member, the City calculates the 12- month period (as required by law) beginning on the first day the eligible employee takes FMLA leave to care for a Covered Service Member and ends 12 months after that date.

5. **Using Leave:** Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or qualified family member, or in the case of a Covered Service Member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave for a serious medical condition must try to schedule their leave so that it will not unduly disrupt the Company's operations.

6. **Use of Accrued Paid Leave:** Employee must use any accumulated paid leave (including compensatory time, sick leave, and vacation days), in accordance with City leave policies, except when the reason for leave is due to a work-related injury. (Refer to Sick Leave eligibility criteria, Section 4.3, paragraph 5.)

- A. When the reason for leave is for the employee’s own medical condition, not caused by a work-related injury and not covered by Workers Compensation Insurance, the employee must first use any accrued compensatory time. Then sick leave will be used, followed by vacation leave. When accrued paid leave is exhausted, the remainder of the leave will be unpaid

B. When the reason for leave is for an eligible family member, sick leave may only be used for the care of an eligible family member living in the same household with the employee and only for reasons provided in the sick leave Standard of Practice, Section 4.3-5. When sick leave may not be used, employees must use any accrued compensatory time first, followed by vacation leave.

C. When the reason for leave is because of an injury compensable under Georgia Worker's Compensation insurance, the employee may not use accrued leave. Worker's Compensation Benefits guidelines apply instead.

2.6-3 (rev.11/2/2011)

D. In order to use paid leave for FMLA leave, an eligible employee must comply with the City's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice, etc.).

E. Use of paid, Family Medical Leave, and Workers' Compensation leave will run concurrently and according to the criteria guiding the use of each type of leave.

**7. *Spouses employed by the City (both work for the City):***

A. When both spouses are employed by the City, FMLA provides the spouses with only a combined 12 weeks of leave during the 12-month rolling backward period for the reasons listed below. When either spouse uses FMLA leave for one of these reasons, the time is deducted from the spouses' combined 12-week entitlement:

- 1.) Birth of a son or daughter and to care for the newborn after birth,
- 2.) Placement of a son or daughter for adoption or foster care or to care for the child after placement,
- 3) To care for the employee's parent with a serious health condition.

B. Spouses each receive a 12-week entitlement during a 12 month rolling backward period for other FMLA purposes listed below, less any FMLA leave that the individual used from the spouses' combined 12 week entitlement:

- 1) to care for each other
- 2) to care for the employee's child with a serious health condition
- 3) because a serious health condition makes the employee unable to perform the essential functions of the employee's position.

**8. *Maintenance of Health Benefits During FMLA Leave:***

A. During the FMLA leave, the City will continue to provide the employee's medical insurance on the same terms as if the employee

were not on leave. If the terms of benefits are modified for active employees, those modifications will apply to any employee on FMLA leave.

- B. Employees on FMLA leave are responsible for any employee share of premiums or other employee-paid expense of coverage on the same terms as if the employee were not on FMLA leave unless the employee elects to discontinue health insurance benefits.
- C. If any employee fails to return to work at the end of the leave period, the employee may be required to reimburse the City for City-paid medical insurance expense incurred in providing coverage during the leave.
- D. Employees who are on FMLA leave maintain any credit accumulated prior to the FMLA leave based on length of service for benefits such as vacation and sick leave. Employees will continue to accrue sick and vacation leave while the

2.6-4 (rev.11/2/2011)

employee is using accrued sick leave, vacation, compensatory and other paid time off, except that employees using donated sick leave will not continue to accrue leave. Employees will not accrue leave during the unpaid portion of the leave.

- E. Nothing in this policy limits the right or discretion of the City to amend, modify, interpret or eliminate any insurance or benefit plans or policies at any time.
- F. Employees will not have their next annual salary increase prorated according to the length of time they were out on FMLA leave. Performance evaluations may, however, be delayed in the event the employee has not had adequate time to demonstrate performance in the job.

**9. *Notice and Medical Certification:*** When seeking FMLA leave, an employee is required to provide all of the following:

- A. Sufficient information to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include the ability to perform job functions, the effect of a qualified family member's ability to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the City's normal call-in procedures, absent unusual circumstances.

- B. Medical certification supporting the need for leave due to a serious health condition affecting the employee or a qualified family member within 15 calendar days of the City's request to provide the certification. (Additional time may be permitted in some circumstances). If the employee fails to do so, commencement of leave may be delayed, designation of FMLA leave may be withdrawn, or leave may be denied. In this case, the leave of absence would be treated in accordance with standard leave of absence and attendance policies, subjecting the employee to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required.
- C. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work at least every 30 calendar days; and
- D. Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition. This is required in order to determine whether the employee is able to perform the essential functions of the position.

2.6-5

(rev.3/30/09)

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

**10. *Employer Responsibilities:*** To the extent required by law, the City will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the City will provide him/her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If the employee is not eligible, the City will provide a reason for the ineligibility. The City will also inform the employee if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

**11. *Job Restoration:*** Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**12. *Failure to Return After FMLA Leave:*** Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the City's standard leave of absence and attendance policies. The employee may request a leave extension. See Section 4.6 Personal Leave of Absence for more information.

13. ***Other Employment:*** The City generally prohibits employees from holding other employment while on FMLA leave.
14. ***Military-Related FMLA Leave:*** FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

A. Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “Covered Service Member,” which means: (1) a current member of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render him or her medically unfit to perform the duties of the member’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for *former* members of the Armed Forces or the National Guard or Reserves, or for Service Members on the *permanent* disability retired list.

2.6-6 (rev.3/30/09)

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the Covered Service Member. “Next of kin” means the nearest blood relative of the Service Member, other than the Service Member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the Service Member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the Service Member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a Covered Service Member in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a Covered Service Member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each Service Member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every Covered Service Member, and/or for each and every serious injury or

illness of the same Covered Service Member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a Covered Service Member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or Covered Service Member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

2.6-7 (rev.3/30/09)

#### B. Qualifying Exigency Leave

Effective January 16, 2009, eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA- qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

Although Qualifying Exigency Leave is available to an eligible employee whose close family member is called up from status as a *retired* member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a *member* of the Regular Armed Forces. Also, a call to active duty

refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

(1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

(2) **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.

(3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

2.6-8

(rev.3/30/09) (4)

(4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.

(5) **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

(6) **Temporary rest and recuperation.** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.

(7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

(8) **Mutually agreed leave.** Other events that arise from the close family member's duty under a call or order to active duty, provided that the City and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

15. ***Fraud:*** Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

2.6-9 (rev.3/30/09)

16. ***Employers' Compliance with FMLA and Employee's Enforcement Rights:*** FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the City encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

17. ***Limited Nature of This Policy:*** This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The City reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

18. ***Record Keeping:***

- A. A confidential medical file will be kept for each employee using FMLA leave. These files will not be maintained in the employee's Personnel File but will be kept



in a distinct file separate from the Personnel File. The files are kept for a minimum of 3 years from the date leave was requested.

- B. Forms and documents in the FMLA files may include:
  - 1.) Leave request form with anticipated date for return to work,
  - 2.) Certification from physician concerning the serious health condition,
  - 3.) Return to work medical certification,
  - 4.) Adoption/foster care documentation,
  - 5.) Medical care documentation.

**19. *Employment at Will:*** The City maintains employment at will and reserves the right to:

- A. Question an FMLA leave request under the provision set forth in the Family and Medical Leave Act and render disciplinary action up to and including termination of employment, for an employee who falsifies any facts to obtain FMLA leave.
- B. Deny an FMLA leave request if it does not comply with the provisions set forth in this Standard of Practice and the law.
- C. Render disciplinary action up to and including termination of employment for an employee who does not return from FMLA leave and does so without good cause related to the FMLA leave. Inability to return to work at the end of the 12-week period of job-protected leave will be grounds for termination of the employment relationship.



## Request for Leave of Absence

### Employment Information

Employee Name: \_\_\_\_\_ Employment Date: \_\_\_\_\_

Employee #: \_\_\_\_\_ Work/Home Phone: \_\_\_\_\_

Department/Division : \_\_\_\_\_ Current Position: \_\_\_\_\_

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### Leave Information

1. Reason for requested leave:

a.  Birth of your child, to care for a newborn child, or placement of a child with you for adoption or foster care.

b.  Your own serious health condition which makes you unable to perform an essential function of your job.

c.  In order to care for your spouse, child, or parent with serious health condition. Please indicate the relationship of the person to you:

spouse: Does spouse work for the City of Brunswick? Yes  No

Child

Parent

Please give the person's name and address: \_\_\_\_\_

d.  Because of a qualified exigency arising out of the fact that your [\_\_spouse]; [\_\_son or daughter]; [\_\_parent] is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

e.  Because you are the [\_\_spouse]; [\_\_son or daughter]; [\_\_parent]; [\_\_next of kin] of a covered service member with a serious illness or injury. f.  Military

g.  Personal (please explain – attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

(Form page 1 of 3)

rev. 11/2/2011

h.  Other (please explain): \_\_\_\_\_

2. Date on which you wish to begin leave: \_\_\_\_\_
3. Date you plan to return to work: \_\_\_\_\_
4. Type of leave requested: (please check one): (  ) continuous (full consecutive days)  
(  ) intermittent, (  ) reduced work schedule. Please describe in detail the intermittent or reduced work schedule requested: \_\_\_\_\_

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**Employee's Acknowledgement**

I understand that all applicable paid leave must be used before the unpaid portion of my leave begins, except during a Workers Compensation leave. I also understand that accrued compensatory time will be used first, followed by sick or vacation leave as stated in the FMLA Standard of Practice.

I understand that the City requires that this Request for Leave Form be submitted 30 days in advance of the beginning of the requested leave, or, if that is not possible, as early as practicable. I understand that failure to submit a Request for Leave Form may subject me to disciplinary action. Failure to submit all other requested information, including medical certifications, when required, may result in the delay of the beginning of the leave, or may result in the withdrawal of any FMLA designation, in which case my leave would be unauthorized, subjecting me to disciplinary action up to and including termination of employment.

I understand that I have no greater right to reinstatement or to other benefits and conditions of employment than if I had been continuously employed during the FMLA period. I understand, therefore, that my rights to continued leave, maintenance of health benefits, and return to my job end under FMLA if and when the employment relationship terminates.

I hereby agree that while I am on leave, I will continue to pay my share of group insurance premiums. I also agree that if I fail to return to work at the end of the leave period, I may be required to reimburse the City for City-paid medical insurance expense incurred in providing coverage during the leave.

**For the Serious Health Condition of Employee or Covered Relative:**

I understand that I must provide a completed Request for Leave form to my supervisor within 2 days of giving oral notice of the need for leave. I understand that I will then receive a Family Medical Leave Eligibility Notice and Rights & Responsibilities Form. With this notice, I further understand that a Medical Certification Form will be provided which must be completed by my physician and returned within 15 days from receipt, additional time may be required in some circumstances. If sufficient information is not provided in a timely manner, your leave may be denied.

I understand that it is my responsibility to communicate with my supervisors to provide periodic reports during my leave regarding my status and my intent to return to work. If the circumstances of my leave change and I am able to return to work earlier than the date indicated in my request, I will notify my supervisor at least two work days prior to the date I intend to report for work. I understand that I must provide a completed Fitness-For-Duty medical certificate before I will be allowed to return to work from an absence due to my own serious health condition.

**For Military Leave:**

I understand that I must provide documentation regarding my military leave and pay in accordance with City policy and applicable military leave laws. I understand that I must provide such documentation and notice as soon as I am aware of the need for leave.

I understand that after completion of satisfactory active military service, I must report to work or make application for reemployment within the time frames outlined in Company policy and applicable military leave laws.

I understand that as a reservist and member of the National Guard, I must make application for reemployment within the time frames outlined by applicable military leave laws. After fulfilling regular training obligations, I must report back to work at the beginning of the next regularly scheduled working period after completion of regular training.

**Certification**

I certify that all of the above information is true and correct to the best of my knowledge. I understand that any intentional misrepresentation concerning the above facts can result in termination of my employment.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT:** 2.7 Workplace Violence

**EFFECTIVE DATE:** 1/5/2000

**DATE REVISED:**

#### **Standard**

The City will foster a work environment which is free from threats, threatening behavior, acts of violence, or any related conduct which intimidates others, disrupts another's work performance or the organization's ability to carry out its mission. Any behaviors which threaten to harm, harass, or intimidate others will be met with immediate response, and individuals acting inappropriately will be subject to disciplinary action up to and including dismissal of employment and/or criminal charges, as appropriate.

#### **Practice Guidelines**

1. Any person (employee or non-employee) who makes threats, exhibits threatening behavior, or engages in violent acts on City-owned or leased property may be removed from the premises immediately pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off City-owned or leased property but directed at City employees while conducting official City business, are also a violation of this Standard of Practice. Threats, threatening behavior, or other acts of violence made by City employees against other City employees or customers are a violation of this Standard. Offsite threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other verbal or non-verbal communication medium. In that the purpose of this Standard is to maintain a safe workplace, it applies to employees engaged in the conduct of City business as well as non-employees who may be in contact with City employees in the conduct of business.
2. Violations of this Standard will lead to disciplinary action up to and including dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from City-owned or leased premises, termination of the business relationship with that individual, and/or prosecution of the person(s) involved.
3. Employees should immediately notify their immediate supervisor and /or department head of any threats which they have witnessed, received, or have reason to believe that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job-related or might be carried out on City-owned or

leased property or in connection with City employment. If the supervisor or Department Head is not immediately available, employees should contact any available supervisor/manager in the area, or contact the police. The Department Head, supervisor, Human Resources Director and/or City Manager should be notified as soon as reasonably possible.

2.7-1

4. Department Heads and supervisors should evaluate work sites and establish a security plan to minimize risk of bodily or psychological harm for all employees. Each Department Head should include in its Departmental Operating Procedures standard procedures which employees are trained to use in the event of a situation involving a violent person.
5. The City Human Resources Department will orient new employees regarding the City's Standards of Practice for workplace violence and shall facilitate regular training such that all employees are provided awareness. In addition, Department Heads and supervisors shall continue communications with all employees on a regular basis to maintain awareness of the potential for workplace violence.
6. Employees are encouraged to voice concerns or raise issues related to workplace violence and to bring such issues to the attention of the supervisor, Department Head, Human Resources Director, and/or City Manager. The purpose is to maintain an awareness of all potential risks and to address such risks before they become harmful.
7. Department Heads shall make employees available for necessary training and orientations on this subject.
8. Department Heads and supervisors are responsible for ensuring that every employee knows the proper procedure for reporting or reacting to potential workplace violence. Failure to properly communicate such procedures or standards of behavior will result in disciplinary action up to and including dismissal from employment.
9. Each employee who receives a protective or restraining order which lists City-owned or leased premises as a protected area is required to provide their supervisor and Department Head with a copy of such order.
10. Any employee who has a concern that requires immediate action should contact the City Police Department.

2.7-2



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT:** 2.8 Code of Ethics

EFFECTIVE DATE: December 18, 2013

DATE REVISED:

#### Standard

All City employees are recognized as stewards of the public interest and serve as ambassadors to the City's visitors, members of the general public, business interests, other government representatives, and other parties with whom they come into contact and are expected to conduct themselves in accordance with the Code of Ethics.

#### Practice Guidelines

1. This Standard is *not all encompassing* in its definition of conflict of interest or inappropriate behavior. Actions deemed inappropriate by a reasonable person, whether specifically cited in this Standard or not, will be subject to inquiry.
2. ***Act in the Public Interest:*** Employees will work for the common good of the people of the City, not for any private or personal interest, and will assure fair and equal treatment of all persons, claims and transactions coming before the City.
3. ***General Conduct of Employees:*** Employees' professional and personal conduct must be above reproach and avoid even the appearance of impropriety. Employees should maintain a reputation for serving all persons equally and impartially.
4. ***Respect for Processes:*** Employees will perform their duties in accordance with the processes and rules of order established by the City Commission and City staff. Employees wishing to share process improvement suggestions will present them in a respectful manner and in an appropriate setting.
5. ***Conduct at Public Meetings:*** Employees will prepare themselves for public issues and meetings, listen courteously and attentively to all public discussion, and focus on the business at hand. Employees will refrain from interrupting other speakers, making personal comments not related to the business at hand, or otherwise interfering with the orderly conduct of meetings.
6. ***Confidential Information:*** Employees will respect the confidentiality of information concerning City property, personnel or proceedings of the City. Employees will neither disclose confidential information without proper legal authorization, nor

1 (12/18/2013)

***Code of Ethics for Government Service***

Any person in government service should:

- I. Put loyalty to the highest moral principles and to country above loyalty to persons, party or government department.
- II. Uphold the Constitution, laws and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.

*Authorized by*

*Senate Resolution 25                      Resolution Act 253*

*Approved April 10, 1968*

*Adopted December 18, 2013 by the City of Brunswick  
Human Resources Standards of Practice Section 2.8*





## City of Brunswick – Human Resources Standards of Practice

### SECTION 3 EMPLOYMENT

- 3.1 Recruitment and Selection (rev 4/6/05)
- 3.2 Employment Categories (rev 4/6/05)
- 3.3 Reinstatement (rev 4/16/03)
- 3.4 Re-employment (rev 4/16/03)
- 3.5 Introductory employment period (rev 4/6/05)
- 3.6 Employee Training and Development, Transfers and Promotions (rev 8/21/02)
- 3.7 Temporary Help



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.1 Recruitment and Selection**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/6/02, 4/16/03; 4/6/05

### **STANDARD**

The City of Brunswick is an Equal Opportunity Employer. All positions shall be filled by qualified individuals without regard to race, creed, color, sex, national origin, age, religion, mental or physical disability or other factors not related to job-related qualifications for the position.

### **Practice Guidelines**

#### ***1. Requesting to fill a vacancy:***

- A. To initiate recruitment for a new or vacated position, the Department Head shall forward to the Human Resources Director notification of any anticipated or current vacancies in authorized positions as provided by the classification plan and the budget.
- B. The Human Resources Director shall review the request and verify proper classification.

#### ***2. Recruiting:***

- A. All recruitment, advertising and testing shall be administered by, coordinated through, or approved by the Human Resources Director.
- B. Vacant positions shall be advertised on a job announcement published by the Human Resources Department. The announcement shall be distributed internally to appropriate locations where it is to be posted immediately at work sites by the department/division manager in a prominent location for employee viewing.
- C. Department Heads may request internal and/or external recruiting.
- D. The department head may request that the vacancy first be posted within the department in order to determine whether qualified candidates exist within the

department. Only employees within the department are eligible to apply during this

time. Interested applicants should notify the Human Resources Department staff within the recruiting period.

3.1-1 (rev.4/6/05)

- E. The department head may request that the vacancy be posted or advertised within all City departments before searching outside the organization.
- F. The department head may request that the vacancy be advertised internally and externally at the same time.
  - A. Vacancies will be advertised for a period of no less than five (5) business days from the job posting publication date.

**3. *Consideration of Current Employees:***

- A. Temporary and seasonal employees who are paid from the City's payroll (not the employees of a temporary agency) are considered as internal candidates.
- B. Current employees will be given first consideration for vacant positions; however, the City reserves the right to select external candidates.
- C. Selected internal applicants shall normally provide at least two (2) weeks notification of intent to leave the current position.

**4. *Apply by closing date or until filled:***

- A. All persons expressing interest in employment with the City will be given the opportunity to submit a completed signed official City application form and submit to the Human Resources Department on or before the established closing date.
- B. If the position is posted "open until filled", the department reserves the right to stop accepting applications anytime after the first 5 business days, begin interviewing, and make a selection recommendation.

**5. *Screening Applications:***

- A. The Human Resources Department may investigate any statement contained in the application, and obtain evidence regarding the applicant's suitability for employment. The Human Resources Department may perform initial reference checks on applicants being considered for employment. The hiring department head may perform more in-depth reference checks regarding performance of applicants selected for prospective employment. All information gathered shall be forwarded to the Human Resources Department.
- B. A person may be disqualified as an applicant for reasons including but not limited to the following:

- 1) The applicant lacks any of the minimum requirements for the class or position or fails any test including but not limited to physical, psychological, psychometric, and drug screening tests or examinations;
- 2) The applicant has been convicted of a crime or pattern of crimes of a nature which would arouse serious public doubt as to suitability to assume the responsibilities of the position;
- 3) The applicant has made a false statement on application materials or pre-employment documents, or has omitted material information;
- 4) The applicant has previously been dismissed from any public service for failure of personal conduct, or other similar causes;
- 5) The applicant has failed to submit an official application correctly or by the prescribed closing date;
- 6) The applicant has directly or indirectly obtained information concerning any required examination to which an applicant is not entitled.

C. The Human Resources Department staff shall receive and screen all applications for employment.

D. Following the close of the recruiting period, the Human Resources Department will refer to the hiring department applicants whose education, training, experience and other job-related qualifications job-related qualifications are best suited for the position when compared with all applicants. Criteria for comparison are based upon minimum requirements as provided in job classification descriptions.

**6. Interviewing**

- A. The hiring department shall review applications, conduct interviews, and make selections from only those applicants referred by the Human Resources Department.
- B. The Human Resources staff will participate in the interview and selection process upon request.
- C. Standardized core interview questions shall be used to interview each candidate.
- D. Documentation of the interviews will be maintained and submitted to the Human Resources Department at the close of the recruitment effort and when selection is completed.

**7. Confidential Selection and Testing Materials and Records:**

All selection and testing materials and records are confidential and are available only to those persons who have a need to know. Such materials will be secured in the Human Resources Department. Records which become outdated will be shredded so as to prevent disclosure of individual information.

**8. Job Offer Procedures:**

A. All hiring departments shall complete and return the following materials to the Human Resources Department:

- 1) Written notice describing reasons for selection and non-selection of all applicants that were referred.
- 2) All applications of rejected applicants.
- 3) A completed Personnel Action form, with application of successful applicant.

B. The Human Resources Department Staff will:

- 1) Receive the documents, review the selection recommendation, and ensure that the process meets established standards. Ensure that references have been checked.
- 2) Conduct Criminal History and Motor Vehicle Records, and Credit Check, as appropriate.
- 3) Forward the Personnel Action document to the City Manager along with a recommendation to approve or disapprove.
- 4) Upon successful completion of the above, extend a conditional offer of employment based on successful completion of the Physical Examination, and Pre-employment Drug Screening for safety sensitive and security sensitive positions.
- 5) Forward an Employment Offer letter to the successful applicant which contains notification of employment, listing terms of employment, position classification, salary, reporting date, location of work site, and fringe benefits. Employment is contingent upon the employee signing and returning the Employment Offer letter.

9. ***New employee orientation:*** Human Resources staff will conduct new employee orientation explaining standard employment rules, regulations, procedures, expectations, and benefits. New employees will complete necessary documents such as insurance, tax forms, and the form I-9.
10. ***Personnel File:*** Human Resources staff will create an official Personnel File containing all records pertinent to employment issues. In addition, a separate Medical/Benefits File will be create and maintained separately. (Also see the Standard for Recordkeeping.)
11. ***Conflicting employment:*** No employee shall hold any office or have employment which may conflict with the employment in a local government agency. (See also Other Employment and Conflicts of Interest.)
12. ***Employment of Immediate Family:*** No person shall be employed or assigned in a position where his/her immediate family member would supervise or affect the terms and conditions of employment. (See Definitions for “immediate family”.) This standard applies to promotion, demotion, and transfer to another department or into another line of supervision where an immediate family member would have influence over the employee’s terms and conditions of employment. This standard applies to re-employment and reinstatement, to employment of full or part-time regular, seasonal, and temporary employees. Employees are required to notify their immediate supervisor when circumstances such as these arise.
13. ***Re-employment of Retired Employees:*** No person who has retired from City employment, and who has received a lump sum payout, will be re-employed within twenty-four (24) months of retirement. Retired employees receiving a monthly payment are not restricted by this provision.



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT: 3.2 Employment Categories**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 8/21/02; 4/6/05

#### **STANDARD**

Employees are categorized by the number of hours worked, the expected duration of assignment, employment, according to the Fair Labor Standards Act of 1939 as amended, and by Classified or Unclassified service.

#### **PRACTICE GUIDELINES**

1. ***Temporary Appointment:***

- A. A temporary appointment may not exceed a six (6) month period. Exceptions may be granted by the City Manager based on written recommendation from the department outlining circumstances that warrant an extension of temporary services. Such extension must be specified in writing to the Human Resources Department, not to exceed a total of twelve (12) months.
- B. A temporary appointment may be made to a regular or temporary position and may be full-time or part-time.
- C. Temporary City employees may be candidates for a regular appointment to classes for which they qualify. These individuals must compete with all other applicants for regular appointments.
- D. Temporary City employees shall receive Social Security (FICA) match and Worker's Compensation Insurance. They shall not receive other fringe benefits such as vacation, sick leave, holidays, retirement, and health insurance.

2. ***Seasonal Appointment:***

- A. An individual may be appointed to a seasonal position not to exceed ten (10) months. A seasonal position may be established for the performance of work during a peak workload period recurring at approximately the same time each year.

- B. Seasonal appointments may be full-time or part-time.
  - C. Seasonal employees are eligible for regular appointment to classes for which they qualify. These individuals must compete with all other applicants for regular appointments.
  - D. Seasonal employees shall receive Social Security (FICA) match, Worker's Compensation Insurance, holidays which occur during the assigned work period, and shall be eligible for the Employee Assistance Program. They shall not receive other fringe benefits such as vacation, sick leave, retirement, and health insurance.
3. ***Trainee Appointment:***
- A. A trainee appointment may be made, where applicable, to a regular position in any class for which on-the-job training and/or formal education would qualify an individual for regular appointment.
  - B. An employee may not remain as a trainee appointment beyond the time when the education and experience requirements for the class are met. After the employee has successfully completed all education and experience requirements, regular status in the position shall be given. Trainee appointments will not exceed twelve (12) months. If the period of trainee appointment equals or exceeds the 12-month training period, regular status must be given immediately or the trainee shall be separated from employment. The 12-month period shall also be considered the introductory employment period.
  - C. The terms and conditions of trainee appointments shall be documented in a memorandum to the employee outlining the length of time allowed to become fully qualified.
4. ***Regular Appointment:*** Regular appointments are made to non-seasonal, non-temporary positions. Appointments may be full-time or part-time.
5. ***Emergency Appointment:*** When an emergency exists, and in order to prevent stoppage of public service, loss, or inconvenience to the public, emergency appointments may be made for a period not to exceed 30 calendar days. Emergency appointments shall be made by the City Manager.
6. ***Exempt Status:*** Exempt employees are those who are exempt from the overtime provisions of the Fair Labor Standards Act of 1939 as amended. These employees (executive, administrative, professional, and elected officials) do not receive overtime pay. They rarely receive less than their weekly salary if any work has been performed during the work week.



Deductions from pay of exempt employees should not occur unless authorized by the Human Resources Director in accordance with the Fair Labor Standards Act.

7. ***Nonexempt Status:*** Non-exempt employees are those who are entitled to overtime pay and minimum wage under the specific provisions of the Fair Labor Standards Act of 1939, as amended. These employees receive overtime pay for overtime work in accordance with established standards and state and federal regulations.
  
8. ***Unclassified Status:*** Unclassified Services shall include the following:
  - A. All elected officials
  - B. City Manager
  - C. Municipal Court Judge
  - D. City Attorney
  - E. City Clerk
  - F. Temporary and Seasonal employees

Unclassified Service means that these employees work at the will of the electing or appointing authority. Unclassified individuals have no expectation of a pre-dismissal hearing, evidentiary hearing, grievance, or appeal rights.

9. ***Classified Status:*** Classified services shall include all other positions which are not considered Unclassified.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.3 Reinstatement**

EFFECTIVE DATE: July 11, 2001

DATE REVISED: 8/21/02, rev. 4/16/03

### **STANDARD**

A regular employee who resigns while in good standing or who is dismissed because of reduction in force may be reinstated within one (1) year of the date of separation with the approval of the City Manager. An employee who has retired may not be reinstated.

### **PRACTICE GUIDELINES**

1. Reinstatement after a reduction in force will be automatic.
2. Reinstatement for voluntary separations will be discretionary and will include consideration of documented past performance.
3. An employee may be reinstated to the same or different department or position.
4. An employee who enters extended active duty with the Armed Forces of the United States, or as a member of a Reserve component of the Armed Forces will be granted reinstatement rights commensurate with federal law.
5. An employee who is reinstated will be credited with previous years of service, previous vacation leave accrual rate, previous sick leave balance (if any), will be covered by group medical insurance without regard to a waiting period (in accordance with the Group Health Plan Document), and receive all other standard benefits and opportunities for advancement. (Pre-existing conditions will be treated in accordance with group health plan summary documents.)
6. Before being reinstated, the individual must meet the current minimum qualifications for the class to which appointed.
7. A reinstated employee will be required to serve a introductory employment period if reinstated to a job class different from the position previously held.

3.3-1 (rev.4/16/03)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.4 Re-employment**

EFFECTIVE DATE: 6/5/02

DATE REVISED: rev. 4/16/03

### **STANDARD**

A former employee who is re-hired more than 12 months after the date of separation will be considered to be re-employed.

### **PRACTICE GUIDELINES**

1. An individual who is re-employed will not be credited with prior years of service for the purpose of sick and vacation leave accrual only.
2. Re-employed persons may receive credit for their previous employment years if they remain employed for a period of no less than five consecutive years. It is the employee's obligation to notify the Human Resources Department when the five-year requirement has been met. These benefits become effective at the 5-year point and continue from that date forward. These benefits are not retroactive.
3. An employee who has retired from City employment, and who has taken a lump sum retirement payout, may not be rehired within twenty-four (24) months after retiring from the City. Retired employees receiving a monthly payment are not restricted by this provision.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.5 Introductory employment period**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 8/21/02; 2/18/04; 4/6/05

### **STANDARD**

As a final part of the selection process, the introductory employment period provides time for effective adjustment of new, promoted, or transferred employees or elimination of those whose performance does not meet acceptable standards.

### **PRACTICE GUIDELINES**

1. For positions in public safety requiring state certification, the performance introductory employment period is 12 months. For all other positions, it is 6 months.
2. An employee appointed initially or who has been re-employed, promoted, transferred, or demoted will serve an introductory employment period. Newly hired employees and re-employed persons may not use sick or vacation leave during the first 6 months of employment.
3. Before completion of the employee's introductory employment period, the department head will complete and submit a Performance Evaluation Form to the Human Resources Director indicating whether the employee is recommended for continued employment, extended introductory status, or separation from employment.
4. Introductory employment periods may be extended for not more than sixty (60) calendar days to allow marginally performing employees to reach satisfactory performance.
5. A new employee may be dismissed without a pre-dismissal hearing or appeal rights at any time during the introductory employment period if the department head determines that the employee is not satisfactorily performing assigned duties. The reasons for dismissal shall be documented and filed with the Human Resources Director.
6. If the employee does not successfully complete the introductory employment period or extended introductory period, service shall be terminated unless the delay is necessitated by extenuating circumstances.

3.5-1 (rev.4/6/05)

7. Any employee may be returned to remedial training status based upon a decline in performance. A return to remedial training status will be approved by the Human Resources Director and City Manager and will not exceed three (3) months.
8. A reinstated employee will be required to serve an introductory employment period if he/she is reinstated to a different job class than the position he/she left. The introductory employment period will be the same length as for a new hire, however, a reinstated employee will be able to use accrued sick and vacation leave immediately upon reinstatement.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.6 Transfers and Promotions**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 8/21/02

### **STANDARD**

Employees are encouraged to pursue career growth opportunities. Employee development opportunities provide for upward mobility and lateral movement to regular employees as vacancies become available.

### **PRACTICE GUIDELINES**

- 1. *Consideration of Current Employees:*** Whenever possible, vacancies should be filled by promotion or transfer from among the qualified eligible regular employees within a department or within the City organization. In all cases, the most qualified person shall be selected for the position, based on objective job-related criteria. The selected person must meet the documented minimum qualifications for the position.
- 2. *Eligibility for Transfer/Promotion:*** An employee who has successfully completed the introductory employment period may apply for a transfer or promotion. Department heads may waive the requirement for completion of the introductory employment period for promotion or transfer within the respective department, or when it is in the best interest of the organization and the employee, with the approval of the City Manager.
- 3. *How to Apply:*** An employee interested in a position listed on a Job Posting should make such interest known by completing an Application for Promotion or Transfer. Applications must be submitted to the Human Resources Department by the established closing date. Applications must provide complete information regarding the employee's job-related experience, training, and education. Applicants should not rely entirely on information currently in the personnel file, or on the interviewer's personal knowledge of the applicant. Applicants are expected to provide complete job-related information indicating why they are best qualified for the position.

3.6-1 (rev.8/21/02)



**Application for Employee Promotion or Transfer**

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

Present Position: \_\_\_\_\_ Department/Division \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Department/Div: \_\_\_\_\_

Please describe fully your education, experience and training which best prepares you for this position:

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Signature

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Date



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 3.7 Temporary Help**

EFFECTIVE DATE: 6/5/02

DATE REVISED:

### **STANDARD**

In order to serve unanticipated temporary needs in a timely and cost-effective manner, the Human Resources Department will assist departments in obtaining temporary workers.

### **PRACTICE GUIDELINES**

1. ***Requesting Temporary Help:*** When temporary help is needed, department heads and supervisors shall request temporary services by notifying the Human Resources Department, and outlining the needed skills, licenses, and estimated duration of need. The Human Resources staff will secure necessary services or advise the requesting department how to proceed.
  - A. Temporary workers will report first to Human Resources for a basic orientation regarding general behavioral expectations, dress code, and safety.
  - B. When a replacement temporary worker is needed, department heads and supervisors shall contact Human Resources to arrange for the replacement and orientation.
  - C. When managers have need to end a temporary assignment, they must advise Human Resources.
  - D. Copies of temporary workers' timesheets shall be forwarded to Human Resources for reconciliation with invoices.
  - E. Invoices for temporary services shall be sent to Human Resources for review and reconciliation. HR will forward invoices to Accounting.
  - F. The City nor any City representative shall assume the role of employer for temporary workers employed by temporary service agencies. City representatives shall not



determine pay, benefits, or take corrective action as the employer. If the temporary worker is not meeting the needs of the manager, the manager shall advise the temporary worker that his/her services are no longer needed. Any corrective action shall be taken by the temporary service agency as the employer, not by the City or its representative.

2. ***No unauthorized persons*** are allowed to secure temporary services without the approval of the City Manager and assistance of the Human Resources staff.
  
3. ***Evaluation of Performance:*** Department Managers will be asked to evaluate the performance of temporary help and communicate such information to the Human Resources Department. Such information will assist HR staff in communicating with temporary service agencies, ensuring that quality temporary help is maintained, and in improving overall service delivery.



## City of Brunswick – Human Resources Standards of Practice

### SECTION 4

#### CONDITIONS OF EMPLOYMENT AND THE WORK ENVIRONMENT

- 4.1 Attendance and Hours Worked (rev 4/20/2011)
- 4.2 Vacation Time (rev 3/3/10)
- 4.3 Sick Leave (rev 3/18/10)
- 4.4 Holidays (rev 11/17/04)
- 4.5 Military Leave (rev 7/13/10)
- 4.6 Personal Leave of Absence (rev 8/19/03)
- 4.7 Other Leave (rev 4/6/05)
- 4.8 Other Employment & Conflicts of Interest (rev 6/5/02)
- 4.9 Political Activity (rev 6/5/02)
- 4.10 Gifts and Gratuities (rev 6/5/02)
- 4.11 Safety (rev 6/5/02)
- 4.12 Time Clocks (rev 10/20/2011)
- 4.13 Drug-Free Workplace (rev 4/1/10)
- 4.14 Uniform Dress Code (rev 8/21/02)
- 4.15 Equipment Use, Care, and Maintenance (rev 6/4/2014)
- 4.16 Vehicle Use, Care, and Maintenance (rev 6/4/2014)
- 4.17 No Smoking
- 4.18 Use of Electronic Communications Equipment (Telephones, Radios, E-mail, and Internet) (rev. 7/28/09)
- 4.19 Travel (rev 12/12/08)
- 4.20 Solicitation/Distribution of Literature



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.1 Attendance and Hours Worked**

EFFECTIVE DATE: May 1993

DATE REVISED: 7/11/01, 3/5/03, 5/5/04;  
4/20/05; 7/19/06; 4/20/2011

**STANDARD**

Each and every job is important and plays a critical role within each work team and in the overall organizational effort. All employees are expected to report to work promptly such that they are prepared to begin work at the scheduled time. Each employee is also expected to notify the immediate supervisor within prescribed time frames if he/she is unable to report to work promptly.

**PRACTICE GUIDELINES**

1. ***The Work Week:*** The standard work week shall be from 12:01 a.m. Monday until 12:00 p.m. midnight on Sunday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. ***Administrative Core Business Hours:*** For administrative offices and staff, core business hours shall be from 8:00 a.m. until 5:00 p.m. with one hour for lunch. Full-time administrative employees normally work five (5) eight (8) hour days per week, Monday through Friday.
3. ***Field Operations:*** Some operations employees, including public works, recreation, may work hours that differ from the administrative core business hours. This is necessary to best serve the customers and deliver services.
4. ***Shift Work:*** Some operations, such as Fire and Police, require staff on duty 24 hours per day, 7 days per week.
  - A. Employees in the Fire Service work from 8:00 a.m. to 8:00 a.m., 24 hours on duty, and 48 hours off duty.
  - B. Police Department Employees also work shifts which may vary with the particular duty assignment. Shifts may vary from 8 to 10 hours.
5. ***Alternate Work Schedules:*** When the activities of a particular department require some other schedule to meet work needs, the City Manager may authorize a deviation from the normal work schedule. Alternate work schedules shall be approved in advance by the Department Head and City Manager and documented in the employees' Personnel File.
6. ***Training and Travel Time:*** Time spent in professional or technical training seminars which is required by the City shall be counted as time worked. The employee shall be paid for travel

time which occurs during the employee's regular working hours. Such travel on non-working days (e.g. Saturday or Sunday) is compensable if it occurs during normal working hours, e.g. 8:00 a.m. 5 p.m. (Reference FLSA.)

4.1-1 (rev 4/20/2011)

7. ***Flex Time:*** Flex Time is encouraged whenever possible, to avoid incurring overtime expense, while meeting critical work demands in a timely way. That is, if an employee is required to work 1 hour longer than the regularly scheduled work day, managers should schedule the employee for 1 hour less the following day or other day during the same work week (for 40 hour per week employees). For example, the employee may be regularly scheduled to work 8 hours per day. Should s/he need to work 9 hours one day, s/he would only be scheduled to work 7 hours the next day so that the total number of hours for the week do not exceed 40.
8. ***Overtime:*** In keeping with the provisions of the Fair Labor Standards Act, each department head shall have the responsibility of controlling overtime in each department. Overtime is neither desired nor expected on a regular basis. However, during peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department and shift without regard to age, sex, color, creed, religion, national origin, or disability.

  - A. The preferred method of compensating employees for working overtime shall be to compensate the employee with payment at the end of the pay period in which the overtime was worked.
  - B. Bona fide executives, administrative and professional employees are exempt from overtime requirements of the Fair Labor Standards Act if they meet the qualifications set forth in the Act.
  - C. Supervisors shall arrange the work schedules of their employees to accomplish the required work within the standard workday.
  - D. Sick leave, annual leave, leave without pay, compensatory time used or holidays not worked do not count as hours worked for purposes of overtime computations.
  - E. Overtime work must be approved by and directed by the department head or the authorized representative of the department head prior to the time it is worked. Unapproved work performed during non-work hours, including time prior to the start of the work day, during the lunch period, and after the work day has concluded, including taking work home, is prohibited and is not considered overtime.
  - F. Non-exempt employees, except certified Police and Fire employees, required to work overtime will be compensated at the rate of 1½ times the regular rate of pay for hours worked over 40 per week, in accordance with the Fair Labor Standards Act. Nonexempt certified Police officers will be paid at 1½ times the regular rate of pay for hours worked over 86 in a 14-day period. Nonexempt Firefighters and Engineers will be compensated at the rate of 1½ times the regular rate of pay for hours worked over 106 in a 14-day work period, in accordance with the Fair Labor Standards Act.

9. **Compensatory Time:** If funds are not available to pay overtime during the week it is worked (for 40 hour employees), compensatory time off may be given in lieu of pay. If time cannot be 'flexed out' during the same work week (for 40 hour employees), it must be given at the rate of 1 ½ times the rate it was earned. If compensatory time is given in lieu of pay, the employee must agree in advance of working the overtime. Compensatory time may be banked up to a maximum of 40 hours. Employees are prohibited from accruing any more than 40 hours and employees must use accrued compensatory time before using sick leave or vacation leave.

4.1-2 (rev 4/20/2011)

- A. Department heads must assure that the employees are permitted to take compensatory time earned in accordance with this provision and those of the Fair Labor Standards Act. A request to use compensatory time must be made in advance by the employee. The request shall be granted by the department head or designee within a reasonable period of time following the request, if the request does not unduly disrupt operations of the work unit.
- B. Accumulated compensatory time off must be exhausted before vacation leave is taken unless the employee would forfeit accumulated vacation leave by doing so. Accrued time off and holidays should be used by the employee prior to separation.
- C. Banked or accrued compensatory time must be paid to the employee who is promoted to an exempt position.

9. **Notification:**

- A. If an employee must be absent from work, the employee must notify the immediate supervisor no later than 10 minutes after the scheduled starting time. If possible, the employee should notify the supervisor before starting time, or as soon as he/she knows he/she is not able to report to work on time. The employee must contact the immediate supervisor directly on each and every day of absence or every occurrence of tardiness. When an employee realizes that he/she will be tardy, he/she must directly contact the immediate supervisor as soon as it is known. Such notification will help the supervisor in the difficult and time-consuming task of finding a replacement or in rescheduling work, as necessary.

Nothing in these Standards or Guidelines precludes department heads from developing operating procedures for greater advance notification of absence in order to secure departmental needs.

- B. Tardiness and absenteeism interfere with department objectives and may result in appropriate and reasonable disciplinary action.
- C. Unauthorized or unreported absence shall be considered absence without leave, and deduction of pay shall be made for periods of absence in accordance the Fair Labor Standards Act.

- D. Employees who take unauthorized leave (absence without leave) the day before or the day after a holiday will not be paid for the holiday.
- E. Three (3) consecutive working days of absence without authorized leave will be considered a resignation from employment without notice. Employees in such cases will be considered to have abandoned their positions, will be removed from the payroll, and employment will be terminated.

4.1-3 (rev 5/5/04)

- 10. Inclement Weather:** In situations involving inclement weather, ice or snow storms, hurricanes, or other unusual conditions affecting all or the majority of City departments and/or their operation, it is incumbent upon the department heads to ensure that their department is opened to the public at the usual time unless the department head has received prior notification to the contrary from the City Manager's Office.
- A. Departments shall remain open for the full scheduled work shift unless authorization for late start-up (usually announced over the radio) or early closing or other deviation is received from the City Manager's Office. Sufficient notice will be given in either event. Employees who voluntarily leave work before an official early closing time has been announced will be required to use earned compensatory time, annual leave or time without pay. Employees must properly notify immediate supervisors of their need to leave and to obtain approval.
  - B. Employees who are required to work during periods of inclement weather will be paid in accordance with the Fair Labor Standards Act. Employees who are not required to work may use accrued compensatory time or vacation leave if administrative leave is not approved.
  - C. Exempt employees who are required to work beyond normal work hours during emergency events declared by the Governor or President will be paid straight time their normal rate of pay for time worked over 40 hours. Some examples of catastrophic events include hurricanes, floods, tornados, and major gas leaks.
- 11. Emergency call back:** Employees may be called in to work on scheduled days off or after normal business hours when an emergency arises. Such decisions will be made by the City Manager, Department Head, or authorized designee.
- 12. Appropriate Use of City Resources:** All employees are expected to utilize City Resources for City business purposes only. This includes the use of human resources. No employee shall use city Resources for personal use. This includes not only equipment, vehicles, materials, and supplies, but also employees' time.

4.1-4 (rev.7/19/06)



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT:** 4.2 Vacation Leave

**EFFECTIVE DATE:** May 1993

**DATE REVISED:** 7/11/01; 7/17/02; 8/21/02; 7/22/03;  
8/19/03 ; 1/1/04; 5/5/04; 2/1/06; 10/17/07; 3/3/10

#### STANDARD

Vacation time is provided to employees for the purpose of taking rest away from the job. It is believed that employees are more productive if they have time away from the job. It is also recognized that employees will occasionally need time away from work to attend to certain personal business matters.

#### PRACTICE GUIDELINES

1. **Eligibility:** Regular full time and part-time employees will earn vacation leave based on regularly scheduled hours worked.
  
2. **Accrual:**
  - A. Accrual is based on length of service and regular hours worked.
    - Full time 40 hour/week employees:
      - From 1 < 10 years** of service = 1.85 hours per weekly pay period and 3.7 hours per biweekly pay period (one day per month).
      - More than 10 years** = 2.77 hours per weekly pay period and 5.54 hours per biweekly pay period (1½ days per month).
  
    - Full time firefighters (working 24-hour shifts):
      - From 1 < 10 years** of service = the equivalent of 1 shift (24 hours) per month.
      - More than 10 years** = the equivalent of 1½ shifts (36 hours) per month.
  
    - Part-time 10 to 39 hour/week employees:  
Accrual will be prorated based on the above.
  
  - B. Vacation leave is earned during any pay period in which the employee is in active pay status at least one-half the work days within that month. Employees who are inactive because of a covered Workers Compensation claim shall continue to accrue leave for a period of 24 weeks from the date of covered injury.
  
3. **New Employees:** Employees begin to accrue leave at the date of hire but may not use paid leave until they have completed the first 6 months of employment. This does not apply to promoted or transferred employees. If denial of such leave will create an undue hardship, the City Manager may grant such leave.

4. **Limits:** Unused vacation leave may be carried forward into the next calendar year. Employees must use at least 5 days/shifts each calendar year. Total accrual is capped at 50 Days/shifts. Accrual beyond the 50 day/shift limit will not be carried over at the end of the calendar year.

4.2-1 (rev.3/3/10)

5. **Requesting and Using Vacation Leave:**

- A. Employees must provide written request for planned vacation leave with as much advance notice as possible. Vacation leave may be approved, at the supervisor's discretion, depending upon workload and staffing. When unplanned leave is needed employees must first notify the immediate supervisor as soon as the need for leave is known. The supervisor and department head will approve/disapprove the request based on workload demands. Upon return to work, employees must complete a written request for leave.
- B. All vacation leave will be with pay.
- C. Vacation leave will not be advanced before it is earned. Cash payment in lieu of taking vacation leave will not be permitted.
- D. Vacation leave may be used for sick leave upon the approval of the department head.
- E. Vacation leave should be used for absences due to adverse weather conditions if the City Manager does not authorize the use of administrative leave.
- F. Nonexempt employees may use vacation leave in increments of one tenth of an hour (6 minutes). Exempt employees are only required to use vacation leave in increments of full days, however, exempt employees must obtain proper approval before taking partial day absences.
- G. Approval for the use of vacation leave may be rescinded by the Department Head or City Manager during times of emergency. Employees may also be called back to work from approved vacation leave during times of emergency.
6. **Vacation Buy-Back:** To be eligible to buy back vacation leave, an employee must have 10 or more years of service and must have used at least 15 days/shifts of vacation leave during the calendar year in which s/he requests to buy back leave. The employee must also be at the point that vacation time will be lost if s/he does not use time or buy it back. When these conditions are met, the employee may make a written request to buy back no more than 16 hours of vacation leave (48 hours for fire personnel on a 24/48 schedule). The "buy back period" will occur in December of each calendar year.
7. **Termination of Employment:** Employees who have completed the first 6 months of employment and who resign in good standing (having given proper notice) will be paid for unused vacation leave up to 50 days/shifts. Employees who do not give proper notice will not be paid for unused vacation leave.



- A. Should an employee be discharged for failure of performance or personal conduct, the employee will not be paid for accumulated vacation leave.
- B. Accumulated vacation leave payments will be made to the estate or beneficiary of a deceased employee for all accumulated vacation leave, not to exceed fifty (50) days/shifts.

4.2-2 (rev. 3/3/10)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 4.3 Sick Leave

**EFFECTIVE DATE:** May 1993

**DATE REVISED:**

6/5/02; 8/21/02; 9/4/02; 1/1/04; 5/5/04  
3/3/10; 3/18/10

### **STANDARD**

Sick leave is a privilege granted by the Board of City Commissioners; it is not a right which an employee may demand. Sick leave should not be abused; it is to be used for salary continuation in the event an employee becomes ill and is unable to work.

### **PRACTICE GUIDELINES**

1. ***Eligibility:*** Sick leave with pay is available to regular full-time employees.
2. ***Accrual:*** Sick leave is accrued at the rate of 1 day/shift per month. It is accrued in any pay period in which the employee is in active pay status at least one-half the work days within that pay period. It is accrued at the end of each pay period. Employees who are inactive because of a covered Workers compensation claim shall continue to accrue leave for a period of 24 weeks from the date of covered injury.
3. ***New Employees:*** New employees begin to accrue leave at the date of hire but may not use paid leave until they have completed six (6) months of service. This does not apply to employees who have been transferred or promoted into new positions.
4. ***Limits:*** Unused sick leave may be carried forward into the next calendar year without limitation.
5. ***Requesting and Using Leave:***
  - A. Employees must sign a sick leave form requesting the leave. This form must be completed promptly upon returning to work. Employees may request sick leave for the following events:
    - 1) personal illness or injury;
    - 2) personal physicals, examinations, or treatment;
    - 3) quarantine; and
    - 4) illness of spouse, child, or other member of the immediate family living in the same household, which requires the care of the employee except that sick leave may not be used for a family member when routine nursing care is available, for transporting a family member for a physician's visit when no emergency exists, and for routine physician's visits or health maintenance.
  - B. Employees must notify the immediate supervisor of the need to be absent, the expected length of the absence, and must follow all proper notification

procedures when unable to attend work. (Employees should see Attendance guidelines or ask the immediate supervisor for instruction.) It is the employee's responsibility to ensure that the proper person has been notified of the absence. Upon return to work, the employee must submit to the immediate supervisor a written request for the leave.

4.3-1 (rev 3/18/10)

C. A physician's statement may be required to substantiate any absence of 3 or more days due to illness or injury or otherwise when absence has been excessive. The physician's statement should also certify that the employee is fit for duty after the absence and able to return to work without limitation.

D. Department heads will be responsible for the application of sick leave such that there will be no abuse of sick leave privileges. If the department head determines sick leave abuse is occurring, the supervisor may provide notice to the employee that as to all future absences, including one day absences, a physician's statement verifying the need for the absence will be required. (Note that it is the need to be absent from work, not the diagnosis, that may be requested.) The employee's failure to provide such certificate will be considered refusal to follow instruction of a supervisor and will result in disciplinary action and may be considered unauthorized leave.

E. Employees who abuse sick leave or use sick leave improperly are subject to disciplinary action up to and including dismissal.

F. Failure to properly report illness and improper use of sick leave will result in loss of pay for the time absent and/or other disciplinary action.

G. Once sick leave is exhausted, time lost from work due to illness may be charged to vacation time, with the approval of the department head.

H. An employee who is absent for more than 4 days without paid leave time available must request the appropriate leave of absence.

I. An employee who is absent for more than 4 days due to a serious illness or injury may qualify for Family Medical Leave. Supervisors shall explore this with the employee and the Human Resources Director.

J. Nonexempt employees may use sick leave in increments of one tenth of an hour (6 minutes). Exempt employees are only required to use sick leave in increments of one day.

J. Holidays or regularly scheduled days off which occur during an employee's sick leave shall not be charged as sick leave for such days off. The employee may be required to verify that he/she was sick.

K. Department supervisors, managers, and employees share responsibility for the safe performance of work. Employees shall not be on duty when they may endanger

their own health or the health of other employees, or when due to temporary disability or illness, the employee cannot safely perform duties required of the job.

L. Approved sick leave for non-critical situations may be rescinded by the Department Head or City Manager in times of emergency such as hurricanes or similar events.

6. ***Incentive Program:*** An employee who has worked for a full calendar year (from January through December) without using any sick leave will be eligible to receive one (1) additional day/shift pay in the pay period preceding Christmas Day. An employee who has worked a full calendar year and has used no more than two (2) days of sick leave during the period will be eligible to receive one half (1/2) day/shift pay in the period preceding Christmas Day.

4.3-2 (rev 3/18/10)

7. ***Termination of Employment:*** An employee whose employment is terminated shall not be paid for any unused sick leave except that:
- A. Employees eligible to receive retirement benefits and who have 1,080 hours or more of unused sick leave may convert these hours to additional years of service. One additional year of credit toward retirement may be received for 1,080 hours of unused sick leave.
  - B. Employees who have submitted notice to resign or retire may be asked to submit medical certification for use of sick leave during the period of notice.

8. ***Donation of Sick Leave:*** Employees may donate sick leave to another employee under the following circumstances:

- A. The recipient must have a serious medical condition, as defined by the Family Medical Leave Act. See Section 2.6 “Family and Medical Leave”.
- B. The recipient must have exhausted all accrued leave including sick, vacation, “banked” holidays, and compensatory time, and must be at the point of taking leave without pay.
- C. Employees donating sick leave need not work in the same department in which the recipient works.
- D. All donations must be made in writing, signed by the donating employee, submitted to the Department Head for approval, then submitted to the Human Resources Director for review and recommendation to the City Manager. Upon approval by the City Manager, requests for sick leave donation are forwarded to Payroll.
- E. Time may only be donated or transferred to the “sick leave account” of another employee on a weekly basis, as needed, and documented on weekly time sheets.
- F. Employees who have notified the City of their intent to resign or retire or who have been dismissed from employment may donate no more than 40 hours of sick leave.

4.3-3 (rev.5/5/04)



## Request to Donate Sick Leave Hours

\_\_\_\_\_ Sick hours to donate \_\_\_\_\_  
Print name of employee donating sick hours & Employee #

\_\_\_\_\_  
Print Name of employee receiving sick hours & Employee #

\_\_\_\_\_  
Signature of Employee Donating Leave      Date      \_\_\_\_\_  
Department Head      Date

\_\_\_\_\_  
Human Resources Review      Date      \_\_\_\_\_  
City Manager Approval      Date

\_\_\_\_\_  
Payroll      Date

To Department Administrative Staff:

**COMPLETE INFORMATION BELOW AND ATTACH TO EACH TIMESHEET UNTIL ALL DONATED SICK LEAVE HOURS HAVE BEEN USED.**

Total Sick Hours donated: \_\_\_\_\_

_____ Check date	_____ # of sick hours	_____ Check date	_____ # of sick hours
_____ Check date	_____ # of sick hours	_____ Check date	_____ # of sick hours
_____ Check date	_____ # of sick hours	_____ Check date	_____ # of sick hours
_____ Check date	_____ # of sick hours	_____ Check date	_____ # of sick hours

Cc: Personnel File – recipient  
Personnel File – donor

HR/forms.rev. 6-5-08



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT: 4.4 Holidays**

**EFFECTIVE DATE: 1/5/2000**

**DATE REVISED: 8/2/00; 8/21/02; 3/5/03; 5/5/04; 11/17/04**

#### **STANDARD**

The City of Brunswick recognizes 10 basic holidays. These holidays are recognized nationally and are not chosen based upon any religious uniqueness. Due to the nature of some services provided to the citizens, some employees are required to work on holidays.

#### **PRACTICE GUIDELINES**

**1. *Recognized Holidays:***

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day and the Friday after  
Christmas Day  
(Such other holidays as may be approved by the City Commission)

- 2. *Observing the Holiday:*** Full time, Part-time, and Seasonal employees, including new employees who have not completed the introductory employment period, will be paid for normally scheduled hours which may fall on the holiday when holiday work is not required. Temporary employees are not eligible for regular compensation on holidays not worked.
- A.** Seasonal employees are eligible for regular compensation on holidays which occur during the seasonal period of employment. Holiday pay for seasonal employees will be calculated based on the average number of hours worked per day during the pay period in which the holiday occurs. (The average number of hours will be calculated by dividing the total number of hours worked by 10 work days, which is the standard number of work days per pay period, and will not exceed 8 hours. (Payment will be made to the nearest quarter hour.)
- B.** If a holiday falls on a Saturday or Sunday, it will generally be observed on the Friday preceding or the Monday following the Holiday, for 40 hour per week staff members. Employees who work shifts, eg. Police, Fire, and Wastewater Treatment, will observe the Holiday on the day it occurs.

- C. Holidays which occur during an employee's sick leave or vacation leave shall not be charged as sick or vacation for such days off.

4.4-1(Rev 11/17/04)

3. ***Holiday Work:***

A. A nonexempt regular or seasonal employee required to perform work on a designated holiday, shall receive holiday Pay which is paid at the rate of 1 ½ times the total number of hours worked.

B. Any exempt employee who is regularly scheduled to work on a designated holiday shall receive his/her regular compensation.

4. ***Affect of Unauthorized Leave:*** An employee scheduled to work and absent without authorized leave on the work day preceding and/or the work day following a day observed as holiday, shall not receive regular compensation for the holiday.

5. ***Emergencies:*** An employee who is scheduled to be off duty on a holiday may be called back in to work during an emergency situation. Such decisions will be made by the City Manager or the Department Head.

4.4-2 (Rev 11/17/04)



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT:** 4.5 Military Leave

EFFECTIVE DATE: May 1993

DATE REVISED: 7/11/01; rev 7/13/10;6/4/2014

#### **STANDARD**

The City of Brunswick supports its regular employees who serve in the National Guard and Reserve branches of the Armed Forces. In accordance with federal and state law, the City provides leaves of absence to regular employees who are fulfilling active, emergency, or inactive military duty requirements as reservists or National Guard members.

#### **PRACTICE GUIDELINES**

1. ***Reserve Military Service:*** In accordance with OCGA 38-2-279, any regular employee is entitled to an annual paid leave of absence for up to 18 days for military duty in the state- organized militia or the U.S. armed forces reserves. This means 18 days in any federal fiscal year and includes summer camps, training and weekend drills. Employees are required to present orders pursuant to such leave requests. Such leave shall not be charged to vacation leave.
  - A. Such leave will be paid when leave falls on days/hours the employee would have been regularly scheduled to work. Such leave will not be paid when leave falls on regularly scheduled days/hours off.
  - B. Such leave shall be granted regardless of whether employees volunteered for duty.
  - C. Employees must give sufficient notice for the organization to adjust work schedules and must provide appropriate documentation. Use the Request for Leave of Absence form included in Section 2.6, Family Medical Leave to request leave.
  - D. Time off for military leave includes travel time which would fall within the normal hours of work.
  - E. Employees are required to return to work on the next regularly scheduled shift upon completion and return from duty/training.



2. **Declared Emergency:** In accordance with OCGA 38-2-279, in the event the governor declares an emergency and orders any employee to State Active duty as a member of the National Guard, the employee shall receive pay for a period not to exceed 30 days in any federal fiscal year. An employee called to active duty will continue to earn vacation and sick leave, and may use accrued leave time to continue to receive a City payroll check. The City will continue to pay the employee's health insurance premium during the 30-day period, but the employee will be responsible for dependent coverage.
  
3. **Long Term Active Military Service:** Employees called to active military service will be permitted to return to employment with no change in length of service, status, and pay that they would have enjoyed had they not been absent, pursuant to the following conditions:
  - A. Positions must have been other than temporary, meaning that they were regular status and would have continued indefinitely.
  - B. Reservists must have left their positions for the purpose of performing military service or undergoing military training.
  - C. Employees must satisfactorily complete the period of active duty and furnish a certificate to that effect.
  - D. The leave of absence may not exceed four years from date of entry (unless the employee is involuntarily retained).
  - E. Application for return to active employment status must be made within ninety (90) days after release from active military service or one year following hospitalization.
  - F. Employees on military leave of absence for active duty will be suspended from active participation in employee benefit programs after 90 days of absence.
    - 1) Health insurance may be continued by exercising options under COBRA.
    - 2) Upon return to active employment, the employee will be reinstated in employee benefits programs with the length of service and status which would have been enjoyed had the employee not entered military service.

- 3) Upon returning from active military service, employees cannot be discharged for 6 months after re-employment except in selected instances. Those returning from duty lasting more than 90 days cannot be discharged for one year after re-employment except in selected instances.

4.5-2 (rev.6/4/2014)



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT: 4.6 Personal Leave of Absence**

**EFFECTIVE DATE:** July 11, 2001

**DATE REVISED:** 6/5/02; 1/1/03; 8/19/03

#### **STANDARD**

Personal leaves of absence may be granted without pay for any reasons not covered by Family and Medical Leave, military leave, or other leave provisions. Personal leaves will not exceed 12 workweeks for non-medical reasons and will not exceed 12 months (52 workweeks) for medical reasons consistent with the Family Medical Leave Act. Personal leave is granted at the discretion of the Department Head in consultation with the Human Resources Director and with approval of the City Manager. Decisions will be based on operational and staffing needs.

#### **PRACTICE GUIDELINES**

- 1. *Eligibility:*** Regular (non temporary, non-seasonal) full and part-time employees are eligible for personal leaves of absence. Reasons for Personal Leave could include medical situations which qualify under the Family Medical Leave Act's definition of a serious medical condition but where Family Medical Leave is exhausted or not yet available. Leaves of absence for medical reasons described by the Family Medical Leave Act may be granted for 12 months (52 workweeks) at 4-week intervals. Leaves of absence for reasons other than those described above, i.e. for personal needs or other reasons, may be granted for no more than four weeks.
- 2. *Requesting Personal Leave:*** All requests for personal leave must be submitted to the immediate supervisor in writing at least 30 calendar days before the date the leave begins (wherever possible). Requests for extensions should be made at least 2 calendar weeks before the return date. Employees should use the Request for Leave of Absence form included in Section 2.6, Family Medical Leave to request leave.
- 3. *Pay During Leave:*** Employees must exhaust accumulated vacation leave and compensatory time before taking unpaid time. Employees must also exhaust accumulated sick leave if the reason for leave is one that would be covered by sick leave standards (except in cases covered by Worker's Compensation laws). During the leave, employees are not eligible for any

salary increases. Employees may receive donated leave after the exhaustion of accrued sick and vacation leave.

4.6-1 (rev.8/19/03)

4. ***Filling the Position During a Personal Leave:***
  - A. If the City needs to fill the employee's position while the employee is on personal leave, the employee will be notified of the impending change and be given the opportunity to return to work within a specified time period.
  - B. If the employee does not return from the leave during the specified time, the employee will be terminated from employment and the position will be filled.
  - C. The employee may apply for any open positions for which he/she is qualified.
5. ***Additional Leave After FMLA:*** If personal leave is granted after FMLA leave is exhausted, the employee shall be given notice that FMLA reinstatement rights terminate at the end of the FMLA period.
6. ***Reasonable Accommodations:*** A reasonable accommodation for a disabled employee who has not yet completed the introductory period or whose Family and Medical Leave is exhausted may be a personal leave of absence.
7. ***Medical Coverage:*** Employees are responsible to contact their Benefits Coordinator for information regarding continuation of medical coverage while on a personal leave. That portion of the single employee health insurance premium normally paid by the City will continue to be paid during personal leaves of absence up to 24 workweeks when employees are on leave for medical reasons which qualify under the FMLA. Employees will be responsible to pay any dependent premiums. Health benefits shall terminate once an employee uses 24 weeks of leave for a medical reason described by the Family Medical Leave Act and after 4 weeks for other personal reasons. The employee will be issued a COBRA notice and will be responsible for his/her own individual and family coverage. The 24-week period and the 4week period are considered to be cumulative within in a 12-month rolling backward period.
8. ***Leave Accrual During Personal Leave:*** Employees who are using accrued sick, vacation, or compensatory time during a Personal Leave of Absence will continue to accrue sick and vacation leave. Employees using donated leave will not continue to accrue.
9. ***Affect on Performance Evaluations:*** Performance evaluations may be delayed by the length of the leave of absence if the employee has not had sufficient time to demonstrate performance.

**10.     *Failure to Return to Work:*** An employee who fails to return to work on the next regularly scheduled work day following the expiration of a personal leave will be considered to have voluntarily resigned employment.

4.6-2 (rev. 8/19/03)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 4.7 Other Leave

EFFECTIVE DATE: July 11, 2001

DATE REVISED: 4/6/05;11/1/17

### **STANDARD**

The City wishes to provide time off for other situations which do not meet the criteria for Family Medical Leave, Personal Leave, Military Leave, vacation, sick leave, or holidays.

### **PRACTICE GUIDELINES**

***Funeral Leave:*** Paid funeral leave of up to four (4) consecutive calendar days is provided to all full and part time non-temporary employees, except that employees will not be paid for days on which the employee is not scheduled to work. Funeral leave is provided when the employee is absent from work as a result of the death of an immediate family member. Immediate family would include an employee's spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grand parent, or grandchild. Immediate family member will also cover any member of the employee's immediate household who resided with the employee at the time of death.

- I. ***Civil Leave:*** All City employees, including seasonal and temporary employees, are eligible for civil leave with pay during regularly scheduled work time for certain court duty.
  - A. **Jury Duty:** The employee called for jury duty shall be paid for regularly scheduled work time. The employee shall complete a leave request form as soon as the jury duty assignment is known. The employee will report to work for the remainder of the work day after fulfilling his/her obligation. Upon return to work, the employee shall submit verification of attendance from the Jury Clerk. Documentation of jury service shall be submitted to the Human Resources Department for inclusion in the Personnel File. (Employees working shifts will communicate with their immediate supervisor regarding return to work on the next practical shift.)
  - B. **Witness Duty: (not work-related) -** The employee shall be paid for regularly scheduled work time during which the employee is subpoenaed to appear as a witness (not on his/her own behalf). The employee should submit a leave request to the immediate supervisor as soon as witness duty assignment is known. Questions regarding whether the court duty is paid duty should be

submitted to the Human Resources Director for consultation.

- C. Civil Leave is not granted for an employee's appearance (not work-related) in court as a plaintiff or defendant.

4.7-1; (rev 11/1/17)

- D. Time spent on official City duties in court is work time and Civil Leave does not apply. Employees must remit to the City any fees awarded by the courts for court appearances in connection with their official duties, except where Police Officers receive State Witness Fees.
- E. Police officers required to appear in court on their day off will report such hours as hours worked and will be paid in accordance with the Fair Labor Standards Act and the City of Brunswick Pay Plan.
- F. Civil Leave will be reported to department heads at the time notice is received. A department head may request a copy of the notice as needed to verify an employee's attendance in court.

2. **Administrative Leave:**

- A. Administrative leave may be granted by the City Manager for hazardous weather closings and for officially delayed openings.
- B. Administrative leave may also be granted under certain conditions that do not warrant the use of other types of leave. Such leave will be granted by the City Manager or other official designee.

3. ***How to Request "Other Leave"***: Employees should use the short term leave request form used for vacation and sick leave.



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT: 4.8 Other Employment and Conflicts of Interest**

EFFECTIVE DATE: May 1993

DATE REVISED:

6/5/02

#### **STANDARD**

It is expected that each employee's position with the City will be their primary employment interest. Each employee is expected to devote primary attention to the customers they serve and to consider the best interests of the customer and the City organization. It is expected that employees will not abuse the trust placed in them to serve the public. The employees of the City are expected to observe and obey the laws of the State of Georgia and the Ordinances of Brunswick and Glynn County. Conflicts of interest shall be strictly prohibited. Generally, activities which create the perception of a conflict of interest or which do not represent the best interests of the City organization and the customer are also prohibited.

#### **PRACTICE GUIDELINES**

1. ***Outside Employment:*** All outside employment, including self-employment, must be reported to the employee's supervisor prior to beginning such employment and shall be approved in writing by the Department Head. The Department Head shall review such employment to determine the City's liability for conflict of interest and make a recommendation to the City Manager.

- A. Outside employment (including volunteer work) shall not present a conflict of interest when:
  - 1) There is no conflict in working hours,
  - 2) The employee's efficiency and productivity is not reduced in his/her primary job. Employees may not leave work early, use City equipment, or conduct outside employment on City premises or during hours paid by the City.
  - 3) There is no conflict of interest that could compromise the integrity of the City, cause embarrassment to the City, or reasonably be expected to undermine customer confidence.

4.8-1 (rev.6/5/02)



- B. Employment with firms, offices, businesses, agencies and including self-employment, that clearly present a conflict of interest with an employee's public service position will be grounds for disciplinary action including dismissal.
- C. Employees who fail to properly notify immediate supervisors of outside employment shall be subject to disciplinary action, up to and including dismissal.

2. **Dual Employment:** An employee cannot be additionally "employed" by another City department without advance review and approval by the City Manager and Human Resources Director.

3. **Conflicts of Interest in General:** Activities which may create the perception of impropriety or conflict of interest should be avoided. Volunteer work which may come into conflict with primary employment should also be avoided. Such activities should be discussed with the employee's supervisor and department head who will then make a decision about the propriety of the activity. The City Manager will give final approval in any questionable situations.



## City of Brunswick – Request for Approval of Secondary Employment

<b>Employee Name:</b>		<b>Dept/Div.No.</b>	
<b>Job Title:</b>			
<b>Supervisor:</b>			

This is to request approval to obtain part-time employment outside my regular job with the City. I would like to work at:

\_\_\_\_\_ (name of outside employer or business)

performing the following tasks, duties, and responsibilities. (Briefly describe the work employee will perform.)

\_\_\_\_\_  
\_\_\_\_\_

My hours of employment will be:

\_\_\_\_\_.

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

\_\_\_\_\_  
Date

**Approvals**

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
City Manager Date



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.9 Political Activity**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02

### **STANDARD**

Service provided to public customers by City employees shall be delivered without regard to political party or affiliation. To further protect the public trust, no employee shall use his/her City employment position to advocate or oppose the candidacy of any individual. No City employee shall hold a City elective office. No City employee shall coerce, command, or advise any other City employee or officer to contribute anything of value to any person or party for political purposes.

### **PRACTICE GUIDELINES**

1. *An employee may participate* in political activities at other levels of government (County/State/Federal), provided that such participation is at no time engaged in during working hours or while wearing a City uniform, and provided such participation does not adversely affect performance as a City employee.
2. *An employee who qualifies for elective office at the City level* shall resign in writing from City service effective the date of qualification.
3. *Nothing in this section shall be construed* to prevent employees from becoming or continuing to be members of any political party, club, or organization, attending political meetings, expressing their views in private on political matters outside working hours, and off City premises, or voting with complete freedom in any elections.

4.9-1 (rev.6/5/02)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.10 Gifts and Gratuities**

**EFFECTIVE DATE: May 1993**

**DATE REVISED: 6/5/02**

### **STANDARD**

Employees are expressly prohibited from accepting any gift, favor, or item that may tend to influence the discharge of duties.

### **PRACTICE GUIDELINES**

1. Employees are prohibited from accepting any gift, favor, or item valued at more than \$25 from any customer, citizen, vendor, business person, or other individual who could expect to receive preferential treatment in the discharge of the employee's duties.
2. An official or employee of the City shall not grant or promise any improper favor, service, or thing of value in course of discharging his/her duties.
3. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, not to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions.
4. Inspectors, contracting officers, enforcement officers, and other employees shall guard against contacts which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

4.10-1 (rev.6/5/02)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.11 Safety**

**EFFECTIVE DATE: November 1996**

**DATE REVISED: 6/5/02; 7/13/2012;  
11/1/17**

### **STANDARD**

The safety of all City employees is of paramount interest and importance to each department. The City organization, through its department heads, managers, supervisors, and the actions of all employees, is dedicated to the effective control of accidents through training, education, proper tools, equipment, and other safety measures. Safety is a shared responsibility between managers and employees.

### **PRACTICE GUIDELINES**

#### ***1. Responsibility:***

##### **A. The City Manager shall:**

- 1) Support a strong and effective safety and loss control program through delegation to Department Directors.
- 2) Support safety and loss control program by offering guidance, training, and corrective action as necessary.
- 3) Monitor ongoing safety and loss control programs and make changes as necessary to provide effective safety policies, procedures, and practices.
- 4) Authorize the creation and support ongoing activities of an organization-wide Employee Risk Management Advisory Group.

##### **B. The Risk Management Advisory Group shall:**

- 1) Recommend and monitor a safety and loss control program.
- 2) Be represented by a variety of organizational departments.
- 1) Make recommendations to management regarding safety policies and activities.
- 2) Provide practices guidelines which protect the safety and well-being of employees and minimizes lost resources.
- 3) Identify risk exposure.
- 4) Review and investigate accidents, damages, and special safety issues to determine ways to prevent recurrence and recommend corrective action to Department Heads.
- 5) Recommend corrective action to limit injury, damage, loss, and liability.
- 6) Monitor the activities of departmental safety activities.

**C. Department Directors shall:**

- 1) Maintain a safe and healthy environment for all employees and customers.
- 2) Give supervisors and managers full responsibility and authority to control accidents in his/her work area.
- 3) Identify potential risk exposure.
- 4) Recommend corrective action to minimize injury, damage, loss, and liability.
- 5) Develop, implement, and enforce safety rules, procedures, and practices for the department which mirror and support the mission of the organization-wide Risk Management Advisory Group.
- 6) Fully train and hold each supervisor and employee accountable for individual responsibility.
- 7) Provide leadership and set a positive example supporting safety.
- 8) Promptly report (within 24 hours) all injuries to the Human Resources Department such that medical treatment may be authorized properly and timely. Promptly report (within 24 hours) all accidents and incidents resulting in damage to equipment or property to the Human Resources Department for processing by liability insurers and review by the Risk Management Advisory Group for review and recommendation.
- 9) Investigate and review the circumstances surrounding all accidents, injuries, and incidents resulting in damage to property or equipment. Identify corrective action considering the recommendations of the Risk Management Advisory Group.
- 10) Maintain an effective record-keeping system such that data can be effectively retrieved and used to monitor trends and activities.
- 11) Assure that prompt corrective action is taken when safety hazards are reported. Ensure that all employees receive prompt medical attention upon injury.

**D. Department Managers and Supervisors shall:**

- 1) Maintain a safe and healthy environment for all employees and customers.
- 2) Evaluate the work environment and jobs to identify potential risk exposure.
- 3) Recommend corrective action to minimize injury, damage, loss, and liability.
- 4) Implement, and enforce safety rules, procedures, and practices for the department which mirror and support the mission of the organization-wide Risk Management Advisory Group.
- 5) Assist in selecting qualified employees for jobs which match their skills and ability.
- 6) Fully train and hold each employee accountable for individual responsibility. Evaluate employee's safety activities as a part of annual performance evaluations.
- 7) Provide leadership and set a positive example supporting safety.
- 8) Ensure that employees promptly report (within 24 hours) all injuries to the Human Resources Department such that medical treatment may be authorized properly and timely. Complete First Report of Injury. Promptly report (within 24 hours) all accidents and incidents resulting in damage to property or equipment to the Finance Department for processing by liability insurers and review by the Risk Management Advisory Group.
- 9) Investigate and review the circumstances surrounding all accidents and injuries to

identify corrective action. Ensure that accident investigation is documented and follow up is completed to ensure effective corrective action.

- 10) Maintain an effective record-keeping system such that data can be effectively retrieved and used to monitor trends and activities.
- 11) Take or recommend prompt corrective action when safety hazards are reported.
- 12) Ensure that all employees receive prompt medical attention upon injury.
- 13) Inspect work areas and equipment daily to prevent accidents and injury. Identify unsafe conditions and correct or recommend action for correction. Maintain written copies of safety inspection results and recommendations.

**E. Employees shall:**

- 1) Help to maintain a safe and healthy environment for all co-workers and customers.
- 2) Comply with all City and departmental safety procedures, policies, and rules.
- 3) Wear protective clothing and equipment as prescribed for the job.
- 4) Report all accidents and injuries immediately to supervisors.
- 5) Perform safety inspections on vehicles and equipment daily. Report any unsafe conditions to the supervisor. May maintain written inspection logs as directed by supervisors.
- 6) Be mindful of potentially unsafe conditions or unsafe acts. Report such acts and conditions to supervisors immediately in the interest of safety and efficiency, so that corrective action may be taken in time to prevent injury. Assist supervisors in inspecting work areas to identify risks.

4.11-1

**2. *Risk Management Advisory Group Organization and Functions***

- A. The Risk Management Advisory Group shall include at least one representative from each department. Appointments shall be made by department directors. The Citywide Risk Management Coordinator will serve as the Chairperson. The Group will appoint a secretary to keep the minutes.
- B. Meetings shall be held monthly. Minutes shall be kept by the secretary and distributed to all members. Minutes shall also be posted in each department.
- C. Items to be addressed at each monthly meeting include:
  - 1) Accident Investigation
  - 2) Accident Prevention
  - 3) Departmental Safety Activities and Reports
  - 4) Employee Injury Accidents
  - 5) Employee Training
  - 6) Hazardous Materials – use, transport, recovery, etc.
  - 7) Inspections
  - 8) Motor Vehicle Accidents
  - 9) Ongoing Safety and Loss Control Program
  - 10) Special Projects
  - 11) Supervisory Training
  - 12) Incentive Programs/Employee Suggestions
- D. The purpose of the Group is to control losses. This includes an condition, situation, or event, any accident, incident, near miss, damage to equipment, injury to persons, work

delays, and other conditions which may hinder effective and efficient operations.

E. Functions of the Group include:

1. Observing loss producing conditions and making recommendations for correction.
2. Inspecting unsafe conditions.
3. Discussing and formulating safe work standards and recommending their adoption to management.
4. Following up on safety recommendations to assist management in implementation of safety policies and procedures.
5. Promoting the adoption and use of safe work practices.
6. Reviewing and analyzing accident reports and taking appropriate action as needed. Emphasis shall be placed on corrective action and training.

F. Duties of Risk Management Advisory Group Members. Each member of the Group shall have specific duties and responsibilities.

- 1) Chairperson
  - arrange program for each meeting
  - notify members of meetings
  - prepare agenda
  - review previous minutes and subjects to be discussed in meeting
  - keep upline managers informed of Group activities
- 2) Secretary
  - prepare minutes of meetings
  - distribute minutes
  - report status of recommendations
- 3) Members
  - attend all meetings or send alternate
  - report unsafe conditions and practices observed
  - report accidents or near accidents
  - contribute ideas and suggestions for improvement of safety
  - work safely and set positive example for others
  - influence others to work safely
  - serve on departmental safety committee and report departmental activities to the City Risk Management Advisory Group monthly.

G. Risk Management Advisory Group Meetings

- 1) Meetings shall be held at least monthly. Meetings may be held more often if the need arises.
- 2) The Order of Business shall be as outlined below:
  - a. Call to order
  - b. Roll call by Secretary. Names of members and others will be noted. Absences shall also be noted as well as the reason for absence.
  - c. Introduction of visitors or others.
  - d. Read minutes of last meeting.
    - corrections or discussion
    - approval of minutes



- e. Previous suggestions not acted upon or those requiring follow up.
  - list and indicate why not
  - indicate corrective action to be taken if needed
- f. Other items (New Business)
  - Review of inspection reports
  - Review departmental reports
  - review survey reports from outside service providers
- g. Summary of new suggestions
  - list what is to be done
  - indicate who is responsible for implementing suggestions
- h. Future Plans
  - list items to be studied
  - appoint subcommittee to inspect various areas, as needed
  - reports to be made at next meeting
  - date of next meeting
- i. Adjourn

4.11-2

### 3. ***Departmental Safety Committees***

- A. Departmental Safety Committees shall be organized by each department. The overall purpose of the departmental safety committee is to organize and monitor ongoing safety programs at the departmental level. Safety Committees shall be representative of all divisions of the department and members shall be appointed by the Department Head.
- B. Committee membership should encompass the knowledge of methods, practices and conditions of the department. All committee members shall contribute ideas and suggestions.
- C. The Committee shall appoint a chairperson, approved by the Department Head.
- D. Departmental Safety Committees shall meet monthly, prepare a written report of activities and discussion, and shall forward such reports to the Department Head and to the City's Safety Officer/Risk Management Coordinator.
- E. Items to be addressed at each meeting are those listed above for the Citywide Risk Management Advisory Group. The department may add to these topics as needed.

4.11-3

**4. *Safety Rules and Regulations:*** City employees are expected to follow certain safety rules. In addition, each department may implement, with the approval of the City Manager and consistent with these Standards of Practice, regulations which are appropriate to each department's operations. These safety rules represent the minimum required behavior and are not all inclusive. They are intended only to be examples. These guidelines for safe operations are not absolute, inflexible rules, but must be tempered with common sense on the part of our employees. In the absence of a reasonable basis for departures from these guidelines, failure to follow these rules will result in corrective action as described by the Code of Conduct.

- A. Employees must report all accidents immediately to their supervisors.

- B. Employees may not enter departments other than where they are scheduled to work, except on City business.
- C. Employees should know the location of emergency exits.
- D. Employees should lift properly, get as close behind the load as possible, keep the back straight, and lift with the legs. Employees should maintain good posture while lifting. Do not twist while lifting and do not lift excessive loads.
- E. Headphones are not permitted on the job except where authorized. Use of personal radios is governed by departmental operating procedures.
- F. All employees are responsible for exercising due care in the course of their work to prevent injuries to themselves, to their fellow workers, to the general public, and to prevent damage to City and private property.
- G. All employees are expected to follow the Code of Conduct Rules which are a part of the Employee Handbook and these Human Resources Standards of Practice. If an employee fails to follow the Code of Conduct, he/she will be subject to disciplinary action up to and including dismissal.

4.11-4 (rev. 6/5/02)

- H. Before starting a job, each employee should thoroughly understand the work that is to be done, should understand his/her part in that work, and should know the safety rules which apply.
- I. Climbing or standing on machinery or equipment is strictly prohibited unless it is specifically authorized.
- J. The use of alcohol or drugs will not be permitted on the job. Employees will not be permitted to work if any evidence of alcohol or drugs is observed. This shall include any drug prescribed or purchased over the counter which may interfere with safe work performance.
- K. Running, pushing, shoving, fighting, or “horseplay” is strictly prohibited.
- L. Personal protective clothing and equipment must be worn while performing certain jobs. Approved safety eyeglasses, goggles, face shields are required when grinding, polishing, buffing, mowing, chipping or trimming. Hard hats are required where overhead exposure (falling objects) may be present. Protective vests are required for specific jobs. Welders shall be required to wear appropriate eye protection and other proper clothing (gloves, arm and shoulder protection) as instructed by the supervisor.
- M. Employees provided steel-toed safety shoes are required to wear them.
- N. Safety vests shall be worn by any employee working in traffic or in close proximity to the street.
- O. Ladders shall be used only when the proper length has been selected for the job. Employees should never stand on the platform or on the second rung from the top. Employees should never “walk” a ladder while standing on it. Ladders shall be properly secured during use.
- P. Oily rags, waste, and chemicals shall be properly stored. Material Safety Data Sheets will be available for all hazardous materials in the workplace.
- Q. Employees must report any unsafe conditions or practices to the supervisor.
- R. Employees are encouraged to make suggestions when they believe such suggestions

could improve the safety or performance of the operation.

4. **Reporting an Accident:** When an accident occurs while an employee is driving a City vehicle, or a personal vehicle on City business, or when an accident involves use of tools or equipment, employees and supervisors shall follow the reporting process outlined below. Accidents must be reported as soon as possible. Medical attention for any injured party is the first priority. Supervisory investigations following each accident will determine whether the employee contributed to the accident in any way. Failure to timely report an accident may result in disciplinary action up to and including dismissal.
  - A. Medical needs should be determined first. Those involved in the accident or reporting to the scene of the accident shall ensure that medical attention is sought where needed.
  - B. Each accident shall be thoroughly investigated after being reported by the driver/operator no matter how minor. The driver will assist the supervisor in completing the Accident Investigation Report form (located at the end of this Standard of Practice).

4.11-4 (rev.6/5/02)
  - C. The supervisor will complete his/her portion of the form and submit it to the departmental Accident Review Team.
  - D. The departmental Accident Review Team shall review the circumstances surrounding the accident and make recommendations to the Department Head.
  - E. The investigative report should be forwarded to the Department Director for final corrective action, to the Benefits Coordinator, and to the Finance Director for insurance purposes.
  - F. The Department Head will assign follow up responsibility to the Safety Officer or other appropriate person(s). The individual shall follow up to ensure that action has been taken such that the preventable accident will not be repeated.
5. **Enforcement and Corrective or Disciplinary Action:** All employees are expected and required to follow safety rules. Employees will be made aware of safety rules during new employee orientation and in training for any new job. First line supervisors are expected and required to properly train employees. Employees or Supervisors who fail to properly follow and enforce safety rules will be directed to the City Code of Conduct and appropriate action will be taken.

The standard of professional and safe use of vehicles, equipment and tools is to avoid preventable accidents. If an accident is found to be preventable, and if an employee is found by the Accident Review Team to have contributed to the accident, appropriate corrective action will be taken as soon as possible. While these guidelines present an opportunity for the employee to correct deficiencies and improve performance without losing his/her job, nothing in these guidelines prevents a supervisor from recommending immediate dismissal, or any other disciplinary or corrective action in any specific case, without using these steps in the order they are presented, depending upon other factors involved.

6. **Unauthorized Persons in the Workplace:** While many City buildings and facilities are public places and are open to the public, friends and family members are discouraged from visiting employees in the workplace. Visitors may be unfamiliar with the hazards of the work environment and should avoid such areas. Visitors may also tend to distract employees

from attention to their work and may present opportunity for error or injury. In order to limit the City's liability, visitors should be discouraged except in guided tours and special events.

4.11-6 rev. 11-01-17



## City of Brunswick – Human Resources Standards of

### Practice

**SUBJECT:** 4.12 Time Clocks

**EFFECTIVE DATE:** March 3, 2010

**DATE REVISED:** 8/23/10; 8/26/10; 10/20/2011

#### **STANDARD**

The City of Brunswick will provide time clocks and associated software/hardware for use in reporting hours worked to ensure an accurate record of attendance and proper payment for hours worked.

#### **PRACTICE GUIDELINES**

1. ***Clocking in and out:*** Nonexempt regular, seasonal, and temporary employees shall generally clock in and out at each starting and stopping time during work hours. This includes at the beginning and end of the work day and when leaving the work site for lunch or other personal breaks lasting more than 15 minutes or when leaving the work site on personal business regardless of the length of the break.
  - A.** Employees shall clock in no later than the beginning of their shift/day and shall clock out no later than ten minutes after the end of the shift/day. Employees may clock in no more than 10 minutes prior to the start of the work day but shall not begin work before the beginning of the scheduled work day without prior written approval from an authorized supervisor. If employees are to be paid for more than their regular shift, supervisors must approve overtime in advance and must clearly communicate to the Payroll office what hours are to be paid and in what form, eg. overtime or compensatory time. Appropriate supporting documentation is required.
  - B.** Employees shall not work before or after scheduled work times or during the lunch break without prior approval from an authorized supervisor.
  - C.** Employees are expected to be at the work site, clocked in and ready to begin work, when the shift/day begins. Any work-related preparation, such as “pass down”, pre-work briefing, checking equipment, gathering tools for the day’s work, is considered hours worked. Personal preparation, such as eating breakfast, is not considered hours worked. Arrival after the scheduled starting time shall be considered late.
  - D.** Employees who report to an alternate work site (away from a time clock site) for training or other assignment shall have prior written approval from an authorized supervisor. The supervisor shall be responsible to ensure that the employee properly

reports starting and stopping times. Employees who are attending training sessions shall not include lunch breaks as hours worked.

E. Police patrol and enforcement officers who are subject to frequent interruptions of lunch breaks, and fire personnel who work 24 hour shifts, are not required to clock in and out for such breaks and such breaks are not deducted from hours worked.

F. Field operations crews who typically do not report back to a centralized location during lunch breaks will not be required to clock in and out for lunch breaks. The supervisor will be responsible to ensure that starting and stopping times are properly observed. Such breaks will be automatically deducted from hours worked. Any deviations shall be reported by the supervisor such that actual hours worked are properly paid.

G. Fire Department employees who are working a “time swap” for another employee shall not clock in and out. The supervisor shall document the starting and stopping times of the substitute employee in the “day log”. The supervisor shall also adjust the time record of the employee for whom the time is being worked such that the latter shall be properly paid.

H. Employees must notify supervisors immediately if they are unable to clock in/out or if they fail to clock in/out and for what reason.

I. Employees who are called out after the normal work day and who report directly to a field location for the call out, shall maintain a manual record (“call log”) of the time the call began, the specific nature of the reason for the call and the work performed, and the time the work ended. Employees shall present such written record to the supervisor at the beginning of the following work day. Supervisors shall then submit corrections to the Department Head and certify accuracy of the record.

J. Employees shall not clock out/in for regular short work breaks. In the event the employee needs more than a 15-minute break to conduct personal business, or leaves the work site during a break to conduct personal business, the employee must first get permission from the supervisor, and then clock out/in.

K. Employees who leave the work site for approved leave (sick, vacation, or use of compensatory time) shall clock out/in upon leaving and returning. Employees shall complete a request for approved absence and receive approval from the supervisor before leaving the work site.

L. Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are also prohibited from clocking out before actually stopping work. In the rare event that an employee should inadvertently perform work before or after clocking in or out (e.g. a customer meets an employee on the way out of the work site at the close of the work day and the employee

works to meet the customer's need), the employee must inform the supervisor as soon as possible and document the work performed. The Department Head will then edit the time record to ensure that the employee is properly paid.

4.12-2(8/26/10)

2. ***Supervisory Responsibility:***

A. Department Heads will be responsible to review, approve, and appropriately adjust/edit accurate time records. Department Heads shall be responsible to adjust time records accurately and timely if an employee fails to clock in or out properly, if an employee reports to a work location other than the centralized location where the time clock resides, or when an employee is called out to work after normal work hours. Documentation shall be maintained to provide an explanation for all adjustments. Such documentation shall be maintained within the automated record and shall include the initials of the person who made the adjustment.

B. Overtime or other early or late clock ins and outs shall be documented along with the reason for either.

C. Department Heads shall be responsible to record all time off including sick leave, vacation leave, compensatory time taken, holidays, and other leave. Supervisors shall submit documentation of such absences to the Department Head in a timely manner. Department Heads shall edit the time record to indicate paid or unpaid leave of absence and the type of leave or compensatory time used.

D. Adjustments/edits should be made weekly to avoid errors and omissions which may occur if these adjustments/edits are posted toward the end of the payroll period. Staff who do not cause accurate time records to be created and reported, or who do not timely report a time clock difficulty, in order for the employee to be paid timely and properly, shall be subject to corrective or disciplinary action.

E. Department Heads shall determine and advise supervisors and managers when overtime hours worked are to be converted to compensatory time. Such time shall be recorded and reported to the Payroll Office.

3. ***Administration:***

A. Initial and periodic training will be conducted by the Finance Department Staff. Any employee or supervisor requiring additional training shall contact the Finance Department directly.

B. Employees will not be issued a special check for any time not properly recorded and not timely reported to the supervisor. If any time is payable, the employee will be paid on the next regular payday.

D. Finance Department staff will report any irregularities or patterns to the Human Resources (HR) Department. HR staff will review with the supervisor/department head and report findings to the City Manager.

4. ***Corrective or Disciplinary Action:***

A. Employees who fail to clock in and out properly, or who fail to report problems timely shall be subject to corrective or disciplinary action.

4.12-3(8/26/10) B. Employees who habitually clock in after the start of the work day will be subject to disciplinary action up to and including dismissal from employment.

E. Any employee who attempts to alter a work record without proper authorization or permission, attempts to or does falsify a record, or who attempts to interfere in any way with the proper functioning of the time clock system and records will be subject to immediate dismissal.

F. Employees are prohibited from viewing the time records of other employees without specific authorization.

G. Damage inflicted upon the time clock software or hardware will be considered damage to City property and criminal activity. Any employee who participates or contributes to any damage to the time clock software or hardware shall be subject to immediate dismissal from employment.

H. Any employee who underreports or fails to report hours worked is subject to disciplinary action. If the supervisor knew or should have known (e.g. had reason to believe) that the employee “worked off the clock”, corrective action shall be taken with regard to the official time record such that the employee is paid in addition to disciplinary action against the employee. Any supervisor who fails to report time worked when s/he knew or should have known that the employee worked, shall also be subject to disciplinary action.

I. Once an employee has clocked in, s/he is responsible for starting work. Attending to personal matters or simply not working while clocked in is considered grounds for disciplinary action up to and including dismissal from employment.



**City of Brunswick - Call/Work Log**

**Employee Name (print and sign)** \_\_\_\_\_

**For the week ending:**\_(date)\_\_\_\_\_

**Supervisor's Review:**(name and date)\_\_\_\_\_

**Department Head Review:** \_\_\_\_\_

<b>Date</b>	<b>Time call received/work began</b>	<b>Time call/work ended</b>	<b>Length of call or hours worked</b>	<b>Who called; what was the nature of the call/work; location of problem; what was done to resolve or respond to the call, eg. did employee report to a work site or resolve by telephone?</b>



**City of Brunswick**  
**Request for approved overtime**

**Date(s) worked:** \_\_\_\_\_

**Time in/out:** \_\_\_\_\_

**Total hours worked:** \_\_\_\_\_

**Reason for overtime:** \_\_\_\_\_

**Overtime pay or compensatory time (circle one)**

**Employee Name and Signature:** \_\_\_\_\_

**Supervisor Name and Signature:** \_\_\_\_\_

**Department Name/Number:** \_\_\_\_\_



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.13 Drug-Free Workplace**

EFFECTIVE DATE: May 1993  
4/6/05; 4/1/10;

DATE REVISED: 4/16/03 ; 5/5/04;

4/2/2014

### **STANDARD**

The standard work environment for the City of Brunswick shall be a drug-free workplace. The City of Brunswick is committed to providing a safe and efficient work environment and to fostering the health and well-being of its employees, its customers, and the general public. That commitment is jeopardized when a City employee uses illegal drugs, controlled substances, or misuses alcohol such that job performance is affected. In addition, the City wishes to protect the organization from liability for drug and alcohol-related accidents or errors. The City is further committed to meeting the requirements of the federal Drug Free Workplace Act of 1990, as well as the U.S. Department of Transportation with regard to employees who possess Commercial Driver's Licenses. Therefore, the City of Brunswick has established the following standards of practice and implementation guidelines, (collectively, "the policy"), which constitute a condition of employment with which all employees must comply.

### **PRACTICE GUIDELINES**

#### ***1. Drug and Alcohol Use Prohibited:***

- A. Drug or alcohol use by City employees at any location during assigned working hours, whether in government buildings or on government grounds, or otherwise on government business is prohibited. This shall include the use of illegal substances, the abuse or misuse of prescription medications, and the use of alcohol. The manufacture, use, purchase, possession, offer to sell or buy, dispensation or distribution, or otherwise engaging in the illegal use of prescription drugs, or use of illegal drugs, misuse of over the counter drugs (i.e. not in accordance with the manufacturer's directions) or the consumption of any alcoholic beverage during hours of work is also prohibited.
- B. Performing work or reporting to work under the influence of, or while possessing in his or her body, blood, or urine, illegal drugs, drugs for which the employee has no valid prescription, improperly used prescription drugs, or improperly used over the counter drugs, is prohibited. (The definition of "drugs" includes illegal drugs, drugs for which the employee has no valid

prescription, improperly used prescription drugs, or improperly used over the counter drugs.)

- C. Performing or reporting to work under the influence of or impaired by alcohol is prohibited. Purchase of any alcoholic beverage during assigned work hours or scheduled breaks is prohibited.

4.13-1 (rev.4/2/2014)

- D. Employees are prohibited from:

- 1) Reporting to duty or performing work with an alcohol concentration equal to or greater than .04, except that sworn police personnel and certified fire service personnel may not have any positive result;
- 2) Consuming alcohol up to eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever comes first;
- 3) Consuming alcohol four (4) hours prior to performing safety-sensitive duty. Sworn police personnel and certified fire service personnel are prohibited from consuming alcohol ten (10) hours prior to duty.
- 4) Performing safety sensitive functions if the CDL holder has an alcohol concentration of .02 or greater but less than .04 until twenty-four (24) hours following the administration of the test, as required by Department of Transportation regulations. (The definition of “alcohol” includes any medication containing alcohol.)

- E. Conduct, on or off duty, related to alcohol or controlled substances, that would undermine the reputation or efficiency of the City is prohibited (e.g. sale of drugs).
- F. The illegal use of prescription drugs, i.e. use of prescription drugs that have not been legally obtained or used in a manner or for a purpose other than as prescribed or by an employee for whom the medication was not prescribed, is prohibited. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- G. Possession of any alcoholic beverages, even with the seal thereof unbroken, in any City owned vehicle at any time is prohibited. Possession of any alcoholic beverages, even with the seal thereof unbroken, in any privately-owned vehicle used by an employee in the course of City business or duties, during assigned work hours, is prohibited.
- H. Employees who are using prescription over the counter medications that are likely to affect job performance or safety are required to notify their supervisor of such use so that the supervisor and Department Head can

determine whether the job can be performed safely. Dishonesty or failure in such notification is prohibited and considered a policy violation and will result in corrective or disciplinary action.

- I. Violations of this policy are subject to disciplinary action up to and including termination of employment.
- J. The City will not discriminate against applicants for employment because of a past history of drug or alcohol addiction if the individual has successfully completed a supervised rehabilitation program or has otherwise been successfully rehabilitated and is no longer engaging in the current use of illegal drugs or other drugs, or misusing alcohol. It is the current use of illegal drugs, the abuse or misuse of prescription or over

4.13-2 (rev 4/1/10)

the counter drugs, or misuse of alcohol, that the City will not tolerate. Convictions, guilty pleas, or nolo contendere pleas to a violation of any state or federal law pertaining to use, manufacture, possession, transport, purchase, sale or other activity related to illegal drugs, or medications, may be considered in any employment decisions including hiring, promotion, or adverse action.

- K. No supervisor having actual knowledge that an employee who has used a controlled substance shall permit the employee to perform or continue to perform a safety sensitive function.
- L. No employee shall report to duty, remain on duty or perform a safety sensitive function if the employee tests positive or has adulterated, tampered with or substituted a test specimen for a controlled substance.

**2. *Employee Assistance Program:***

- A. The City offers an Employee Assistance Program (EAP) as a benefit to employees. Voluntary participation in the EAP prior to an employee being requested to submit to a drug test is encouraged and information about such participation shall be restricted to those who have a strict need to know.
- B. The City also may require an employee to participate in the EAP as a condition of continued employment if the employee tests positive for drugs and/or alcohol. Employees who are mandatorily referred to the Employee Assistance Program as a condition of continued employment may be tested periodically for drugs and alcohol at any time without warning during the treatment period and for a two-year period after completing the mandate EAP program. An employee who is mandatorily referred to the EAP and who does not fulfill the requirements of the

program, or who tests positive during or following the treatment period, shall be dismissed from employment.

- C. Participation in the EAP will not affect an employee's career advancement or employment opportunities, nor will it protect an employee from disciplinary action or corrective action if substandard job performance or inappropriate conduct continues. The EAP is a process used in conjunction with disciplinary or corrective action; it is not a substitute for disciplinary action. The conduct leading to the mandatory EAP participation may be considered in connection with future disciplinary action or other employment decisions.
- D. The City will inform employees of EAP resources available at the time of hire, periodically through training and counseling programs, and when an employee violates this policy.

**3. *Employee Education:***

Employees will participate in educational programs designed to inform them about the effects of drug and alcohol in general and in the workplace, the contents of this Standard of Practice and these Practice Guidelines, available drug counseling, rehabilitation, and employee

4.13-3 (rev 4/2/2014)

assistance programs, and the disciplinary action that can be imposed upon employees for violations of this policy. Failure to participate in such programs as directed by an employee's supervisor shall be grounds for disciplinary action. Employees may also find informational materials in the Human Resources office.

**4. *Supervisor Training:***

Supervisors will participate in periodic training designed to help them recognize potential signs of drug or alcohol abuse. Training will include proper protocol for requesting a drug test, procedures, confidentiality concerns, documentation, and follow up. Although it is not the supervisor's job to diagnose personal problems, and supervisors should not accuse an employee of drug or alcohol use, the supervisor should be trained to encourage employees to seek help when appropriate and to advise them about available resources for getting help. Failure to participate in such training programs as directed by an employee's supervisor will be grounds for disciplinary action.

**5. *Who is Subject to Testing:***

- A. Persons who are employed in safety sensitive positions are subject to random testing. Safety sensitive positions are those which impact the safety of self, co-worker, or others and in which impairment of the employee by any substance could adversely affect public health and safety. Among those positions to be tested are included the following: mechanics, commercial driver's license holders, sworn police personnel, certified fire

personnel, GCIC/NCIC operators, employees whose job affects the operation and maintenance of water filtration or pollution control equipment, employees whose job requires maintenance, operation or inspection of a motor vehicle or heavy equipment, or motorized equipment specifically required to perform the job, or operation of a vehicle to transport oneself to do work assigned, including but not limited to, trips to the post office, or operation of an assigned vehicle.

- B. Employees who were not drug tested at the time of hire will be drug tested prior to moving into a safety sensitive position.
- C. All job applicants who have been extended a conditional offer of employment in a position described above will be drug tested before beginning employment
- D. Employees are subject to post accident and reasonable suspicion drug and alcohol testing, regardless of the position in which they are employed.

**6. Testing:**

A. **General Testing Procedures.**

- 1) All testing procedures to include obtaining samples and use of breathalyzer equipment shall be carried out by qualified law enforcement personnel or an approved laboratory and/or medical facility that is operating in compliance with the Substance Abuse and Mental Health Services Administration/National Institute on Drug Abuse (SAMHSA/NIDA) guidelines, or equivalent guidelines. Facilities will ensure that the proper chain of custody is maintained and that these results will be attributed to the correct employee. 4.13-4 (rev. 4/2/2014)
- 2) All urine drug testing specimens must be collected as split specimens. The term "split" means that one urine specimen will be divided into two (2) separately sealed specimen bottles for submission to the laboratory.
- 3) Whenever an initial drug test is found to be positive, an automatic confirmation test will be performed. If the result is positive, the Medical Review Officer will contact the employee. The employee is then required to respond to the MRO within 72 hours.
- 4) Evidential Breath Test (EBT) results of 0.04 or greater, or urine test results of .40 mg./deciliter or greater, or an equivalent blood sample alcohol concentration, shall raise a rebuttable presumption for alcohol impairment. Any consumption of alcohol on the job shall constitute a violation of this policy regardless of amount or concentration.

- 5) The confidentiality of any information received by the employer through the substance abuse testing program shall be strictly maintained, except as otherwise provided by law. All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the Department Director, Human Resources Director, and others with a strict need to know. Disclosure of test results to any other person, agency or organization shall be prohibited unless written authorization is obtained from the employee, job applicant, or otherwise provided by law. The results of a positive drug or alcohol test shall not be released until the results are confirmed.
- 6) Reference to "testing" shall generally mean drug and/or alcohol testing.
- 7) Drug testing will be done to determine the presence of amphetamine/methamphetamine, cannabinoids, cocaine metabolite, opiates, phencyclidine, barbiturates, and benzodiazepine for non-DOT tests. DOT tests will be governed by US Department of Transportation regulations. Drug testing may also be done to determine the presence of steroids.
- 8) A Medical Review Officer (MRO) is a qualified medical professional who, in conjunction with the drug testing laboratory, receives confidential medical information from the donor (employee or job applicant) that could affect the test result. When a test result is positive, the Medical Review Officer will contact the donor to inquire as to why a particular substance may be present in the test result. The donor has the opportunity to explain to the MRO the presence of any prescription medications, or other substances present in the test result. The MRO communicates to the employer a "negative" or "positive" test result, and if positive, the substance. Any other detail is maintained by the MRO and the drug testing laboratory and is not shared with the employer without authorization from the donor.

4.13-5 (rev. 4/2/2014)
- 9) If the MRO is unable to reach the donor, the MRO will contact the HR Director. The HR Director will then attempt to contact the donor by telephone or other reasonable means. If the donor fails to respond to the MRO within 72 hours, the MRO will report the test result as positive.
- 10) Any employee who is notified of the need to be drug or alcohol tested is prohibited from consuming breath mints or any other product/substance which could reasonably be expected to mask or alter test results unless such substance is medically necessary. Medical necessity itself shall be confirmed by licensed physician.



11) Each employee who is notified of selection for a drug or alcohol test shall proceed to the test site immediately upon notification. Employees must present positive photo identification, complete, date, and sign a drug and/or alcohol testing form.

12) Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing. Employees must make this request within 72 hours of notification of a positive result. Failure to make written request within 72 hours will create a waiver of that opportunity.

13) Under some conditions, employees may be required to undergo an observe specimen collection. Employees will be informed as to what circumstances have caused this to be required. Such circumstances include but are not limited to the following:

- a. Employer notification that a test result is invalid (e.g. The specimen that contains abnormal physical characteristics.)
- b. Employer notification that the donor tampered with or attempted to tamper with a specimen.
- c. Employer notification that the temperature of the specimen is out of the normal range.
- d. Employee is returning to work after a positive drug test result.

**B. Post-Offer Pre-employment Testing**

All post offer, pre-employment candidates shall be required to pass a drug screening test prior to being hired and after a conditional offer of employment has been tendered and before beginning work. Applicants shall be advised of the testing requirement in advance of application. Any applicant with a confirmed positive test will be denied employment. If the physician, official, or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment. Pre-employment candidates must proceed to the test site within 24 hours of the time the conditional offer is extended. Failure to do so may result in withdrawal of the conditional offer.

4.13-6 (rev.4/1/10)

**C. Random Testing**

- 1) Employees in safety-sensitive positions will be randomly tested. These positions are described in the paragraph entitled “Who is Subject to Testing”.
- 2) Random drug and alcohol testing is conducted without individualized suspicion of a violation of the City’s Drug Free Workplace standard. Selection is made by neutral criteria so that all employees eligible for

testing have an equal opportunity to be tested. Each employee who is notified of selection for a random alcohol and/or controlled substances test shall proceed to the test site immediately upon notification. Failure to do so will be considered a refusal to test.

**D. Reasonable Suspicion Testing**

- 1) Supervisors who suspect an employee is under the influence of drugs and/or alcohol shall immediately report the incident to their next level of supervision and to the Department Head. The Department Head is encouraged to contact the Human Resources Director for guidance. If the Department Head is unavailable, the supervisor shall report the incident to the Human Resources Director.
- 2) The determination of whether reasonable suspicion exists shall be made by the Department Head (or highest ranking trained supervisor on duty) and, in consultation with the Human Resources Director, if possible. The facts underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the demand to submit to testing is made.
- 3) Reasonable suspicion is based upon a belief that an employee is using or has used drugs or alcohol in violation of the City's Standards of Practice. Reasonable suspicion shall be drawn from specific and objective facts that can be clearly articulated. Reasonable inferences shall be drawn from those facts in light of experience. Supervisors shall document the basis for reasonable suspicion and shall consult with the Department Head, and HR (or in the absence of HR staff, City Attorney's staff) prior to making the decision to test. Among other things, such facts and inferences may be based upon, but not limited to, the following:
  - i) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
  - ii) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
  - iii) A report of substance abuse provided by a reliable and credible source;
  - iv) Evidence that an individual has tampered with any substance abuse testing during his or her employment with the current employer;

- v) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment;
  - vi) An employee is involved in a physical or verbal altercation;
  - vii) An employee has an excessive number of incidents or accidents on the job;
  - viii) An employee exhibits unusual behavior such as slurred speech or unsteady walking or movement on the job;
  - ix) An employee has the odor of alcohol on their person on the job;
  - x) An employee is in possession of alcohol or drugs on the job.
- 4) Following the determination that reasonable suspicion exists, the employee shall be transported to and from the testing site by the employee's supervisor or appropriate designee. Following the testing procedure, the person transporting the employee shall make appropriate arrangements to transport the employee home. The employee shall not be allowed to drive him/herself home. If it can be determined that the employee is in violation of these standards of practice, the employee will be placed on an unpaid leave of absence pending investigation. Pending the availability of test results, the employee may be placed on paid leave of absence.
- 5) For a DOT test, in accordance with DOT regulations, reasonable suspicion of alcohol testing is permissible only if the supervisor's observations are made during, just preceding, or just after the employee is performing or attempting to perform safety sensitive function. An employee may be tested, under DOT regulations, for controlled substances under reasonable suspicion based on observations at any time the employee is on duty. However, any employee may be required to take Non-DOT reasonable suspicion test for alcohol at any time observations are made.
- 6) Supervisors shall be required to document as soon as possible or within the next working day, the specific facts, symptoms or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. All documents created in connection with the determination of reasonable suspicion shall be forwarded to the Human Resources Director under confidential cover.
- 7) Care should be taken to maintain the respect and dignity employees who are requested to submit to reasonable suspicion drug or alcohol testing. Supervisors should be as discrete as possible when transporting an employee to the testing site. The confidentiality of any information received by the employer through the substance abuse testing program shall be strictly maintained, except as otherwise

provided by law and shall be available within the organization strictly on a “need to know” basis.

- 8) When reasonable suspicion exists that an employee has possession of alcohol, illegal drugs or controlled substances without a valid prescription, a supervisor with the concurrence of the Department Head shall have the right, to the extent not prohibited by law, to require the employee to submit immediately to a search of his/her office, desk, cabinet, locker, work vehicle or other items on the City premises to which he/she has or had access. The reasonable suspicion must be based on objective fact and inferences rationally

4.13-8 (rev. 4/2/2014)

drawn from these facts. Refusal to agree to a lawful inspection requested by the authorized City personnel is considered insubordination and grounds for disciplinary action up to and including termination of employment. Employees do not have a reasonable expectation of privacy with respect to such City equipment and facilities.

E. **Post-Accident Testing**

- 1) City employees will be drug and alcohol tested in the following circumstances:
  - i) Following all motor vehicle accidents in the course of work, except that certified fire and police personnel will only be tested when the accident involves a non-employee, when supervisors have reasonable suspicion that drugs or alcohol are involved, or when an employee is involved in a serious or unusual on-the-job incident or accident.
  - ii) Following every work-related injury, except that certified fire and police personnel will only be tested when the incident also resulted in injury of a non-employee, when supervisors have reasonable suspicion that drugs or alcohol are involved, or when an employee is involved in a serious or unusual on-the-job incident or accident.
  - iii) Following any workplace incident in which machinery, equipment, or other property is damaged and the cost of repair or replacement is estimated at greater than \$250, except that certified fire and police personnel will be excused from this testing provision unless supervisors have reasonable suspicion that drugs or alcohol are involved.
- 2) Following any of the above, the supervisor or other appropriate designee will transport the employee to the drug testing site. Following testing, the supervisor or designee will return the employee to the workplace or drive the employee home, whichever is appropriate. If the employee tests positive for alcohol, the driver will return the employee to his/her home and the employee will be placed on leave without pay pending investigation. If the employee tests negative for alcohol, the driver may return the employee to work, however, the employee shall be removed from safety sensitive work until drug test results are received. The employee will not be allowed to drive him/herself to the drug testing site and will not be allowed to drive home if

the alcohol test is positive or if the supervisor and Department Head determine

that the employee could pose a risk to the safety of co-workers or self or liability to the City. Pending test results, if the supervisor and Department Head determine that the employee poses a risk to the safety of co-workers or self, or liability to the City, the employee will be taken home and placed on leave with pay.

Department Heads/Managers are encouraged to contact the Human Resources Department to determine what type of leave is appropriate.

- 3) If the alcohol test is not administered within two (2) hours of the accident, the supervisor shall prepare and maintain a record stating the reasons the test was not promptly administered. If the test is not administered within eight (8) hours of the accident, the employer shall cease attempts to administer an alcohol test and shall prepare the same record. If the drug test is not administered within 32 hours following the accident, the employer shall cease attempts to administer the test and prepare and maintain on file a record stating the reasons the test was not promptly administered.

4.13-9 (rev.4/2/2014)

- 4) An employee who is subject to post-accident testing shall remain readily available for such testing. Failure to do so may be deemed by the employer as a refusal to submit to testing. Nothing in these guidelines shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

**F. Follow up Testing**

Employees who are mandatorily referred to the Employee Assistance Program as a condition of continued employment will be tested periodically for drugs and alcohol any time and without warning during the treatment program and for a two-year period after completing the mandated EAP program.

**G. List of Medications**

At the time of testing, employees and job applicants shall provide to the lab a list of those prescriptions and over-the-counter medications that he or she has recently used. The list of medications shall be kept confidential and shall be disclosed only to the Medical Review Officer who will determine whether the positive result was due to the lawful use of any of the listed medications.

**7. *Corrective Action:***

- A. Employees who test positive for drug or alcohol use or whom staff have reasonable suspicion have tampered with a drug test, shall be suspended immediately without pay pending investigation and disciplinary action.

This includes the inappropriate use of prescription drugs and over the counter drugs. Inappropriate use means abuse of prescribed drugs as determined by the Medical Review Officer or use of prescription drugs for which the employee has no valid prescription. Inappropriate use of over the counter medications means use other than that directed by the manufacturer's label as determined by the Medical Review Officer.

4.13-10 (rev.4/2/2014)

- B. Following investigation, the employee may be mandatorily referred to the Employee Assistance Program as a condition of continued employment, and/or may be disciplined up to and including dismissal. The decision will be based upon potential risk to the employee, co-workers, or customers, liability to the City, the opportunity for rehabilitation, and the employee's work history. Other factors such as injury or damage caused, on/off job circumstances, extent of impairment, involvement with illegal drugs or prescription drugs obtained in a manner not prescribed or not for the intended use, and whether a criminal case is made.
- C. Employees who violate this policy for the first time, shall, at a minimum, be Immediately suspended for 30 calendar days/shifts without pay. Employees may then be mandated to participate in the Employee Assistance Program as a condition of continued employment. Alternatively, employees may be dismissed for the first-time policy violations depending upon job related circumstances including performance.
- D. Employees who violated this policy for the second time shall be dismissed from employment.
- E. Employees who are found to have tampered with or attempted to tamper with the test will be dismissed from employment. Tampering shall be determined by certified laboratory personnel.
- F. Employees who refuse to submit to a drug or alcohol test will be dismissed from employment.
- G. Supervisors who fail to cause drug and alcohol tests to be conducted in accordance with these Standards shall be subject to corrective or disciplinary action up to and including dismissal.

**8. *Drug and Alcohol Conviction:***

An employee in a safety sensitive position is required to report to his or her Department Director within five (5) working days any conviction made under a criminal drug or alcohol law, any guilty pleas or nolo contendere plea, and any charge made under a drug or alcohol law for which conviction could cause the loss of driving privileges or compromise a safe driving record or otherwise adversely affect employment. The Department Head shall then investigate and make appropriate recommendation to the Human Resources Director. Sworn Police Officers and certified fire service personnel must report immediately and before the next shift.

**9. Prescription Drug Use**

- A. An employee using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his/her duties. The employee shall be responsible for notifying his/her supervisor of any restriction that may affect/prevent the safe performance of the required duties.
- B. The abuse of legally prescribed drugs shall be prohibited. Any employee whose job performance or attendance deficiencies result from such abuse shall be subject to corrective action or disciplinary action, up to and including termination of employment.
- C. If the employee's behavior and/or job performance gives rise to a reasonable suspicion that the employee is abusing prescription drugs, the employee may be required to submit to drug testing and must not be permitted to return to duty except in accordance with "reasonable suspicion" rules and procedures outlined in this Standard of Practice.

**10. Over the Counter Drug Use**

An employee who misuses over the counter medications shall be in violation of this policy when such use creates an unsafe work environment. Misuse shall be determined by the Medical Review Officer.

**11. Acknowledgement; Notification**

Notification of the drug testing program will be provided to all job applicants by way of the job vacancy announcement. Each new employee shall be provided notice of the drug testing program during the "new employee orientation". New employees will be required to sign the acknowledgement form as a condition of employment. In addition, every employee subject to alcohol and drug testing shall be required to sign a form issued by their supervisor or collection site, consenting to the test and acknowledging the date, time and location of their test.

**12. Consent/Refusal to Consent**

- A. Post Offer Pre-employment Job Candidates – Any applicant for a job with the City who refuses to consent to a drug test, who does not report for the test as instructed, or who does not comply with instructions given by the collection site staff, or who behaves in a manner that is confrontational or disruptive in the drug testing process, shall be denied employment.
- B. Employees – Any employee who refuses to sign the consent form or to submit to a drug and/or alcohol test as required herein shall be suspended

without pay for up to three (3) days pending investigation and possible termination.

- C. No Show – Failure to appear at the designated collection site, within the time frame provided, to take the test when so directed without justification shall be considered a refusal and such “no show” employees shall be suspended without pay for up to three (3) days pending investigation and possible termination. In order to avoid such a situation, employees who are unable to appear as directed should notify their supervisor or Department Head at the time they are directed to appear.
- D. Failure to Remain – Any employee who fails to remain at the drug/alcohol testing site until the testing process is completed will be suspended without pay for up three (3) days pending investigation and possible termination.
- E. Failure to Provide Specimen – Any employee who fails to provide an adequate amount of specimen shall remain at the testing site until such time as adequate specimen is provided. Failure to do so will result in suspension with pay for up to three (3) days pending investigation and medical explanation from a licensed physician. In the absence of a medical explanation, the employee will be subject to disciplinary action up to and including possible termination of employment.
- F. Failure to Retest- Any employee who refuses to take a second test as instructed by the employer or the collector will be suspended without pay for up to three (3) days pending investigation and possible termination.
- G. Medical Examination – Failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process, or as directed by the designated employer representative, will result in suspension without pay for up to three (3) days pending investigation and possible termination of employment.
- H. Cooperation – Any employee who fails to cooperate with any part of the testing process (e.g. refusal to empty pockets, behave in a belligerent or confrontational way that disrupts the collection process, will be deemed to have refused the test and will be suspended with pay for up to three (3) days pending investigation and possible termination of employment.
- I. Tampering/Substitution- Any employee who is found to have tampered with, attempted to tamper with, or substituted a specimen will be deemed to have refused to submit to a required drug test and will be terminated from employment.



- J. Refusal to Participate in an Observed Collection- An employee who refuses to participate in an observed specimen collection will be considered to have refused to submit to a required drug test and will be terminated from employment. 4.13-12 (rev.4/1/10)

**13. Contact Person**

The Human Resources Director shall be the primary designated contact person. The HR Director's office is located at 601 Gloucester St., Brunswick, GA 31520. Telephone 912-267-5064.

**14. Availability of Records**

Employees may view records pertaining to their drug and alcohol tests unless otherwise precluded by law.

4.13-13 (rev. 4/2/2014)

**15. Suspension of Drug and Alcohol Testing**

Drug and alcohol testing may be suspended by the City Manager during times of emergency such as a hurricane or other similar situations.

**16. Confidentiality**

Drug test results and associated medical information are confidential and are only shared with those who have a strict need to know. Any employee who breaches this standard of confidentiality will be subject to disciplinary action up to and including termination of employment.

**17. Dishonesty**

Any employee who is found to have been dishonest in reporting information related to any incident regarding the use of drugs or alcohol, or who has omitted relevant information will have violated the Code of Conduct and shall be subject to disciplinary action up to and including dismissal.

**18. Definitions**

- A. The definition of "drugs" includes illegal drugs, drugs for which the employee has no valid prescription, improperly used prescription drugs, or improperly used over the counter drugs.
- B. The definition of "alcohol" includes any medication containing alcohol.
- C. Use of the words "drugs" and "alcohol" throughout this Standard means any of these things and the definitions above are not intended to limit inclusion of other substances which reasonably fall within these categories.
- D. Inappropriate use of prescription drugs means abuse of prescribed drugs as determined by the Medical Review Officer or use of prescription drugs for which the employee has no valid prescription.

- E. Inappropriate use of over the counter medications means use other than that directed by the manufacturer's label as determined by the Medical Review Officer.

4.13-14 (rev. 4/2/2014)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.14 Uniform Dress Code**

EFFECTIVE DATE: 1/5/2000

DATE REVISED: 9/17/01; 8/21/02

### **STANDARD:**

The clothing and accessories worn by all employees shall be worn in a manner that will project a positive image toward the community and protect the safety of employees. Employees shall be well groomed and clothing and accessories shall be appropriate to the work environment and shall include safety gear.

### **PRACTICE GUIDELINES:**

1. ***Dress Code for Civilian (non-public safety) Employees – Administrative and office staff.***
  - A. Administrative and office staff in non-public safety positions shall wear apparel which is professional, neat, and appropriate for the work environment. Monday through Thursday, female staff shall wear business attire which includes slacks, skirts, dresses, jackets, sweaters, blouses, and knit tops. Apparel should not contain any writing or any logo except for the City logo. The length of skirts and dresses should be appropriate for the business environment– as a *guideline*, no more than 4” above the knee. Shoes should be appropriate for the work environment. Male staff should wear slacks with belts, appropriate business shirts (to include such types as oxford cloth and golf shirts) and appropriate shoes. Tennis shoes, blue jeans or denim overalls, shall generally not be worn Monday through Thursday. T-shirts shall generally not be worn Monday through Thursday, except for T-shirts with the City emblem. Denim suits, skirts, dresses and related apparel may be worn so long as it is appropriate for the environment. Tight fitting clothing such as leggings and tights should not be worn. All clothing should be properly fitted.
  - B. Fridays are designated casual dress days. Administrative and office staff may wear blue jeans (no holes), slacks, and tennis shoes. “Skorts” may be worn, but not shorts. “Skorts” are defined as shorts with wide legs which truly look like skirts. Windsuits may be worn, but not sweat suits. “Sweats”, tank tops (sundresses for females), clothing showing a bare midriff and other recreational-type clothing should not be worn in the work environment. Tight fitting clothing such as leggings and tights should not be worn. T-shirts may be worn; however, care should be taken to select shirts that would represent the City professionally. When attending business meetings on Casual Dress days, employees should consider their audience and the image projected, and should dress appropriately. Apparel should not contain any writing or any logo except

(rev.8/21/02)

for the City logo. Employees who are issued uniforms must wear uniforms Monday through Friday.

- C. Shorts and other recreational clothing may be appropriate for special events. Such events will be approved by the City Manager or designee.
- D. Occasionally, administrative staff is involved in unusual activities such as moving or packing boxes for storage. On these occasions and for limited and specific times, department heads may authorize a more relaxed dress code, appropriate for the work.
- E. If in doubt, employees should contact the Human Resources Department for guidance before reporting to work in clothing which may be inappropriate for the situation. If in doubt, employees are encouraged to dress conservatively and professionally until further guidance is obtained.

**2. *Dress Code for Civilian (non-public safety) Employees – Field Operations Staff***

- A. While on duty, staff working outdoors or in “field operations” (e.g. water plant, building inspections, public works, recreation) must wear City-issued uniforms. Attached is an inventory of approved attire for each department. The City will provide for the number of items noted for each employee. Employees who wish to order additional items of the same type, without the City emblem, may do so at their own expense. However, all apparel with the City emblem must be relinquished when employees terminate employment, except as provided below for retirees. Failure to do so will result in withholding from the last paycheck. This and all City property must be returned at the time of separation. Failure to do so will result in action against the former employee.
- B. Employees are required to maintain and to wear uniforms that are neat, clean, and in serviceable condition. This means that uniforms are to be clean when reporting to work daily and worn in such a way as to present a positive image to the general public. It will be the supervisors’ responsibility to ensure compliance with this Uniform Dress Code and those contained in more specific departmental procedures.
- C. Baseball style hats with the City logo, safety hats, or other specialized safety headgear are the only headgear allowed to be worn during working hours. Baseball hats are not required to be worn, however, will always be worn correctly. Hats will always be worn with the bill of the hat to the front of the head. The only exception will be those personnel who are mowing. Mowers may turn the hat to the back of the head to keep the wind from blowing the hat

off. Once off the mower, employees will turn the hat to the front of the head. Safety headgear will be worn when required as per the manufacturer or OSHA specifications.

- D. Employees who retire with 20 or more years of service may retain clothing items bearing the City emblem.

4.14-2 (rev 9/17/01)

**3. *Safety Accessories***

- A. Employees who are required to wear safety vests, safety glasses, hard hats, gloves, steel-toed shoes, back braces, or other safety gear must wear the required gear at all times when working in the tasks assigned. This is intended to protect the safety and well-being of the employees as well as the customers we serve.
- B. Safety is an important concern and it is taken very seriously by those responsible for the well-being of the workforce. Failure to consistently and properly wear or use such gear, and the failure to consistently enforce the use of such gear, will result in disciplinary action up to and including termination of employment. Supervisors will be responsible to ensure that safety accessories are properly worn.

4.14-3(rev.8/21/02)

**4. *Cost and Use of City-Provided Uniform Clothing and Accessories***

- A. The City will provide uniform clothing for those employees who are required to wear it. This will include shirts, pants, jackets, hats, gloves, safety shoes, and other safety items. Failure to consistently and properly wear uniform clothing and/or safety gear, and the failure to consistently enforce these standards, will result in disciplinary action up to and including termination of employment.
- B. The City may also provide certain items for administrative office staff who are not required to wear uniforms but who wish to wear items bearing the City logo, depending upon fund availability.

**5. *New Employees***

Employees will be fitted for uniforms and safety gear during the first week of work. Employees who do not complete the 6-month introductory employment period will be required to return clothing bearing the City logo and to repay the cost of such items. Employees may keep items which do not bear the City logo, however, employees will be required to repay the cost of such items.

**6. *Returning and Replacing City-Provided Uniforms, Equipment, and Accessories***

- A. Each employee is responsible for the care and protection of City-purchased uniforms, safety accessories, and other items.

B. When items begin to show signs of normal wear such that the employee reasonably anticipates the need for replacement, employees should contact the immediate supervisor to request replacement items. New orders for uniforms should only be placed when an item is worn, torn, or otherwise damaged and no longer presents the appropriate appearance. This **does not mean** that the City will automatically reorder 5 of each listed item for each employee every year, but as individual items are needed. It does mean that each employee should have 5 sets of uniforms ready for wear each week. Each employee's supervisor will be tasked with determining when an item no longer represents the City appropriately and will be responsible for all orders placed.

C. When lost, worn, or damaged by neglect, employees will be required to replace the items at their own expense. This may be payroll deducted at a minimum of \$7.50 per week.

**7. *Purchasing Additional Items***

Employees who wish to purchase additional clothing items without the City logo, may do so at their own expense. Additional steel-toed safety shoes may be purchased by the employee through payroll deduction.

**8. *Wearing of Uniform Off-duty***

No part of the City-issued uniforms, or articles of clothing bearing the City emblem, shall be worn off-duty without the written permission of the Department Head.



# City of Brunswick – Human Resources Standards of Practice

## Uniform Repayment Agreement

The following Uniform/Clothing items were issued to

\_\_\_\_\_ on \_\_\_\_\_ (date).

(Please print name)

**Item Description and Quantity**

**Item Description and Quantity**

1. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

15. \_\_\_\_\_

6. \_\_\_\_\_

16. \_\_\_\_\_

7. \_\_\_\_\_

17. \_\_\_\_\_

8. \_\_\_\_\_

18. \_\_\_\_\_

9. \_\_\_\_\_

19. \_\_\_\_\_

10. \_\_\_\_\_

20. \_\_\_\_\_

I agree to be responsible for the care, proper maintenance, and protection of City-purchased uniforms, safety accessories, and other items. When items issued to me begin to show signs of normal wear such that I anticipate the need for replacement, I will contact my immediate supervisor to request replacement items. Should items be lost, worn, or damaged by neglect, I agree to replace the items at my expense. This may be payroll deducted at a minimum of \$7.50 per week. If I should leave City employment for any reason, I agree to return any items bearing the City logo. In addition, as a new employee, if I do not complete the 6-month introductory employment period, I agree to return clothing bearing the City logo *and to repay* the cost of such items. I understand that I may keep items which do not bear the City logo, however, I agree to repay the cost of such items whether or not I return clothing without the City logo. I hereby authorize the City to withhold appropriate amounts from my final paycheck to cover the costs described above.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.15 Equipment Use, Care, and Maintenance**

**EFFECTIVE DATE: 8/15/01**

**DATE REVISED: 6/5/02; 6/4/2014**

### **STANDARD**

The City of Brunswick will provide safe, well-maintained, and sufficient equipment for use by City employees in the performance of their work. The City will ensure the safety of the customers we serve and the employees who use such equipment through the use of standard guidelines for the care, maintenance, and use of equipment, as well as the qualifications and training of its employees.

### **PRACTICE GUIDELINES**

1. ***Scope:*** Equipment includes the entire range from simple manual hand tools such as a hammer or rake, to heavy construction equipment, office computers, and telephones. Also see the Standard for Vehicle Use, Care, and Maintenance as it relates to motorized equipment requiring a drivers' license.
2. ***Employee Selection and Qualifications:*** Only qualified and trained employees will be selected and assigned to use/operate City owned/leased equipment. When selecting an employee for the job, Human Resources staff will assist the department in screening job applications to determine whether the applicant has sufficient experience and/or training. Once hired, the department manager and supervisor are responsible to properly train and further ensure the employee's safe and efficient operation of equipment. An employee who is directed to use an item of equipment with which the employee is unfamiliar or untrained to operate, should inform his/her supervisor before using or operating the equipment.
3. ***Assignment of Equipment:*** Equipment shall be assigned to employees according to the task and most efficient means of completion. If an employee is given exclusive assignment of equipment or tools, (e.g. laptop computer), the employee will be asked to sign a document acknowledging receipt and agreeing to care for the equipment properly. The employee will also be expected to return the equipment when employment terminates or to authorize the City to withhold the cost of the item from final pay. Employees may be required to share the cost of repairs or replacement for equipment damaged or lost through improper care or negligence.



4. ***Inspection, Care and Maintenance of Equipment.*** Following are standards of practice for employees who use or who are responsible for maintenance and repair of City provided equipment. **Failure to meet any of these standards will result in disciplinary action, up to and including dismissal for repeated infractions. Dismissal may occur after the first infraction of a serious nature. Failure of the supervisor to properly supervise the care of equipment may also lead to disciplinary action against the supervisor.**
- A. ***At the beginning of the workday, employees are required to inspect*** equipment for proper operation. (Also refer to the Standard for Vehicle, Use, Care and Maintenance.)  
Employees should practice preventive maintenance and properly care for equipment during use.
  - B. ***A maintenance file*** shall be maintained on appropriate equipment to contain preventative maintenance records and all repairs, including cost.
  - C. ***Employees are prohibited from using*** City equipment for business other than City business and on private property or other locations not authorized by the supervisor or Department Head.
  - D. ***Employees are required to use*** City equipment in such a manner as to reduce the opportunity for damage, and unnecessary wear and tear.
  - E. ***Employees are required to operate*** equipment properly, safely, and according to standard instructions.
  - F. ***Employees are required to wear appropriate safety gear,*** anticipate dangers and opportunities for accidents, and to take other protective measures.
  - G. ***Employees are prohibited from servicing equipment while a machine is running,*** except where such action is standard procedure and the established safe procedure for doing so.
  - H. ***Employees are prohibited from wearing*** jewelry or loose, torn, or ragged clothing near moving machinery. Employees must appropriately contain loose hair.
  - I. ***Employees are required to operate*** machinery and equipment only after the employee has been properly assigned to the equipment and trained to operate it.
  - J. All portable electric tools must be grounded, provided with ground fault interrupters, or other proper insulation. Saws, grinders, and similar tools must have guards properly

affixed. Guards shall not be removed during use. Employees are required to **replace safety guards** immediately before restarting machine when safety guards are removed for repair.

K. Lockouts shall be used with keyed padlocks. All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operations could cause injury to personnel. Employees shall not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

**5. *Accidents Resulting in Injury to Employee and/or Damage or Loss of Equipment:***

Employees shall report accidents and injuries as soon as possible to the immediate supervisor. Immediate supervisors shall report to the department head, prepare the First Report of Injury, and contact the Human Resources Department to prepare for authorization of medical treatment. Medical attention should be the first priority. (See reporting procedures in the Safety Standards, Section 4.11 of this manual and in the Vehicle Use, Care, and Maintenance Standards. Also see Supervisor's Accident Investigation Report at page 4.11-10.) The supervisor shall complete an initial investigation and complete an investigative report. An "Accident Review Team" is recommended for each department in order to further review each accident and offer comment and preventive measures.

**6. *Corrective Action Following an Accident or Injury:*** The standard of professional and safe use of equipment and tools is to avoid preventable accidents.

If an accident is found to be preventable, and if an employee is found by the Accident Review Team to have contributed to the accident, appropriate corrective action will be taken as soon as possible. While these guidelines present an opportunity for the employee to correct deficiencies and improve performance without losing his/her job, nothing in these guidelines prevents a supervisor from recommending immediate dismissal, or any other disciplinary or corrective action in any specific case, without using these steps in the order they are presented, depending upon other factors involved.

A. For the first occurrence of a preventable accident resulting in damage or injury (which requires medical treatment) in which the employee is determined to have contributed, a written warning is recommended. In addition, the employee will be placed in a remedial training program to correct the deficiency which led to the accident. The employee may also be required to contribute to the cost of repair or replacement of damaged equipment. An employee who tests positive for drugs or alcohol in a post-accident drug test for the first occurrence of an accident or injury as described here will be suspended from operating dangerous equipment and will be mandatorily referred to the Employee Assistance Program. Public Safety positions may have more stringent requirements.

- B. Following the second occurrence of a preventable accident within a 12-month period resulting in damage or injury (which requires medical treatment) in which the employee is determined to have contributed, the employee will be suspended without pay and may be required to contribute to the cost of repair or replacement of damaged equipment. The employee will also be placed in a remedial training program to correct the deficiency which lead to the accident or injury. An employee who tests positive for drugs or alcohol in a post-accident drug test will be suspended from operating dangerous equipment and will be mandatorily referred to the Employee Assistance Program. Public Safety positions may have more stringent requirements.
  - C. Following the third occurrence of a preventable accident (within a 2-year period) resulting in damage or injury in which the employee is determined to have contributed, the employee will be discharged from employment.
7. ***Repairing damaged equipment or upgrading equipment accessories:*** Employees must promptly report all damages to the supervisor in charge. The supervisor will report to the Department Head, and the supervisor, along with the Department Head will determine what actions must be taken to repair or replace the equipment. The Fleet Manager should also be contacted for assistance, as appropriate. No employee shall make repairs or cause repairs to be made to equipment without the express knowledge and approval of the appropriate supervisor. Work orders shall be created and maintained to document all repairs/upgrades/or other work done and by whom the work was completed. All work orders shall be maintained by Garage staff. In the event upgrades to equipment are necessary, the supervisor and the Department Head shall make such determinations and cause such upgrades to be made. Equipment is to be used in accordance with the manufacturer's instructions. Failure to do these things will result in corrective or disciplinary action and may result in liability to the City.



# City of Brunswick – Acknowledgement of Receipt and Acceptance of Responsibility for City Owned Equipment

<b>Employee Name:</b> _____	<b>Dept/Div.No.</b> _____
<b>Date Issued:</b> _____	

The following items of equipment or safety accessories were issued to

\_\_\_\_\_ on \_\_\_\_\_ (date).  
(Please print name)

<u>Item Description and Quantity</u>	<u>Estimated Repayment cost</u>	<u>Item Description and Quantity</u>	<u>Estimated Repayment cost</u>
1. _____		10. _____	
2. _____		11. _____	
3. _____		12. _____	
4. _____		13. _____	
5. _____		14. _____	
6. _____		15. _____	
7. _____		16. _____	
8. _____		17. _____	
9. _____		18. _____	

I agree to be responsible for the care, proper maintenance, and protection of City-purchased equipment, safety accessories, and other items assigned to my care. When items issued to me begin to show signs of normal wear such that I anticipate the need for replacement, I will contact my immediate supervisor to request replacement items. Should items be lost, worn, or damaged by neglect, I agree to replace the items at my expense. This may be payroll deducted at a minimum of \$7.50 per week. If I should leave City employment for any reason, I agree to return any and all City-owned or leased items which have been issued to me. I hereby authorize the City to withhold appropriate amounts from my final paycheck to cover the costs described above.

_____ Employee Signature	_____ Date	_____ Supervisor	_____ Date
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# City of Brunswick

Risk Management Program

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Employee Name \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Location of accident:  
\_\_\_\_\_

Department/Div: \_\_\_\_\_ Job Title: \_\_\_\_\_ How long in this job? \_\_\_\_\_

Medical Treatment (date) \_\_\_\_\_ Drug Test (date) \_\_\_\_\_ (If not tested, why not?) \_\_\_\_\_

Breathalyzer:(date) \_\_\_\_\_ (If not tested, why not?) \_\_\_\_\_

**WHAT HAPPENED:** (DESCRIBE WHAT TOOK PLACE OR WHAT CAUSED YOU TO MAKE THIS INVESTIGATION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHY DID IT HAPPEN?** (Study the situation and describe Why, What, Where, Who, When, How)

\_\_\_\_\_  
\_\_\_\_\_

**WHAT SHOULD BE DONE TO KEEP THIS FROM HAPPENING AGAIN?**

\_\_\_\_\_

**WHAT HAS BEEN DONE SO FAR TO KEEP THIS FROM HAPPENING AGAIN?**  
(Take or recommend action depending upon your authority. Follow up – was action effective?)

\_\_\_\_\_

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\_\_\_\_\_ HOW WILL THIS IMPROVE OPERATIONS? (Objective – eliminate job hindrances)

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Supervisor performing investigation:

Date

4.16-10  
Page 1-2 (rev.  
3/9/07)

Accident Review Team Decision

The Committee has reviewed this accident in accordance with our equipment and vehicle use standards of practice and has found the accident to be:

Avoidable

Unavoidable

Consideration of the facts indicates the following action should be taken to prevent such accidents in the future:

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Department Head Review

I have reviewed the reports of the supervisor and the Accident Review Team. I have also met with the employee(s) involved and determine the following action to be appropriate:

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Copy to Human Resources  
For property damage, copy to Finance Director



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.16 Vehicle Use, Care, and Maintenance**

**EFFECTIVE DATE: 08/15/01**

**DATE REVISED:**

6/5/02; 12/4/2013; 4/2/2014;  
6/4/2014

### **STANDARD**

The City of Brunswick will work to provide safe, well-maintained, vehicles for use by City employees in the performance of their work. The City will strive to ensure the safety of the citizens we serve and the employees who operate such vehicles through the use of standard guidelines for the care, maintenance, and operation of vehicles, as well as the qualifications, selection, and training of its drivers and operators.

### **PRACTICE GUIDELINES**

1. ***Driver/Operator qualifications:*** For positions which require a drivers' license, the City shall hire only those persons who have a valid drivers' license, and who maintain a safe driving record and demonstrate a regard for traffic laws as evidenced by an official pre-employment Motor Vehicle Records review. Employees are prohibited from driving in the course of business without a valid driver's license.
2. ***Selection Guidelines:*** A safe driving record and valid drivers' license shall be required for any employee who is required to drive or who may drive a City owned or leased vehicle or personal vehicle in the course of City business. An unsafe driving record may be evidenced by any of the following:
  - A. Any period of suspension of drivers' license or driving with a suspended license at any time in the 12 months preceding the date of application. Suspension arising from changes in insurance carriers will not be evidence of an unsafe driving record.
  - B. A serious (major) traffic violation in the 12 months preceding date of application including excessive speeding (speed 15 mph more than posted limit), reckless driving, improper or erratic lane changes, following the vehicle ahead too closely, a violation arising from a fatal accident, or driving under the influence of alcohol or drugs (DUI/DWI conviction, guilty plea or nolo contendere).
  - C. Two or more at fault accidents in the 12 months preceding the date of application.



- D. Three or more moving violations in the 36 months preceding the date of application including speeding, violation of traffic signals, illegal turn or maneuver, and improper passing.
- E. Cancellation of auto insurance because of a poor driving record in the 12 months preceding the date of application.
- F. Dismissal from previous employment because of improper or unsafe vehicle use in the 12 months preceding the date of application.
- G. A pattern of violations which may indicate a disregard for the law including but not limited to fleeing from police, hit and run, felony use of a vehicle.

3. ***Motor Vehicle Records (MVR)*** will be reviewed annually for any employee who is required to operate a motor vehicle or any motorized equipment for which a drivers' license is required. A MVR will also be reviewed annually for any employee who may drive a City vehicle or personal vehicle in the course of work. Annual reviews will cover a 3-year history. Pre-employment reviews will include a 7-year history.

The selection criteria listed above shall be used to determine whether the employee's safe driving record has been compromised. (Note that an employee's safe driving record can be affected by a violation which occurs off duty in the employee's personal vehicle.) If the safe driving record has been compromised such that the City would be placed in a position of potential exposure to liability by allowing the employee to continue driving, the following action may be taken:

- A. If driving is a primary function of the employee's position, the employee may be reassigned to a non-driving position, if available, if the employee is qualified, and if performance is otherwise satisfactory.
- B. If driving is a primary function of the employee's position and no alternative position is available, employment may be terminated unless the City's liability can be limited in some other manner.
- C. If driving is not a primary function of the employee's position, but the employee sometimes drives in the course of work, the employee will not be allowed to drive in the course of work until the selection criteria can be met.
- D. In cases involving Commercial Driver's Licenses, Department of Transportation regulations apply.
- E. Other corrective/disciplinary action may also be recommended.

4. **Notification Requirements:** Each driver of a City vehicle who is notified of the loss, suspension or revocation of his/her license to drive or operate a motor vehicle in any state shall notify his/her supervisor no later than the next business day and *before* he/she operates vehicles or equipment in the course of work. Each driver shall also notify the immediate supervisor of *any* traffic violations which result in a conviction, guilty plea or nolo plea, when they could affect the driver's safe driving record. The supervisor shall notify the department head and the Human Resources Director
  
5. **Reporting Motor Vehicle Accidents and Traffic Violations:** When an accident or violation occurs while an employee is driving a City vehicle, or a personal vehicle on City business, employees and supervisors shall follow the reporting process outlined below. Accidents must be reported as soon as possible. Medical attention for any injured party is the first priority. Supervisory investigations following each accident will determine whether the accident was avoidable on the part of the employee. Failure to timely report a motor vehicle accident may result in disciplinary action up to and including dismissal.
  - A. Medical needs should be determined first. Those involved in the accident or reporting to the scene of the accident shall ensure that medical attention is sought where needed.
  - B. Each accident shall be thoroughly investigated after being reported by the driver no matter how minor. The driver and supervisor (and/or Safety Officer for non-police functions) will complete the Accident Investigation Report form (located at the end of this Standard of Practice).
  - C. The supervisor and/or Safety Officer will submit the report to the organization-wide Risk Management Advisory Team.
  - D. The Risk Management Advisory Team shall review the circumstances surrounding the accident and make recommendations to the Department Head.
  - E. The Department Head will recommend corrective action, via the Human Resource Department, to the City Manager for final approval.
  - F. The Department Head will assign follow up responsibility to the Safety Officer or other appropriate person(s). The individual shall follow up to ensure that action has been taken such that the avoidable accident will not be repeated. Corrective action should be documented and forwarded to the Human Resources Department for inclusion in the employee's personnel file.
  
6. **Corrective Action Following an Accident:** The standard for driving is to avoid preventable accidents. If an accident is found to be avoidable on the part of the employee, appropriate corrective action will be taken as soon as possible. The following guidelines present an opportunity for the employee to correct deficiencies and improve performance without necessarily losing his/her job. However, nothing in these guidelines prevents a supervisor from recommending immediate dismissal, or any other disciplinary or corrective action in any specific case, without using these steps in the order they are presented.

depending upon other factors involved. Some circumstances may result in immediate dismissal, depending upon the severity of the violation.

4.16-3 (rev 12/4/2013)

For drivers who are governed by Department of Transportation (DOT) Regulations, these guidelines apply in addition to DOT regulations. Should an employee test positive for drugs or alcohol following an accident or injury, or if the supervisor reasonably suspects the employee is not fit for duty, the employee will be removed from operating a vehicle immediately. Also see Drug Free Workplace Standard of Practice (4.13.)

- A. For the first occurrence of an avoidable motor vehicle accident resulting in damage or injury the employee may be issued an oral or written warning. The employee may also be placed in a remedial training program to correct the deficiency which led to the accident. The employee may also be required to contribute to the cost of repair or replacement of damaged equipment. Other corrective/disciplinary action may also be recommended. Public Safety positions may have more stringent requirements.
  - B. Following the second occurrence of an avoidable accident resulting in damage or injury within the previous 12-month period, the employee, at a minimum, will be suspended without pay and will be required to contribute to the cost of repair or replacement. The employee will also be placed in a remedial training program to correct the deficiency which lead to the accident. Other corrective/disciplinary action may also be recommended. Public Safety positions may have more stringent requirements.
  - C. As a result of the third occurrence of an avoidable accident within a 2-year period resulting in damage or injury, the employee may be discharged from employment. Other corrective/disciplinary action may also be recommended. Public Safety positions may have more stringent requirements.
7. ***Recommended Corrective Action Following a Moving Violation in a City Vehicle or personal vehicle*** while driving in the course of business (without damage or injury):
- A. First occurrence within 12 months – written warning and remedial training. Serious moving violations may result in immediate dismissal regardless of previous history.
  - B. Second occurrence within 12 months– suspension and remedial training.
  - C. Third occurrence within 36 months– termination of employment.
8. ***Assignment of Vehicles:*** Vehicles shall be assigned to employees in accordance with the requirements of the job to be performed. Vehicles may be assigned on daily basis, job basis, or other job-related, consistent manner. Vehicles are assigned at the discretion of the department head or designee.
9. ***Employees who are assigned “take home” vehicles*** should be aware of potential public perception of how they use their vehicles or where they use them. “Take home” vehicles are defined as those assigned to an individual employee who is expected to drive the vehicle from home to work. Employees may be assigned “take home” vehicles subject to

the following guidelines. Department Heads will prepare a Department Policy regulating vehicle use within the department, which positions are approved to take home vehicles, and will include methods for approved call out procedures. Departmental policies must be consistent with these Standards of Practice and must be approved by the City Manager prior to implementation.

4.16-4 (rev.4/2/2014)

- A. An employee is subject to call out for work at any hour due to emergencies and is actually called out on a regular basis.
- B. An employee must report to a project or work site rather than to his/her assigned office, provided such practice is in the best interest of the City and the function being performed.
- C. An employee is a law enforcement officer or assigned to special investigative work and is routinely called out for public safety reasons.
- D. An employee is on temporary assignment outside their normal geographic work area.
- E. An employee is a key administrative person who is responsible for projects requiring call back or routinely is required to attend and participate in various functions after hours and on weekends. Justification must include nature of the work or type of meetings and frequency of same.
- F. Other circumstances not anticipated herein where the City Manager determines that exclusive assignment is in the best interests of the City.

**10. *Inspection, Use, Care and Maintenance of Vehicles:*** Following are standards of practice governing City employees when using or responsible for City vehicles or motorized equipment. These guidelines for safe operations are not absolute, inflexible rules, but must be tempered with common sense on the part of our employees. In the absence of a reasonable basis for departures from these guidelines, **failure to meet these standards will result in disciplinary action, up to and including dismissal [for repeated infractions]. Failure of the supervisor to properly notify the department head may also result in disciplinary action against the supervisor.**

- A. ***Employees shall use City vehicles and equipment only for authorized business.***  
Employees shall operate City vehicles and equipment only in appropriate areas and locations. Care should be taken not to drive or operate vehicles in areas which could cause damage or unnecessary wear and tear. Employees who operate or who ride as a passenger in City vehicles should maintain awareness of public perception of how the vehicles are used. Employees should not park vehicles in locations which could appear inappropriate, such as in front of a liquor store. Employees may not use City vehicles for personal errands that would take them out of the normal areas traveled on

City business. Employees must ensure that City vehicles are used only for authorized purposes.

- B. ***Employees assigned “take home” vehicles shall not operate the City vehicles during off duty hours unless in the course of assigned business.*** It is permissible to make personal stops while driving to and from work locations before or after business hours or during the lunch hour, so long as no additional mileage is incurred. However, consideration should be given to the nature of the stop and how the public might perceive the vehicle’s use. For example, a stop at a grocery store after business hours on the way home or during the lunch hour is permissible, while a stop at a liquor store would be inappropriate. Employees should use good

4.16-5

(rev.12/4/2013) judgement in driving City vehicles under all conditions. Employees shall not use City owned or leased vehicle for any other personal purpose or when off duty. Employees will be personally and financially responsible for damage occurring to any City vehicle when being used for other than City business. City business is defined as “being called out by the City Manager, Department Head, Dispatcher, Police, or Fire Department”. Unauthorized vehicle use may result in disciplinary action up to and including dismissal.

The value of use of a City vehicle for commuting when on call will be reported as income to the employee as required by the Internal Revenue Service and/or Georgia Department of Revenue.

- C. ***At the start of each workday, every vehicle operator shall perform an inspection*** of the vehicle assigned. The operator will be responsible for his/her equipment during the hours of operation. The operator shall document the safety inspection which should include, at a minimum, operational check on lights, horn, directional signals, brakes, motor oil, windshield washers/wipers, tires, and seat belts. Any safety-related defects shall be corrected before the vehicle is operated. A standard checklist shall be used within each department to report any of these or other items which require repair. Employees with “take home” vehicles shall conduct periodic vehicle inspections such that the vehicle is maintained in a safe working manner and repairs are made timely.
- D. ***Employees shall wear seat belts at all times, obey all traffic laws and signals and drive with headlights on, and as dictated by weather conditions.*** Drivers should also require all passengers to wear seatbelts as provided in the vehicle.
- E. ***Employees shall drive defensively and extend the proper courtesies*** to other drivers and members of the public at all times.
- F. ***Employees shall maintain a safe driving record and valid drivers’ license.*** Employees must notify the immediate supervisor immediately of any revocation or

suspension of employee's license or any charge or violation on or off duty, and must do so before a vehicle is operated in the course of work. Failure to report any license suspension or revocation, or any charge or violation arising from vehicle operation, on or off duty, will be grounds for disciplinary action, up to and including dismissal.

- G. Employees shall use City vehicles in the ***most efficient manner possible***, conserving fuel, trips and staff time, and wear and tear on the vehicle, choosing the most economical routes to and from work locations.
- H. Employees shall ***be observant*** in anticipating obstacles, objects, or conditions which could damage the vehicle or cause an accident or injury.
- I. Employees shall ***use care in hauling*** and transporting objects, supplies, and equipment so as not to unnecessarily scratch, dent, or cause damage to the vehicle or cause a road hazard for others. Employees shall not transport any items, equipment, or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute hazard to safe driving, to pedestrians, or to other vehicles.

4.16-6 rev.12/4/2013)
- J. Employees shall ***report all injuries and accidents*** to the supervisor immediately.
- K. Employees shall ***avoid conduct*** in the vehicle which could create potential danger to employees or others.
- L. Employees shall ***not service vehicles while they are running***, except where such action is standard procedure and is the established safe procedure for doing to.
- M. Employees shall back a vehicle only when necessary. Prior to backing, the employee will ensure the area is clear to back and get out of vehicle to check if necessary. Large vehicles shall use a spotter when backing.
- N. Employees shall ***maintain proper following distances, avoid tailgating, and allow room to come to a safe stop.***
- O. ***Employees shall make sure intersections and blind corners*** are clear from vehicles and pedestrians before entering. When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.
- P. ***Employees shall maintain safe speeds at all times.*** Traffic, weather, and road conditions shall be given consideration in determining the safe speed within the legal limit.
- Q. ***All traffic violations*** shall be reported to supervisors immediately. Violations shall be investigated by supervisors and drivers will be subject to corrective action.

Employees shall accept legal responsibility for violations and fines resulting from actions of the employee as a driver. Employees will be responsible for tickets and fines resulting from illegal parking.

R. ***Employees shall yield the right of way*** regardless of what the law states in order to prevent accidents and collisions.

S. ***Employees are prohibited from driving while intoxicated. Employees shall not operate a City vehicle at any time or a personal vehicle on City business while under the influence of alcohol or any drug or other medication or intoxicating substance.*** No driver shall use alcohol, narcotics, illegal drugs, or other drugs that may impair the ability to perform while driving or operating equipment. Corrective action for violation of this policy may include termination of employment after a single occurrence.

T. ***Each employee who is assigned a vehicle shall have the responsibility of maintaining*** the interior and exterior appearance of the vehicle and ensuring mechanical maintenance is performed as scheduled or required.

4.16-7 (rev. 12/4/2013)

U. ***Employees are prohibited from transporting family members, friends, associates, or other persons*** who are not employees of the City or serving the interest of the City without the approval of the Department Head.

V. ***Employees*** shall not extend the use of City vehicles beyond the length of time required to complete the official business purpose of the trip.

W. ***Drivers and occupants of City owned or leased vehicles may not smoke while in the vehicle.***

X. Non-City employees may not operate City owned or leased vehicles unless a true emergency exists.

11. ***Training:*** All employees who operate vehicles in the course of work shall participate in defensive driver training when it is offered.

12. ***Repairing damaged vehicles or upgrading vehicle accessories:*** Employees must promptly report all damages to the supervisor in charge. The supervisor will report to the Department Head, and along with the Fleet Manager, determinations will be made as to what actions will be taken to repair or replace the vehicle or related equipment. No employee shall make repairs or cause repairs or upgrades to be made to vehicles without the express knowledge and approval of the appropriate supervisor, Department Head, and Fleet Manager. Work orders shall be created and maintained to document all

repairs/upgrades/or other work done and by whom the work was completed. All work orders shall be maintained by Garage staff. In the event upgrades to equipment are necessary, the supervisor and the Department Head shall consult with the Fleet Manager who will cause appropriate upgrades to be made. Failure to do these things will result in corrective or disciplinary action and may result in liability to the City.

4.16-8 (rev 6/4/2014)





### Acknowledgement of Valid License/Certification

I understand that if I operate City owned vehicles or equipment for which a license or certification is required, or if I operate my own personal vehicle in the course of my work, it is my responsibility to maintain the appropriate valid license or certification. If I am required to operate City owned vehicles or equipment for which a license is required, I further understand that I must notify my supervisor of any traffic violations, with which I am charged and which result in a conviction, guilty plea or nolo plea, because they could affect my safe driving record. Should my license or certification be suspended or revoked, or should I be charged with such traffic violations described above, I understand that I must notify my supervisor immediately and before I operate vehicles or equipment in the course of my work.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

# City of Brunswick

Risk Management  
Program



## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Employee Name _____	Time _____	Date _____
Location of accident: _____		
Department/Div: _____	Job Title: _____	How long in this job? _____

**Medical Treatment** (date) \_\_\_\_\_ **Drug Test** (date) \_\_\_\_\_ **(If not tested, why not?)** \_\_\_\_\_

**Breathalyzer:**(date) \_\_\_\_\_ **(If not tested, why not?)** \_\_\_\_\_

**WHAT HAPPENED:** (DESCRIBE WHAT TOOK PLACE OR WHAT CAUSED YOU TO MAKE THIS INVESTIGATION)

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**WHY DID IT HAPPEN?** (Study the situation and describe Why, What, Where, Who, When, How)

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**WHAT SHOULD BE DONE TO KEEP THIS FROM HAPPENING AGAIN?**

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**WHAT HAS BEEN DONE SO FAR TO KEEP THIS FROM HAPPENING AGAIN?**

(Take or

recommend action depending upon your authority. Follow up – was action effective?)

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**HOW WILL THIS IMPROVE OPERATIONS? (Objective – eliminate job hindrances)**

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Supervisor performing investigation:

Date

4.16-10

Accident Review Team Decision

The Committee has reviewed this accident in accordance with our equipment and vehicle use standards of practice and has found the accident to be:

Avoidable

Unavoidable

Consideration of the facts indicates the following action should be taken to prevent such accidents in the future:

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Department Head Review

I have reviewed the reports of the supervisor and the Accident Review Team. I have also met with the employee(s) involved and determine the following action to be appropriate:

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Copy to Human Resources



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.17 No Smoking**

EFFECTIVE DATE: 8/9/93

DATE REVISED:

### **STANDARD**

The City of Brunswick will provide safe and health work environment for all employees. To support this standard, employees and visitors will be prohibited from smoking inside any City-owned or leased buildings and vehicles.

### **PRACTICE GUIDELINES**

1. For employees and visitors who wish to smoke, designated areas will be provided outside City owned and leased buildings and facilities.
2. Smoking in City-owned or leased vehicles is prohibited.
3. Department Heads shall be responsible to work with employees to identify reasonable rest periods during which employees may smoke if they wish. Department Heads should provide reasonable rest periods to all employees for the purpose of refreshing themselves in the course of work, however, productivity and efficiency shall not be sacrificed. All rest periods, for whatever purpose, should be limited and brief. Note that the employer is not required to provide “breaks”. Any breaks or rest periods are provided as a courtesy by the employer, are paid work time, and may not be accumulated. The nature of the work should be considered when providing rest periods. Any breaks and rest periods provided for smokers, shall be provided similarly to nonsmokers. Reasonable standards shall be applied when determining rest periods.
4. The Employee Assistance Program is available to employees who wish to cease smoking.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 4.18 Use of Communications Equipment and Devices (Telephone, Radio, E-mail, Internet, Computers, Facsimile Machines and Mail)  
**EFFECTIVE DATE:** August 2, 2000 **DATE REVISED:** rev 7/28/09

### STANDARD

The City of Brunswick will provide communication channels, electronic and written documents/resources, and equipment to ensure employees proper and safe communications and access to information necessary to perform the job. This equipment, these documents and resources remain the property of the City and remain dedicated to the service of the City's customers. This equipment and these documents and resources are provided for the safe and efficient performance of work related to the business of the City organization and the customers served.

### PRACTICE GUIDELINES

5. Employees shall use all City communications equipment, systems, resources, and documents for business purposes only. This equipment/resources includes paper documents, electronic data, photographs taken on the job or in relation to the job, electronic data devices, video devices, video or voice recordings taken on the job or in relation to the job, telephonic equipment and data, and any other communications equipment, documents, or recordings provided by the City.
6. While the City recognizes that it is sometimes necessary to engage in personal communications during normal business hours, employees are encouraged to limit the use of business and personal telephones and other communications devices, for personal communications, while on City work time. Employees who receive faxes, mail, email, text messages, other electronic data or messages, or telephone calls at the work address shall have no expectation of privacy with regard to these communications.
7. Employees shall not charge long-distance personal calls to the City's account.
8. Communications while using business telephones, personal or City-provided cellular phones, City provided email or personal email using City computers or systems, facsimiles, radios and other means of communication in the workplace or related to work, shall be professional, courteous, and respectful at all times. This includes verbal communications as well as written communications. Employees should remain aware of other employees or customers who may overhear or see such communications and to use proper protocol and good judgment at all times.

9. Email communications are official government documents, are the property of the City, and represent the City. Such communications must be professional and contents must be appropriate to the business environment. Personal opinions, personal “tag lines” (e.g. “Live, Laugh, Be Happy”, “Go Green”), religious notations, are inappropriate and will not be used. Slang or inappropriate abbreviations (e.g. lol for “laugh out loud”) should be avoided. Any logo or message must represent the City as a whole and be approved by IT staff in advance of its use. Care should be taken to use proper grammar and appropriate language as in any other written document.
10. Any and all opinions communicated using the email system, whether express or implied, are those of the individual and do not necessarily express the opinions of the City, its administration, or its elected officials.
11. All communications and information transmitted by, received from or stored in the City’s email system are City records and the property of the City.
12. Employees have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over City email.
13. Personally owned communications equipment and devices used for City business must be reviewed and approved by Information Technology (IT) staff with regard to compatibility, potential viruses, and other negative impact on City systems and resources. This includes any data storage device.
14. Employees are prohibited from using personal radio technology which is worn in the ear, such as “Ipods”, during working hours for non-work purposes. Such technology for non-work purposes is a distraction from the work and can create the impression that the employee is not attentive to coworkers or the public being served. Employees who wear City-provided telephone technology (such as telephones with ear/headsets) are required to remain mindful of customers in the physical presence of employees such that courteous communications are maintained at all times. Eg. Customers who are physically present with the employee may not be aware that an employee is speaking with another customer on the head set and not to the customer physically present. Every effort shall be made to ensure courteous communications and impressions whether such communications and impressions are made verbally or nonverbally.
15. Employees are encouraged to be mindful of the affect of personal radios in the workplace. The content or volume may be distracting to employees or others in the work area. The content and volume of music or “talk radio” programs in the workplace must be appropriate and inoffensive to others.
16. The City regards the Internet, electronic mail, and other communication channels as valuable tools to assist its employees in their professional and work activities. The City

expects and requires that its employees will utilize these communication channels and tools primarily for authorized City purposes and business.

4.18-2 (rev 7/28/09)

17. The Internet is a public network and any individual who has an account with an Internet Service Provider can access it. It can provide employees with access to an extensive amount of information for researching various subjects related to their professional and work activities. This information has been published by many different individuals and organizations and may or may not be reliable. Employees should consider the source of information when relying upon it for business purposes
18. The City reserves the right to inspect all e-mail files, other storage of electronic data, and all documents arriving at or existing in the workplace. Department Heads have the authority to request a copy of the contents of any electronic mailbox of employees in the line of supervision in the normal course of their supervisory responsibilities. The Human Resources Director may also request a copy of any electronic mailbox in the normal course of any investigation or inquiry.
19. Employees should understand that “deleted” e-mails may remain on hard disk or back-up medium until written over by different electronic data. Thus, merely deleting or erasing an e-mail or other electronic file does not necessarily remove the data from storage and access by the City.
20. No employee shall disguise the sender or originator of any e-mail.
21. Each employee’s personal computer password is the property of the City.
22. No employee is permitted to access or attempt to access another employee’s computer or computer files without permission of the other employee, except appropriate supervisors, managers, and Information Technology staff.
23. No confidential information should be communicated or sent by e-mail except that appropriately protected by Attorney-Client Privilege or that protected by appropriate medical information privacy statements.
24. All communications (electronic or otherwise), sent inside and outside the City organization, will be in good taste and adhere to generally accepted standards of respect for other individuals. Employees are prohibited from forwarding or sending messages that are abusive, harassing, offensive, humiliating, or which otherwise may be understood or interpreted as demeaning to one’s sex, race, sexual orientation, age, national origin, or religious or political beliefs. Any use of electronic communications systems which violate the City’s Equal Employment Opportunity or non-discrimination Standards of Practice will result in disciplinary action up to and including termination of employment.



25. Employees are prohibited from forwarding chain letters, virus warnings or hoaxes, or to support other such “re-mailing” activities. Additionally, any use of unauthorized messaging or Internet Chat is prohibited. Personal online publishing while at work or using City resources while on or off duty for personal reasons, or representing the City or the employee’s position with the City, is prohibited, including forms of blogs, newsgroups, message boards, bulletin boards, or online forums, including ‘Facebook’, ‘twitter’ and other related forums for personal use.

4.18-3 (rev.7/28/09)

26. Use of Internet or e-mail access is a privilege that may be revoked by the City Manager with or without cause.
27. Any employee who engages in excessive, improper, or abusive use of the Internet, electronic mail, telephone, radio communications, or other communication devices, systems or channels will be subject to appropriate disciplinary action up to and including dismissal. The use of computer games on City computers is considered improper.
28. No employee is permitted or authorized to download any files, images, programs or other electronic data from the Internet without the proper permission of the appropriate supervisor or Information Technology Department staff. The City will monitor and record the use of the Internet including downloads and web sites visited/accessed through City Internet browsers. The City will monitor the use of e-mail and internet usage, to include software not supported by City IT staff.
29. The City recognizes that employees may wish to browse Web sites for personal reasons. Such activity must be limited and modest, and not interfere with the employee’s work or those in the work area. The City expects and requires that all Web sites accessed through City computers will be tasteful and reflect the generally accepted community standards.
30. Employees are allowed modest use of City email for personal reasons on a very limited basis. All emails must be appropriate, professional, and in good taste. Such use must not interfere with City work. Any inappropriate use of email may result in revocation of the privilege of further personal use.
31. Improper use of any electronic communications equipment will result in disciplinary action up to and including dismissal from employment.
32. No employee is permitted or authorized to tape record meetings, presentations, or conversations of other employee, customers, or others in the course of business or on City premises without the express consent of all individuals involved. This is not intended to prohibit the City Manager from tape recording appeal hearings, to prohibit video recording of Police Department promotional testing exercises, or other public safety activities undertaken by the City. This policy shall not interfere with Police

investigations, internal affairs investigations, or other authorized use of tape recording devices.

33. Any documents, data, recordings, or data storage devices, which are the property of the City and which are taken off City premises are to be used for City business only. City documents and data placed or created on personal equipment remain the property of the City.
34. Each employee is responsible for following these communications Standards of Practice.
35. Each supervisor and department head is also responsible for ensuring that employees are trained in these Standards of Practice and general expectations for communications.

4.18-4 (rev.7/28/09).



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 4.19**

**Travel**

**EFFECTIVE DATE: August 2, 2000**

**DATE REVISED: Rev. 9/6/00; 2/15/01; 4/2/03;  
1/1/04; 8/15/05; 12/12/08; 11/01/17**

### **STANDARD**

The City of Brunswick recognizes that employees will be required to travel for work-related reasons. The City will reimburse employees for allowable travel expenses. The City will also provide guidelines which employees will be expected to follow in travelling on behalf of the city of Brunswick. Travel is defined as the use of a City vehicle, use of a personal vehicle, use of other forms of transportation, lodging, meals and incidental expenses associated with conducting City business or professional development. This may include but not be limited to travel for meetings, conferences, educational workshops, seminars and training, and conventions from which the employee and the City would benefit. Payment will occur only for travel expenses that are reasonable and necessary; travel expenses are public information and must be able to sustain the test of public review.

### **PRACTICE GUIDELINES**

#### ***1. Approval and Attendance:***

- A) These procedures apply to all City employees and members of Boards and commissions.
- B) Each employee and department head is expected to exercise sound and prudent judgement when arranging for, incurring and approving travel expenditures.
- C) The procurement of airline transportation associated with City travel should be made by the individual employee. Employees should contact the Administrative Services Department or their department head for further assistance. For City Commissioners and Mayor, the City Clerk will make travel arrangements.
- D) All travel must be pre-approved by the Department Head.
- E) Employees are not guaranteed attendance at conferences and training seminars. Managers and Department heads have the authority and the responsibility to approve or disapprove requests for conferences, training seminars, and other business travel. Departments are encouraged to provide these opportunities appropriately and fairly.

4.19-1 Rev. 6/3/16  
Rev. 11/01/17

- F) The City Manager must approve requests where multiple employees are requesting attendance at the same event outside the City metropolitan area and when overnight travel is involved. This approval is required even if these employees are from different departments.

**2. Transportation**

- A) It is expected that the most direct, practical and economical mode and route of travel will be arranged and used. Transportation is paid only if it is reasonable and necessary to accomplish the City's business.

- B) City vehicles should be used for day or overnight travel whenever possible. Where City vehicles are not available, employees may use personal vehicles.

- C) Personal vehicles should be used for transportation for local, day or overnight travel only when a City vehicle is not available or use of a City vehicle is highly inconvenient. Use of a personal vehicle on authorized business trips when a City vehicle is not available will be reimbursed at the City mileage rate which follows the standard IRS rate. All expenditures that require use of a personal vehicle must be pre-authorized by your Department Head. The total rate for reimbursement is not to exceed the total cost of point-to-point travel. The finance office will use a mapping service such as Google maps, MapQuest, etc. to verify distances. Damage to a personal vehicle used on a business trip is not reimbursable.

The City requires mileage be calculated as the trip began and ended at the employee/representative's office location, not their home. Below is an example of how mileage should be calculated:

Example 1:

Mileage from Home to Airport (or other destination)	100
Mileage from Home to Office	<u>(40)</u>
Reimbursable Mileage	60

Example 2:

Mileage from Home to Airport (or other destination)	10
Mileage from Home to Office	<u>(35)</u>
Reimbursable Mileage	zero

- D) Payment is provided for travel that is necessary during the course of the workday. The distance normally traveled from home to the work site (or the equivalent distance) is not payable. If an employee is required to go home and return to work, the Department Head, depending on the circumstances, may approve mileage reimbursement.
- E) Airplane, Train, Taxicab, Shuttle Bus, Public Transportation, and Rental Car: It is expected that the most economical and efficient mode and route of travel will be used and that all travel is necessary to accomplish the City's business. Transportation should be shared by employees traveling together whenever possible. Rental cars may be used only when necessary for official purposes while traveling. Expenses will be reimbursed at actual cost.

Receipts are required for expenses over \$10. However, expenses under \$10 may be recorded and paid as incidental expenses without receipts. Receipts are not required for transportation, parking or other incidental expenses under \$10.

F) Mileage is reimbursed for personal vehicles at the standard IRS rate.

### 3. ***Lodging***

- A) Accommodations are arranged on a single occupancy basis only. Accommodations are arranged at (or closest to) the site of business. City representative must inquire about “Government Rates” when making reservations and confirming rates. A receipt for lodging expenses will be required and must be provided to the Finance Department along with an expense report, within three days of return from travel.
- B) Upon receipt of approval to travel, the individual may arrange for registration, lodging and/or common carrier needs utilizing a city credit card. If the individual elects to pay final costs with personal funds, reimbursement to the individual will be through the applicable reimbursement request form. If the individual elects not to pay final costs with personal funds, travel advance checks payable to the provider(s) may be generated and presented to the individual prior to departure as detailed in this standard.
- C) C) Any City employee/representative that is traveling is solely responsible to obtain a state sales tax exemption certificate and/or hotel/motel tax exemption form from Finance Officer before departing for their destination.
- D) D) No Show Charges: In the event of a change in arrangements, it is the responsibility of the employee/representative to cancel all guaranteed reservations. No show charges are the sole responsibility of the employee/representative and are not reimbursable.
- E) E) Ground Transportation: Ground Transportation should be booked ahead of time if possible. The method of ground transportation that is reimbursable is dependent on the location, duration and nature of the business trip. Many hotels offer complimentary shuttle service and in some areas, a shuttle service offers a fast/convenient and economical mode of transportation from the airport to a downtown hotel. Shuttle services should represent a savings over standard taxi fare if selected as a transportation option.
- F) Lodging for overnight stays must be necessary and reasonable to accomplish the City’s business. It is at the Department Head’s discretion (with consideration of circumstances such as distance from home and times that training begins and ends, etc.) as to what constitutes a legitimate need for overnight lodging.

### 4. ***Meals and Incidental Expenses***

- A) Meals, including tax and tips, are will be reimbursed at actual cost capped at \$35 per day for regular travel areas and \$47 for Major Cities as specified by the GSA. Receipts are required for reimbursement. Generally, meals will be reimbursed if the employee is traveling during the following times:

<b>Morning</b> (generally) from 6:00 a.m. to 10:00 a.m.)	breakfast
<b>Mid-Day</b> (generally from 11:00 a.m. to 2:00 p.m.)	lunch
<b>Evening</b> (generally from 6:00 p.m. to 9:00 p.m.)	dinner

The standard meal allowance maximums:

Breakfast	\$7
Lunch	\$10
Dinner	\$18

Major city meal allowance maximums:

\$10
\$12
\$25

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip. For example, if your trip includes meals that are already paid for by the conference (such as through a registration fee for a conference), you will need to deduct those meals from your trip. If meals are provided at the conference, seminar, hotel, etc, at no additional cost to the employee, the employee may not claim reimbursement for these meals. Managers have the right to review travel plans and expense accountability statements.

- B) Additional incidental expenses, to include but not be limited to parking, business-related telephone calls, tolls, tips, and taxi fares for less than \$10 per day will be reimbursed without receipts. Any travel-related expenses for more than \$10 will require receipts for reimbursement.
- C) Upon return from travel, employees (not including Commissioners and Mayor) must submit a travel report, including receipts, to the appropriate supervisor, then to the Finance Department within 5 business days of return. Failure to do so will result in disciplinary action and revocation of travel privileges.
- D) Business Meals: Acceptable business practices include the necessity for certain personnel to host commercial contacts under conditions conducive to business discussion. Such occasions should not be lavish, extravagant or unreasonable, and they must serve a definite business purpose. Purchase of alcohol is not reimbursable. Under no circumstances should one employee entertain another employee at city expense.  
Documentation should include the following:
  - 1) Date, name, and location of restaurant
  - 2) Cost, including tip and taxes
  - 3) Names, titles, and business affiliations of those entertained
  - 4) Business reasons
  - 5) Authorization of City Manager or Assistant City Manager

#### 4. **Telephone Calls**

Business Calls: While on overnight travel, work-related telephone calls (e.g. to the office, to voicemail, or other necessary business calls) may be billed to the hotel room. These calls should be only as long as necessary to carry out the City's business. Calls not billed to a hotel room may be documented and reimbursed as incidental expenses.

#### 5. TRAVEL AUTHORIZATION REPORTS

The City respects the personal integrity of each employee and conducts expense reporting accordingly. The City expects expense reports will be completed honestly, accurately and on a timely basis.

All travel is subject to authorization. Before to making any reservations for conferences, seminars, travelling,

etc. the Travel Authorization form should be completed by an employee. It should be approved by a department head and forwarded to the City Manager for final approval. Then if reimbursement is needed the Expense form-receipts are attached to this form. All reimbursable expenses are to be reported on a properly completed, documented, and approved City Expense Report Form submitted to the Finance Officer. Expense Reports must be completed and submitted to your Department Head within five (5) days after the return of any trip. Any Expense Reports over thirty (45) days old may not be reimbursable. Expense Reports must be legible and prepared in ink or electronically reproduced. The report must include appropriate documentation for all expenses.

4.19-4  
Rev. 6/3/16  
Rev. 11/1/17



## City of Brunswick – Human Resources Standards of Practice

<b>SUBJECT:</b> <b>4.20</b> <b>Solicitation/Distribution of Literature</b>
<b>EFFECTIVE DATE:</b> May 1993 <b>DATE REVISED:</b>

### **STANDARD**

The City of Brunswick expects that its employees will focus their primary attention during working hours on the business of the City and the customers we serve. To his end, solicitation and distribution of literature during working hours and on city premises is prohibited.

### **PRACTICE GUIDELINES**

1. Solicitation and distribution of literature by non-employees is prohibited in City work areas, in City work facilities, and on other City property which is not by tradition or designation a forum for public communication.
2. Solicitation by employees is prohibited when the person soliciting or the person being solicited is on work time. Working time does not include authorized meal periods.
3. Distribution of literature by City employees in non-working areas during working hours, as defined above, is prohibited.
4. Distribution of literature by City employees in working areas is prohibited at all times.





## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 4.21 Social Media  
**EFFECTIVE DATE:** November 1, 2017

**Revised Draft #1**

### **STANDARD**

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

### **PRACTICE GUIDELINES**

The following principles apply to professional use of social media on behalf of the City as well as personal use of social media when referencing the City of Brunswick.

1. Employees need to know and adhere to the City's Code of Conduct, and Human Resources Standard of Practice when using social media.
2. Employees should be aware of the effect their actions may have on their images, as well as The City's image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that the City of Brunswick may observe content and information made available by employees through social media.
4. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the City of Brunswick, its employees, or customers.
5. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
6. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
7. If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
8. Employees should get appropriate permission before you refer to or post images of current or

former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

9. Social media use shouldn't interfere with employee's responsibilities at the City of Brunswick. When using the City's computer systems, use of social media for the promotion/dissemination of city information, events, or hiring is allowed (ex: Facebook, Twitter, and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
10. Subject to applicable law, after-hours online activity that violates the City's Code of Conduct or any other City policy may subject an employee to disciplinary action or termination.
11. If employees publish content after-hours that involves work or subjects associated with the City a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the City of Brunswick positions or opinions."
12. It is highly recommended that employees keep the City related social media accounts separate from personal accounts, if practical.
13. Employees shall notify their department director if they intend to create a social networking site or service to conduct City business.
14. Department directors have the option of allowing employees to participate in existing social networking sites as a part of their job duties.
15. Removed and rejected posts will be retained and a notice posted with the reason for removal or rejection. Records required to be maintained pursuant to a relevant City records retention schedule shall be maintained in a format that preserves the integrity of the original record and is easily accessible.
16. Any posted hyperlink shall be accompanied by a disclaimer stating that: "The City of Brunswick guarantees neither the authenticity, accuracy, appropriateness, nor security of the link, website, or content contained therein."



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 4.22 Weapons in the Workplace  
**EFFECTIVE DATE:** November 1, 2017

**Revised Draft #1**

### **STANDARD**

**Weapons in the Workplace:** It is the policy of the City to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the City is committed to a strong stand against firearms and weapons in the work environment.

It is the City's policy to maintain a firearms and weapons free work place and prohibit the possession of firearms and weapons by city employees while engaged in the course of business regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The City will strictly enforce this policy.

This policy does not apply to employees who work under the supervision of the Chief of Police or who are issued a firearm for use during City employment.

### **PRACTICE GUIDELINES**

#### **A. DEFINITIONS**

- (a) **Firearm:** A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant.
- (b) **Weapons:** An instrument of attack or defense. This includes but is not limited to any knife with a blade greater than five inches and any firearm which has a barrel equal to or lesser than 12 inches.
- (c) **Government Building:** All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the City.
- (d) **Parking lot:** All lots at permanent facility, lots at project sites, any lot that the City designates as a parking lot that is not at a permanent facility or project site.
- (e) **City vehicle:** All City-owned vehicles, all City-leased vehicles, all City-rental vehicles, and all personal vehicles for which the owner receives a vehicle allowance, all personal vehicles where the owner receives reimbursement for mileage.

#### **B. Prohibited Conduct**

1) To maintain a safe working environment for all employees and citizens, no employee, other than those under the supervision of the Chief of Police, shall carry, possess, or transport a firearm while on-duty or otherwise acting in any course of his or her employment, including inside City government buildings, on the grounds of any City property, and inside a City vehicle.

2) Employees who are off-duty or otherwise not acting during his or her City employment shall not wear any other article of clothing that identifies him or her as an employee of the City while carrying, possessing, or transporting a firearm. The purpose of this prohibition is to prevent misunderstandings or confusion among members of the public as to the identity, position, authority, duties, or responsibilities of an off-duty employee of the City and to make clear that such an employee is not carrying, possessing, or transporting the firearm

during his or her employment.

#### C. Exceptions to Prohibited Conduct

1) Employees with a valid carry license may keep a firearm in a personal vehicle that is parked in a City parking lot, if the firearm is kept in a locked compartment, locked container, or in a locked firearms rack. This shall not apply to City parking lots controlled by gate or security personnel.

2) In his or her sole discretion, the City Manager shall be authorized to grant a temporary or limited exemption to an employee, in writing, upon a showing of good cause or other appropriate circumstances, if such exemption does not place the employee in violation of a federal or state law.

#### D. Reporting Violations; Investigations: Disciplinary Action

1) Any employee with reason to believe that a co-worker is in violation of this policy shall be expected and required to report same to a supervisor.

2) Reports of violations of this policy may be investigated, which investigation may require employees to allow the investigator access to their desks, purses, briefcases, bags, backpacks, etc. in the event there exists a justifiable suspicion that such search may produce evidence of such a violation.

3) Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.



## City of Brunswick – Human Resources Standards of Practice

### SECTION 5

#### BENEFITS

- 5.1 Group Health and Life Insurance
- 5.2 Flexible Benefits
- 5.3 Employee Assistance Program (rev 6/5/02)
- 5.4 Unemployment Insurance
- 5.5 Workers Compensation Insurance (rev 6/5/02)
- 5.6 Retirement (rev 9/3/04)
- 5.7 Deferred Compensation
- 5.8 Educational Incentive Program (rev 7/1/04)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.1 Group Health and Life Insurance**

**EFFECTIVE DATE: 5/1993**

**DATE REVISED:**

### **STANDARD**

Employee benefits are available to certain groups of employees and shall be administered without regard to any protected class. The City will pursue volume-buying discounts and preferred provider arrangements with medical service providers wherever cost savings can be obtained for its employees and while providing quality care. Benefits are subject to modification dependent upon continued funding.

### **PRACTICE GUIDELINES**

1. Group Health Insurance: Health insurance coverage is made available to all full time, regular employees. (See Health Benefits Handbook for more detail.)
2. Group Life Insurance: Life insurance coverage is provided for all full time, regular employees at no cost to the employee. Employees may purchase dependent coverage. (See Life Insurance Handbook for more detail.)



## City of Brunswick – Human Resources Standards of Practice

<b>SUBJECT:</b> <b>5.2 Flexible Benefits</b>
<b>EFFECTIVE DATE:</b> 6/5/02 <b>DATE REVISED:</b>

### **STANDARD**

Flexible benefits are available to certain groups of employees and shall be administered without regard to any protected class. Flexible benefits serve to supplement the basic group medical insurance and may be purchased by employees with pre-tax dollars. Benefits are subject to modification dependant upon continued funding.

### **PRACTICE GUIDELINES**

1.     ***Eligibility.*** Employees who are regularly scheduled to work 30 hours per week are eligible for medical insurance benefits including flexible benefits.
2.     ***A third party administrative*** representative shall provide these services to eligible employees through City payroll deduction.
3.     ***Types of Benefits.*** Flexible benefits may include such benefits as dental, vision, and disability programs. Offerings may vary from time to time.
4.     ***Open enrollment*** periods are held once every 12 months. A change in marital or family status, or other significant changes may allow employee to make changes in coverage mid-year.
5.     Employees should refer to Flexible Benefits documents or the Benefits Coordinator for more detail.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.3 Employee Assistance Program**

EFFECTIVE DATE: October 31, 1991

DATE REVISED: 6/5/02

### **STANDARD**

The City recognizes that at times employees may have personal concerns or issues that may affect their ability to perform their jobs. In order to assist employees in resolving those concerns and issues, and to help them perform at maximum capacity, the City offers an Employee Assistance Program. Employee benefits are subject to modification dependent upon continued funding.

### **PRACTICE GUIDELINES**

1. ***Eligibility.*** Full and part time regular employees and seasonal employees are eligible on the date of hire. Since the employee's work performance and attendance can also be affected by a spouse or family member, immediate family members are also eligible to participate in this benefit. Immediate family members need not be enrolled in group medical benefits to be eligible for the Employee Assistance Program (EAP).
2. ***Program provisions.*** Employees may call the EAP provider confidentially and voluntarily to arrange for an initial assessment. The EAP counselor will prescribe a program of intervention and treatment suited to the individual's needs.
3. ***Self-Referral.*** Employees may refer themselves to the EAP for difficulties related to marital, family, child behavior, financial, chemical dependency, emotional, eating disorders, legal trouble, or any other personal problem that may eventually affect the employee's ability to perform his or her job effectively. Employees who call the EAP do so confidentially. The EAP provider does not report who visits the EAP on a self-referral basis.
4. ***Supervisory Referral.*** Supervisors may refer employees to the EAP when job performance appears to be affected by a personal issue. Such referrals are also confidential except that Human Resources staff may be advised, as appropriate.

5.3-1

5. ***Mandated Referral.*** Employees may be mandated to participate in the EAP when personal issues become so critical that they threaten the employee's continued employment. Employees who are mandated to the EAP will be asked to sign a written agreement promising to keep all



appointments with counselors, to follow the prescribed course of treatment identified by counselors, and to participate in random drug and alcohol testing, as appropriate. Failure to honor all terms and conditions of the agreement will lead to termination of employment. Employee participation in mandatory EAP referrals is usually a requirement for continued employment. This is often a final effort to help an employee keep employment. Copies of agreements with employees mandating referral are sent to the EAP provider so that the provider will know this is a mandated referral.

6. ***Confidentiality and Reporting.***

- A. Self-referred employee and family EAP visits and the contents of treatment programs are confidential and are known only to the employee, family member and EAP provider. The EAP program provider reports to the employer quarterly showing the number of visits and the general type of problems with which employees seek assistance. Such utilization data provides the employer with evidence that the program is needed, is being used by employees, and it provides indicators about the kinds of difficulties which affect work. The employer may find such information useful in implementing training programs or providing other employee services.
- B. Treatment program content and personal information shared in mandated referral of employees is also confidential. The EAP provider will report to the Human Resources Director only to indicate that the employee is or is not meeting the terms of the employment/treatment agreement.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.4 Unemployment Insurance**

EFFECTIVE DATE: 6/5/02

DATE REVISED:

### **STANDARD**

Certain employment-related benefits are provided by state law. Where these apply, the City participates fully and provides these benefits in accordance with the law. Unemployment Insurance benefits are intended to help bridge the gap between jobs when a person loses employment through no fault of his/her own.

### **PRACTICE GUIDELINES**

1. ***Eligibility:*** To be eligible for benefits, workers must be unemployed through no fault of their own. If an employee is dismissed for cause, benefits may not be available, as stated in Georgia law. Under Georgia Law, elected officials are not eligible for Unemployment Compensation.
2. ***Program Provisions.*** Unemployed persons may file a claim for Unemployment Insurance benefits at the local Field Service Office of the Georgia Department of Labor. The Department of Labor (DOL) will notify the Human Resources Department or the department in which the employee worked to request information about why the person left employment. Information provided by the employer will help the DOL determine whether benefits should be paid. Eligible employees can collect benefits for a period of 26 weeks so long as they are available for work, actively seeking work, and are willing to work in a position that pays reasonably the same as they were earning in the job they lost.
3. ***Protesting a Claim.*** If an employee loses employment through no fault of his/her own, it is appropriate for the employer to pay benefits. However, if the employee resigned or was released for cause, the employer should protest the claim. The employer must provide information to clearly show that the employee could have continued working if h/she had chosen to do so. Documented information from the Personnel File will be used in Unemployment Insurance hearings with an Administrative Law Judge to show that the employee neglected job duties, failed to follow instructions, failed to report to work without proper notification, violated Company rules, etc. *Failure to protest within a given time frame*

5.4-1

*may result in the employer paying claims it otherwise should not have paid.* Paying Unemployment Insurance claims directly affects an employer's cost of doing business in two ways: 1) the cost of the claim, and 2) the experience rating, or frequency of having paid claims, is related to the rate of unemployment tax an employer pays .

4. ***Notifying Human Resources.*** Departments receiving an Unemployment Insurance claim should notify Human Resources *as soon as possible*. Human Resources staff will assist department supervisors in preparing a response to the claim to avoid payment if appropriate.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.5 Workers' Compensation Insurance**  
EFFECTIVE DATE: May 1993      DATE REVISED: 6/5/02

### **STANDARD**

Certain benefits are provided by state law. Where these apply, the City participates fully and provides these benefits in accordance with the law. Worker's Compensation Insurance provides economic assistance when an employee is injured in the course of work.

### **PRACTICE GUIDELINES**

1. ***Eligibility.*** Employees paid through the City's payroll are eligible for Workers' Compensation insurance benefits should they become injured in the course of work, and if they lose time away from work, or if they require medical treatment.
  
3. ***Program Provisions.***
  - A. **Medical Treatment – Panel of Physicians.** Employees injured in the course of work should report the injury to the immediate supervisor as soon as possible. If medical attention is needed, medical attention should be the priority. As soon as possible thereafter, the immediate supervisor should be notified. A physician listed on the posted "Panel of Worker's Compensation Physicians" should be used to provide medical treatment. A Panel of Physicians should be posted in each department such that each employee is familiar with the list. Failure to use a physician on the panel may result in medical costs being denied by the State Board of Workers' Compensation.
  
  - B. **Timely Notification.** The immediate supervisor should verbally notify Human Resources as soon as possible. This is critical so that Human Resources staff can authorize medical treatment when the medical provider calls for verification.
  
  - C. **First Report of Injury.** The immediate supervisor and the employee should complete a First Report of Injury within 24 hours of the accident.
  
  - D. **Supervisor's Investigative Report.** The supervisor should investigate the accident to determine the cause, and possible measures to prevent recurrence. Information should be documented on the Supervisor's Investigation Report and submitted to

5.5-1 (rev. 6/5/02)

Human Resources, along with the First Report of Injury. Where property or vehicle damage has occurred, the accident report should also be sent to the Finance Director.

- E. **Corrective Action.** The supervisor should take corrective action to educate, train, install protective devices or measures, such that the same injury will be less likely to occur again.
- F. **Payment of Claim.** The Benefits Coordinator will use accident/injury information to report to the City's Worker's Compensation Administrator and to ensure that medical costs, as well as lost income, are properly paid.
- G. **Risk Management Advisory Group Review.** The Benefits Coordinator will also report to the City's Risk Management Advisory Group regarding the type of injury, lost time, cost of treatment, and preventive measures to decrease the likelihood of recurrence. The Finance Director, or representative, will report property loss to the Risk Management Advisory Group.
- H. **Monitoring and Closing the Claim.** The Benefits Coordinator will monitor the claim until it is closed, the employee is returned to work, and all claims are paid.
- I. **Coordination with Family and Medical Leave.** Employees who are unable to work because of a work-related injury and who are eligible for Family Medical Leave (FMLA) shall be placed under the coverage of FMLA and shall be properly notified. However, employees covered by FMLA during a work-related injury will NOT be required to exhaust accrued leave.
- J. **Pay during leave.** An employee will receive from the City full salary for the first five work days absent because of an injury covered by Worker's Compensation. Employees off the job earning Worker's Compensation will not accumulate or use vacation or sick leave. After 7 days of lost time, employees are eligible for weekly income benefits as regulated by the State Board of Worker's Compensation.
- K. **Return to Work.** Before returning to work, a Physician's Certificate is mandatory to determine the capacity of the employee to resume duties safely. Upon return to work the employee's salary will be computed on the basis of the last salary paid plus any merit increase or other salary increase to which the employee would have been entitled during the disability period covered by Worker's Compensation.

5.5-2 (rev 6/5/02)

Performance evaluations must be completed before any merit increases can be calculated and become effective. If the period of absence was long enough to substantially affect the supervisor's ability to fairly and reliably evaluate performance, the merit increase will be delayed until the employee has demonstrated satisfactory performance in all essential job functions. An employee will retain all accumulated sick and vacation leave while on a Worker's Compensation Leave.

M. **Transitional duty work** may be provided for specific time periods as work is available. Where available, employees will be assigned to transitional duty work by the appropriate department heads in consultation with the Human Resources Director and the attending physician.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.6 Retirement**

**EFFECTIVE DATE: 5/1993**

**DATE REVISED: 9/3/04**

### **STANDARD**

The City of Brunswick takes an active role in helping employees to prepare financially for retirement years. As a part of the fringe benefit program, the City provides a retirement savings program. Benefits are subject to modification dependent upon continued funding.

### **PRACTICE GUIDELINES**

1. ***Eligibility.*** Employees who are regularly scheduled to work at least 30 hours per week and who have completed one year of service become participants in the City of Brunswick's Retirement Program.
2. ***Program Provisions and Administration.*** For further information, see the Pension Plan Summary Plan Document and/or contact the Finance Director.

5.6-1 (rev.9/3/04)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 5.7 Deferred Compensation**  
EFFECTIVE DATE: 5/1993 DATE REVISED:

### **STANDARD**

The City recognizes the importance of assisting its employees in saving for retirement. Qualified Deferred Compensation Programs are an effective way of deferring pre-tax dollars to be used during retirement years.

### **PRACTICE GUIDELINES**

1. ***Eligibility.*** All employees are eligible to participate on the date of hire.
2. ***Program Provisions.***
  - A. Deferred Compensation Plans allow an employee to defer income now and reduce taxable income in accordance with the Tax Reform Act (as amended).
  - B. The City has established a legally qualified plan. Such plans set up methods of payroll deductions, for investing your money and crediting it properly, and for providing regular statements of accounts.
  - C. This is not a regular savings account. Its primary purpose is to help in retirement planning. Money may be disbursed without penalty only at retirement or when an employee terminates public employment. In severe financial hardship, money may be disbursed in accordance with IRS regulations. In event of death, funds would go to the employee's beneficiaries. Deferred compensation does not affect in any way any other retirement benefits or Social Security benefits.
  - D. An employee interested in enrolling may do so by contacting an enrollment representative of the plan through the Human Resources Department.





## City of Brunswick – Human Resources Standards of Practice

<b>SUBJECT:</b> 5.8 Education Assistance and Incentives	rev. 10/30/01; 6/5/02; 7/1/04;
<b>EFFECTIVE DATE:</b> 11/15/00	<b>DATE REVISED:</b> 11/1/17

### **STANDARD**

The City recognizes the importance of continued life-long learning. The City provides encouragement, assistance and financial incentives to employees who wish to continue their education. The City values college education, as well as technical training and certification programs.

### **PRACTICE GUIDELINES**

#### ***1. College Reimbursement Program:***

- A. **Eligibility:** Regular full time employees who have completed one year of regular (full time, non-temporary, non-seasonal) employment with the City are eligible to apply for college reimbursement.
  
- B. **Program Provisions:** An employee may be reimbursed for the cost of tuition (tuition reimbursement does not include the cost of books, class materials/supplies, parking, activity fees, or other non-obligatory course fees) upon completion of any job-related course or other course which is required while advancing toward a degree from an accredited institution which is related to the employee's current position, or related to an approved career plan. Education Reimbursement will be provided in any year based upon available funding. An approved career plan is a plan of educational achievement which is expected to prepare the employee for a position within the City organization. Such career plans must be discussed with and approved by the Human Resources Director in advance to help assure reimbursement.

- 1.) **How to apply:** Employees must complete an "Education Reimbursement/Training Request and Agreement" submit the request to the supervisor and Department Director for approval prior to submission to the Human Resources Director. The Human Resources Director will recommend approval/disapproval to the City Manager, consistent with program guidelines. Application shall be made prior to the employee enrolling in the college course to help ensure reimbursement.

5.8-1 (rev.7/1/04 )

2.) Reimbursement may be requested upon completion of the course in accordance with the schedule below:

- Grade A – 100%
- Grade B – 85%
- Grade C - 70%
- Grade D - 0%

Reimbursement for master's level programs may be requested upon completion of the course and in accordance with the schedule below:

- Grade A – 100%
- Grade B – 85 %

For undergraduate and graduate courses, tuition reimbursement is offered for up to 12 credits per year at a total amount not to exceed \$1,000/course.

Documentation of grades and expenses must be presented and attached to a Check Request for reimbursement. Requests for reimbursement must be approved by the supervisor and Department Director prior to submission to the Human Resources Department for payment. An employee must be a current active employee at the time reimbursement is made. Employees who terminate employment (whether by resignation or discharge) will be required to repay any reimbursement made within the previous 24 months.

- 3.) Class Scheduling: Classes should be scheduled during off-duty hours whenever possible. In cases where a required class is not offered during off-duty hours, the employee may request to use vacation time to attend. Approval must be obtained by the Department Head and City Manager prior to enrollment. For employees who work shifts (such as Fire, Police, and Wastewater Treatment Plant Operators) it may not be possible to schedule classes during off-duty hours. In these cases, the Department Head may recommend to the City Manager that the employee's request to attend classes during duty hours be approved. Approval will be considered dependent upon work demands and available staffing.
- 4.) Career Counseling: Employees who would like to discuss career goals/opportunities should contact the immediate supervisor, Department Head, and Human Resources Department.

5.8-2 (rev. 11/1/17)

## 2. **Commercial Driver's License (CDL)**

- A. **Eligibility**: All regular full time (non-temporary, non-seasonal) employees are eligible to participate provided the CDL is related to the employee's current job.
- B. **Program Provisions**: The City shall provide a one-time incentive to each full-time regular employee who receives his/her Commercial Driver's License through self-study and successful completion of the written and driving test. An incentive of \$175 shall be provided

for a Class B license and \$200 for a Class A. If all endorsements are obtained, an additional \$75 will be awarded. Employees must provide documentation to support the achievement and award.

### **3. *Other Training and Development***

- A. Eligibility:** Regular full time employees and part time employees will be eligible to participate in job-related training and development programs on site at City facilities and off site. Department managers will provide adequate on the job training for new and existing employees such that skill levels will continually improve. In addition, employees are encouraged to pursue training and education that may not necessarily be related to their current positions in preparation for promotion. The employer will make every effort to provide financial support for employee training and development, as funds allow. The employee is expected to participate in partnership with the City, to take initiative to identify training opportunities, and to share the cost of such training when necessary.
  
- B. Process** Employees who wish to participate in training programs should submit a request to the immediate supervisor. Employees should be prepared to show the job-relatedness of the training, the cost, and the anticipated benefit.

(rev. 5.8-3 11/1/17)



## City of Brunswick – Education Reimbursement/Training Request and Agreement

Employee Name: \_\_\_\_\_ Dept/Div.No. \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I would like to request the City to [pay for training] or [reimburse me for college course(s)] (*choose one*) described below. (*Please describe the name of the training program or college course, the content, the organization/vendor/institution offering the program, and the instructor, if known. Attach any written program description.*)

This training program/college course will help me improve my job performance and benefit the City in the following ways:

Location of Training Program/College Course: \_\_\_\_\_

Dates and times (from and to, a.m./p.m.): \_\_\_\_\_

Cost of Program/College Course: \_\_\_\_\_

I understand that, in return for the City’s investment in me, I must remain employed for a period of two years after the City’s final payment/reimbursement for this training or educational opportunity. If I fail to remain employed, for any reason, I will repay the amount the City has paid to me (or to any agency on my behalf) within the last 24 months to attend this training or receive this education. I also authorize the City to withhold from my final paycheck any balance outstanding if my employment should end during the two-year period if I have not made arrangements for repayment.

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

\_\_\_\_\_  
Supervisor’s Approval    Date

\_\_\_\_\_  
Department Head Approval    Date

\_\_\_\_\_  
Human Resources Review    Date

\_\_\_\_\_  
City Manager Approval    Date

(11/15/00)



## **City of Brunswick – Human Resources Standards of Practice**

### SECTION 6

#### CLASSIFICATION AND PAY PLAN

- 6.1 Position Classification Plan (rev 1/5/00)
- 6.2 Pay Plan (rev 3/19/2014)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 6.1 Position Classification Plan**

EFFECTIVE DATE: 8/23/99

DATE REVISED: 1/5/2000

### **STANDARD**

Positions shall be grouped by job title and allocated to a pay grade and pay range based on job duties and functions which are approximately equal in complexity, difficulty, level of responsibility, and other job-related factors. The position classification plan provides a complete inventory of all regular positions in the classified service of the City. Appointed positions which do not fall within the position classification plan are City Manager, City Clerk, City Attorney, and Municipal Court Judge.

### **PRACTICE GUIDELINES**

1. ***Job Descriptions:*** A job description shall be created for each job class. It forms the foundation for classification of the position, for recruiting efforts, performance expectations, and training needs.
  - A. The job description shall document the general purpose of the job, essential job duties, tasks and responsibilities, and other related job duties, tasks, and responsibilities. The job description shall also contain an inventory of the knowledge, skills, abilities, and other characteristics necessary for satisfactory performance of the job. Finally, the job description shall contain documentation of the required training, education, and experience necessary for minimally qualified employees. Desired qualifications may also be stated. Job descriptions are to be interpreted in their entirety in relationship to others in the classification plan. Job descriptions are descriptive and explanatory of the kind of work performed and are not necessarily inclusive of all duties performed. They provide examples of work to be performed by employees in this job classification. The job description is subject to change at any time and employees in the job class will be advised should the job duties or requirements substantially change.
  - B. The Human Resources Director shall be responsible for maintaining an official copy of each Job Description. Changes to the job description may be made by the Human Resources Director with the concurrence of affected Department Heads and  
6.1-1  
with the approval of the City Manager. Employees may also request that changes be made to the job description. Such requests should be submitted to the immediate supervisor. The Human Resources Director shall conduct a review and make a recommendation to the Department Head and City Manager. Each employee shall be

provided a copy of his/her job description at the time of hire, movement to a new position, or when the description substantially changes.

2. ***Job Classification:*** Positions shall be grouped into job classifications with job titles reflecting the primary function of the position. Job classifications shall be assigned or allocated to appropriate levels of pay based on the results of a job analysis. The job analysis will identify such factors as the complexity, difficulty, level and scope of responsibility, consequence of error, working conditions, and required training, education, and experience for the job. ***Note*** that a “position” is defined as a single budgeted “slot” which is filled by one person. A “job” is defined as a group of duties, tasks, and responsibilities identified by a job title, such as an “Administrative Secretary”, or an “Equipment Operator I”. The organization may have budgeted more than one Administrative Secretary or Equipment Operator I position.
3. ***Use of Job Classifications and Job Titles:*** Standard Job Classification Titles (often called class titles or job titles) are to be used in all personnel, accounting, budget appropriation, and financial records. No person will be appointed to or employed in a position covered by the Pay and Position Classification Plan under a title not included in the Position Classification Plan. Working titles, different from official Job Classification Titles may be used in the course of departmental routine to indicate authority, status in the organization, administrative rank, or to clarify operations.
4. ***Use of Position Classification Plan:*** The Classification Plan is an integral part of the organization’s Human Resources Management Program. It is used in determining lines of promotion, in developing employee training programs, in determining salary to be paid for various types of work, in determining personnel service items in departmental budgets, and in providing uniform job terminology understandable by all City officials and employees and by the general public.
5. ***Administration and Maintenance of the Classification Plan:***
  - A. The City Manager shall be responsible for the general administration and maintenance of the Position Classification Plan, including job descriptions.
  - B. The Human Resources Director shall be responsible to the City Manager for the daily administration and maintenance of the Plan. The HR Director will review at least one-third of the job classifications each year to ensure that employees are properly classified. The HR Director shall discuss findings with the Department Head and recommend changes to the City Manager.
  - C. Department heads shall be responsible for bringing to the attention of the Human Resources Director material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing position.
  - D. Requests for Reclassification:
    - 1.) Department Heads may request that the Human Resources Director review the classification of any position. This should occur when Department Heads believe the duties and responsibilities have changed substantially such that the position has become more or less complex, difficult, or carries a lesser or greater level of responsibility. Following the receipt of such information, the Human Resources

Director shall conduct a job analysis and report findings and recommendations to the City Manager.

- 2.) An employee who considers his/her position to be improperly classified will first submit a request for reclassification to the immediate supervisor. The appropriate Department Head will then review the request, and if the Department Head finds merit in the request, the Department Head will immediately transmit the recommendation to the Human Resources Director. If it is found that the request is not justified, the Department Head will so advise the employee of this decision and also of the employee's options for further action. If the employee is dissatisfied with the outcome, he/she may request further review by the Human Resources Director.
- 3.) When a new position is established or the duties of an existing position change, Department Heads will submit in writing a comprehensive job description outlining in detail the duties of the position. The Human Resources Director will conduct a job analysis and make the appropriate class allocation or recommend to the City Manager the establishment of a new class.
- 4.) Every effort will be made to conduct job analyses only on positions which are filled. Should a vacancy be anticipated in conjunction with a request for reclassification, the Department Head must plan accordingly so that the job analysis may be conducted with the incumbent's participation.

6. ***Availability of the Classification Plan:*** A copy of the official Position Classification Plan shall be available for inspection by the public under reasonable conditions during business hours.





## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 6.2 Pay Plan**

EFFECTIVE DATE: 8/23/99

DATE REVISED: 1/5/2000; 8/2/2000; 8/21/02  
4/2/03, 8/6/03; 11/05/03;9/26/07; 2/20/08; 3/19/2014;  
11/1/17

### **STANDARD**

### **PRACTICE GUIDELINES**

1. ***Pay Structure:*** The Pay Structure forms the foundation for the Pay Plan and is considered a part of the Pay Plan. The pay structure contains any number of pay grades necessary to accommodate all job classes and positions in the organization. The Pay Structure contains minimum pay rates, midpoint pay rates, and maximum pay rates for any given grade.
2. ***Payment Within the Pay Range:*** All employees covered by the Pay Plan shall be paid at a rate within the pay range established for the respective job classifications except as described below.
  - A. **Salary of a Trainee:** An employee who does not meet all of the established qualifications for a position may be appointed with the approval of the City Manager at a "training" salary no more than 10% below the minimum salary established for the class. The employee shall continue to receive a reduced salary during the introductory employment period until the appointing Department Head, with the approval of the City Manager, shall determine that the trainee is qualified to assume the full responsibilities of the position, and is moved to a rate in the salary range established for the position. If the trainee does not become qualified during the introductory employment period, he/she shall be removed from the position.
  - B. **Red-Circled Rates:** Pay rates of individual employees who, because of long service, have exceeded the pay range maximum will be “red circled” until such time as adjustments to the pay range are made so that employees’ pay falls within the pay 6.2-1

(Rev 3/19/2014)

range. To be “red circled” means that pay of the individual employee is

“grandfathered” until the employee leaves the position, i.e. the pay plan does not require the “red circled” employees’ pay to be reduced to fit the maximum normally allowed for the grade. When the position is filled with a new incumbent, pay is to be set within the normal range for the grade. “Red circled” pay rates are typically frozen, however, special accommodations may be made for such employees so that their performance and service may continue to be recognized with periodic pay increases. (See also “Salary Increase Maximum”.)

3. **Hiring Range:** New employees, promoted and transferred employees shall be paid at a rate within the Hiring Range. The Hiring Range is the first third of the pay range. It is expected that individuals who meet the minimum qualifications for the position will be hired at the Minimum pay rate of the pay range. However, individuals hired or promoted may be paid more than the minimum under certain circumstances.
  - A. When the candidate’s pertinent training, education, or experience significantly exceeds the minimum qualifications, the individual may be paid at appropriate increments within the hiring range. The recommending Department Head shall provide supporting documentation indicating what training, education, or experience warrants the additional pay. Consideration will be given to the rates paid to current employees in similar positions, so as to preserve internal equity.
  - B. When the City Manager shall determine that there has been a demonstrated inability to recruit within the Hiring Range or that an applicant possesses exceptional qualifications (e.g. experience substantially above and beyond that which is required in the official job description for a position), the City Manager may authorize the employment of an applicant at a higher rate than the Hiring Range. No employee shall be offered a rate above the Hiring Range without review of the Human Resources Director and approval of the City Manager.
4. **Payment Within the Range:** Except for employees whose pay rates are “red circled” and those hired in a “trainee” status, payment shall be within the pay range.
5. **Pay for Performance:** When funds are available, employees shall be recognized for having met or exceeded established performance standards. The funding level, if any, for performance-based increases, shall be decided annually, and this Pay Plan is not intended to create a property right, promise, or contract, or expectation of funding for any performance-based increase, raise, or pay adjustment.
  - A. The City shall maintain an active Employee Performance Evaluation Program and all performance-based increases shall be awarded in accordance with the Program.

6.2-2 (rev.8/2/00)

The Department Head shall review all performance evaluations and recommend to the City Manager the employees to receive Pay for Performance. The performance evaluation(s) shall accompany the recommendation and be made a part of the employee(s) official Personnel File.

B. Guidelines for performance-based pay increases shall be recommended annually by the Human Resources Director and approved by the City Manager, commensurate with fund availability. The amount of performance-based increases shall differentiate between performers who are rated at various levels of performance.

6. ***Salary of a Reclassified Employee:*** An employee whose position is reclassified to a different job classification in the next higher pay grade and pay range may receive an increase of 5% or an increase to the minimum of the new pay range, whichever is greater. If the reclassification results in a difference of more than one pay grade, the position shall have pay adjusted such that internal equity is maintained with others in the new pay. In no case shall the salary exceed the maximum for the new range. An employee whose position is reclassified to a job class having a lower pay grade and pay range may receive a reduction in salary as a result of the reclassification based on a change in job duties. Where the reclassification results in a difference of one pay grade, pay shall be reduced by 5% or other appropriate rate based on internal equity, however pay shall not exceed the new maximum. Where the reclassification results in a difference of more than one pay grade, an appropriate adjustment will be made considering internal equity, similarly situated employees, and the best interests of the employee and the organization. Care will be taken to avoid adverse impact on other employees.

7. ***Effect of an Upgrade or Downgrade:*** Note that a change in grade (up or down) may not necessarily affect the position title. Where the grade changes but the title remains the same, such a transaction is called an upgrade or downgrade. (A reclassification indicates that the title, as well as the pay grade in some cases, is changed.)

A. A classification of positions (e.g. all Administrative Assistants) may be upgraded (moved) from a lower pay grade to a higher pay grade when market comparisons, internal comparisons, or other factors indicate that the class, as a whole, is not competitively compensated. (Note: A class of positions may include one or several positions.) Employees whose positions are upgraded by one pay grade shall have pay increased to the new minimum or other rate as appropriate, such that internal equity is maintained.

6.2-3 (Rev.9/26/07)

B. A class of positions (e.g. all Administrative Assistants) may be ***downgraded*** (moved) from a higher pay grade to a lower pay grade when job-related or market factors indicate that the class, as a whole, is not equitably compensated. (Note: A class of positions may include one or several positions.) The current rate of pay will not be affected by a downgrade.

8. ***Salary of a Promoted Employee:*** Promotion means that an employee has moved from a position in a lower pay grade to a position, previously vacant, which is in a higher pay grade within the Pay Plan. An employee promoted to a position in a class having a higher pay grade and pay range may receive an increase such that the new salary will be within the Hiring Range of the new position. In exceptional cases upon recommendation of the Department Head, review by the Human Resources Director,

and approval of the City Manager, a greater increase may be awarded. However, in no case shall the salary exceed the maximum established for the range. Supporting documentation must be provided indicating the job-related or market-related reasons for the increase.

9. ***Salary of a Demoted Employee:***

A. **Voluntary Demotion:** An employee who voluntarily chooses to accept a demotion will receive a salary reduction. The salary will generally be reduced to an amount which represents the same relative placement within the new pay grade as in the former pay grade. For example, if the employee's former salary was at the midpoint of the former pay grade, the new salary shall be placed at the midpoint of the new pay grade contingent upon fund availability. Exceptions may occur where an individual's pertinent training, education, or experience significantly exceed the minimum qualifications documented and posted for the position. In this case, the guidelines governing use of the Hiring Range shall apply. Such exceptions must be documented, reviewed by the Human Resources Director, and approved by the City Manager.

B. **Unsuccessful Introductory employment period Following Promotion.** If an employee fails to successfully complete the introductory employment period following promotion, the employee may request a voluntary demotion to the former position or to a position in the same class if a vacancy exists. The employee's salary

6.2-4 (rev.9/26/07)

will be reduced to the former rate of pay, including any merit increases that would have been awarded during the period based on documented performance evaluations, contingent upon fund availability. Such a demotion must occur within the introductory employment period.

C. **Disciplinary Demotion:** An employee may be demoted for failure of personal conduct or failure of job performance with a loss in pay. The salary will be reduced to an amount which represents the same relative placement within the new pay grade as in the former pay grade. For example, if the employee's former salary was at the midpoint of the former pay grade, the new salary shall be placed at the midpoint of the new pay grade contingent upon fund availability. Exceptions may occur where an individual's pertinent training, education, or experience significantly exceed the minimum qualifications documented and posted for the position. In this case, the guidelines governing use of the Hiring Range shall apply. Such exceptions must be documented, reviewed by the Human Resources Director, and approved by the City Manager.

10. ***Salary Reduction Within Pay Grade:*** An employee may receive a salary reduction within the same pay grade for disciplinary reasons as stated above. Salary will be reduced by no more than 10%, however, in no case shall the salary be below the pay grade minimum.

11. ***Salary of a Transferred Employee:*** The salary of an employee reassigned to a position in the same job class or to a position in a different job class with the same pay grade and range shall generally not be changed by the reassignment. Exceptions may occur where an individual's pertinent training, education, or experience significantly exceed the minimum qualifications documented and posted for the position. In this case, the guidelines governing use of the Hiring Range shall apply. Such exceptions must be thoroughly documented and approved by the City Manager.
12. ***Salary of a Part-time Employee:*** An employee appointed for less than full-time service, whether a regular employee, temporary, seasonal, or itinerant shall be paid at a rate determined by converting the established annual salary of the position into an hourly rate.
13. ***Other Pay Adjustments or Increases:***

A. **Completion of Introductory employment period**

Upon completion of the introductory employment period, supervisors may recommend pay adjustments in recognition of performance which exceeds the established standards. Recommendations shall be supported with documented performance evaluations including specific descriptions of achievements and contributions to the organization which warrant special monetary recognition.

6.2-5 (rev. 9/26/07)

B. **Special Achievement**

Department Heads may recommend a one-time bonus annually based on special achievement. Requests should be supported by documentation describing the special achievement and why the employee should be so recognized. Consideration will be given to the job-relatedness of the achievement and how it exemplifies excellence in City government. Bonus amounts shall be at the discretion of the City Manager. Bonus amounts do not increase base salary.

C. **Certification Pay**

Employees may receive an increase for certain State-mandated certifications, required by the job, but not required at the time of hire. Such certifications may be in place at the time of hire or may be required at some point after hiring. Such required certifications shall be documented in the official job description. When the employee receives such certification, he/she is eligible for a pay increase. The employee must have received a documented satisfactory performance evaluation immediately preceding the certification and must be recommended by the

Department Head.

***Eligible Certifications***

<b><u>Position</u></b>	<b><u>Certification</u></b>	<b><u>Pay Increase %</u></b>
Police Officer	Certified Peace Officer	5
Firefighter	Basic Firefighter	5
Environmental Code		

Enforcement Officer	Certified Code Enforcement Officer	5
	Master Code Enforcement Officer	5
Building Inspections Tech	Certified Building Inspector	5
Building Inspector	Certified Building Inspector	5
Firefighter	Relief Driver	2

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Firefighter	Emergency Medical Technician A	\$1,000/year
Firefighter	Emergency Medical Technician B	\$2,000/year

6.2-6  
(rev.2/20/08)

**D. Significant Change in Responsibility**

Where significant responsibility is added or removed from a position, and reclassification is not warranted, pay may be adjusted upward or downward by 5%, or other appropriate rate based on internal equity. Pay shall not be less than the minimum or greater than the maximum. "Significant Responsibility" shall be thoroughly documented in order to support the request. The request shall be reviewed by the Human Resources Director and approved by the City Manager.

14. ***Salary Increase Maximum:*** When an employee attains the maximum rate of a salary range for the present position, no further salary increases (except possible Cost of Living Adjustments when approved and funded) will be added to base pay while the employee remains in the present position, and continues to be limited by the present pay maximum. However, the employee may receive a lump sum bonus which is not added to base pay. Lump sum bonuses may be given in recognition of special achievement or performance.
  15. ***Advance Salary Policy:*** There will be no advance of salary except under hardship conditions. Requests for advances under hardship conditions will be recommended by the Department Head to the Human Resources Director and City Manager. The City Manager shall make the final decision.
  16. ***Court Pay:*** Police Officers who are required to attend court in the course of their work but during hours they are not regularly scheduled to work shall be paid, at a minimum, the standard State Court fee for the first two hours, whether or not they attend for the full two hours. Any additional hours required in court shall be treated as hours worked and shall be paid the regular rate of pay. Nonexempt officers shall be paid overtime as appropriate. Exempt officers shall be paid the two-hour minimum State Court fee.
  17. ***Pay Plan Maintenance:*** The Pay Plan shall be reviewed at least annually by the Human Resources Director. Recommendations for revision shall be made to the City Manager.
  18. ***Additional Pay for Fire Officers:*** Exempt Fire Officers (Captains, Deputy Chiefs, and Fire Marshal) shall be paid additional compensation when they are called upon to work in place of another Officer. Officers shall be paid the equivalent of their hourly rate. Exempt Fire Officers shall receive no other additional pay.
  19. ***On Call Pay:*** Nonexempt employees who are required to carry a pager, and to be the primary responder to emergency calls, and who are expected to return to work after normal business hours (8:00 a.m. to 5:00 p.m. or other shift considered the normal work day) shall be paid the equivalent of an additional 2 hours at 1 ½ times the regular rate of pay for each scheduled day off on which they are "On Call".
- 6.2-7(rev 3/19/2014)
20. ***Call Back Pay:*** Nonexempt employees who are required to report back to work after normal business hours (8:00 a.m. to 5:00 p.m. or other shift considered the normal work day.) shall be paid a 2-hour minimum each time they are called from their home back

to work. If the cumulative time spent on emergency “call-backs” is more than 2 hours, the time shall be paid as hours worked according to the Fair Labor Standards Act. Calls shall be logged by the Dispatcher and shall include the time the call was received by Dispatch, and the time the employee was called out. This log shall be reviewed and monitored by supervisors regularly.

21. ***Inclement Weather Pay:*** Nonexempt employees, including Public Safety, service, maintenance, or clean-up workers, who are required to report to work when the City Manager has declared the City government organization closed for business because of inclement weather shall be paid according to the Fair Labor Standards Act. That is, at straight time until they reach 40 hours then shall be paid 1 ½ times their regular rate of pay. All other nonexempt employees who are placed on Administrative Leave for inclement weather will be paid straight time as if they had worked regular business hours. This shall occur ONLY when the City Manager has officially declared the City government closed for business because of inclement weather or other disaster situation.
  
22. ***Interim Appointment:*** An employee may be appointed to an acting or interim position where the position is vacant and where failing to fill the position would significantly impact effective operations. Department Heads will recommend such appointments for the approval of the City Manager. Written requests shall outline the critical needs which support the interim appointment. An employee selected for an acting position must meet the documented qualifications for the position and must be capable of performing the full range of job duties of the position. The pay rate of the employee shall be adjusted upward 5% or to the minimum of the new pay grade, or other higher rate, as appropriate, considering internal equity. Employees shall be notified in writing of such interim appointments, outlining the terms, conditions, and expectations of the supervisor. The Department Head shall notify the Human Resources Director as soon as interim appointments have been completed. Salary shall be reduced by the same amount it was increased when the interim appointment is completed.





## **City of Brunswick – Human Resources Standards of Practice**

### **SECTION 7**

#### **MANAGING PERFORMANCE**

- 7.1 Performance Evaluations (rev 5/8/2006)
- 7.2 Performance Improvement Plans
- 7.3 Code of Conduct and Corrective Action (rev 3/7/2012)
- 7.4 Informal Hearing and Disciplinary Appeals Process (rev 8/9/2007)
- 7.5 Conflict Resolution and Grievance Process (rev 12/3/2008)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 7.1 Performance Evaluations**

**EFFECTIVE DATE: 8/23/99**

**DATE REVISED:**

8/21/02; 11/5/03; 8/17/05;  
5/8/06

### **STANDARD**

Performance will be managed by communicating clear expectations, providing employees with sufficient training, guidance, and tools to perform the job, and by providing feedback to employees at periodic intervals to ensure optimum performance. Performance evaluations also provide employees with the opportunity to identify goals and plans for professional and job development.

### **PRACTICE GUIDELINES**

1. ***Basis for Performance Evaluation:*** The standard job description, along with additional detailed departmental operating procedures and expectations, will form the basis for performance expectations. Each employee will be provided a copy of the job description at the time he/she enters a new job, or at such time that the current job description substantially changes.
2. ***Performance Evaluation Instrument:*** All department supervisors and managers shall use a standardized, approved instrument to evaluate the performance of all employees on a regular basis. Supplemental performance evaluation materials may be used with the approval of the City Manager, in order to make performance evaluations more meaningful and job-specific. Employees will be provided a copy of the performance evaluation form at the time of hire to help them understand how their performance will be measured.
3. ***Procedure:*** Upon original appointment, upon promotion, transfer, or movement to a different position, each employee's performance shall be evaluated at the end of 3 months, 6 months, and then annually thereafter. When an employee moves to a substantially different position, a new performance evaluation date shall be established. Special evaluations may take place at the request of the employee with the approval of the Department Head. Special evaluations may also be initiated by the supervisor. Special evaluations may be conducted when an employee is uncertain of how well he/she is performing, when substantially new job functions are assigned, or when performance difficulties are detected.

7.1-1 (rev.8/17/05)

A. **Step 1. Creating a positive atmosphere**

**In preparation for performance evaluations, supervisors should help employees understand that performance evaluation is a two-way conversation - and really mean it!** Performance evaluation is a good thing, not something to fear. Sometimes employees feel as though this is a time for supervisors to “tell” employees how the supervisor thinks the employee has performed, without understanding how the employee feels about it.

B. **Step 2. Invite the employee to evaluate his/her own performance.** Before

supervisors prepare the evaluation of the employee’s performance, they may wish to give a blank performance evaluation form to the employee and ask him/her to evaluate him/herself. If the employee does not have a copy of the job description, provide one. Also ask the employee to list or discuss things he/she believes he/she has accomplished since the last evaluation. Finally, supervisors should ask the employee to list or discuss goals for the next evaluation period – things he/she wants to learn or areas he/she wants to grow in. Ask the employee to return the self-evaluation to the supervisor before the supervisor meets with the employee to discuss the evaluation. If the employee does not complete the self-evaluation form, ask the employee to think about some goals and accomplishments and be prepared to discuss them. Set a time to meet with the employee to discuss preliminary observations – the employee’s as well as the supervisor’s. Note: If the employee is unable to prepare the written self-evaluation, the supervisor should ask the employee to tell how he/she thinks he/she is performing.

C. **Step 3. Complete the performance evaluation form.**

**1) Review and consider information provided by the employee’s self-**

**evaluation.** If the employee’s self evaluation is substantially different from the supervisor’s observations, the supervisor should meet with the employee to discuss the differences in perception before preparing the final evaluation. The supervisor should tactfully explore the reasons the employee feels so differently from what the supervisor has observed. Supervisors should exercise diplomacy in asking questions, so as not to discourage the employee from future growth or future self-evaluation. This should be a fact-finding mission. When the supervisor has identified the reasons the employee views his/her performance differently, the supervisor should use this information to develop a plan of action for the performance evaluation conference with the employee.

**2) Refer to the job description.** Consider the duties and responsibilities outlined in the job description as you review the Job Functions and Responsibilities described on the evaluation form. The Job Functions and Responsibilities describe what is being evaluated. The Performance Expectations describe behavior that will tell how well the employee is doing. Consider each documented area of job responsibility and reflect upon the employee’s performance during the preceding performance rating period.

**Review and consider any documentation prepared by the supervisor during the evaluation period.** Any critical incidents (positive things as well as negative things) such as counseling sessions, commendations, or other performance related discussions must be considered.

- 2) **Review and consider the last performance evaluation** conducted with the employee. Identify goals that were set during the last evaluation and determine whether they have been met. If not, consider why not. Consider the things within the employee's control. Look for and comment on trends in the employee's performance and development.
- 3) Be careful to consider **only** the performance that has occurred since the last evaluation.
- 4) **Review the Performance Rating Scale and the definitions provided here. Beside each Performance Expectation, place the corresponding numeric rating** in the box that most closely describes how well the employee is performing the Function or Responsibility. If some Performance Expectations do not apply, simply write "does not apply" and do not rate that item. If you are using the electronic version, simply place a check mark in the appropriate box. Note that all boxes must be checked for the calculation to work properly.

### **Rating Scale**

**"1" Below Standards:** Means that performance is clearly below the standards established for the job in this particular area of expectation. Performance may sometimes meet expected standards, but not consistently. Performance falls below the standards such that the supervisor does not have confidence that the employee will perform at the standard without close supervision and direction. Employees performing at this level may need guidance and supervision in order to assure that the expectation is met. Even with supervision and guidance, the employee sometimes falls below the standard.

**"2" Meets Standards:** Performance generally meets the standards established for the job. Performance is acceptable but rarely exceeds the standards. Performance in this area is consistently at a normally expected level. Employees performing at this level generally do "no more and no less" than what is expected.

**"3" Exceeds Standards:** Performance clearly rises above the minimum expected standards on a fairly consistent basis. Performance frequently exceeds the standard in this area.

**"4" Exceptional Performance:** Performance consistently exceeds the standards established for the job in this area. Performance is clearly, consistently, and noticeably outstanding. Employees performing at this level demonstrate a high degree of proficiency on a regular and continuing basis.

7.1-3 (rev.8/17/05)

**Note: If the rater believes that the employee is marginal, i.e. between 1 and 2, it is permissible to mark both boxes and the calculator will score at 1.5. The**

same principle applies to the other scores. Comments must clearly support the reason for the intermediary score.

- 5) **Under Performance Comments**, write notations to support the ratings chosen. **Performance comments are important in order to personalize and make the ratings meaningful to the employee. Comments are required for any ratings below or above standards.** Comments should be written in such a way that they will help the employee to know specifically what behaviors, incidents, examples, or other information was considered. Use specific examples or comments that apply to this individual. Avoid repeating generic phrases. Personalize this report. Performance Comments should follow every rating regardless of whether it meets the standard, is above, or below. The Comments should provide supporting information so that the employee will know why performance is rated at the level it is. **In addition, any area below standards must be accompanied by documented performance improvement plans to help the employee identify what must be done in order to improve performance.** A follow-up time should also indicate when performance will be reviewed again to determine whether the employee has truly improved performance.
- 6) **Add and average all of the numeric scores**, following completion of the ratings for all Job Functions and Performance Expectations. This is the Overall Evaluation and should be recorded on the last page. (If using the electronic version, the average score will compute automatically.)
- 7) **List the employee's accomplishments**, according to observed behavior and results obtained. Consider also what the employee has identified as his/her accomplishments.
- 8) **List goals for the next rating period**. Consider what the employee has identified as his/her goals. These should be things both the supervisor and the employee would like to see the employee improve upon, learn, or do to be promoted.

D. **Step 4. The supervisor should review the evaluation with his/her manager**, or at a minimum, share general observations and overall rating of the employee **before sharing the observations and final ratings with the employee**. Particularly when pay increases are linked to the evaluation, the department head's support and agreement are critical before sharing the evaluation with the employee.

E. **Step 5. Conduct the performance evaluation conference**. Meet with the employee at a time and in a place that is quiet and free from interruption. The location should be comfortable, without distractions, and where the employee can be at ease. The supervisor should let the employee know that during this time, the supervisor's

7.1-4 (rev.

5/8/06) attention is focused on this employee completely. If the employee is not comfortable completing a written self-evaluation, the supervisor may wish to simply talk with the person during the performance evaluation conference to find out what the employee thinks. The supervisor should consider carefully what the employee says. The supervisor should listen first, then carefully and diplomatically share the supervisor's observations, particularly if the supervisor's observations are less favorable than the employee's self-evaluation.

When the conference with the employee has been completed, the supervisor should ask the employee to sign and date the form. The employee should be invited to make any comments he/she wishes to make. Close the conference by giving the employee a copy of the completed, signed, and dated performance evaluation form and with supportive, encouraging remarks.

**F. Helpful hints to remember:**

- 1) This is an evaluation of the person's performance, not the person.
- 2) Keep personal issues out if it, unless they affect job performance.
- 3) Consider only job-related information.
- 4) Make sure numeric ratings are supported by written comments.
- 5) Do not be influenced inappropriately by single events or issues that may overshadow performance over the longer term. Consider performance over the entire rating period, not just things that have happened recently.
- 6) Confront difficult issues with tact and diplomacy... but confront them. They will not go away by themselves. It is unfair to the supervisor, the employee, co-workers, and customers to allow poor performance to continue.
- 7) End the evaluation discussion on a positive note. Even if the employee is having difficulty, find something good to say and encourage the employee.

4. ***End of Introductory employment period:*** A Performance Evaluation form shall be completed at the end of the introductory employment period (6 months for non-public safety positions and 12 months for public safety) and submitted to the Human Resources Department. If the department head wishes to extend the introductory training period because of marginal performance or a need for further training, a Personnel Action form shall accompany the Performance Evaluation indicating the reasons for the extension.

5. ***Confidentiality:*** Performance evaluations shall be confidential and shall be made available only to the employee evaluated or the employee's assigned representative, supervisor, department head, Human Resources Director, City Manager, or other appropriate individual.

7.1-5 (rev. 8/17/05)

6. ***Custodian of the Record:*** The performance evaluation shall reside in the employee's personnel file in the Human Resources Department.

7. ***Departing Supervisor.***

An employee in a supervisory position who is leaving the position shall be required to submit performance evaluation forms on all the employees under his/her supervision who have not been evaluated within the previous six month period.

7.1-6 (rev. 8/17/05)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 7.2 Performance Improvement Plans**

EFFECTIVE DATE: 8/23/99

DATE REVISED:

### **STANDARD**

When an employee is performing below the established standard, the employee and the supervisor together will develop and document plans to bring the employee's performance up to the standard.

### **PRACTICE GUIDELINES**

1. ***Rating of "Below Standards"***. Following a regularly scheduled or an interim performance evaluation, where the rating is, on the average, "Below Standards" in any area of "Job Function & Responsibility", the supervisor, along with the employee, is required to develop and document plans for bringing performance up to the required standard. The employee will share responsibility for identifying steps needed to improve performance.
2. ***Specific Information***. The performance improvement plan will state specifically which performance indicators are below standard and why. The performance improvement plan will also state specifically what is required of the employee in order to be rated "meets standards".
3. ***Time Frames***. The performance improvement plan will contain time frames during which the employee must achieve certain levels of improvement. Supervisors shall follow up with the employee and document such follow up including the results of interim evaluations.
4. ***Follow up***. At the end of the established performance improvement time period, the supervisor will again evaluate the employee's performance. If satisfactory improvement has not occurred, the supervisor and employee will determine what steps shall be taken in order to achieve satisfactory performance or to remove the employee from the position.



## City of Brunswick – Performance Improvement Plan

Employee

Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_

**Area of Job Function & Responsibility:** Describe in detail, with examples, the Performance Deficiency (what is employee not doing that he/she should be doing?):

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**Summary of prior discussion and/or action related to this performance deficiency:**

Date: \_\_\_\_\_ Written \_\_\_\_\_ Oral \_\_\_\_\_ Action: \_\_\_\_\_

Date: \_\_\_\_\_ Written \_\_\_\_\_ Oral \_\_\_\_\_ Action: \_\_\_\_\_

**Action Plan to Bring Performance up to Standard:** What action will employee take to meet the standard and when?

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What action will supervisor or others take to help employee meet the standard and when? Include follow up date(s).

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Failure to achieve immediate and sustained improvement or recurrence of substandard performance may result in disciplinary action, up to and including termination of employment.

**Employee comments:**

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**Signatures**

Employee\*: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_ \*Employee's signature indicates that employee participated in this discussion and agrees to take the action planned. If employee disagrees with any part of this plan, employee should write concerns on the back of this page.



**Cc: employee; Human Resources; personnel file  
NEEDED.)**

**(ATTACH ADDITIONAL PAGES IF**



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 7.3 Code of Conduct and Corrective Action**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 4/2/03; 4/6/05;  
3/7/2012

### **STANDARD**

Customer service is of primary importance to the organization. Employees will conduct themselves in a professional, courteous manner at all times. They will always seek to satisfy the customer while balancing the best interests of the City organization. Conduct on the job will be governed by good judgment and consideration for others. Each employee's conduct and performance will support and advance the City and department goals. All employees of the City of Brunswick are members of a team, working together with the main objective of serving our community. Any employee who fails to follow the necessary rules and regulations governing conduct thereby disserves the public and fellow employees. The Code of Conduct Rules are designed to insure the rights and safety of all City employees and to provide working guidelines to assure business-like efficient service to the community. Corrective action shall be taken when conduct, performance or behavior do not meet established standards.

### **PRACTICE GUIDELINES**

1. In recognition of the fact that each incident differs in many respects from somewhat similar situations, the City retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Supervisors will review all violations of the Code of Conduct in light of extenuating circumstances.
2. The City retains the right to suspend any disciplinary action at its exclusive discretion. Examples given in any rule do not limit the generality of the rule. The rules and regulations are merely guidelines which should not be construed as limitations upon the retained rights of the City.
3. In taking corrective action, supervisors will consider the severity of the offense, the cost involved, the time interval between violations, the length and quality of service documented in the employee's personnel file, and the demonstrated ability of the employee

7.3-1  
( rev 3/7/2012)

concerned. In each case, supervisors should first consider whether the employee knew the expectation. If so, consider how he/she would have been expected to know.

4. In each case, where the action taken is modified from the recommended practice, the reasons for modification shall be noted.
5. Discussions regarding disciplinary or corrective action shall always be conducted in privacy to ensure the dignity and reputation of the employee among co-workers. Disciplinary and corrective action will be shared with others only on a “need to know” basis.
6. Violations of the Code of Conduct may result in the following actions, however, there is no requirement that each action be taken in sequence. Nothing in these guidelines prevents the employer from dismissing the employee immediately, depending upon the severity of the offense, without prior warning. A combination of actions may be appropriate, such as a written warning along with a suspension.
7. **Counseling** may be appropriate when substandard performance has not reach a critical level and the situation does not warrant more severe action. The Supervisor shall tell the employee that he/she is being counseled (as appropriate to the situation) and will explain why. The supervisor shall describe the specific problem and indicate what actions the employee should take to correct the problem and to prevent recurrence. The supervisor shall explain that subsequent failures or violations will result in further corrective action. The supervisor shall also document the counseling, provide a copy to the employee and forward to Human Resources for inclusion in the Personnel File. The employee shall be asked to sign the document indicating that he/she was counseled. (Where counseling is the first step taken to correct a deficiency, the supervisor may choose to keep the documentation in a working file and not forward it to Human Resources. At the time the Counseling document becomes the basis for further action, it must be included in the official Personnel File. )
8. **Remedial Training** may be appropriate when the employee’s performance indicates a lack of understanding of standard operating procedures or work methods. Documentation shall be maintained by the supervisor and/or forwarded to the Human Resources Department for inclusion in the Personnel File.
9. **An Oral Warning** may be appropriate when prior counseling has not produced the desired results or when the violation or offense is more serious. The supervisor shall verbally and privately explain to the employee the deficiency in performance, behavior, or conduct. The supervisor shall describe the specific issue, explain what must be done to correct the problem, and establish a time frame for correction. Documentation shall be prepared by the supervisor restating the problem and the corrective action plan.

The employee shall be required to sign the document. The document shall be forwarded to the Human Resources Department, along with any previous documentation; However, if the supervisor believes that improvement will occur as a result of having given an oral warning, the supervisor may hold the oral warning in a working file and not forward to Human Resources to be placed in the official personnel file. At the time the Counseling document becomes the basis for further action, it must be included in the official Personnel File. The discussion and documentation shall clearly indicate that failure to achieve immediate and sustained improvement will result in further correction action up to and including dismissal.

10. **A Written Warning** may be appropriate when the conduct or behavior is serious or when previous counseling and warning have not produced the desired result. The supervisor shall describe in writing the specific violation at issue and specifically what the employee is expected to do to correct the problem. The employee shall be asked to sign the document indicating that he/she understands the problem and the expectation.
11. **Suspension** may be appropriate when the situation is not sufficiently grave to warrant dismissal or when there is reasonable belief that behavior or performance can be corrected. Suspension is intended to get the employee's attention and to make clear the seriousness of the issue. An employee may be suspended by the appropriate Department Head with the approval of the Human Resources Director. An employee may be suspended with or without pay, pending investigation. The suspension without pay shall not exceed 30 calendar days. Documentation shall be prepared by the supervisor, signed by the employee, and forwarded to Human Resources for the Personnel File.
12. **Emergency Action** – An employee may be removed from the workplace during emergency situations and suspended with or without pay. Examples of emergency situations are when an employee may be injurious to him/herself, to fellow workers, or the general public, or when the employee may damage public property, or sufficiently disrupt the workforce. These examples are neither mutually exclusive nor collectively exhaustive.
13. **Disciplinary Pay Reduction** – An employee's pay may be reduced for disciplinary reasons. The pay reduction does not constitute a demotion.
14. **Probation** – An employee may be placed in probationary status for up to one year for failure in performance or conduct. This means that the employee's job is in jeopardy and the employee may be dismissed from employment if further infractions occur.
15. **Demotion** may be appropriate for employees whose work or conduct has not been satisfactory but who do not warrant dismissal.
16. **Dismissal** may be appropriate when the employee has failed to correct behavior or improve performance or when behavior or conduct is so serious that no reasonable person would expect to be warned.

7.3-3  
(rev 3/7/2012)

17. **Notice of Adverse Action:** Employees will be provided written notice when adverse action is being recommended in accordance with established procedures. Adverse action means disciplinary suspension (with or without pay), disciplinary demotion, disciplinary pay reduction, or dismissal. (See *Section 7.4 Informal Hearing and Disciplinary Appeals Process.*)

### ***Code of Conduct***

***The following actions will result in corrective/disciplinary action. These guidelines are intended for safe, efficient operation and are not absolute, inflexible rules, but must be tempered with common sense on the part of our employees. In the absence of a reasonable basis for departure from the guidelines, failure to perform and behave according to the Code of Conduct will result in corrective action, disciplinary action, up to and including discharge from employment.***

1. Failure to work assigned hours, including overtime.
2. Quitting work, wasting time, loitering, or leaving assigned work area during working hours without permission.
3. Washing up or changing clothes during working hours without specific permission of supervisor.
4. Taking more than the specified time for meals or rest period.
5. Productivity or workmanship not up to required standard of performance.
6. Mistakes due to carelessness.
7. Disregarding job duties by loafing or neglecting to do assigned work during regular working hours or during overtime hours.
8. Where the operations are continuous, an employee will not leave his/her post at the end of the scheduled shift until relieved by a supervisor or fellow employee on the incoming shift.
9. Habitual tardiness – reporting to assigned work area after scheduled reporting time.
10. Excessive absenteeism.
11. Absence without excuse, permission or leave.
12. Violating a safety rule or safety practice.
13. Failure to immediately report a work-related accident or injury.
14. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job, or similar types of disorderly conduct.
15. Creating or contributing to unsafe or unsanitary conditions, or poor housekeeping within the department or work area or vehicle.
16. Failure to properly wear a complete City uniform when required by the Department.  
7.3-4(rev 3/7/2012)
17. Failure of drivers or passengers to wear seat belts while driving or riding in City vehicles.
18. Transporting non-employees in City vehicles without the approval of appropriate supervisors.
19. Smoking in City vehicles.
20. Failure to use headlights at all times while driving a City vehicle.
21. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, the City, or its operations.

22. Posting or removing any matter on bulletin boards on City property at any time unless authorized by the Department Head.
23. Violating the City Solicitation policy.
24. Failure to report to the Department Head or City Attorney, a request for information or receipt of a Subpoena from a law firm, court, or attorney.
25. The use or possession of another employee's tools or equipment without that employee's consent.
26. Refusal to cooperate with accident or incident investigations or interference with an investigation.
27. Violating City policies regarding acceptance of gifts and gratuities.
28. Violating City policies regarding use, abuse, and misuse of City supplies, equipment, tools, vehicles, and other resources.
29. Unauthorized personal use of any City vehicle or equipment by any employee.
30. Offensive conduct or use of offensive language or profanity in public, or toward the public, City officials, or co-workers.
31. Political activity that is prohibited by these Standards of Practice.
32. Working at another job in violation of these Standards of Practice.
33. Wanton and willful neglect in the performance of assigned duties.
34. Deliberate misuse, destruction, or damaging of City equipment, property, or property of another employee.
35. Falsification of personal or City records, including employment applications, accident records, purchase orders, time cards, or other reports or work records.
36. Conviction of a felony or other crime involving moral turpitude.
37. Violation of a City policy, local Ordinance or state or federal laws.
38. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Worker's Compensation Insurance benefits.
39. Insubordination by the refusal to perform assigned work or to comply with written or verbal instructions of a supervisor, refusal to sign a performance evaluation or counseling/warning form, or discourtesy to other persons during the performance of City work.
40. Unauthorized possession of firearms, explosives or weapons on City property.
41. Theft or unauthorized removal of any City property or property of any employee.
42. Provoking or instigating a fight, or fighting at any time on City property or while working.
43. Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including the use of abusive language.
44. Sleeping during working hours, unless otherwise provided in the Fire Service.
45. Gambling or engaging in any other game of chance during work hours.

7.3-5 (rev 3/7/2012)

46. Immoral, unlawful or improper conduct, or indecency which would tend to affect the employee's relationship with fellow workers, reputation or good will in the community, or ability to perform his/her job duties.
47. Violation of the City's Alcohol and Controlled Substance Policy.
48. Proven incompetence or inefficiency in the performance of assigned duties.
49. Concerted curtailment or restriction of production or interference with work in or about the City's work stations, including but not limited to participating in any walkout, strike, sitdown, stand-in, slowdown, or refusal to return to work at the scheduled time for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligation of City employment.

50. Violating the City's Sexual Harassment policy.
51. Failure to maintain required licenses and certifications.
52. Failure to return to work after a leave of absence.
53. Failure to report a traffic violation which may jeopardize the employee's safe driving record.
54. The borrowing of money from any subordinate by any supervisor.
55. Failure to maintain and safeguard confidential information that is not a public record, as defined by the Georgia Open Records Act.



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 7.4 Informal Hearing and Disciplinary Appeals Process**

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 8/21/02; 8/9/07

### **STANDARD**

Regular employees who have completed their introductory employment period will be provided an informal disciplinary hearing and notice of the appeals process in cases where employees are being recommended for disciplinary suspension with or without pay, disciplinary demotion or pay reduction, or dismissal.

### **PRACTICE GUIDELINES**

1. ***Notification of Informal Disciplinary Hearing:*** An employee shall be notified in writing by his/her Department Head of any contemplated disciplinary suspension, demotion, pay reduction, or dismissal. An Informal Disciplinary Hearing Notice shall be prepared by the Department Head and shall state in writing the reasons for such proposed recommendation and the date and time of the hearing. (See form following this section.) The hearing date shall be held within five (5) business days of the notice is delivered to the employee. If an employee declines the informal hearing, he/she automatically accepts the disciplinary action and waives his/her right to further hearings on the specific action at hand. At the informal hearing, the employee may present to the Department Head any information to indicate why the action should not take place.

The Department Head may recommend that the employee be placed on paid administrative leave, pending the informal hearing, if it is believed that the employee will be a disruptive force in the workplace. This may occur only with the approval of the City Manager, or his designee. Such a request shall be forwarded to the Human Resources Department for consideration by the City Manager.

2. ***Conducting the Informal Disciplinary Hearing:*** An evidentiary hearing shall be held between management representative(s), (such as the Department Head) and the employee. The purpose of this conference is to allow the Department Head to tell the employee why he/she is recommending disciplinary action and to allow the employee to tell why he/she believes the action should not be taken. This is primarily a sharing of information. The employee may present new information the Department Head was not aware of. The

Department Head may wish to include the manager/supervisor who is recommending disciplinary action, in order to have the benefit of necessary details.



3. ***Result of Informal Hearing:*** The Department Head shall respond to the employee in writing within five (5) business days after the Informal Hearing. The Department Head shall advise the employee of his/her decision and the reasons for such decision. The employee shall then have five (5) business days in which to make further appeal to the City Manager. The employee's request for an Appeal Hearing with the City Manager must be made in writing and delivered to the Human Resources Director. The employee's failure to make such a request within the 5 business days will cause him/her to forfeit all rights to the appeal.

Once the Department Head has rendered his/her decision to uphold the recommended action, and if it is believed that the employee will be a disruptive force in the workplace, the employee may be placed on unpaid administrative leave pending the appeal hearing with the City Manager. This may occur only with the approval of the City Manager, or his designee. Such a request shall be forwarded to the Human Resources Department for consideration by the City Manager. If the City Manager overturns the Department Head's recommendation, the employee's pay will be restored.

Note: Employees who have not completed the introductory employment period (those in the first 6 months of employment for non-public safety, and 12 months for public safety) do not have appeal rights. Department Heads are not required to conduct an informal hearing with the employee prior to dismissal or adverse action, however, a conference is recommended in order to help the employee to understand why corrective action is being taken and to gather any additional information which the Department Head may not have had.

4. ***Appeal Hearing with City Manager:*** The City Manager will respond to the employee within five (5) business days of receipt of the written request from the employee for an appeals hearing. This hearing date must be set within ten (10) business days of the date the request was received. The employee will be given adequate time to prepare statements and evidence as to why the proposed action should not be taken. At the Hearing, the employee will have the opportunity to present evidence and testimony supporting his/her position, and will be allowed to confront and cross-examine opposing witnesses. The Human Resources Director shall be present at the hearing to record the proceedings and to answer questions of protocol.
5. ***Result of Appeal Hearing:*** The City Manager shall notify the employee of his/her final decision within five (5) business days after the hearing. The decision of the City Manager is final.
6. ***If the employee or department head have scheduled a pre-planned,*** pre-approved vacation, training, or other event which would take them away from the workplace during these stated time frames, the time frame may be adjusted by the City Manager, with regard for such plans.



City of Brunswick  
**Notice of Disciplinary Action and Informal Hearing**

TO: Employee name

FROM: Dept head name

In accordance with the City of Brunswick's Personnel Policy, you are hereby provided notice of your right to an informal disciplinary hearing. The purpose of this hearing is to allow you to respond to the following recommended disciplinary action against you:

**[describe action recommended]**

The reason for this proposed disciplinary action is:

**[reason for action]**

During this hearing you will have the opportunity to provide oral and/or written information for the purpose of demonstrating why the proposed disciplinary action is inappropriate.

Your hearing is scheduled for the following time and location: \_\_\_\_\_

You have the right to accept the recommended disciplinary action without a hearing. Should you choose to accept the recommended disciplinary action without a hearing, you should use the attached form to indicate your choice. Otherwise, it will be presumed that you wish to participate in a hearing and you will be expected to appear at the time, date, and place noted above.

Your failure to appear at a scheduled hearing will result in your giving up your right to the hearing and the recommended disciplinary action will become effective at the date of implementation. In the event of an emergency, you should notify the Human Resources Department (267-5062 or page 280-4119) or me, as soon as possible to reschedule.

If you do not understand any part of this notice, or the hearing process, contact the Human Resources Department, or me, immediately.

\_\_\_\_\_ Date and  
Time delivered Department Head or supervisor delivering this notice.

\_\_\_\_\_

**Informal Hearing. If the employee does not want an informal hearing, please sign below.**

This is to certify that I do not wish to have an informal hearing and that I accept the disciplinary action recommended:

\_\_\_\_\_ Date and time signed

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_



**City of Brunswick**  
**Notice of Final Decision Following Informal Hearing**

TO: [employee name]  
[department]

FROM: [Department Head name]

Following a thorough review of the information you provided in your Informal Disciplinary Hearing on [date], my final decision regarding disciplinary action is as follows:

**[describe the action recommended]**

The reason for this proposed disciplinary action is:

**[describe the reason the action is recommended]**

In accordance with the City of Brunswick's Personnel Policy, you have the right to appeal this decision to the City Manager. Should you wish to exercise this right, a written request for an evidentiary hearing must be submitted to the Human Resources office, located in City Hall, 700 Gloucester St., no later than five (5) business days (Monday through Friday, 8:00 a.m. to 5:00 p.m.) from this date.

The City Manager will then schedule an evidentiary hearing and you will be notified of the date and time. If nothing has been received by this deadline, the disciplinary action will become effective on

**[date].**

**IF YOU DO NOT UNDERSTAND ANY PORTION OF THIS NOTICE, CONTACT THE HUMAN RESOURCES DIRECTOR OR ME IMMEDIATELY.**

\_\_\_\_\_  
Date and Time delivered

\_\_\_\_\_  
Signature of Supervisor delivering this notice

\_\_\_\_\_  
Employee's Signature



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 7.5 Conflict Resolution and Grievance Process

**EFFECTIVE DATE:** May 1993

**DATE REVISED:**

8/9/07; 12/3/08

6/5/02; 4/6/05;

### **STANDARD**

Differences of opinion are expected in the workplace and can be beneficial when presented in a positive manner. Employees are encouraged to constructively share different views and opinions with co-workers and supervisors for the purpose of increasing efficiency, productivity, and service delivery. Supervisors and employees will make every effort to resolve problems or conflicts as they arise. Conflicts which cannot be resolved within the organizational framework will be resolved through the process outlined here.

### **PRACTICE GUIDELINES**

1. **Purpose:** The purpose of this process is to promote a better understanding of policies, practices, and procedures affecting employees and to improve employee/supervisor communications and relations. Nothing contained herein should be construed so as to restrict open discussion among employees and their supervisors regarding matters of City employment. Instead, this procedure serves as an extension and formalization of that process as needed for the resolution of conflict.
2. **Basis:** Conflict may be based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. A conflict may involve alleged safety or health hazards, promotion, training opportunities, or complaints of discrimination or unfair treatment. Performance evaluations, absent a claim of discrimination, may not be the subject of a grievance. However, an employee may submit a written rebuttal to be placed in the Personnel File if he/she disagrees with the performance evaluation.
3. **Process:** Employees are encouraged to use and respect the chain of command. Under special circumstances, in which the employee does not feel that he/she can go to the supervisor, the employee may go directly to the Human Resources Director.

A. **Step 1**

The employee will first present the question or complaint, in writing, to the immediate supervisor within 15 business days after the cause for the complaint occurred or became known to the employee. The complaint should state the facts surrounding the grievance, dates on which events occurred, the specific wrongful act and harm done, and the remedy sought. While maintaining appropriate confidentiality, the supervisor should and is encouraged to consult with any employee or appropriate person deemed necessary to investigate the complaint and reach an accurate, impartial, and equitable determination concerning the complaint. The supervisor will then respond in writing to the employee within ten (10) complete business days after the receipt of the complaint. The employee will sign a copy of the determination to acknowledge receipt and date of the response.

If the employee is presenting a complaint concerning sexual harassment, the employee may present the complaint directly to the Human Resources Department. (See Sexual Harassment.)

B. **Step 2**

If the conflict or complaint is not settled with the immediate supervisor in Step 1, the employee may contact the department head within ten (10) complete business days after receipt of the determination referred to in Step 1. Within ten (10) complete business days, the department head will advise the employee in writing of determination. A copy will be sent by the department head to the City Manager, signed and dated by the employee to acknowledge receipt of the response.

C. **Step 3**

If the conflict or complaint is not settled in Step 2, the employee may present the issue to the City Manager. The employee must give written notice to the City Manager within ten (10) complete business days after receipt of the department head's determination. Within fifteen (15) complete business days, the City Manager will advise the employee in writing of determination. The employee will sign and date a copy of the Manager's response to acknowledge receipt thereof, or the City Manager will make a notation for the employee's file that the employee has been informed of the response. The decision of the City Manager is final.



## **City of Brunswick – Human Resources Standards of Practice**

### SECTION 8

#### LEAVING THE ORGANIZATION

- 8.1 Termination of Employment (rev 6/18/03)
- 8.2 Exit Interview



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 8.1 Termination of Employment**

**EFFECTIVE DATE: May 1993**

**DATE REVISED: 6/5/02; 6/18/03**

### **STANDARD**

An employee may resign from employment for personal reasons, other employment, retirement, disability, death, by abandoning the job, or by being unavailable for work. Employees may also be dismissed from the job because of performance or behavioral reasons. Department Heads shall transmit proper notification to the Human Resources Department such that final paychecks and other documents can be prepared properly, timely, and within the requirement set forth in federal and state law.

### **PRACTICE GUIDELINES**

1. ***All Separations from employment shall be designated as one of the following categories and shall be accomplished in the manner indicated.***
2. ***Resignation in Good Standing:*** An employee may resign by notifying the department head of the effective date as far in advance as possible. An employee should give a minimum of 14 calendar days' notice in writing to his/her immediate supervisor or Department Head. Department Heads should give the City Manager 4 weeks' notice. Good standing means that an employee will be eligible for payment of accrued vacation leave and that the employee demonstrated concern for the City's work objectives and its customers. Failure to resign in good standing may affect re-employment opportunities. Failure to resign in good standing may also affect the employee's ability to be paid for unused vacation leave. After an employee has submitted notice to resign, requests for vacation or sick leave may or may not be approved. The purpose of notice is to provide the manager with a time for transition, to reassign job duties, transferring information, and otherwise complete work which the departing employee had in process.
3. ***Dismissal:*** An employee may be dismissed from employment when performance or behavior does not meet organizational expectations.
4. ***Job Abandonment:*** An employee who is absent from work for three (3) consecutive work days without leave approval, or without having called the immediate supervisor or department head for three days will be considered to have voluntarily abandoned his/her job and will be considered to have resigned. Such employees are not entitled to pay for accrued vacation leave



5. **Unavailable for Work.** An employee may be separated from employment at the initiation of the employee or the employer if the employee is unavailable for work.
6. **End of Temporary or Seasonal Assignment:** Temporary and Seasonal appointments are made for a limited period of time. Employment shall be terminated when the assignment has been completed or the seasonal work is completed.
7. **Layoff.** An employee may be involuntarily separated from employment by reason of lack of funds or changes in the organization. Consideration will be given to the need for service, the quality of each employee's past performance, and length of service in determining those employees to be retained. The duties performed by an employee laid off may be reassigned to other employees already working who hold positions in the appropriate job classifications. As a part of any reduction in force or reorganization, the City may make direct job offers to any current City employee without posting new or vacant existing positions and without interviewing potential candidates. Any employee who has accumulated 1000 hours or more of sick leave will be credited one additional year of service for purposes of retirement. Layoffs will have no adverse effect on the employee's reinstatement or reemployment opportunities.
8. **Retirement:** When an employee plans to retire, he/she should give at least 30 notice. This provides time for the department Head to transition critical duties and select a replacement. An employee must make written request to the Finance Department to initiate payment from the Pension Plan.
9. **Death:** All compensation due in accordance with these Procedures will be paid to the estate or beneficiary of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.
10. **Documentation Required:** The Department Head should submit a Personnel Action form to the Human Resources Department indicating the last day to be worked, along with a copy of the written resignation, if applicable. When the employee leaves on the last day of work, the Department Head is expected to collect all uniforms, tools, equipment, keys, and any other property of the City. A termination checklist (see form following this section) will indicate other activities which should occur. Department Heads are expected to notify the Human Resources Department if employees fail to return property such that action may be initiated to collect outstanding debts from the final paycheck.
11. **Final Paycheck:** The Department Head must submit a final timesheet in order to generate a final paycheck. The final paycheck will be prepared within the standard payroll cycle. Any debts owed to the City (e.g. unreturned uniforms or tools) will be withheld from the last payroll check.



## City of Brunswick – Employment Termination Checklist

This checklist is provided as an aide to supervisors in reviewing all critical items with an employee as he/she leaves employment. If there are additional items, please add them to this list.

1. Obtain written notice of separation	
2. Prepare Personnel Action Form and Notify Human Resources of employee's departure.	
3. Arrange for Exit Interview with Human Resources	
4. Make arrangements for delivery of final paycheck; note change of address.	
5. Collect: <input type="checkbox"/> equipment <input type="checkbox"/> uniforms <input type="checkbox"/> Keys <input type="checkbox"/> tools and equipment <input type="checkbox"/> identification cards <input type="checkbox"/> pager, cellular telephone, radio	
6. Notify Human Resources if employee fails to return City owned items.	
7. Remove employee's name and access to computers, telephone systems, purchase authorization with vendors.	
8. Submit final time sheet to payroll.	



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT:** 8.2 Exit Interview

**EFFECTIVE DATE:** 6/5/02

**DATE REVISED:**

### **STANDARD**

Employees who leave the organization are encouraged to participate in an exit interview. The City organization is interested in the observations and suggestions of such employees and wishes to learn from the experiences of the employees. The information can help identify the reasons employees leave the organization, their level of satisfaction with programs, services, and benefits.

### **PRACTICE GUIDELINES**

1. The Human Resources Department will contact departing employees and arrange for a confidential exit interview. A standard questionnaire will be used to learn about the employee's level of satisfaction with policies, procedures, benefits, training opportunities, job responsibility, career growth opportunities, and other job-related issues.
2. Information received will remain confidential such that no comment made by an individual employee may be used to identify the person without his/her specific consent.
3. The Human Resources staff will provide feedback to department managers in a manner which can provide useful information without disclosing an individual's identity, unless consent has been given.
4. Information acquired via the exit interview will be maintained in a confidential file in the custody of the Human Resources Director, separate from Personnel Files.

8.2-1



## **City of Brunswick – Human Resources Standards of Practice**

### **SECTION 9 RECORDKEEPING**

9.1 Personnel Records (rev 4/6/05)

9.2 Attendance Records



## City of Brunswick – Human Resources Standards of Practice

<b>SUBJECT:</b> 9.1 <b>Personnel Records</b>	
<b>EFFECTIVE DATE:</b> May 1993	<b>DATE REVISED:</b> 6/5/02; 4/6/05

### **STANDARD**

Individual personnel files shall be established and maintained for each employee according to standard criteria and according to law. All employee information is confidential, except that required to be public by open records laws. These files and their contents shall be maintained in the Human Resources Department.

### **PRACTICE GUIDELINES**

1. The confidentiality of employee information applies to all formats, including computer databases, files, written materials, or verbal communications.
2. The Human Resources Director shall be the custodian of all personnel records and the records shall be the property of the City.
3. The Human Resources Director will prescribe necessary forms and reports including but not limited to Personnel Action and Payroll Forms, Separation Reports, Employment Applications, Employment Agreement Letters, Performance Appraisals, Applications for Job Postings, New Employee Information Documents, and Emergency Notification Forms.
4. Information relating to each employee is maintained in accordance with appropriate laws and regulations. Medical/benefits information is maintained in a confidential file, separate and apart from general employment documents.
5. Each employee may access and inspect his/her official personnel file during normal business hours by appointment with the Human Resources Department. Each employee may receive a copy of documents placed in his/her official Personnel File.
6. Supervisors may review the personnel files of employees under their supervision but may not add items from the file without the employee's knowledge.
7. Materials shall not be removed from the personnel files except by direction of the City Attorney.

8. Materials regarding applicants for employment (Applications for Employment), while considered "personnel records", are not a matter of public record subject to the public disclosure provisions of this procedure.
9. Only with the approval of the Human Resources Director shall materials be added to any employee personnel file.
10. The information of public records in Personnel Files and records shall be available for the purpose of inspection, examination and copying only in the Human Resources Department during regular business hours. The information is generally limited to that specifically identified by open records laws. Additional information may be provided on a case by case basis dependent upon the requestor's "need to know" and in accordance with applicable laws governing the individual employee's protection of privacy and after consultation with the City Attorney.
11. An employee who objects to material in the file may place in the file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.
14. Personnel records containing confidential information will be routed under cover, either by inter-office envelope marked confidential or other protective means.
16. Reference information may be provided with the written authorization of the employee. Information shall be provided only by Human Resources staff and shall be limited to information verifying dates of employment, salary, and job responsibilities.

9.1-2 (rev.4/6/05)



## City of Brunswick – Human Resources Standards of Practice

**SUBJECT: 9.2 Attendance Records**

EFFECTIVE DATE: 8/23/99

DATE REVISED:

### **STANDARD**

Each department head shall be responsible for the appropriate attendance of all persons in that department and shall keep complete attendance records. Attendance records shall be maintained by each department head and shall be retained within the department.

### **PRACTICE GUIDELINES**

1. Nonexempt employees are required to maintain time records showing hours worked.
2. Time records shall indicate the purpose for overtime. Overtime shall be approved in advance by appropriate supervisors.
3. Each nonexempt employee shall sign the time record, at the end of each pay period, or within [work] days, certifying that the time record is accurate and complete. Time records will be signed by supervisors who have knowledge of the time worked, and shall certify that he/she has reviewed the record and that it is accurate and complete.
4. Falsification of time records is grounds for disciplinary action up to and including dismissal. 5. Time records shall accurately and completely reflect the use of vacation leave, sick leave, other types of leave, and compensatory time earned and used. Such information will be reported to the Payroll Administrator.
6. Attendance records should include, at minimum, the following information: vacation leave, sick leave, holiday leave, compensatory leave, other leave, hours worked during normal work hours, and hours worked beyond normal work hours.
7. These time records shall be kept on file for a minimum of three (3) years.
8. Records of hours worked beyond normal work hours (overtime) will include the purpose of overtime and number of hours worked. This information should be kept on the basis of the nearest 15 minutes.
9. It is critical that all accumulated compensatory time and compensatory time used be documented and records to that effect be maintained.