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CITY OF STARKVILLE, MISSISSIPPI

PERSONNEL POLICIES MANUAL

This manual is supplemented by certain departmental manuals that have been duly accepted by the Mayor and Board of Aldermen. All provisions of this manual are subordinate to conflicting language that may be found between it and respective departmental manuals. Further, this manual supersedes and replaces any previous City-wide personnel policies. Any previously existing City-wide personnel policies manual(s) is hereby declared null and void.

SINCE THE EMPLOYMENT OF ALL CITY EMPLOYEES IS AT WILL AND CONTINUES AT THE PLEASURE OF THE MAYOR AND BOARD OF ALDERMEN, NOTHING CONTAINED IN THESE POLICIES SHALL BE INTERPRETED OR CONSTRUED TO CREATE ANY RIGHT, PROPERTY INTEREST, OR CONTRACTUAL INTEREST IN EMPLOYMENT ON BEHALF OF ANY SUCH EMPLOYEE. THE GRIEVANCE PROCEDURE AND OTHER DISCIPLINARY PROCEDURES CONTAINED HEREIN ARE SOLELY PROCEDURAL IN NATURE; AND, THE EXISTENCE OF SUCH PROCEDURES DOES NOT, AND SHALL NOT, CREATE OR IMPLY ANY SUBSTANTIVE LIMITATION UPON THE DISCRETION OF THE MAYOR AND BOARD OF ALDERMEN, OR THEIR DELEGATED SUBORDINATE, TO IMPOSE DISCIPLINARY ACTION, INCLUDING TERMINATION FOR ANY REASON OR WITHOUT ANY CAUSE WHATSOEVER.

POLICIES OUTLINED IN THIS MANUAL DO NOT APPLY TO ELECTED OFFICIALS.

City of Starkville, Mississippi

PERSONNEL POLICIES MANUAL

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CITY OF STARKVILLE, MISSISSIPPI

PERSONNEL POLICIES MANUAL

1.000 INTRODUCTION

We have prepared this handbook to inform you about the City's policies and to summarize the benefits that are available to you. Please read your handbook and familiarize yourself with the information it contains. Then, refer to it whenever you have a question. If you have a question that is not answered by this handbook, ask your supervisor or the Personnel Director.

As an employee of the City of Starkville, the general public is your ultimate "boss". Your contacts with individual citizens will often be the only basis on which they judge the whole City government. It is important that you make the best possible impression at all times. Each job with the City is an essential part of the overall operation of the government. When you begin work within a City department, everyone in the City of Starkville is relying on you to give honest, efficient and courteous service.

Nothing contained in this Handbook is to be construed as a guarantee of continued employment. The Mayor and Board of Aldermen reserve the right to amend, modify or cancel this Handbook as well as any or all of the various policies, rules, procedures, and programs outlined within it. Whenever the masculine gender is used, it also will refer to the feminine gender.

2.000 AUTHORITY FOR CITY PERSONNEL POLICIES

Title 21, Chapter 3 of the Mississippi Code of 1972, Annotated, as amended, and Chapter 20, Article I of the Code of Ordinances of the City of Starkville, establish the authority for the making and administration of policies for the management of the City of Starkville personnel system.

3.000 EMPLOYMENT

ALL NEWLY HIRED EMPLOYEES OF THE POLICE DEPARTMENT NOT RESIDING IN OKTIBBEHA COUNTY ON THE DATE OF HIRE MUST MOVE INSIDE OKTIBBEHA COUNTY WITHIN SIX MONTHS OF EMPLOYMENT

3.100 EQUAL EMPLOYMENT POLICY

It is the policy of the City of Starkville to provide equal opportunity in employment to all employees and applicants for employment. There will be no discrimination against any employee because of race, creed, color, religion, national origin, sex, age, veteran status, handicap, or disability.

3.101 POLICY AGAINST SEXUAL HARASSMENT

Unwelcome sexual advances, or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. It is the policy of the City of Starkville to maintain a work environment that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated.

If you are subjected to sexually harassing or intimidating conduct by any individual, including supervisory personnel employed by the City, you should immediately report the incident to the City Clerk or Personnel Director.

3.102 EMPLOYMENT OF RELATIVES

No employee may directly or indirectly supervise or be supervised by a member of his immediate family. For purposes of this policy, immediate family includes children, step-children, first cousins, brothers, sisters, nieces, nephews, parents, grand relatives and in-laws of the employee or his spouse. The status quo of relatives presently on the payroll in violation of this guideline will not be affected; however, all future employees will be governed accordingly.

3.103 ORIENTATION

Orientation and training programs are conducted to familiarize new employees with the City. As part of orientation, the City's benefits and personnel policies are explained and the employee is given an opportunity to ask any questions that he may have.

3.104 PROBATIONARY PERIOD

For each new employee, the first year of employment serves as a probationary period. During this important time, the employee is learning the job and the City is evaluating his performance. All new employees will be evaluated every ninety (90) days during the probationary period by his supervisor, who will let him know how he is doing. All employees, while in a probation period, will be entitled to all benefits of regular City employees, (except as noted below) and may exercise those benefits in a like manner. That one exception is that a new hire probationary employee may not submit an employment application as an "internal applicant". After successful completion of the probationary period, the employee will become a regular full time employee unless recommended otherwise that his probationary period be extended in ninety (90) day increments with appropriate documentation. Probationary employees are not subject to pay raises until their first anniversary. After this, all raises are effective at the beginning of the fiscal year. An employee who was promoted or transferred as an "internal candidate" will have a probationary period of six (6) months with a possible extension at the discretion of the supervisor.

It is the City's responsibility to see that your duties are clearly explained and that you understand the requirements of your job. This information generally will be provided by your supervisor. If at anytime you are in doubt concerning your duties or supervision, you are expected to contact your supervisor or department head if it is a question of supervision. However, if a supervisor directs an employee to perform an illegal task, it must be reported immediately and directly to the Mayor.

You have a job responsibility that may require you to perform various work assignments depending on the needs of the City. Occasionally, you may not feel that these assignments fall within your job description; however, when these times occur we will be counting on your full cooperation to get the job done.

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3.106 HOURS OF WORK

In various departments, the schedule and number of work hours may vary as required by the nature of services performed. Administrative offices observe the following schedule: Monday through Friday 8:00 a.m. until 5:00 p.m. Any variation from this schedule which may be necessary because of the type of service rendered by a particular department must be approved by the Mayor and Board of Aldermen. Schedules in place at the time of adoption of this manual are hereby approved.

Lunch periods will normally be one (1) hour in length and shall be taken, without pay, at a time acceptable to the department head.

Break periods meeting the minimum requirement of the Federal Fair Labor Standards Act may be authorized by the department head. Breaks will be taken only in designated break areas.

Personal business shall not be conducted during the employee's regularly scheduled work hours, unless approval is given by the department head and circumstances warrant such.

Abuse of break privileges or extension of lunch periods beyond the allotted time may result in withdrawal of privileges, pay deductions for time not worked, or other disciplinary action, including termination.

3.107 PHYSICAL EXAMINATIONS

All newly hired public safety employees must undergo a physical examination at the City's expense and the results will be kept confidential. As a condition of continued employment, the City may require an employee to have an additional medical examination at City expense whenever, in the opinion of the City, such necessity arises. It is the policy of the City of Starkville to comply with the Americans With Disabilities Act.

3.108 OUTSIDE EMPLOYMENT OR BUSINESS

No employee may engage in employment or business which could cause a conflict of interest, or use his City employment for personal gain. Outside employment or business must not interfere with performance of duties for the City. Any outside employment or business must have prior approval of your department head. Further, any department head who desires to engage in outside employment or business shall obtain prior approval from the Mayor and Board of Aldermen.

3.109 ATTENDANCE

In order to operate the City efficiently, it is necessary to have a reliable work force. It is, therefore, important to you, your fellow employees, and the City that you come to work regularly and on time.

You are also expected to remain on the job during work time. If you wish to leave your job for any reason, you should first talk to your supervisor.

The City recognizes that you may have to be absent from work occasionally. Therefore, disciplinary action will not be taken against you for a single absence if you give proper notice to your supervisor and you have a satisfactory reason for being absent. Excessive absences can result in disciplinary action, including termination.

3.110 TARDINESS

If you are unavoidably delayed in getting to work, you should call your supervisor and tell him when you expect to arrive. Naturally, all employees are expected to be punctual; however, there are times when circumstances will not permit a person to be on time. While allowances are made for occasional tardiness beyond the control of the individual, an employee who is habitually late will be given a written warning, after which continued tardiness will result in further disciplinary action up to and including termination.

3.111 DISCIPLINE

Whenever people are part of a larger group, it is necessary to have certain standards of conduct to insure the safety and well being of everyone. When it becomes necessary to enforce these standards of conduct, it will be the policy of the City of Starkville to insure the fair treatment of all employees.

Any employee who feels that discipline has been unfairly administered is encouraged to use the City's grievance procedure.

- A. It will be the duty of all department heads to document or have documented employee misconduct. The following is a representation but is not an exclusive list of the kinds of misconduct that can result in disciplinary action. Although the City may through the Mayor and Board of Aldermen, impose a lesser penalty, a violation of any one of the following rules may result in immediate discharge: (Any one of the following will be a permanent blemish on the employee's personnel record.)
1. Conviction of a criminal offense including a felony or a misdemeanor involving moral turpitude.
 2. The illegal carrying or bringing weapons on City property without proper authorization.
 3. The use, possession or sale of intoxicating beverages, marijuana, or illegal drugs on duty or working under the influence of any of these substances.
 4. Stealing, embezzlement, dishonesty, falsification of records or willful misrepresentation of facts, including grievance forms.
 5. Fighting and physical violence or disturbance on City property or at any place at which work is being performed by or for the City.
 6. Destruction, abuse, removal or attempted removal of property or materials of the City or of another employee.

7. Willful insubordination (failure to carry out direct orders from superiors.)
8. Falsifying an employee's time card or improperly punching another employee's time card.
9. Absence from work for two (2) consecutive days without notifying your department head or supervisor.
10. Acceptance of money or other valuable consideration given with the intent of influencing an employee in the performance of his official duties.
11. Any violation of rule 7.106, regarding fund-raising activities.
12. An additional violation of any City rule or policy after receipt of two (2) previous written warnings within the preceding twelve (12) months, unless it is a violation of Safety Policy and falls under those guidelines.

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- B. The following violations shall result in discipline which may take the form of a counseling session, a written warning, a written warning and a suspension without pay for up to one (1) week, or termination. These will remain in an employees file permanently; however, they will impact employment decisions only if they are less than twelve months old or reflect repetitive misbehavior. These offenses include, but are not limited to:
1. Failure to call in or report an absence to your supervisor on the day the absence begins.
 2. Excessive tardiness.
 3. Excessive absenteeism.
 4. Violation of, or refusal to comply with, an established law or regulation when such conduct impairs the effectiveness of the City or brings it into public disrepute.
 5. Improper use of a position of authority for personal gain or advantage.
 6. Discourtesy to the public and coworkers.
 7. Failure to properly punch a time card.
 8. Failure to report for work or leaving work without a satisfactory reason and without notifying your supervisor.
 9. Willful and negligent violation of safety rules.
 10. Becoming delinquent in the payment of taxes, assessments or other obligations owed to the City.
 11. Insubordination.
 12. Violation of the City's Policy on Smoking and the Use of Tobacco Products

If an incident involves an employee violating more than one of these rules, the incident may result in more than one warning report.

C. If the Department Head determines that the employee's conduct is such that discharge is necessary, the Department Head will;

1. Notify the employee in writing that the Department Head is recommending to the Board of Alderman that the employee be discharged.

2. Upon receipt of the letter from the Department Head, the employee's time frame for starting the grievance process under Section 3.112 is triggered.

3. If the employee has followed the grievance procedure as outlined in Section 3.112 then the recommendation and the employee's grievance will be heard at the next Board meeting as outlined in Section 3.112 (a)

4. The discharged employee shall be notified by the City Clerk when and where the Board will meet so that the employee, if he or she desires, may attend the meeting. If the employee so wishes, representation by someone other than the employees shall be allowed.

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Employee Grievance Procedure - In order to maintain harmony and to assure all employees fair treatment under this plan and the personnel rules and regulation adopted by the City of Starkville, the following grievance procedure is established:

- (a) Employee grievances concerning wages, hours of work, terminations, promotions, disciplinary action, discrimination and other working conditions shall be heard and resolved in the following manner:
1. The aggrieved employee shall discuss his or her grievance with his or her immediate supervisor within three working days after the occurrence of the cause of the grievance and attempt to resolve the matter and shall specify the complaint on a city grievance form. This form may be obtained from a supervisor or from the City Clerk's Office. The supervisor shall give the employee an answer or response within two working days.
 2. If the aggrieved employee is not satisfied with the supervisor's answer or the supervisor does not answer the employee within two working days, the employee shall write the grievance on forms furnished by the City, or if the employee so desires, the personnel department shall have the grievance written as dictated by the employee, or the employee may seek assistance of friend or agent to write out the grievance. The grievance shall then be presented to the department head within three working days after the supervisor's answer was received or due. A copy of the grievance shall also be filed with the personnel department. Department heads shall investigate the grievance and attempt to resolve the matter and shall within three working days, give the employee his or her response, or answer in writing and file a copy of the answer with the personnel department.

3. If the aggrieved employee is not satisfied with the department head's answer or the department head does not answer the grievance within the specified time, the employee shall file a copy of the grievance with the Personnel Director. The copy of the grievance shall be presented to and discussed with the Personnel Director within three working days after the department head's answer or response was received or due. The Personnel Director shall, within three working days, give the employee an answer in writing and file a copy with the Personnel Office.

4. The aggrieved employee shall be paid for the time off attending the Board meeting if it is held during working hours, unless the employee's termination has been recommended or the employee has been suspended without pay. The City Clerk shall, within three working days after the Board meeting, give the employee the answer of the Board in writing and shall file a copy of the answer with the Personnel Office. The decision of the Board of Aldermen shall be final and binding on all parties concerned, provided, however, that as to grievances based on alleged discrimination, the aggrieved persons shall be advised of his right to prosecute his claim with the Equal Employment Opportunity Commission.

(b) When a grievance is decided in favor of the employee at any of the administrative levels set out above, the award shall be retroactive to the date of the action that caused the grievance.

- (c) Discrimination or retaliation against employees who filed grievances shall not be tolerated and shall be in violation of the personnel rules of the City. The person or persons responsible for discriminatory practices shall be subject to disciplinary action by the Department head, or the Board of Aldermen, as the case may require.
- (d) Supervisory personnel shall apply previous decisions of the Board of Aldermen to all similar situations to eliminate the filing of grievances.
- (e) All correspondence required by the above procedure shall be placed in the aggrieved employee's personnel file, and upon request, a copy shall be supplied to the aggrieved employee/or his authorized agent.

NOTE: City time can not be used in any manner for defense of a grievance except when a board hearing is actually scheduled during a grieving employee's work time.

- (f) If scandalous or indecent matter is inserted in any grievance or if frivolous and untrue matter is inserted in a grievance, the Board may choose upon motion of the offended party to enhance the punishment originally assessed after hearing of the grievance.

3.113 LAYOFF

The department head with prior approval of the Mayor and Board of Aldermen, may lay off an employee due to a shortage of funds or work, the abolition of the position, or for other reasons which are outside of the employee's control and do not reflect discredit upon the employee. Any employee who is laid off will be given either a two (2) week's notice or termination pay.

3.114 RESIGNATIONS

In the event that it becomes necessary for you to leave your employment with the City, a minimum of two (2) weeks' notice should be given so that proper arrangements can be made in work schedules. All issued equipment must be turned in to your supervisor prior to the issuance of your last payroll check. When resignations are submitted, the original must be submitted to the personnel office and a copy given to the department head so that proper adjustments can be made for insurance and retirement purposes. If a notice of resignation is submitted by a department head, a copy of such notice shall be timely submitted to the Mayor and each member of the Board of Aldermen.

3.115 PRE-EMPLOYMENT DRUG TESTING

Pre-employment testing for illicit drugs is a condition of employment and the type of testing will be at the discretion of the Mayor.

3.116 RESIDENCY REQUIREMENT (Firefighters and Police Officers)

Due to the emergency nature of these positions, it is imperative that firefighters and police officers reside within Oktibbeha County. All such employees must meet this requirement within six months of regular full-time employment with the City of Starkville.

4.000 BENEFITS

4.100 EMPLOYMENT BENEFITS

As a full-time or regular part-time employee, you are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment with the City of Starkville.

4.101 HOLIDAYS

The following and such days as the Mayor and Board of Aldermen may designate shall be Holidays with pay:

- New Year's Day January 1
- King's and Lee's Birthday . . . 3rd Monday in January
- President's Day. 3rd Monday in February
(Lincoln & Washington's Birthday)
- Good Friday Friday before Easter
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day 1st Monday in September
- Thanksgiving Thursday & Friday
- Christmas Day. December 25th & 26th

Employees whose regularly scheduled day off falls on a holiday shall be entitled to the straight time holiday pay.

If any of the legal holidays fall on Sunday, the following Monday shall be the holiday.

If any of the legal holidays fall within a scheduled vacation period, one additional day of vacation shall be granted.

Employees must work, unless on authorized leave, their work day before a holiday, the holiday if required, and their work day after a holiday, in order to be paid for the holiday.

When deemed necessary by their department head, employees may be required to work on holidays.

Employees required to work on holidays shall, in addition to straight time pay for the period worked on the holiday, receive a day's straight time pay or compensatory time off, as approved by the Mayor and Board of Aldermen.

4.102 PERSONAL LEAVE

Personal leave with pay, earned by all full-time employees, other than firefighters, after one month of continuous service will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	12 hours	18 days
37 months to 8 years	14 hours	21 days
97 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

All firefighters will accrue personal leave credit computed on the basis of continuous service at the following monthly and annual accrual rates:

24 HOURS PERSONNEL - PERSONAL LEAVE:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	16.8 hours	201.6 hours
37 months to 8 years	19.6 hours	235.2 hours
97 months to 15 years	22.4 hours	268.8 hours
Over 15 years	25.2 hours	302.4 hours

1. Non-temporary part-time employees earn personal leave credit on a prorata basis of the full-time accrual rates as shown herein and based upon an average of their monthly or weekly time worked.
2. There is no limit to the accumulation of earned personal leave.
3. Personal leave may be used for vacations and personal business and shall be used for illnesses of the employee requiring absences of one day or less.
4. Personal leave must be used for the first day of an employee's illness.
5. An employee may not be granted personal leave in an amount greater than earned and accumulated.
6. Upon termination of employment, each employee will be paid for unused personal leave not to exceed thirty (30) leave days. One day of leave time is equivalent to eight (8) hours for all employees, including policemen and firefighters.
7. Upon termination of employment, unused personal leave in excess of thirty (30) days will be counted as creditable service for purposes of the State Retirement System.
8. Should an employee die having accumulated personal leave credit, the final check for wages or salary for the unused personal leave, up to 30 days will be given to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employee Retirement System.

4.103 MAJOR MEDICAL LEAVE

Major medical leave with pay, earned by all full-time employees other than firefighters, after one month of continuous service, will accrue on the basis of continuous service at the following monthly and annual accrual rates:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	8 hours	12 days
37 months to 8 years	7 hours	10.5 days
97 months to 15 years	6 hours	9 days
Over 15 years	5 hours	7.5 days

All firefighters will accrue major medical leave credit computed on the basis of continuous service at the following monthly and annual accrual rate:

24 HOURS PERSONNEL - MAJOR MEDICAL LEAVE:

CONTINUOUS SERVICE	MONTHLY ACCRUAL RATE	ANNUAL ACCRUAL RATE
1 month to 3 years	11.2 hours	134.4 hours
37 months to 8 years	9.8 hours	117.6 hours
97 months to 15 years	8.4 hours	100.8 hours
Over 15 years	7.0 hours	84.0 hours

1. Non temporary part-time employees earn major medical leave credit on a prorata basis of the full-time accrual rates as shown herein and based upon their monthly or weekly time worked.
2. There is no limit to the accumulation of earned major medical leave.
3. Major medical leave may be taken after the employee has used one day of personal leave for each absence for health care, or after one day of leave without pay if the employee has no accrued personal leave. Also, major medical leave may be used, without prior use of personal leave, to cover regularly scheduled visits to a physician's office or a hospital for the continuing treatment of a chronic disease or condition requiring scheduled health care and as certified in advance by a physician.
4. Major medical leave may be used for illness, injury, disability due to pregnancy, or for absence from duty to obtain medical treatment, or for other health care services by or at the direction of a physician or dentist as certified to a department head.
5. An employee may use up to five days of earned medical leave during any fiscal year due to critical (life threatening) illness in the immediate family.
6. Unused major medical leave will be counted as creditable service for purposes of the State Retirement System.

7. In order to qualify for major medical leave, all employees with the exception of Fire Department employees, must comply with the following conditions:
 - A. The employee shall notify his immediate supervisor before starting time, unless hospitalized or otherwise incapacitated, on any day that he is absent due to an accident or illness.
 - B. A doctor's certificate may be required for any absence if, in the opinion of the department head, or the person acting in this capacity, the major medical leave is being abused. The employee must be advised at the time that he notifies his supervisor of his illness whether a doctor's certificate will be required.

8. In order to qualify for major medical leave, all Fire Department personnel must comply with the following conditions:
 - A. The employee shall notify his immediate supervisor before starting time, unless hospitalized, on any day that he is absent due to accident or illness.
 - B. After absence from more than one shift (24 hours) due to sickness, a Fireman shall be required to present a medical doctor's certificate to the department head (if department head deems it necessary because he feels sick leave is being abused) who will in turn attach this certificate to the payroll at the end of the pay period. A doctor's certificate may be required for an absence of less than 24 hours if, in the opinion of the department head, or the person acting in this capacity, the major medical leave is being abused. The employee must be advised at the time that he notifies his supervisor of his illness whether a doctor's certificate is required.

4.104 INSURANCE

As a full-time employee you will be enrolled in the City's Group Medical and Life Insurance Program. The City pays all of the premium for its employees. However, if family or extra coverage is desired, the employee is responsible for these premiums. The City will pay a prorated share of Medical Insurance for regular part-time employees.

4.105 WORKER'S COMPENSATION

All employees are covered by Worker's Compensation which compensates you for all injuries suffered on the job. You shall immediately report all job-related injuries, no matter how minor, to your supervisor.

4.106 UNEMPLOYMENT COMPENSATION

Unemployment compensation shall be available to those former employees who meet the required guidelines.

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RETIREMENT

Social Security - all employees are enrolled under Federal Old Age Act and Survivor's Insurance Law by contributions through payroll deductions. Full information regarding the requirements and benefits of this law is contained in various pamphlets published by the Social Security office.

Public Employee's Retirement System of Mississippi: Full-time employees of the City must also participate in the Retirement System. Contributions to the fund are made through payroll deductions and matching amounts by the City of Starkville.

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5.000 PAY PRACTICES

5.100 PAY RAISES

The City makes every attempt to give fair pay raises to employees while keeping the limitations of the City's budget in mind.

5.101 PAY DAY

Employees who are paid weekly will be paid every Friday for the previous week's work. Employees who are paid semi-monthly will be paid on the 15th and last day of the month. Employees who are paid bi-weekly (Police and Fire) will be paid every other Friday. Employees who are paid monthly will be paid on the end of the month.

5.102 TIME CARDS

Each employee must keep a record of his time worked and attendance at work. Each employee who is required to punch a time card must punch **only his card**, unless otherwise instructed **by their supervisor** according to established procedure, whereby all hours worked are accurately reported.

5.103 COMPENSATORY TIME

Department heads may grant administrative compensatory paid leave to employees for overtime hours worked and for which no pay was received. Compensatory leave will be granted at the rate of 1-1/2 hours for each overtime hour.

5.104 OVERTIME

City employees who will be covered under the Fair Labor Standard Act will be compensated at time and a half for hours worked in excess of 40 hours in a work week.

Overtime is defined as an employee's time worked in excess of 40 hours in a work week.

Overtime for fire protection employees will be paid for all hours worked in excess of 212 hours in a 28-day period. Overtime will be paid to law enforcement personnel for all hours worked in excess of 86 in a 14 day period.

5.105 STANDBY PAY (REGULAR)

Employees who are on standby shall be compensated at the regular standby rate as established by the Mayor and Board of Aldermen. If an employees is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours. Standby pay rates will be those as approved by the Mayor and Board of Aldermen.

5.106 STANDBY PAY (HOLIDAY)

Employees on stand-by shall, in addition to eight (8) hours holiday pay, receive four (4) hours straight pay for being on stand-by. If an employee is called out, he will be paid time and one half in excess of forty (40) hours actually worked and straight time for all work up to forty hours.

6.000 LEAVES OF ABSENCE

6.100 OCCUPATIONAL INJURY LEAVE

You will be granted leave without pay if you are injured on the job in the performance of your duties and have no accrued major medical leave. The City may require a doctor's certificate to substantiate the necessity for leave or continuation of leave.

6.101 MEDICAL LEAVE (Employee Only)

If you are unable to perform your regular duties because of an injury or illness, including pregnancy, you may request a medical leave of absence without pay. A request for medical leave must be accompanied by a statement from your physician certifying that you are not able to perform your regular duties. A medical leave of absence will not be granted for more than six consecutive months. You must request a leave of absence in writing through the department head, to the Mayor for approval. There will be no accrual of personal leave, major medical leave, nor compensation for any holiday, during the period that you are taking a medical leave of absence. It will be the employee's responsibility to make whatever arrangements are necessary for payment of normally payroll deducted charges (i.e. insurance, etc.).

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6.102 FAMILY MEDICAL LEAVE

The City of Starkville will comply with the provisions of the Federal Family Medical Leave Act (FMLA) effective August 5, 1993.

Female employees, when not disabled by pregnancy or childbirth, and male employees may be granted a parental leave of absence up to 12 weeks per year unpaid leave to care for a child upon birth or upon placement for adoption or foster care.

Employees may be granted a family care leave up to 12 weeks of unpaid leave for the purpose of caring for a child, spouse, or parent who has a serious health condition. The city requires certification of the family member's serious condition, both before the leave begins and on a periodic basis, by the family member's health care provider.

To qualify for leave under the FMLA, an employee must have been employed with the city for twelve months prior to requesting the leave or have worked 1,250 hours.

6.103 CIVIC LEAVE

An employee who is required to serve as a juror, or to attend court as a witness, or a coroner's inquest as a witness, shall be excused from work for the days on which he serves. An employee will present proof of service for reporting to his immediate supervisor. If an employee is relieved from duty prior to 12:00 noon, he is expected to report back to work.

6.104 FUNERAL LEAVE

An employee may take up to three (3) days per calendar year leave after a death in the immediate family. For purposes of funeral leave, a member of the immediate family shall include your spouse, parent, child, brother, sister, grandchild, grandparent, mother or father-in-law.

6.105 MILITARY LEAVE

Members of any of the reserve components under competent orders of the armed forces of the United States will be granted a leave of absence to participate in regularly scheduled training activities in any of the reserve branches of the military service. You will receive fifteen (15) days of military leave in a calendar year. You will be reinstated to your former position, provided you comply with the legal reporting requirements after completion of the training duty.

6.106 ACCOMMODATION LEAVE

An employee wishing to attend to personal business or to observe a national holiday not recognized by the City, may at the discretion of the Mayor and Board of Aldermen, be granted such leave, without pay, not to exceed five (5) calendar days in one (1) calendar year.

6.107 CITY LEAVE

An employee who has a legitimate reason, may request leave, and the Mayor and Board of Aldermen may approve such upon favorable recommendation that it is in the interest of the City to grant leave. This leave, shall not exceed thirty (30) days in any one calendar year, and service credit shall not be granted for the time of the leave.

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6.108**EDUCATIONAL LEAVE**

Department heads may, on their own time, take up to six credit hours per semester for college courses towards a degree at the City's expense on a reimbursement basis. This reimbursement will be possible only if a grade of C or better is obtained. City employees who have completed their probationary period may take up to six (6) credit hours of job-related courses per calendar year at the expense of the City. If it is voluntary, it will be on a reimbursement basis as noted above and on the employee's own time. All the above will be available only if departmental training budgets are sufficient to meet their costs. These courses must be pre-approved by the Mayor and Board of Aldermen.

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7.000 PERSONAL CONDUCT

7.100 DRESS CODE

Appropriate dress will be determined by the department head and will apply uniformly to all employees within the respective City departments.

7.101 POLITICAL ACTIVITY

The City believes all employees have a civic duty to cast their votes for candidates and issues as they choose. Employees also have the right to support candidates and issues with their personal efforts and volunteer contributions. However, no such activity will be conducted during working hours nor at the expense of the City. Employees will not be subjected to coercion, intimidation, or threat of reprisal because of their political activities. Employees scheduled to work during the entire time the voting polls are open shall be granted sufficient time off to vote.

7.102 PHONE CALLS

The use of City phones for personal reasons should be kept to a minimum. Occasional personal phone calls are permitted so long as they do not interfere with the normal routine of business and last no more than three minutes each. Directory assistance should be used only when absolutely necessary and only for city business.

7.103 GARNISHMENTS AND ATTACHMENTS

The City expects each employee to keep his personal affairs in a good condition and meet his financial obligation promptly. Garnishments and attachments create an administrative burden on the City. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

7.104 CITY VEHICLES

Each employee who is driving a City vehicle is expected to observe any and all safety and vehicle operation procedures and regulations. At its discretion, the Mayor and Board of Aldermen may assign to any employee the care of a vehicle or other equipment under established policy and procedures. Each employee has the responsibility to use reasonable care to insure the security and care of all City property entrusted to his use and care.

NO CITY VEHICLE OR EQUIPMENT MAY BE USED BY A CITY EMPLOYEE FOR HIS PERSONAL USE. THE CITY WILL COMPLY WITH INTERNAL REVENUE SERVICE REQUIREMENTS REGARDING VEHICLE USE BY CITY EMPLOYEES.

TO INSURE THERE IS NO MISUNDERSTANDING REGARDING PERSONAL USE OF CITY-OWNED VEHICLES, THE TRANSPORTATION OF DEPENDENTS AND PASSENGERS WHO ARE NOT CONNECTED WITH OFFICIAL CITY BUSINESS WILL NOT BE PERMITTED. CITY-OWNED VEHICLES SHALL NOT, UNDER ANY CIRCUMSTANCE BE USED FOR THE PERSONAL BENEFIT OR CONVENIENCE OF INDIVIDUAL CITY EMPLOYEES, DEPENDENTS OR PASSENGERS NOT CONNECTED WITH OFFICIAL CITY BUSINESS. EMPLOYEES WHO VIOLATE THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

7.105 VOICE RECORDERS

It is the policy of the City of Starkville that no City employee shall record a conversation, electronically or otherwise, without first making the fact clearly known to the other employee. The sole exception to this rule is that as part of a criminal investigation and with the authority of the Chief of Police conversations may be recorded for the purposes of criminal investigation.

7.106 FUND RAISING ACTIVITY

It is the policy of the City of Starkville that no employee of the City of Starkville involve the City's name or its resources, directly or indirectly, in fund raising without prior consent of the specifics of each activity by the Mayor and Board of Aldermen.

SMOKING AND THE USE OF TOBACCO PRODUCTS

In keeping with the City of Starkville's intent to provide a healthy, comfortable, and productive work environment for its employees, effective February 1, 1998, smoking and the use of tobacco products is prohibited throughout all City of Starkville offices and buildings. Because of the proven detrimental effect of using tobacco products, the City of Starkville is committed to providing a tobacco-free environment in all city offices, buildings, and city vehicles. However, smoking is permitted in city motor vehicles when all occupants are smokers and subject to rules of courtesy.

The Policy on Smoking and use of Tobacco Products applies to employees during working hours and to the general public when they are on City property. In all cases the rights of a non-smoker to protect his or her health will take precedence over an employee's or citizen's desire to smoke.

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8.000 MISCELLANEOUS

8.100 PERSONNEL RECORDS

The proper handling of many matters of personal importance to you requires that your personnel records be accurate at all times. Promptly report to the Personnel/Payroll Clerk, any change in name, address, telephone number, marital status, number of dependents, military status, or job related training courses completed. The accuracy of these records is particularly important in the case of mailing checks, W-2 forms, insurance payments, sick and accident benefits, etc. You will be allowed to inspect your personnel records at any time that is convenient for you and the Personnel Director.

8.101 BULLETIN BOARDS

City bulletin boards are maintained at convenient locations in the City's various facilities. Each employee is urged to watch the bulletin boards for notices. Any additions or changes to materials posted on the City's bulletin boards must be approved in advance by the Department Head in charge of the facility at which the bulletin board is located. Employees with complaints about the management of a bulletin board should notify the department head. These complaints may include obsolete notices or cluttered boards.

NEWS RELEASES

1. It shall be the policy of the City of Starkville to assist newspapers, radio, television and other news media in gathering news that is related to City affairs.
2. Every effort will be made to release current information without partiality. Information will not be withheld or delayed in order to favor any particular news media, representative, or agency. Official records of the City, to include such items as budget information, Board of Aldermen minutes, etc., will be open for inspection to representatives of the press or other news media. In no case will personnel records be made available to members of the news media by the City.
3. Police records, i.e., accident reports, crime reports, and arrest reports, should be made available subject to the limitations imposed by the Federal Privacy and Security Laws. The Police Department, subject to the express authority of the Police Chief, and within the limitations of the Federal Privacy and Security Laws, the Mississippi Code, and rules of the court may release information relative to on-going police investigations or matters of interest. At no time shall a press release take precedence over the primary role of the Police Department, this being law enforcement.
4. Any member of the City staff may release factual information that falls within the scope of his or her responsibility. For example: a police patrolman may release information relative to an accident he is investigating.
5. At no time will any employee of the City other than the Mayor or any Alderman make any statement to the news media relating to City Policy.

6. If the information requested pertains to policy within a department and only that department, the department head, and only the department head will be authorized to release such information. In the event the department head releases information of a policy nature pertaining to his or her department, he or she must notify the Mayor immediately after releasing such information. It would be to the advantage of the department head to discuss matters of policy with the Mayor before releasing any information to the media, if at all possible.
7. Departments having news columns in local newspapers must provide the Mayor and the Board of Aldermen with a copy of the release for their information.
8. During periods of major news happenings of extended durations, such as floods, riots, civil disorder, etc., the City Clerk's Office will receive and furnish copies of all reports pertaining to the incident to the news media.
9. The Chief of Police or his designate will be responsible for issuing news releases pertinent to traffic fatalities to the news media. Names of those involved in fatalities will not be released until the next of kin have been properly notified. Cooperation of the media should be requested in these instances. Consideration should be given to the deadline of various forms of the media in the release of the names of victims of traffic fatalities or other fatalities that may be of interest to the media.
10. All employees shall be briefed by their respective department heads upon employment of this SOP and it shall be the responsibility of each department head to insure that their subordinate employees are familiar with this policy at all times. This is particularly true if employees other than department heads are mentioned in the above SOP.

9.000 SAFETY PROGRAM

9.100 STATEMENT OF POLICY

It is the policy of the City of Starkville to provide and maintain a viable and enforceable set of procedures to eliminate accidents that could cause potential harm to employees and citizens of Starkville. Furthermore, these procedures are aimed at eliminating damage to the property of the City and its citizens.

9.200 SAFETY PROGRAM GUIDELINES

The following guidelines shall apply to the governing of decisions surrounding the safety program:

1. City employees, City property and property of the general public shall be protected.
2. Department heads and supervisors shall be held responsible for implementing all phases of the safety program.
3. All hazardous working conditions shall be identified and prompt actions shall be taken to eliminate such conditions.
4. All safety rules and procedures shall be reviewed periodically and changes shall be made as necessary.
5. Periodic and follow-up safety inspections of all work sites shall be conducted no less than quarterly by the safety officer.

9.300 EMPLOYEE SAFETY ADVISORY COMMITTEE

A safety committee shall be established to ensure optimum performance of the safety program.

9.301 ORGANIZATION

Each department head shall appoint a safety committee, consisting of a supervisor and employees. Memberships should consist of one to five members, depending upon the size of the respective departments. Appointments to the safety advisory committee should be made on an annual basis to allow for rotation if the need arises.

The departmental employee safety advisory committee shall be responsible for the following:

1. Hold monthly meetings to evaluate the overall progress of the safety program.
2. Discuss policies concerning safety which are not applicable at the departmental level and recommend necessary policy changes to the Mayor.
3. Recommend solutions to safety problems which are not solvable at the departmental level.
4. Recommend to individual department heads solutions to potential safety problems on the departmental level.

9.400 RESPONSIBILITIES FOR SAFETY PROGRAM

It is the responsibility of all personnel under the City's supervision and control to create a safe working environment which will lead to a substantial reduction in the number of accidents. The City shall designate a safety officer whose responsibilities shall be as follows:

9.401 DESIGNATED SAFETY OFFICER'S RESPONSIBILITY

1. Administer the safety program.
2. Promulgate all safety rules and procedures.
3. Ensure and assist in the correction of all hazardous conditions.
4. Assist department heads in conducting employee safety training and educational sessions to reduce the City's accident rate to the lowest, reasonable possible degree.
5. Maintain a continuous communication system with all department heads with reference to the number and types of accidents which occur in his department.
6. Ensure and assist in the development and enforcement of new and existing safety rules and regulations.
7. Review all disciplinary measures and procedures outlined in this section to ensure they are administered in a firm and equitable manner.
8. Serve as Chairman and Secretary for the employee safety advisory committee.

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9.402 DEPARTMENT HEAD'S RESPONSIBILITIES

1. Administer the safety program in their respective departments.
2. Promulgate all safety rules and procedures pertaining to their respective departments.
3. Ensure and assist in the correction of all hazardous conditions within the department.
4. Ensure and assist in the development and enforcement of new and existing safety rules and procedures within their department.
5. Ensure and assist in periodic and follow-up inspections of departmental sites.
6. Fully cooperate with the designated safety officer in conducting departmental safety inspection and training sessions.
7. Rule accidents involving employees under their direction either "chargeable" or "nonchargeable".
8. Assess the appropriate disciplinary measures outlined for "chargeable" accidents resulting from common negligence and/or common violations of prescribed safety rules and regulations within ten (10) working days from the date of the accident.
9. Determine, with the assistance of the designated safety officer, additional disciplinary measures to be assessed along with the application of the disciplinary measures outlined herein for accidents resulting from gross negligence or extreme willful violation of prescribed safety rules and regulations, general orders or other personnel rules and regulations.
10. Maintain an adequate record keeping system of the department's overall accident situation.
11. Send to the City Personnel Director a copy through channels of all disciplinary action assessed within five (5) working days from the date the action is assessed.

12. Call on the designated safety officer for any assistance needed in promoting effective accident prevention.

9.403 SUPERVISOR'S RESPONSIBILITY

1. Ensure safe actions of the employees under their supervision and ensure safe performance of the machines and equipment within their jurisdiction.
2. Ensure that all employees under their supervision are fully trained for the jobs they are assigned to do, that they are familiar with the work rules and that they understand that compliance is mandatory.
3. Ensure that all prescribed safety rules and procedures are implemented and followed to the reasonable maximum.
4. Initiate correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect the City's accident prevention efforts.
5. Ensure that employees are dressed safely and sensibly before starting work.
6. Fully cooperate in closing down operations considered to be of imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed equipment.
7. Ensure that all accidents involving employees under their supervision are properly reported regardless of how trivial they may seem.
8. Investigate the cause of all accidents involving employees under their supervision which result in personal injury or damage to City property.
9. Account for preventable injuries, collisions and liabilities caused by employees under their supervision.

10. Demonstrate a personal concern for safety by directly interviewing and counseling with each employee who has either lost time from work because of an on-the-job injury or has been involved in a vehicular accident.
11. Give prompt recognition to those employees who perform their work in a safe and efficient manner.
12. Firmly enforce prescribed safety rules and regulations by immediately reporting those employees who fail to adhere to prescribed safety rules and regulations to the department head for corrective action.
13. Provide assistance as needed by department heads in administering appropriate disciplinary measures for "chargeable" accidents.

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9.404 EMPLOYEE'S RESPONSIBILITIES

1. Exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, and to prevent damage to City property.
2. Maintain an alert and businesslike attitude at all times.
3. Report all accidents, regardless of how trivial, to the immediate supervisor as outlined herein.
4. Avoid any horseplay or practical jokes.
5. Keep work areas clean and orderly.
6. Report all unsafe conditions immediately to the supervisor.
7. Obey all safety rules and regulations. If any doubt exists about the safety of doing a job, the employee shall STOP and get instructions or assistance from the supervisor before starting or continuing work. The supervisor makes and is responsible for the final decision on safety; however, the employee may appeal to the next higher supervisory level.
8. Wear prescribed protective equipment.
9. Operate only machinery and equipment they are authorized to operate.
10. Use proper tools and equipment for the job to be performed.
11. Learn to lift and handle materials properly.
12. Take an active part in the safety program.

9.500 REPORTING OF HAZARDOUS CONDITIONS

All employees in the City are responsible for the reporting of hazardous conditions to their supervisor.

9.501 The City shall make available in all departments Safety Forms which shall be used for employees to describe hazardous conditions to their supervising officials.

9.502 All hazardous conditions forms shall be directed to the executive committee for review. It shall be the responsibility of the supervisor to encourage employees at all levels to identify and report hazardous conditions.

9.503 Upon receipt of a hazardous condition report the supervisor shall meet with his or her department safety committee (this must be done within three (3) days of receiving the report) and prepare a finding of fact and recommendation.

9.504 All supervisors and managers are responsible for encouraging and assisting employees in reporting of hazardous conditions.

9.505 Department heads are responsible for encouraging the participation of departmental personnel in evaluating and determining solutions to hazardous conditions.

9.506 IMMINENT HAZARDS

Any employee who determines a hazard exists in a job operation, which could result in the opinion of the employee to be an imminent threat to injury, loss of life, or property damage, shall immediately stop the work operation and report the hazard to the supervisor. (Nothing in this section is to be construed as prohibiting the operation of equipment by public safety employees in the performance of their duties.) No employee shall be required to perform a hazardous job duty except when such job duties are part of the employee's normal work duties as a public safety officer. If the department head and the safety committee determine that hazardous duties are part of the job, and the employee refuses to perform those duties, the employee may be terminated.

9.600 ACCIDENT REPORTING PROCEDURES

Timely reporting of any accident is mandatory. Ensuring full employee benefits and reasonable liability adjustments at the lowest cost to the City is totally dependent upon proper reporting.

9.601 REPORTING PERSONAL INJURIES PROCEDURES

1. An employee who has an on-the-job injury shall:
 - a. Report immediately to his/her immediate supervisor; and
 - b. Cooperate with the supervisor in providing necessary information for investigation.
2. The Supervisor shall:
 - a. Seek medical attention/examination for the employee for any injury from a physician designated by the City;
 - b. Investigate circumstances which caused the accident and recommend appropriate corrective measures to eliminate the hazard and prevent any future occurrences;
 - c. Complete the supervisor's accident investigation report; and
 - d. Deliver the form to the department head's office within 24 hours from the time of the accident.
3. The Department Head shall:
 - a. Review the Supervisor's Accident Report;
 - b. Determine whether the accident is "chargeable" or "non-chargeable" against the employee(s) or supervisor(s) involved; and

- c. Have a copy of the completed form delivered to the Safety Officer within 48 hours from the time the form is received. Supervisor's Accident forms resulting from accidents which occur on weekends or holidays shall be delivered to the Safety Officer at the beginning of the next workday.
- d. Have the original report and copy delivered to the City personnel office within 48 hours from the time the form is received. Supervisor's Accident forms resulting from accidents which occur on weekends or holidays shall be delivered to the City personnel office at the beginning of the next workday.

9.602 REPORTING VEHICULAR ACCIDENT PROCEDURES

- 1. The operator of any City vehicle involved in an accident or the employee who discovers damage to the same, regardless of who is at fault or how trivial the damage, shall:
 - a. Call the Police Department immediately and request an investigation. If the accident occurs outside the City limits, the nearest law enforcement agency shall be called for an investigation;
 - b. Contact the immediate supervisor after the accident has been investigated by the proper authorities.
 - c. Follow section A and B above, regardless of whether any damage was caused or not, if it is alleged by another party that a City owned vehicle caused damage to another vehicle;
 - d. Report, as in section A and B above, damage caused by flying or falling debris, regardless of how minor the damage might be;
 - e. Report operators, as in section A and B above, in case of an accident between two or more City vehicles;

- f. In cases involving damage to a City vehicle that has no operator and is not assigned to any particular employee, report the accident to the department to which the vehicle is assigned. The department head shall contact the Police Department for an investigation and shall complete and submit a copy of the Supervisor's Accident Investigation Report to the Personnel Office within 48 hours from the time of the accident; and
2. The supervisor of an employee involved in an accident shall:
 - a. Complete the Supervisor's Accident Investigation Report; and
 - b. Deliver the Report to the department head's office within 24 hours from the time of the accident.
3. The department head shall:
 - a. Review Supervisor's Accident Report;
 - b. Determine whether the accident is "chargeable" or "nonchargeable" against the employee(s) and/or the supervisor(s) involved;
 - c. Deliver the original and a copy of the Report to the City Personnel Office within 48 hours from the receipt of the Report. Reports resulting from accidents which occur on weekends or holidays shall be delivered to the designated safety officer at the beginning of the next workday;
 - d. A copy of the completed Report shall be delivered to the Mayor within 48 hours from receipt of the report.

9.700 DISCIPLINARY MEASURES FOR COMMON NEGLIGENCE AND/OR
COMMON VIOLATIONS

Disciplinary measures shall apply to accidents or violations resulting from common negligence and/or common violations of prescribed safety rules and regulations. A copy of all penalties assessed shall be sent immediately to the City Personnel Director and the Mayor.

The department head shall assess the following minimum penalties to the affected employee within ten (10) working days from the date of the accident or violation of prescribed safety rules and regulations.

9.701 ACCIDENTS INVOLVING PERSONNEL INJURIES OR VEHICULAR
ACCIDENTS

1. The first "chargeable" accident or violation ~~shall~~ may result in a written reprimand for the employee and counseling by the department head for both the employee and the immediate supervisor. The department head may also issue a written reprimand to the immediate supervisor if he is found negligent.
2. The second "chargeable" accident or violation within a two-year period ~~shall~~ may result in a three day suspension and/or other appropriate disciplinary action over and above a written reprimand, plus a possible written reprimand to the immediate supervisor, if the supervisor is found negligent.
3. The third "chargeable" accident or violation within a two-year period ~~shall~~ may result in a termination of the employee with the approval of the Mayor, plus a possible one day suspension of the immediate supervisor, if found negligent.

9.702 OTHER DISCIPLINARY ACTION

Disciplinary action may also result from the following;

1. Operating City vehicle without a valid State driver's license;
2. Improper reporting of an accident;
3. Failure to call the proper authorities for an investigation of an accident;
4. Failure to wear prescribed protective safety clothing;
5. Failure to use prescribed safety tools and equipment; and
6. Failure of an operator assigned to a City vehicle to follow required routine preventive maintenance procedures.

9.703 DISCIPLINARY MEASURES FOR GROSS NEGLIGENCE AND/OR WILLFUL VIOLATIONS

The following disciplinary measures apply to accidents or violations resulting from gross negligence and/or willful violation of prescribed safety rules and regulations. A copy of all penalties assessed shall be sent to the City Personnel Director within five (5) working days from the date the penalty is assessed.

The department heads shall have the authority and responsibility for assessing disciplinary measures over and above those disciplinary measures for common negligence and/or common violations.

1. The department head shall confer with the City Safety Officer to compare the accident in violation with similar accidents or violations in the past before assessing additional disciplinary measures.
2. The department head, after conferring with the City Safety Officer, shall assess disciplinary measures comparable to those assessed in similar cases in the past.

3. Where no similar accident or violation has occurred in the past, the department head, after conferring with the City Safety Officer, shall assess a fair, but stern, disciplinary measure.

These disciplinary measures shall include either reprimands, suspensions, demotions, reassignments, and/or terminations.

9.800 ACCIDENT INVESTIGATION

The safety committee shall investigate all reported accidents.

9.801 Upon receipt of an accident report from the department head, the Safety Officer shall investigate the accident and prepare a finding of fact and recommendation for the department head.

9.802 The Safety Officer shall render a final report, which shall consist of a finding of fact, and which shall determine if the accident requires disciplinary action to be taken to prevent future accidents from occurring.

9.900 APPEAL PROCEDURE

Employees who are assessed disciplinary action because of the provisions outlined under any section of this safety program, and feel that such action is unjust, may exercise their grievance appeal rights as outlined in this manual.

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10.000 CITY POLICY

It is the intent of the City to continue the policies outlined in this handbook and improve your benefits as quickly as possible. However, the City must reserve the right to change or discontinue policies at any time and nothing in this handbook should be construed as granting anyone a right to specific benefits or continued employment.

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POLICY REVISIONS

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