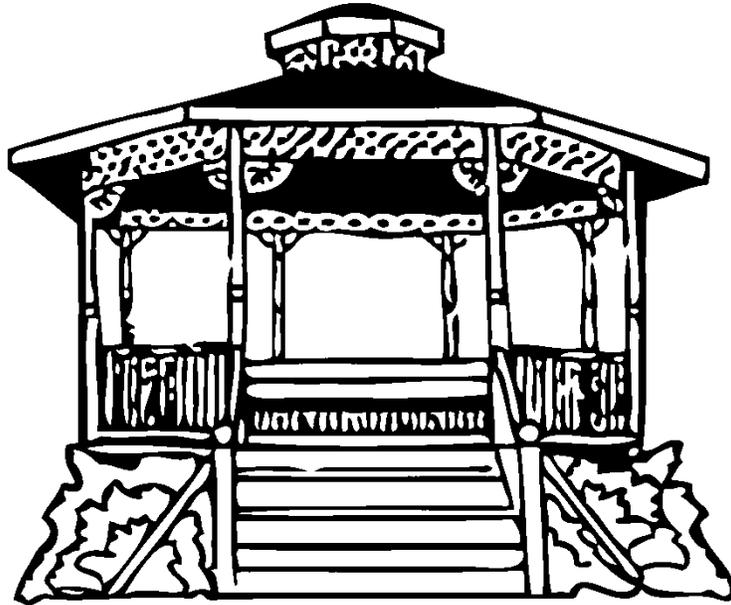


Handbook No.



CITY OF PASS CHRISTIAN PERSONNEL HANDBOOK

*ADOPTED by BOARD OF ALDERMAN
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I. INTRODUCTION

As a City employee, the public is your ultimate employer. Your work and conduct on and off the work site, represent the City and are always subject to public scrutiny. Your contacts with individual citizens will often be the only basis on which the public judges its local government. It is important that you make the best possible impression at all times and perform your work efficiently, competently, and with the highest degree of professionalism. Each position with the City is an essential part of the overall operation of our municipal government. With your contribution, hard work and dedication, the City will continue to provide honest, proficient, and courteous service to our citizens

This Personnel Handbook is to serve as a guide to the City's employees by informing you of what the City expects from you and what you can expect from the City.

Keep the following items in mind when using this Handbook:

- Nothing in this Handbook or in any other employment document confers any contractual right, either expressed or implied, to remain in the City's employment. With the exception of non-probationary Civil Service employees, employment with the City is on an "at-will" basis. The City does not offer tenured or guaranteed employment nor does it guarantee any fixed terms and conditions of your employment. Either the City or you can terminate the employment relationship at any time, with or without cause, with or without notice. No supervisor, manager, or other representative of the City has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to these statements.
- The procedures, practices, policies and benefits described here may be added, modified, amended, or discontinued at any time without notice. You are responsible for reading, understanding, and complying with the policies, procedures, practices, and regulations of the City. If you have questions about any aspect of the City's policies, procedures, practices, or regulations, you may contact Human Resources for more information.

II. EMPLOYMENT POLICIES

A. Hiring Process

The Director of Human Resources will administer and coordinate the hiring process for all position vacancies, with the exception of competitive police and fire vacancies which are done in accord with applicable state laws and/or, if applicable other City policies. All hiring efforts are conducted in the spirit of equal opportunity. Procedures set forth herein will be adhered to by all Departments in the announcing and filling of all position vacancies. The Director of Human Resources shall make all offers of employment, including starting salary, as authorized by the Mayor and Board of Aldermen.

Vacancies shall be advertised in some or all of the following ways, for a period of five (5) work days: on the city's web page under employment opportunities; on bulletin boards in City-owned buildings, and/or placed in local or regional newspaper(s) or job search websites, unless otherwise authorized by the Board of Aldermen.

Applications will remain active for 90 days after the position is filled. Applications will be considered valid only if received in the Director of Human Resource's Office by 4:00 p.m. on the closing date of the announcement unless otherwise stipulated in the job posting. Applicants for more than one (1)

vacancy being advertised at the same time must submit separate applications for each position. Applicants will be disqualified from consideration if the requirements are not met.

B. Applicant Requirements

Applicants must be eighteen (18) years of age or older, be eligible to work in the United States and have a social security card or application for same before employment may begin. Applicant must meet all minimum job requirements per job description.

C. Background Checks

The City may perform background checks on all employees under the applicable provisions of the federal Fair Credit Reporting Act (FCRA). A consumer report or investigative consumer report may be made which may include information pertaining to the employee's employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and use. An investigation into the employee's workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA). This report will be used for employment purposes only. This report will become a part of the employee's official personnel file.

D. Pre-Employment Drug Screens

The City is a drug free work place. Pre-employment drug screens may be administered in accordance with City's Substance Abuse/Drug Testing Policy, a copy of which can be obtained from the Director of Human Resources.

E. Date of Hire/Anniversary Date.

The date of hire shall be the effective date of the individual's employment.

An employee reinstated to the same position or a position in the same class following layoff from the City will have his or her anniversary date extended by the same length of time as the duration of the layoff. A regular employee returning from a leave of absence without pay will have his or her anniversary date extended by the same length of time the employee was on leave without pay.

F. Types of Employment

1. **Probationary Fire and Police Employee:** An employee on a trial status during the first one year of employment and any and all extensions thereof. Such employees serve at the pleasure of the City and are "at-will" employees, meaning that they can be terminated at any time during the introductory period or any extensions thereof for any reason or for no reason at all, with or without notice, and without any explanation and appeal and without resort to any pre-disciplinary or pre-termination process, procedures, and/or administrative hearing. Upon completion of the probationary period, employees in these positions may be converted to regular full-time employees with Civil Service status. The probationary period may be extended upon request of the Department Manager and by approval of the Civil Service Commission.

2. **Regular Full-Time Employee:** An employee who has successfully completed the introductory period and any and all extensions thereof and is assigned to a position which is expected to continue for an indefinite duration, and works a regularly scheduled thirty (30) hour or more workweek. “Successful completion” of an introductory period and all extensions thereof does not mean that an employee is guaranteed employment. All employees except Civil Service serve at the pleasure of the City and are “at-will” employees, meaning that they can be terminated at any time during their employment for any reason or for no reason at all, with or without notice, and without reference to or applicability of state statutes and laws and without any explanation and appeal and without resort to any pre-disciplinary or pre-termination process, procedures, and/or administrative hearing.

3. **Part-Time Employee:** An employee who is assigned to a position which is expected to continue for an indefinite duration, and works a shift less than thirty (30) hours per week or which varies from week to week. All regular part-time employees serve at the pleasure of the City and are “at-will” employees, meaning that they can be terminated at any time for any reason or for no reason at all, with or without notice, and without reference to or applicability of state statutes and laws and without any explanation and appeal and without resort to any pre-disciplinary or pre-termination process, procedures, and/or administrative hearing.

4. **Temporary Employee:** also described as a “seasonal employee”: An employee whose work assignment is usually limited to a period not to exceed four (4) months and who works no more than 40 hours per workweek. Such employees serve at the pleasure of the City and are “at-will” employees, meaning that they can be terminated at any time for any reason or for no reason at all, with or without notice, and without reference to or applicability of state statutes and laws and without any explanation and appeal and without resort to any pre-disciplinary or pre-termination process, procedures, and/or administrative hearing.

5. **Exempt and Non-Exempt Employees:** Your entitlement to earn overtime pay is dependent on whether your position is classified as Exempt or Non-Exempt under the Fair Labor Standards Act (FLSA). Exempt employees do not earn overtime because the positions they hold are exempt from the overtime provisions of the FLSA. Non-Exempt employees hold positions that are covered by the overtime provisions of the FLSA.

Exempt employees shall be defined as an employee paid a salary, and not an hourly fee, who performs duties defined as relatively high-level work in which the employee uses judgment and discretion on a regular basis.

Non-exempt employees shall be defined as an employee who is paid by the hour and thus is subject to minimum wage and overtime requirements.

6. **Civil Service Employees:** Police and Fire Department employees are eligible for Civil Service status upon satisfactory completion of their respective probationary period, including any extensions. State statutes and laws, adopted or extended by the City in its Code of Ordinances govern Civil Service Employment. Any employee with Civil Service status can be disciplined for misconduct, poor job performance, or other reasons after following the required Civil Service procedures. Please refer to the Civil Service Handbook for additional guidelines. The Civil Service Handbook may be found on the City’s website.

G. Work Periods/Hours

The work period for all City employees, other than twenty-four (24) hour shift firefighters and twelve (12) hour shift police officers, shall be a seven (7) day period beginning on Friday at 12:01 a.m. and continuing through the following Thursday at 12:00 a.m. (midnight). The work period for all employees shall comply with the Fair Labor Standards Act (“FLSA”). These work periods may be changed to accommodate special work schedules or emergency conditions. The work period for any twenty-four (24) hour shift firefighters or twelve (12) hour shift police officer shall comply with Title 29 of the Fair Labor Standards Act or any other statutes or governing regulations.

H. Hours of Work/Absenteeism/Tardiness.

The normal working hours for employees, other than some public safety positions, is an eight (8) hour work period, with an unpaid lunch period designated by the employee’s supervisor. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. To the extent possible, the lunch period will be scheduled to allow for continuous staffing of offices with at least one person. Lunch breaks should be scheduled between 10am and 2pm. Required employees must clock in and out. A form authorizing the modification of time must be signed by both your Department Manager and the Human Resources Director prior to any credit for additional time being given. The form will be available online and in the HR department. If you do not clock out for lunch, the 30 minutes will automatically be deducted at the end of your work period. Continually not clocking out for lunch may result in disciplinary action. Authorization for time where you forget to clock in or clock out will not be given except in extenuating circumstances. It is your responsibility to remember to clock in and out. You will only be paid for documented time on your timesheet as computed by the time clock software.

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours. The Department Manager shall approve adjustment in work hours.

Employees are expected to report to work each workday, at the designated time and place, unless there is a valid reason for absence. Requests for vacation leave shall be made to the employee’s supervisor or other proper official within their Department seventy-two (72) hours in advance of the requested absence(s). Such requests are subject to the approval of the employee’s supervisor and/or the City Manager. Employees are required to notify the appropriate supervisor or official within their Department of each anticipated absence, including sick leave, before it occurs. Such advance notice is only excused due to exigent or emergency circumstances or as otherwise approved by the department head. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification. Unexcused or excessive absence from work and/or improper notification of such absence may subject employees to disciplinary action, up to and including unpaid suspension or termination of employment.

Advance notice of anticipated tardiness must be provided prior to when such tardiness occurs. Notice of unexpected tardiness must similarly be provided prior to when it occurs or at the earliest possible time thereafter. Tardiness may be made up during the pay period in which it occurs, if approved by the employee’s supervisor(s) or Department Manager. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Manager with concurrence of the Mayor. All work periods shall comply with the Fair Labor Standards Act.

I. Compensatory Time/Overtime

A non-exempt employee who works overtime, i.e., works in excess of the number of hours allowed per week as designated under FLSA, shall be entitled to receive compensatory (“comp”) time. Overtime shall be defined as all work performed in excess of the hours permitted under the FLSA workweek. Compensatory time is defined as time off granted an employee in compensation for hours worked in addition to the employee's regularly scheduled work day or work week.

The City compensates overtime at the rate of one and a half (1.5) times the normal rate of pay. Fire Department shift personnel shall be compensated at one and a half (1.5) times their normal rate of pay for hours over one hundred and six (106) in a fourteen (14) day cycle. Police Department shift personnel shall be compensated at one and a half (1.5) times their normal rate of pay for hours over eighty-six (86) in a fourteen (14) day cycle. Only actual hours worked count towards computing overtime. Alternatively, employees may receive compensatory time off, at a rate of one and one-half hours for each overtime hour worked in excess of the number of hours allowed per work week as designated under the FLSA, instead of cash overtime pay. Non Civil Service Employees will not be allowed to accumulate any compensatory time in excess of two hundred (200) hours. Civil Service Employees will not be allowed to accumulate any compensatory time in excess of three hundred (300) hours. Any compensatory time accumulated in excess of the time allowed by law will be paid as overtime. All comp time must be used before vacation leave is used.

Exempt employees should document all their actual hours of work on the time clock; however, such employees may only be paid for a maximum of forty (40) hours per week. Bank time may be accrued by any exempt employee on an hour-per-hour basis for any hours worked in excess of 40 hours in a given week. Bank time is not compensable to exempt employees.

No employee may work any overtime without first obtaining the approval of his/her Department Manager.

J. Time Clock Policy

Time Clocks are located in the following Municipal Buildings: City Hall, Public Works, Police Department, Fire Station 1 & 2, and the Harbor Department.

Each employee is required to "clock-in" on or before your "start time" and "clock-out" on or after your "finish time" and to “clock-out” at the “start time” of their lunch break and “clock-in at the end of their lunch break. (Under FLSA the Police Patrolmen and Fire Personnel are exempt from the lunch break requirement.)

Any deviation from the employee’s assigned working hours MUST be approved in advance by your supervisor. Continual and/or repeat deviations from assigned working hours will be grounds for disciplinary action. These deviation include, but are not limited to, time changes that did not have prior approval, tardiness, and clocking in/out early or late and repetitive failure to “clock-in” and “clock-out” at the designated times.

In the event an occasional infraction of the assigned working hours occurs there will be a 7-minute grace period. More than the 7-minute grace period will be counted at 15-minute increments.

Any time an employee leaves their assigned work area during the workday, on other than **work** related business, with the exception of the morning and afternoon 15 minute breaks, the employee must "clock-out." Upon returning to work, the employee must "clock-in." (This includes any personal errands or appointments that are taken during working hours.)

If the calculations result in the loss of any time then the policies and procedures for Leave of Absence reporting do apply. An Employee Leave Request must be completed and approved. (NOTE: Vacation time, compensatory time and extended sick leave must be approved in advance.)

When called out for an emergency – time begins when the employee leaves home. The employee should “clock in” and “clock out” as they do for a normal work day once they arrive at the municipal building located closest to the emergency. If you fail to “clock out”, proof of departure time will be required to substantiate hours worked. The employee should ensure the person calling them for an emergency should note the time and the requestors name so the appropriate record keeping may be completed (as soon as possible) by the employee’s supervisor.

K. Employee Personnel Records

The Director of Human Resources is responsible for establishing and maintaining an official personnel file for each employee of the City. Access to the official personnel files may be allowed if the Director of Human Resources or applicable Department Manager finds access would be helpful, necessary or warranted for administrative purposes.

Employees may review their individual files by making an appointment with the Director of Human Resources along with their Department Manager or Supervisor. Any copying of the files will result in a standard charge for copy costs. An employee may not remove anything from his or her files and may not add anything without the approval of his or her Department Manager and the Director of Human Resources/Mayor. Official personnel files and their contents are the property of the City of Pass Christian.

Department Directors are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their Department.

Changes of address, telephone number, or other changes in personal information, should be brought to the attention of the Director of Human Resources by the employee as soon as the change is known or effective so personnel records can be accurate and up to date.

The Director of Human Resources shall treat as confidential all employee information. Except as otherwise set out herein or in any other applicable City policies or regulations or federal, state, or local laws or regulations, no information will be released without an employee’s consent with the exception of court-ordered releases and written authorizations. On former employees, only the dates of employment and job title will be released without written authorization or court-ordered releases.

Access to information contained in the personnel file will be limited to the Mayor and Board of Alderman, Director of Human Resources, respective Department Manager, peer review committees, the Legal Department, immediate supervisor and individual employees. Files pertaining to employees who

are bona fide candidates of interdepartmental transfer will be accessible by the prospective gaining Department Manager. Medical information and similar documents will be filed separately from the official personnel file.

Civil Service Employee files kept by PCPD and PCFD must remain confidential at all times. Any information released must occur through the Human Resources Director and City Hall.

Certain information from personnel files may be obtainable under the open/public records laws. No such information shall be released until an attorney gives a documented opinion verifying that the information is not exempt from public records laws. Only that portion not exempt shall be released.

L. Nepotism

It is unlawful for any person elected to municipal office to appoint or employ, as an officer, clerk, stenographer, deputy or assistant who is to be paid out of the public funds, any person related by blood or marriage within the third degree, computed by the rule of the civil law. This shall not apply to any employee who has been in said department or institution prior to the time his or her kinsman, within the third degree, became elected.

It is further the City's policy that immediate relatives will not be employed in any positions where:

- One relative would have the authority to supervise, discipline or evaluate the performance of the other. A subordinate immediate family member would be within a superior immediate family member's chain of command.
- One relative would be responsible for auditing the work of the other.
- Other circumstances exist in which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

As used in this Section, "immediate family" includes spouse, child, parent, brother, sister, grandparents, great-grandparents, parent-in-law, daughter-in-law, son-in-law, grandchildren, great-grandchildren, nephew, niece, uncle, aunt, and current step-parents or step-children. This policy shall also apply to persons related by blood or marriage who reside in the same home.

M. Employee Ethics/Political Activity

Employees and officials are required to adhere to and abide by all applicable and governing laws, ordinances, and regulations pertaining to ethics, conflicts of interest, and political activity. In addition, employees:

- Must always conscientiously perform all assigned job duties.
- Must be tactful, patient and courteous when conducting City business.
- Shall not grant special consideration to any citizen or group of citizens.
- Shall not engage in any outside employment or have a financial interest that will conflict with his or her duties or be detrimental to the City or otherwise violate the provisions of any federal, state, or local law.
- If an employee is sick or otherwise physically unable to work and out on sick leave, FMLA, or some other, similar leave, they should not be performing work for another employer, including, self-employment, while they are sick or physically unable to work as this could prolong or increase the

duration or degree of their sickness or physical inability(ies) and, consequently, adversely affect their ability to work for the City and the overall efficiency and productivity of the employee and the City. In view of this, and with the concern also being the safety and well-being of employees as well as the curtailment of abuse of leave privileges, an employee who is sick or otherwise physically unable to work and out on sick leave, FML, or some other, similar leave, must receive prior approval of the Human Resources Manager and the applicable Department Director before engaging in employment outside of the City during any period when the employee is sick or otherwise physically unable to work and out on sick leave, FML, or some other, similar leave. Such outside employment includes self-employment. This also includes any work for a secondary employer that falls between the scheduled shifts at the City. Failure to timely seek advance approval from your Department Director and the Human Resources Manager is grounds for disciplinary action.

- Shall not request or permit the use of City vehicles, equipment, materials or property for personal convenience or profit.
- Shall not accept or ask for any gift or consideration from any person or firm doing, or seeking to do, business with the City or intending to influence the employee to provide preferential treatment.
- Shall not report to work in a condition which is unsafe for the employee, others or physical property, or a condition which renders one incapable of performing job responsibilities, or a condition which creates an unfavorable public image. Such conditions include, but are not limited to, physical illness, or being under the influence of alcohol, narcotics or other mood- or mind-altering substances or medications.
- Shall not abuse, misuse, neglect, or waste government property, materials or equipment, including City-owned or leased vehicles and telephone lines.
- Shall not use the City's name or tax exempt status for his or her personal advantage on any purchases.
- Shall not discuss or reveal confidential City information to anyone, under any circumstances, except within the scope of his or her job duties.

Employees have a civic duty to cast their votes for candidates and issues as they choose and to support candidates and issues with their personal efforts and voluntary contributions. However, no such activity will be conducted during working hours, at the expense of the City, or utilizing City property. Employees will not be subject to coercion, intimidation, or threat of reprisal because of their political views or activities.

III. WAGES, SALARY & EARNINGS

A. Compensation

New Employees: All new employees will ordinarily be paid at the entry step of a grade, but some consideration may be given for prior experience, qualifications and/or training with the approval of the Mayor and Board of Aldermen.

All salary changes are approved by the Board of Aldermen. Changes in rate, position, and status are to be supported by an Employment Authorization Form signed by the Department Manager and Mayor. Such forms are available at the Human Resources Department. No salary change shall be requested unless accompanied by an approved Personnel Action Form or a performance evaluation signed by the Department Manager.

B. Payroll and Deductions

The following deductions are required by law from each employee's paycheck:

- Federal and State Income Tax withholding.
- Social Security
- Retirement contributions (eligible employees only).
- Deductions authorized by law, such as garnishments.
- Medicare deductions

Additional deductions that are optional and may be requested by the employee include:

- Deferred compensation.
- Payment of health insurance premium (if applicable).
- Payment of dental insurance premium (if applicable).
- Other City approved employee plans.

You will receive a statement of deductions and earnings, which will itemize the various deductions made, as well as appropriate cumulative totals. Errors should be brought to the attention of the Payroll Department immediately. Errors will be corrected by the next pay day.

It is the employee's responsibility to maintain current payroll deduction information with the Payroll Department. Employees wishing to add or change their payroll deductions should contact the Payroll Department for the appropriate forms.

C. Time Sheets/ Payroll

A bi-weekly time sheet shall be printed by the Department Manager or designated department clerk from the time clock software and then signed by the employee's supervisor/manager.

Paychecks will be distributed through the Payroll Office to the employee's Department unless other arrangements have been pre-approved. An employee's paycheck may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee prior to the payday. If a payday falls on a holiday, the day of pay shall be the last working day before the holiday.

Employees should direct inquiries concerning payroll matters to their Department Manager and/or the Payroll Office.

D. Garnishment

Any notice of garnishment will be received by and signed for by the Payroll Department or City Clerk's Office only. A garnishment is a legal action to deduct a specified sum from wages to satisfy a creditor. The Payroll Department will make the necessary deductions from the subject employee's wages and payment for the garnished amount will be forwarded as directed by the garnishment documents.

The Payroll Department or their designee will notify the employee, in writing, that the garnishment has been processed.

IV. PROMOTIONS AND TRANSFERS

Employees are encouraged to apply for any vacancy for which they may qualify. Any current employee interested in applying for a transfer or promotion to an open position must file a completed City job application form with the Human Resources Department in accordance with instructions listed on the job posting. A City employee's application for such a position will be considered in the same manner as all other applications.

An employee selected for promotion or lateral transfer will take all accruals with him or her to the new position. Neither a promotion nor a lateral transfer will change an employee's date of hire. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position upon assuming the new position. Any employee going from Non-Exempt to Exempt status will have their compensatory time paid out

The Department Manager may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment. It is subject to the discretion of the Department Manager and approval of the Director of Human Resources as to whether the employee is paid the higher salary if the "acting" position is classified higher. It is not to be inferred that a temporary assignment will carry the position's higher salary.

V. TERMINATION PROCEDURES

A. Termination of Employment

Upon termination of employment, employees shall return any City property to the Department Manager or Human Resources Director.

Terminated employees are requested to keep the City informed of any address changes for at least one year for tax purposes.

Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy and laws governing such payments.

Termination pay shall be reduced by any authorized legal deductions, authorized retirement plans, credit union, and any other deduction amounts specifically agreed upon orally or in writing by the employee and the City.

City benefits continue through the time actually worked by the employee including any days "worked" as accumulated vacation and compensatory time.

For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable or subject to withdrawal according to conditions of the Public Employees Retirement System ("PERS"). Forms required to request this refund are available in the Human Resources Department or directly from PERS. Such refunds or withdrawals may have tax, monetary, and/or other consequences and employees are on notice that they should seek advice from an independent tax advisor or PERS about such consequences and to address any questions they may have about such a refund or withdrawal to their independent advisor or PERS.

B. Rehire

Rehire occurs when an individual who has separated from the City applies and is selected for the same or a different position. The individual must have been an employee in good standing at the time of separation, must meet the requirements of the position for which they are applying, and must participate in the normal employment process in order to be considered.

C. Resignation

When an employee decides to resign, at least two (2) weeks' notice is requested. The notice is to be a written statement to the employee's Department Manager stating the effective date and reason for resigning. If an employee wishes to retract a resignation, the Department Manager will consider the circumstances and, with the Mayor's consent, make a determination based upon the information presented before the Board of Aldermen act on the resignation.

D. Job Abandonment/Voluntary Termination

Any employee who is absent from work for three (3) consecutive workdays without proper notification and authorization may be considered to have voluntarily terminated his or her position.

E. Exit Interview

The City of Pass Christian is dedicated to the development and retention of employees and as such, the exit interview plays an integral part in understanding why employees choose to leave. It's important to capture information about our work environment and the factors that may lead to an employee's choice to leave the City. Comments and feedback from exit interviews can be used to improve employee retention and reduce turnover.

Exit interviews are confidential and will be used by Human Resources to improve the City's work environment.

In a situation where an employee is being involuntarily terminated, the employee is not required to complete an exit survey.

VI. BENEFITS

A. Holidays

The City traditionally celebrates the following 10 holidays off with pay for regular full-time employees:

- NEW YEAR'S DAY January 1
- MARTIN LUTHER KING, JR..... 3rd Monday in January
- WASHINGTON'S BIRTHDAY.....February
- MARDI GRAS.....February/March
- MEMORIAL DAYLast Monday of May
- INDEPENDENCE DAYJuly 4
- LABOR DAY 1st Monday of September

VETERAN'S DAY	November 11
THANKSGIVING DAY	4th Thursday of November
CHRISTMAS DAY	December 25

In addition to these holidays, the City shall observe any days that are proclaimed by the Governor of Mississippi. These Holidays, or the dates when they occur or are observed, also may change by proclamation of the Governor or the City's governing authority or federal, state, or local law and such change(s) govern and override the listings contained in this Personnel Manual. Holidays are observed from 12:00 a.m. (midnight) the eve of the holiday to 12:00 a.m. (midnight) the day of the holiday. Holiday pay will be granted to all eligible employees whose work schedule would have included the day on which the holiday occurs or is observed. Such employees will receive pay for the holiday at straight time. All employees, except shift personnel, who actually physically work on the holiday will receive pay at one and one-half (1 1/2) times the hourly rate FOR THE HOURS WORKED. Public safety personnel will receive eight (8) hours holiday pay in addition to time worked for the ten (10) holidays that are identified above. Salaried exempt employees will receive their regular pay for any pay period in which the holiday occurs.

Unless otherwise declared by the governing authority or by state law or local ordinance, in the event a holiday falls upon a Sunday, the following Monday shall be deemed to be the legal holiday and in the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday.

When a holiday falls within an eligible employee's approved vacation time, the holiday shall not be counted as a leave day in computing the amount of leave debited. An employee who is away from work and not in a paid leave status the day immediately preceding or following a holiday will not be eligible for holiday pay. Any employee in a paid leave status the day immediately preceding or the day following a holiday shall receive holiday pay. Paid leave status is defined as vacation time or comp time approved in advance by the employee's supervisor or sick leave evidenced by a doctor's excuse, if so required by the supervisor.

B. Sick Leave

All probationary and regular full-time employees, whether paid on an hourly basis or by salary, are entitled to sick leave.

You may use sick leave when you are unable to work due to illness or injury. Sick leave is not to be used as extra vacation time, or to "take a break from work". Any employee who abuses sick leave may be subject to disciplinary action.

An employee may be subject to disciplinary action if he/she engages in outside employment at any time which he/she has used sick leave.

Sick leave shall be granted at the rate indicated as Appendix 1 of this Manuel. Sick leave is not available for use until the end of the month following thirty (30) days of employment. Sick leave shall be charged in quarter-hour increments rounded to the nearest quarter hour on the employee's time sheet. No sick leave will be given to an employee in excess of the amount earned and available to the employee. Sick leave accrual during leaves of absence without pay will be on a pro-rata basis based on the number of hours worked during the month. ACCRUED COMPENSATORY TIME MUST BE USED BEFORE SICK LEAVE.

Employees entitled to sick leave may remain away from work with pay until their accrued sick leave has been exhausted, where such absence is the result of personal illness or physical incapacity not job related, sickness of an immediate family member and/or involuntary or enforced quarantine. Sick leave benefits shall also apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity leave, and requests for the employee's presence by immediate family, doctor or clergy due to family illness.

You must notify your Department Supervisor within one-hour (60 minutes) before the beginning of the scheduled workday if you cannot report to work due to illness. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when he/she expects to return to work.

Sick leave that exceeds three (3) consecutive work days must be confirmed by a qualified doctor's statement submitted to the supervisor after the third (3rd) consecutive day of absence. The doctor's statement must contain a statement that the employee is fit to return to work or a statement as to when the employee will be fit to return to work. "Qualified doctor" shall be a duly licensed doctor of medicine, osteopathy or dentistry or a qualified health care provider recognized by the City or our employer group health plan.

In the case of extended illness of the employee or immediate family member, the employee should notify the Human Resource Department and request to start the process for FMLA, which will run concurrently with any **unused comp, sick, or vacation leave**.

Sick leave usage during an employee's last two (2) weeks of employment must be documented by a qualified doctor, as defined herein.

Unused sick leave shall accrue to the credit of each such employee with no maximum and, subject to conditions and terms of the Public Employees Retirement System ("PERS") or any other governing or applicable regulations or requirements, may be credited to the employee's retirement in the PERS as hours worked upon termination, resignation or retirement. Sick leave cannot be cashed out or paid as monies upon termination, resignation or retirement.

If a full day of sick leave is claimed on the last work day before or the first work day after an observed holiday, sickness must be documented by a qualified doctor. In lieu of a medical certificate, supervisors may allow a sworn affidavit from the employee which provides the circumstances of the illness.

As used in this Section, "immediate family" includes spouse, child, parent, brother, sister, grandparents, great-grandparents, parent-in-law, daughter-in-law, son-in-law, grandchildren, great-grandchildren, nephew, niece, uncle, aunt, and current step-parents or step-children. This policy shall also apply to persons related by blood or marriage who reside in the same home.

C. Vacation Leave

Vacation leave for regular full-time employees shall accrue from the date of hire but may not be taken until the beginning of the month after the completion of your 90 days of employment.

Vacations shall be scheduled at such times as the Department Manager finds most suitable after considering the wishes of the employee and the requirements of the Department. All requests for vacation must be approved by the Department Manager prior to the commencement of the requested

vacation. Vacations lasting longer than three consecutive shifts shall be requested and approved no less than 30 days in advance. The Mayor shall approve all vacation schedules for Department Managers. Department managers may approve vacations up to 14 consecutive days. Vacations of more than 14 consecutive days must be approved by the Mayor and Board of Aldermen.

Accrued and unused vacation leave may be used to supplement sick leave if the employee has exhausted sick leave accruals in accordance with the Family Medical Leave Act. In this case, policies regarding Sick Leave apply.

An employee who voluntarily terminates employment or who is terminated prior to completion of his or her introductory period, or any extension thereof, is not entitled to payment for unused vacation time.

Regular full time employees of the City of Pass Christian shall earn vacation leave according to the vacation leave chart, appendix 2 attached in the back of the manual.

During periods of leave without pay, the accrual shall be pro-rata based on the number of hours worked in the month. Vacation shall be charged in quarter hours rounded to the nearest quarter on the employee's time record. ACCRUED COMPENSATORY TIME MUST BE USED BEFORE VACATION LEAVE.

There is no limit on the accumulation of vacation leave. Employees may cash out a maximum of 80 hours of accrued vacation at the time of separation from the City. Accrued vacation in excess of the 80 hours shall be credited to the Public Employees Retirement System ("PERS"). No vacation time may be used after an employee submits his/her resignation.

NO ACCRUED VACATION HOURS MAY BE CASHED OUT DURING YOUR TIME OF EMPLOYMENT. YOU MAY NOT USE VACATION TIME AFTER YOU HAVE SUBMITTED YOUR RESIGNATION.

D. Retirement System (PERS)

All regular full-time employees must participate in the Public Employees Retirement System ("PERS"). Part-time employees who work less than twenty (20) hours per week and temporary employees not scheduled to work more than four and a half (4 ½) months per year are excluded from participation in the PERS system. The Retirement System provides for retirement benefits when an employee meets the plan requirements.

Retirement benefits may accrue from both employee and City contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.

If an employee terminates service without retiring, accumulated employee contributions may be refunded subject to the PERS conditions or applicable regulations.

Annual benefit statements are provided by the PERS. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the Director of Human Resources. It is the employee's individual responsibility to keep on file up-to-date information related to their retirement account as to name, address and beneficiary(ies).

Employees who plan to retire are encouraged to contact the Human Resources Department at least ninety (90) days in advance of the anticipated retirement date to secure estimate of benefits information, to finalize the retirement date, and to complete all necessary paperwork.

E. Deferred Compensation

The City, through the MS Deferred Compensation Plan & Trust, presently provides an option to any full-time employee to invest a portion of his/her present earnings in a deferred compensation plan. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to federal income taxes until such time as the employee receives payment from the plan. The plan is voluntary and the City makes no guarantee or recommendation of specific investments under the plan.

Enrollment can be arranged through the Human Resources Department. Contributions to the program are financed solely by the employee through payroll deduction.

F. Life Insurance and Accidental Death and Dismemberment Insurance

Regular full-time employees are currently provided a term life and accidental death and dismemberment insurance policy provided by the City in the amount of \$15,000.00 for each, subject to the following eligibility requirements:

Coverage is effective the first day of the month immediately following 60 days employment and continues until the employee leaves the City's employment, the employee moves to an employee class which is not eligible for this benefit, or the policy is discontinued completely by the City, which may occur at any time and without notice. Termination under the policies shall be effective when premium payments for such employee's insurance are discontinued or upon separation of the employee from City employment.

Terms and conditions of the policy may be provided to employees by the director of Human Resources and/or the applicable insurer. The governing terms, conditions, and regulations pertaining to such coverage may be contained in the subject insurance policy or policies and, unless noted or stated otherwise in such policy or policies, nothing contained in this Personnel Manual should in any way be construed to alter, supplement, or amend the terms, conditions, and regulations contained in the applicable policy or policies. The City makes no promises, agreements, or guarantees of coverage or benefits under such policies outside or beyond offering such policies to eligible employees. Upon termination of employment with the City, the employee may make application to the insurer to convert the policy to a comparable individual policy of life insurance without furnishing evidence of insurability, provided the application and payment of the first premium is made within thirty (30) days after termination of employment. It is the employee's individual responsibility to keep on file current information related to this policy and to otherwise comply with the terms and provisions of the policy. Continuation of coverage by the City and conversion rights for employees upon termination are not property rights and are not guaranteed by the City.

G. Group Medical Insurance

The City offers to all regular full-time employees and all eligible dependents thereof group medical insurance. Dental and/or vision insurance are available at the employee's expense. Coverage under

such insurance becomes effective the first day of the month following 60 days of employment. Benefits and terms of both plans are described in insurance brochures which are available to employees in the Human Resources Department. The City makes no promises, agreements, or guarantees of coverage or benefits under such policies outside or beyond offering such policies to eligible employees.

Enrollment forms for such coverage are available from the Human Resources Department. It is the employee's responsibility to notify the Director of Human Resources of any change in dependent status by completing updated enrollment forms. Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Human Resources Department provides eligible employees with information on COBRA.

H. Continuance of Medical Coverage (COBRA)

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

As an employee, you'll become a qualified beneficiary if you lose your medical coverage because of the following qualifying events:

- a) Your hours of employment are reduced, or
- b) Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- a) Your spouse dies;
- b) Your spouse's hours of employment are reduced;
- c) Your spouse's employment ends for any reason other than his or her gross misconduct;
- d) Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- e) You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- a) The parent-employee dies;
- b) The parent-employee's hours of employment are reduced;
- c) The parent-employee's employment ends for any reason other than his or her gross misconduct;
- d) The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- e) The parents become divorced or legally separated; or
- f) The child stops being eligible for coverage under the Plan as a "dependent child."

Employees or dependents may elect to continue medical and dental coverage, at their own expense, beyond the date that it would otherwise terminate, if eligibility to continue, benefits are met. Employees may contact the Human Resources Department to determine the procedures for continuing medical

coverage. If an employee or eligible spouse or dependent does not elect to continue coverage, group health insurance will end as scheduled under the plan.

You may have other options available to you besides COBRA Continuation Coverage. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

I. Worker's Compensation

Employees receiving job-related injuries and receiving Worker's Compensation benefits from the City or its insurance carrier, if any, may elect in writing to use accrued sick leave to maintain, *but not exceed* full base pay and City benefits. Such employees shall not be eligible for and shall not accrue personal and sick leave benefits while absent from work, except for that time which may be credited to accrued personal and sick leave utilized at the election of the employee.

After the employee's accrued sick leave has been exhausted, then that employee may elect to continue to be covered by the City's health insurance program, provided that the total cost of the premium for such coverage, including what would otherwise be the employer's share, shall be paid by the employee (COBRA).

VII. LEAVE OF ABSENCE

A. Benefit Continuation while on Approved Leave of Absence

When you are on an approved leave of absence, you may be eligible to continue some or all of your benefits for up to twelve (12) weeks. Your benefits remain subject to the terms of applicable benefit plans and policies, and an extension of this continuation will be considered if required by law.

If you normally pay a portion of the premiums for your medical insurance and/or other benefits through payroll deduction, you remain responsible for your share of the premiums while you are on a leave of absence.

If you are on a paid leave of absence, we will continue to deduct your share of the premiums from any pay received from the Company, when possible.

If you are not receiving pay from the Company during your leave of absence or if payroll deductions are not possible, you must make payments to the Company on a monthly basis for your share of the premiums. Payment by check or money order is due on the first of each month. You will have a 30-day grace period in which to make each payment. You will be notified fifteen (15) days before the end of this grace period. If your payment has not been received when the grace period ends, your group benefits may be cancelled. Where permissible, coverage will be terminated retroactively to the date the unpaid premium was due. If you return to work, any premiums paid on your behalf by the Company will be recovered through payroll deduction; otherwise, you will be expected to reimburse the Company for these premiums.

If, due to an accommodation, your leave is extended beyond this twelve (12) week period, coverage will be terminated due to your reduction in hours worked, and you may have the option to continue coverage through COBRA. You are responsible for the full cost of insurance benefits under COBRA.

B. Bereavement Leave

Any regular full-time employee who has a member of his or her immediate family taken by death shall receive up to twenty-four (24) hours off with pay as bereavement leave to arrange and attend funeral activities. If additional time is necessary, compensatory time or vacation leave, with advance authorization by the Department Manager, may be used. If compensatory or vacation time is not available, it shall be taken as unpaid leave with advance authorization by the Department Manager. Employees should immediately notify their supervisor and/or Department Manager of their need to take bereavement leave.

"Immediate family" shall be defined as spouse, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. A current step-child, step-father, or step-mother may also fall under this definition. An aunt, uncle, or cousin who is a dependent of or who resides in the household of the eligible employee, or over whom the eligible employee is a court appointed guardian or conservator, may also be treated as "immediate family" under this Section.

C. Jury/Court Leave

Any regular full-time employee who is required to serve on a jury, or as a result of official City of Pass Christian duties who is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay. The employee may retain any jury and mileage fees received.

An introductory employee called to serve will have his/her introductory period extended by the same amount of time as was served on jury duty if the period of jury service exceeds five (5) days.

An employee who receives notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position.

Time away as a result of jury or court leave as set forth above will not affect leave accruals or health insurance benefits for the full term of the absence.

Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required in any one (1) day. If excused as a juror on any given day, the employee is expected to contact his/her supervisor immediately and to report to work as instructed.

D. Family and Medical Leave Act (FMLA)

1. Eligibility. All employees who have been employed for at least twelve (12) months and during that time have worked more than 1,250 hours are qualified for federal FMLA. All employees requesting leave under this policy must complete the Family/Medical Leave Form available from the director of Human Resources.

2. Types and Amount of Leave Available. Eligible employees may take up to a total of 12 weeks of FMLA leave within a 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, child or parent with a serious health condition
- The employee has a serious health condition that makes the employee unable to perform the functions of his or her job
- A qualifying exigency that arises because the employee's spouse, child or parent is a covered military member on covered active duty
- To care for a covered servicemember that is the employee's spouse, child, parent or next of kin. When leave is taken to care for a covered servicemember with a serious injury or illness, up to a combined total of 26 weeks of unpaid FMLA during a single 12-month period.

When both spouses are employed by the City, they are entitled to share a total of twelve (12) work weeks of family and medical leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. When leave is taken to care for a servicemember with a serious injury or illness, spouses employed by the City are jointly entitled to a maximum combined total of up to 26 weeks of leave.

3. Notice. The need to take non-emergency leave should generally be requested from Human Resources at least 30 days in advance or as soon as possible. An application for leave must be completed. In cases of emergency, verbal notice should be given as soon as possible and the application completed as soon as practical. Failure to provide adequate notice may result in a delay or denial of the leave.

4. Certifications. A medical certification form will be required when leave is for a family member's or your own serious health condition. This certification form will need to be signed by a health care provider.

When taking military family leave, you will be required to complete a Certification of Qualifying Exigency in addition to providing a copy of the military member's active duty orders or documentation.

5. Benefit Continuation during Leave. An employee shall be entitled to maintain group health insurance coverage on the same basis as if he or she had continued to work at the City. To maintain uninterrupted coverage, the employee will have to continue to pay his or her share of insurance premium payments either through payroll deduction or by direct payment. This payment shall be made either in person or by mail to the Payroll Department by the first (1st) day of each month. If the employee's payment is more than thirty (30) days overdue, then the City will drop the coverage after notifying the employee at least fifteen (15) days in advance of its intention.

If an employee informs the City that he or she does not intend to return to work at the end of the leave period, the City's obligation to provide health benefits ends. If an employee chooses not to return to work for reasons other than a continued serious health condition, the City will require the employee to reimburse the City the amount the City contributed towards the employee's health insurance during the leave period. Failure to remit payments may result in the cancellation of your insurance benefits during the period of leave.

6. Job Restoration. An employee who utilizes FMLA leave under this policy will be restored the same job or a job with equivalent status, pay, benefits and other employment terms.

The City may choose to exclude certain highly compensated, "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be excluded will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for a key employee on FMLA leave, the City will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

7. Use of Paid and Unpaid Leave. If an employee has accrued paid leave, the employee will use paid leave first. Once paid leave is exhausted, the employee can take the remainder of the FMLA leave as unpaid leave.

8. Additional Information. This section is to serve as a guideline for FMLA. For additional definitions, regulars, and general information, please visit www.dol.gov.

E. Military Leave

Employees are permitted to be absent from employment as "military leave" for service with the Armed Forces when the employee participates in: (1) Annual Training (Summer Camp); (2) Active Duty Training (School); (3) Inactive Duty Training Assemblies (Weekend drills); (4) Extended leave of absence for voluntary active duty service (Enlistment); or (5) Involuntary call-up. Military leave of absence shall not result in loss of seniority status or pay which would have normally accrued if the employee had not been absent for such purposes. Vacation leave and sick leave will not accrue while an employee is on military leave without pay. Employees going into or returning from military service may elect to continue Health Plan coverage as mandated by the Uniformed Services Employment and Reemployment Rights Act, or other governing law, under the following circumstances. These rights apply only to employees and their dependents covered under the Plan before leaving for military service.

- A person who elects to continue health plan coverage may be required to pay up to 102% of the full contribution under the Plan, except a person on active duty for thirty (30) days or less cannot be required to pay more than the Employee's share, if any, for the coverage. If the employee desires to maintain medical insurance on dependents while he or she is on military leave, the employee must pay premiums for dependents.
- An exclusion or Waiting Period may not be imposed in connection with the reinstatement of coverage upon reemployment if one would not have been imposed had coverage not been terminated because of service. However, an exclusion or Waiting Period may be imposed for coverage of any Illness or Injury determined by the Secretary of Veterans Affairs to have been incurred in, or aggravated during, the performance of uniformed service. Plan exclusions and

Waiting Periods may be imposed for any Sickness or Injury determined by the Secretary of Veterans Affairs to have been incurred in, or aggravated during, military service.

- The maximum period of coverage of a person under such an election shall be the lesser of:
 - (a) The twenty-four (24) month period beginning on the date on which the person's absence begins; or
 - (b) The day after the date on which the person was required to apply for or return to a position or employment and fails to do so.

The City is obligated to grant military leave with pay to the employee for absences not exceeding fifteen (15) days per calendar year. The City will not require the employee to use normal vacation leave for such purposes. The employee may, however, request use of vacation, or leave without pay to supplement absences exceeding those covered by the fifteen (15) day Military Leave allowance. Vacation and sick leave will not accrue while an employee is on military leave that is outside of the aforementioned fifteen (15) day per calendar year period and if he or she is not on vacation or sick leave.

The City will make a reasonable effort to adjust work schedules and assignments to accommodate employees fulfilling military obligations.

1. Employees' Responsibilities

Without limitation, employees are responsible for timely providing copies of all military orders that will result in a leave of absence for active military duty to their Department Director(s). Orders must specify the duties of absence, promulgation authority, letter order number and signature of issuing authority. Employees are required to notify their supervisors at the earliest possible date upon learning of scheduled military duty.

Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action, including termination of employment.

Employees shall provide inactive duty training dates (weekend drills) to their Department Manager as soon as available if the dates conflict with scheduled employment with the City.

Extended leave of absence (exceeding fifteen (15) calendar days per calendar year allowance) will be pursuant to the City's policy on LEAVE OF ABSENCE WITHOUT PAY or the policy on VACATION LEAVE.

2. Accounting Procedures

All military leaves will be processed via the Personnel Action Form, copies of which are available from the Human Resources Department. Military Leave (fifteen (15) calendar day military leave allowance each calendar year) will be accounted for in increments of twenty-four (24) hour periods (from 0001 hours to 2400 hours). A firefighter's twenty-four (24) hour on duty shift counts as three (3) days of military leave.

It is the responsibility of the official verifying time records in each Department to annotate the use of military leave on the employee's monthly time record. Military leave will be registered on the time record by use of the designation "ML."

F. School Leave

Each regular full-time employee will be granted up to eight (8) hours of “School Leave” per calendar year to attend school functions for himself/herself or with his or her child(ren) or grandchild(ren). The hours may not be carried over from one calendar year to another and are not compensable upon termination of or voluntary separation of the employee from City employment. All School Leave must be requested and approved in advance by the immediate supervisor or other approving official.

G. Leave of Absence Without Pay

When any employee must be absent from work and has no appropriate leave accrued, the Department Manager may grant a leave of absence without pay for a period not to exceed forty (40) hours. Any leave of absence without pay for a period exceeding forty (40) hours must also be approved by the Mayor and Board of Aldermen. In no case, however, may a period of leave of absence without pay exceed ninety (90) days. During the period of approved and unpaid leave, the employee must pay for any optional insurance coverage at the employee rate on a pro-rata basis during the period of unpaid leave.

VIII. RULES & REGULATIONS

A. Travel and Training

All travel and training must be approved by the Mayor and Board of Aldermen before the employee travels or trains for official City business. When practical, all expenses will be paid by a city-issued check. If a personal vehicle is used, mileage will be reimbursed at a rate per mile equal to the allowable Internal Revenue Service (IRS) rate; all other allowable expenses on actual cost basis. All expenses must be itemized. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims, except the daily meal per diem as provided hereafter. City travel and meal expenses may have ceilings above which expenditures are non-reimbursable. Gratuities and alcoholic beverages are not reimbursable. Employees are urged to obtain this information from the City’s Purchasing Agent prior to travel.

If the employee opts for a Per Diem reimbursement, the rates are currently \$31 per day for in-state travel or in-state travel or adjusted to current State Policy. Out of state travel per diem meal reimbursements shall be according to the Federal Registry. Per Diem is not allowed if meals are included in the registration fee. If breakfast and/or lunch are included in the registration fee, the employee will be eligible for night per diem at a rate of \$20.

No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the coach rate on a licensed common carrier plus auto rental and/or taxi fare.

When two (2) or more employees are attending the same seminar, convention, or meeting, car-pooling shall be practiced whenever possible. The actual speedometer reading from City Hall to destination and return to City Hall will be used.

Parking Fees and shuttle cab fees will be reimbursed by actual cost and receipts must be presented to verify usage.

If an employee reimbursement is necessary, the reimbursement will be handled by the Finance or Accounts Payable Department after the "Claims for Expense" form is submitted.

If an employee for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

B. Personal Appearance

It shall be the responsibility of all employees to represent the City to the public in a manner that shall be courteous, efficient, and helpful.

City employees should always be well groomed and dressed in a manner suitable for the public service environment and which favorably reflects the City's image. Skin tight apparel, clinging body suits, torn clothing, and clothes exposing bare midriffs are not suitable. Tongue, cheek, eyebrow, nose and eyelid piercings are unacceptable. In addition, Police and Fire Department employees as well as other City employees are expected to further conform to all reasonable inter-Departmental dress and personal appearance codes.

Existing tattoos that are not extremist, indecent, sexist, or racist are exempt from this policy.

C. Accidents

Employees are required to promptly document and notify their immediate supervisors or, if unavailable, others within their chain of command or authority, of all accidents involving City equipment and City personnel. In addition, any employee who suffers accidental injury or occupational disease in the course and scope of his or her employment must report the incident to his or her immediate supervisor or Department Manager within twenty-four (24) hours or as soon thereafter as possible. This is very important and should be strictly adhered to.

D. Grievances and Procedure

An employee may make a request for resolution of any dissatisfaction arising from interpretation and the application of work rules, policies, procedures, or practices (i.e., a "grievance").

Dissatisfaction involving job classifications, grade, salary, and other wage issues, benefit determinations, payroll procedures, or any matter outside the control of the immediate supervisor is not included for resolution under this procedure for grievances. Disciplinary actions involving verbal and written reprimands are included within this grievance process and procedure. As to grievances pertaining to harassment and discrimination, employees are referred to other provisions and Sections contained in this Personnel Manual and the policies and procedures referred to or incorporated in this Manual.

If an employee has any question about who their supervisor may be, they should confer with their Department Manager and/or the Director of Human Resources.

Compliance with the time frames outlined in each step of the procedure must be followed in order that the request for resolution is considered timely. If the employee does not follow the prescribed time

frame, the request becomes outdated and the last response made will become final. If the party responding to the employee's request does not follow the time frame, the response becomes outdated and the employee may proceed to the next step of the procedure. Such time frames may be extended by written mutual agreement that must be entered into before expiration of the applicable time frame as outlined in each step. To ensure compliance with time frames involving written requests and written responses, all correspondence should be copied to the Director of Human Resources. All responses will be hand-delivered to the recipient or their representative or sent by certified mail to the most recent address in the personnel record of the employee making the request. When presenting the dissatisfaction and requested remedy at each step, all prior requests, responses, and documentation must be provided by the employee.

An eligible employee presenting a grievance for resolution may have another eligible employee attend as support person, but this support person will not be an active participant in the resolution procedure.

When initiating a verbal discussion with his or her Supervisor/Manager or submitting a written request for resolution to the Supervisor/Manager, or, if applicable, the Mayor, as provided in the procedure below, an eligible employee must provide:

- A clear statement of the date and circumstances which affected the employee and caused the dissatisfaction; and
- What policy, practice or procedure was violated to cause the dissatisfaction; and
- A clear statement of the requested remedy to resolve the dissatisfaction. No new requested remedies may be introduced after the completion of Step Two (2) of this procedure unless mutually agreed upon by the parties involved.

PROCEDURE

a) Step One- Verbal Discussion with Department Manager: Within fourteen (14) calendar days after the employee knew, or reasonably should have known, of the occurrence(s) or matter(s) giving rise to the dissatisfaction, the affected employee must have a verbal discussion with the respective Manager in which the employee advises the Manager that he or she is submitting a grievance and asking for a resolution. If the matter is not satisfactorily resolved, the Manager must document the discussion and the employee may proceed to Step Two (2). (If the Department Manager is involved in or is the subject of the employee's grievance, then the employee may skip Step One (1) and proceed directly to Step Two (2).

b) Step Two- Written request to the Mayor: Within seven (7) calendar days of the receipt of the Step One (1) response, the affected employee must submit a written request for resolution to the Mayor. The written request by the employee should contain all documents related to Step One (1) of this procedure. Within seven (7) calendar days of receiving such grievance, the Mayor will review the case file and issue a written determination regarding the grievance as to whether any procedural rules, policies or practices were violated. If it is determined that a procedural, policy or practice error was made, the Mayor will return the case to the Department Manager for procedural compliance utilizing the date of the Mayor's decision letter as the new date of presentation of the complaint. A determination or resolution at this step will be considered final.

The case file will be forwarded to and kept in the Human Resources Department where it will be filed separately from any official personnel files. Grievances will be kept on file for the duration of the

employee's employment with the City. If the Mayor is the subject of a grievance or otherwise has a conflict, the employee may request the director of Human Resources to refer the matter to the Board of Aldermen for investigation and recommendation in lieu of the Mayor.

E. Americans with Disabilities Act (ADA)

The City of Pass Christian is committed to the Americans with Disabilities Act (ADA) and other federal and state legislation designed to insure equal employment opportunities to persons with disabilities. The City prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. An employee is expected to notify management or his or her supervisor/manager if a disability causes them to need reasonable accommodation to perform the essential functions of his or her job. Consistent with this, the City will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees within the permissible parameters of the ADA, unless to do so would cause an undue hardship on the operation of its business, services, or affairs.

F. Equal Employment Opportunity

The City of Pass Christian is an equal opportunity employer. It is the policy of the City to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, creed, sex, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other class protected by law. The City will conform to the spirit as well as the letter of all applicable laws and regulations.

If an employee believes that he or she has been subjected to discriminatory harassment by a co-worker, supervisor, or anyone else during the course of his or her employment, he or she should immediately submit his or her concerns in writing to the Director of Human Resources or Mayor. It is the right of all employees to seek, at any time, redress in the appropriate forum; however, employees are encouraged to exhaust the City's administrative remedies before consulting outside agencies. Retaliation against an employee by another employee or supervisor/manager for opposing discriminatory harassment, for filing a bona fide complaint of discriminatory harassment, or for providing information in good faith regarding another employee's complaint will not be tolerated.

G. Harassment

The City of Pass Christian is committed to providing a work environment that is free from all forms of discrimination and conduct that may be considered harassing, coercive or disruptive, including sexual harassment. This policy applies to all employees, clients, guests, vendors and persons doing business with the City and applies not only in the workplace but also in any work-related setting outside the workplace, such as business trips, business meetings and/or business-related social events.

The City expects all employees to respect the rights of their co-workers and to contribute to an atmosphere that is free of discrimination and harassment. The City will not tolerate actions, words, jokes or comments based on an individual's race, color, gender, religion, age, national origin, disability, veteran status, genetic information or any other characteristic protected by law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace.

Under this policy, harassment is verbal, written or physical conduct that humiliates or shows hostility or aversion toward an individual because of his/her race, color, gender, religion, age, national origin, disability, veteran status, genetic information or any other characteristic protected by law that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassment may include, but is not limited to:

- Verbal or written comments related to a protected trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threatening, intimidating or hostile acts;
- Explicit or degrading verbal comments about another individual or his or her appearance;
- Nonverbal conduct, such as starting, leering or giving inappropriate gifts;
- Physical conduct, such as assault or unwanted touching; and
- Visual images, in hard copy or electronic form, relating to an individual's race, color, religion, age, national origin, disability, veteran status, genetic information or any other characteristic protected by law (for example, cartoons, drawings or pictures).

Appropriate performance reviews, counseling or discipline by your supervisor do not constitute harassment.

The City also prohibits sexual harassment of all kinds. Sexual harassment is illegal and has been defined as unwelcome sexual advances, requests for sexual favors, visual, verbal or physical conduct of a sexual nature and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment or a factor in evaluating the individual's job performance, eligibility for promotion, eligibility for an increase in compensation, or any other component of employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's gender or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer or mobile device;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- The display of cartoons or telling of jokes that relate to an individual's gender or sexual orientation.

1. Retaliation

The City prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination will be subject to disciplinary action up to and including unpaid suspension or termination. If, however, after investigating any complaint of unlawful

discrimination, the City determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

2. Reporting an Incident of Harassment, Discrimination or Retaliation

The City strongly encourages the reporting of all perceived incidents of harassment, regardless of the offender's identity or position. If you believe you have experienced or witnessed conduct that is contrary to the City's policy against harassment or have concerns about such matters, you should immediately report your concern to one of the Supervisors listed below:

- Your Immediate Supervisor
- Your Department Head
- Director of Human Resources
- Mayor or City Attorney

In addition, if you feel comfortable enough to do so, you are encouraged to discuss your concerns with the perceived harasser, letting the individual know that his or her actions are not welcome and that they must stop.

3. The Investigation

All reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation and appropriate corrective action.

4. Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be handled promptly and appropriately. If, at the completion of an investigation, the City determines that an employee is responsible for discriminatory or harassing behavior, appropriate disciplinary action will be taken up to and including unpaid suspension or termination.

Moreover, any supervisor who receives a complaint and fails to act upon it under the procedures of this policy will be subject to discipline, up to and including unpaid suspension or termination.

5. Important Notice to Employees

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Again, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees.

The City does not tolerate any form of sexual harassment against any of its employees and fully supports enforcement of State and Federal anti-discrimination laws pertaining to sexual harassment. The Mayor is the official person (or city attorney) to receive and cause investigation of sexual harassment complaints. It is the right of all employees to seek, at any time, redress in the appropriate forum; however, employees are encouraged to exhaust the City's administrative remedies before consulting outside agencies.

H. Violence in the Workplace

The City will not tolerate any acts of violence to persons or City property. All acts of violence are treated seriously. Each act of violence will be dealt with promptly and appropriately utilizing administrative, managerial, legal and disciplinary actions.

"Workplace Violence" refers to any verbal or physical action that is communicated or perceived as a threat, harassment, abuse, intimidation or personal contact, that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers. Workplace violence includes harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state or local law.

Any employee determined to be responsible for threats of or actual violence or other violent conduct in the workplace that is in violation of these guidelines shall be subject to prompt disciplinary action, including termination of employment.

Any and all acts of violence in the workplace shall be reported immediately to the Department Manager or another Manager/Administrator of the City of Pass Christian.

I. Employee Conduct

It shall be the duty of all City employees to maintain high standards of cooperation, competency, efficiency, and integrity in their work with the City. If an employee's conduct falls below standard, he or she may be subject to disciplinary action up to and including termination of employment.

Some general areas for which an employee may be disciplined include, but are not limited to, the following:

- Smoking in unauthorized areas. The City of Pass Christian is a Smoke Free Workplace on or in City grounds and vehicles.
- Failure to follow or adhere to the lawful or reasonable order, regulation, instruction, or directive of one's Supervisor(s), including, without limitation, his or her Department Manager, and/or the Mayor.
- Failure to perform assigned work or required duties in an efficient, effective, competent, and/or satisfactory manner according to reasonable City standards.
- Being wasteful of or misusing City material, property, equipment, or resources, and/or one's working time.
- Inability to get along with fellow employees to the extent that the work being done is being hindered and/or less than satisfactory.
- Failure to observe proper security procedures.
- Conduct on the job that violates the common decency or morality of the community.
- Conviction of or plea of nolo contendere to a felony or misdemeanor. Minor traffic offenses are excluded from the understanding of "misdemeanor" in this provision unless such an offense (e.g., ticket) is in any way connected with or arises out of the employee's employment. Different rules apply to Public Safety Employees.
- Violating safety rules and regulations within a City Department and/or the City.

- Making or disseminating slanderous remarks or representations involving fellow employees, supervisors, managers or administrator.
- Removal and/or conversion of City money, merchandise, or property, including property in custody of the City without permission.
- Dishonesty, including, without limitation, intentionally giving false information, submitting false work records, making false statements when applying for employment, and falsifying any information during the application and/or pre-employment process(es).
- Divulging or misusing confidential information, including removal from City premises, without proper authorization or permission, any employee lists, records, designs, drawings, or confidential information of any kind.
- Making excessive or unauthorized charges to the City by, purchase order, or other means of obligating the City to improper or unlawful debt.
- The use of profanity or abusive language or wantonly offensive conduct or language toward a fellow employee or member of the public while in the course of employment with the City.
- Failure to pay or make reasonable provision for the future payment of just debts due and owing.
- Engaging in inter- and intra-office relationship(s) that interfere(s) with workplace productivity.
- Making acts or threats of violence, fighting, or stalking or otherwise acting in a threatening manner toward another employee, a supervisor, manager, an elected official, and/or a member of the public while in the course of his or her duties with the City.
- Unauthorized possession or use of firearms, dangerous weapons, or explosives at the work site or in the course of his or her duties with the City.
- Carelessness or negligence in the use of the property of the City.
- Conduct unbecoming of an employee of the City either while on or off duty.
- An attempt to induce any employee(s) of the City to commit an illegal act(s) or an act(s) in violation of any lawful or reasonable departmental regulation, policy, and/or procedure.
- Violation or derogation of internal rules, regulations, policies, and/or regulations established by the City Departments, Department Managers, and/or employees' supervisors, provided they are not in conflict with the policies, provisions, procedures, and regulations of this Handbook or any amendment thereof.
- Violation or derogation of any of the policies, procedures, provisions, and/or regulations contained in this Handbook and/or any amendment thereof or otherwise promulgated or contained in any policy, regulation, or order of the City for which the employee has actual or constructive notice.

The failure to discipline an employee for one (1) or more of the foregoing or other grounds for discipline does not preclude or limit the City from disciplining the same employee for the same ground(s) for discipline on other occasions or other employees for the same ground(s) for discipline.

J. Disciplinary Action

Disciplinary action for employees may be based on one or more of several different factors, including, without limitation, the seriousness and/or circumstances of the situation or incident(s) in question, past or prior incidents, conduct, and/or disciplinary action, and/or personnel evaluations. Without limitation,

discipline involving less than termination may take the form of a verbal warning or reprimand, a written warning or reprimand, a performance appraisal indicating substandard performance in one or more areas, probation, suspension without pay, and/or demotion or reduction in rank. Which type or form of disciplinary action is chosen or whether any is used prior to termination may depend on the type and/or seriousness of the infraction(s) or violation(s), the seriousness and/or circumstances of the situation or incident(s) in question, and/or past or prior incidents, conduct, and/or disciplinary action.

A verbal warning or reprimand (also sometimes referred to as "verbal counseling") may be applied to charges, infractions, or violations of a relatively minor degree or in situations where the employee's performance needs to be discussed. Such a warning or reprimand should be given by the employee's supervisor and, if possible, in the presence of another member of the employee's chain of command, another supervisor, department manager, Director of Human Resources, or any of their representatives. A notation (or note to file) that a verbal warning or reprimand was given should be made in the employee's personnel file. Verbal warnings or reprimands become a part of an employee's official personnel file.

A written warning or reprimand (also sometimes referred to as "written counseling") may be issued in the event the employee continues to disregard a verbal warning reprimand or if the charge, infraction, or violation warrants a written reprimand in the employee's personnel file. Written warnings or reprimands become a part of an employee's official personnel file and remain in the personnel file for the duration of his or her employment with the City of Pass Christian. Such warnings or reprimands should briefly state the nature of the infraction or violation, additional disciplinary action taken (if any) and expectation for improvement.

All disciplinary actions involving demotions, suspensions without pay or termination require prior notification to the Mayor and approval of the Board of Aldermen.

The degree and/or type of discipline administered may depend on the severity of the infraction(s) or violations(s), the nature of the infraction(s) or violation(s), and/or the employee's prior record and to the extent applicable, shall be in accordance with any applicable City policies, procedures, and regulations as well as local, state, and federal laws and regulations.

K. Fitness for Duty

If there are documented reasons to question an employee's fitness for duty, i.e., ability to perform job duties and/or to meet the expectations of conduct described herein or in other City policies or governing documents, the City has the right to require the employee to provide information about that ability. This includes situations where the employee is exhibiting bizarre, inexplicable, or unacceptable behavior. A Department Manager may require information about the employee's ability to function on the job by requiring the employee to obtain and furnish an evaluation from an appropriate professional. When the City requires such an evaluation, any costs not covered by the employee's health insurance are the City's responsibility.

L. Whistleblowing

The City strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state and local law. Accordingly, employees are encouraged to bring to the attention of the City any improper actions of City employees, managers or administrator. The City will not retaliate against any employee who makes such a disclosure in good faith.

Improper actions are actions undertaken by an officer or employee in the performance of his or her official duties which (a) are in violation of any federal, state or local law, (b) constitute an abuse of authority, (c) create a substantial and specific danger to public health or safety, (d) amount to a violation of any policies, procedures, or provisions of this Personnel Manual or other City policies, procedures, or regulations, or (d) grossly waste public funds. Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, terminations of employment and other discipline, or alleged violations of employment contracts.

M. Drug Testing

The City has separate policies for random and DOT drug testing and requires all employees to adhere to and abide by this policy. Additional drug testing policies may be found on the City's website.

N. Weapons in the Workplace

With the exception of Police Officers or other specifically designated employees, who are required to carry weapons in order to perform their jobs, employees generally are not allowed to bring in or possess weapons in the workplace. Weapons may include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives.

If your job requires you to carry a weapon, you must receive authorization from your supervisor to do so, and must comply with all governing regulations and laws. You may be required to complete training courses, pass a safety test, and obtain a license, if required by law, in order to be authorized to carry a weapon.

O. Personal Use of Telephone and Mail Systems

City telephones, including FAX machines, are to be used for City business. Personal calls, when necessary, must be local, of short duration, and on an infrequent basis. It is the employee's responsibility to insure that no cost to the City results from personal telephone or FAX calls.

The use of City postage for personal correspondence is not permitted. Receiving of personal mail at the City's post office box or address is also not permitted.

P. City-Owned/Leased Cellular Telephones

Certain employees and officials within the City of Pass Christian may be provided cellular telephones in connection with their employment with the City. The acquisition of such telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential City business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The purchase, rental, and lease of cellular telephones shall be subject to approval by the Department Manager and/or the Mayor.

The City cellular phone should not be used when a regular phone (land-line) is available. Cellular transmissions can be overheard by others. Discretion is to be used in discussing confidential information using cellular communication.

Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment.

The use of City owned cellular equipment to make or receive personal calls should be limited. In addition, City employees and officials have no expectation of privacy in the use of City-owned or leased cellular telephones and the use of such telephones may be monitored by the City. The City reserves the right to monitor the billing and use of all City-owned and leased cellular telephones. If personal usage causes the package plan limits to be exceeded or fees are incurred for long distance, roaming or other miscellaneous charges, then those charges will be the responsibility of the employee. The City has the authority and right to withhold any un-reimbursed amount from the employee's and/or official's wages and employees and officials consent to such authority and right upon execution of the receipt of this Personnel Manual.

If the conditions of this policy are violated by an employee or official, the Department Manager and/or the Mayor shall terminate the use of City-owned and leased cellular telephones by such employee or official.

Q. Cell Phone Usage

The use of cell phones, either city owned or personal phones should abide by the following rules:

- The use of a cell phone is discouraged when operating a motor vehicle, unless by the use of “hands-free” devices. For your safety and the safety of other drivers and pedestrians, please pull over safely and stop the car.
- Texting, surfing the Internet, receiving or send emails and checking phone messages while using a motor vehicle is prohibited.
- The City allows employees to bring personal cell phones to work. Personal conversations should be kept to a minimum as frequent or lengthy calls can affect productivity and disturb others.

R. Use of Recording Devices, Cameras, and Camera Equipped Cell Phones

The use of recording devices and cameras on City property is restricted. Employees may not bring cameras, video or audio recording devices, such as cell phones, MP3 players, or PDAs that have recording capability into restrooms or locker rooms on City property.

Employees who use cameras, camera phones, or other digital devices to capture photos or recordings on City property must adhere to the following:

- Employees may only take pictures of others with their permission.
- Employees may not take pictures of confidential information.
- Any image or recording taken while on duty is the property of the City.

S. City Computers and Electronic Communications

Internet and Email usage assigned to an employee's computer are solely for the purpose of conducting City business. Some job responsibilities may require access to the Internet and the use of software in addition to the standard software already installed on your computer. Only people appropriately authorized, for business purposes, may use the Internet or access additional software.

1. Software Access Procedure

Software needed, in addition to Microsoft Office, and your other business related software already installed on your system must be authorized by your supervisor and downloaded by the IT department. If you need access to software, not currently on the City network, talk with your supervisor and consult with the IT department. Software may be in place to log internet usage, or filter certain websites or restrict internet traffic on your computer, removal or bypassing of this type of software, for the purpose of violating the terms of the internet usage policy, may result in disciplinary action.

2. Internet Usage

Internet use, on City employee time, is authorized to conduct City business only. Internet use brings the possibility of breaches to the security of confidential City information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside of the City, potential access to passwords and other confidential information.

Removing such programs from the Computers and network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may City computers, Cell Phones, or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related internet sites. Downloading, viewing or listening to illegally obtained music or videos is strictly prohibited. Doing so can lead to disciplinary action.

3. Email Usage

Email is also to be used for City business only. Confidential information must not be shared outside of the City, without authorization, at any time. You are also not to conduct personal business using the Cities computers or email. Business emails are to be saved and not deleted as they are considered public records.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

If you receive harassing, intimidating, or other inappropriate email, do not delete the email. Notify your Department Manager or Director of Human Resources immediately.

Non-exempt employees are not required to check their work email while away from the office and therefore must limit the amount of time spent checking and/or responding to work emails on their mobile devices. No more than 5-10 minutes per week shall be allowed outside of regular work hours.

4. Employee Email

Checking your personal email at work is prohibited as this opens up further vulnerability to virus's and spyware. Keep in mind that the City owns any communication sent via email or that is stored on city equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

T. Social Media

This policy applies to social media use by employees for work-related purposes and personal use of social media when the employee's affiliation with the City is identified, known, or presumed. Social media includes but is not limited to posting in online forums, blogs, microblogs, wikis and vlogs (e.g., Facebook, LinkedIn, MySpace, YouTube, Twitter, media sites or similar types of online forums). This policy does not apply to an employee's personal use of social media where the employee's association with the City is not directly or indirectly disclosed or acknowledged, where the employee engages in the activity using his or her own equipment, away from work and not on work time, AND where the posting does not relate to the City.

a) General Use of Social Media. Remember that social media posts are not private. Everything you post online builds a record about you and your activities. When disclosing information on social media sites, consider the impact that those comments will have on you and the City when read by coworkers, family members, clients, constituents, and community members.

All work-related use of social media and personal use of social media when your association with the City is identified, known, or presumed shall be conducted consistent with the following:

- You must comply with all the City policies, rules, and guidelines, including the employee handbook.
- All City confidentiality rules apply to social media posts. Never post information that could be used directly or indirectly to identify employees, constituents, or community members. Never post confidential City information.
- Posts shall comply with all state and federal laws, including those relating to copyright and information protection.
- Never refer to, describe or post pictures, videos, or other representations of employees or others without their permission.
- Always be respectful and professional to employees, constituents, community members and others.
- Do not post any material that is obscene, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or entity.

b) Work-Related Use of Social Media. Human Resources or the Mayor will administer and oversee social media activity conducted on behalf of the City. Some staff may be interested in participating in social media for work-related purposes, while other employees may be asked by Human Resources or the Mayor to use social media to support the City's objectives. All employee use of social media for work related purposes shall be coordinated through Human Resources and approved by the Mayor.

- In addition to the above policies for general use of social media, social media use for work related purposes shall be conducted consistent with the following:
- All social media activities engaged in with the City resources, including computers or internet access, are subject to the City's control and discretion. You will have no expectation of privacy when using these systems, and no information is confidential from the City. The City has the right to monitor and access social media activity conducted with the City resources and the right to remove or revise any postings.
- Information about employees, constituents, or community members must be protected at all times. Information relating to these individuals and entities shall not be posted unless Human Resources or the Mayor provides preapproval.

- You may not use personal or the City-hosted social media to communicate to the general public or to any employee, constituent, or community member about the City’s services unless the Mayor approves in advance.
- Posts shall comply with all federal and state laws, including but not limited to those relating to copyright and information protection. Posts shall be accurate and factual.
- The City will remove posts that do not comply with this policy. The City may also delete spam and comments when it deems appropriate.
- If you are contacted for comments about the City or its business, you must forward the request to Human Resources or the Mayor.
- If the City permits you to comment about the City or any the City-related activities, you must identify yourself and your relationship to the City.
- Work-Related social media accounts should not be attached to your personal email or personal accounts. Login and password information for Work-Related social media should be provided to Human Resources or IT.

c) Personal Use of Social Media. Employees may use social media in a personal capacity during non-work hours and without using the City resources. However, when your association with the City is identified, known, or presumed, you must comply with the above policies for general use of social media as well as the following requirements:

- Personal social media activities shall only be done during personal (non-work) time and without use of the City’s resources, including computers and Internet access.
- You must use personal email accounts for personal social media activities, not your City email accounts.
- If, in your personal use of social media, you directly or indirectly acknowledge a relationship with the City, you must clarify that the comments are your own views and opinions and are not those of the City. If you directly or indirectly acknowledge an employment relationship with the City within social media profiles (e.g., listing the City as the current employer on the “About Me” section of a blog or website), you should add the following language: “The views expressed on this [blog, website] are my own and do not reflect the views of the City of Pass Christian.”
- You may not directly or indirectly identify or disclose an association with the City if the online activities are inconsistent with, or would negatively impact, the City’s reputation, business or mission.

U. Use of City-Owned and Leased Vehicles

Certain employees and officials within the City of Pass Christian may be provided or authorized to use and operate City-owned or leased vehicles for purposes associated with their positions of employment with the City. Such provision or authorization is in no way to be considered or construed to be a benefit or guarantee and no employee has a claim or entitlement to the provision or use of such vehicle(s). No assignment of a City-owned or leased vehicle shall be considered permanent and such assignment can be changed or altered at any time, with or without notice. All such persons provided or authorized to use and operate City-owned and leased vehicles shall have in their possession a current and valid Driver's License and, where applicable or otherwise required by law or government regulation, a current and valid Commercial Driver's License. City-owned and leased vehicles shall be operated in a safe and courteous manner. In addition, the use of seat belts in the operation of such vehicles is mandatory. Unless otherwise accepted or altered by law or regulation, operators shall abide by all rules of the road and laws and regulations pertaining to the operation of City-owned and leased vehicles.

All personnel assigned or provided City-owned or leased vehicles shall keep and maintain them in good condition and shall not park them in any location that could cause embarrassment to the City or its employees and/or an increased potential of liability or responsibility upon the City. Smoking in these vehicles is prohibited. Any penalties or fines that may be imposed as a result of the use of such vehicles are the personal responsibility of the operators and NOT the City of Pass Christian or any other City employees or officials. Only authorized employees of the City acting in the course of their employment and in connection with the City's business shall operate City-owned and leased vehicles. Only guests of the City and/or other authorized persons on assignments incidental to City business shall be carried as passengers or guests in City-owned and leased vehicles.

City-owned and leased vehicles assigned to authorized City employees or officials as take home vehicles shall not be used as personal vehicles. The only exception is the required commuting to and from the employee's work location and their home. Exceptions shall be based on work requirements and must be approved in writing by the appropriate Department Manager prior to use.

Employees are required to notify their appropriate supervisor/manager as soon as practically possible when a City-owned or leased vehicle has been involved in an incident that may have caused or arguably could possibly cause damage or injury to any person or property or otherwise came into contact with any object, animal or fowl, or person. Employees are further required to notify their immediate supervisor/manager immediately when they cannot satisfy or meet any obligations or requirements set forth herein or in any other or additional regulations and policies which their Departments may have pertaining to the assignment, use, and/or operation of City-owned and leased vehicles.

V. Take Home Vehicle Program

The Take Home Vehicle Program is an optional program. City employees with assigned vehicles may elect to participate in the take-home vehicle program if they live within 25 miles of the city limits of Pass Christian. Participation in the program is voluntary.

1. Fringe Benefit Value and Taxation

The Take Home Use of a City Owned Vehicle is considered a taxable benefit by the Internal Revenue Service (IRS). The value of the personal use is taxable for income and Social Security purposes unless specifically exempted by IRS code. An employee's use of a city vehicle for commuting to and from work is considered personal use and must be treated as a taxable fringe benefit for federal tax purposes. The City will estimate the value of the personal use per IRS guidelines and report it as employee compensation. This value will be added to the employee's taxable income by pay period and will therefore be reflected on the year end W-2 Wage and Tax Statement and will be subject to applicable Social Security contributions and Federal and State withholding taxes. These regulations do not apply to vehicles that are considered to be qualified non-personal use vehicles.

2. Qualified Non-Personal Use Vehicles

The IRS allows for certain vehicles to be exempt from fringe benefit compensation due to their use being exclusively for City business purposes. Police and fire vehicles that are required to be used for commuting by a police officer or firefighter, when not on a regular shift, but are on call at all times, are considered exempt.

A monthly fee shall be assessed for an employee using a qualified non-personal use vehicle for commuting. All fees will be collected via payroll deduction as determined by the fee chart below. Mileage shall be calculated from the employee's residence to the nearest City of Pass Christian jurisdictional boundary.

Employees on extended leave or training, and not using their assigned take home vehicle may request suspension of required monthly fuel payments. However, it is the employee's responsibility to notify their Department Manager. The request shall be submitted to the Payroll Department, in writing, with the Department Manager.

Inside City Limits	= \$0.00 per pay period
Outside City Limits	
0-14.99 miles	= \$0.00 per pay period
15-24.99 miles	= \$6.00 per pay period
25-34.99 miles	= \$12.00 per pay period
35-44.99 miles	= \$18.00 per pay period
45-50 miles	= \$24.00 per pay period

W. Emergency Action Plans

In the event that a State of Emergency is declared in the City of Pass Christian by the Mayor and Board of Aldermen according to law, those employees required to work during the period of the State of Emergency shall be compensated as follows:

- Non-exempt employees, if required to work during the period of the State of Emergency, shall be compensated at their regular hourly rate for each hour worked. Such employees are entitled to overtime as set forth in this Personnel Manual.
- Exempt employees, if required to work during the period of the State of Emergency, shall be awarded compensatory time on an hour-for-hour basis. Exempt employees working voluntarily and not directed to work shall not be compensated.
- Employees may only be required to work by the Department Manager, who may communicate that requirement to the employees directly or through the employees' supervisor(s).
- All hours required to be worked by any employee and actually worked during a State of Emergency shall be documented on the employee's time record.

Each Department has a separate plan for emergency situations, including but not limited to hurricanes. A copy of your Department's plan may be obtained from your Department Manager or the Safety Officer.

X. Chain of Command

The "chain of command" should be observed by all employees within their positions of employment. Such lines of authority should only be crossed in emergencies or if otherwise in accord with other policies, procedures, or provisions herein or elsewhere in the City.

IX. MISCELLANEOUS

The captions, titles, section numbers, and indexes appearing in this Personnel Manual in no way define, limit, construe or describe the scope or intent of such section or article of this document.

If any Section or part thereof, policy, procedure, or provision, or the application thereof to any person or circumstance, shall to any extent be invalid, illegal, or unenforceable, the same shall be severed from this Personnel Handbook, and the remainder of this Handbook or the application of such Section or part thereof, policy, procedure, and/or provision to persons or circumstances other than those as to which it is held invalid, illegal, or unenforceable shall not be affected thereby and each Section or part thereof and policy, procedure, and provision shall be valid and enforceable to the fullest extent permitted by law or otherwise.

In the absence of a Human Resources Director, employees should direct questions to the City Clerk or City Attorney.

Violations of these policies are subject to disciplinary action, and depending upon the severity of such violations, may include up to unpaid suspension or termination of employment.

X. APPENDICES

**APPENDIX 1
SICK LEAVE ACCRUAL**

	Hours Per Pay Period (2 Weeks)	Years of Service
Sick 8-HR Day Step 1	3.69	up to 3 years of employment
Sick 8-HR Day Step 2	3.23	3 yrs +1 day to 8 years
Sick 8-HR Day Step 3	2.77	8 yrs + 1 day to 15 years
Sick 8-HR Day Step 4	2.31	15 years +
Sick 12-HR Day Step 1	3.88	up to 3 years of employment
Sick 12-HR Day Step 2	3.39	3 yrs +1 day to 8 years
Sick 12-HR Day Step 3	2.91	8 yrs + 1 day to 15 years
Sick 12-HR Day Step 4	2.42	15 years +
Sick 24-HR Day Step 1	5.18	up to 3 years of employment
Sick 24-HR Day Step 2	4.54	3 yrs +1 day to 8 years
Sick 24-HR Day Step 3	3.89	8 yrs + 1 day to 15 years
Sick 24-HR Day Step 4	3.24	15 years +

**APPENDIX 2
VACATION LEAVE ACCRUALS**

	Hours Per Pay Period (2 weeks)	Years of service
Vacation 8-HR Day Step 1	5.54	up to 3 years of employment
Vacation 8-HR Day Step 2	6.46	3 yrs +1 day to 8 years
Vacation 8-HR Day Step 3	7.38	8 yrs + 1 day to 15 years
Vacation 8-HR Day Step 4	8.31	15 years +
Vacation 12-HR Day Step 1	5.82	up to 3 years of employment
Vacation 12-HR Day Step 2	6.78	3 yrs +1 day to 8 years
Vacation 12-HR Day Step 3	7.75	8 yrs + 1 day to 15 years
Vacation 12-HR Day Step 4	8.72	15 years +
Vacation 24-HR Day Step 1	7.78	up to 3 years of employment
Vacation 24-HR Day Step 2	9.07	3 yrs +1 day to 8 years
Vacation 24-HR Day Step 3	10.37	8 yrs + 1 day to 15 years
Vacation 24-HR Day Step 4	11.66	15 years +

XI. PERSONNEL POLICY AND PROCEDURES MANUAL ACKNOWLEDGMENT

I understand that these acknowledgments will be maintained in my personnel file.

I understand that I should consult with the Human Resources Director any questions not answered in the manual.

I understand that, except for employment at-will status, any and all policies and procedures may be changed at any time by the City of Pass Christian, and the City reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in this Handbook or in any other employment document confers any contractual right, either expressed or implied, to remain in the City’s employment. With the exception of post-introductory Police and Fire Department employees, employment with the City is on an “at-will” basis. The City does not offer tenured or guaranteed employment nor does it guarantee any fixed terms and conditions of your employment. Either the City or you can terminate the employment relationship at any time, with or without cause, with or without notice. No supervisor, manager, or other representative of the City has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to these statements.

I hereby acknowledge that I have been provided copies of the City of Pass Christian Personnel Policy and Procedures Manual, that I have read them, and that I am accountable for fully understanding and complying with the terms and provisions of these policies.

Employee Signature

Date