

APPENDIX III

PERSONNEL RULES AND REGULATIONS

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FOREWORD

These Personnel Rules and Regulations are designed to provide the City of Laurel with a sound system of Personnel Management. The administration and enforcement of this policy is the responsibility of the Mayor and Department Directors.

GENERAL POWERS AND DUTIES OF CITY COUNCIL

The Council, in addition to such other powers and duties as may be conferred upon it by this chapter or otherwise by general law, may require any municipal officer, in its discretion, to prepare and submit sworn statements regarding his official duties, and otherwise to investigate the conduct of any department, officer or agency of the municipal government. (21-8-13)

The City Council shall have the power and authority to provide for and pay to any member of the police department or fire department of such municipality additional compensation for services and duties performed by any such member over and above the usual and regular number of days and hours per week or month ordinarily worked by such member. Nothing herein contained shall be construed to relieve any such member of the police department or fire department from being subject to call for duty on a twenty-four-hour basis whether or not additional compensation is paid. Provided, however, that no policeman or fireman shall perform any duties or other work during regular working hours for any person or association, group or drive, or during hours for which he is being paid for the performance of official duties as policeman or fireman. (21-9-21)

The members of the council shall not direct or dictate the appointment of any person to or his removal from office by the Mayor or any department directors. Except for the purpose of inquiring or receiving information or advice, the council shall deal with the municipal departments and personnel solely through the Mayor and no member of the council shall give orders to any subordinate of the municipality. The council shall have the power to investigate any part of the municipal government and for that purpose to compel the attendance of witnesses and the production of documents and other evidence. (21-8-27)

The Personnel Rules and Regulations herein were adopted by the City Council of Laurel on June 20, 1995. Variations and amendments to the policy set forth herein may be made as required upon proper promotion and majority vote of the City Council.

These Rules and Regulations shall apply to all personnel with the exception of the following:

1. Mayor
2. Members of the City Council
3. Temporary Employment

Persons employed to make or conduct a special investigation, inquiry, examination, or installation, where the Mayor and City Council certifies that such employment is temporary and that the work should not be performed by employees in the Classified Service.

THE DEPARTMENT OF HUMAN RESOURCES SHALL BE VESTED WITH AUTHORITY TO AND SHALL HAVE RESPONSIBILITY FOR SUPERVISION, MANAGEMENT, OPERATION AND DIRECTION OF THE FOLLOWING AREAS OF MUNICIPAL GOVERNMENT:

Personnel
Employee Benefits
Payroll
Safety
Worker's Comp
Liability
Community Affairs
Inspection/Maintenance
Civil Service

THE DEPARTMENT OF FINANCE SHALL HAVE RESPONSIBILITY FOR ADMINISTRATION, SUPERVISION, MANAGEMENT AND OPERATION OF:

Accounting
Purchasing
Accounts Payable
Data Processing
Meter Reader
Water Collection
City Clerk

THE DEPARTMENT OF AIRPORT SHALL HAVE RESPONSIBILITY FOR ADMINISTRATION, SUPERVISION, MANAGEMENT AND OPERATION OF:

Administration
Maintenance

THE DEPARTMENT OF PUBLIC WORKS SHALL HAVE RESPONSIBILITY FOR ADMINISTRATION, SUPERVISION, MANAGEMENT AND OPERATION OF:

Administration
Auto Shop
Sanitation
Street
Channel Cleaning
Parks
Recreation
Engineering
Cemetery

THE DEPARTMENT OF POLICE SHALL HAVE RESPONSIBILITY FOR ADMINISTRATION, SUPERVISION, MANAGEMENT AND OPERATION OF:

Administration
Law Enforcement
Traffic Maintenance
Municipal Court
School Crossing
Pest Control
911 Dispatch

THE DEPARTMENT OF FIRE SHALL HAVE RESPONSIBILITY FOR ADMINISTRATION, SUPERVISION, MANAGEMENT AND OPERATION OF:

Administration
Fire Fighters
Fire Prevention
Civil Defense
Hazardous Materials
Rescue

CHAPTER 1

DUTIES OF EMPLOYEES

Sec. 1-1. Each employee shall discharge the duties of his job in this manner:

1. Work shall be characterized by loyalty to the City and by honesty.
2. Work shall be done with highest possible degree of efficiency.
3. Orders of supervisors, the provisions of this policy, and all other policies established by the Mayor and confirmed by the Council shall be strictly obeyed.
4. With the supervisor's permission, an employee may be allowed to absent himself from duty to attend to personal business. Employees will not be compensated for the time away from duty. Employees are expected to be punctual at all times.
5. When instructed, an employee shall submit to examination by the City's physician for the purpose of determining physical fitness for his individual base job.
6. An employee shall not become delinquent in the payment of taxes, assessments, utility bills, or other obligations owed by him to the City.
7. Any employee whose position might require him to operate a City vehicle must have a valid driver's license.

CHAPTER 2

RECRUITMENT POLICY EQUAL EMPLOYMENT OPPORTUNITY

Sec. 2-1. The City of Laurel provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status of Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, the City of Laurel complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The City of Laurel expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of the City's employees to perform their expected job duties is not tolerated. With respect to sexual harassment, the City prohibits the following:

- (1) Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - (b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - (c) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- (2) Offensive comments, jokes, innuendoes, and other sexually oriented statements.

Sec. 2-1. (1) COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of co-workers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the Director of Personnel. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report directly to the head of your department or to the Director of Personnel, who will undertake and investigation. Your complaint will be kept confidential to the maximum extent possible.

If the City determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The City prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the City determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Sec. 2-1. (2) MEDICAL EXAMINATIONS

As part of the City of Laurel's employment procedures, an applicant is required to undergo a post-offer, pre-employment medical examination and an alcohol and drug screening that are conducted by a physician designated by the City. Any offer of employment that an applicant receives from the City is contingent upon, among other things, satisfactory completion of this examination and screening and a determination by the City and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

As a condition of continued employment, employees may also be required to undergo periodic medical examinations, and/or alcohol and drug screenings, at times specified by the City. Further, it should be understood that the City receives a full medical report from its examining physicians regarding the applicant's or employee's state of health. All City required medical examinations and alcohol and drug screenings are paid for in full by the City. If an employee resigns his employment within the first ninety (90) days without just cause, the cost of the medical examination will be deducted from his final wages. Questions about medical examinations or alcohol and drug screenings should be directed to your supervisor or the personnel department.

Post-offer Medical Examinations are exclusive of temporary and part-time employees.

Sec. 2-1. (3) ORIENTATION PROGRAM

During your first few days of employment, you will participate in an orientation program conducted by the personnel department and various members of your department, including your supervisor. During this program, you will receive important information regarding the performance requirements of your position, basic City policies, plans, your compensation, and benefits programs, plus other information necessary to acquaint you with your job and the City. You will also be asked to complete all necessary paperwork at this time, such as medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. At this time, you will be required to present the City with information establishing your identity and your eligibility to work in the United States in accordance with applicable federal law. Please use this orientation program to familiarize yourself with the City and our policies and benefits. We encourage you to

ask any questions you may have during this program so that you will understand all the guidelines that affect and govern your employment relationship with us.

Sec. 2-1. (4) PERSONNEL FILES

The City of Laurel maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the City, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation. You may review your personnel file on an annual basis, or in case of a special need that is in the interest of the employee. If you are interested in reviewing your file, contact the personnel department to schedule an appointment. To ensure that your personnel file is up-to-date at all times, notify your supervisor or the personnel department of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

Sec. 2-1. (5) AIDS

The City recognizes that employees with a life-threatening illness such as AIDS may wish to continue their employment and, in fact, that continued employment may be therapeutically important to their recovery process. The City also recognizes that it must satisfy its legal obligation to provide a safe work environment for all employees, customers, and other visitors to our premises. As long as employees who have AIDS are able to maintain acceptable performance standards in accordance with established City policies and procedures, and the weight of medical evidence continues to indicate that AIDS cannot be transmitted by casual workplace contact, employees with AIDS will be permitted to continue to work. In determining such an employee's ability to continue in employment, the City will consider making reasonable accommodation to the employee's condition, consistent with applicable federal, state, and local laws.

If you have AIDS or any other life-threatening illness, please contact the personnel department. See Sec. 16-3(F). The City will take all reasonable precautions, to the maximum extent possible, to ensure that information about your condition remains confidential. The City's personnel department will also determine what information should be obtained from your physician so that the City can explore the types of possible reasonable accommodation that may be recommended for you, consistent with the business needs of your department, established policy, and applicable federal, state, and local laws.

Sec. 2-1. (6) NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

The City complies with the Americans With Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The City also provides reasonable accommodation for such individuals in accordance with these laws. It is the City's policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations (a) to applicants only after conditional offers of employment have been extended.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.

4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the City.
5. Notify individuals with disabilities that the City provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the City's employee handbook and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups conspicuously throughout the City's facilities.

Sec. 2-1. (7) Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to the City's equal opportunity/affirmative action officer (Personnel Director). On receipt of an accommodation request, the Personnel Director will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations. The Personnel Director, in conjunction with the supervisor, and, if necessary, appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of the City's overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business. The Personnel Director will inform the employee of the City's decision on the accommodation request or on how to make the accommodation.

Recruitment of employees for positions in the City service shall be the responsibility of the Personnel Director. The Personnel Director will welcome assistance from Department Directors and other employees of the City in obtaining suitable applicants for positions with the City. All applicants, regardless of race, color, creed, religion, sex, age, disability, national origin, veteran, or political background, shall be given equal consideration for all positions with the City of Laurel.

No applicant shall be hired or employee transferred into a department in which any supervisor or director of that department is related to the applicant or employee within the third degree.

Sec. 2-2. Procedure for Requesting Personnel

Department Directors shall notify the Personnel Director as far in advance as possible of any requirement for additional or replacement personnel by submitting a request for personnel. The Personnel Director shall review the request and, in consultation with the appropriate Department Director, consider the methods of filling the vacancy. Vacancies within the classified service of the City will be posted on all bulletin boards in all departments of the City as soon as practical.

Sec. 2-3. Promotions from Within the Department

The factors in determining promotions shall be efficiency of service, promise of continued development, education and background, length of service, and/or competitive examinations. These criteria are observed so that both employees and the public will regard the government service as a career; efficiency and ability will be recognized; and the turnover of personnel will be minimized.

Sec. 2-4. Transfer of other Qualified City Employees

Transfers may be made between positions within the classified service. Should the new position have different minimum qualifications, the employee seeking the transfer shall be required to prove that he possesses such qualifications. A request for transfer must be initiated in writing by the employee so affected on forms furnished by the City and must be approved by the Director of Personnel.

Sec. 2-5. Recruitment of New Employees

If no employees are available for promotion or transfer to the position, or if no employee available for promotion or transfer is satisfactory, the position shall be filled by employing a person not then employed by the City. After the candidate has been selected, the Personnel Director shall require all necessary forms be filled out prior to the candidate's beginning work. The Personnel Department shall then maintain all necessary records and information on each City employee.

Sec. 2-6. The Disqualification of Applicants

The Personnel Director shall reject any application which indicates that the applicant does not possess the minimum qualification required for that particular position. Applicants shall also be rejected if the applicant:

- (1) is physically unfit to perform the duties of the particular position;
- (2) is addicted to drugs or intoxicants;
- (3) has been convicted of a felony or has on record an excessive number of minor violations, except in cases where the Administration finds satisfactory evidence of rehabilitation;
- (4) has made false statements or committed fraud in his application;
- (5) has failed to properly fill out his application blank;
- (6) has been a former employee dismissed for cause, except in cases where the Administration finds satisfactory evidence of rehabilitation; or
- (7) is related within the third degree to any person who is elected or appointed within the municipal government.

Sec. 2-7. Filing and Disposal of Applications

The Director of Personnel shall preserve for at least six months all applications of applicants who fail the examination, who are permanently rejected, or who fail to report to work after being appointed. The application and other materials of all other applicants shall remain on file for a period of two years and may at the end of this period be destroyed by the Personnel Director. Applications of those persons who are appointed to a position with the City shall be placed in the employee's file. The Mississippi Employment Service may provide this service for the City.

CHAPTER 3

TYPES OF APPOINTMENTS

Sec. 3-1. Regular Full Time Appointment

An employee who has successfully completed his probation period is considered a regular full time employee. A regular full time employee may have his job terminated or may be transferred for incompetency only by the Mayor upon the recommendation of the Personnel Director and Department Director.

Sec. 3-2. Probationary Appointment or Temporary Appointment

An employee who has been hired as a prospective regular full time employee and who has not completed his probationary period is a probationary employee. At the end of his third and fifth month of the probationary period, the Department Director shall evaluate the employee's work performance to ascertain his ability to continue working on his job. After discussion of performance with the employee by the supervisor, the evaluation shall be given to the Personnel Director as a permanent part of the employee's record. Employment of the probationary employee may be terminated for proper just cause at the recommendation of the Department Director after consultation with the Personnel Director, during the probationary period.

Sec. 3-3. Part-Time Appointment

An employee who is serving in a job for which there have been established fewer than 40 scheduled working hours per week is a part-time employee.

Sec. 3-4. Acting Appointment

When a vacancy occurs in a position that is critical to the City's business, the Mayor may appoint an employee from another position or recruit from outside the City organization to hold that position in an acting capacity to be reviewed within six months.

Sec. 3-5. Promotional Appointment

A promotion occurs when a person is elevated in position and grade. No promotion shall be considered permanent and approved until a six-month probationary period has elapsed.

Sec. 3-6. Contract Appointment

A person hired for a specific job to be paid by the city warrant and not to exceed a 30-day period has a contract appointment. Extension of time must be approved by the governing authority.

Sec. 3-7. Employee Transfer Appointment

An employee may request a transfer or may be transferred from one department to another or from one position to another in his own department of the same or lower class as the position he holds, provided that a position is available and that he possesses the necessary minimum qualification for such a position. A request for transfer must be made by responding to a job notice posted on bulletin boards.

Sec. 3-8. Appointed Positions

Appointed positions are made by the Mayor and ratified by the City Council. These employees are entitled to the same benefit package as all other City employees. Upon separation, other than volunteer terminations, the employee will be paid for all unused vacation and sick leave time earned in a lump sum.

CHAPTER 4

DEMOTION IN EMPLOYMENT

Sec. 4-1. An employee may be demoted to an open position of lower class for which he is qualified when:

- (1) the higher position is abolished, there is a lack of work or funds, or another employee returns to work from authorized leave;
- (2) the employee does not possess the necessary qualifications to render satisfactory service;
- (3) an employee voluntarily requests such demotion; or
- (4) the action is disciplinary.

CHAPTER 5

SUSPENSION, LAYOFF, RESIGNATION, SEPARATION, AND REEMPLOYMENT

Sec. 5-1. Suspension

- (1) In the interest of good discipline, a Department Director, after consultation with the Personnel Director, may suspend a regular full time employee.
- (2) An employee who is suspended shall be furnished with a written statement of the reasons for the suspension, and a copy shall be made a permanent part of his service record. The employee may contest the suspension and may elect to use the grievance procedure.

Sec. 5-2. Layoff

- (1) Employees are laid off either because of lack of work or funds or because of a change in organization of the City's job force. Separation, transfer or demotion due to layoff does not reflect discredit upon an employee.
- (2) The procedure for layoff is as follows:
 - (A) When the need for a layoff arises, the Mayor shall inform the Department Director concerned of the number of jobs which shall be vacated in his department.
 - (B) The Department Director in conjunction with the Personnel Director, shall recommend to the Mayor the jobs which he thinks should be vacated and shall recommend the employees to be separated, transferred, or demoted because of the layoff.
 - (C) These factors, as determined by the Mayor, shall govern layoff:
 - (a) If a job of a comparable classification is open, a regular full time employee shall be transferred or demoted rather than separated.
 - (b) A temporary employee is to be separated before a probationary employee is transferred or demoted.
 - (c) A probationary employee is to be separated before a regular full time employee is transferred or demoted.
 - (d) Past service shall be the primary consideration in selecting employees who will be the last to be transferred, demoted, or separated.
 - (e) The regular full time employee within a classification, and with highest seniority, shall be the last to be transferred, demoted, or separated.
 - (f) Bumping will not be allowed for any reason.
 - (D) After receiving the recommendation, the Mayor shall inform the Department Director and the Personnel Director of the jobs which are vacated and the employees who shall be separated, transferred, or demoted.

Sec. 5-3. Voluntary and Automatic Resignation

- (1) An employee should give two weeks advance notice of resignation to his Department Director, who shall submit notice to the Personnel Director.

- (2) Unexcused failure to return to work at the time specified when a leave or vacation has been granted shall be considered an automatic resignation, with the resignation effective the day the employee should have returned. In the case of emergency situations, the employee shall give sufficient notification, depending upon the circumstances, along with documentation to verify the circumstance.

Sec. 5-4. Separation

- (1) The last day that an employee actually worked shall be the separation date. The Department Director shall notify the Personnel Department of the separation of an employee and the reason for separation. The Personnel Department shall notify all persons who need to know the date of separation to compute the wages and fringe benefits accruing to the employee.

Sec. 5-5. Reemployment and Service Credit of Separated Employees

- (1) If it is in the best interest of the City, any separated employee may be re-employed to fill a vacant job.
- (2) A former regular full time employee who is re-employed following military leave shall retain all service credit and seniority earned prior to and during his military leave.
- (3) Any former employee who is re-employed, after six (6) months separation, other than military leave shall be re-employed as a probationary employee and shall lose all service credit and seniority earned prior to the separation with the exception of the time earned with the Public Employees' Retirement System, if funds have not been withdrawn.
- (4) An employee who is rehired shall be treated in the same manner as a probationary employee and must follow the same employment procedures.

CHAPTER 6

HOURS OF WORK

Sec. 6-1. The hours of work shall be determined by the Mayor with the assistance of the Department Directors and the Personnel Director. When an employee's normal schedule of work is changed, notice of such change shall be given to the employees prior to the effective date.

CHAPTER 7

EMPLOYEE BENEFITS

Sec. 7-1. Types of Leave Authorized

FAMILY AND MEDICAL LEAVES OF ABSENCE

PART A: Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993

The City will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve weeks in any twelve-month period. An employee must have completed at least one full year of service with the City and have worked a minimum of 1,250 hours in the twelve month period receding the leave to be eligible for such leave.

1. If the leave is planned in advance, you must provide us with at least thirty days' notice prior to the anticipated leave date, using the City's official Leave-of-Absence Request Form.
2. If the leave is unexpected, you should notify your supervisor and the Personnel Department by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of your need for the leave.)

All City benefits that operate on an accrual basis (e.g., vacation, sick leave days) will cease to accrue during the leave period. You will be required to use all accrued, unused vacation and sick leave days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. All group health benefits will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as retirement, payroll deducted additional plans, will be governed in accordance with the terms of each benefits plan.) Employees requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at the City's request. Further, the family member may be required to submit to medical examinations by physicians designated by the City at its discretion and at the City's expense.

Leave For Employee's Serious Health Condition

You will be required to use all accrued, unused sick, vacation and other accrued leave, prior to being eligible for any of the City's benefits under salary continuation plan. Once such accrued benefits are exhausted, the balance of your leave will be without pay.

During your leave, you may also be required to provide the City with additional physician's statements on request from the City or the City's insurance carrier attesting to your continued disability and inability to work. You may also be required to submit medical examinations by physicians designated by the City at its discretion and at the City's expense, at the beginning of, during, or at the end of your leave period, and to provide the City access to your medical records as required.

Before you will be permitted to return to work from medical leave, you will be required to present the City with a statement from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, the City will follow applicable federal and state laws in reviewing and approving such leave requests.

Reinstatement Rights

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the reinstatement provisions in this policy.

Vacation Leave

- (1) For the purpose of accrual the vacation year shall be January 1 through December 31. Vacation is expressed in terms of hours. Except for those departments that normally work on holidays (police, fire, etc.) authorized holidays observed by the City are not considered working days for vacation purposes. Employees shall earn and may take vacation based on the following schedule of City service:

CONTINUOUS FULL-TIME PERSONNEL

<u>Service Time</u>	<u>Annual Accrual</u>
After one (1) year	80 hours
After ten (10) years	120 hours
After fifteen (15) years	160 hours

FIRE SHIFT PERSONNEL

<u>Service Time</u>	<u>Annual Accrual</u>
After one (1) year	108 hours
After ten (10) years	168 hours
After fifteen (15) years	216 hours

- (2) Vacation with pay is granted in order that all regular full-time employees might have a time of rest and relaxation and is one way the City shows its appreciation for your length of service. *A regular full-time employee may carry over a maximum of forty-eight (48) hours of vacation leave into the next calendar year. Vacation leave carried over shall not be accumulated.

- (3) Upon completion of an employee's first, tenth, and fifteenth year of service, the employee will be entitled to the number of hours of vacation listed above for that calendar year..
- (4) Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for accrued unused vacation at the time of termination or retirement (up to 200 hours). No days can be swapped or donated to other employees..
- (5) Vacation leave may be taken in a minimum of one hour increments and must meet departmental approval. Available vacation leave may be taken anytime during the calendar year after one (1) year of service as a full-time employee. You should submit a vacation request to your supervisor prior to the date that you wish for your vacation leave to begin. Leave without prior approval shall be considered leave without permission.

Source: Council Order of 12-22-2015, Legistar item 2015-1441.

Sec. 7-2. Separations and Retirements

- (1) Employees retiring, terminated for cause or resigning voluntarily and who give reasonable notice of their vacation, will be compensated for it as of the date of separation.
- (2) All earned vacation credits of employees who die while in the employ of the City shall be paid to the spouse or designated beneficiary of said individual. Reemployed employees shall have their vacation computed on the basis of total length of service, less their period of absence, provided the reemployment occurs within six months of the separation.

Sec. 7-3. Sick Leave

Upon completion of their probationary period, employees shall be eligible for sick leave and sick leave credits will be retroactive to date of hire. Such sick leave with pay shall be granted for the following reasons:

- (1) Personal illness or physical incapacity of employee resulting from causes beyond his control;
- (2) Illness of a member of an employee's household that requires the employee's personal care and attention, or a member of the employee's immediate family as identified in this policy;
- (3) Enforced quarantine of the employee in accordance with health regulations imposed by the health authorities of the City, County or State; or
- (4) For the employee to keep a doctor or dentist appointment.

Sec. 7-4. Amount of Sick Leave

- (1) Each regular full time employee shall earn sick leave credits at the rate of eight hours per month. Fire shift personnel shall earn sick leave credits at the rate of 10.8 hours per month. Sick leave need not be used within a specified leave year

Source: Council Order of March 17, 2015.

- (2) If an employee does not have sufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be granted in advance or in anticipation of future sick leave credits. In such cases, payroll deduction for the time lost shall be made for the period during which absence occurred; however, earned vacation leave may be used for this purpose if the employee so elects in writing.

- (3) In the case of extended illness where an employee has exhausted his accumulated sick leave, all unused vacation time may be taken.
- (4) Sick leave is non-transferable for any reason from one employee to another employee.
- (5) Absenteeism or tardiness that is unexcused or excessive in the judgment of the City is grounds for disciplinary action, up to and including dismissal.
- (6) Absence for a fraction or part of the day that is chargeable to sick leave in accordance with these provisions shall be charged proportionally in an amount not smaller than one-quarter of a day.

Sec. 7-5. Emergency or Administrative Leave Compensation

In the event of a man-made, technological or natural disaster (extreme weather), the City of Laurel will adhere to the following policy:

A. Weather-related emergencies

1. The Mayor or appropriate appointing authority monitors inclement weather through the Emergency Management System
2. The Mayor or appropriate appointing authority may grant Administrative or Emergency Leave with pay to City of Laurel employees in advance of potentially threatening weather conditions

B. General rules regarding Emergency or Administrative Leave

1. In the event the Mayor or appropriate appointing authority sends employees home or orders nonessential personnel not to report to work during unusual circumstances such as developing or unfolding man-made disasters, or impending inclement weather, employees will receive compensation for regularly scheduled work.
2. Emergency Leave does not affect an employee's Personal, Sick, or Vacation Leave.
3. Time-off scheduled before a disaster or unusual circumstance is not eligible for Emergency Leave Compensation.
4. Overtime will be utilized under the Emergency Leave Policy.
5. Essential Personnel who are ordered or expected to report to work will receive compensation in one of two ways: either commensurate time off or additional pay.
6. The form of compensation and the amount of time/pay is to be monitored/tracked by the department head.
7. Compensatory leave time will be taken at the discretion of the supervisor preferably within the same pay period or within a month's time of the incident for which non-essential workers were excused from work.
8. This leave time may be taken prior to termination or retirement.

Sec. 7-6. Administrative Control and Procedures for Sick Leave

- (1) The following control and procedures shall govern the administration of the sick leave program:

An employee desiring sick leave shall comply with the following conditions:

- (A) Employee shall insure that his immediate supervisor is notified not later than thirty (30) minutes after the working day has begun, other than police and fire employees. Unexcused lost time will result in equivalent loss of pay.
- (B) The police and fire department employees shall notify their supervisor at least one (1) hour prior to their scheduled duty time.
- (C) If at work, the employee shall report to his immediate supervisor or designee to advise of sickness prior to leaving work area.
- (D) Sick leave with pay in excess of three consecutive working days for reasons of personal illness or physical incapacity shall be granted only after presentation of a written statement by a licensed physician certifying that the employee's condition prevented him from performing the duties of his position. Failure to present said certification within one (1) week following an employee's return to work will result in the employee being charged with leave without pay for that time.
- (E) Chronic sick leave users may be required to undergo an annual physical examination, at the City's expense, to determine if disability retirement would be beneficial. Chronic sick leave users and sick leave abusers are defined as those individuals who:

Use an average of one (1) day or more per month of sick leave over a period of three (3) months.

- (2) Upon the employee's return, sick leave forms must be filled out and forwarded to the immediate supervisor who shall forward the duplicate form and doctor's certificates if applicable, to the Personnel Department for posting to the permanent personnel records. During an employee's absence the immediate supervisor or other designated department official shall be diligent as to the welfare of the employee, periodically inquiring as to his well-being and progress. All leave of absence forms must be dated and signed by the employee and supervisor before being forwarded to the Personnel Department.
- (3) The Personnel Officer of the City shall be responsible for the design of sick leave request form. Sick leave information may be secured from the Personnel Department upon request.
- (4) The annual accrual period for record purposes shall conform to the period of January 1 through December 31 of each year.

Sec. 7-7. Terminations

- (1) An employee at the termination of employment with the City of Laurel through application for retirement based on years of service or authorized disability retirement shall have a total number of accumulated sick leave days up to 60 days paid to him in a lump sum payment. The accumulated sick leave days will not be credited in computing years of service upon retirement; however, for purposes of receipt of credit towards retirement only, employees shall be allowed to have, certified from records by the administration to the Public Employee's Retirement System

of Mississippi at the time of retirement, all unused and unpaid sick leave days over the maximum of sixty (60) days at no cost to the City.

The City of Laurel shall have no liability to pay or allow usage of such excess days. It is understood that such provision shall apply prospectively only from this date forward.

- (2) An employee who leaves the service of the City of Laurel for other than authorized retirement purposes based on years of service or physical disability shall not be granted any benefits for the amount of accumulated sick leave with the exception of those employees with tenure with the City that coincides with the terms of office or normal retirement. Sick leave is a gratuity to be paid only during illness or accident while in the active employment of the City.
- (3) An employee who is laid off from his position for reasons that are not discreditable to him may, if reappointed within twelve (12) months, have available for his necessary use any unused sick leave at the time of his layoff. When an employee is transferred to another position, any unused sick leave which may have accumulated to his credit shall continue to be available for his use as necessary.

Sec. 7-8. Military Leave

- (1) Employees of the City of Laurel who are members of the National Guard, or any reserve component of the Armed Forces of the United States, shall be entitled to a leave of absence without loss of service or annual leave during the time which he is engaged in the performance of official training duty under competent orders. While on such leave he shall be paid his regular salary not to exceed fifteen (15) working days in any calendar year.
- (2) To receive payment of salary an employee must, prior to his leave, file with the Personnel Officer of the City a copy of his official orders, and upon return a certificate from his commanding officer of performance of duty in accordance with the terms of such orders. If military papers are not turned in to the Personnel Department prior to leave and upon return from leave, the employee will be deemed on leave without authorization and will be paid accordingly.
- (3) It shall be the policy of the City to guarantee to its regular full time employees who, during a national emergency, volunteer or are called for active military service, a position upon their return to civilian life equal to the one they left, provided that the requirements set forth in the Civil Service Rule 14(2) are fulfilled.
- (4) Regular full time employees who volunteer or are called for active military service during a national emergency shall be paid on the date they leave City employ for all accrued vacation to their credit at that date.
- (5) These same policies shall be applicable to permanent employees who at any time are subject to the provisions of the Selective Service Act.

Sec. 7-9. Jury Leave

An employee who is required to serve as a juror, or to attend court or a coroner's inquest as a witness, shall be excused from work for the days on which he serves and he shall receive for each day of jury service his regular

rate of pay. The employee will present proof of reporting for service to the Personnel Director prior to going for service. If an employee is released from jury duty by the court any time prior to 12:00 noon, he shall report to work within one hour after being released by the court if scheduled to work.

Sec. 7-10. Leave of Absence Without Pay

A regular full time employee may, upon application in writing and upon recommendation of the Department Director, be granted a leave of absence in compliance with the Family Medical Leave Act as stated in this policy, or for the purpose of furthering the employee's education that will benefit the City of Laurel. Service credit shall not be granted for the unpaid leave of absence. Fringe benefits shall not accrue if such leave extends beyond one month.

Sec. 7-11. Death in Immediate Family

Regular full time employees shall be granted up to three (3) working days off for death in the employee's immediate family for attendance at the funeral of the deceased. This is in addition to vacation leave. These days shall be the day before, the day of, and the day after the funeral.

Sec. 7-12. Maternity Leave

Women affected by pregnancy, childbirth, or related medical conditions will be treated the same for all employment-related purposes including receipt of benefits under fringe benefit programs.

Sec. 7-13. Retirement

The City of Laurel through the Public Employees' Retirement System of the State of Mississippi and the Board of Disability and Relief of the Fire and Police Department offers its employees a retirement plan. Information and forms may be obtained from the Personnel Department.

Sec. 7-14. Group Insurance Program

The City may offer a group health and life insurance program. Information covering the benefits offered by this plan may be obtained in the City's personnel office. The City's Personnel Director will serve as chair of the insurance committee and act as liaison between the City and the insurance company. Coverage is offered to employees working 30 or more hours per week.

Sec. 7-14. (A) Continuing or Converting Your Group Health Insurance Coverage

If you resign or are terminated from the City or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. If you are determined to be disabled under the Social Security Act at the time your termination or reduction in hours occurs, you may be entitled to continuation coverage for up to twenty-nine months.

Your eligible dependents may also extend coverage, at their expense, for up to thirty-six months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children if, within that eighteen-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll in Medicare during the eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six (36) months, starting on the date that you become eligible for Medicare.

If you or your eligible dependents elect to continue as members of the city's plan, you will be charged the applicable premium charged the City by our carriers plus an additional two percent (2%). Employees with disabilities, however, will be charged an additional percent of the applicable premium during the nineteenth through the twenty-nine months of continuation coverage, premium is subject to change if the rates being charged the City increase or decrease.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a preexisting medical condition; or (3) the City's termination of its group health plans. If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

You will be contacted concerning these options at the time termination occurs or your work hours are reduced. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependents are responsible for contacting the Personnel Department and the plan administrator to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the Personnel Department within sixty days of qualifying for social security disability benefits. For further details regarding continuing or converting your group health insurance benefits, please contact the Personnel Department.

Sec. 7-15. Holidays With Pay

- (1) The following shall constitute the official legal holidays that will be observed by closing of the City Hall and other City offices with the exception of the Fire and Police Departments:
 - (A) New Year's Day - January 1st
 - (B) Martin Luther King/Robert E. Lee Birthday - 3rd Monday of January
 - (C) Good Friday
 - (D) National Memorial Day - Last Monday in May
 - (E) Independence Day - 4th Day of July
 - (F) Labor Day - 1st Monday of September
 - (G) Veteran's Day - 11th Day of November
 - (H) Thanksgiving Day - the day fixed by a proclamation of the President of the United States
 - (I) Day After Thanksgiving

- (J) Christmas Eve
- (K) Christmas Day - 25th Day of December
- (L) Any day which shall be hereafter appointed by the City Council to be a holiday.

- (2) It shall be the policy of the City to ensure that all regular full time and probationary employees enjoy the same number holidays in a particular year which will be celebrated by employees working a 40-hour work week Monday through Friday. For this group when a holiday falls on Saturday or Sunday, the following Monday shall be observed as the holiday. When Christmas Day falls on Sunday, City employees shall have Friday off for Christmas Eve and Monday off for Christmas Day.

Sec. 7-16. Holidays on Scheduled and Unscheduled Work Days

- (1) Employees who are required to work by their Department Director on an observed holiday shall be compensated, in addition to actual hours worked, for eight hours at their regular rate of pay within the pay period in which the holiday occurs. The employee has the option of taking this pay in cash or as an additional vacation day. This additional time must be taken within the standard time for computing vacation days. If it is not taken before the end of the year, then these special vacation days shall be paid to the employee.
- (2) Employees not scheduled to work on an observed holiday shall be compensated for eight hours at their regular rate of pay within the pay period in which the holiday occurs.

Sec. 7-17. Eligibility for Holiday Pay

In order to receive pay for an observed holiday, an employee must not have been absent the workday/scheduled shift before, on, or after the holiday, except when the leave is pre-approved by the appropriate supervisor. Employees who call in sick the workday/scheduled shift before, on, or after the holiday will not be paid holiday pay.

SOURCE: Ordinance 1665-2017, 8-22-2017

CHAPTER 8

Sec. 8-1. Salary Administration Programs

To attract and retain above-average employees, the City endeavors to pay salaries competitive with those paid by other municipalities. In line with this objective, each position at the City has been studied and assigned a salary grade. Each grade has been assigned a corresponding salary range. Periodically, the City may revise its job descriptions, evaluate individual jobs to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job-related. Your total compensation at the City consists not only of the salary you are paid but also of the various benefits you are offered, such as group health and life

insurance and your retirement plan, as described in a section of this handbook. Questions regarding our salary administration program or your individual salary should be directed to your supervisor or the personnel department.

Sec. 8-1. (A) Regular Pay Procedures

All salaried City employees are paid by check on a semimonthly basis, usually on the fifteenth and on the last days of each month. If a scheduled payday falls on a Saturday, Sunday, or City-observed holiday, you will usually be paid on the day preceding the weekend or holiday. All required deductions, such as for federal, state taxes, retirement, and all authorized voluntary deductions, will be withheld automatically from your paychecks.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error.

All hourly City employees are paid by check on a weekly basis. Time periods are from Thursday through Wednesday. Payroll is processed on Thursday and checks are issued on Friday.

Sec. 8-1. (B) Overtime Pay

The following stipulations shall cover the granting of overtime pay:

- (1) No payment of any sort shall be made for overtime work that has not been assigned by the employee's immediate supervisor, subsequently certified in writing as necessary by the Mayor and/or Department Director.
- (2) Overtime pay shall be paid for overtime work done under the following circumstances, and at the rates indicated:
 - (A) Any eligible employee who performs work that is part of his base job, in excess of the normal 40 hour work week which is applicable to his individual base job, shall receive overtime pay at a rate equal to one and one-half times his regular individual base rate. No overtime will be paid for time worked after holiday, vacation, illness, or compensatory time off until more than 40 hours are physically worked in any work week.
 - (B) Any eligible employee who is called out shall receive overtime pay at a rate equal to one and one-half times his regular individual base rate, and he shall receive a minimum of two hours overtime pay after 40 physical hours are worked. (Emergency call outs will be considered individually for overtime purposes.)
 - (C) The employee's Department Director shall keep a record of overtime and must preapprove overtime worked.
- (3) If any of this policy on overtime conflicts with Federal Court decisions or any Federal Labor laws on the subject, then those instruments shall supersede these rules.

Sec. 8-1. (C) Rest and Meal breaks

While Mississippi does not require employers to give meal breaks, rest breaks or both to its employees, the City of Laurel chooses to provide one meal break and one rest break during each consecutive four (4) hour period of an eight (8) hour work day. Each department head has the responsibility for determining when and for what duration meals and rest breaks may be taken, so as not to disrupt the operation of the department. Lunch breaks should be thirty (30) minutes or sixty (60) minutes depending on the department. Rest breaks should be no more than ten (10) minutes. Ten (10) minute rest breaks are to be taken on the premises and not off city property, without the permission from the supervisor and cannot be added to thirty (30) minute or sixty (60) minute lunch breaks.

CHAPTER 9

Sec. 9-1. Uniforms

The City will participate in uniform cost for all employees except administrative and clerical. Uniforms for City employees are for the purpose of identification in the performance of their jobs. Uniforms are to be issued as soon as possible after hire date. Full uniforms provided must be worn on the job. Uniforms must be turned in at the time of termination to the supervisor prior to receiving final pay check, or the employee will be charged for them.

Sec. 9-1. (A) Personal Appearance and Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of the City. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the City. Employees are also required to keep their work environment clean and orderly. Before departing at the end of their workday, employees should lock all files and cabinets and clear all work materials from desk, especially materials of a sensitive or confidential nature. Employees failing to adhere to proper City standards with respect to appearance and demeanor are subject to disciplinary action.

Sec. 9-1. (B) Smoking

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in City owned and operated offices and facilities is strictly prohibited. Employees smoking in any nonsmoking area may be subject to disciplinary action. Please contact the Safety Officer if you have any questions about the City's smoking policy. Complaints about violations of this policy may be filed under the City's complaint resolution procedure, which is described elsewhere in the handbook.

Sec. 9-1. (C) Drug-free Workplace

It is the policy of the City to create a drug and alcohol-free workplace in keeping with the spirit and intent of the Drug-and-Alcohol-Free Workplace Ordinance established by the Laurel City Council July 7, 1992. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in City business off the City's premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of the City, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the City. Applicants for employment must submit to an initial pre-employment drug screen. If an employee resigns his employment within the first 90 days, without just cause, the cost of the drug screen will be deducted from his final wages. Periodically, employees will be required to submit to random drug screens as required in the City's established drug policy. At its discretion, reasonable suspicion tests will be required of any employee who is suspected to be under the influence of alcohol or drugs.

CHAPTER 10

TELEPHONE USE, POSTAGE METER, FAX MACHINE

Sec. 10-1. Any change in the telephone service of the City involving additions, alterations or adjustments must be approved by the Mayor.

- (A) The Postage Meter and Fax Machine is prohibited for personal use.
- (B) Telephone usage for personal calls is restricted to local calls only.
- (C) When answering the telephone for the City, identify the “City of Laurel,” the “department reached”, and state “how may I help you”. Always be courteous. If you have to place a person on hold, ask “will you hold for just a moment please” then go back to the phone right away. If information will have to be searched for, ask them if you can call them back in a few minutes to keep them from holding too long.
- (D) All changes or additions of telephone numbers within the City Departments must be given to the Personnel Department to maintain an updated listing of City numbers and departments.
- (E) The Safety Officer will be in charge of overseeing any changes that are made to the phone systems. This includes installation or removal of phones or lines to the current system.

Sec. 10-2. City Vehicle Use

Listed are the employees who are allowed to drive City vehicles on a twenty-four (24) hour basis. When an employee is called out in an emergency, he will be paid the approved mileage rate to and from his residence. No vehicles are to be taken outside the City limits at any time, except for approved City business.

(Mayor, Chief Administrative Officer, Police Department, Fire Chief, Airport Manager) Exceptions will be determined by the administration, with City Council ratification.

Sec. 10-3. City employees have the responsibility to use assigned City owned equipment in a safe manner. Damage and/or loss of such equipment is not only costly to the City but may also effect the job performance when out-of-service.

In cases where City owned equipment is lost, damaged, or destroyed as a result of willful acts or through gross negligence, the employee shall be required to pay the cost for repair or replacement.

Such payment will be made directly to the City of Laurel through the City Clerk’s office. Financial arrangements must be made by employee.

Non-payment in a timely manner will be cause for dismissal. Should a person terminate City employment prior to completing the incurred obligation, further legal actions may be taken by the City.

Payment of debt does not release an employee of other penalties as defined in the Personnel Rules and Regulations.

CHAPTER 11

CIVIL SERVICE

- Sec. 11-1.**
- (1) The Civil Service Commission is established and functions in accordance with the laws of the State of Mississippi and Personnel Rules and Regulations. It is composed of seven (7) qualified citizens of the City who are appointed by the Mayor and confirmed by the City Council and serve six (6) year terms.
 - (2) All employees covered by the Civil Service Rules will be required to obey those rules as well. Civil Service Rules will have priority over Personnel Rules and Regulations where there is a conflict. Federal and State Laws will have priority over Civil Service Rules where there is a conflict.
 - (3) The Commission serves to provide a functional, orderly and uniform system for the administration of a City Civil Service system on the basis of merit, efficiency, fitness, and equality of opportunity for positions in the public service which will attract and retain individuals of character and ability; and to increase efficiency of City government operations by improvement in the methods of Personnel Administration and Management.
 - (4) The Commission meets monthly and holds special meetings as needed.

CHAPTER 12

GIFTS

Sec. 12-1. Any public employee who receives any gifts from a private citizen or business firm is subject to criticism. This is particularly true if the citizen or business firm is one with which the employee must deal in his official capacity. In order to eliminate criticism and misunderstanding, the following rules shall constitute the official policy of the City with regard to the acceptance of gifts by City employees:

- (1) No gifts shall be received if a favor or consideration is either expressed or implied by the giver.
- (2) No money shall be accepted under any circumstances.
- (3) City employees may accept, on rare occasions, any gift which they could consume (eat or drink) in one day, or which has a retail value of ten dollars or less.
- (4) City employees may accept any inexpensive item which is mass produced and would normally be given to the general public, such as imprinted pencils, pens, calendars, or other novelty items.

Sec. 12-2. Failure to comply with this policy shall constitute a major violation of the rules, and those found guilty shall be punished accordingly.

Sec. 12-3. Any vendor of the City determined by the Mayor of giving employees gifts or special considerations in the attempt to win preferential treatment in the awarding of city contracts and business shall be barred from doing business with the City of Laurel for a period of not less than one year or more than five years.

CHAPTER 13

SAFETY

Sec. 13-1. The Administration is concerned for the safety and well-being of all employees. Accidents are costly in terms of human pain and suffering. They also cost in terms of time lost by the injured employee, the cost of repairing or replacing damaged equipment, the cost of medical treatment, and the cost of paying personnel who must investigate accidents and keep records.

Sec. 13-2. The individual employee should be concerned for his own safety, and for that of fellow employees and the public. No one can take care of you if you will not take care of yourself.

Sec. 13-3. Employees must report unnecessarily hazardous conditions in the work place to their supervisor. Supervisors must take steps to correct safety problems and submit a written report outlining the steps taken to correct the problem to their Department Director and a copy must be forwarded to the Safety Officer.

Sec. 13-3. (1) All employees will be required to read, comprehend and follow the guidelines set forth in the Injury and Illness Prevention manual.

Sec. 13-4. When engaged in hazardous work, every employee is required to follow appropriate safety practices. Employees are required to wear whatever protective gear has been issued, even though it may sometimes feel uncomfortable or clumsy. The foreman is required to ensure that his personnel have and use the appropriate safety equipment.

Sec. 13-5. Safety awareness includes taking care of all tools and equipment and vehicles. Vehicle operators must have a valid driver's license in their possession. Driver's licenses must be checked at random by the Administration. Operators and passengers of safety belt equipped City-owned vehicles are required to use such equipment, unless such operators or passengers belong to a class of persons exempted for medical, physical or occupational reasons. Vehicles must be kept clean at all times. Vehicle operators, before beginning daily duties, must check to see that the vehicle has been properly serviced and that equipment such as foot and emergency brakes, horn, windshield wipers, lights and turn signals are operating properly.

Sec. 13-6. Employees found responsible for abuse or neglect of tools, equipment, vehicles or other type of City property, and in violation of safety practices will be disciplined in accordance with Sec. 16-2(E)

Sec. 13-7. What to Do If You Have an Accident on the Job

(1) Report immediately to your supervisor who will see that you get first aid or other medical attention. Any injury, no matter how small it may seem, must be reported to the supervisor immediately. The proper injury forms must be turned in to the Safety Officer within 48 hours of the accident even if a physician was not seen.

(2) Be sure that an Accident Report is completed and that you sign it. The Accident Report will prove that your injury happened on the job and will be paid per policy rules and regulations. At the doctor's office or the hospital, report the City of Laurel's Workers Compensation as the liable party for payment. Someone there will call the Personnel Department to verify your employment.

(3) You will be referred to a City-designated physician. If you think your best interest has been prejudiced by the findings of the City-designated physician, you have the privilege of a medical examination by a

physician of your own choosing at the expense of the City; however, notification must be given to the Safety Officer in advance. An employee who consults a second physician without prior approval will be personally responsible for any medical expenses thus incurred.

(4) A disabled employee is expected to return to work immediately upon obtaining a medical release. Foremen are encouraged to find light duties for an injured employee who is able to work but is not yet physically able to perform his normal duties.

(5) An employee who fails to return to work by the date specified on the physician's statement or who fails to present a required doctor's certificate of continued disability, will be deemed to have voluntarily resigned from employment with the City and the City released from any other obligation.

(6) Disability cases will be reviewed every thirty (30) days by the Safety Officer, the affected Department Director and a designee of the Mayor.

CHAPTER 14

MUNICIPAL WORKERS' COMPENSATION POLICY

- Sec. 14-1.** This policy is to cover any municipal employee who is injured while performing municipal duties.
- Sec. 14-2.** General Provisions: The City will perform the guidelines set forth in the Mississippi Workers' Compensation Law, and judicial interpretations.
- Sec. 14-3** Policy regarding Drug/Alcohol Testing Related to Workman's Compensation Claims

In the event that an employee sustains an injury at work or asserts a work-related injury, the employer shall have the right to administer drug and alcohol testing or require that the employee submit himself to drug and alcohol testing. If the employee has a positive test indicating the presence, at the time of injury, of a drug illegally used or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or eight one-hundredths percent (.08%) or more by weight volume of alcohol in the person's blood, it shall be presumed that the proximate cause of the injury was the use of a drug illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or intoxication due to the use of alcohol by the employee. If the employee refuses to submit himself to drug and alcohol testing immediately after the alleged work related injury, then it shall be presumed that the employee was using a drug illegally, or was using a valid prescription medication(s) contrary to label warnings, or was intoxicated due to the use of alcohol at the time of the accident and that the proximate cause of the injury was the use of a drug illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or intoxication due to the use of alcohol by the employee. The burden of proof will be placed upon the employee to prove that the use of drugs illegally or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings or intoxication due to the use of alcohol was not a contributing cause of the accident in order to defeat the defense of the employer provided under Section 71-3-7.

Based on the City's Drug-Free Workplace policy, disciplinary action would be taken upon an employee having a positive drug and/or alcohol test conducted pursuant to this policy and would also include the employee's having a positive drug and/or alcohol test conducted pursuant to this policy and would also include consideration of the following circumstances regarding the employee:

- (1) If he/she is authorized to carry a firearm in the course and scope of his/her employment
- (2) If he/she is involved in the interdiction of illegal drugs and Paraphernalia
- (3) If the employee is a firefighter
- (4) If the employee is covered by the DOT drug and alcohol regulations applicable to gas and hazardous chemical pipelines
- (5) If the employee is covered by the DOT drug and alcohol regulations applicable to drivers of vehicles with gross weights of 26,001 pounds or more
- (6) If there was reasonable suspicion of drug and/or alcohol

Sec. 14-4. Administration of Benefits:
The Safety Coordinator of the City will administer the benefits of Workman’s Compensation claims and enforce the drug policy.

Source: Ordinance No. 1607-2013, 10-8-2013

Sec. 14-5. Interpretation of Policy: Any disputes, or questions involving the interpretation of this Policy that cannot be resolved by the Administration shall be decided by the City Council.

Policy Coverage	Sec. 14-1
General Provisions	Sec. 14-2
Policy Regarding Drug/Alcohol Testing Related To Workman’s Compensation Claims	Sec. 14-3
Administration of Benefits	Sec. 14-4
Interpretation of Policy	Sec. 14-5

Sec. 14-1. This policy is to cover any municipal employee who is injured while performing municipal duties.

Sec. 14-2. General Provisions: The City will perform the guidelines set forth in the Mississippi Workers’ Compensation Law, and judicial interpretations.

Sec. 14-4. Administration of Benefits: The Personnel Director of the City will administer the benefits of this policy.

Sec. 14-5. Interpretation of Policy: Any disputes, or questions involving the interpretation of this Policy that cannot be resolved by the Administration shall be decided by the City Council.

CHAPTER 15

GRIEVANCE PROCEDURE

Sec. 15-1. In order to maintain harmony and to assure employees fair treatment under the personnel rules and regulations adopted by the City Council, the following grievance procedure is approved, except where Civil Service Rules are in conflict.

Sec. 15-2. Employees' grievances concerning wages, hours of work and other working conditions as specified in the personnel rules and regulations may be heard and resolved in the following manner:

- (1) The aggrieved employee shall discuss his grievance with his Supervisor. The Supervisor shall attempt to resolve the matter. If the aggrieved employee is not satisfied with the Supervisor's answer or the Supervisor does not answer the employee, the employee shall file his grievance with the Personnel Director in writing, on forms furnished by the Personnel Department.
- (2) The written grievance shall be presented to and discussed with the Personnel Director. The Personnel Director shall investigate the grievance and attempt to resolve the matter expeditiously and must advise of any delay. The Personnel Director shall give the employee his/her answer in writing and retain a file copy. If the aggrieved employee is not satisfied with the Personnel Director's answer or the Personnel Director does not answer the employee, the employee may file a copy of the grievance with the Mayor.
- (3) A grievance committee shall be composed of the Mayor or his/her designee, the Council Personnel Committee Chairperson, a Department Director and one additional person from the Administration. The aggrieved employee shall be notified of when and where to meet by the committee chairman (Mayor). The aggrieved employee shall be paid for the time lost attending the meeting with the Mayor, if it is held during working hours. The grievance committee chairman shall as expeditiously as possible, give the employee his/her answer in writing and shall file a copy with the Personnel Director.

Sec. 15-3. Failure to follow grievance procedure, may be cause to set aside grievance. All grievance complaints must be filed within 10 working days following grievance.

Sec. 15-4. Discrimination against employees who file grievance shall not be tolerated and shall be a violation of the personnel rules of the City. The person or persons responsible for such discrimination shall be subject to disciplinary action.

Sec. 15-5. Supervisory personnel shall apply previous documented decisions in favor of employees to all similar situations to eliminate the filing of grievances.

Sec. 15-6. All correspondence required by the above procedure shall be placed in the aggrieved employee's personnel file.

CHAPTER 16

RULES OF CONDUCT

Sec. 16-1. So as to protect the health and safety of City employees and to ensure the orderly, efficient, and effective operation of the City, the following Rules of Conduct are issued.

Sec. 16-2. These rules are divided into two categories according to the seriousness of the infraction.

Major Infractions

- (1) A major infraction carries the penalty of either immediate termination of employment, demotion, suspension or reduction in pay. Major infractions are to remain a permanent record in the employee's file in the Personnel office.
- (2) The employee shall be given written reason for penalty within 24 hours after the penalty is imposed.
- (3) Major Infractions shall consist of the following or any abuse other than those enumerated.
 - (A) Absence from one (1) work day without prior notice or an excuse acceptable to the foreman.
 - (B) Fighting, playing practical jokes, gambling (or disorderly conduct) on duty or on the employer's property.
 - (C) Provoking or instigating an altercation or causing or attempting to cause bodily harm to a foreman or to another employee while on duty.
 - (D) Possession of firearms, blackjacks, clubs, or other dangerous weapons or devices while on duty except as required to perform the employee's duty.
 - (E) Destruction of City property or property of another employee through willful acts or through gross negligence.
 - (F) Theft, vandalism or pilferage of the City's property or that of fellow employees or property of others doing business on City property.
 - (G) Removal of City-owned property or property of employees from the City's premises without permission.
 - (H) Tampering with or falsifying records, including application forms, time cards, or other records required by the City to be kept by the employee or employer.
 - (I) Knowingly punching another employee's time card or allowing one's time card to be punched by another person, or unauthorized alteration of a time card.
 - (J) Insubordination or refusal to carry out an order from foreman. This includes, among other things, refusal of any employee to satisfactorily perform any lawful task or duty within reason assigned to the employee by his foreman or Department Director or to disobey work instructions.
 - (K) Smoking in unauthorized hazardous areas of City property so marked.
 - (L) Reporting for work under the influence of alcoholic beverage, illegal drugs, or in a generally unsafe condition, possession of or using alcohol or illegal drugs on or off City property while on duty.
 - (M) Threatening bodily harm to a foreman or using abusive or threatening language toward his supervisor, a fellow employee or any other supervisors.
 - (N) Unexcused attendance or frequent tardiness
 - (O) Gambling, lottery or other games of chance on City property at any time.
 - (P) Any felony conviction.
 - (Q) Harassment or Sexual Harassment (See Sec. 2-1).

- (R) Failure of Drug Testing (See Drug Ordinance) (See Sec. 9-1 (C)).
- (S) Fuel system abuse.

Sec. 16-3 Minor Infractions

- (1) The following discipline is imposed for minor infractions of conduct:
 - 1st Infraction - written warning
 - 2nd Infraction - reprimand
 - 3rd Infraction - 3 days suspension without pay
 - 4th Infraction - discharge, demotion or suspension
- (2) All documentation of disciplinary actions must be maintained in the employee's file in the Personnel office.
- (3) A written warning will be removed from the employee's file after a twelve (12) month period from the date of issuance.
- (4) Minor Infractions shall consist of the following and any cause other than those enumerated.
 - (A) Absence from work area/station without express permission from his foreman.
 - (B) Overstaying a break or lunch period.
 - (C) Failure to wear prescribed safety equipment.
 - (D) Failure to report an injury or accident.
 - (E) Knowingly harboring a communicable disease harmful to fellow employees.
 - (F) Engaging in horseplay while on duty on or off City property.

- (G) Immoral or indecent conduct as defined by State Law.
- (H) Unauthorized use of property belonging to the City or another employee.
- (I) Distribution of literature in work areas of the facility, soliciting or collecting contributions for any purpose during work time on City premises without permission of the Foreman or Department Director.
- (J) Failure to notify foreman in advance of pending absence regardless of reason for such absence.
- (K) Any misdemeanor conviction.

CHAPTER 17

MISCELLANEOUS RULES

Sec. 17-1. Any emergency, temporary or seasonal employee shall be separated and are not subject to discipline as a result of an infraction to these rules and will be separated without protection of the grievance procedure.

CHAPTER 18

DEFINITIONS

- Sec. 18-1.** ADMINISTRATIVE SERVICE - All positions within the City (elected, appointed, salaried, hourly, honorary, gratuitous, or any combination thereof) excepting those positions in which members of the Civil Service Board serve.
- Sec. 18-3.** ANNIVERSARY DATE - The date from which a regular full time employee's service credit is computed, the most recent date the employee is hired by the City of Laurel. No appointment or employment shall be considered permanent and approved until the probationary period shall have elapsed.
- Sec. 18-5.** APPLICANT - A person who is seeking employment with the City.
- Sec. 18-7.** APPOINTING AUTHORITY - The Mayor is the appointing authority with some positions requiring confirmation of the City Council
- Sec. 18-9.** APPOINTMENT - The designation of a person to serve in a position within the administrative service of the City.
- Sec. 18-11.** ARMED FORCES - The U. S. Army, U. S. Navy, U. S. Marine Corps, U. S. Air Force, and U. S. Coast Guard, Mississippi National Guard and Reserve Components.
- Sec. 18-13.** CERTIFICATION - The act of attesting authoritatively or verifying.
- Sec. 18-15.** CHARTER - A grant of rights or privileges from a governing body.
- Sec. 18-17.** CHIEF EXECUTIVE- Mayor; Acting Mayor in accordance with State Law.
- Sec. 18-19.** CITY- City of Laurel, a municipal corporation in the County of Jones, State of Mississippi.
- Sec. 18-21.** CITY ATTORNEY - A person appointed by the Mayor and confirmed by the Council who shall prepare or review all ordinances, resolutions, contracts or other legal papers, required for the proper conducting of the business of the City, and shall act as the chief legal advisor for the City of Laurel.
- Sec. 18-23.** CITY COUNCIL OR COUNCIL - The City Council of the City of Laurel or the board or body in which the general legislative powers of said City shall be vested.
- Sec. 18-25.** CITY JUDGE - A person appointed by the Mayor to preside over City court.
- Sec. 18-27.** CITY PHYSICIAN - A physician appointed by the Mayor to see and review all Workman's Compensation type medical cases for the City. This person shall be the chief medical advisor for the City.
- Sec. 18-29.** CLASS - A group of positions similar enough in duties and responsibilities to share their title, minimum qualifications, examinations for fitness, and salary range.
- Sec. 18-31.** CLASS SPECIFICATION - The description of each class of positions setting forth the class title; job definition; examples of work performed; required knowledge, skills and abilities; and desirable experience and training.
- Sec. 18-33.** CLASSIFICATION - The act of systematically arranging into units or groups.
- Sec. 18-35.** CLASSIFIED SERVICE - All positions within the administrative service of the City.
- Sec. 18-37.** COMPENSATION - The remuneration of a position, including salary wage, uniform allowance, food, maintenance, and travel when the same is furnished.

- Sec. 18-39.** DAY OFF- A day during the work week upon which an employee is scheduled to work.
- Sec. 18-41.** DEMOTION - The changing of an employee from a job in one class to a job in a lower class
- Sec. 18-43.** DEPARTMENT - A major subdivision of the administration of the City, as provided by statute or by ordinance.
- Sec. 18-45.** DEPARTMENT DIRECTOR - An employee who has been assigned supervisory duties over a Department. This position shall be filled in accordance with State Law.
- Sec. 18-47.** DISABILITY - The incapacity to do work.
- Sec. 18-49.** DISCIPLINARY ACTION - Demotion, fine, oral or written reprimand, suspension, dismissal, or any combination thereof.
- Sec. 18-51.** DIVISION - A functional unit of a department. A division is created either by the charter or by the City Council.
- Sec. 18-53.** EMERGENCY EMPLOYEE - A Person who has been hired for a limited period of service and who is not a prospective regular full time employee.
- Sec. 18-55.** EMPLOYEE - A person who holds an appointment to any position within the classified service including emergency, probationary, regular full time, temporary, and part-time employee.
- Sec. 18-57.** EMPLOYEE MISCONDUCT - Failure to abide by these Rules or a lawful order by a foreman, supervisor, Department Head or the Mayor.
- Sec. 18-59.** EMPLOYMENT - The initial appointment to a position within the classified service of the City of Laurel.
- Sec. 18-61.** FOREMAN - An employee who directs the activities of one or more work crews and/or workers.
- Sec. 18-63.** Full-time EMPLOYEE - An employee who is serving in a job which there has been established a work week of at least 40 scheduled hours.
- Sec. 18-65.** GOVERNING BODY - Mayor and Council.
- Sec. 18-67.** GRADE - The final numerical score in points attained on any examination; such score will usually be modified by a descriptive adjective.
- Sec. 18-69.** HOLIDAY - A day designated by the City Council upon which employees of the City of Laurel are paid but do not have to work.
- Sec. 18-71.** IMMEDIATE FAMILY - An employee's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or any relative in the same household with the employee.
- Sec. 18-73.** INDIVIDUAL BASE JOB - The job to which an employee has been permanently assigned.
- Sec. 18-75.** INDIVIDUAL BASE RATE - The rate per hour or month which is paid an employee for work in his individual base job. The individual base rate does not include overtime pay.
- Sec. 18-77.** INJURY - Damage or harm to the physical structure of the body of an employee, and such disease or infection as naturally result therefrom, received by an employee while on duty doing the work of the City. The term does not include damage or harm caused by:

- (1) an act of a third person intended to injure the employee because of personal reasons and not because the employee is employed by the City of Laurel.
- (2) intoxication of the employee; or
- (3) the employee's willful intention and attempt to injure himself or to unlawfully injure some other person.

- Sec. 18-79.** JOB - An assignment of work calling for a specific set of duties, responsibilities and conditions.
- Sec. 18-81.** JOB ANALYSIS - A study of jobs to determine what duties are performed, what Responsibilities and organizational relationships are involved, and what traits and characteristics are required.
- Sec. 18-83.** JOB EVALUATION - The assignment of a particular job to an appropriate class following a determination of the kind, difficulty and responsibility of the work actually performed on the job.
- Sec. 18-85.** JOB SPECIFICATION - A description of the physical and mental qualifications to do a particular job.
- Sec. 18-87.** LAYOFF - Temporary separation from the service for reasons beyond the control of an employee because of lack of work or lack of funds.
- Sec. 18-89.** LEAVE - Authorized absence from the job of an employee on a salary or hourly pay status, and shall result in no loss in pay for such absence except as noted in these Rules.
- Sec. 18-91.** LIMITED DUTY - A job temporarily assigned to a partially and temporarily disabled employee, pending his probable recovery.
- Sec. 18-93.** NORMAL DAY'S WORK - The number of hours in a day that a full-time employee shall work
- Sec. 18-95.** OFF DUTY - Refers to the time during which an employee employed by the City is not on duty.
- Sec. 18-97.** ON DUTY - Refers to the time during which an employee has been authorized by his immediate supervisor to do the business of the City, whether upon the City's premises or elsewhere.
- Sec. 18-99.** OVERTIME PAY - Pay which is one and one-half (1½) times the normal pay of the employee.
- Sec. 18-101.** PART-TIME - An employee serving in a job for which a work week of fewer than 40 hours has been established. Part-time employees are excluded from participating in benefits outlined in the employee benefits section of this handbook.
- Sec. 18-103.** REGULAR FULL TIME EMPLOYEE - An employee who has successfully completed his probation period of six or twelve months, where applicable, continuous service.
- Sec. 18-105.** PERSONNEL DIVISION - The unit of government established to administer personnel matters.
- Sec. 18-107.** PERSONNEL DIRECTOR - An employee appointed by the chief executive to administer and develop programs for the improvement of employees effectiveness.
- Sec. 18-109.** PHYSICALLY UNFIT - Determination by the City's physician, or a physician approved by the City Council, that an employee or prospective employee is not

physically fit to perform the duties of a base job.

- Sec. 18-111.** PHYSICIAN - A person licensed by the State Board of Medical Examiners.
- Sec. 18-113.** POSITION - A group of current duties and responsibilities assigned by appointing authority that requires the full-time or part-time employment of one person.
- Sec. 18-115.** PROBATION PERIOD - A working test period during which a probationary or Temporary employee is required to demonstrate his fitness for a particular job and for the service by actual performance of the duties of the job. This period of time shall be six or twelve months, where applicable, continuous service. Separation may occur during this period without formal reasons for that separation.
- Sec. 18-117.** PROBATIONARY EMPLOYEE - An applicant who has been hired as a prospective regular full time employee and who has not completed his probation period.
- Sec. 18-119.** PROMOTION - The appointment of an employee from one class to a class of a higher rank.
- Sec. 18-121.** RANGE - The minimum and maximum pay and those steps between which are given as compensation for service in a class.
- Sec. 18-123.** RANK - Relative position within the chain of command, high to low, based on the range of pay.
- Sec. 18-125.** REEVALUATION - The change in classification of a job made by raising it to a higher class or reducing it to a lower class, following a determination that there have been significant changes in the kind and difficulty of the work actually performed on the job.
- Sec. 18-127.** RESERVE COMPONENTS - The National Guard and Air National Guard of the United States, the Officers Reserve Corps, the Regular Army Reserve, the Air Force Reserve, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve, and the Coast Guard Reserve.
- Sec. 18-129.** RESIGNATION - Voluntary withdrawal by an employee from the service of the City. Resignation does not reflect discredit upon an employee.
- Sec. 18-131.** RETIREMENT- Withdrawal by an employee of the City because of age, because Of completion of a stipulated number of years of service credit, or because of physical unfitness.
- Sec. 18-133.** SCHEDULED WORK DAY - A day during the work week upon which an employee is scheduled to work.
- Sec. 18-135.** SENIORITY- A status secured by an employee for faithful and continuous service within a particular department by his serving in that department for a specified length of time.
- Sec. 18-137.** SEPARATION - The separation of an employee from service.
- Sec. 18-139.** SERIES - Two or more classes that are similar in type of work but differ in the level of responsibility and difficulty they entail.
- Sec. 18-141.** SERVICE - Employment by the City of Laurel.
- Sec. 18-143.** SERVICE CREDIT - The official certification given for an employee's completion of a period of time in the service. Service credit is used in personnel transactions to compute an employee's length of service and to determine certain of his fringe benefits. This certification shall be made by the Director of Personnel.
- Sec. 18-145.** SICKNESS - Damage or harm to the employee, and such disease or infection as

Result therefrom, which does not have to do with the work of the City.

- Sec. 18-147.** STOCK - All materials and supplies owned by the City of Laurel and used by the City for maintenance and operations.
- Sec. 18-149.** SUBORDINATE - An employee who is permanently assigned to work under the direction of a particular supervisor.
- Sec. 18-151.** SUPERVISOR - An employee who spends over 80% of his time supervising the Work of others ensuring that the work is performed in accordance with instructions.
- Sec. 18-153.** SUSPENSION - A suspended employee is temporarily forbidden to serve in his job. He does not receive pay, service credit, and other benefits which he regularly receives.
- Sec. 18-155.** TEMPORARY EMPLOYEE - An employee who is hired for a specific task or Time period and is not a regular full time employee. For example, a person hired For assisting in recreational activities during the summer months.
- Sec. 18-157.** TITLE - A definite, descriptive designation for a class and all positions of a class
- Sec. 18-159.** TRANSFER - The changing of an employee from a job in one area to a job in Another area within the same class. This transfer may be on the request of the Employee or on requirement of the Administration of the City.
- Sec. 18-161.** UNCLASSIFIED SERVICE - All officers elected by the people, all directors of departments, judges, judges pro-tempore, attorneys, city council clerk and members of any advisory boards.
- Sec. 18-163.** UNSCHEDULED WORK - Authorized work which is performed immediately preceding or following an employee's scheduled work hours or performed during a scheduled lunch hour.
- Sec. 18-165.** WEEK OF VACATION - A period of time that an employee is off duty with pay. An employee's week of vacation shall be equal to his normal week's work. The Employee shall be paid during the week of vacation at his regular base rate for his Individual base job.
- Sec. 18-167.** WORK DAY - The hours, during any 24 consecutive hours, upon which Scheduled working hours may be established.
- Sec. 18-169.** WORK WEEK - The days, during seven consecutive days, upon which scheduled working hours may be established.

CHAPTER 19

AMENDMENTS

Sec. 19-1. All rights and benefits of employees herein are subject to any subsequent change or amendment to these Personnel Rules and Regulations.

CHAPTER 20

REPEALER

Sec. 20-1. All previous Personnel Rules and Regulations are hereby repealed.

RECEIPT OF ACKNOWLEDGMENT

I, the undersigned, do hereby acknowledge receipt of my personal copy of the City of Laurel Personnel Rules and Regulations. I further acknowledge that I understand the purpose of the Rules and Regulations and agree to comply with same.

The City of Laurel is an “Equal Opportunity Employer” with an Affirmative Action Plan which may be reviewed in the Personnel Office.

Employee's Signature

Date: