APPENDIX III

PERSONNEL RULES AND REGULATIONS

TABLE OF CONTENTS

Foreword

GENERAL POWERS AND DUTIES OF CITY COUNCIL

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

DEPARTMENTS

Organization Structure

DUTIES OF EMPLOYEES	Chapter 1
1. Loyalty and honesty	Sec. 1-1
2. Efficiency	Sec. 1-1
3. Obedience	Sec. 1-1
4. Personal business	Sec. 1-1
5. Examination by City's physician	Sec. 1-1
6. Employee's obligation to City	Sec. 1-1
7. Valid driver's license	Sec. 1-1
RECRUITMENT POLICY	Chapter 2
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	Chapter 2
Unlawful employee harassment	Sec. 2-1
Complaint Procedure	Sec. 2-1.(1)
Medical Examinations	Sec. 2-1.(2)
Orientation Program	Sec. 2-1.(3)
Personnel Files	Sec. 2-1.(4)
AIDS	Sec. 2-1.(5)
Americans With Disabilities Act Compliance	Sec. 2-1.(6)
1. nondiscrimination	Sec. 2-1.(6)
2. medical exams	Sec. 2-1.(6)
3. confidentiality of medical information	Sec. 2-1.(6)
4. reasonable accommodation	Sec. 2-1.(6)
Procedure for Requesting an Accommodation	Sec. 2-1.(7)
Responsibility of the Personnel Director	Sec. 2.(7)
Relationship to Supervisor or Director	Sec. 2-1.(7)
Procedure for Requesting Personnel	Sec. 2-2
Promotions from Within the Department	Sec. 2-3
Transfer of other Qualified Employees	Sec. 2-4
Recruitment of New Employees	Sec. 2-5
The Disqualification of Applicants	Sec. 2-6

Filing and Disposal of Applications	Sec. 2-7
TYPES OF APPOINTMENTS	Chapter 3
Regular Full-Time Appointments	Sec. 3-1
Probationary Appointment or Temporary Appointment	Sec. 3-2
Part-Time Appointment	Sec. 3-3
Acting Appointment	Sec. 3-4
Promotional Appointment	Sec. 3-5
Contract Appointment	Sec. 3-6
Employee Transfer Appointment	Sec. 3 -7
Appointed Positions	Sec. 3-8
DEMOTION IN EMPLOYMENT	Chapter 4
Conditions Under Which an Employee May Be Demoted	Sec. 4-1
1. Administrative Actions	Sec. 4-1
2. Qualifications	Sec. 4-1
3. Employee Request	Sec. 4-1
4. Disciplinary	Sec. 4-1
SUSPENSION, LAYOFF, RESIGNATION, SEPARATION, AND REEMPLOYMENT	Chapter 5
Suspension	Sec. 5-1
1. Department Director and Discipline	Sec. 5-1
2. Written Statement and Records	Sec. 5-1
Layoff	Sec. 5-2
1. Reasons for Layoffs	Sec. 5-2
2. Procedures for Layoffs	Sec. 5-2
Voluntary and Automatic Resignation	Sec. 5-3
1. Advance Notice	Sec. 5-3
2. Automatic Resignation	Sec. 5-3
Separation	Sec. 5-4
Reemployment and Service Credit of Separated Employees	Sec. 5-5
HOURS OF WORK	Chapter 6
Determination of Hours	Sec. 6-1
EMPLOYEE BENEFITS	Chapter 7
Types of Leave Authorized	Sec. 7-1
Part A: Qualifications	Sec. 7-1
Leave for Employees Serious Health Condition	Sec. 7-1
Reinstatement Rights	Sec. 7-1
Vacation Leave	Sec. 7-1
1. Accrual of Vacation Leave	Sec. 7-1
2. Carry Over of Vacation Leave	Sec. 7-1
3. Tenth Year of Service	Sec. 7-1
4. Fifteenth Year of Service	Sec. 7-1
5. Requirement to Take Vacation	Sec. 7-1

6. Submitting a Request for Vacation Leave	Sec. 7-1
Separations and Retirements	Sec. 7-2
1. Compensation	Sec. 7-2
2. Earned Vacation Credits	Sec. 7-2
Sick Leave	Sec. 7-3
Amount of Sick Leave	Sec. 7-4
1. Sick Leave Rate	Sec. 7-4
2. No Allowance for Sick Leave	Sec. 7-4
3. Extended Illness	Sec. 7-4
4. Transfer of Sick Leave	Sec. 7-4
5. Unexcused Absenteeism or Tardiness	Sec. 7-4
Emergency or Administrative Leave Comp.	Sec. 7-5
1. Weather-related emergencies	
2. General rules regarding Emergency or Administrative Leave	
Other types of Leave	Sec. 7-6
1. Procedures	Sec. 7-6
2. Sick Leave Forms	Sec. 7-6
3. Design of Sick Leave Form	Sec. 7-6
4. Annual Accrual Period	Sec. 7-6
Terminations	Sec. 7-7
1. Retirement & Accumulated Sick Leave	Sec. 7-7
2. Leave other than Authorized Retirement	Sec. 7-7
3. Lay-Offs and Transfers	Sec. 7-7
Military Leave	Sec. 7-8
1. Employees Entitled	Sec. 7-8
2. Payment of Salary	Sec. 7-8
3. Policy of Guarantee	Sec. 7-8
4. National Emergency	Sec. 7-8
5. Policy Statement	Sec. 7-8
Jury Leave	Sec. 7-9
Leave of Absence Without Pay	Sec. 7-10
Death in Immediate Family	Sec. 7-11
Maternity Leave	Sec. 7-12
Retirement	Sec. 7-13
Group Insurance Program	Sec. 7-14
Continuing or Converting Group Coverage	Sec. 7-14
Holidays With Pay	Sec. 7-15
1. Legal Holidays	Sec. 7-15
2. Holiday Policies	Sec. 7-15
Holidays on Scheduled and Unscheduled Work Days	Sec. 7-16
1. Working on a Holiday	Sec. 7-16
2. Holiday Pay	Sec. 7-16
Eligibility for Holiday Pay	Sec. 7-17

SALARY ADMINISTRATION PROGRAMS	Chapter 8
Regular Pay Procedures	Sec. 8-1.(A)
Overtime Pay	Sec. 8-1.(B)
1. Unauthorized Overtime	Sec. 8-1.(B)
2. Overtime Pay Rates	Sec. 8-1.(B)
3. Conflicts with Federal Labor Laws	Sec. 8-1.(B)
Rest and Meal Breaks	Sec. 8-1.(C)
UNIFORMS	Chapter 9
Personal Appearance and Demeanor	Sec. 9-1.(A)
Smoking	Sec. 9-1.(B)
Drug-Free Workplace	Sec. 9-1.(C)
TELEPHONE USE, POSTAGE METER, FAX MACHINE	Chapter 10
Changes to Telephone Service	Sec. 10-1
City Vehicle Use	Sec. 10-2
CIVIL SERVICE	Chapter 11
Civil Service Commission	Sec. 11-1
Conflicts with Other Rules	Sec. 11-1
The Purpose of the Commission	Sec. 11-1
Commission Meetings	Sec. 11-1
GIFTS	Chapter 12
Employees Receiving Gifts	Sec. 12-1
1. Gifts for Favors	Sec. 12-1
2. Money as Gifts	Sec. 12-1
3. Acceptable Gifts	Sec. 12-1
4. Samples as Gifts	Sec. 12-1
Failure to Comply	Sec. 12-2
Action against Vendors	Sec. 12-3
SAFETY	Chapter 13
Administrative Concern	Sec. 13-1
Employee Concern	Sec. 13-2
Reporting Unsafe Conditions	Sec. 13-3
Injury and Illness Prevention Manual	Sec. 13-3.(1)
Hazardous Work	Sec. 13-4
Safety Awareness	Sec. 13-5
Abuse of Equipment	Sec. 13-6
Accidents on the Job	Sec. 13-7
1. Reporting Accidents	Sec. 13-7
2. Accident Reports	Sec. 13-7
3. City Designated Physician	Sec. 13-7
4. Doctors Excuse	Sec. 13-7
5. Returning to Work after Medical Release	Sec. 13-7
6. Failure to Return to Work	Sec. 13-7
7. Disability Case Review	Sec. 13-7

MUNICIPAL WORKERS' COMPENSATION POLICY

Chapter 14

Policy Coverage	Sec. 14-1
General Provisions	Sec. 14-2
Administration of Benefits	Sec. 14-4
Interpretation of Policy	Sec. 14-5
GRIEVANCE PROCEDURE	Chapter 15
Statement of Procedure	Sec. 15-1
Steps for the Employee	Sec. 15-2
1. Discussion with Supervisor	Sec. 15-2
2. Written Grievance	Sec. 15-2
3. Grievance Committee	Sec. 15-2
Failure to Follow Procedure	Sec. 15-3
Discrimination	Sec. 15-4
To Supervisory Personnel	Sec. 15-5
Correspondences	Sec. 15-6
RULES OF CONDUCT	Chapter 16
General Statement	Sec. 16-1
Major Infraction	Sec. 16-2
Minor Infractions	Sec. 16-3
MISCELLANEOUS RULES	Chapter 17
Emergency, Temporary, or Seasonal Employee	Sec. 17-1
DEFINITIONS	Chapter 18
AMENDMENTS	Chapter 19
REPEALER	Chapter 20

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. Circumstances may require the City to change or delete policies or benefits at any time. When such changes are made, employees will be notified as soon as possible.

These policies do not constitute an express or implied employment contract or agreement between the City of Laurel and any employee or group of employees, nor are they intended to create an expectation of continued employment of any person or groups of persons by the City of Laurel.

All employees of the City of Laurel are at-will employees; with exception of those covered under the Civil Service Commission.

*****

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)

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 Employees

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.

DEPARTMENTAL RESPONSIBILITIES

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
Civil Service

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

Accounting
Purchasing
Accounts Payable
City Clerk

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

Administration
Auto Shop
Sanitation
Street
Channel Cleaning
Engineering

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

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

Administration
Fire Fighters
Fire Prevention
Hazardous Materials
Rescue

ADDITIONAL DEPARTMENTS INCLUDE THE FOLLOWING:

1. Recreation, Parks and Cemetery; and
2. Water
3. Inspections

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 followed.

4. With the supervisor's permission, an employee may be excused from duty to attend to personal business. Employees will not be compensated for time away from duty. Employees are expected to be punctual at all times.

5. When necessary to determine his/her fitness for duty, 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 to the City.

7. Any employee whose position might require him to operate a City vehicle must have a valid driver's license.

Sec. 1-2. Outside Employment

City of Laurel employees are permitted to engage in outside employment as long as it does not in any manner compete with their City of Laurel employment and is not a conflict of interest. The City of Laurel's property, resources, supplies, equipment, vehicles, uniforms, etc. may not be used in the course of outside employment with the exception of the Police Department.

CHAPTER 2

RECRUITMENT POLICY
EQUAL EMPLOYMENT OPPORTUNITY

Sec. 2-1. **EQUAL EMPLOYMENT OPPORTUNITY POLICY**. The City of Laurel provides equal employment opportunities to all employees and applicants for employment. There will be no discrimination against any employee because of race, color, religion, sex, national origin, age, disability, or veteran status. This policy applies in every location in which the City has facilities. This policy also applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and compensation.

The City of Laurel expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or veteran status. Improper interference with the ability of the City's employees to perform their expected job duties is not tolerated.

Sec. 2-2. POLICY AGAINST SEXUAL HARASSMENT

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.

It is the policy of the City of Laurel to maintain a work environment that is free from the hostile atmosphere created by sexual harassment and intimidation. Such conduct will not be tolerated.

If you are subjected to sexually harassing or intimidating conduct by an individual, including supervisory personnel employed by the City, you should immediately report the incident by submitting a written complaint to the Director of Personnel as provided in the Complaint Procedure outlined below.

Sec. 2-3. 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 or disability, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor or the Director of Personnel. All complaints must be submitted to your supervisor or the Director of Personnel in writing so that the City may better investigate the complaint. Such complaints will be properly investigated, and, if substantiated, the offending individual will be appropriately disciplined, up to and including termination of employment. To the extent possible, all persons involved in a complaint of sexual harassment will be given the utmost protection of privacy.

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. Disciplinary action may include termination of employment.

Sec. 2-4. 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. 2-5. ORIENTATION PROGRAM

When your employment begins, 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. 2-6. PERSONNEL FILES

The City of Laurel maintains personnel files on each employee. 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 promptly report to the personnel department any change 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 military status. The accuracy of these records is particularly important in the case of mailing paychecks, W-2 forms, insurance payments, sick benefits, accidental benefits, etc.

Sec. 2-7. NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act ("ADA") covers employers with fifteen (15) or more employees and prohibits discrimination against "qualified individuals with disabilities." A qualified individual with a disability is an applicant or employee who can perform the essential functions of the job with or without reasonable accommodation.

The City complies with the ADA, ensuring equal opportunity in employment for qualified persons with disabilities. In addition, the City is committed to full compliance with the ADA Amendments Act (ADAAA), which was effective January 1, 2009. The City provides reasonable accommodation for such individuals in accordance with the ADA.

It is the City's policy to, without limitation:

1. Ensure that qualified individuals with known disabilities are treated in a nondiscriminatory manner in the pre-employment process.
2. Ensure that employees who are qualified individuals with known disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
3. Administer medical examinations to applicants only after conditional offers of employment have been extended.
4. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
5. Provide applicants and employees who are qualified individuals with known disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship for the City or threaten the safety and/or health of others at work.
6. 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. 2-7.(2) Procedure for Requesting an Accommodation

Employees may request reasonable accommodation by submitting the request 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. If an employee requires accommodation in order to perform a job, he or she must disclose information about the disability and the need for specific accommodations to the City. Even after disclosure, the City is not required to make an accommodation that would prove an "undue hardship" for the City or threaten the safety and/or health of others at work. 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.

If you have any questions or need further information regarding an accommodation or feel that you have been discriminated against due to disability, please contact the Personnel Director.

Sec. 2-8. Recruitment

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. 2-9. Procedure for Requesting Personnel

Department Directors shall notify the Personnel Director as far in advance as reasonably 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 reasonably practical.

Sec. 2-10. 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. 2-11. 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. 2-12. 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. 2-13. 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 made false statements or committed fraud in his application;
(4) has failed to properly fill out his application;
(5) has been a former employee dismissed for cause, except in cases where the Administration finds satisfactory evidence of rehabilitation; or
(6) is related within the third degree to any person who is elected within municipal government or appointed within the same department.

Sec. 2-14. 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. Probationary Appointment and Evaluations

An employee who has been hired as a prospective regular full-time employee and who has not completed his six (6) or twelve (12) month probationary period is a probationary employee.

At the end of the fifth month for the six (6) month employee’s probationary period or at the end of the ninth month for the twelve (12) month employee’s probationary period, the employee’s Department Director shall evaluate the employee's work performance to ascertain his ability to continue working on his job. However, the Department Director can evaluate or recommend termination prior to six or twelve months if he or she determines the probationary employee is unable to substantially perform his or her duties or commits any of the infractions set out in Chapter 16 of this handbook. The City’s progressive discipline process does not apply to probationary employees. 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 as described above at the recommendation of the Department Director after consultation with the Personnel Director, during the probationary period. The grievance procedure provided in this handbook does not apply to probationary employees.

Sec. 3-1.(2) Evaluations

Evaluations are used as a communication tool for the purpose of monitoring an employee's level of development and skill level. Evaluations are also used as a way for Supervisors and Department Directors to share their performance expectations, goals and objectives with the employees they supervise.

If the Department Directors are not satisfied with the employee's performance after 2/3 (two thirds) of their probation period has expired, the Directors shall have the ability to extend the probation period for probationary employees, up to 50% (fifty percent) of their original probation, after approval by the Mayor. There will be only one extension of probation granted to an employee.

Sec. 3-2. Regular Full-Time Appointment and Evaluations

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.

All full-time City employees are subject to job performance evaluations as well as an annual evaluation to be completed on or before each employee's annual anniversary date. Department Heads and Supervisors are responsible for ensuring accurate, honest, and timely annual evaluations are administered on those under their supervision. Other special evaluations may be administered at any given time as requested by the employees, supervisor, department head, human resources or Mayor.

Sec. 3-3. Part-Time Appointment

An employee who is serving in a job for which there have been established fewer than 32 hours scheduled working hours per week is a part-time employee.

Sec. 3-4. Interim 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 on an interim basis. Such employee, while in an interim capacity, shall be compensated with the budgeted classification only after thirteen (13) weeks have elapsed. In the event that no current employee meets the minimum qualifications of said position, the Mayor may recruit a person from outside the City organization to hold the position in an interim capacity to be reviewed in six (6) month increments.

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 Mayor and Council.

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 benefits 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 demotion 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 considered and evaluated by the Mayor, shall govern any layoff under this section:

(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) Seniority 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 from the Department Director (in conjunction with the Personnel Director), 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 a minimum of two weeks advance notice of resignation to his Department Director, who shall submit notice to the Personnel Director. Proper notice generally allows the City sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the resigning employee may be entitled and to include such

monies in the employee's final paycheck.

(2) Unexcused failure to return to work after the time specified for an employee's return from leave or vacation previously granted shall be considered an automatic resignation, with the resignation effective the day the employee should have returned to work. In the case of emergency situations, including but not limited to situations in which the employee needs additional leave, the employee shall give sufficient notification, depending upon the circumstances, as soon as reasonably possible, along with documentation to verify the circumstance.

Sec. 5-4. Separation

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) The City does not have a policy against rehiring former employees who have resigned with a reasonable amount of notice or were laid off for reasons beyond their control. 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, 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 employee prior to the effective date.

CHAPTER 7

EMPLOYEE BENEFITS

Sec. 7-1. Family and Medical Leaves of Absence

Sec. 7-1(a): Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993 ("FMLA")

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. 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 preceding the leave to be eligible for such leave.

Sec. 7-1(b): Amount of Leave Available

The City uses the calendar year (i.e. January 1 through December 31) as its FMLA leave year. Therefore, up to twelve (12) weeks of FMLA leave is available to qualifying employees in a calendar year. In addition, employees who meet the requirements for leave based on a military caregiver status may be entitled to up to 26 weeks of leave to care for a covered service member (who is the employee's spouse, son, daughter, parent or next of kin) with a serious illness or injury.

Sec. 7-1(c): Notice of the Need for Leave

1. If the leave is planned in advance, you must provide us with at least thirty (30) 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.)

3. Employees requesting 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.

Sec. 7-1(d): Effect on and Accrual of Other Benefits During FMLA Leave

You will be required to use all accrued, unused vacation and sick leave days before the FMLA leave period. Once such benefits are exhausted, the balance of the FMLA leave will be without pay.

All City benefits that operate on an accrual basis (e.g., vacation, sick leave days) will cease to accrue during the FMLA leave period. 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.)

Sec. 7-1(e): Leave for Employee's Own Serious Health Condition

During your FMLA leave, you may also be required to provide the City with additional physician's statements on request from either the City or the City's insurance carrier attesting to your continued disability and inability to work. You may also be required to submit to 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 FMLA 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.

Sec. 7-1(f): Forms of FMLA Leave that May Be Taken

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. In addition, eligible employees may be entitled to as much as 26 weeks of leave to care for a covered service member (who is the employee’s spouse, son, daughter, parent or next of kin) with a serious illness or injury.

Sec. 7-1(g): Reinstatement Rights

Employees who return to work immediately after the end of an approved FMLA leave will normally be reinstated to the same or an equivalent position, and will receive pay and benefits equivalent to those the employee received prior to the leave, as required by law. If an employee does not return to work on the first workday following the expiration of an FMLA leave, and has not been granted an extension of leave by the Company, the employee will be deemed to have

resigned from 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. The City will provide written notice to any highly compensated employee who is not eligible for reinstatement.

Sec. 7-1(h): Return to Duty from Family Leave

1. As a condition to return to duty, the employee will be required to provide certification from the employee's health care provider that the employee is able to resume work.

2. The City will seek fitness-for-duty certifications only with regard to the particular health conditions that caused the employee's need for FMLA leave.

3. The Personnel Director will advise the employee as to when he or she may return to work.

4. The City expects all employees to adhere to all federal law and regulations governing FMLA leave.

Sec. 7-2: Vacation Leave

(1) For the purpose of accrual, the vacation year shall be January 1 through December 31. 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

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

FIRE SHIFT PERSONNEL

Service Time	Annual Accrual
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) Since vacations are intended to provide rest and diversion from the regular work routine, 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. Notwithstanding the foregoing, 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.

(5) 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.

(6) Vacation leave 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. All vacation leave must meet departmental approval.

Sec. 7-3. Sick Leave Program

Sec. 7-3(a): Availability of 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. 7-3(b): 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.

(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) Absence for a fraction or part of the day that is chargeable to sick leave in accordance with these provisions shall be charged proportionally.

Sec. 7-3(c): Administrative Control of and Procedures for Use of Sick Leave

(1) The following control and procedures shall govern the administration of available sick leave. An employee requesting sick leave shall comply with the following conditions:

(a) Each employee shall insure that his immediate supervisor is notified of his need for sick leave as soon as practicable and in no event later than thirty (30) minutes prior to the working day beginning, other than police and fire employees. Unexcused sick time will result in equivalent loss of pay.
(b) The police and fire department employees shall notify their supervisor of their need to use sick leave 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 and the need to use sick leave prior to leaving the work area.
(d) Sick leave with pay in total 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. Exception for the fire department only; notice must be given after two shifts.

(e) An employee who is a chronic sick leave user may be required to undergo a physical examination, at the City's expense, provided the City reasonably believes, based on objective criteria, that the employee's ability to perform essential functions of his job is or will be impaired by a medical condition or the employee may or actually does pose a direct threat to others due to a medical condition. Chronic sick leave users 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) or more consecutive months.

(2) Upon the employee's return from sick leave, 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 employee's 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 City's Personnel Officer shall be responsible for the design of sick leave request forms. 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. 7-3(d): Sick Leave at Termination of Employment

1. An employee who terminates his employment with the City of Laurel through either (a) application for retirement based on years of service or (b) authorized disability retirement shall have a total number of accumulated sick leave days up to sixty (60) days paid to him in a lump sum payment. These sixty (60) days of 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 of the Public Employee's Retirement System of Mississippi as of the time of his 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 March 17, 2015, forward.

2. Because sick leave is a gratuity to be paid only during illness or accident while in the active employment of the City, 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 his accumulated sick leave

with the exception of those employees whose tenure with the City coincides with the terms of office or normal retirement.

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 he had available to him as of 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. 7-3(e) Sick Leave Program for PERS Tier 5 Employees

1. The provisions of this subsection shall apply prospectively to employees whose initial date of employment with the City of Laurel is March 1, 2026 or later, provided the employee is not already an active member of a prior PERS tier through previous employment with a PERS-participating employer.

2. For employees enrolled in PERS Tier 5, unused sick leave shall not be eligible for certification to the Public Employees' Retirement System of Mississippi for retirement service credit.

3. Because sick leave is a benefit intended to be used during periods of illness or injury while in active employment with the City, an employee covered under this subsection who separates from service for any reason other than authorized retirement based on years of service or physical disability shall not be entitled to payment or other benefits for accumulated unused sick leave.

4. Employees enrolled in PERS Tier 5 shall be eligible for payment of unused sick leave only upon retirement, subject to the limitations set forth herein.

5. The maximum amount of unused sick leave eligible for lump-sum payment at retirement for employees enrolled in PERS Tier 5 shall not exceed two hundred forty (240) hours.

6. Upon separation from employment for any reason other than retirement, unused sick leave shall be forfeited and shall not be paid.

7. Employees enrolled in PERS prior to March 1, 2026 (PERS Tiers 1–4), including employees transferring to the City with existing PERS membership, shall remain governed by the provisions set forth in Sections 7-3(a) through (d).

Sec. 7-4. 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:

(1) Weather-related emergencies
(a) The Mayor or appropriate appointing authority monitors inclement

weather through the Emergency Management System;

(b) 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;

(2) Emergency or Administrative Leave Policy

(a) 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.

(b) Emergency Leave does not affect an employee's Personal, Sick, or Vacation Leave.

(c) Time-off scheduled before a man-made, technological or natural disaster (extreme weather) is not eligible for Emergency Leave Compensation.

(d) Essential Personnel who are ordered or expected to report to work will receive compensation in one of two ways to be determined by the Mayor or his designee: either commensurate time off or additional pay**.**

(e) Overtime will be utilized as needed under the Emergency or Administrative Leave Policy for persons who are ordered or expected to report to work during a man-made, technological or natural disaster (extreme weather).

(f) The form of compensation and the amount of time/pay is to be monitored/tracked by the department head.

(g) 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.

(h) This leave time may be taken prior to termination or retirement

Sec. 7-5. Military Leave

(1) Employees of the City of Laurel who are members of, or enter, the Uniformed Services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, the state military forces, or the reserve components of the same, and who participate in active or inactive duty or training, 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. Time off is also permitted for the employee to undergo an examination to determine his or her fitness for duty in any of the federal military forces. 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 Director a copy of his official orders. The employee must provide advance notice of the need for leave whenever possible. The employee should give the Personnel Director as much advance notice as possible to allow the City to make arrangements to cover his position. Upon return, the employee must provide a certificate from his commanding officer of the performance of duty in accordance with the terms of such orders. If military papers are not turned in to the Personnel Director prior to leave and upon return from leave, the employee risks being deemed on leave without authorization and being 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. Nothing in this policy requires the City to reemploy individuals who are not eligible for reemployment under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") or other applicable law.

(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) Employees on federal military leave may be entitled to continue health insurance benefits, at the employee's expense, for up to twenty-four months.

(6) These same policies shall be applicable to permanent employees who at any time are subject to the provisions of the Selective Service Act.

(7) If you have questions regarding military leaves, or if you are unable to comply with this schedule due to injury or otherwise, please contact the Personnel Director.

Sec. 7-6. Jury Leave

An employee who is required to serve as a juror, to attend court, or to attend a coroner's inquest as a witness, shall be excused from work for the days on which he serves and, in the case of jury service, he shall receive his regular rate of pay for each day of such service. 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. 7-7. Leave of Absence Without Pay

A regular full-time employee, upon written application and recommendation of the Department Director, may be granted a leave of absence in compliance with the Family Medical Leave Act as stated in this handbook, 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. 7-8. Death in Immediate Family

Regular full-time employees shall be granted up to three (3) working days off for a death in the employee's immediate family to grieve and attend the funeral of the deceased. This is in addition to vacation leave the employee may request to utilize. The three (3) days shall be the day before, the day of, and the day after the funeral at the discretion of the department head or immediate supervisor.

Sec. 7-9. 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. 7-10. 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. 7-11. 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 32 or more hours per week.

Sec. 7-12. 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 (18) 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 (29) months.

Your eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) 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 (18) continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six (36) months for your spouse and dependent children if, within that eighteen (18) 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 (18) 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 one (1) percent of the applicable premium during the nineteenth (19th) through the twenty-ninth (29th) 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 section, your spouse and dependent children may be entitled to extend their continuation coverage.

You will be contacted concerning these options at the time your employment terminates 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 (60) 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. 7-13. 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 of 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. 7-14. 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 ("Holiday Pay") within the pay period in which the holiday occurs. The employee has the option of taking this Holiday Pay in cash or as an additional vacation day. If Holiday Pay is taken as a vacation day, this additional time must be taken within the standard time for computing vacation days. If Holiday Pay is not taken before the end of the year, then the special vacation day(s) 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. 7-15. Eligibility for Holiday Pay

In order to receive Holiday Pay for an observed holiday, an employee must work a full day before, on, or after the holiday, except when the leave is pre-approved by the appropriate supervisor, or when the employee is on military leave. If the employee is on military leave the day before, on, or after the holiday, the employee will be paid for the holiday. Employees who call in sick during the workday/scheduled shift before, on, or after the holiday will not be paid holiday pay.

CHAPTER 8

EMPLOYEE COMPENSATION

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 this handbook. Questions regarding our salary administration program or your individual salary should be directed to your supervisor or the City's personnel department.

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

All employees of the City will be paid on a bi-weekly basis with the paychecks being presented to employees on the fifth business day after the completion of a fourteen-day work period. If a scheduled payday falls on a City-observed holiday, the checks will be presented on the last business day before the holiday. All required deductions, such as federal taxes, state taxes, retirement, and authorized voluntary deductions, will be withheld automatically from the

paycheck. Please review your paycheck. If you need clarification on a paycheck, make a request for review to your immediate supervisor immediately. Your supervisor will take the appropriate steps to inform you regarding your pay and initiate any required corrective measures with Human Resources. The City of Laurel will abide by the federal, state, or local wage and hour laws and any other federal, state, or local law affecting an employee's compensation. Any eligible employee who is called out physically to perform work (outside of normal working hours) shall receive a minimum of two hours overtime pay after 40 physical hours are worked with exception to Fire and Police Departments. (Emergency call outs will be considered individually for overtime purposes.)

Source: Ordinance No. 1762-2024, 10/22/2024

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 of pay. 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) The employee's Department Director shall keep a record of overtime and must approve overtime worked as provided above in paragraph 8-1(B)(1).

(3) If any of this policy on overtime conflicts with Federal court decisions or any Federal labor laws on the subject, then those decisions or laws shall supersede these rules.

Sec. 8-1(C). Special Provision Regarding Training Pay for Firefighters

Pursuant to the Order adopted by the City Council on May 21, 2019, employees who are working in the City's Fire Department shall be compensated in amount equal to 12 hours for each day of training that those employees undergo at the Mississippi State Fire Academy. A copy of the May 21, 2019 Order shall remain on file in the Personnel Department.

Sec. 8-1.(D). 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 premises and not off city property, with the permission of the employee's supervisor and cannot be added to a thirty (30) minute or sixty (60) minute lunch break.

Sec. 8-1(E). Expense Reimbursement

An employee will be reimbursed for pre-approved expenses incurred in completing his/her work-related assignment in accord with the policies established by the City. Each employee is responsible for providing verified receipts for any expense for which reimbursement is requested.

CHAPTER 9

EMPLOYEE APPEARANCE

Sec. 9-1(A). 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 an employee successfully completes his/her probationary period. The complete uniform provided to the employee must be worn on the job. Complete uniforms must be turned in at the time of the employee's termination to his supervisor prior to the employee receiving his final pay check, or the employee will be charged for each uniform or missing part thereof.

Sec. 9-1(B). 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.

Sec. 9-1(C). Work Area

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 his 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, up to and including termination.

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 City's 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 IT Department to maintain an updated listing of City numbers and departments.
(E) The IT Department 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:

Mayor, Chief Administrative Officer, Police Department and Fire Chief. Exceptions will be determined by the administration, with City Council's ratification.

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.

Sec. 10-3. City-owned Equipment

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

In cases where City-owned equipment is lost, damaged, or destroyed as a result of willful acts or through negligence, the employee(s) at fault 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 the employee.

Non-payment in a timely manner will be cause for termination of the employee(s) responsible for payment. Should an employee's employment with the City terminate prior to the employee completing the incurred obligation, further legal actions may be taken against the employee or his estate by the City.

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

CHAPTER 11

SOCIAL MEDIA POLICY

Sec. 11-1. This Social Media Use Policy (the "Policy") is intended to provide employees with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees avoid potentially costly missteps online. The nature of the Internet is such that what you "say" online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

Employees should be aware that, while certain types of speech may be subject to legal protection, the City may have the right to discipline an employee whose comments may disrupt the efficiency of the public services rendered by the City. Given the position in society public employees occupy, they may express individual or personal views that contravene governmental policies or impair the proper performance of governmental functions. Thus, a balance must be stricken when it comes to employee free speech issues by weighing the interests of the employee, as a citizen, in commenting upon matters of public concern, and the interests of the City, as an employer, in promoting the efficiency of public services it performs through its employees.

Sec. 11-2. Guidelines

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects legitimate business interests of the City may result in disciplinary action, up to and including termination.

Sec. 11-3. Scope

This Policy applies to all employees' use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City's electronic equipment or other property. Refrain from using social media while on work time or on equipment provided by the City, unless it is work-related as authorized by your supervisor or consistent with the City's other written policies. Do not use

your work email address to register on social networks, blogs or other online tools utilized for personal use.

Sec. 11-4. "Social Media" Defined

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social media includes: (1) social-networking sites (i.e. Facebook, LinkedIn); (2) blogs and micro-blogs (i.e. Twitter, Blogger); (3) content-sharing sites (i.e. Scribd, Slide Share); and (4) image sharing sites (i.e. Flickr, YouTube). This list is for illustrative purposes only, however, all online activity is governed by this Policy.

Sec. 11-5. Application of Other Policies

All of the City's employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees' online conduct must comply with the City's Equal Employment Opportunity and Sexual Harassment policies and with the provisions in this handbook related to confidentiality and avoidance of conflicts of interest.

Sec. 11-6. Association With the Organization

Employees who identify themselves online as being associated with the City must comply with the rules set forth in this section.

Federal law requires that, when endorsing or promoting his or her employer, an employee must disclose his or her affiliation with (i.e., employment by) the City. Although the City appreciates the loyalty and enthusiasm of its employees, employees must disclose their employment if they endorse the City online. If you, the employee, should choose to disclose your affiliation or relationship with the City, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the City. An example of an appropriate disclaimer follows:

The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the City.

To ensure continuity of the City's message, employees may not represent themselves to be speaking on behalf of the City unless expressly authorized to do so.

Sec. 11-7. Prohibited Conduct

Employees are prohibited from engaging in any of the following in their online activities and posts:

- Disparaging the City's services, clients, executive leadership, employees, or strategy in a way so as to impede the employee's performance of his job duties or otherwise interfere with the public services rendered by the City;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristics protected by law;
- Disclosing any confidential or proprietary information belonging to the City or obtained by the employee as a result of his/her employment with the City; and
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or at any City-sponsored event without express advance authorization.

Sec. 11-8. Duty to Report

Employees have an ongoing duty to report any violations of this Policy by any other employees. The City considers the duty to report to be a critical component of its efforts to ensure the safety of its employees and to preserve the City's reputation and goodwill in the community. Therefore, any employee who fails to report any conduct that reasonably appears to be in violation of this Policy may be subject to discipline for such failure.

Sec. 11-9. Media Contacts

Employees should not speak to the media on the City's behalf. All media inquiries should be directed to the Mayor's Office.

Sec. 11-10. Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this Policy. If, at any time, you are uncertain about the application of this Policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this Policy, you should seek the guidance of the appropriate person *before* posting or otherwise engaging online. When in doubt, employees should always ask for guidance first because, once the information is online, it can never be deleted.

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 as an employee of the City of Laurel. 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 fifteen 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 City's rules, and those found to have not complied with this policy shall be subject to discipline, up to and including termination.

Sec. 12-3. Any vendor of the City determined by the Mayor to have given employees gifts or special considerations in the attempt to win preferential treatment in the awarding of city contracts or other business shall be barred from doing business with the City of Laurel for a period of not less than one (1) year and not more than five (5) years from the date of the Mayor's determination.

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 are costly 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, 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 shall report 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. 13-4. All employees will be required to read, comprehend and follow the guidelines set forth in the Injury and Illness Prevention manual.

Sec. 13-5. When engaged in hazardous work, every employee is required to follow appropriate safety practices. Employees are required to wear the protective gear that has been issued to them, even though it may make the employee uncomfortable or clumsy. The foreman is required to ensure that his personnel have and use the appropriate safety equipment. If the protective gear issued to an employee inhibits the employee's ability to safely perform his job duties and responsibilities, the employee should contact his Department Director.

Sec. 13-6. Safety awareness includes taking care of all tools, equipment, and vehicles. Vehicle operators must have a valid driver's license in their possession. Driver's licenses may 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 and in good working order.

Sec. 13-7. 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. 13-8. 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 and identify the City of Laurel's Workers Compensation as the liable party for payment and advise the doctor's office or hospital that they can contact 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 City's expense; however, notification must be given to the Safety Officer in advance of this medical examination. 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 will be

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. Policy Coverage: 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 City 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 the employee is authorized to carry a firearm in the course and scope of his/her employment;

(2) If the employee 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 shall enforce this drug policy and administer benefits related to Workers' Compensation claims.

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 arrange a private meeting with his department head to try to resolve the problem. If the problem is not resolved (no agreement reached or an unsatisfactory answer is provided), the aggrieved 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 an 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); all meetings will be informal in nature. 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 an 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 the particular grievance. All grievance complaints must be filed within 10 working days following grievance.

Sec. 15-4. Discrimination or retaliation against employees who file a 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 or retaliation shall be subject to disciplinary action, up to and including termination.

Sec. 15-5. Supervisory personnel shall apply previously 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. DISCIPLINE, CORRECTIVE ACTION AND SEPARATION OF EMPLOYMENT

This policy provides that no employee of any department under the City of Laurel, Mississippi who is subject to the rules and regulations prescribed by the City Council and Mayor may be dismissed or have adverse action affecting their compensation or employment status except for inefficiency or other good cause, and after written notice and opportunity to be heard within the department as provided in the City's rules and regulations. This provision does not apply to persons separated from employment due to: a curtailment of funds, a reduction in staff, a dismissal during initial probationary period, status as an executive officer or any department who serves at the will and pleasure of the Mayor.

Adverse action against an employee or separation of employment may occur because the conduct of the employee is an offense as provided in the schedule of offenses listed below or because there is a legal non-conduct basis which meets the requirement of good cause.

Disciplinary action shall be applied in steps of increasing severity whenever practical in order to stimulate a change in the behavior that activated the disciplinary process. The appointing authority or designated representative shall exercise corrective action when an employee violates established rules of conduct or performs below minimal standards as prescribed herein. This policy is to:

A. Establish and adhere to fair and objective procedures for correcting or treating unacceptable conduct and performance in accordance with the guidelines herein;
B. Distinguish between less serious and more serious actions of misconduct and provide disciplinary actions accordingly; and
C. Prescribe disciplinary action for employee conduct occurring when employees are at work or when otherwise representing the City in an official or work-related capacity, unless otherwise provided for in this chapter.

SCHEDULE OF OFFENSES AND AUTHORIZED DISCIPLINARY ACTION.

The appointing authority or designated representative shall administer discipline in an equitable and consistent manner. The schedule of offenses and disciplinary actions shall be adhered to in administering discipline to all employees subject to these policies, rules and regulations. The appointing authority may add to this schedule of offenses and disciplinary action to reflect the particular mission and work environment of the department. For employees covered by Civil Service, said schedule of offenses and disciplinary action are in addition to and subject to Civil Services Rules and Regulations.

A. Group One Offenses

Generally, these offenses are less severe and may be disciplined by written reprimand after a verbal warning. The accumulation of three (3) Group One written reprimands within a four (4) month period may result in suspension without pay for not less than two (2) work days, no more than one (1) workweek. Four (4) Group One written reprimands within a six (6) month period may result in suspension, demotion, or dismissal.

Group One includes, <u>but is not limited to</u>, the following offenses:

1. Unexcused tardiness;
2. Abuse of City time such as unauthorized time away from work area or failure to notify supervisor promptly upon completion of assigned work;
3. Use of obscene or abusive language;
4. Conviction of a moving traffic violation while operating a City vehicle;
5. Lack of due diligence in daily work assignments;
6. Failure to wear prescribed safety equipment.

B. Group Two Offenses

Acts and behaviors in this group are generally more severe than Group One offenses. Group Two offenses may be disciplined by written reprimand and/or suspension without pay for not less than three (3) days nor more than one (1) workweek. Two (2) Group Two reprimands within a one (1) year period may result in demotion or dismissal. Accumulation of one (1) written reprimand for Group Two offense and three (3) written reprimands for Group One offenses within a one (1) year period may result in demotion or dismissal.

Group Two includes, but is not limited to, the following offenses:

1. Insubordination, including, but not limited to, resisting supervisory directives through actions and/or verbal exchange, and/or failure or refusal to follow supervisor's instruction, perform assigned work, or otherwise comply with applicable established policy;
2. Violation of safety rules in the absence of a threat to human life or safety;
3. Unauthorized absence or leave without justifiable and reasonable excuse for such absence;
4. Failure to report to work without giving proper notice to supervisor;
5. Leaving the work site without permission during work hours in the absence of threat of life;
6. Unauthorized use or misuse of City property or records;
7. Engaging in gambling, lottery or other games of chance on City property or on City time.

C. Group Three Offenses

Acts and behavior in this group are of the most serious nature. Commission of one (1) Group Three offense may be disciplined by a written reprimand and/or may result in suspension without pay for not less than (1) nor more than six (6) workweeks (in increments of workweeks), demotion, or dismissal.

Group Three includes, but is not limited to, the following offenses:

1. Unauthorized absence or leave in excess of three (3) consecutive working days without proper notification and satisfactory explanation to the supervisor or the appointing authority in a timely manner;
2. Use of alcohol or the unlawful manufacture, distribution, dispensing, possession or use of controlled substances while on the job or on the employer's premises, or conviction of a crime involving the same;
3. Reporting to work under the influence of, or when ability is impaired by, alcohol or the unlawful use of controlled substances;
4. Falsification of records, such as, but not limited to, vouchers, reports, time records, leave records, employment applications, or other official City documents;
5. Willful or negligent defacement of or damage or injury to the records or property of the City, another employee or business invitee of the City;
6. Acts of physical violence or fighting;
7. Violation of safety rules when there exists no threat to human life or safety;
8. Unauthorized possession or use of firearms, dangerous weapons or explosives;
9. Threatening or coercing employees, supervisors, or business invitees of the City, including stalking;
10. Criminal conviction for a felony or misdemeanor while employed;
11. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or a misdemeanor is deemed to be a conviction within the meaning of this offense;

12. An act or acts of conduct occurring on or off the job which are of such nature that to continue the employee in the assigned position could constitute negligence in regard to the City's duties to the public or to other employees;
13. Engaging in prohibited political activity;
14. Leaving the work site without permission where there exists no threat to life or human safety;
15. Theft on the job;
16. A breach of agency security or confidentiality;
17. Willful violation of City policies, rules and regulations;
18. Finding of harassment and/or sexual harassment of any other person while engaged in work-related activity (See Sec. 2-1);
19. Failure of Drug Testing (See 9-1 C);
20. Operation of a City-owned vehicle without a valid Mississippi driver's license or a valid driver's licenses from another state.

FORMS OF DISCIPLINE

The appointing authority or designated representative shall take action to formally discipline an employee who has committed an offense. Written notice of intent to take any action adversely affecting compensation or employment status and the reasons for such action shall be given to the employee prior to the effective date of the intended action. Where circumstances warrant, an employee may be disciplined without prior notice. In such a situation, written notice shall follow within 48 hours of said action.

The appointing authority or a designated representative may attempt to correct unacceptable behavior with a verbal warning and/or counseling and/or other appropriate informal means, whenever practical, prior to taking formal action against an employee.

Documentation of Corrective and Disciplinary Actions.

A. When the appointing authority or designated representative has taken corrective action preliminary to a formal disciplinary action, a written account of such action may be placed in the employee's personnel file. Formal disciplinary actions include written reprimand, suspension, demotion and dismissal.
B. When an employee has been reprimanded, a copy of the reprimand shall be placed in his or her personnel file. All reprimands must be in writing.
C. Documentation of corrective actions, disciplinary measures, and written reprimands may be kept indefinitely in the employee's personnel file for the purpose of showing a pattern of employee conduct.
D. Before any reprimand or other adverse comment is placed in an employee's personnel file, the employee shall be given:

    1. An opportunity to review copy of the material to be placed in his or her file; and
    2. Written notice that the material will be placed in his or her personnel file.

The appointing authority shall keep a copy of the notice, which shall contain either the employee's acknowledgement that he or she has reviewed the material and the notice, or a statement signed by the person who delivered the material and the notice that the employee refused to sign such an acknowledgement.

Suspension

The appointing authority may suspend an employee without pay or other compensation as punishment for disciplinary cause. Such suspension shall not be less than two (2) work days and, generally, no more than six (6) workweeks (in increments of workweeks) during any twelve (12) month period. The twelve (12) month period shall begin with the first day of the suspension.

In extraordinary circumstances, the appointing authority may immediately suspend an employee with pay. Such employee must be given an opportunity for a hearing with the appointing authority or designated representative within twenty (20) working days of the suspension, at which time the appointing authority may make a final decision. Further, where the employee has been charged with a felony, the appointing authority may suspend an employee without pay pending a post suspension hearing to be held within twenty (20) working days from the first day of suspension. Said suspension may exceed the general limitation of six (6) workweeks if the circumstances warrant. The appointing authority may reassign an employee arrested for a felony to a different position without decreasing compensation, while awaiting the Grand Jury decision on the case. Continued suspension or reassignment does not reflect any assumption of guilt or innocence of the employee, but merely protects the interests of Public Safety.

Demotion

A Civil Service status employee may be demoted from a position in one class to a position in a lower class having a lower salary range and having less discretion or responsibility only for cause. The salary will be certified in accordance with policies and rules regarding demotion.

Dismissal

A City employee may be dismissed or his/her employment terminated voluntarily or involuntarily. Voluntary severance of employment occurs when a City employee submits his/her resignation of employment. An involuntary severance of employment can occur based upon a Reduction in Force (RIF), disciplinary action, failure of the employee to continue to meet the eligibility criteria for the position held or an inability to perform the essential functions of the job.

The appointing authority may dismiss a permanent status employee only for good cause. A probationary employee may be dismissed any time during the probationary period.

DUE PROCESS

A. Prior to any suspension without pay, demotion, or dismissal of a permanent City employee, the employee shall be given written notice of the reason(s) for such action and shall be given an opportunity for a conference with the appointing authority or designated representative and to respond in writing.

B. The written notice presented to an employee before a conference shall list all of the reason(s) for the appointing authority's consideration of the adverse action. The reason(s) listed in these notices shall be specific by setting forth the particular group offense(s) violated and the charge(s) or ground(s) upon which the disciplinary action is predicated. The reason(s) listed in these notices shall be the only reason(s) to be addressed throughout the process.

C. In extraordinary circumstances an employee may be suspended immediately with pay. Such employee must be given an opportunity for a hearing with the appointing authority or designated representative within twenty (20) working days of the suspension, at which time, the appointing authority may make a final decision. Further, whether the employee has been charged with a felony, the appointing authority may suspend an employee without pay pending a post suspension hearing to be held within twenty (20) working days from the first day of suspension. Extraordinary circumstances means a situation in which, based on the judgment of the appointing authority, retention of an employee would result in damage to City property, would be detrimental to the interest of the City or would result in injury to the employee, to a fellow employee, or to the general public.

D. If the employee waives a hearing, the appointing authority or designated representative may make a final decision after the waiver. The waiver of the hearing shall be determined by an employee's written statement of waiver or by the employee's failure to respond in writing or appear at the conference with the appointing authority or designated representative by a pre-established date and time.

Sec. 16-2. Smoking

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in City owned and operated offices, facilities and vehicles is strictly prohibited. Employees smoking in any nonsmoking area may be subject to disciplinary action, up to and including termination. 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 this handbook.

Sec. 16-3. 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 17

MISCELLANEOUS RULES

Sec. 17-1. Any emergency, temporary, probationary, or seasonal employee shall immediately be separated from employment with the City as a result of their committing an infraction under these rules, without protection of the grievance procedure provided in this handbook.

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. 18-12. BUMPING EMPLOYEES - Bumping is the right of a senior employee to replace a less senior employee in a particular assignment or job for which both employees are qualified.

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. WORK 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 his benefits. This certification shall be made by the Human Resources Director.

Sec. 18-145. SICKNESS/INJURY - Damage or harm to the employee, and such disease or infection as result therefrom, which do 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, judge's 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 ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge receipt of my personal copy of the City of Laurel Personnel Rules and Regulations Handbook. 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:_____