

# **City of Tybee Island Employee Handbook**

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## **Notice to All Employees**

This handbook is only a general guide to the City's current employment policies and to some of your benefits and responsibilities as an employee. It is informational only. From time to time, the City reviews its policies, procedures, and benefits and makes revisions based on the need for or desirability of changes. Thus, any policy, procedure or benefit outlined in this handbook may be modified, decreased, eliminated, or increased at any time with or without advance notice. In addition, the City remains free to decide in all cases whether to apply the policies expressed herein to any particular set of circumstances.

This employee handbook does not constitute an expressed or implied contract. The employee may separate from his/her employment at any time; the City of Tybee Island reserves the right to do the same. Managerial functions, responsibilities, and prerogatives are retained and vested exclusively with the City of Tybee Island government including, but not limited to, the right to exercise judgment to establish and administer policies, practices, and procedures and change them, to direct and discipline the City's workforce and increase its efficiency, and to take whatever action is necessary to operate the City of Tybee Island government.

## **The History of Tybee Island's City Government**

Tybee's City government operates under a council/manager form of government which was adopted January 1, 1996.

This organizational plan places legislative responsibility for municipal government in a City Council and gives administrative or executive authority to the City Manager. The Council, which consists of the Mayor and six Council Members, levies taxes, enacts ordinances, and adopts the annual budget as well as performing other legislative functions. In the past Council Members were elected every two years as was the Mayor, but in 2010 a new referendum passed. In the general municipal election in November of 2011, the three elected council members who received the least number of votes shall serve for two year terms and the three other council members and mayor shall serve for four year terms. Thereafter, all successors to the mayor and six council members shall serve four year staggered terms.

City Council meetings are held in the City Auditorium at City Hall every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month; however, during the months of November and December the City Council only meets on the 2<sup>nd</sup> Thursday. The City Manager, who is appointed by the Mayor and Council Members, carries out the programs and policies established by the City Council. Additional duties of the City Manager include recommending the annual budget and work programs, appointing the department heads, and exercising general supervision and control over all employees of the City.

### **Origination of the City Name**

Tybee is Georgia's northernmost and 11<sup>th</sup> largest barrier island, measuring approximately 2.5 miles long by 1.75 mile wide.

No one's absolutely certain where the name "Tybee" originated. In the Yuchi Indian language, *tybee* means "salt." Some believe the name came from a Choctaw chief named *Iti ubi*. Some believe that the name came from the corruption of the word "tabby," an oyster shell-limestone mix that was used as a construction material by early colonists on the Georgia coast. Tybee, sometimes spelled Tiby on early maps, was first incorporated in 1887 as the Town of Ocean City. One year later the name was changed to the Town of Tybee.

## **The City Team**

In administrative, clerical, public safety, facilities maintenance and other City functions, City employees contribute toward the administration, operation and maintenance of essential services – the product of city government.

The demand for our product, essential services, has grown remarkably as a result of the growth of our City. To meet this demand and render maximum service at a minimum cost to the taxpayer, teamwork is required. **You** are part of a team. As such, the work assigned to each employee is essential to the success of our City government. So remember, your job is important – it deserves your best.

## **You Are the City**

The public has employed us to serve them in a courteous and efficient manner. Citizens evaluate our performance whenever they do business with us.

Many of us “meet” the public on the telephone every day. When the telephone rings, answer it promptly and courteously. The person at the other end of the line cannot see you. A citizen may form an opinion of the attitude of government employees by the manner in which they are treated on the telephone. Therefore, it is best to speak distinctly and in a pleasant tone of voice. Guard against quick answers, rude remarks, and any inflections of voice which might create bad impressions. Keep a pencil and pad of paper near your telephone to aid in taking messages. When asked for information, be sure that you give it correctly. If it is necessary to transfer the call, transfer it to the proper person and announce the call.

When you answer correspondence for the City, you are “meeting” the public; therefore, make every effort to be thoughtful and courteous in your letters.

The public naturally is interested in the personal appearance of those who are on its payroll. Your personal appearance should be appropriate to the position you hold. Certain minimum requirements as to neatness and cleanliness are expected of every City employee. Make every effort to be appropriately dressed.

Service is a part of every City employee’s job. City employees make the difference in whether a citizen has a positive or negative experience with the City. City employees are a team that must provide the best possible services with pride and professionalism. Every contact you, as an employee, have with the citizens reflects on your co-workers and the City service as a whole. You should treat every resident of this community as an important customer.

## **City of Tybee Island Vision Statement**

As concerned citizens of The City of Tybee Island, we will be conscientious stewards of our unique historic and cultural heritage, environmental resources, and diverse economic community. We will also ensure that our growth does not exceed the Island's carrying capacity.

We will foster a vibrant, year-round economy and support our business community in its goal to provide quality services and facilities for both residents and visitors. We will provide increased recreational and educational opportunities for all age groups to promote Tybee Island as a four-season vacation destination, while enhancing the distinctive atmosphere of our Island life.

## **Fun Things We Do at the City of Tybee Island**

The City of Tybee Island likes to treat its employees as part of a big family. While it's important to work hard and accomplish our job responsibilities, it is equally important to have fun at work.

The City sponsors at least one large employee event each year which is meant to encourage a more cohesive bond between employees of various departments and to allow employees' families to experience the positive culture that we promote.

The Fall Picnic is a huge hit with great food and games for children and adults alike! We have at this time an informal program to recognize our employees for their time of service and their special accomplishments during the year. This is held at The River's End Campground Pavilion.

Employees and their families are sure to enjoy a great time with co-workers and family members. The City will continue to look for fun activities to show our employees how important they are to the City!

## **ORGANIZATION OF CITY GOVERNMENT**

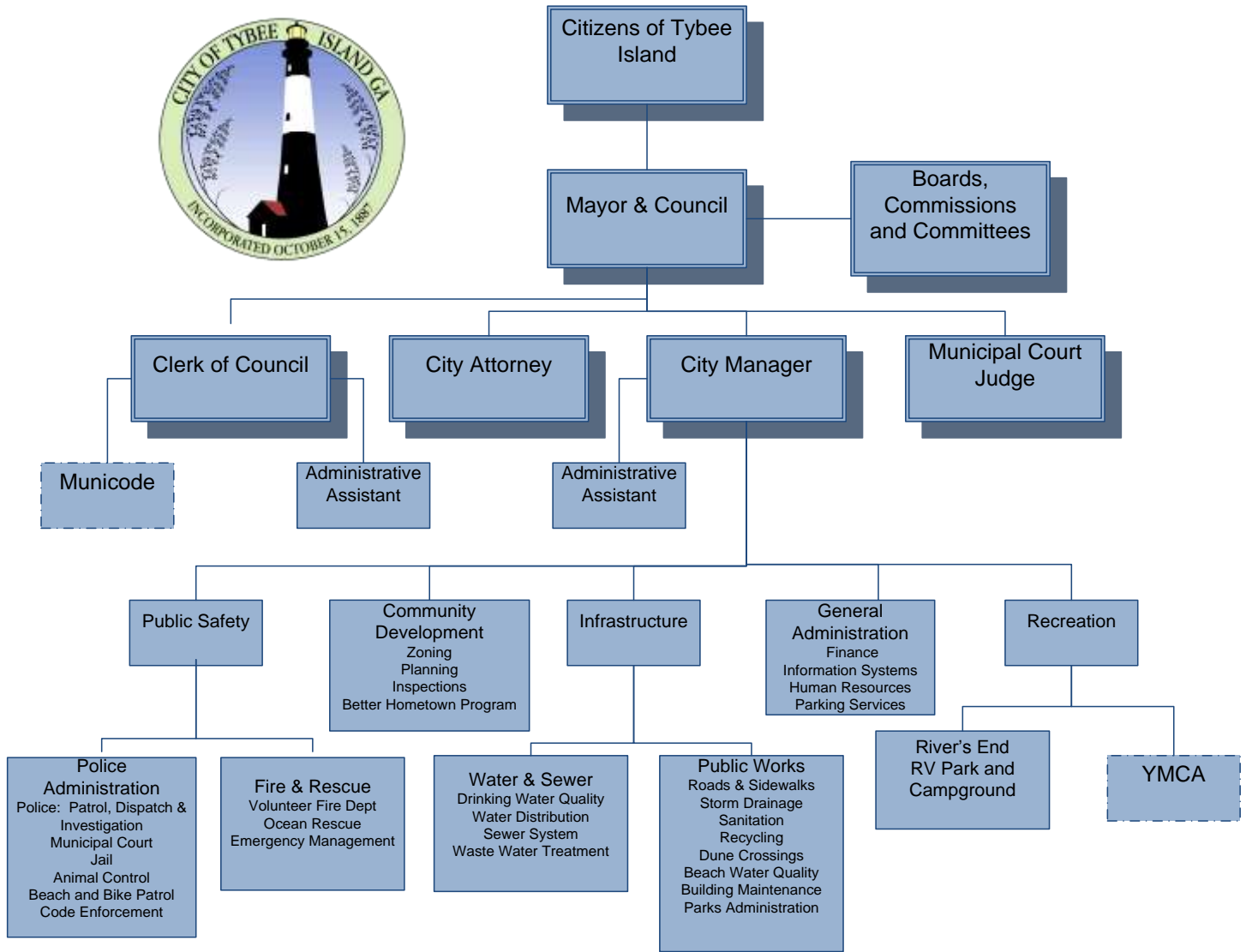
### **The Council-Manager System**

The City of Tybee Island operates under the Council-Manager form of city government. The Mayor and Council appoint the City Manager to administer the affairs of the City. The Mayor and Council have the responsibility of establishing policy to govern the affairs of the City, appointing the City Manager, adopting a budget for City revenues and expenditures and performing other actions necessary to govern the City.

### **The City Manager**

The City Manager is the City's chief administrative officer. He/she acts as the agent of the City Council in carrying out their decisions and policies in accordance with the law. He/she appoints department heads and exercises general supervision and control over all employees of the City.

One of the City Manager's most important duties is the preparation of the budget. He/she recommends the amount of money to be spent each year for wages, materials, equipment and other necessary items and presents it to the City Council for approval.



## **City of Tybee Island An Equal Opportunity Employer**

The City of Tybee Island is an equal opportunity employer. It does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation, age, disability, marital status, sexual orientation, family responsibilities, military obligations or other non-merit factors. Furthermore, this policy of non-discrimination prevails throughout every aspect of the employment relationship including recruitment, selection, training, compensation, promotion, transfer, termination, or any personnel action. This commitment assigns continuing responsibility for specific activities to ensure that minorities and women are given consideration equal to that given other employees in all employment activities.

The overall responsibility for administering the plan rests with the Human Resources Manager, under the direction of the Chief Financial Officer and the City Manager. Each Department Head, however, has the responsibility for applying the equal employment opportunity plan to all activities of his or her own department and shall be held accountable for results. The City Manager shall coordinate such cooperative action as is needed between departments. A continuing appraisal of the effectiveness of the plan shall be made by the City Manager through periodic reports.

All employees shall be treated by Department Heads and Supervisors with respect and dignity. Accordingly, all employees have the responsibility to conduct themselves with proper dignity and respect in their association with Department Heads and Supervisors. Any person associated with the City service who violates the principles of equal opportunity employment shall be held accountable.

Grievances arising from the administration of the plan must be submitted in accordance with the City of Tybee Island's established grievance procedure. If the grieving party is not satisfied by follow-up from the Department Head, he or she may appeal to the City Manager. If the City Manager finds that there was discrimination because of race, color religion, sex, national origin, political affiliation, age, disability, marital status, sexual orientation, family responsibilities, military obligations, or other non-merit factor, he/she may order appropriate remedial and/or disciplinary action.

### **State and Federal Laws**

The City of Tybee Island's policies are in compliance with all State and Federal laws affecting personnel practices. These include Workers' Compensation, Unemployment Compensation, Civil Rights Act, Age Discrimination in Employment Act, Immigration Reform and Control Act, Fair Labor Standards Act, Pregnancy Discrimination Act, Rehabilitation Act, Vietnam Era Veterans Readjustment Assistance Act, Commercial Motor Vehicle Safety Act, Americans with

Disabilities Act, Family and Medical Leave Act, Drug-free Workplace Act, COBRA and all other legislation that applies to City Government.

## **Employee Standards**

**Employee Values** guide and motivate ethical behavior.

**Code of Conduct** addresses how employees are expected to act in the workplace when interacting with both members of the public and other City employees.

**State of Georgia Code of Ethics** outlines the expected ethical behavior of all City employees with regard to customers, suppliers, vendor representatives, outside employers, and other employees.

**Leadership Principles** describe the expected leadership role of both managers and all City employees.

All employees are expected to know and adhere to the State of Georgia Code of Ethics for government services. Our co-workers and citizens expect that we act and lead each other in a way consistent with the State of Georgia Code of Ethics. An Ethics violation could result in disciplinary action.

## **Employee Values**

There are ten universal values which guide and motivate ethical behavior. These values are:

- Honesty
- Caring for Others
- Integrity
- Respect for Others
- Promise-keeping
- Responsible Citizenship
- Fidelity or Loyalty
- Pursuit of Excellence
- Fairness
- Accountability

Two additional values are especially applicable to employees involved in government:

- Protection of Public Trust
- Fiscal Responsibility

These values are the foundation of the high standard of conduct expected of City employees. While it is true that some values will not apply to every situation, others will apply to all situations. Everything we do as City employees must be motivated by ethical values. If we are successful in meeting and maintaining the high standard expected of us, the City's government will be perceived as ethical, and we will be trusted as conscientious and dedicated to working on behalf of the citizens of Tybee Island.

As employees of a public organization, it is important that we work within a value system which will strengthen the public's confidence in our ability to serve the public interest. The city administration has defined a set of values to establish our identity as an ethical and professional organization that is committed to serving the community. The organizational values of Tybee's City government are:

- Efficiency
- Accessibility
- Effectiveness
- Responsiveness
- Equity
- Proficiency

We, the employees, are the organization known as the City of Tybee Island. Our actions, individually and collectively, will communicate our values to the citizens we meet every day. By adopting an Ethics Policy, the Mayor and City Council have demonstrated that they are committed to ethics in government. It is our conduct, however, that will determine whether this government is perceived as an ethical one.

## **Code of Conduct**

As City employees we will...

- Conduct ourselves in a manner which is respectful, courteous, and professional. Appropriate behavior will be exhibited towards all our customers; both fellow City employees and members of the public.
- Communicate clearly, regularly, politely, and honestly with each other and our customers.
- Know and act consistent with all City policies, rules, and regulations and applicable federal and state laws
- Give a full day's labor for a full day's pay by performing our duties in a responsible and diligent manner.
- Apply know-how to every aspect of our duties in assistance to our fellow employees and customers.
- Exercise honesty and objectivity in the performance of our duties and responsibilities.

And for those who supervise and manage others...

- Administer discipline in a firm, but fair manner.
- Be positive examples to those we lead.

## **State of Georgia Code of Ethics For Government Service**

As City employees we will...

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

## **Leadership Principles**

### ***As leaders we shall...***

- Value employees as the City's most valuable resource.
- Foster open and effective communication.
- Encourage creative and innovative thinking.
- Strive to develop respect, trust, honesty, and integrity with our citizens and each other.
- Inspire and ensure cooperation and teamwork
- Develop employees through training, coaching, and counseling complemented by positive reinforcement and recognition.

## **Customer Service Standards**

### ***Meeting or Exceeding Our Customer's Expectations...***

- Make every customer feel important.
- Know the various services provided by the City.
- Maintain a professional attitude and image at all times.
- Treat every customer in a friendly courteous manner.
- Use proper telephone techniques and etiquette.
- Take responsibility for addressing the customer's concerns and problems.
- Find someone who can help the customer if you cannot.
- Follow up when necessary to ensure customer satisfaction.

## Sexual Harassment

### I. GOAL:

The City has a goal of establishing a workplace free from sexual harassment. Every employee of the City has a duty to protect and safeguard the rights and opportunities of every other employee to seek, obtain, and hold employment without subjugation to sexual harassment of any kind in the workplace. Ensuring a workplace environment free of sexual harassment is a goal that all employees are to share and to work together toward achieving. All employees are responsible for the implementation of and compliance with this goal.

### II. DEFINITION:

**Sexual Harassment**, harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964.

- (1) Sexual harassment is defined as:
  - a. Making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to, or rejection of such conduct is made, explicitly or implicitly, and basis for any decision affecting employee status (e.g., pay, promotion, assignment, termination, etc); or
  - b. Creating an intimidating, hostile or offensive work environment through:
    1. Verbal conduct such as sexual innuendoes, suggestive comments, jokes of a sexual nature or sexual propositions;
    2. Nonverbal conduct such as sexual suggestive objects or pictures, graphic commentaries, leering, whistling, or obscene gestures; or
    3. Physical conduct such as unwanted physical contact of any nature including touching, pinching or brushing the body.
- (2) Such conduct is prohibited in the workplace.
- (3) The term "harassment" generally suggests a pattern of conduct; however, an isolated instance of conduct as described above could constitute harassment depending on the circumstances of the particular incident.

### **III. IMPLEMENTATION:**

- (1) The City requests and encourages any employee who believes that he/she has been subject to any such prohibited conduct as described above by any other employee to report the incident to his/her immediate Supervisor.
- (2) If the alleged conduct is that of the immediate Supervisor, the employee is encouraged to report such incident directly to the Department Head.
- (3) If the alleged conduct is that of the department head the employee is encouraged to report such incident to the city manager.
- (4) The immediate Supervisor, Department Head, or City Manager, as applicable, shall conduct a prompt, confidential investigation of all alleged incidents of prohibited conduct. Any employee who is found to have either engaged in, or condoned prohibited conduct will be subject to disciplinary action, as appropriate, up to and including termination of employment.

### **IV. NONRETIATION:**

- (1) This goal also prohibits retaliation against employees who bring harassment charges or assist in investigating charges. Any employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

### **V. APPEALS:**

- (1) Decisions made under this section may be appealed in the same manner as any other personnel decision, pursuant to Section 46-35 in the Personnel Ordinances.

#### **Some examples of offensive and inappropriate behavior:**

- Whistling or catcalling
- Touching, pinching or patting
- Unwelcome hugging or sexual gestures
- Vulgar or obscene jokes
- Jokes or comments that belittle women or men
- Crude or vulgar language
- Commenting on clothing of an individual in a sexual way e.g. "Boy, I sure like the way those pants fit."
- Referring to someone in demeaning terms, e.g. "girl," "honey," "sweetie," or "hunk."

- Displaying crude jokes and/or pictures including pin-ups from magazines, such as Playgirl or Playboy.
- Repeatedly asking someone for a date after you have been turned down.
- Suggestive or obscene letters, notes, or other written material.

## **Employee Benefits**

- Basic Life Insurance
- Supplemental Insurance
- Group Medical Insurance
- Dental Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Retirement
- Employee Assistance Program

## **Medical Plan Information**

Medical privacy issues have become a growing concern for many individuals. In recognition of this issue, Congress passed the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Most organizations covered by the regulations must have been in compliance by April 14, 2003.

The City of Tybee Island recognizes that medical information about employees and their health is personal. The City is committed to protecting medical information about employees. The City's medical plan is required by law to take reasonable steps to ensure the privacy of personally identifiable health information.

## **Compensation**

For specific information about the following topics, please refer to the Fair Labor Standards Act (FLSA) Handbook that can be found on the City's Web page under Human Resources or obtained through your Department Director.

- Exempt Employees/Non-employees
- Overtime
- Compensatory Time Off
- Timekeeping
- Work Schedules
- Meals and Breaks
- Paydays
- Payroll Deductions
- Promotion
- Demotion
- Resignation
- Re-employment Procedures

## **Employee Training and Educational Development**

### **In-Service Training:**

The City Manager shall be responsible for fostering and promoting in-service training of employees for the purpose of improving the quality of service and to assist employees in preparing themselves for advancement.

### **Educational Enrichment:**

Upon the recommendation of the Department Head and the prior approval of the City Manager, an employee may receive payment for the cost of tuition and books for any job-related course successfully completed with a passing grade and/or completion certificate. Such courses shall be taken during employee off-duty hours unless it is necessary training for the job which is specifically approved by the Department Head. The City Manager may also approve compensation based on regular City travel policies.

## **Employee Assistance Program**

The Employee Assistance Program is available to assist all employees and their immediate family members. This program is designed to help employees on a CONFIDENTIAL and professional basis without jeopardizing the employee's job.

The Employee Assistance Program is available to assist employees in dealing with a variety of problems such as emotional problems, depression, family issues, marital problems, alcoholism, drug dependence, financial debt, and parenting. These problems, if left unattended, often result in poor work performance and attendance. If problems exist in your family, please contact the Employee Assistance Program Agency at 912-352-8801 to schedule an appointment with John Capachione.

## **Wellness Program**

Not offered at the moment – HR is currently working to establish this program.

## **YMCA Special Rates for All City Employees**

Now you have even less reason for not taking advantage of the Tybee Y's fitness facilities and exercise programs: If you are employed by the City of Tybee Island, these very special membership rates apply to you. You can choose Tybee only or now you can choose a metro membership as well. A metro membership allows you access to all of our eight branches in the YMCA of Coastal Georgia. If you upgrade to a family membership, you must all be either a Tybee rates or metro rates. (You cannot be an individual member and sign up your family for a Tybee only membership and vice versa.) If you already have a Tybee only membership and want to upgrade, or you are a member of another facility in Savannah please stop by the Tybee YMCA to get set up. All changes and payments for membership must be made at the Tybee YMCA.

- City of Tybee fire fighters, police and lifeguards (in season) receive **free individual memberships**. If you want to sign up the rest of your family (spouse and/or children) **you only pay the difference** between your free membership and a family membership and we waive the \$100 joiner's fee.
- All other employees of the City of Tybee Island receive **50% off an individual membership** and we waive the \$100 joiner's fee. For your family rate, we deduct your 50% less dues from the family rate.

You can pay on an annual or six-month basis, or we can set up a bank draft monthly payment plan for you. Please call 786-9622 if you want to learn more about our facilities, equipment and programs, or better yet, just come by the Tybee Gym. You receive a free orientation session to get you set up on all of the fitness equipment when you join. And check out our personal training packages to kick-start your workouts.

Hours of Operation: Mon-Th 5:30AM - 9PM; Fri 5:30AM - 8:30PM; Sat 8AM-6PM; Sun 1PM-5PM

Below is a chart explaining the rates. The rates in gray apply to City of Tybee employees. The rates in black are the normal rates you would pay if you were not a City of Tybee employee. For questions about rates for other specific memberships such as single parent family, please give us a call and we can give you the adjusted rates. As a member, you would receive member rates on all of our programs such as sports and childcare.

Corporate Membership Category	Metropolitan Rate		Joiner's Fee
	Monthly Rate	Annual Rate	
Family	\$53.35	\$640.20	\$100.00
Tybee PD/FD Family	\$12.15	\$145.80	\$0.00
City of Tybee Family	\$32.75	\$393.00	\$0.00
Military Family	\$48.00	\$576.00	\$50.00
Senior Family	\$48.00	\$576.00	\$50.00
Single Parent	\$44.40	\$532.80	\$100.00
Single Adult	\$41.20	\$494.40	\$100.00
Tybee PD/FD Single	\$0.00	\$0.00	\$0.00
City of Tybee Single	\$20.60	\$247.20	\$0.00
Military Single Adult	\$33.35	\$400.20	\$25.00
Senior Adult	\$33.35	\$400.20	\$25.00
Young Adult	\$21.35	\$256.20	\$0.00
Youth	NA	\$100.75	\$0.00

Membership Category	Tybee Only Rate		Joiner's Fee
	Monthly Rate	Annual Rate	
Family	\$41.55	\$498.60	\$100.00
Tybee PD/FD Family	\$8.95	\$107.40	\$0.00
City of Tybee Family	\$20.78	\$249.30	\$0.00
Military Family	\$37.45	\$449.40	\$50.00
Senior Family	\$37.45	\$449.40	\$50.00
Single Parent	\$35.45	\$425.40	\$100.00
Single Adult	\$32.60	\$391.20	\$100.00
Tybee PD/FD Single	\$0.00	\$0.00	\$0.00
City of Tybee Single	\$16.30	\$195.60	\$0.00
Military Single Adult	\$24.15	\$289.80	\$25.00
Senior Adult	\$24.15	\$289.80	\$25.00
Young Adult	\$13.85	\$166.20	\$0.00
Youth	NA	\$47.00	\$0.00

## Workers' Compensation Act

Workers' Compensation is a benefit program that provides medical and income benefits, and in certain circumstances, rehabilitation to an employee injured on the job. This program may also provide benefits to an employee's dependants if death results from an on-the-job injury. The City pays the entire cost of Workers' Compensation insurance.

Coverage begins under the Workers' Compensation program on an employee's first day on the job and covers the employee throughout his/her service with the City, but does not cover injuries suffered off the job. Any injury or illness arising out of and in the course of employment is by definition an on-the-job injury. Claims for injury occurring during breaks, lunch or personal activity may not be compensable.

If necessary, an employee who is injured at work will be provided transportation to and from the doctor's office or hospital at the time the accident occurs. As soon as possible following the injury, the employee is to report to the Human Resources Manager and present a statement from his/her treating physician stating whether the employee is or is not able to return to work.

If the employee is unable to perform his/her regular duties as a result of an injury suffered at work, the employee may be assigned other duties with the City for the period of recuperation. The employee will be paid his/her regular rate of pay for a reasonable length of time as determined by the insurance carrier, or until the employee is able to resume the duties of his/her regular position, whichever occurs first as outlined by the Workers' Compensation Act of Georgia. When the employee is released to return to work, he/she must report to the Human Resources Manager and provide a statement of health furnished by his/her attending physician.

Supervisors should make sure the injured employee is given the opportunity to choose a physician from the Posted Panel of Physicians and is explained the Employee's Bill of rights as provided by law. The supervisor should make sure the injury is reported in accordance with company procedures and the Act.

## **Procedures**

1. In case of a bona-fide emergency involving severe injury or when a Panel of Physician is not available, seek medical care from the nearest Hospital Emergency Room.
2. All follow-up care must thereafter be rendered by a physician from the Panel, or a Panel Physician's referral.
3. Notify a Supervisor, a member of the department's administrative staff or the HR Manager as soon as the injury occurs, regardless of the extent of the injury, and when possible, prior to seeking treatment.
4. The Supervisor should complete a "First Report of Injury" and file the claim with GMA via one of the methods listed below:
  - a. Via online submission through the GMA website at [www.gmanet.com](http://www.gmanet.com)
  - b. Faxing the First Report of Injury to the GMA claim center at 1-678-686-6388, or
  - c. Use the toll free 800 line to call in a claim to the GMA claim center at 1-800-835-6651.
5. The First Report of Injury is filed with the Human Resources Manager.

# Leave Policies

## I. PURPOSE:

To establish rules concerning the leave usage to City of Tybee Island employees.

## II. DEFINITIONS:

**Holidays**, twelve (12) annual days observed by the City of Tybee Island employees that have permanent full-time positions and on a prorated basis for permanent part-time positions as long as the part-time employee is scheduled to work that holiday.

New Year's Day

Martin Luther King Day

President's Day

Mayor's Employee Appreciation Day (March 17<sup>th</sup>)

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

- **Annual Leave** is paid time off for employees' personal reasons.
- **Approved Sick Leave** is paid time off for specific medical reasons.
- **Civil Leave** is allowed for employees for necessary time off without loss of pay when performing jury duty, appearing as a subpoenaed witness, or performing emergency civilian duty for national defense.
- **Education Leave** may be granted by the City Manager upon recommendation of the Department Head.
- **Family and Medical Leave** may be granted to an employee working at least 1250 hours per year with at least one year of service for up to 12 weeks in a 12 month period.

- **Full-time Permanent Employees** are those employees who are scheduled to work 40 hours per week for 52 weeks each calendar year.
- **Funeral Leave** is sick leave used to attend the funeral of an immediate family member.
- **Military Leave** is allowed pursuant to the provisions of O.C.G.A. 38-2-279, but not to exceed the benefits stated therein. Request for leave shall be accompanied by a copy of the official orders requiring training or duty.
- **Part-time Permanent Employees** are those employees who are scheduled to work 32 hours per week or less for 52 weeks each calendar year.

**The Leave Year shall be January 1 through December 31**

**III. POLICY:**

The following types of leave, and no others, are earned and/or granted: holiday, annual, sick, military, civil, educational, family and medical leave. An employee may not use any type of leave concurrently with hours worked. All leave must be granted or denied by the Department Head, in conformance with rules established for each type of leave. Leave is available to employees in permanent positions who are budgeted for a full calendar year. Any employee requesting leave must submit an Employee Leave Request form to the Department Head (Leave Request forms are available from HR). Use of leave may be restricted during critical work periods such as hurricanes, special events, etc.

- A. **Holidays:** City employees in full time permanent positions will observe 12 annual holidays. All holidays will be celebrated on the same basis as followed nationally.
1. **Eligible employees:** It shall be the policy of the City to insure that all employees in full time permanent positions enjoy the same number of holidays each year. The standard shall be the number of holidays in a particular year which will be celebrated by employees working a 40 hour week, Monday through Friday. For this group, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, it shall be observed on the following Monday.
  2. **Holidays on scheduled work day:** Except for sworn uniformed police personnel, employees who are required to work on an observed holiday shall be granted, at the option of the Department Head, compensatory time, within a reasonable amount of time after the holiday has occurred.

3. **Holidays for part time employees:** Part time permanent positions shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, on a basis proportionate to the allocated hours designated for the position and shall be granted, at the option of the Department Head, either compensatory time or pay for the time or pay for the time actually worked on the holiday.

B. **Annual:** Annual leave shall be earned and accrued from the date of employment at the rate hereinafter stated.

1. **Full-time Permanent Employees:** Employees working a 40 hour work week shall earn and accrue annual leave on the following basis:
  - a. Employees who have a permanent position and work full time, in their first year of service earn one-half of a day per month of work, or six workdays in the first year. Accumulation begins as soon as employment begins, but annual leave may not be taken until after three months of continuous employment with the City.
  - b. Employees with one or more years of continuous service earn leave at the rate of one day per month, or 12 workdays per year.
  - c. Employees with ten or more years of continuous service earn leave at the rate of 1.5 day per month, or 18 workdays per year.

Annual leave is earned during any month in which the employee is at work at least one-half the workdays within that month.

**Annual leave may be accrued to a maximum of 30 days or 240 hours.**

**Vacation leave may not be taken in increments of less than one-half day.**

2. **Part-time Employees:** Part-time permanent employees working 32 hours or less in a work week shall earn annual leave on a basis proportionate to the allocated hours designated for the position.
3. **Scheduling:** Employees shall submit in writing a request for annual leave to their Department Head prior to the desired leave date. Annual leave shall be scheduled by the Department Heads with particular attention to seniority of employees, departmental operating requirements, and insofar as possible, the requests of the employees.
4. **Pay in lieu of vacation leave:** Any employee eligible for vacation time may elect to be paid for not more than 40 hours of accrued vacation leave once each year by notifying the appropriate department head on the form provided for this purpose, provided the employee has taken off a minimum 40 hours vacation prior to this request, during the same calendar year, and provided that permission is approved by both the Department Head and the City Manager.

5. **Employee donation of vacation leave:** An employee may elect to donate some portion of his/her accrued vacation leave to another employee in need under the following conditions:

- a. Such vacation leave must be transferred on an hourly basis as opposed to a cost basis. The receiver of the donation may only use the donated time for actual sick leave.
- b. The recipient must be in need of additional leave time for personal illness or illness of a family member and must be at the point of taking leave without pay.
- c. Vacation leave, once donated, shall not be given back to the donor except where the conditions of subsection (6) b of this section are met.
- d. In no case shall the donor transfer vacation leave to another employee for the single purpose of avoiding losing vacation leave.
- e. The sale or trade of vacation leave for purposes which would circumvent the spirit of this procedure is prohibited.
- f. Requests to donate vacation leave should be made in writing to the Department Head and the City Manager.

6. **Possible requirement of vacation leave:** The City recognizes the benefit of employees having time off for leisure and recreation. Department Heads and/or the City Manager may therefore require employees to utilize a maximum of 40 hours vacation leave each calendar year as time off from work.

C. **Sick Leave:** Sick leave is given to employees only for sound and valid reasons. It is designed to meet necessary, emergency conditions of illness. Each Department Head has the authority to approve or disapprove sick leave applications. Sick leave shall not be abused; it is to be used as insurance for salary continuation in the event an employee becomes ill and is unable to work.

Sick leave with pay may be granted for the following reasons:

- a. Personal illness
- b. Quarantine of an employee by physician
- c. Illness in the immediate family requiring the employee to remain at home
- d. Death of a member of the employee's immediate family. The term "immediate family" shall mean spouse, parent, sibling, child, grandchild, grandparent, or any other relative whom it can be demonstrated is a member of the employee's/individual's household.
- e. Appointments with physicians for self or dependents

1. **Full-time Permanent Employees:** Employees working a 40 hour work week shall accrue sick leave on the following basis:
  - a. Employees who have a permanent position and work full time, earn sick leave at the rate of one day per month, or 12 days per year. Accumulations begin as soon as employment begins, but sick leave may not be taken until after three months of continuous employment with the City.

Sick leave is earned during any month in which the employee is at work at least one-half the workdays within that month.

2. **Part time Employees:** Part-time permanent employees working 32 hours or less in a work week shall accrue sick leave on a basis proportionate to the allocated hours designated for the position.
3. **Sick Leave accumulation:** Employees are allowed to accumulate unused sick leave indefinitely.
4. **Report:** An employee who is absent from work because of illness is responsible for reporting to the appropriate Supervisor or Department Head at the designated reporting time on the day of absence, and will be expected to keep his/her Supervisor or Department Head informed of his/her progress on a regular basis; such leave will be charged against sick leave. Where a relief employee is required in a department which must provide 24 hours sustained service, the employee, if possible, should report his/her absence two hours before the designated reporting time. In the event of failure of compliance with this provision, the employee will be charged on the payroll with leave without pay. A physician's certificate may be required for sick leave absences of three or more days.
5. **Use of sick leave:** Sick leave is not to be considered a right which an employee may use at his discretion, but a privilege not to be abused. Abuse or misuse of sick leave is a cause for disciplinary action since falsification of any information required by the City and/or absences without leave are both causes for reprimand, suspension, and dismissal. Department Heads who feel an employee is abusing the sick leave privilege may also require the employee to furnish a doctor's certificate for each period of absence regardless of the provision of subsection (4) of this section.
6. **Separation from service: accumulated sick leave:** An employee, upon separation from City service, shall not receive payment for accumulated sick leave.

7. **Extended sick leave:** In addition to sick leave accrued, additional sick leave may be advanced up to a maximum of 12 days with the approval of the City Manager. Extended sick leave will be granted only due to extraordinary circumstances, such as for a serious injury or disease (heart attack, cancer treatment, not for a cold, headache, or flu). Sick leave may not be advanced during a leave without pay status. Leave records will show a negative balance until normal accruals reduce the balance to zero.
  8. **Sick Leave for on-the-job injury:** An employee who sustains an injury on the job must, at the time of the injury or as soon as possible thereafter, notify the Supervisor on the forms provided. The appropriate Department Head shall review the case and make recommendations to the City Manager or designate for appropriate compensation. If the injury necessitates the employee's absence from work, the employee shall receive only that compensation provided under worker's compensation.
- D. **Civil Leave:** An employee will be granted civil leave when it is necessary for the employee to answer a subpoena, perform emergency civilian duty for national defense, or serve on a jury. The employee will be paid his regular salary while on civil leave and such leave shall not count against vacation or sick leave.
  - E. **Military leave:** Employees may receive a leave of absence pursuant to the provisions of O.C.G.A. 38-2-279 et seq., but not to exceed the benefits stated therein. Request for leave shall be accompanied by a copy of the official orders requiring training or duty.
  - F. **Leave without pay:** When it is deemed in the best interest of the employee and the City, a permanent status career employee may be granted leave without pay for personal or other reasons, provided such leave is recommended by the Department Head and approved by the City Manager. Non-career employees are not eligible for grants of leave without pay. Leave without pay shall not exceed one year.
    1. **Valid Reasons:** Valid reasons include, but are not confined to, the following:
      - a. Prolonged illness or disability of the employee or a member of the employee's household;
      - b. Educational or training enrichment;
      - c. Pregnancy and childbirth; and
      - d. Military Service.

2. **Procedure for requesting leave without pay:** Application for leave without pay shall be submitted in writing in advance, showing the employee's reason for requesting such leave and shall contain a statement that he/she intends to return to the city service upon expiration of such leave and that he/she agrees to the terms and conditions as outlined in these policies. In emergency situations, when an employee does not have accrued leave and is unable to return to work as scheduled as a result of illness or emergency reasons, his/her department may recommend approval of the granting of leave without pay without prior application by the employee, or the Human Resources Manager may investigate and make such recommendations in the absence of the department head.
3. **Temporary filling of position of employee on leave without pay:** During the employee's approved leave of absence, his/her position may be filled by the temporary appointment of a substitute. At the expiration of leave without pay, the employee subject to subsection (4) of this section) shall be reinstated in his/her former position without loss of status or benefits.
4. **Rights of employee on leave without pay; reinstatement in former position:** Employees granted leave without pay not exceeding two calendar months shall be entitled to reinstatement in their former position. For employees granted leave without pay exceeding two calendar months, every effort will be made to return the employee to his former position or a comparable one. He/She shall be listed on reemployment lists in the same manner as employees who are laid off in good standing.

G. **Family Medical Leave Act (FMLA):** An employee working at least 1250 hours per year with at least one year of service (does not have to be consecutive) with the City may be granted up to 12 weeks of family and medical leave without pay in any 12-month period. The 12-month period shall be measured forward from the date any employee's first FMLA leave begins. Employees are required to first use any accrued vacation, sick, or compensatory leave for all or any part of this 12-week period. When paid accrued leave is used by an employee in lieu of unpaid FMLA leave, the City will only provide sufficient unpaid leave to total 12 weeks in the designated 12-month period of time.

1. Reasons:
  - a. Birth of a child and to care for such child, which is requested within one year after the birth of the child.
  - b. Placement for adoption or foster care of a child if requested within one year after placement of the child.
  - c. Serious health condition that makes the employee unable to perform the essential functions of his/her job.

- d. Care for a parent, spouse, or child with a serious health condition. A qualifying child must be under 18 years of age or if older, incapable of self care because of a mental or physical disability.

During an approved family and medical leave without pay, an employee may continue their City sponsored group medical and life insurance with the same conditions and cost sharing provided for active at work employees. At the expiration of the family and medical leave, the employee will be restored to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. During an approved FMLA leave, the City will maintain an employee's health benefits as if he/she continued to be actively employed. The employee is responsible for paying the regular portion of the health insurance premiums and other supplemental premiums.

If an employee elects not to return to work after their FMLA leave, the City will initiate proceedings to collect the City's portion of the premium paid during the leave of absence unless there are extreme circumstances.

No vacation or sick leave will be earned by an employee on leave of absence without pay status.

If both spouses are employed by the City, they are limited to a combined total of 12 workweeks of FMLA leave during any 12-month period.

1. Reasons:
  - a. Birth of a child, and to care for the newborn child.
  - b. Placement of a child with the employee for adoption or foster care.
  - c. The care of a parent with a serious health condition.

Employees requesting family medical leave are required to:

1. Submit a Special Leave Request Application form 30 days prior to the beginning of a foreseeable leave or within 2 working days of an unforeseen event requiring the need for family and medical leave.
2. Attempt to schedule foreseeable leave so as not to unduly disrupt the City's operations.
3. Provide additional documentation of the need for leave as requested by the Department Head or Human Resources Manager.

## **City Policies/Ordinance**

Following are several City Ordinances which apply to you as a City employee. These ordinances are provided here for your convenience and are the ordinances about which you may most often have questions. Additional Personal Ordinances are located in section 2 of this booklet. Note that personal ordinances are subject to revision by City Council at anytime.

### **Disciplinary Action**

The rules and regulations provide that Department Heads or designated Supervisors may take certain disciplinary action when an employee's conduct or performance is not satisfactory. This action may take the form of a reprimand, suspension, demotion or dismissal. You must be notified of such action in writing. Employees may appeal the disciplinary action to the City Manager by following the disciplinary appeal procedures, if they believe they were treated unfairly.

You are responsible for acquainting yourself with the standards of conduct expected of you and to conduct yourself on the job in a manner which will ensure that your activities reflect credit on the City of Tybee.

For more information concerning the City's Progressive Discipline Procedures, please refer to Section 46-33, Disciplinary Action, and Section 46-35, Appeal of Disciplinary Action, in the Personnel Ordinance Manual.

### **Personnel Record Changes**

Any time your address, name, phone number, or other information changes; you should report the fact immediately to the Human Resources Manager and to your supervisor. Any changes affecting your employee benefits status should be reported immediately to the Human Resources Manager.

## **Recruitment and Selection Process**

All full-time vacancies shall be publicized by posting announcements and by other such means as necessary to assure obtaining well-qualified candidates for the positions.

Applications shall be made on forms provided by the City of Tybee. Applications shall be signed by the persons applying. No applications will be accepted for non-posted jobs. No applications will be active once the vacant position is filled.

An applicant who does not meet the requirements of the position may be disqualified. An applicant may be disqualified for the practice or attempted practice of fraud or deception in the completion of his/her application.

Applicant may be required to submit proof of his/her education, military service or any other such documentation as deemed necessary.

1. Recommendations and appointments: Department Heads shall examine applications and applicants for employment and recommend to the City Manager applicants for appointment to vacancies existing within their departments. Appointments shall be made on the basis of ability, training, and experience without regard to age, race, creed, national origin, sex, or handicap.

Types of appointments:

- a. Permanent appointment
  - b. Temporary appointment
  - c. Emergency appointment
2. Probationary Period – Each employee receiving an appointment with the City shall complete a probationary period of 90 days. For law enforcement personnel, in appropriate positions, the probationary period shall not be considered complete until the employee has successfully completed the required basic training course. A probationary employee may be terminated with or without cause at any time. At the conclusion of the probationary period, the Department Head shall recommend whether to:
    - a. Retain the employee in the present position and classification.
    - b. Assign the employee to an alternative position usually at a lower classification.
    - c. Separate the employee from City service.

## **Appeal Procedures**

Employees who have completed probation and are regular status shall have the right after suspension without pay, demotion, or dismissal from City employment to appeal within five days after the effective date of the disciplinary action. The employee should notify the City Manager in writing of his/her desire to have a hearing. The City Manager will promptly notify the employee of the time of the hearing in writing, the reasons for the disciplinary action taken, the names and the nature of the testimony of witnesses against him/her, and that the employee will have an opportunity to present evidence on the issues.

## **Drug Free Testing Policy (Summary – See Section 46-29 for Full Policy)**

The City of Tybee Island recognizes alcohol and drug abuse to be one of the most destructive issues facing our employees and their families. The City has a strong commitment to its employees and the public to provide a safe, drug-free work environment. This policy addresses the problem of substance abuse in the workplace, provides ways to keep the workplace safe and drug free, and clarifies what is expected of all employees and what the repercussions are if the policy is not followed.

To be effective, this policy must encourage employees not to use illegal drugs or abuse alcohol. Drug testing is not a system for catching employees guilty of substance abuse. It seeks rather to caution employees to consider how the consequences of their substance use can affect the quality of their job and life.

This policy sets guidelines for employees with substance abuse problems. Addiction to alcohol or drugs is recognized medically as an illness. While this is considered, an employee's job performance and motivation for getting help are also evaluated.

Regulations: The manufacture, distribution, possession, or use of a controlled substance or associated paraphernalia at any time or place is prohibited.

- The manufacture, distribution, dispensation, possession or use of alcohol while on work time or a work premise is prohibited.
- Reporting to work or working while intoxicated or otherwise impaired by alcohol or a controlled substance is prohibited.
- Employees wearing uniforms or using City vehicles in off duty situations must refrain from any use of alcoholic beverages.

- Any City employee arrested or convicted of violating any criminal drug statute of any jurisdiction, regardless if the alleged violation occurred at the work place or elsewhere, must notify the City Manager, in writing, within five calendar days of each arrest or conviction.
- The use or possession of prescription drugs while on work premises, or while working, which could affect or impair the ability to function in one's job is prohibited, unless the prescribing physician has been notified of the duties involved with the employee's position and has approved, in writing, the use of the drug while that employee is performing those duties. Use of "over the counter medication" which has a narcotic labeled as "can cause drowsiness," shall not be used by employees prior to operating City vehicle or heavy equipment or performing other safety sensitive functions.
- A confirmed positive drug test of an employee will result in disciplinary action up to and including termination in accordance with Section 46-33 of the Personnel Ordinances.
- Job applicants will be denied employment with the City if their initial positive results have been confirmed.

### **Reasons for Testing:**

- As a pre-employment screen to guard against hiring people with current drug use problems
- As part of a follow-up program for treatment of drug or alcohol abuse.
- A pattern of abnormal or erratic behavior.
- When there is reasonable suspicion that an employee has violated any provision of this policy dealing with the use of alcohol and/or any controlled substance.
- When any employee has an on-the-job accident in a City vehicle.
- When any employee is involved in or contributed to a work-related accident.
- Presence of physical symptoms of drug or alcohol abuse.
- Random screens under Department of Transportation (DOT) guidelines for employees with Commercial Driver's Licenses (CDL).
- Random screens for employees in positions designated as "safety sensitive."
- Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of other drug/alcohol statutes.

- When a substance abuse test is conducted as a part of a regularly scheduled employee fitness for duty medical examination that is scheduled routinely for members of an employment classification or group.

**Mandatory termination:**

- Selling drugs on or off the job.
- Positive drug or alcohol test while either on probation or while participating in a drug or alcohol treatment program.
- A nolo plea, guilty plea or conviction of second DUI offense.
- A DUI offense (nolo plea, guilty plea, or conviction) while operating a City vehicle.
- A felony violation (nolo plea, guilty plea or conviction) of any controlled substance law.

**Standards of Dress and Uniform Policy**

**Purpose:** To ensure City of Tybee employees are dressed in uniform or professional attire appropriate to their position.

**Standards of Dress:** City of Tybee Island management staff maintains the authority to interpret the standards of dress and make determinations for appropriateness. Employees are encouraged to seek clarification when unsure of a specific item of clothing according to the standards of dress. Supervisors shall inform all persons being interviewed of dress and grooming standards.

General Standards of Dress for City Employees include but are not limited to the following:

- As a representative of the City, each employee is expected to dress in a manner which promotes a positive, professional image of the City of Tybee Island.
- Identification badges shall be in possession of employees during work hours and displayed when meeting with the public. This shall apply to regular work duties and special call-back assignments.
- Employees who are required to wear uniforms are required to wear them while on duty in accordance with their department’s written SOPs.
- Clothing is expected to be clean and neatly arranged at the beginning of each employee’s work shift. The attire shall not have holes, stains, or be ragged, soiled or significantly faded.

- Wearing caps, hats or sunglasses while outside is permissible. Employees shall remove caps, hats and sunglasses during meetings, indoor training activities and media interviews.
- Attire which prohibits employees from safely performing their assigned duties is prohibited.
- Steel-toe safety shoes are to be worn when required.
- Skirts or dresses shall be an appropriate length.
- Shorts of an appropriate length shall not be worn unless they are a part of a department's approved uniform.
- No clothing, including hats or pins, shall bear the names of employee organizations, alcohol, tobacco or other drug advertisements, obscene or inappropriate works or designs, objectionable displays, or vendor advertisements.
- Optional Friday attire shall be permissible where practical. Each City of Tybee Island Department shall exercise discretion in outlining the details of such.

### **City Uniforms:**

- Each Department will select uniforms which are appropriate for each position.
- Each Department will prepare and distribute to employees an SOP outlining uniform attire for the department. Employees (both regular and probationary employees) in positions requiring a uniform must wear the uniform at all times while on duty including call-back assignments.

## **Smoking & Tobacco Policy**

Recognizing the hazards of tobacco use, it shall be the policy of the City of Tybee Island to provide a tobacco free environment for all employees and visitors. The policy demonstrates the City's commitment to a professional work climate, the promotion of health and the prevention of disease, the preservation of City assets, and the reduction of litter.

### **Policy:**

1. Use of tobacco products shall be prohibited in the following areas:
  - a. Within any City owned facility at any time. This includes but is not limited to common work areas, conference and meeting rooms, private offices, hallways, lobby areas, restrooms, lunch/break rooms, and any enclosed areas. This applies to employees, visitors, and customers.
  - b. Tobacco use shall not be allowed within any City owned vehicle.
  
2. Employees may only use tobacco products in designated areas at designated times:
  - a. Each City facility will have a designated area located outside of the building where tobacco use will be allowed.
  - b. Employees may use tobacco products during their morning, lunch, and afternoon breaks. No more than these three (3) breaks may be taken per eight (8) hour shift.
  - c. All materials used for smoking, including cigarette butts and matches, will be extinguished and properly disposed of in appropriate containers. If the designated tobacco use area is not properly maintained, it may be eliminated.
  - d. Employees may not use tobacco products while perform their job.
  
3. Any violation of this policy will be handled through standard disciplinary actions.
  
4. The City of Tybee Island will assist any employee interested in quitting the use of tobacco through the employee assistance program.

### **Definition:**

**Tobacco Product** – smokeless tobacco, cigars, and cigarettes.

# **Disaster Leave Policy**

(Being Developed)

## **INCLEMENT WEATHER/EMERGENCY CLOSURE POLICY**

### **Purpose**

To prescribe uniform procedures for the closure of city offices and the treatment of employee absences from work during periods of inclement weather and other emergencies.

### **Policy**

Whenever it is determined that the health or safety of citizens or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a city department, closure of city operations or a subsection thereof may be deemed necessary. The City Manager shall make decisions regarding the conditions affecting the closure of all departments citywide or within a geographic area. Decisions regarding conditions affecting a single city department or city building shall also be made at the discretion of the City Manager.

### **Communication of Closure**

If inclement weather or other emergency conditions affecting all departments citywide or within a geographic region develop during the workday, employees will be notified by telephone and/or e-mail of any authorized changes to normal working hours. If such conditions develop during the night and warrant delayed opening or official closing, the City Manager will notify city department heads. The department heads will be responsible for setting up "telephone trees" and assuring that all employees under their supervision are promptly notified. In addition, if electricity to City Hall is unaffected, IT staff will post a message on the flashing sign outside City Hall and post a notice on cable channel 7 so that citizens and others will be informed of the altered hours. The City's website will also be updated periodically as conditions warrant.

## **Treatment of Absences**

When an employee is prevented from reporting to work or remaining at work because of the closure of city operations or subsection thereof by action of the City Manager such absences, up to two (2) days, will be considered to be with pay and will not be charged to any accrued leave or compensatory time.

Absences beyond two (2) days or due to an employee's personal circumstances shall be charged to available leave or compensatory time or shall be unpaid. The City Manager, at his or her personal discretion, may permit employees to make up the time lost from work.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for the employees directly affected.

In the event that the Governor of the State of Georgia declares a state of emergency in an area that includes Tybee Island, the City Manager may authorize hazardous weather emergency leave with pay for absences from work due to the state of emergency. This paid emergency leave shall not exceed five (5) days.

## **Outside Employment**

Employees are expected to devote primary attention to the requirements of their city jobs. It is permissible to obtain outside employment if the employee first gains written approval from the appropriate Department Head and if:

1. There is no conflict in working hours.
2. The employee's job efficiency is not reduced.
3. There is no conflict of interest that could cause embarrassment to the city or to the employee.

## **Political Activity**

As a City employee, you may express your opinion privately as a citizen, and you may vote in any election – in fact, you are urged to exercise this right as a citizen. However, you should avoid potential conflicts involved in active participation in any political campaign for City elected officials. Because the City is a council-manager form of government, any communication with currently elected officials should be through the City Manager.

No City employee shall actively seek City elective office or actively advocate or oppose the candidacy of any individual for nomination or election to any City office. An employee may participate in political activities at other levels of government, provided that such participation is not engaged in during working hours, and provided such participation does not adversely affect performance as a City employee.

An employee who qualified for elective office at the City level shall resign in writing from city service effective the date of qualification.

Nothing shall prevent employees from becoming or continuing to be members of any political party, club or organization; attending political meetings; expressing their views in private on political matters outside working hours and off City premises.

## **Nepotism Ordinance**

**Purpose:** To establish guidelines concerning the employment and/or placement of relatives of City of Tybee Island Employees.

**Ordinance:**

No member of the immediate family of a Department Head may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist.

No relative of the City Manager may be employed with the City.

Immediate family members should not be employed in the same City Departments. If two employees marry or become related, only one of the employees will be permitted to remain employed in the department.

Nothing in this section shall affect persons hired or transferred prior to the adoption of this policy (January 11, 2007). The City may consider requests for variance from this section on a case-by-case basis, and upon City Manager approval.

As used herein "related" and "immediate family" are synonymous and are to include spouse, child, step-child, grandchild, parent, grandparent, brother, sister, half-brother, half-sister, uncle, aunt, niece, nephew, or the spouse of any of them. These relationships shall include those arising from adoptions. Persons who are married by common law marriage or who are living together without the benefit of matrimony are also considered related under the intention of this rule.

## **INTERNET & ELECTRONIC COMMUNICATION POLICY**

**1. Policy Statement.** Computers and computer-related services are made available to departments and employees of the City of Tybee Island for business-related purposes. In particular, Internet and electronic mail (email) services are provided to support open communications and exchange of information and the opportunity for collaborative government-related work. While the City of Tybee Island believes that computers and computer-related services, including Internet and email, are essential tools for its departments and employees, access to such services is a revocable privilege. As such, conformance with acceptable use, as expressed in this Policy, is required. Departments of City of Tybee Island are expected to maintain and enforce this Policy.

**2. Relationship to Other Policies.** This Policy supplements any and all the City of Tybee Island policies relating to workplace harassment, discrimination, retaliation, conflicts of interest, discipline and discharge, records retention, and Open Meetings Act compliance.

**3. No Expectation of Privacy.** The City of Tybee Island computers and any data stored in them are the property of the City of Tybee Island and may be accessed at any time by authorized officials of the City of Tybee Island. Employees shall not expect privacy in the use of the City of Tybee Island computers. The City of Tybee Island may, without notice, monitor Internet usage and/or email and review computer files to ensure that computers are not being used for impermissible purposes.

**4. Public Records.** Many emails and other electronic files constitute public records for purposes of state record retention laws. As such, whether a given email or electronic file is subject to a retention schedule must be determined by its content rather than its format. As a general rule, any email or other electronic file which is a substitute for a letter, memorandum, notice, report, or other traditional record that would be subject to a particular retention schedule, then it too is subject to the schedule. Conversely, if the email or other electronic file is merely transitory, it need not be retained beyond its useful life (e.g., listserv messages, meeting notices, general staff announcements, invitations to events, etc.). Users of the City of Tybee Island computers and other computer-related services must also bear in mind that all emails and other electronic files are generally subject to disclosure under the Open Records Act.

**5. Acceptable Uses.** The following constitute acceptable uses of the Internet and email made available to employees by the City of Tybee Island.

- Communication and information exchange directly related to the user's duties and responsibilities as an employee of the City of Tybee Island or the mission and function of his/her department.
- Communication and exchange for the user's professional development as an employee of the City of Tybee Island, to maintain currency of his/her relevant training or education, or to discuss issues related to his/her research, projects, or programs as an employee of the City of Tybee Island.

- Use in applying for or administering grants or contracts for the City of Tybee Island's research or programs.
- Use for advisory, standards, research, analysis, and professional society activities related to the user's duties and responsibilities as an employee of the City of Tybee Island.
- Announcements of new the City of Tybee Island regulations, ordinances, procedures, policies, rules, services, programs, information, or activities.
- Any other authorized the City of Tybee Island-related administrative communications not requiring a high level of security.

**6. Specifically Unacceptable Uses.** The following constitute unacceptable uses of the Internet and email made available to employees by the City of Tybee Island and may subject an employee to disciplinary action, up to and including termination of employment.

- Visiting inappropriate web sites (erotica, hate groups, etc.).
- Unauthorized attempts to access any computer or network.
- Sending or posting threatening or otherwise inappropriate messages.
- Sending or posting racially and/or sexually harassing messages or images, sending or posting any sexually suggestive or explicit messages, or any other use violative of the City of Tybee Island policies regarding workplace harassment, discrimination, and/or retaliation.
- Accessing or copying confidential and/or proprietary software, program, or other electronic files without permission.
- Sending or posting confidential information without authorization.
- Downloading, uploading, or sending viruses or other malicious files or programs.
- Opening or sending emails or other electronic files that may endanger the City of Tybee Island computers and/or network.
- Using the Internet and/or email for any purpose which violates a federal, state, or local law.
- Using the Internet and/or email for any private business or other for-profit activities unrelated to the user's duties and responsibilities as an employee of the City of Tybee Island.

- Accessing, downloading, or sending computer games that have no bearing on the user's duties and responsibilities as an employee of the City of Tybee Island, recognizing that some games designed to teach, illustrate, train, or simulate agency-related issues may be acceptable.
- Accessing, copying, or modifying electronic files stored within the City of Tybee Island computers outside of the user's duties and responsibilities as an employee of the City of Tybee Island without authorization.
- Disclosing or exchanging passwords or seeking or obtaining passwords of other employees of the City of Tybee Island or other authorized users of the City of Tybee Island computers and computer-related services.
- Representing oneself as another user, either on the City of Tybee Island internal network or elsewhere on the Internet, without authorization.
- Intentionally developing programs designed to harass other users or infiltrate a computer or computing system and/or damage or alter the software components of same.
- Fundraising or public relations activities not specifically related to the user's duties and responsibilities or to the City of Tybee Island approved activities.

**7. Procedures.** Department heads, or their designees, are responsible for their employees' compliance with the provisions of this Policy and for promptly investigating non-compliance. Suspension of service to users may occur when deemed necessary to maintain the operation and integrity of the City of Tybee Island network. User accounts and password access may be withdrawn without notice if a user violates the acceptable use policy. Disciplinary action up to and including termination of employment may be imposed depending on the severity of the violation. Criminal or civil action against users may be initiated when laws are violated.

**8. Guidelines.** The following additional guidelines apply to uses of the Internet and email made available to employees by the City of Tybee Island.

- *Checking for viruses.* Any software obtained from outside the City of Tybee Island shall be scanned prior to use for viruses and other malicious files or programs.
- *Contractors.* Contractors and other non-the City of Tybee Island users may be granted access to the City of Tybee Island-provided Internet and/or email services at the discretion of the department head. Acceptable use by such users is the responsibility of the City of Tybee Island contract administrator, who is expected to provide such users with this policy.

- *Passwords.* Use passwords associated with the City of Tybee Island information system only on that system. When setting up an account at a different information system that will be accessed using the Internet, choose a password that is different from ones used on the City of Tybee Island information systems. Do not use the same password for both local and remote Internet-accessed systems. If the password used at the remote, Internet-accessed remote site were to be compromised, the different password used locally would still be secure. Passwords should not be so obvious so that others could easily guess them, and passwords should be changed at least every sixty days.
- *Logging off.* Always make a reasonable attempt to complete the logoff or other termination procedure when finished using a remote, Internet-accessed system or similar resource. This will help prevent potential breaches of security.
- *Email Security.* Always remain mindful that unencrypted email sent or received outside any department and on the Internet cannot be expected to be secure.
- *Large File Transfers and Internet Capacity.* The Internet connection is a shared resource. While routine email and file transfer activities generally will not impact other users, large file transfers and intensive multimedia activities will impact the service levels of other users. Users contemplating file transfers of over ten megabytes per transfer or interactive video activities shall, to be considerate of other users, schedule these activities early or late in the day or, if possible, after business hours.
- *Conduct & Etiquette.* Know and follow generally accepted Internet and email etiquette. Refrain from language or other uses of the Internet and email that reflect poorly on the City of Tybee Island.
- *Correspondence with Legal Counsel / Disclaimer.* Any email or other correspondence sent to the City Attorney or other legal counsel for the City of Tybee Island, if sent for the purpose of assisting legal counsel in providing legal advice to the City of Tybee Island, must include the following disclaimer:

“This communication and all attachments may contain privileged and confidential legal communications/attorney work product intended solely for the use of the addressee. If you are not the intended recipient, any reading, distribution, copying or other use of this communication and/or any attachments hereto is prohibited and you should delete this message from all locations, and advise the sender at [INSERT TELEPHONE NUMBER AND/OR EMAIL ADDRESS]. Thank you.”

## **9. Use of Computer Software.**

- In compliance with federal copyright laws, the City of Tybee Island will not participate in or condone the illegal duplication of licensed microcomputer

software. Such activity is strictly prohibited on the City of Tybee Island premises and/or computers. The City of Tybee Island does not own the copyright to any software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

- With regard to use on local area networks or on multiple machines, the City of Tybee Island employees and other authorized users shall use the software only in accordance with the license agreement.
- The City of Tybee Island employees are required to promptly report any misuse of software or related documentation within the City of Tybee Island to their department head or to the City Manager.

Drafted: 11/08/2010je

## **Safety**

The health and safety of all employees throughout the City of Tybee Island is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operations. Safety can be a vital personal matter. Personal injury, injury to co-workers, injury to the public, and even death are possible results for a moment of thoughtlessness. So play it safe through safe practices!

A file drawer left open or a box, pencil or wet spot on the floor are office hazards that may cause injury. Look for these hazards and remove them. Faulty brakes, tires, windshield wipers, horns, or lights on City-owned equipment should be reported as soon as detected. Of course, all accidents must be reported immediately to your Supervisor.

If you are injured, no matter how slightly, report to your Supervisor and have the injury treated immediately.

Avoid possible injury by learning to lift objects safely. Test the object before lifting to determine if assistance is needed. To lift an object, bend your knees, get a good footing, and grasp it firmly. Keep your arms and body as nearly straight as possible, directly above the object. Lift gradually, so that any strain will be on the leg muscles and not on the back. Remember, if a load is too heavy, be safety wise, get someone to help you!

Other safety practices, such as wearing safety belts, reflective vests, hard hats, work shoes hard-soled shoes and avoiding horseplay and scuffling should be practiced. Remember to use common sense, care and caution. Look out for yourself and your co-worker. This will pay off in the long run.

## **Care of Equipment and Supplies**

Equipment and supplies necessary for the proper performance of your work are provided by the City. Misuse of equipment or waste of supplies results in a higher cost of government. Serviceable life of most equipment can be greatly extended through proper use and preventive maintenance.

## **Your Responsibility as a City Driver**

As part of your regular duties, you may operate City-owned vehicles – cars, trucks, fire engines, bulldozers – vehicles which cost the citizens many thousands of dollars to purchase. As a City employee, you are under an obligation to care for any piece of equipment assigned to you in the performance of your work. You are responsible for inspecting your vehicle and seeing that it is in proper operating condition. If there is anything wrong with the operation of your vehicle, report it to your supervisor immediately. You will be held responsible if you knowingly drive an unsafe vehicle.

You have an obligation to obey laws and rules of good driving. Respect for the law and respect for the rights of others can eliminate senseless deaths, injuries, and accidents. There are some rules and regulations to which you must adhere as a City Driver.

1. You must have a valid state driver's license to operate any over-the-road city vehicle. Operation of most trucks and other heavy duty vehicles requires possession of a commercial driver's license. Your license must be in your possession at all times while driving.
2. You must notify your Supervisor the next business day if your license is suspended or revoked, or if you are arrested for driving under the influence (DUI).
3. Your vehicle must be kept clean at all times. It is your responsibility to see that the inside of your truck or automobile is clean of trash, debris, etc.
4. It is the responsibility of the vehicle operator to make periodic checks of all fluid levels, tire pressures, and safety items such as lights, horn, turn signals, windshield wipers, and brakes.
5. Use extreme caution while backing any vehicle. In the case of trucks or heavy equipment when rearward vision is obscured, another worker should be positioned outside the vehicle to direct you.
6. Never leave a vehicle unattended while the motor is running. Always remove the keys from a parked vehicle.
7. Check the instrument panel on your vehicle periodically. If any trouble is indicated, notify your Supervisor immediately, and then follow his/her instructions.

8. Obey all traffic regulations. Never exceed the posted speed limit and remember that regardless of the speed limit the safest speed you may travel is governed by road and weather conditions.
9. Many of the City's vehicles are equipped with two-way radios. When operating radios, courtesy is the rule. Make sure that no one else is transmitting from another radio before keying your microphone.
10. All collisions must be reported immediately to your Supervisor for investigation. Do not leave the scene of an accident before it is investigated, even if there is no apparent damage. If the other party involved says it is his/her fault and wants to leave, get his/her name and license number and wait until someone in authority investigates and tells you to move your vehicle.
11. Traffic citations are the sole responsibility of the driver, regardless of who owns the vehicle.
12. You should have a vision check-up regularly to make sure your vision is not defective. If glasses have been prescribed for driving, be sure to wear them at all times while driving city vehicles.
13. You must keep your safety belt buckled at all times while driving and require your passengers to do so also. Failure to use seat belts may result in disciplinary action.
14. Only Employees or authorized personnel are permitted in a City vehicle.

City vehicles are to be used only for City business and City-related activities. Although some employees are permitted to drive City vehicles between their work and home, no employee is entitled to use a City vehicle for personal reasons.

As a final reminder of your responsibility as a City driver, remember that City vehicles are clearly marked and you are very much in the public eye. Your marked vehicle demands that you set a good example by driving safely and courteously.

## **Travel Policy** **(Revised 01/05/2011)**

Prior to making plans to travel, an employee should assure themselves of the following:

1. Department Head must receive City Manager approval.
2. Staff must receive Department Head approval.
3. Is the budget available? Training classes and schools must be in the budget.
4. Is a city vehicle available, or is the use of a personal vehicle been approved?
5. When traveling outside the State of Georgia, have you received council's approval?

**Plan ahead.** Complete the conference or seminar registration in advance of discount cutoff dates, to take advantage of any discounts. Submit request to finance on a timely basis for a normal accounts payable check (approximately 7 days). On-line registration with City credit cards is an efficient way to register and reserve space and/or rooms for schools and conferences. Please ensure that the receipt is submitted to finance immediately. **Misuse of city credit cards will prevent their future use by an individual.** Submit the registration form with the check request; indicate any special handling when required. Sign out a City credit card a day in advance to insure its availability.

### **Transportation**

If commercial transportation is required, it is necessary to make your own travel arrangements. If you are dealing with an agent that will send the City a bill, the bill should be sent to:

City of Tybee Island  
PO Box 2749  
Tybee Island, Georgia 31328

You may pay transportation costs with your personal credit card and request a reimbursement. Have your trip approved in advance by either your department director or the City Manager prior to paying for your tickets. If you have access to the internet, you can purchase tickets on line. Allow enough time to take advantage of discount fares such as 7-day, 2-week, 30-day, weekend or other discount programs. You can use a City credit card to pay for airfare if you make arrangements with Finance.

When using a privately owned vehicle; mileage will be reimbursed (no gas charges), at the current IRS mileage reimbursement rate. The rate for July 1, 2008 through December 31, 2008 was \$.585 per mile. The rate dropped to \$.51 on January 1, 2011.

If a rental car is necessary, insurance must be purchased at the time of the rental. However, if you are charging the rental on a credit card, be sure to check with the credit card company; many times the insurance is provided at no charge when using certain cards.

If two or more employees are attending the same training course, utilize joint transportation. The City may not pay for the use of more than one privately owned vehicle. If planning a vacation around a conference or training course, make sure of what expenses will be allowed before leaving.

## **Expense Guideline**

Employees traveling overnight will be paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the employee is eligible.

Employees are generally eligible for per diem amounts to cover the cost of three (3) meals per day for all day on travel status other than the day of departure and the day of return, which will be prorated depending on the times of departure and arrival. However, if a meal is included as part of the cost of conference registration, such meal should not be considered eligible in the calculation of per diem. Because most conferences accommodate a variety of dietary needs and restrictions, employees are expected to participate in such meals.

Day of Departure: Employees may only receive per diem for meal occurring while officially on travel status. For example, if an employee departs at 3:00 p.m., the employee is not eligible for breakfast or lunch per diem for that day.

If an employee departs on an overnight trip prior to 6:30 a.m., the employee is eligible for per diem for breakfast on the day of departure.

If an employee departs on an overnight trip prior to 11:00 a.m., the employee is eligible for per diem for lunch on the day of departure.

If an employee departs on an overnight trip prior to 5:30 p.m., the employee is eligible for per diem for dinner on the day of departure.

Day of Return: Employees may only receive per diem for meals occurring while officially on travel status. For example, if an employee returns at 11:00 a.m., the employee is not eligible for per diem for lunch on the day of return.

If an employee returns from an overnight trip after 6:30 a.m., the employee is eligible for per diem for breakfast on the day of return.

If an employee returns from an overnight trip after 1:30 p.m., the employee is eligible for per diem for lunch on the day of return.

If an employee returns from an overnight trip after 7:30 p.m., the employee is eligible for per diem for dinner on the day of return.

Per Diem Rates while traveling within the State of Georgia:

Breakfast	\$ 6.00
Lunch	\$ 7.00
Dinner	\$15.00

Employee traveling outside of Georgia will receive meal per diem at the federal per diem rates, less the \$3 federal "incidentals" allowance. The current federal per diem rates can be found at the following address: <http://www.gsa.gov/perdiem>

Receipts for lodging expense are required. Hotel reservations should be at the most economic available. A reasonable expense for telephone calls home is allowed. For hotels/motels in Georgia, you are eligible for an exemption from the Sales Tax and the Hotel/Motel Tax. A city check must be issued payable to the facility to get these exemptions. Specific forms must be completed and submitted to the hotel upon checking in. Use of a city credit card or a City check made payable to the lodging facility is required to receive exemption from the State of Georgia sales tax and local hotel/motel tax. **Save your itemized receipts.**

#### Airport Transportation

-Use the least expensive alternative to get to and from the air port. Hotels often provide a free hotel shuttle, use it. Commercial limos are generally the most economic means of transportation from airports to downtown areas or to local hotels. Use a taxi if you are sharing a ride with other people. Car rentals must be approved in advance by the City Manager. **Save your receipts.**

#### Airport Parking

-Have someone take you to the airport, use long-term parking or a less expensive alternative such as park and rides. **Save your receipts.**

#### Other

-Some other expenses could include parking, tolls, taxi fares, and other incidental items. **Save your receipts.**

#### Non-Allowable Expenses

-Some expenses you may incur that the City will not reimburse you for could include:

Traffic and parking violations

Alcoholic beverages

Expenses of spouse, children, etc.

Golf, tennis, etc. even if included on the conference registration form

Entertainment expenses

Hotel movies

-If you inadvertently charge a personal expense to your credit card. Attach your personal check to the expense report for payment of the charge. The check will be processed as a partial payment on the card.

#### Travel Advances

-The purpose of travel advances is to minimize the financial burden on employees while traveling on behalf of the City. This objective can be accomplished either by issuance of a City Mastercard or by cash advances to employees.

-For employees who do not have a City issued Mastercard, a travel advance may be requested via a "Travel Cash Advance Authorization" form. Upon the approval by the employee's Department Head and the City Manager, cash may be advanced for

anticipated subsistence (meals and lodging), as well as for mileage and other transportation costs which are reimbursable under this Travel Policy.

-Each employee receiving a cash advance shall sign and date the travel advance authorization from acknowledging receipts of the funds. Employees are fully responsible for funds advanced to them and shall account for the funds in accordance with this Policy. Employees are liable for any advanced funds that are lost or stolen.

-When the actual travel expenditures reported on the travel expense statement exceed the amount of the cash advance, the employee shall be reimbursed for the additional travel cost incurred.

-Likewise, when the actual expenditures are less than the cash advance, the employee shall reimburse the city for the difference. This reimbursement shall be made at the same time that the travel expense report is submitted.

### Travel Expense Report

Within five (5) working days of returning from a trip, you must submit the "Travel Expense Report" to Finance with any necessary receipts attached.

**See the Finance Department for any forms discussed in the Travel Policy**

## **In Conclusion**

Limited space prevents answering many of the questions which are certain to arise, especially during the early phases of your employment. Other matters have been treated only briefly. See your immediate Supervisor or Human Resources Manager if you have any questions that are not answered. Either will be glad to help you.

**We're thankful for your service to the City of Tybee Island!**

# City Services Directory

## General Information

City of Tybee Island

P.O. Box 2749 - 403 Butler Avenue, Tybee Island, GA 31328-2749

(912) 786-4573 – FAX (912) 786-5737

[www.cityoftybee.org](http://www.cityoftybee.org)

### Toll Free Numbers

City Hall: 1-866-786-4573

Police Station: 1-866-986-5600

(Note the 986 prefix; 786 wasn't available)

City Hall Fax: 1-866-786-5737

Police Station Fax: 1-866-786-4003

### Fax Numbers

City Hall: 912-786-5737

Community Development: 912-786-9539

Finance: 912-786-9465

HR: 912-786-9467

TEMA: 912-786-5330

YMCA: 786-0929

Campground: 912-786-4126

DPW: 912-786-9907

Fire: 1-888-550-8219

Police: 912-786-4003

W/S Office: 912-786-4432

### Police Department

Dispatcher: 912-786-5600

Administrative Offices: 912-786-5635

### Campground

Office: 912-786-5518

### Extensions

101	Human Resources	121	Parking Services
102	Centralized Collections (Cashier)	122	Water Sewer
103	Clerk of Council	123	Better Hometown Coordinator
104	City Marshal	124	Water Sewer
105	Account Manager	125	DPW Superintendent
106	Accounts Payable	126	IT Support Specialist
107	Planning and Zoning Mgr	127	Facilities Coordinator
108	Mayor	128	Fire Chief
109	City Manager	129	
110	Utility Billing	130	Visitor's Center
111	Finance Director	131	Waste Pro
112	Emergency Management	132	DPW Manager
113	City Auditorium	134	Sr. Centralized Collections
114	Building Inspection	135	Parking – Direct Line
116	YMCA	136	Zoning Specialist
117	Admin Fire Tech	137	Adm Assistant to City Manager
118	Police Department	138	
119	Ocean Rescue	139	DPW Mechanic
120	Admin Assistant to DPW	140	TIPD Adm Division
		141	IT Manager