



where possibilities grow

3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021

(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly H. Burks
Councilmembers:

Debra Johnson-Vice Mayor

Awet Eyasu

Yterenickia Bell

Laura Hopkins

Jamie Carroll

Susan Hood

Tammi Saddler Jones, Interim City Manager

CITY COUNCIL WORK SESSION AGENDA

Tuesday, October 31, 2023 - 7:00PM
IN-PERSON/ HYBRID

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Any member of the public may address questions or comments to the City Council referencing only agenda items after the Mayor and Council have had the opportunity to discuss the agenda item. Each attendee will be allowed 3 minutes for comments.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

- A. Empower Clarkston Update by Malek Alarmash of Tekton Training.
- B. Presentation by Kicky (Art Tech Company) on a proposal for a Guinness World Record for the Largest Recycled Statue in Clarkston, GA.
- C. Proclamation for Purple Thursday to be recognized on the third Thursday for Domestic Violence Awareness Month.

5. OLD BUSINESS

6. NEW BUSINESS

- A. To discuss a resolution approving an agreement with PivotPath, LLC for website maintenance and communication services.
- B. To discuss a resolution approving an agreement with Elarbee, Thompson, Sapp & Wilson, LLP. to review and revise the City of Clarkston Personnel Policies and Employee Handbook.
- C. To discuss a resolution approving a supplemental letter agreement with Davenport & Company, LLC. for financial advisory services.
- D. To discuss allocating \$120,000 of ARPA Funds for a Homeowner's Assistance and/or Weatherization Program.
- E. To discuss replacing the Police Department vehicle, Unit 626.
- F. To discuss the Standing Advisory Committee Appointments.

7. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 p.m. on Tuesday, October 31, 2023. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Nl2wpQ5ATv-PepiCqx0tEQ

After registering, you will receive a confirmation email containing information about joining the webinar.

CITY OF CLARKSTON

ITEM NO: 4A

CLARKSTON CITY WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Review/Discuss Empower Clarkston Update by Malek Alarmash of Tekton Training.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: **Tammi Saddler Jones,**
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To provide a brief update on the Tekton Career Training Program and what locations received home improvements, etc.

NEED/ IMPACT: The Tekton Career Training Program is to provide Industry Standardized Curriculum & Professionally Experienced Instructors that provide job training, mentorship, entrepreneurship development, and job placement.

RECOMMENDATION: N/A

TEKTON

Career Training

Empower
Clarkston

Thanks again for the great work your team did on our home. We immediately saw the effect on our monthly electric bills. Hope the trainees have found long-term work!

- a previous Empower Clarkston resident participant



Our Model for Change

Lowering barriers for those eager for change.



Industry Standardized Curriculum & Professionally Experienced Instructors that provide:



Job Training



Mentorship



**Entrepreneurship
Development**

Enhances leadership &
small business knowledge
through tailored workshops



Job Placement

Provides career placement
and job readiness for long
term employment

Financial Stability is at the heart of the American Dream

We often ascribe The American Dream as the idea that every American has the opportunity to pursue and reach their highest aspirations; however, the very definition of that dream can look so different for many.

At its core, we each have a **distinct commonality to provide for those we care for** & prepare a path for them to pursue their own dreams.



Empower Clarkston

1 year job training pilot program serving the City of Clarkston Residents

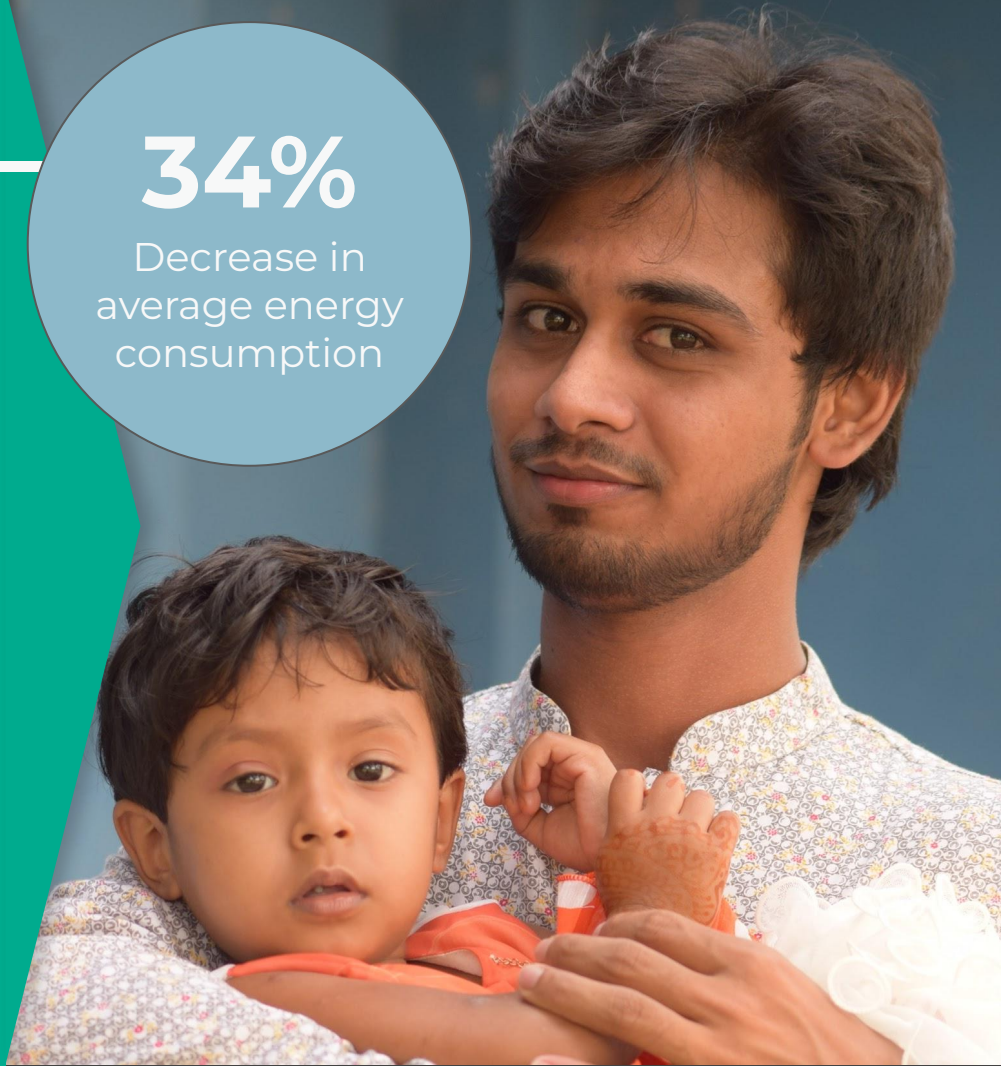
Offered **Energy & Water Efficiency** retrofits to qualified City of Clarkston residents

Job Placement after completion

Partnered with:
R H Service Company
Greenlink
DeKalb County

34%

Decrease in
average energy
consumption



The Impact

Sulton

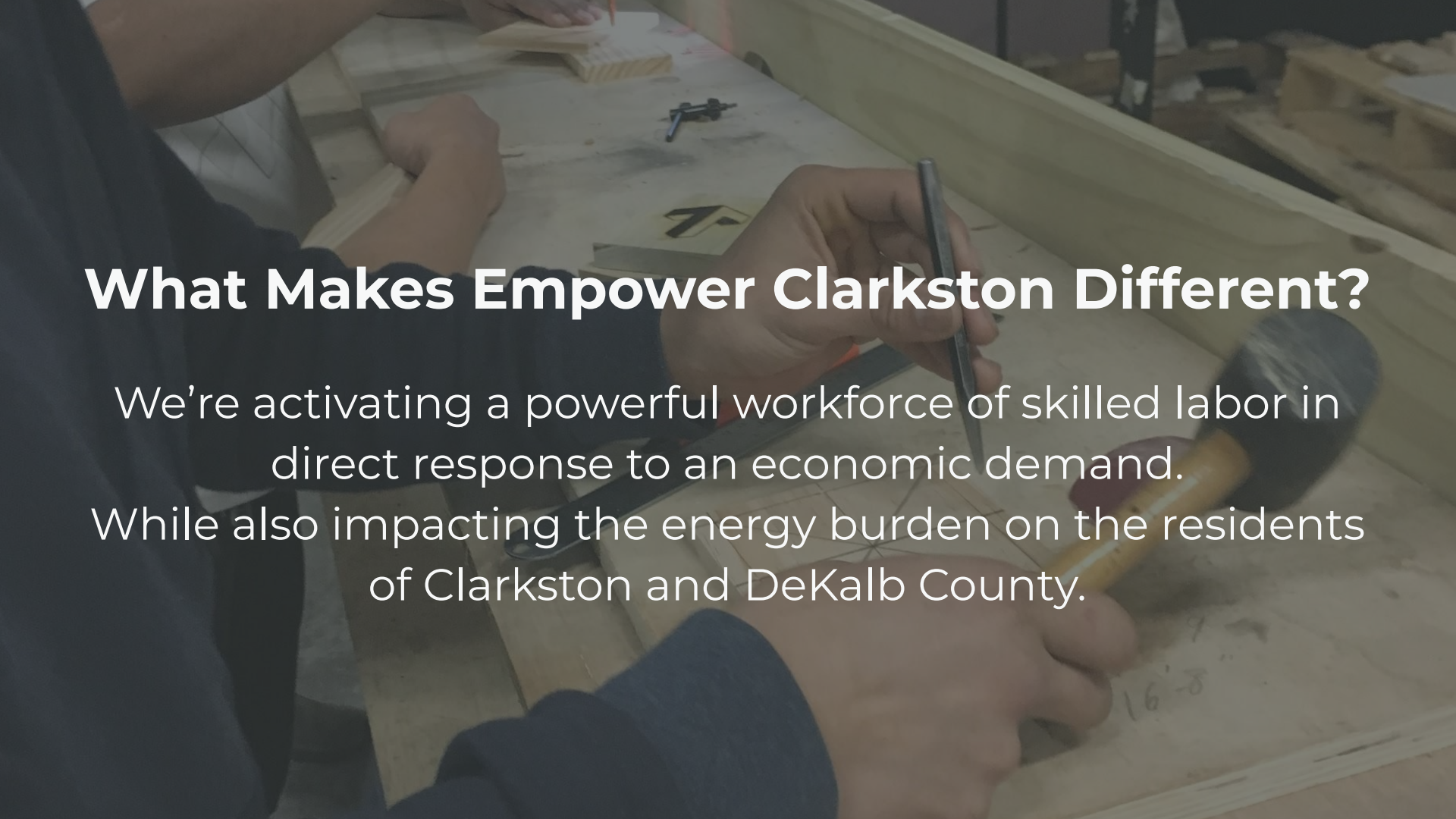
[Video](#)

Abdul

[Video](#)

~20

**Lives
Changed**

A person is working on a wooden project in a workshop. They are using a hand plane to smooth a piece of wood. The workshop is filled with various wooden materials and tools. The text is overlaid on the image.

What Makes Empower Clarkston Different?

We're activating a powerful workforce of skilled labor in direct response to an economic demand. While also impacting the energy burden on the residents of Clarkston and DeKalb County.

Impact in the City of Clarkston

125,000
dollars
over one year

20
students
City of Clarkston

20
homes
with a reduced
energy burden

10 homes were retrofitted and 10 students were trained through the Dekalb county funds

The Impact

**10
homes**
**with a reduced
energy burden**

33%

Decrease in average
energy consumption
seen in project from 2021

14 LB

Of CO2 emissions
avoided for each home

The Results in the City of Clarkston and Dekalb County

375,000
dollars

over two years

50
students

City of Clarkston and
Dekalb County Residents

50
homes

with a reduced
energy burden



TEKTON

Career Training

THANK YOU!

We truly appreciate the support of
the City Of Clarkston!

CITY OF CLARKSTON

ITEM NO: 4B

CLARKSTON CITY WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Presentation by Kicky (Art Tech Company) on a proposal for a Guinness World Record for the Largest Recycled Statue in Clarkston, GA.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: Yterenickia Bell,
Councilmember
PHONE NUMBER: 404-296-6489

PURPOSE: To provide a brief presentation by Kicky on a proposal for a Guinness World Record for the Largest Recycled Statue in Clarkston, GA.

NEED/ IMPACT: N/A.

RECOMMENDATION: N/A.



The Modern Gallery

&





Let's set a world record!

Sustainability

Awareness

Celebration

Community
Engagement



What if art could inspire our community
and highlight our amazing diversity?





Women/moms/refugees make America
great and are the backbone of our
economy



MISSION

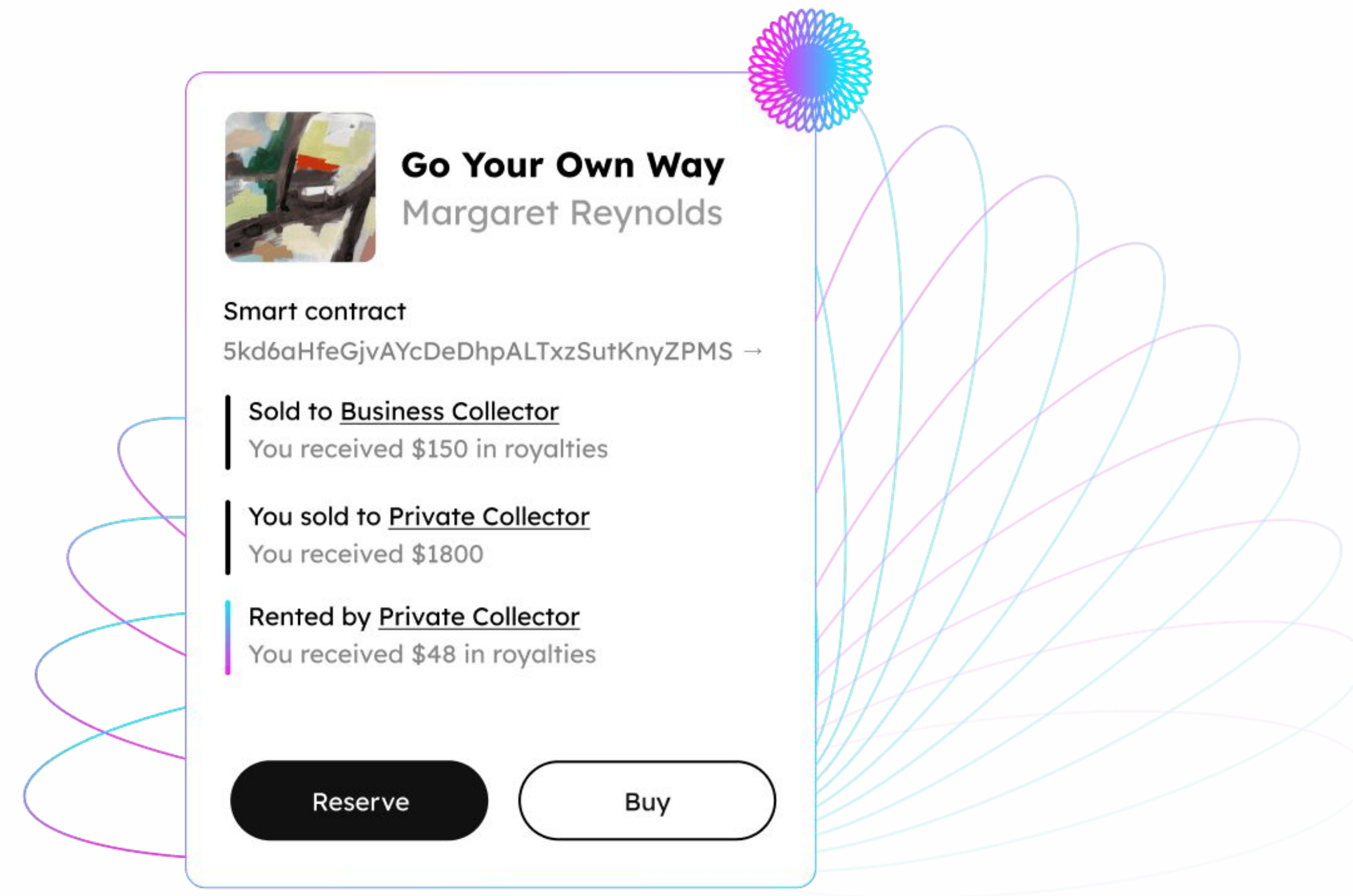
We're on a mission to empower
artists to succeed in business



Artists earn passive income *and* make sales

Artists can rent their art while waiting for it to sell

Rent your artwork to patrons and earn royalties on future transactions.



We use NFTs to track each piece of art



Corporate patrons don't want to incur huge purchase costs

Corporates want access to fine art, not ownership



Pictured: Delta Sky Lounge



Kicky SaaS solutions for artists

Artist CRM •

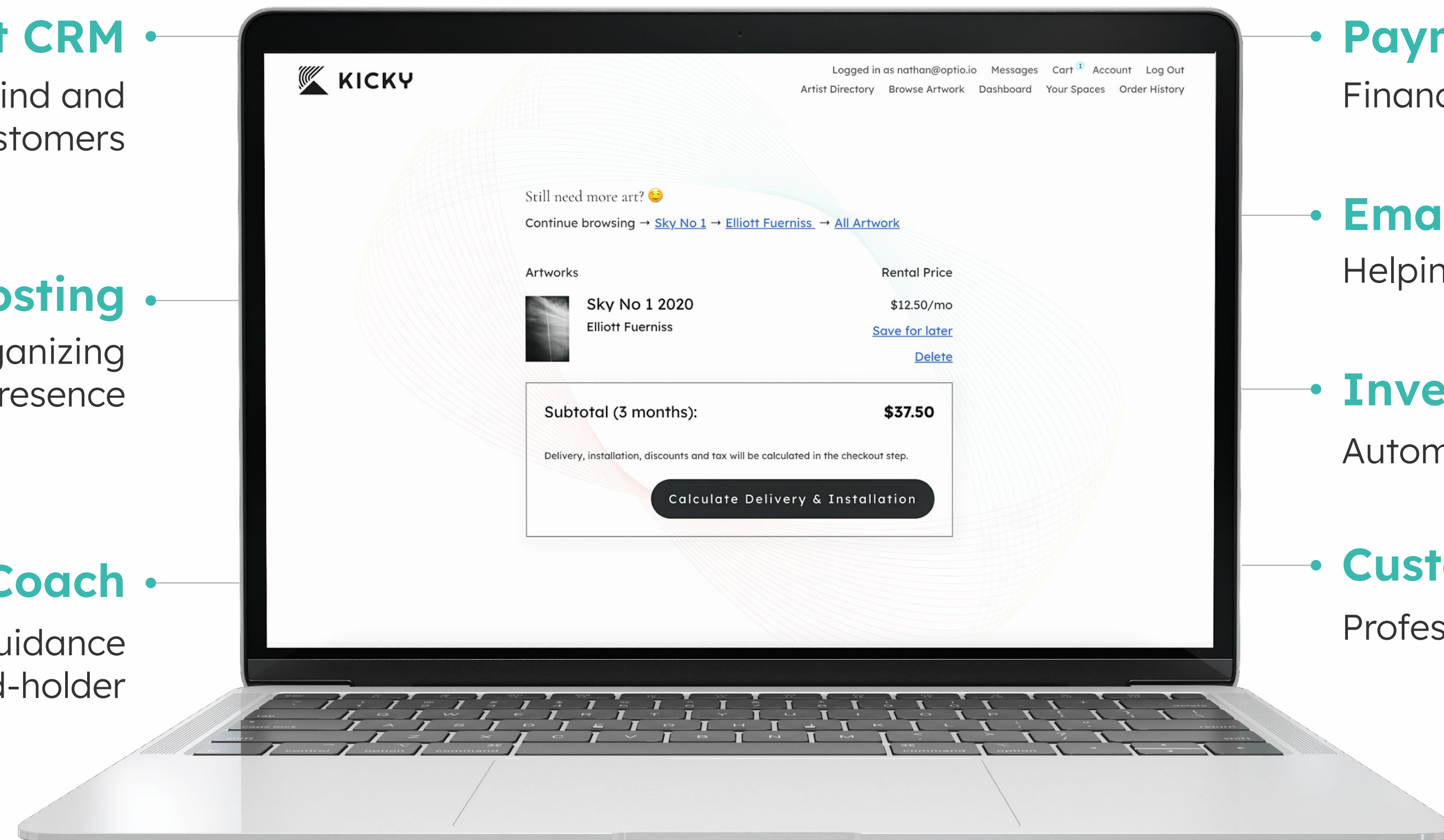
Helping artists find and maintain customers

Social Posting •

Optimizing and organizing social presence

Digital Artist Coach •

Custom automated guidance and hand-holder



Payments & tracking

Financial back-end management

Email Marketing

Helping artists publicize offerings

Inventory management

Automated, clear information

Custom website

Professional quality and design



Kicky makes enjoying art good for business



Patrons enjoy beautiful, creativity-inspiring fine art



A low monthly cost instead of a massive capital expenditure



Opportunity to earn revenue by selling the art you host



Thank you

Luke Keller | luke@kicky.com

CITY OF CLARKSTON

ITEM NO: 4C

CLARKSTON CITY WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Proclamation for Purple Thursday to be recognized on the Third Thursday for Domestic Violence Awareness Month.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: Yterenickia Bell,
Councilmember
PHONE NUMBER: 404-296-6489

PURPOSE: To present a proclamation for Purple Thursday to be recognized on the Third Thursday in October for Domestic Violence Awareness Month.

NEED/ IMPACT: N/A.

RECOMMENDATION: N/A.

**PROCLAMATION OF PURPLE THURSDAY TO BE RECOGNIZED
ON THE 3RD THURSDAY FOR
DOMESTIC VIOLENCE AWARENESS MONTH**

OCTOBER 2023

WHEREAS, domestic violence is a serious and pervasive crime affecting millions of women, children and other survivors and communities in the United States every year;

WHEREAS, domestic violence and intimate partner violence can have life-long consequences emotionally, mentally, socially, spiritually, and physically; violence harms the core of the human spirit and jeopardizes the future wellbeing of our communities; and

WHEREAS, the City of Clarkston is resolute in its commitment to combat domestic violence and to eliminate gender-based violence for the safety and well-being of individuals, children, and families;

WHEREAS, ending domestic violence requires the leadership of survivors, support of community leaders, and the collaborative efforts of law enforcement, public health officials, and community members;

WHEREAS, the City of Clarkston will take steps to protect survivors by providing employees with combating domestic and gender-based violence training during the week of the third Thursday or on the third Thursday of the month of October, annually to educate employees on resources and protections for staff and members of the Clarkston Community in partnership with the Women Resource Center to end Domestic Violence in Dekalb County, Georgia.

WHEREAS, the City of Clarkston is united in offering unequivocal support during the month-long observance to survivors of domestic and all gender-based violence and the work of public and private entities striving to provide them with the best possible services with creating a culture free domestic and all gender-based violence;

THEREFORE, BE IT RESOLVED, that the City of Clarkston proclaims Purple Thursday to be recognized on the 3rd Thursday for Domestic Violence Awareness Month, honoring domestic violence survivors and advocates;

FURTHER, that we stand united in our commitment to end all forms of domestic violence in the City of Clarkston.

THEREFORE, we call upon all citizens, law enforcement, community organizations, and health officials to speak out against domestic violence and actively support local efforts such as the Women's Resource Center to End Domestic Violence to assist our neighbors who are survivors of violence to be safe and live their lives free from violence and to hold abusers and systems accountable for the perpetuation of family violence.

CITY OF CLARKSTON

ITEM NO:

CLARKSTON CITY COUNCIL WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: October 31, 2023

SUBJECT: To discuss approving an agreement with PivotPath, LLC in the amount of \$5000 to do website maintenance and communications services for the City of Clarkston until December 31, 2023.

DEPARTMENT: Administration

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: **Tammi Saddler
Jones, Interim City Manager**
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss approving an agreement with PivotPath, LLC in the amount of \$5000 to do website maintenance and communications services for the City of Clarkston until December 31, 2023.

NEED/ IMPACT: PivotPath, LLC will provide website and communications services for the City of Clarkston until December 31, 2023. During the term of this agreement, PivotPath, LLC agrees to perform the following services at the direction of the Interim City Manager:

- Perform fifteen (15) hours of Social Media Management (including content and graphics);
- Produce one Newsletter highlighting City news, events, achievements, and such other content as may be directed by the Interim City Manager;
- Produce one (1) Flyer promoting a City event;
- Prepare and distribute one (1) email blast to residents and businesses promoting City events, meetings and other relevant activities, with a link to the Newsletter;
- Perform Eight (8) hours of Website Maintenance including calendar updates, uploads and banner changes.

RECOMMENDATION:

To approve the agreement with PivotPath, LLC in the amount of \$5,000 for website and communications services for the City of Clarkston until December 31, 2023. The City Attorney has reviewed this proposed agreement.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA APPROVING AN AGREEMENT WITH PIVOTPATH, LLC FOR WEBSITE MAINTENANCE AND COMMUNICATIONS SERVICES.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council authorizes the execution of an agreement with PivotPath, LLC for website maintenance and communication services, commencing upon approval by the City of Clarkston and PivotPath, LLC and shall expire at 5:00 p.m. on December 31, 2023. PivotPath, LLC will perform the services described in Section 1 of the agreement for a flat fee of Five Thousand Dollars (\$5,000). A copy of said agreement is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2023.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

WEBSITE MAINTENANCE AND COMMUNICATIONS SERVICES AGREEMENT

This Website Maintenance and Communications Services Agreement (“Agreement”) is made and entered into this ____ day of November 2023, by and between **PivotPath LLC** (“PivotPath”) and the **City of Clarkston, Georgia** (“City”).

WHEREAS, the City is in need of website maintenance and communications services; and

WHEREAS, PivotPath is has the necessary knowledge and experience to provide such services to the City.

W I T N E S S E T H:

In exchange for the mutual promises and covenants contained herein, the parties do agree as follows:

1.) Services to be Performed

During the Term of this Agreement, PivotPath agrees to perform the following services at the direction of the City Manager:

- Perform fifteen (15) hours of Social Media Management (including content and graphics);
- Produce one Newsletter highlighting City news, events, achievements, and such other content as may be directed by the City Manager;
- Produce one (1) Flyer promoting a City event;
- Prepare and distribute one (1) email blast to residents and businesses promoting City events, meetings and other relevant activities, with a link to the Newsletter
- Perform Eight (8) hours of Website Maintenance including calendar updates, uploads and banner changes.

2.) Term and Termination

The term of this Agreement shall commence upon its approval by both parties and shall expire at 5:00 p.m. on December 31, 2023. This Agreement may be terminated by the City sooner than the expiration of the full term pursuant to this section.

If the City deems PivotPath to be in breach of this Agreement for non-performance, it shall give PivotPath written notice of same. After giving written notice that the City deems PivotPath to be in default and identifying the specific nature of the alleged non-performance, if PivotPath fails to cure such default within seven days the City may terminate this Agreement for non-performance. If this Agreement is terminated by the City due to non-performance by PivotPath, City shall give written notice to PivotPath and shall compensate PivotPath for services rendered

and accepted as of the date of termination; the City would then have no further obligation to PivotPath under this Agreement.

3.) Compensation

PivotPath will perform the services described in Section 1 for a flat fee of Five Thousand Dollars (\$5,000.00). PivotPath may submit an invoice for the proportionate share of services performed and accepted in November 2023 during December 2023 and shall submit a final invoice for all services performed but not yet compensated during January 2024. The City will pay PivotPath for work performed and invoiced within ten business days of receiving an invoice.

4.) Independent Contractor Status.

PivotPath shall perform services under this Agreement as an independent contractor. The Parties agree that the compensation paid to PivotPath will cover the expense of any materials, equipment, transportation, etc. that may be necessary to perform the services. PivotPath will receive Form 1099 from the City and shall be responsible for paying any tax obligation associated with earnings under this Agreement.

5.) Miscellaneous Terms

- *Entire Agreement*

The Parties understand and agree that this Agreement constitutes the entire understanding between PivotPath and the City concerning the subject matter covered herein, and supersedes any and all verbal or written discussions, proposals, and/or agreements regarding the subject of this Agreement.

- *Assignment*

Neither this Agreement nor any duties or obligations under this Agreement shall be assignable without the prior written consent of the other party.

- *Successors and Assigns*

Subject to the provision regarding assignment, this Agreement shall be binding on the heirs, executors, legal representatives, successors, and assigns of the respective parties.

- *Attorney's Fees*

The parties shall each be responsible for their own attorney's fees related to the drafting and review of this Agreement.

- *Governing Law and Venue*

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of

Georgia. Venue for any dispute arising out of this Agreement shall be exclusively in the State or Superior Court of DeKalb County, Georgia.

- *Amendment*

This Agreement may be amended only by the mutual agreement of the contracting parties in a writing to be attached to and incorporated into this Agreement.

- *Legal Construction*

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

So agreed:

CITY OF CLARKSTON, GEORGIA

PIVOTPATH, LLC

Beverly H. Burks, Mayor



Elizabeth Oke, Manager

Attest:

Tomika Mitchell, City Clerk

Approved as to Form:

Stephen Quinn

Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: 6B

WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Review/Discuss a resolution approving an agreement with Elarbee, Thompson, Sapp & Wilson, LLP to review and revise the City of Clarkston Personnel Policies and Employee Handbook.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: **Tomika R. Mitchell,**
City Clerk
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss approving an agreement with Elarbee, Thompson, Sapp & Wilson, LLP to review and revise the City of Clarkston Personnel Policies and Employee Handbook.

NEED/ IMPACT: The City of Clarkston Handbook was created in October 2011 by a former City Manager, with a few updates made since then. The City of Clarkston Personnel Policies and Employee Handbook are out of date and should be reviewed and edited for compliance with applicable federal, state and local laws and regulations, identifying any areas where the policies could be subject to multiple or conflicting interpretation or are internally inconsistent, explain any potential weaknesses of the current policies and procedures, and recommend any additional best practices or process improvement.

This process will require approximately 50-60 hours of work to complete the above-described process. The work would be billed at an hourly rate of \$250.00. There will be a current cap of \$15,000 to complete the above-described process. The cap may be raised upon mutual agreement between the City and Elarbee, Thompson, Sapp & Wilson, LLP.

RECOMMENDATION: Staff recommends approval of the agreement with Elarbee, Thompson, Sapp & Wilson, LLP.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA APPROVING AN AGREEMENT WITH ELARBEE, THOMPSON, SAPP & WILSON, LLP TO REVIEW AND REVISE THE CITY OF CLARKSTON PERSONNEL POLICIES AND EMPLOYEE HANDBOOK

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council executes the agreement with Elarbee, Thompson, Sapp & Wilson, LLP to review and revise the City of Clarkston Personnel Policies and Employee Handbook. A copy of said agreement is attached to this resolution as “Exhibit A” and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2023.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



October 20, 2023

VIA EMAIL

Tomika R. Mitchell, M.Ed., CPM, CMC
City Clerk
City of Clarkston
1055 Rowland St.,
Clarkston, GA 30021
tmitchell@cityofclarkston.com

RE: Personnel Policies/Employee Handbook Review Proposal

Dear Tomika:

As requested, this letter sets forth a proposal for a review of the City of Clarkston Personnel Policies/Employee Handbook. Based on discussions to date, the City is requesting that we review the Policies/Handbook for legal compliance and internal consistency. Our proposal for this project is as follows.

We propose to review and edit the Policies/Handbook for compliance with applicable federal, state, and local laws and regulations, identify any areas where the policies could be subject to multiple or conflicting interpretation or are internally inconsistent, explain any potential weaknesses of the current policies and procedures, and recommend any additional best practices or process improvement. We will also provide guidance on potential steps to resolve any issues and will provide sample language when appropriate. You will receive our recommended revisions in a "red-lined" or "tracked changes" electronic version of the Policies/Handbook.

Following receipt of this red-lined version of the Policies/Handbook, we will work with the City to address any questions and to make any additional revisions. At the end of the process, you will be provided the revised Policies/Handbook in complete form ready for adoption and implementation.

Based on our prior experience in conducting reviews of personnel policy manuals and handbooks for local governments and our initial review of the policies/handbook

Tomika R. Mitchell, M.Ed., CPM, CMC
City Clerk
City of Clarkston
October 20, 2023
Page 2

you provided to us, we believe it will require approximately 50-60 hours of work to complete the above-described process. The work would be billed at an hourly rate of \$250.00. There will be a current cap of \$15,000 to complete the above-described process. The cap may be raised upon mutual agreement between the City and Elarbee, Thompson, Sapp & Wilson, LLP.

Please contact me if you have any questions with regard to this proposal.

Sincerely,



Timothy J. Holdsworth

TJH:cao

I have reviewed the foregoing letter, understand it and agree to the proposal by Elarbee, Thompson, Sapp & Wilson, LLP according to the terms set forth herein.

CITY OF CLARKSTON

Date

Signature

Printed Name

CITY OF CLARKSTON

EMPLOYEE HANDBOOK

DEAR EMPLOYEE,

WELCOME TO THE CITY OF CLARKSTON!

WE ARE EXCITED TO HAVE YOU AS PART OF OUR PROGRESSIVE TEAM. YOU WERE HIRED BECAUSE WE BELIEVE YOU CAN CONTRIBUTE TO THE ACHIEVEMENT OF OUR GOALS AND TO THE BOTTOM LINE OF OUR SUCCESS.

THE CITY OF CLARKSTON IS COMMITTED TO DEVELOPING CREATIVE SOLUTIONS THAT WILL RESULT IN THE MODEL GOVERNMENT FOR THE 21ST CENTURY. AS PART OF THE TEAM, YOU WILL DISCOVER THAT THE PURSUIT OF EXCELLENCE IS TRULY A REWARDING ASPECT OF YOUR CAREER WITH THE CITY OF CLARKSTON. AS A TEAM MEMBER, YOU MUST “OWN” THE RESULTS OF YOUR PRODUCTIVITY.

THIS EMPLOYEE HANDBOOK CONTAINS THE KEY POLICIES, GOALS, BENEFITS, AND EXPECTATIONS OF THE CITY OF CLARKSTON AND OTHER INFORMATION YOU NEED AS PART OF OUR TEAM.

WELCOME ABOARD AND WE LOOK FORWARD TO YOUR CONTRIBUTION.

**SINCERELY,
CITY OF CLARKSTON, CITY MANAGER**

TABLE OF CONTENTS

DISCLAIMER – IMPORTANT NOTICE.....	V
EQUAL EMPLOYMENT OPPORTUNITY POLICY.....	VI
THE AMERICANS WITH DISABILITIES ACT	VI
FAIR AND ACCURATE CREDIT REPORTING ACT ("FACTA" PRIVACY POLICY).....	VI
SMOKING POLICY.....	VI
LIFE SAVER AWARD.....	VII
DRESS CODE	VII
EMPLOYEE DESCRETION AND CONFIDENTIALITY	VII
CHAPTER 1 – ANTI-HARASSMENT POLICY.....	1-1
1 POLICY	1-1
2 SEXUAL HARASSMENT, HARASSMENT, AND DISCRIMINATION	1-1
3 COMPLAINT AND INVESTIGATION PROCEDURES; CORRECTIVE ACTIONS	1-3
CHAPTER 2 – ADMINISTRATION OF PERSONNEL RULES	2-1
1 CITY MANAGER	2-1
2 AMENDMENTS.....	2-1
CHAPTER 3 – CATEGORIES OF EMPLOYMENT/BENEFITS ELIGIBILITY	3-1
1 EXEMPT	3-1
2 NON-EXEMPT.....	3-1
3 REGULAR FULL-TIME.....	3-1
4 PUBLIC SAFETY FULL-TIME	3-1
5 REGULAR PART-TIME.....	3-1
6 PUBLIC SAFETY PART-TIME.....	3-2
7 TEMPORARY EMPLOYEES	3-2
CHAPTER 4 – EMPLOYMENT; FILLING OF VACANCIES.....	4-1
1 POLICY	4-1
2 EXAMINATIONS	4-1
3 PHYSICAL EXAMINATIONS	4-1
4 FINAL SELECTION OF NEW EMPLOYEES	4-1
5 PROBATIONARY PERIOD.....	4-1
6 NEPOTISM	4-2
CHAPTER 5 – TERMINATIONS/RESIGNATIONS	5-1
1 VOLUNTARY TERMINATION.....	5-1
2 INVOLUNTARY TERMINATION	5-1
3 CITY PROPERTY	5-1
4 SICK LEAVE.....	5-1
CHAPTER 6 – LEAVES OF ABSENCE	6-1
1 GENERAL POLICY	6-1
2 VACATION LEAVE POLICY	6-2
3 EDUCATION LEAVE POLICY	6-4
4 SICK LEAVE POLICY	6-5
5 BEREAVEMENT (OR FUNERAL) LEAVE	6-7
6 MILITARY LEAVE	6-7
7 CIVIL LEAVE.....	6-7
8 FAMILY AND MEDICAL LEAVE OF ABSENCE.....	6-8
9 HOLIDAYS	6-11
10 DONATION OF LEAVE TIME	6-12
CHAPTER 7 – TRAINING	7-1
1 DEFINITIONS.....	7-1
2 TUITION REIMBURSEMENT.....	7-1
3 REQUIRED COURSES	7-2
4 CIVILIAN EMPLOYEE ORIENTATION TRAINING	7-2
5 IDENTIFICATION OF CIVILIAN TRAINING NEEDS	7-3
CHAPTER 8 – OPEN DOOR POLICY	8-1
CHAPTER 9 – GRIEVANCE POLICY.....	9-1
1 STATEMENT OF POLICY	9-1
2 GENERAL	9-1
3 GRIEVANCE PROCEDURE.....	9-1

CHAPTER 10 – GUIDELINES FOR DISCIPLINARY ACTION	10-1
1 GENERAL	10-1
2 GIFTS AND GRATUITIES POLICY	10-1
3 RULES OF CONDUCT	10-2
4 EMPLOYEE NOTICE.....	10-3
CHAPTER 11 – DUAL EMPLOYMENT.....	11-1
CHAPTER 12 – REDUCTION IN FORCE POLICY	12-1
CHAPTER 13 – CLASSIFICATION, COMPENSATION PLAN, AND PAYROLL PRACTICES.....	13-1
1 CLASSIFICATION	13-1
2 COMPENSATION	13-1
3 OVERTIME.....	13-1
4 PAY DEDUCTIONS.....	13-1
5 CHANGES IN PERSONAL INFORMATION	13-2
6 PAY ADVANCES.....	13-2
7 ADMINISTRATIVE PAY CORRECTIONS	13-2
CHAPTER 14 – EMPLOYEE PERFORMANCE EVALUATION.....	14-1
1 PURPOSE	14-1
2 EMPLOYEES SUBJECT TO EVALUATION	14-1
3 PERFORMANCE EVALUATION CONDUCTED BY SUPERVISOR	14-1
4 REVIEW BY DEPARTMENT HEAD.....	14-1
CHAPTER 15 – BENEFITS PLAN	15-1
1 PURPOSE	15-1
2 ADMINISTRATION OF BENEFITS PLAN	15-1
3 LIFE INSURANCE.....	15-1
4 HEALTH AND DENTAL INSURANCE.....	15-1
5 BENEFITS CONTINUATION/COBRA.....	15-2
6 WORKERS’ COMPENSATION	15-2
7 OTHER PAYROLL DEDUCTION PROGRAMS.....	15-3
8 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT.....	15-3
CHAPTER 16 - RETIREMENT PLANS.....	16-1
1 DEFINED CONTRIBUTION PLAN	16-1
2 DEFERRED COMPENSATION	16-1
CHAPTER 17 – WORKPLACE PRIVACY.....	17-1
CHAPTER 18 - COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY	18-1
1 GENERAL GUIDELINES.....	18-1
2 NO EXPECTATION OF PRIVACY	18-1
3 MONITORING OF COMPUTER AND ELECTRONIC COMMUNICATION USAGE	18-1
4 MAINTAINING PROFESSIONALISM	18-2
5 INAPPROPRIATE USE	18-2
6 DISCLAIMER OF LIABILITY	18-2
7 MISUSE OF SOFTWARE.....	18-3
8 PASSWORD	18-3
9 VIRUS DETECTION.....	18-3
10 SOCIAL MEDIA POLICY.....	18-4
CHAPTER 19– DRUG AND ALCOHOL POLICY	19-1
1 PURPOSE.....	19-1
2 SCOPE	19-1
3 POLICY	19-1
4 PROHIBITED CONDUCT	19-2
5 RESPONSIBILITY	19-3
6 PRE-EMPLOYMENT DRUG TESTING	19-3
7 POST ACCIDENT OR FOR CAUSE TESTING	19-4
8 RANDOM DRUG AND ALCOHOL TESTING.....	19-5
CHAPTER 20 - TRAVEL AND SUBSISTENCE ALLOWANCE POLICY.....	20-1
1 APPROPRIATION	20-1
2 EXPENDITURE APPROVAL	20-1
3 SETTLEMENT OF DISPUTED REIMBURSEMENT CLAIMS	20-1
4 TRAVEL EXPENSES	20-1
5 NON-TRAVEL MEALS	20-4
6 SUBMISSION OF EXPENSES	20-5
CHAPTER 21 - SAFETY INFORMATION.....	21-1

1	CITY PROPERTY AND VEHICLES	21-1
2	SEATBELTS	21-1
3	CELL PHONES AND HANDHELD COMMUNICATION DEVICES	21-1
4	MOTOR VEHICLE RECORD CHECKS	21-2
5	REPORTING OF TRAFFIC INCIDENTS	21-2
APPENDIX		22-1
	EMPLOYEE HANDBOOK AND POLICIES; EMPLOYEE ACKNOWLEDGEMENT	22-2
	HARASSMENT INCIDENT REPORT	22-3
	DRUG AND ALCOHOL POLICY; EMPLOYEE ACKNOWLEDGEMENT	22-4
	PRE-EMPLOYMENT DRUG SCREEN	22-5
	CONSENT AND AUTHORIZATION FOR ALCOHOL/DRUG TESTING	22-6
	CONSENT FOR RELEASE OF ALCOHOL AND DRUG MISUSE AND TESTING INFORMATION	22-7
	ASSISTANCE AGREEMENT AND LAST CHANCE PROVISION	22-8
	TRAVEL REIMBURSEMENT GUIDELINES	22-9
	EMPLOYEE LEAVE REQUEST FORM	22-10
	VERIFICATION OF MILITARY DUTY	22-11
	CITY EMPLOYEE POSITION REQUISITION FORM	22-12
	EMPLOYEE HANDBOOK AMENDMENTS	22-13

DISCLAIMER – IMPORTANT NOTICE

This Employee Handbook contains various rules, policies, and procedures relating to employment with the City of Clarkston (the “City”). Many of the provisions are summaries of federal, state, and municipal laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its rules, policies, procedures and the provisions of this Employee Handbook at any time. Further, certain job positions may have additional rules and requirements, which apply to those specific job duties. Each employee shall be subject to all rules and requirements, which have been established regarding his/her position with the City. In the event of a conflict in any rules or requirements, the provisions as set forth in this Employee Handbook shall be deemed the controlling provision.

NOTHING IN THIS HANDBOOK OR IN ANY OF THE CITY’S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF THE CITY ARE CLASSIFIED AS AT-WILL EMPLOYEES DURING THEIR INITIAL PROBATION PERIOD. PROBATIONARY EMPLOYEES MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ONE OTHER THAN THE CITY MANAGER MAY MAKE ANY PROMISES OR ASSURANCES OR ENTER INTO ANY CONTRACT, WHETHER ORAL OR WRITTEN, THAT IN ANY WAY IS CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH HEREIN, AND ANY SUCH PROMISES, ASSURANCES, OR PURPORTED CONTRACTS SHALL BE INVALID AND NOT BINDING ON THE CITY UNLESS ADOPTED, ENDORSED, AND AGREED TO IN WRITING BY THE CITY MANAGER.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation or gender identity, national origin, age, genetic information, disability, or status as covered veterans in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 bars discrimination against the disabled in the areas of employment, public services, public accommodations and services provided by private entities, and telecommunications. The City will provide reasonable accommodations to both employees and members of the public, if so requested. The City will also use selection procedure guidelines, including essential job functions and the physical and mental requirements to perform those essential job functions, specifically intended to eliminate discrimination based on disability.

The City does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

FAIR AND ACCURATE CREDIT REPORTING ACT ("FACTA" PRIVACY POLICY)

The City will take necessary action to maintain policies and procedures concerning privacy of, and access to, protected personal information. If you obtain, by any means, information about another individual's identity, you are to keep it confidential, and if necessary, only provide the information to those who need to know, such as the immediate supervisor or City Manager. The information that is considered confidential are items such as social security numbers, credit card numbers, drivers' licenses, maiden names, employees' and other individuals' personal information, bank account numbers, medical documentation, and other such information. The City Manager has delegated the FACTA privacy policy management to the City Clerk. Please notify that person if you are concerned about compromised information. You can be sued individually if you disseminate identity information inappropriately. You also may be disciplined to include immediate dismissal.

SMOKING POLICY

The City is committed to providing a safe and healthy environment for our staff and customers. Smoking is prohibited in all City buildings. Smoking around City buildings is restricted to designated smoking areas. Smokers must maintain the cleanliness and safety of designated smoking areas.

LIFE SAVER AWARD

The public service employees of the City of Clarkston earn the grateful appreciation of the City and its citizens every day. However, on some occasions, police officers do acts of heroism that go above and beyond.

Police officers who save a life in the performance of their duties may be eligible for a “Life Saver Award”. The Life Saver Award is a high honor, and requires verification by medical personnel that a life was saved, review by legal, and approval of the City Manager. Public recognition and monetary awards may be associated with the Life Saver Award.

DRESS CODE

Employees whose jobs require the use of uniforms and/or whose attire must meet prescribed safety standards must follow their departments’ adopted standards.

All others are to dress in the business appropriate attire for a professional office environment.

Employee Discretion and Confidentiality

Many items of a deeply personal nature are seen, heard and overheard by City employees. Discretion and maintenance of confidentiality of information regarding fellow employees, vendors, and citizens is of paramount importance to the City. Employees are expected to exercise a high level of discretion in what they repeat and what they do with information obtained in the course of employment with the City. Furthermore, employees shall maintain the confidentiality of information that is either required by law to be kept confidential or that (in the absence of the approval of the Mayor and Council or City Manager) the law permits the City to keep confidential. The qualities of discretion and confidentiality are seen as conditions of employment at Clarkston.

CHAPTER 1 – ANTI-HARASSMENT POLICY

1. *Policy*

It is the City's policy that harassment and discrimination of any kind will not be tolerated. Complainants will be protected from reprisal. Employees and non-employees are encouraged to come forward confidentially to discuss situations that make them uncomfortable and to learn about their options. Those found guilty of harassment will be disciplined according to workplace policies, up to and including discharge.

2. *Sexual Harassment, Harassment, and Discrimination*

A. Sexual Harassment Defined

The Equal Employment Opportunity Commission's (EEOC's) definition of sexual harassment is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The two major forms of sexual harassment are Quid Pro Quo (this for that) and Hostile Environment, as described below:

1. **Quid Pro Quo.** When submission to, or rejection of, such conduct is used as a basis for employment decisions such as raises or promotions, or affects public services.
2. **Hostile Environment.** Any lewd sexual conduct, pictures, words, or touching that interferes with a person's job performance or creates an intimidating, offensive working or public service environment even if there are no occurrences of tangible or economic loss.

Behavior prohibited by this policy can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive gestures or facial expressions, sexual remarks about a person's clothing or body, exhibiting sexually explicit publications or materials, kissing, touching, and sexual contact.

B. Non-Fraternization

Romantic or sexual relationships between a supervisor or manager and an employee is the type of conduct that can cause real or perceived conflicts of interest, and that can result in charges and liability for sexual harassment. Even where such charges have no basis in truth, the City's legal defense to such charges is costly, and the resulting damage to its reputation for integrity and as an employer is often irreparable. Therefore, the City prohibits such relationships and any conduct (such as dating between a supervisor, manager, and any City employee who is a direct or indirect subordinate) that is intended or may reasonably be expected to lead to the formation of a romantic or sexual relationship.

This policy applies regardless of whether both parties freely consent to such a relationship. When City management learns that such a relationship or activity has occurred, the participating superior will be subject to disciplinary action up to and including termination of employment. Should a supervisor or manager desire to date or become involved with an employee, the superior shall first resign from employment with the City. By its prohibition of romantic and sexual relationships, the City does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment.

C. Harassment Defined

The EEOC's definition of harassment is:

Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or employees, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.

D. Discrimination Defined

Illegal discrimination is an employment practice or policy (whether formal and official or informal and unofficial) that discriminates on the basis of a person's membership in a protected category such as race, color, religion, national origin, sex, sexual preference, age, disability, marital status, sickle cell trait, pregnancy, abortion and other childbirth-related concerns, disabled veterans, and veterans of the Vietnam Era.

Any complaint of discrimination is reviewed in terms of its disparate impact or disparate treatment of a person in a protected class.

3. *Complaint and Investigation Procedures; Corrective Actions*

A. Complaint Procedures

Any person who feels he/she is being subjected to harassing or offensive behavior of any kind on the job, including but not limited to sexual harassment, harassment, or discrimination, regardless of whether it is by a fellow worker, a supervisor, or a non-employee who witnesses such behavior, shall report the behavior to the Human Resources Director. If the Human Resources Director is involved in the behavior, the report shall be made to the City Manager. Any supervisor who receives a complaint of harassing or offensive behavior, or who has reason to believe that such behavior is occurring, shall report these concerns to the Human Resources Director or to the City Manager.

IMPORTANT

Complaints to members of management, the Human Resources Director, or the City Manager shall be made as soon as possible after the event(s) have occurred and shall include completion of the Harassment Incident Report form which is included in the Appendix of this Employee Handbook. The Harassment Incident Report form is also available through the Human Resources Department.

B. Investigation Procedures

All complaints of harassment or offensive behavior will be investigated promptly, fairly and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining person, or a potential witness. Persons who are interviewed shall not discuss the matter at all with co-workers, friends, or management. The City will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation. Nothing in this policy shall discourage an employee from reporting incidents to any appropriate authority.

C. Corrective Action

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Resolution for harassment includes, but is not limited to, an apology, transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay or termination of employment. In the event that harassment or offensive behavior reoccurs, it shall be reported immediately to the Human Resources Director or to the City Manager. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

CHAPTER 2 - ADMINISTRATION OF PERSONNEL RULES

1. *City Manager*

The City Manager shall be responsible for establishing personnel rules, regulations and policies for the City. The City Manager shall also be responsible for administration of the personnel rules, regulations, and policies of the City and for interpreting the various provisions contained therein.

2. *Amendments*

Any section or provision of the personnel rules, regulations and policies of the City can be amended or changed by the City Manager at any time with or without notice.

CHAPTER 3 - CATEGORIES OF EMPLOYMENT/ BENEFITS ELIGIBILITY

1. *Exempt*

Exempt employees include salaried employees who are not eligible for overtime as specified by the Fair Labor Standards Act (“FLSA”). These employees include all senior level City employees and senior level public safety employees.

2. *Non-Exempt*

Non-exempt employees include hourly employees who are eligible for overtime as specified by FLSA standards, including police department employees below the rank of Lieutenant.

3. *Regular Full-Time*

Regular full-time employees include employees who are hired for an indefinite period to work thirty-seven and a half (37.5) or more hours per week in positions that require full-time staffing. These employees are eligible to receive all authorized City benefits.

4. *Public Safety Full-Time*

Regular full-time public safety employees include police officers who work at least thirty-seven and a half (37.5) hours per week on a five (5) day, seven and one half (7.5) hour per day shift or such other schedule as determined to be full-time in compliance with FLSA standards. Full-time employees are eligible to receive all authorized City benefits.

Regular full-time public safety employees include police officers who work at least one hundred sixty eight (168) hours during a twenty-eight (28) day cycle or such other schedule as determined to be full-time in compliance with FLSA standards. Full-time employees are eligible to receive all authorized City benefits.

5. *Regular Part-Time*

Regular part-time employees include employees who work less than thirty-seven and a half (37.5) hours per week. Benefits are not offered to part-time employees.

6. *Public Safety Part-Time*

Public safety part-time employees include:

- A. Regular part-time police department employees on twelve (12) hour shifts who work less than one hundred sixty eight hours (168) during a twenty-eight (28) day cycle.

Benefits are not offered to part-time employees.

7. *Temporary Employees*

Temporary employees include employees who work in positions of a short duration or as designated by each department. Benefits are not offered to temporary employees.

CHAPTER 4 – EMPLOYMENT; FILLING OF VACANCIES

1. *Policy*

In order to effect full utilization of its available human resources, the City has established a policy to select the most suitable person for the task to be performed, with appropriate attention to such factors as educational and training background, previous experience, demonstrated skills, and character traits.

2. *Examinations*

As determined by the City Manager and/or the department head, the selection process may include, but not necessarily be limited to, one or more of the following: oral interviews; evaluation of experience and training; written basic skills test; credit, driver and criminal history; references; and background checks.

3. *Physical Examinations*

Some job positions require that applicants complete a medical and/or fitness for duty examination. After a conditional offer has been made to an applicant entering a designated job category, a medical examination will be performed at the City's expense by a health professional designated by the City. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

4. *Final Selection of New Employees*

The final selection of the person to fill each vacancy (full-time, part-time, and reserve officer) shall be made by the City Manager or his designee based upon the recommendation of the appropriate department head.

5. *Probationary Period*

Each employee receiving employment, promotion or demotion to a position in the City must serve a probationary period of six (6) months. Employees receiving employment for Police Officer positions shall serve a twelve (12) month probationary period for initial employment. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by the supervisor and department head. An employee's probationary period does not end until the department head and the City Manager have approved same on a personnel change notice. The City Manager's approval is required in order to dismiss probationary employees.

In the event that a promoted regular employee fails at any time to meet required standards of performance for the new position, he/she may be restored to the position from which

he/she was promoted, or to a comparable position, or terminated if, in the City Manager's sole discretion, neither alternative is considered practical.

Demoted employees shall also serve a probationary period in their demoted capacity. If at any time during the probationary period the employee's service to the City is unsatisfactory, the employee may be dismissed.

6. *Nepotism*

Two (2) or more members of a family shall not be employed within the same department. If two (2) members of a department should become married, or enter into a similar civil union, one (1) member will be required to resign from City service.

The term "family" shall include spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, uncle, aunt, nephew, niece, stepparent, stepchild or member of a family by the remarriage of a parent.

Any existing relationship on or before 10/04/11 have been grandfathered and may continue to exist in its current form. However, no new relationships will be allowed.

CHAPTER 5 – TERMINATIONS/RESIGNATIONS

1. *Voluntary Termination*

An employee who desires to resign from employment should notify his/her supervisor at least two (2) calendar weeks in advance of the last day of work. The City encourages employees to submit a letter of resignation stating the reason for the resignation.

An employee who resigns from employment with the City will be paid for all accrued vacation leave hours provided the employee has completed the required probationary period, submitted a written notice at least two (2) weeks before his/her termination date, and worked during the entire notice period. An employee who is otherwise eligible and retires while employed with the City will be paid for all accrued sick leave hours. If it is determined to be in the best interest of the City, the City Manager may grant the employee “pay in lieu of notice.” After receiving written notice of voluntary termination, the department head shall notify the Human Resources Department and schedule an exit interview for the employee.

Employees who miss three (3) or more days of work without notice and/or prior supervisory authorization will be terminated effective as of the last day worked as a voluntary termination (no call, no show) unless there are substantial mitigating circumstances.

2. *Involuntary Termination*

An employee terminated for disciplinary reasons will not be paid for accrued leave. The department head will notify the Human Resources Department of the intended termination and schedule an exit interview.

3. *City Property*

All City property assigned to an employee is considered an advance of wages and must be returned in good, working condition before a terminating employee receives a final pay check. If not returned, the value of the items will be deducted from the employee’s final check. Standard “Receipt of Equipment” forms are available for Police and non-Police employees.

4. *Sick Leave*

An employee who is terminated, resigning, retiring or leaving the City cannot use sick leave for any part of his/her notice period unless a physician statement is provided.

CHAPTER 6 – LEAVES OF ABSENCE

1. General Policy

- A. A regular full-time employee may be granted leave of absence without pay at the discretion of the City Manager. An employee may also be placed on leave of absence status. Such leave shall not exceed six (6) months and must have prior approval of the department head and the City Manager. Leave of absence, without pay for a period of less than fifteen (15) calendar days, may be granted by the department head. No annual or sick leave shall be accrued by an employee during the time he/she is on leave without pay status.
- B. Any request for leave of absence without pay shall be submitted in writing by the employee to the employee's immediate supervisor stating the reason for requesting leave and the approximate length of time off the employee desires. Requests should be submitted as far in advance of the first day of leave as possible.
- B. Any unapproved leave of absence will be cause for dismissal.
- C. Employees may continue, at their expense, their group health and dental insurance coverage while on leave of absence without pay in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), Public Law 99-272, Title X.
- D. Employees must contact the City's Human Resources Department and the Finance Department to arrange for documentation and payment of insurance premiums. Employee and family coverage costs will be paid in advance on a monthly basis.
- E. Employees shall contact the City's Human Resources Department prior to departure regarding benefits that will be affected while on approved leave of absence without pay.
- F. When an employee is on leave for medical reasons, the City reserves the right to require a statement from the employee's attending physician to the effect that the employee is able to resume his/her normal duties before allowing the employee to return to work.

2. Vacation Leave Policy

It is the policy of the City to provide paid vacation for its regular employees. Employees are not entitled to “cash out” accrued leave unless retiring or resigning with proper notice.

Regular full-time employees who give and work a two (2) week notice are paid for all accrued, unused vacation hours. Employees terminated for cause are not entitled to payment for accrued leave.

Regular full-time employees will continue to accrue vacation leave credits while on authorized paid vacation leave.

Vacation leave will not be advanced before accrual unless approved by the City Manager.

Pay for vacation leave shall be at the employee’s regular rate of pay in effect for the employee’s regular job on the payday immediately preceding the employee’s vacation period.

A. Eligibility

Annual vacation leave is accrued and granted to regular full-time employees.

B. Accrual Rate for Employees

1. Employees will accrue vacation based on their hire date with the City.
2. All regular full-time City employees (including police officers on 7.5 hours shifts) accrue vacation leave credits on the following basis. The accrual rate increases on the employee’s anniversary date.

<u>Years of Service</u>	<u>Hours Per Biweekly Pay Period</u>	<u>Days/Year</u>	<u>Hours/Year @ 7.5 hrs/day</u>
0 thru 5	3.4615	12	90.0
6	3.7500	13	97.5
7	4.0385	14	105.0
8	4.3269	15	112.5
9	4.6154	16	120.0
10	4.9038	17	127.5
11	5.1923	18	135.0
12	5.4808	19	142.5
13	5.7692	20	150.0

3. All regular full-time police officers on 8, 10 and 12 hours shifts accrue vacation leave credits on the following basis. The accrual rate increases on the employee's anniversary date.

<u>Years of Service</u>	<u>Hours Per Biweekly Pay Period</u>	<u>Days/Year</u>	<u>Hours/Year @ 8.0 hrs/day</u>
0 thru 5	3.6923	12	96.0
6	4.0000	13	104.0
7	4.3077	14	112.0
8	4.6154	15	120.0
9	4.9231	16	128.0
10	5.2308	17	136.0
11	5.5385	18	144.0
12	5.8462	19	152.0
13	6.1538	20	160.0

4. All regular full-time City employees may accrue up to a maximum of the annual accrual for their current years of service. Hours accrued in excess of stated maximums will automatically be transferred from vacation accrual to sick leave accrual on December 31st each year.

C. Use and Scheduling of Vacation Leave

1. Except in special circumstances, vacation leave should be authorized by the department head on the Employee Leave Request Form, which is included in the Appendix of this Employee Handbook, at least five (5) working days prior to the requested vacation date. Special circumstances will be determined at the sole discretion of department heads and the City Manager.
2. When possible, employees will be allowed to take vacation at times most convenient to them, subject to staffing and scheduling needs. However, in order to ensure continued smooth operation and maintenance of a high level of quality in the delivery of service to the citizens of Clarkston, the City reserves the right to limit the number of employees that may be absent from a given department at any one time. Where there is a conflict in the vacation choices of two (2) or more employees who cannot be spared at the same time, the department head will determine who will take leave.

D. Charging of Vacation Leave Hour

1. All regular full-time City employees (including police officers on 7.5 hours shifts) shall be charged seven and one half (7.5) hours of vacation leave for each day of vacation absence.
2. All regular full-time police officers on 8, 10 and 12 hours shifts shall respectively be charged 8, 10 or 12 hours of vacation leave for each day of vacation absence.
3. Vacation leave is used and charged in units of one (1) hour.
4. When a holiday occurs during the period an employee is on authorized vacation leave with pay, vacation shall not be charged for the holiday.

3. *Education Leave Policy*

This policy is provided in order to encourage all regular full-time employees to continue their education in order to maintain and improve skills and knowledge useful in their current positions or necessary for assuming additional responsibilities in the future.

A. Definition

Educational leave is defined as authorized leave, with or without pay, to attend an accredited institution of higher learning which offers an academic curriculum leading to a degree or degrees. There shall be two (2) types of educational leave: leave without pay and leave with pay, at the discretion of the City Manager.

B. Eligibility

Any regular full-time employee who has satisfactorily completed at least six (6) months of continuous employment during his/her current period of employment with the City is eligible to receive consideration for the education benefits provided herein.

C. Educational Leave without Pay

1. Applying for leave – An eligible employee may apply for educational leave without pay by submitting a letter of request to his/her department head at least thirty (30) days before the first day of leave requested. The letter of request must include the type and purpose of leave, the duration and the letter of acceptance from the educational institution. Disapproval of educational leave cannot be appealed under the City's Grievance Policy.
2. Reinstatement – Employees granted educational leave without pay will not be given any guarantee as to reemployment by the City.

D. Educational Leave with Pay

1. Educational leave with pay may be available to employees enrolled part-time in an institution of higher learning and pursuing courses which in the City's opinion directly benefit the City.
2. When an approved course cannot be scheduled during off-duty hours, an employee may request time off from his/her regular work schedule so that he/she may attend classes. Such request shall be made in writing to the department head.
3. If a request for educational leave is endorsed by the department head and approved at the discretion of the City Manager, the employee may be granted time off with pay to take one (1) course per school term for up to the equivalent of three (3) semester credit hours, provided such time off will not interfere with the normal operation of the affected department.

4. Sick Leave Policy

A. Eligibility

1. All regular full-time City employees.

B. Accrual Rate for Employees

1. All regular full-time City employees accrue either 3.4615 hours of sick leave per pay period if working a 7.5 hour shift, or 3.6923 hours of sick leave per pay period if working an 8.0 hour or greater shift for a total of 90 or 96 hours respectively per year (equivalent to 12 days). Excess vacation hours (see Section 6.2.B.4 herein) automatically transfer to the sick leave accrual account. Sick leave accrual is unlimited and can be taken at any time within the policy outlined in this Employee Handbook.

On January 1st of each calendar year, regular full time employees who have taken no sick time during the preceding twelve (12) months shall earn the cash equivalent of three (3) days of sick leave paid at their normal rate of pay. To be eligible, an employee must have both completed the initial probationary period and have been a regular full time employee on January 1st of the preceding year.

2. New employees in their probationary period are eligible for accrued sick leave.
3. An employee continues to accrue sick leave while on authorized paid sick leave until the conclusion of FMLA eligibility (as defined in Section 6.8.A herein).

C. Use of Sick Leave

1. It is the policy of the City to provide sick leave with pay for regular full-time employees. Sick leave is a privilege and may be used only when an employee is incapacitated due to personal illness or injury or has a medical/dental appointment or when an employee is exposed to a contagious disease, diagnosed by a licensed physician, and the employee's presence may endanger the health of other employees. In addition, employees may use up to five (5) days per year to care for an immediate family member that is residing in the employee's home, who is ill or injured.
2. Sick leave may be used for appointments for medical or dental examinations or treatment when such appointments cannot be reasonably scheduled during non-working hours. Examination appointments must be approved at least one (1) work day in advance, by the supervisor or department head.
3. In order to be eligible for sick leave with pay, an employee must report to his/her supervisor at least one (1) hour in advance of the scheduled starting time the reason for the absence. Police officers must report sick leave at least four (4) hours in advance of the scheduled shift starting time.

An employee who fails to so notify his/her supervisor may not be paid for the time taken prior to notification.

4. If an employee has used all available sick time, then time requested will be leave without pay.
5. An employee who is terminated, resigning, retiring or leaving the City for any reason cannot use sick leave for any part of his/her notice period.

D. Charging of Sick Leave Hours

1. All City employees (with the exception of 8, 10 and 12 hour shift police department employees) shall be charged seven and one half (7.5) hours of sick leave for each day of absence.
2. All regular full-time police officers on 8, 10 and 12 hours shifts shall respectively be charged 8, 10 or 12 hours of sick leave for each day of sick absence.
3. Sick leave is used and charged in units of one (1) hour.
4. When a holiday occurs during the period an employee is on authorized sick leave with pay, sick leave shall not be charged for the holiday.

E. Line of Duty Injuries

The City Manager may approve additional paid time off benefits for sworn police officers injured in the line of duty.

5. Bereavement (or Funeral) Leave

Employees may be granted up to three (3) workdays of bereavement leave (leave of absence with pay) upon the death of a member of the employee's immediate family. The immediate family is defined for bereavement purposes as: parent, spouse, child, brother, sister, mother-in-law, father-in-law, grandparents, son-in-law, daughter in-law, grandchild, step-parents, and children.

An employee must request bereavement leave by contacting his/her supervisor before going on leave. The supervisor may require an employee to submit an obituary and other evidence of relationship to the deceased along with the request for bereavement leave or upon return to work.

There is no accrual of bereavement leave days and no payment upon separation from City employment. The three (3) workdays do not have to be taken simultaneously.

6. Military Leave

Employees are entitled to military leave in accordance with state and federal law. An employee going on military leave should present a copy of his/her orders to the department head as soon as received or fill out a Verification of Military Duty form, which is included in the Appendix of this Employee Handbook. A copy of his/her muster sheet is also acceptable as documentation of military leave.

7. Civil Leave

A. Jury Duty

All regular full-time employees selected for jury duty shall be entitled to receive leave with pay for the period of absence required for jury service up to a maximum of thirty (30) paid days. Such leave shall not be charged to vacation or sick leave earnings, except that on any day when such employee is excused from service he/she will be expected to report for duty at the employee's regular place of work or be charged vacation leave for time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to sick leave. An employee shall be entitled to all fees received as a juror. An employee may be required to present a statement from the court indicating jury service.

B. Official Court Attendance

Any employee subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the City, state, or the federal

government is entitled to leave with pay for such period as may be required by the court. Any fees paid for such service may be retained by the employee.

C. Other Litigation

Absences of an employee to appear in any capacity in other litigation are charged to annual leave or leave without pay. All court fees received by an employee in other litigation procedures may be retained by the employee.

8. Leave of Absence

A. Definition

A leave of absence is defined as an approved absence available to eligible employees for up to twelve (12) weeks of paid or unpaid leave (twenty-six (26) weeks for some military related leave) in any twelve (12) month period.

The City is not covered by the Family Medical Leave Act (FMLA). However, the City provides unpaid leave of absences to eligible employees for the following qualifying circumstances:

1. For birth of a son or daughter, and to care for the newborn child;
2. For the placement with the employee of a son or daughter for adoption or foster care;
3. To care for an employee's spouse, son, daughter, or parent with a serious health condition;
4. A serious health condition that makes the employee unable to perform the functions of that employee's job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or notified of an impending call or order to active duty) in support of a contingency operation; and
6. To care for a covered service member with a serious injury or illness if the employee is a spouse, son, daughter, parent, or next of kin of the service member.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks of family and medical leave in a rolling twelve (12) month period measured backwards from the date the employee's leave commences. Any combination of medical leave and family leave may not exceed this maximum limit.

B. Paid Family/Parenting Leave

The City is not covered by the Family Medical Leave Act (FMLA). However, the City will provide up to eight (8) weeks of partial paid leave of absences to eligible employees for the following qualifying circumstances:

1. For birth of a son or daughter, and to care for the newborn child;
2. For the placement with the employee of a son or daughter for adoption or foster care;
3. For the biological mothers pregnancy and childbirth recovery.

The City shall provide paid family/parenting leave to qualified employees at the rate of 67% of their prevailing salary. Employees must have been employed by the City for six (6) consecutive months immediately preceding the commencement of the paid parenting leave. Eligible employees are parents including biological, adoptive, foster, legal guardians, domestic partners and spouses.

Paid Family/Parenting Leave must run concurrently with the time limits of the Family Medical Leave Act and/or City unpaid leave of absence. Employee need not use accrued sick leave or annual leave and will continue to accrue such leave during the period of paid parental leave, but will only be credited with it upon employees' return from paid parental leave. Paid Family/Parenting Leave is not transferable, cashable or eligible to be saved for use at another time.

Eligibility expires at the end of the twelve month period beginning on the date of birth or placement. Employees who use paid parenting or family leave shall not be subject to any loss of standing or benefit accrued, prior to the date the leave commenced, upon return to work.

C. Substitution of Other Paid Leave

An eligible employee must apply available accrued leave to all approved absences where all or a portion of his/her normal base salary would otherwise be unpaid. Paid leave will be pro-rated to supplement insurance payments (where applicable) to keep employees gross earnings at or near 100%. For example, if Worker's Compensation pays 60%, 40% of standard wages will be paid from accrued time off. The employee may choose whether to apply vacation, sick or holiday accrued time off.

D. Eligibility

To be eligible for leave, an employee must have been working for the City for at least twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period prior to the request for leave. Exceptions may be made for employees having served on military duty.

E. Employment Restoration

1. Any eligible employee who takes an approved leave will be entitled upon return from such leave to be restored to the same position of employment as held when the leave began, or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
2. An exception to the employment restoration provisions of the policy may be made if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the City's employees, and restoring employment of the employee would result in substantial economic injury to the City.
3. A doctor's release may be required if the employee is returning from a medical leave of three (3) or more days.

F. Basic Conditions of Leave

1. The City may require medical certification from the health care provider to support a request for leave for any employee's own serious health condition, or to care for a seriously ill child, spouse, or parent.
 - (a) For the employee's personal medical leave, the certification must state that the employee is unable to perform the functions of his/her position because of a serious health condition.
 - (b) For leave to care for a seriously ill child, spouse, or parent, the certification must state that the employee is needed to provide care.
 - (c) At its discretion, the City may require a second medical opinion, and periodic recertification at its own expense. If the first and second medical opinions differ, the City, at its own expense, may require the opinion of a

third health care provider, approved by both the City and the employee. This third opinion is binding.

2. If medically necessary for a serious health condition of the employee or his/her spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is required on this basis, however, the City may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent pay and benefits.
3. If both spouses are employed by the City, they are entitled together to a total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or placement of a child, or to care for a sick parent. Leave for the birth or placement of a child must take place within twelve (12) months after the event. Leave may begin prior to birth or adoption as circumstances dictate.

F. Notification and Reporting Requirements

When the need for leave can be planned, such as the birth or placement of a child, or scheduled medical treatment, the employee must provide reasonable prior notice and make efforts to schedule the leave to minimize disruption to City operations. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

G. Status of Employee Benefits During Leave of Absence

1. Any employee who is granted an approved leave of absence under the policy may continue his/her group insurance coverage by arranging to pay his/her portion of the premium contributions during the period of unpaid absence.
2. An employee will be required to continue to pay his/her share of group health benefit costs during a period of leave under the law.
3. If an employee elects not to return to work upon completion of an approved unpaid leave of absence, the City may recover from the employee the cost of any premiums paid to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlement based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.
4. An employee on leave will not lose any employment benefits accrued prior to the leave, unless a benefit is used by the employee during leave, such as accrued paid vacation.
5. An employee on leave accrues no additional seniority or employment benefits during any period of unpaid leave.

9. Holidays

A. Holidays Observed.

The City observes the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Floating Holiday (effective 1-1-12)
And, such other days as may
from time to time be
designated by the City
Manager.

Additionally, at the discretion of the City Manager, city employees may be allowed one-half (1/2) day off on Christmas Eve and on New Year's Eve. All holidays to be observed hereunder shall be observed on the same day designated by the federal government for federal employees. Employees who are required to be on duty on a holiday shall be entitled to a day off in lieu of the holiday as may be designated by the City Manager or his designee.

Holidays which occur during annual or sick leave shall not be charged against annual or sick leave.

When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday for City employees. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees. An employee who is not on approved leave and fails to report on a scheduled workday immediately before or immediately after a holiday shall not be paid for the holiday.

B. Working a Holiday

All full-time employees will be paid for a normal work day for each holiday established by the City Manager. Employees required to work on such holiday will be granted the holiday time at a later date convenient to the employee and the city and with the approval of a supervisor. Employees must use all holiday time accrued by the end of the calendar year in which such holiday time was earned. However, when work exigencies preclude the use of

properly requested and approved leave to take holiday time, such holiday time may, upon the request of the department head and approval of the City Manager, be taken in the following year.

No holiday leave accrues during leave without pay, disability leave, or absence while on worker's compensation.

Employees required to work on holidays will not be granted monetary compensation other than the day's normal rate of pay. Part-time employees will be paid at their normal rate of pay based on the hours actually worked. Temporary employees (whether part-time or full-time) are not eligible for holiday pay.

10. *Donation of Leave Time*

Regular full time employees with one (1) or more years of service are eligible to receive donated leave time once all forms of accrued personal leave (such as vacation, sick and holiday) have been exhausted. Donated leave time is limited to medical emergencies covered by the Family Medical Leave Act (FMLA) for the employee and employee's family members. Approval for receiving donated leave time requires the recommendation of the department head and the approval of the City Manager.

A qualified employee wishing to receive donated leave time must submit a "Request for Donated Leave" form to the employee's department head. If the employee is unable to make application, the employee's supervisor may do so on behalf of the employee. The department head will review the request and, if it meets the standards of a medical emergency pursuant to FMLA, will recommend the request to the City Manager for approval. There is no assurance (implied or otherwise) that any given request for leave time will be approved. Approved applications are valid for ninety (90) days from date of approval by the City Manager to receive donated leave time and may be renewed by new application of the receiving employee up to three (3) additional times for a total of four (4) ninety (90) day periods.

Once approved, a donating employee who wants to transfer accrued personal leave time may do so by completing a donation transfer form available in the Human Resources Department. An employee may not donate leave to his/her supervisor or normal chain of command personnel. Limitations on transfers are as follows:

- Accrued vacation time – No limitations
- Accrued sick time – Donations of up to eighty (80) hours may be made; however the donating employee must maintain a sick leave accrual of at least eighty (80) hours in his/her personal account
- Holiday accruals – No limitations

The HIPAA and confidentiality rights of the requesting employee will be maintained according to City policy. The City cannot award additional leave time beyond normal City policy. The City makes no assurances that once a donation request is approved, an employee will donate accrued time to the requesting employee.

Donated leave time is administered separately from all other forms of leave. An employee does not accrue leave time while utilizing donated leave time. Employee leave time is granted based on normal City policy and procedure, and whether or not an employee receives donated leave time has no impact on whether or not a leave of absence is approved or extended. Donations in excess of time actually required by the receiving employee, but unused, will be forfeited by the donating employee and held by the City for the benefit of other qualified employees.

CHAPTER 7– TRAINING

1. Definitions

- A. In-Service Training – Formal training directed by state or City laws, ordinances, or policies and presented by professional instructor(s).
- B. Temporary Additional Duty – All duties directed to employees by their superiors over and above their normal duties and not classified as In-Service Training.

2. Tuition Reimbursement

- A. A tuition application form as approved by the City Manager must be completed and approved by the employee's department head or designee, Human Resources, and Finance prior to the beginning of any training or development activity. Documentation required to be submitted with the tuition application includes a course description or course syllabus from the educational institution and a statement of estimated amount of reimbursement. (Note: Employees will be reimbursed up to one hundred ten percent (110%) of estimated amount.) Individual courses within a degree program which has been approved by the department head are interchangeable on the same tuition refund form provided the cost of the course is the same. Once a tuition application form has been submitted, Human Resources must be notified of any course substitutions. Each new course/additional expense must be applied for separately. An employee who takes an approved course during off-duty hours may be reimbursed one hundred percent (100%) up to a maximum of three thousand dollars (\$3,000.00) per calendar year of tuition costs provided it is:
 - 1. Approved by the department head, Human Resources, Finance and the City Manager prior to commencement of the course;
 - 2. Job-related or related to a position to which the employee can be promoted;
 - 3. Successfully completed with a minimum grade of "C" at the undergraduate level and "B" at the graduate level;
 - 4. Approved in the budget of the employee's department;
 - 5. The sole source of reimbursement for the tuition costs; and
 - 6. For reimbursable expenses including tuition, registration and application fees, books and other required fees. The cost of supplies, parking, gasoline, student activity cards, and other related items are excluded.

B. Applying for Reimbursement

The employee shall submit a completed tuition reimbursement form to the department head within ten (10) days after receiving his/her grades, with the following attachments:

1. Receipts showing amounts paid for tuition; and
2. Copy of the grade report.

C. Reimbursement

Once the completed tuition reimbursement form has been approved by the department head with proper documentation, it shall be submitted to the Human Resources Director for further approvals and processing.

3. *Required Courses*

From time to time it may be necessary for the City to require certain employees to take one (1) or more courses. When this occurs, the City will pay all the costs of the course at the time of registration.

4. *Civilian Employee Orientation Training*

The City of Clarkston recognizes that quality training improves efficiency and provides for employee safety.

After reporting to their assignments, civilian employees shall receive training and/or orientation in the following areas:

- A. The City's role and purpose;
- B. The goals and objectives of their department;
- C. The City of Clarkston Employee Handbook;
- D. The accreditation process, applicable for hired police department civilian personnel;
- E. Their department's working environment and requirements;
- F. The employee's job description and explanation of the position requirements;
- G. The employee's responsibilities and rights;

- H. The CLARKSTON POLICE DEPARTMENT General Orders Manual and the Orders applicable for hired police department civilian personnel.

Since orientation training is usually department specific, it is the responsibility of the supervisor to ensure that each new employee receives appropriate orientation.

All supervisors shall document training and retain the documentation for a period of two (2) years.

5. Identification of Civilian Training Needs

Civilian employees shall receive position specific in-service training necessary, such as:

- A. Inter-personal communications skills;
- B. Computer skills;
- C. Records management;
- D. Public relations skills;
- E. Self-defense tactics; and/or
- F. Cultural diversity.

All civilian positions at the Clarkston Police Department require in-service training in:

- A. GCIC Security and Integrity of Criminal Justice Information; and
- B. Customer service.

CHAPTER 8 – OPEN DOOR POLICY

No one benefits when issues and concerns are not addressed. Employees with issues and concerns of any type are encouraged to bring them forward as soon as possible to management. Supervisors and department managers are responsible for listening, understanding, and responding to employees in a timely and productive manner.

An employee's supervisor and normal chain of command are normally the appropriate channels to quickly address issues and concerns. Your supervisor and your department head have the best context from which to view and understand your point of view. City policy promotes resolving issues and concerns through chain of command whenever possible.

In severe cases or when the complaint involves the immediate supervisor, employees may go directly to the appropriate senior department manager or to Human Resources.

CHAPTER 9 – GRIEVANCE POLICY

1. *Statement of Policy*

The City recognizes that misunderstandings and dissatisfactions may arise between the City and its employees. An employee may have a complaint, or feel he/she has been treated unfairly, or not agree with certain policies or decisions. The City has developed a procedure for the settlement of certain differences between the City and its employees pursuant to which employees may present grievances, free from coercion, interference, restraint, discrimination or reprisal.

2. *General*

A grievance may include issues related to dismissal, suspension, involuntary transfer, promotion, and demotion. Compensation shall not be deemed a proper subject for consideration under the grievance procedure except as it may apply to alleged inequities within a department.

An employee may be entitled to such time off from regular duties to process a grievance as may be necessary and reasonable with approved leave without pay or vacation leave. The City's Human Resources Department will assist in preparing the grievance if requested.

All grievance appeals and decisions must be in writing and issued within prescribed time limits.

3. *Grievance Procedure*

An employee who feels that he/she has a grievance must adhere to the grievance procedure established by the City Manager. A copy of the grievance procedure may be obtained from the City Clerk upon request.

STATEMENT OF POLICY AND PROCEDURES FOR GRIEVANCES

PURSUANT TO CHAPTER 9 – GRIEVANCE PROCEDURE

OF THE CITY OF CLARKSTON EMPLOYEE HANDBOOK

I. Purpose

The purpose of this statement of policy and procedure is to allow for the expeditious and equitable resolution of grievances of personnel of the City of Clarkston (the “City”). An employee alleging a grievance (the “Grievant”) pursuant to Chapter 9 of the Clarkston Employee Handbook must adhere to the grievance procedures outlined herein.

2. Policy

The City recognizes that misunderstandings and dissatisfactions may arise between the City and its employees. An employee may have a complaint, or feel that he/she has been treated unfairly, or not agree with certain policies or decisions. The City has developed this procedure for the settlement of certain differences between the City and its employees pursuant to which employees may present grievances, free from coercion, interference, restraint, discrimination or reprisal. It is the policy of the City that every grievance be thoroughly considered utilizing the procedure detailed herein. Once the cause of the grievance has been determined, every reasonable effort will be made to resolve the situation.

All City employees may utilize the procedures as provided herein. Any unresolved complaint, actual or supposed in circumstance, specifically identified as an action, event, or condition in the work environment which is meaningful to the employee, not specifically excluded herein, may be subject to the grievance procedure. A grievance may include issues related to dismissal, suspension, involuntary transfer, promotion, and demotion. Compensation and decisions based on budgetary and security considerations shall not be deemed proper subjects for review under the grievance procedure except as may be applicable to alleged inequities within a department.

An employee may be entitled to such time off from regular duties to process a grievance as may be necessary and reasonable with approved leave without pay or vacation leave. The City’s Human Resources Department will assist in preparing the grievance if requested.

All employees are encouraged to seek and obtain answers, through normal, day-to-day supervisory contacts and channels, to questions or problems regarding

the administration of agency policies and regulations as they relate to their employment.

3. Procedures

A. Filing of Grievance. An employee who feels that he/she has a grievance must file a memorandum of his/her grievance with his/her immediate supervisor in writing within five (5) workdays* of the event giving rise to the grievance, or the employee's knowledge of the events giving rise to the grievance. The memorandum shall contain a statement of the grievance and the facts upon which it is based; the allegation of the specific wrongful act and the harm done; and the remedy or adjustment sought. The Grievant must follow the chain of command in his/her department, appealing to each successive level of supervision. At each level the supervisor has two (2) workdays* to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee must appeal to the next level of supervision. The employee has two (2) workdays* at each level to appeal the grievance to the next level once it has been denied, or the grievance is considered resolved.

Supervisors are directed to acknowledge receipt of the grievance at each step of the process by noting the date, time and the person receiving the grievance. All written responses, after a thorough analysis of the facts and allegations, shall affirm or deny the allegation and identify any remedy or adjustments.

A grievance appeal from an adverse employment action such as demotion or termination may be initiated by appealing directly to the City Manager and does not have to progress step by step up the chain of command.

**For purposes of the grievance procedure, workdays are considered to be Mondays through Fridays excluding holidays.*

B. Request for Appeal.

(1) Probationary Employees. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his/her probationary evaluation is completed and approved by his/her department head.

(2) Non-Probationary Employees. A non-probationary employee may appeal the denial by a department head of his/her grievance by filing a written request for appeal with the City Manager. This must be done within fourteen (14) calendar days of the date of denial by the department head. In the case of a grievance appeal of an adverse employment action such as demotion or termination, appeal may be made directly to the City Manager.

(3) Information Required. . A request for appeal must include the following information:

- (a) The purpose of the appeal and what outcome is requested;
and
- (b) A statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure; and
- (c) A copy of all grievance correspondence, written responses, and any other documentation of whatever kind regarding actions taken in connection with the grievance which is the basis of the appeal.

The request for appeal, including all documentation submitted in connection therewith, will become a part of the official record of the grievance proceedings (the "Record").

C. Personnel Hearing Officer

(1) Appointment. The City Manager shall appoint a personnel hearing officer for the purpose of hearing grievance appeals who shall serve at the City Manager's pleasure. The City Manager may also appoint two (2) alternate personnel hearing officers who will serve in the event the personnel hearing officer is unable for any reason to serve. Upon receipt of a compliant request for appeal, the City Manager will notify the personnel hearing officer or alternate of the request within ten (10) workdays and will cause to be provided to the personnel hearing officer a copy of the request for appeal and the Record.

(2) Qualifications. A personnel hearing officer shall have the following qualifications:

- (a) a law degree;
- (b) admission to the State Bar of Georgia;
- (c) a working knowledge of, and the ability to understand, the provisions of the City Employee Handbook and personnel policies, the City Code of Ordinances, the laws of the State of Georgia (including local government law) and regulations pertaining thereto, and legal interpretations thereof by Federal and State courts;
- (d) a working knowledge of administrative hearings and procedures;
- (e) the ability to analyze and interpret laws, rules and policies and logically apply them to cases under review; and

(f) the ability to prepare organized and concise written material utilizing technical and legal terminology.

A personnel hearing officer shall not be an employee or agent of the City.

(3) Compensation. The personnel hearing officer shall enter into an agreement with the City Manager pursuant to which the terms and conditions of the personnel hearing officer's service to the City and compensation are established.

D. Hearings

(1) Scheduling and Notice of Hearing. Within ten (10) workdays of receipt of a request for appeal, the personnel hearing officer will schedule a hearing and notify the Grievant, the affected department, the Human Resources Director and the City Manager. Such notice will be provided at least thirty (30) calendar days prior to the scheduled hearing date.

(2) Attendance. Personnel appeal hearings are open to the public pursuant to Georgia's Open Meetings law. However, participation in a grievance hearing not involving an adverse employment action is limited to the personnel hearing officer, the Grievant, the person or persons responding to the alleged grievance (the "Respondent"), the City Manager (or his/her designee) and the City's legal counsel, when necessary.

In the case of an appeal from adverse employment action by a non-probationary employee, the Grievant shall have the right to retain legal counsel at his/her own expense; Grievant's legal counsel may be present for the hearing and consult with the Grievant, examine witnesses, and otherwise actively participate in the hearing.

Witnesses may only be present while testifying.

(3) Witness Lists. Not later than ten (10) workdays prior to the hearing, each party will submit a list of witnesses (if any) to attend the hearing on the party's behalf to the personnel hearing officer. The personnel hearing officer will provide each party with a copy of the other party's witness list within two (2) workdays of receipt. Each party may add names to his/her original witness list based on the other party's witness list, but any additions must be submitted to the personnel hearing officer not later than three (3) workdays prior to the hearing.

(4) Hearing Format. The personnel hearing officer (or an alternate personnel hearing officer in his absence) will preside at the hearing and will rule upon all procedural matters. The personnel hearing officer will follow these procedures with flexibility and in an atmosphere of collegiality so that he/she is able to receive sufficient information on which to base a recommendation.

The personnel hearing officer will begin the hearing by introducing the parties to the dispute and any other attendees. All attendees will be advised that the proceedings will be recorded by audiotape. The scope of the hearing shall be confined to the issues addressed in the request for appeal. The personnel hearing officer will swear in each party by requiring him/her to repeat this statement: "I do solemnly swear or affirm that the testimony that I am about to give will be the truth, the whole truth and nothing but the truth." The personnel hearing officer will also swear in each witness before the witness testifies. Potential witnesses, other than the parties, must remain outside the hearing room until they have been called to testify.

After the Grievant gives an opening statement not to exceed fifteen (15) minutes, the personnel hearing officer will have thirty (30) minutes to ask questions of the Grievant. The Respondent will then have an opportunity to make an opening statement not to exceed fifteen (15) minutes. If the Grievant seeks relief against more than one Respondent, each Respondent will have an opportunity to make an opening statement. After hearing each Respondent, the personnel hearing officer will have thirty (30) minutes to ask questions.

After the opening statements and questions have been completed, the Grievant will call each of the Grievant's witnesses. The personnel hearing officer may reasonably limit the time for examining witnesses so long as the Grievant has a full and fair opportunity to present his/her case.

After the Grievant has called all of his or her witnesses, each Respondent will then have the chance to call witnesses. Both Grievant and Respondant shall have the opportunity to cross-examine witnesses called to testify by the other party.

At least five (5) workdays in advance of the hearing, the personnel hearing officer may consider the sworn statement of a witness who cannot or will not appear when the party seeking to use the statement has provided it to the personnel hearing officer.

After each side has called all of their witnesses, the Grievant and each Respondent will have fifteen (15) minutes to make a closing statement.

(5) Evidence. The personnel hearing officer will decide what evidence to admit and is not required to follow state or federal rules of evidence. The personnel hearing officer will make his/her decision and recommendations based solely on the Record. The burden of proof that he or she has been wronged is on the Grievant who shall have the burden of proving the allegations raised in the

grievance upon the preponderance of the evidence, which means that the fact sought to be proved is more probable than not.

All relevant evidence, including hearsay, may be admitted. The reliability of evidence, including hearsay, shall be considered by the personnel hearing officer when weighing such evidence. The personnel hearing officer may exclude information if it is cumulative, immaterial or irrelevant. The personnel hearing officer shall have the authority to request records, papers, documentation and to call additional witnesses. The personnel hearing officer will determine when the Record on the hearing proceedings is closed.

Whenever any employee, official or agent is requested to submit additional information in connection with a pending hearing, that employee, official or agent must submit the requested information within five (5) business days of the request. Any additional information will be made available to all parties.

Once all evidence has been submitted, the personnel hearing officer will review the evidence and reach a decision.

(6) Recording. The hearing will be audio recorded. Copies of the tapes may be obtained, upon request and payment of copying expenses, after the personnel hearing officer has forwarded its recommendation to the City Manager.

E. Post-Hearing Procedures

(1) Personnel Hearing Officer's Report. The personnel hearing officer will prepare a report consisting of a summary of the testimony and any documentary evidence admitted during the proceedings, findings of fact, and recommendations. The personnel hearing officer's recommendations for resolving the grievance will be separated from those that provide suggestions or comments on the operations or management of the department in which the grievance originated so as to specify clearly those sections of its decision that relate to the resolution of the specific grievance and those that relate to operations. The personnel hearing officer will then transmit the report and the Record to the City Manager within twenty (20) workdays of the conclusion of the hearing.

(2) City Manager Approval or Rejection of Personnel Hearing Officer's Decision. With regard to grievance appeals of adverse employment action by non-probationary employees, the decision of the personnel hearing officer shall be final. With regard to other grievances, the City Manager may accept or reject the personnel hearing officer's decision.

If the City Manager approves of the recommendation of the personnel hearing officer, copies of the report will be transmitted to the employee and to the

department head involved as the final decision. If the City Manager rejects the recommendation of the personnel hearing officer, he will make his own decision without further hearing and that decision shall be final. Copies of the personnel hearing officer's report and the City Manager's decision will be provided to the Grievant, the Human Resources Director, and the department head.

In considering the recommendation of the personnel hearing officer, the City Manager shall have the right, but not the obligation, to request that the personnel hearing officer receive additional information not in the Record when the City Manager deems such a request necessary.

(3) **Writ of Certiorari.** If a non-probationary employee is dissatisfied with the decision of the personnel hearing officer concerning an appeal of an adverse employment action, then such Grievant shall be entitled to seek Writ of Certiorari from the DeKalb County Superior Court. Certiorari shall be the exclusive means of appeal from the personnel hearing officer's decision.

4. Administration

(1) **Coordinator.** The Human Resources Director will act as coordinator of the grievance procedure during and after the process. The Human Resources Director will establish and maintain a file of all grievances. Grievance files and records will be maintained in a secure area within the Human Resources Division.

(2) **Annual Analysis.** Human Resources will conduct an annual analysis of formal grievances to serve as a management tool in determining problem areas within City which should be addressed. A report of the completed analysis will be forwarded to the City Manager.

Approved: _____
City Manager, City of Clarkston

Date: _____

CHAPTER 10 – GUIDELINES FOR DISCIPLINARY ACTION

1. General

AN EMPLOYEE MAY BE DISCIPLINED OR DISCHARGED FOR ANY REASON WHICH WARRANTS DISCIPLINE OR DISCHARGE.

Documentation of all actions, including a description of the violation and the action taken, will be made and placed in the employee's personnel record. Employees will be requested to sign copies of all documentation. The employee's signature indicates his/her receipt of the document but does not indicate agreement with the disciplinary action. If an employee refuses to sign, it will be so noted by the supervisor. Disciplinary action resulting in discharge/removal, suspension without pay, or demotion must be approved by the City Manager.

Upon recommendation by the department head and approval of the City Manager, an employee may forfeit accrued vacation time in lieu of days off without pay on account of disciplinary action.

2. Gifts and Gratuities Policy

In addition to the rules of conduct set forth in this Chapter and whether or not specifically prohibited by this Employee Handbook or any ordinance or regulation of the City, each employee of the City shall avoid any action which might result in or create the appearance of:

- A. using public office for private gain;
- B. giving preferential treatment to any person;
- C. impeding government efficiency or economy;
- D. losing complete independence or impartiality;
- E. making a decision on behalf of the City outside of official channels; or
- F. affecting adversely the confidence of the public in the integrity of City government.

No employee shall solicit or accept rewards of any kind, whether direct or indirect, for the performance of duties, or request for gratuities, or use his or her job position to seek favors or preferential treatment of any kind. Further, an employee shall not accept gratuities of any kind, whether direct or indirect, in the course of his/her duties with the City, or from any person or entity where the relationship was established in the course of

his/her duties with the City, with a value in excess of twenty five dollars (\$25.00) without the express written permission of the City Manager. Nothing in this section shall prohibit an employee from: (1) receiving any occasional food or beverage of nominal value, or (2) receiving any promotional item or items generally distributed to the general public provided that the acceptance of such item or items will not influence his or her performance or failure to perform any official action.

3. Rules of Conduct

It is not possible to list all acts and omissions which can lead to disciplinary actions. Offenses which may result in disciplinary action include, but are not limited to, those presented below:

- A. Failure or refusal to follow oral or written instructions;
- B. Inefficiency or lack of application in the performance of duties;
- C. Careless, negligent or improper use of City property or equipment or damage or destruction of City property;
- D. Conduct which endangers others or results in property damage;
- E. Failure to maintain satisfactory and/or harmonious working relationships with the public or fellow employees;
- F. Failure to report for duty at the assigned time and place;
- G. Unexcused absence;
- H. Creating or contributing to unsanitary conditions;
- I. Failure to obtain or maintain a current license or certificate required for performing the job;
- J. Failure to use safety equipment or to comply with safety rules;
- K. Gambling on City property or City work sites;
- L. Improper use of sick leave;
- M. Illegal harassment or discrimination of any kind;
- N. Conduct unbecoming a City officer or employee, including any conduct which affects the employee's reputation or which reasonably could create concern on the part of citizens or fellow employees;
- O. Misappropriation of City funds;

- P. Falsification or misrepresentation of information in City records;
- Q. Participation in any action that disrupts or disturbs the operation of the City or any segment of City government;
- R. Visiting or trespassing at the home of any City official or employee for the purpose of harassing or for the purpose of requesting discussion about job related matters;
- S. Committing an act that endangers the personal well being and/or property of others while on the job;
- T. Possession of unauthorized firearms or weapons on the job;
- U. Possession and/or use or being under the influence of alcohol, drugs or other intoxicants while on the job;
- V. Release of confidential information from official records without proper authority;
- W. Engaging in incompatible employment or other activities which create a conflict of interest or give the appearance of a conflict of interest;
- X. Using or attempting to use personal or political influence to secure promotion, leave of absence, transfer, change of pay rate, disciplinary action or in any manner related to one's work;
- Y. Violating any of the provisions or regulations of this Employee Handbook;
- Z. Violating department regulations by an employee of that department;
- AA. Violating an ordinance of the City or a law of the State of Georgia;
- BB. Any other reason, which in the City's sole discretion, warrants disciplinary action.

4. Employee Notice

A written notice may be given to each employee stating the reason(s) for the disciplinary action and the date it is to take effect. The employee's signature does not constitute admission of any fact but only that he/she has received notice of disciplinary action. If, however, the employee refuses to sign the notice, it will be so noted by the supervisor.

CHAPTER 11 – DUAL EMPLOYMENT

No full-time employee in City service shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the respective department head and City Manager. The request and approval must be in writing and included in the employee's personnel record. Each change in dual employment shall require separate approval. Approval shall not be granted when, in the department head's sole opinion, such dual employment conflicts or interferes with, is likely to conflict or interfere with, or gives the appearance of a conflict with the employee's service to the City.

Employees shall not engage in any private business or activity while on duty.

CHAPTER 12 – REDUCTION IN FORCE POLICY

The City reserves the right to separate employees due to lack of work or funding. The determination of who is to be separated is within the sole discretion of the City Manager.

CHAPTER 13 – CLASSIFICATION, COMPENSATION PLAN, AND PAYROLL PRACTICES

1. *Classification*

The City Manager and the Human Resources Director will establish policies for maintaining and classifying a complete inventory of all positions in the City's service and accurate descriptions and specifications for each grade of employment.

2. *Compensation*

The City Manager and Human Resources Director will establish policies to provide equal pay for equal work and to provide a pay range for each grade of positions which will enable the City to recruit and retain qualified employees as well as compete in the job market with other public employers.

3. *Overtime*

Overtime work is work performed by an employee which exceeds the regular work week. Vacation, military, civil, education, sick, bereavement, family medical, unpaid lunch time, banked time off and holiday time taken shall not be considered as hours worked. Any additional work time exceeding the regular work week must be approved by the supervisor or department head.

4. *Pay Deductions*

There are two types of payroll deductions: those required by law and those authorized by the employee.

A. Deductions by law for:

1. income tax (federal, state and/or local);
2. medicare/social security;
3. any court or government ordered request (tax levy, garnishment, etc.)

B. Deductions requested by employee for (if applicable):

1. medical insurance premiums;
2. dental insurance premiums;
3. retirement plans contributions;
4. flexible spending account contributions;

5. checking/savings account deposits;
6. voluntary insurance plans premiums;
7. other deductions authorized by the employee in writing.

Changes in authorized deductions may be made through the Human Resources Department and are requested in writing. Employees are responsible for checking their paycheck stubs to assure that the proper deductions are being withheld for the benefits they have selected.

5. *Changes in Personal Information*

Employees are responsible for informing the Human Resources Department of any changes in personal status such as:

- A. Name change;
- B. Address change;
- C. Beneficiary change;
- D. Error;
- E. Change in marital status, number of children, and other information needed for benefits purposes.

The City is not responsible for any loss of benefits due to an employee's failure to report such changes. Employees should review their paycheck stubs to carefully ensure that deductions are correct.

Changes in marital status, the number of children, and other coverage changes must be reported to human resources and appropriate application forms fully executed within 30 days of the event. Otherwise changes in coverage will be denied.

6. *Pay Advances*

The City will not make personal loans or payroll advances to employees.

7. *Administrative Pay Corrections*

The City takes reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday.

In the event that there is an error in your paycheck, you should promptly bring the discrepancy to the Payroll Department so that adjustments in pay and/or deductions can be corrected as quickly as possible. In the event of an overpayment, the Payroll Department will work with you to determine a feasible repayment schedule.

CHAPTER 14 – EMPLOYEE PERFORMANCE EVALUATION

1. *Purpose*

The City has adopted an employee performance analysis system and evaluation process to help the supervisor and employee understand what their goals are in order to accomplish the job more efficiently. The performance evaluation process:

- A. is used to establish specific goals which the employee should attain;
- B. is used to evaluate the employee's efforts in accomplishing the job; and
- C. may be used by the supervisor in determining eligibility for merit bonuses.

2. *Employees Subject to Evaluation*

Performance evaluations are conducted for all regular full-time employees in the classified service of the City. Performance evaluations are conducted annually for the twelve (12) previous months. The performance evaluation shall be completed, reviewed with the employee and signed, and forwarded to the Human Resources Department to be included in the employee's personnel record.

Probationary employees may be evaluated three (3) months and five (5) months from the start of the probationary period. Performance evaluations may be conducted at any other times that the City deems appropriate.

3. *Performance Evaluation Conducted by Supervisor*

Evaluations are conducted by the immediate supervisors and discussed with the employee. After the evaluation report has been discussed, the employee must sign the report indicating he/she has seen and discussed the evaluation with his/her supervisor. The employee's signature does not indicate agreement with the rating. If the employee refuses to sign, it will be so noted by the supervisor.

4. *Review by Department Head*

The City Manager shall review all evaluations prior to the supervisor's discussion with the employee. He/she may make any comments upon the evaluation form.

CHAPTER 15 – BENEFITS PLAN

1. *Purpose*

The benefits plan is designed to provide a supplemental package of programs which contribute to the physical and mental health and well being of the employee and his/her dependents. The plan is designed to enhance the attractiveness of working for the City and to aid the City's recruitment and retention efforts.

2. *Administration of Benefits Plan*

The primary responsibility for the day to day administration of the benefits plan shall rest with the Human Resources Department within the limits of these policies and procedures. Specific details on the various benefits programs, their availability, and the level of benefits are available from the Human Resources Department. The Finance Department shall serve as an alternate contact for this information when the Human Resources Director is not available.

3. *Life Insurance*

The City may provide life insurance for eligible employees.

4. *Health and Dental Insurance*

The City may provide health, dental and vision programs for eligible employees.

The City may also choose to offer increased levels of health and dental insurance at an additional cost to interested eligible employees.

Dependent care coverage may be available to all eligible employees wishing to choose such a benefit at additional cost.

5. *Benefits Continuation/COBRA*

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- A. resignation, termination of employment, or death of an employee;
- B. a reduction in an employee's hours or a leave of absence;
- C. an employee's divorce or legal separation;
- D. a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or qualified beneficiary pays the full cost of coverage at the City's group rates plus an administrative fee established by the City.

The Human Resources Department provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

Generally, COBRA benefits are limited to a period of eighteen (18) months from the date of the qualifying event.

6. *Workers' Compensation*

An employee who is eligible for workers' compensation due to a job related injury, is entitled to sixty-six and two-thirds ($66 \frac{2}{3}$) of his/her gross wages while he/she is disabled up to a maximum weekly compensation set by law. The first seven (7) days of disability are not reimbursable unless the employee is disabled more than fourteen (14) days. If the employee is disabled more than fourteen (14) days, the first seven (7) days are usually paid at the end of the disability period. The employee may choose one of the following two (2) options to receive compensation during the disability period and may change the option at any time:

Option 1: If an employee has met the requirements for disability, he/she can remain on the City's payroll using sick leave. When the workers' compensation check is received, the employee shall sign the check over to the City. A portion of the employee's sick leave is credited back to his/her account based on the difference between the amount of his/her City paycheck and the workers' compensation payments.

Option 2: The employee can be removed from the City's payroll and receive the check from workers' compensation directly. This payment is tax free.

7. Other Payroll Deduction Programs

The City may offer such programs as it sees fit to its employees through the payroll deduction system. The cost of participating in such programs shall be borne by the individual employee. Examples of programs which may be available include: life insurance, disability insurance, savings plans, retirement plans and dependent care plans.

8. Health Insurance Portability and Accountability Act

The City protects the privacy and confidentiality of protected health information (“PHI”) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City’s group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI includes, but is not limited to, medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The Human Resources Department bears the responsibility of ensuring the City’s compliance with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Any questions or issues regarding HIPAA should be addressed to the Human Resources Department.

The City has designated the Human Resources Manager as the City’s Privacy Officer to be responsible for the development and implementation of the PHI confidentiality policies and procedures and ensure that the following employee PHI rights are protected:

- A. The right to request a restriction on specific uses and disclosures of PHI.
- B. The right to request access to his/her health information maintained in the designated record.
- C. The right to request an amendment of his/her health information in the designated record.
- D. The right to request an accounting of disclosures related to the City uses of PHI not authorized by the employee.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related

to these processes will be maintained in confidence. Employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the Human Resources Department. General rules follow:

- A. Disclosures that do not qualify as PHI-protected disclosures include:
 - 6. Disclosure of PHI to the individual to whom the PHI belongs;
 - 7. Requests by providers for treatment and/or payment;
 - 8. Disclosures requested to be made to authorized parties by the individual PHI holder;
 - 9. Disclosures to government agencies for reporting or enforcement purposes;
 - 10. Disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- B. Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- C. Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short-term or long-term disability and medical information received to verify ADA or FMLA status.
- D. The City may without authorization disclose PHI to authorized federal officials for the conduct of lawful intelligence, counter-intelligence, and other national security activities authorized by the National Security Act (50 U.S.C. 401, et. Seq.) and implementing authority (e.g. Execution Order 12333)
- E. The City may without authorization disclose PHI to authorized federal officials for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709 (a)(3), or for the conduct of investigators authorized by 18 U.S.C. 871 and 879.

The City will not disclose or use PHI of an employee without a signed authorization of the employee. An "Authorization to Disclose Employee Health Information" form can be obtained from the City's Human Resources Department. When an employee wishes to have PHI disclosed to another person or entity the following procedures will be followed:

- A. The employee will complete and sign the authorization form.

- B. The employee will send the authorization form to the Privacy Officer.
- C. The Privacy Officer will verify with the employee that the authorization form was received and notify the employee appropriately when the information will be sent.
- D. The Privacy Officer will initial the authorization form when the requested PHI is sent and return a copy to the employee.

In rare circumstances, as in a medical emergency, when an employee can not give an authorization form to disclose medical information, the Privacy Officer or the Human Resources Director at their discretion, may disclose PHI to appropriate medical personnel or to an individual designated by the employee in his/her personnel record as an emergency contact person.

The City will grant an employee access to his/her PHI file upon written request submitted to the Privacy Officer. The request must include the employee's name, social security number, and the time the employee is available to review the PHI file. The Privacy Officer will make arrangements for the employee to review the file in a private, secure location. The Privacy Officer will allow the employee to make copies of all or part of the PHI file at the employee's expense.

Upon presentation of proper medical documentation, the Privacy Officer will allow the update or correction of information in the employee's PHI file. In the absence of proper medical documentation, the Privacy Officer may accept the information supplied by the employee and enter that information in the employee's PHI file without changing the existing information.

If an employee of the City believes that any agent, manager, or other employee has violated the PHI policy and procedure, this violation should be reported to the employee's immediate supervisor and the Human Resources Director who will notify the City Manager and conduct an investigation of the complaint or violation in a timely manner. Upon completing the investigation, the Privacy Officer will submit a report of findings to the Human Resources Director. The Human Resources Director will report the findings to the City Manager and include, when appropriate, recommendations for changes in the City's privacy policy, sanctions applied to individuals found to be in violation if the policy and remediation actions designed to avoid future violations of confidentiality. Upon review of findings and recommendations, the City Manager will issue the necessary directives to the Human Resources Director. The Human Resources Director will ensure that the directives of the City Manager are implemented and monitored as necessary.

Any incident involving failure of the City employees/consultants to maintain confidentiality of PHI will be carefully reviewed by the Privacy Officer. If the allegation is substantiated, the employee/consultant will be subject to corrective action up to and including termination of employment or contract. Furthermore, if any breach of

confidentiality of information results in a claim of damages against the City, the City will seek indemnification for damages that are related to an employee's/consultant's negligence.

Confidentiality of complaints and the investigation thereof will be maintained to the greatest extent possible. Information obtained from the complainant will not be discussed with other employees except as necessary to investigate and resolve the complaint.

It is unlawful to retaliate against or harass any individual filing a complaint or who may cooperate in the investigation of a complaint. Any employee who is found to have engaged in retaliation or harassment will be subject to disciplinary action, up to and including termination of employment.

Personnel records and disclosures of PHI will be maintained for a period of six (6) years as required by federal law, unless a state law requires a longer retention period.

CHAPTER 16 – RETIREMENT PLANS

1. *Defined Benefit Plan*

The City provides a defined benefits plan (pension) for employees.

Employees are eligible to participate in the defined benefits plan on the first day of service following one (1) full year of service.

Employees become vested and eligible for pension benefits under the pension plan upon completion of five (5) years of employment.

2. *Deferred Compensation*

Employees can elect to contribute to a 457 plan up to the federally authorized legal contribution limit per calendar year. The employee shall have the ability to direct his/her contribution into the investment choices offered by the external defined contribution plan administrator.

Contributions made by the employee shall be vested immediately upon the employee's eligibility date for benefits and shall be portable based upon regulations defined in the City's plan document and guidelines defined by the IRS.

CHAPTER 17 – WORKPLACE PRIVACY

The workplace is intended to be a place of work. An important part of the work is communications and record keeping. No employee is at work twenty-four (24) hours a day, seven (7) days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Each employee must understand that personal items and personal communications received and/or stored on City premises or City equipment are not entitled to a guarantee of privacy.

Management reserves the right to search City property and documents in employee desks, lockers, file cabinets, and other areas that are a part of an individual's workspace.

The City provides electronic and telephonic communication and, when necessary, computers to employees. Although assigned to the employee, these items belong to the City. Similarly, any computer files created on any City equipment belong to the City. Unauthorized programs and files may not be used on City computers without the written permission of the City. The City reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the City's electronic systems.

CHAPTER 18 - COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

This policy governs the use of the City's computer and electronic communications system, which includes telephone, voice mail, fax machines, Internet, electronic mail (e-mail), and other computer usage. City employees and other users are encouraged to use the City's computer and electronic communications system to assist them in performing their work responsibilities effectively, efficiently, and at the highest level. E-mail and the Internet are the newest communication tools. Users are to use e-mail and the Internet as they would any other type of City communications tools.

1. General Guidelines

The computer and electronic communications system is the property of City government and may only be used for approved purposes. Occasional, limited, appropriate personal use of the computer and electronic communications system is permitted if the use does not:

- A. interfere with the user's work performance;
- B. interfere with any other user's work performance;
- C. compromise the integrity of the computer and electronic communications system; or
- D. violate any other provision of this policy or any other policy, guideline, or standard of the City.

Personal use of the computer and electronic communications system is a privilege that may be revoked at any time.

2. No Expectation of Privacy

Users do not have an expectation of privacy, and waive their right of privacy, in their use of the computer and electronic communications system, including, but not limited to, the e-mail and voice mail messages they create, store, send and receive, and the Internet sites they visit.

3. Monitoring of Computer and Electronic Communication Usage

The City has the right to monitor any and all aspects of its computer and electronic communications system, including, but not limited to, monitoring sites visited by users on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Such monitoring may be conducted without

prior notice. Use of the City's computer and electronic communications system shall constitute consent to such monitoring.

4. *Maintaining Professionalism*

At all times, users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communications. The quality of writing reflects on the City. Users should always strive to use good grammar and correct punctuation, keeping in mind that anything created or stored on the computer system may be reviewed by others.

5. *Inappropriate Use*

Under no circumstances should the City's computer and electronic communications system be used for sending, transmitting, intentionally receiving, copying, or storing any communication that is fraudulent, harassing, racially offensive, sexually explicit, profane, obscene, intimidating, defamatory, or in the City's sole opinion, otherwise unlawful or inappropriate. Users encountering or receiving this kind of material should immediately report the incident to their supervisors and the City Clerk/HR. Exceptions are limited to police investigations into criminal activities, which may require the use of the Internet for information and intelligence gathering. This is permissible with the prior approval of the Chief of Police.

Other prohibited uses of the City's computer and electronic communication systems, include:

- A. sending chain letters;
- B. sending copies of documents, messages, software, or other materials in violation of copyright laws;
- C. compromising the integrity of the City and its business in any way; and
- D. "moonlighting" or the advertisement of personal business.

6. *Disclaimer of Liability*

The City is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that included among the massive amount of information on the Internet is offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid coming into contact with some of this material on the Internet, even when performing innocuous search requests. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

7. Misuse of Software

Without prior written authorization from the City Clerk/HR Manager, users may not do any of the following:

- A. copy software for use on their home computers or to other computers;
- B. provide copies of software to any independent contractors of the City or to any third person;
- C. install software on any of the City's workstations or servers;
- D. download any software from the Internet or other online service to any of the City's workstations or servers;
- E. modify, revise, transform, recast, or adapt any software; or
- F. reverse-engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to the City Clerk/HR Manager.

8. Password

Authorized users will be given a login name that allows access to the network. The user will then provide a personalized password. Passwords should be obscure and a minimum of four (4) characters in length. *(For example: Do not use proper names or any words found in a dictionary; do not use dates or numbers that may be associated with you.)* No user shall divulge his/her network password. Any user with knowledge of any password not his/her own shall report it to his/her supervisor immediately. No employee shall attempt any unauthorized access to the system.

9. Virus Detection

Files obtained from sources outside the City may contain dangerous computer viruses that can damage the City's computer network. Files from outside sources include, but are not limited to, disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other on line services; files attached to e-mail; and files provided by citizens or vendors. Users should never download files from the Internet, accept e-mail attachments from outside sources, or use disks from non-City sources without first scanning the material with City-approved virus checking software. If a user suspects that a virus has been introduced into the City's network, he/she should notify the City Clerk/HR Manager immediately.

10. Social Media

In today's rapidly evolving communications environment, employees have access to many forms of communication both within and outside of the work environment. The City recognizes the value of online social media sites and blogs as vital resources to communicate with the citizenry to positively promote the City's mission and values, operational initiatives, marketing and recruitment activities, as well as a forum for exchange of information with its employees. The City also understands that employees may maintain or contribute to personal blogs, message boards, conversation pages and other forms of social media outside of their job functions and may periodically post information about their jobs or City's activities on these outlets. The purpose of this policy is to establish guidelines regarding social media and social networking.

Social networking is defined as all open communications utilizing electronic media including, but not limited to texting, Facebook, LinkedIn, Myspace, Twitter, Wikipedia, and YouTube. When communicating in an electronic social network, an employee's online presence and activities reflect the City and its service to the community. This extends to non-work times in non-work locations and using non-work computer equipment.

Any employee publishing statements or images detrimental to the City (including the City's mission, goals, policies, procedures or employees) in any form of media which is exposed to public view (including comments, messages, photos, video, or other media) may be subject to disciplinary action.

Once something is posted online, one can never completely retrieve it from the media or control its circulation. If such media publications come to the attention of the City, all policies and procedures will apply. It is not the intent of the City to be the "internet police"; however, the City cannot ignore what comes to its attention via routine investigative processes or what is otherwise brought forth for its review.

Social media activities must not interfere with work commitments.

Violations of this policy may result in disciplinary action, up to and including termination.

CHAPTER 19 – DRUG AND ALCOHOL POLICY

1. **Purpose**

The City is committed to providing a safe workplace for its employees, and to establishing programs that promote high standards of employee health, performance, and productivity. The City will not tolerate drugs and alcohol in the workplace. Consistent with the spirit and intent of this commitment, the City has established a drug and alcohol policy (the “Policy”).

The related procedures included with the Policy explain in detail the steps necessary for pre-employment, post-accident, for-cause, and random drug testing. All employees of the City are required to review this Policy and to sign the Employee Acknowledgement form which is included in the Appendix of this Employee Handbook pursuant to which he/she acknowledges receipt and reading of the Policy and that he/she understands, accepts and agrees to comply with the provisions of the Policy.

2. **Scope**

The Policy applies to all City employees while on City property or property that the City operates, or while operating City-owned or leased vehicles, whether on or off City property, or while operating a personal vehicle while conducting City-related business. The City prohibits all unlawful drug use, possession or distribution whether on or off duty. *The Chief of Police may grant a waiver to this Policy when warranted (i.e. special investigations).*

3. **Policy**

The use of alcohol, illegal drugs, or other controlled substances for which the employee has no valid prescription is prohibited. The City retains complete discretion to take whatever actions are necessary to protect the health and safety of all its employees.

All newly hired employees of the City will be tested for the use of illegal drugs or controlled substances prior to their first day of employment. All City employees are subject to testing for the use of illegal drugs or controlled substances under the following circumstances:

- A. Post-accident;
- B. For cause; and
- C. On a random basis.

The City will review test results. In the event that an employee produces a positive test result, the City will take action as it deems appropriate. For non-public safety personnel, this may include one or more of the following:

- A. Disqualification from consideration for employment with the City;
- B. Mandatory referral to an employee assistance or substance abuse program approved by the City;
- C. Suspension; or
- D. Termination.

Public safety employees producing positive results on random or post accident drug tests will be terminated immediately.

Any prospective employee for any City position who produces a positive drug test result will be immediately disqualified from consideration for employment.

4. Prohibited Conduct

The following are examples of conduct that is prohibited. This list is not exhaustive, but rather is intended to be illustrative of the types of behaviors that are forbidden:

- A. Reporting for work under the influence of drugs or alcohol;
- B. Selling, purchasing, possessing, or transporting of any illegal intoxicant;
- C. Tampering with or altering a drug or alcohol test result, or otherwise attempting to create a false negative result;
- D. Failing to promptly and fully disclose all felony convictions, plea bargains, and parole/probation terms that involve buying, selling, transporting, manufacturing, cultivating, possessing, or consuming any controlled substance. Disclosures must be made directly to a manager or supervisor and the disclosure requirement will apply to all convictions and plea bargains that occur after the effective date of this Policy and all parole/probationary terms that are finalized after the effective date of this Policy; and/or
- E. Being convicted of driving under the influence (“DUI”) or driving while intoxicated (“DWI”) while operating a City-owned, leased, or rented vehicle or while driving a personal vehicle while on City-related business.

An employee using any prescribed medication or controlled substance as part of a medical treatment program must immediately report this treatment to his/her supervisor if the medication may impair job performance. Although the use of medications or controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, failure to report the use of such medication will subject employees to disciplinary action, including potential termination. If there is a question regarding an employee’s ability to safely perform assigned duties, clearance from a physician may be required.

The City reserves the right to conduct searches of property, vehicles, or equipment owned or leased by the City at any time or place. The City also reserves the right to conduct searches on any other City property in possession of or assigned to an employee when, in the City's view, there is reasonable cause to believe that an employee is buying, selling, transporting, or otherwise in possession of intoxicants or controlled substances. Refusal to submit to or cooperate with such a search may result in immediate discipline up to and including discharge.

5. *Responsibility*

Every employee of the City is responsible for complying with this Policy and the related procedures.

6. *Pre-Employment Drug Testing*

All candidates for hire will be tested for illegal use of drugs as part of the employment selection process, except where prohibited by state law. The City will pay for the drug test and select the physician conducting this test, and employees will be tested for illegal drugs, including, but not limited to:

- A. Amphetamines;
- B. Cannabinoids (marijuana);
- C. Cocaine;
- D. Opiates; and
- E. Phencyclidide (PCP).

Offers of employment may be made contingent upon the applicant producing a negative drug test.

Any candidate who has successfully completed a pre-employment drug test and is otherwise determined by the City to qualify for employment must be hired and begin work within thirty (30) days. In the event a candidate is unable to begin work and thirty (30) days has lapsed since successfully completing a pre-employment drug test, the candidate must be re-tested prior to beginning work with the City. In such occurrences, the City reserves the right to rescind any offers of employment made to the applicant.

A positive test result will eliminate the applicant from consideration for current employment, unless the candidate can clearly and efficiently demonstrate that he/she has tested positive because of prescribed medication usage. The applicant also will be eliminated from consideration for current employment for tampering with or altering test results or attempting to create a false negative result. If an individual produces a negative dilute, he/she will be allowed one (1) re-test, upon which he/she must produce a negative

result. Individuals re-testing due to a negative dilute must re-test the next day possible, first thing in the morning, and avoid excess fluids before testing.

In the event that an applicant cannot produce a urine sample, a hair test may be administered. If a hair test cannot be administered, a blood test may be administered.

If a drug test is positive, the testing agent will contact the candidate directly to ask a series of questions to determine if the candidate is taking any legally prescribed medication that could have contributed to the positive result. If the candidate claims he/she does have a valid medical explanation, the medical review officer (MRO) will give the candidate seventy-two (72) hours to submit the necessary documentation before releasing the results of the test to the City's Human Resources Department. If the candidate is able to provide the needed documentation and it is determined by the MRO to be valid, the result will be reversed and reported to the Human Resources Department as a negative result. If the candidate is unable to provide the MRO with the needed documentation within seventy-two (72) hours, the result will be released to the Human Resources Department as a positive result, and the candidate will be eliminated from consideration for current employment.

Applicants who do not successfully pass pre-employment drug testing are eligible to be considered for re-hire two (2) years after their initial testing date, providing they provide written proof of successful completion of a state certified substance abuse rehabilitation program.

7. Post-Accident or For Cause Testing

All employees will be required to immediately submit to alcohol and/or drug testing whenever there is a reasonable cause to believe that the employee has been using drugs or alcohol before reporting to work or returning from breaks.

The following are examples of circumstances in which the City may have cause to require testing. This list is not exclusive:

- A. An employee has caused or contributed to an on-the-job accident resulting in observable property damage estimated by City management to be in excess of one thousand dollars (\$1,000.00);
- B. The occurrence of an on-the-job personal injury that may, in the opinion of City management, require medical attention or loss of work time;
- C. An employee has been involved in an accident in a City vehicle of any kind in which any involved driver is eligible to be cited for a violation of law, and/or either vehicle is damaged such that towing is required;
- D. Observable symptoms of drug or alcohol use by a reliable individual, such as direct observation of drug use, the smell of drugs or alcohol emanating from

an employee's personal belongings, or the physical symptoms of drug or alcohol consumption, including, but not limited to slurred speech, the smell of alcohol on a person's breath, loss of balance, disorientation, bloodshot eyes, and dilated pupils;

- E. One or more reports that an employee has been using drugs or alcohol in the workplace;
- F. Evidence that an employee tampered with a previous drug test or has submitted a specimen and the temperature measurement indicated possible adulteration or substitution.

Employees who are required to submit to reasonable cause testing are prohibited from transporting themselves to the alcohol/drug testing site. A supervisor or administrative employee will provide transportation.

When testing is ordered as a result of an accident, the employee will be removed from duty and placed on leave with pay pending the receipt of results. A refusal to submit to testing will result in immediate discharge.

Because of the potential impact on public health and the safety of other City employees, when an employee tests positive in a confirmatory test for a controlled substance, or is found to be under the influence of alcohol during post-accident or for cause testing, the employee will be terminated immediately.

8. *Random Drug and Alcohol Testing*

All employees of the City will be subject to unannounced random testing for the presence of drugs and alcohol. Employees who are absent from their jobs for any reason when randomly selected to be tested will be advised, upon their return to duty, to report for testing immediately, provided they return to work less than ten (10) calendar days after random selection. Employees who are selected while off work for ten (10) days or more after selection will have their names placed back into the random selection pool.

Employees producing test results that are positive for any illegal drug or other controlled substance for which the employee has no valid prescription will be terminated immediately.

Civilian police support, and all non-public safety employees producing test results with blood/alcohol levels of .04 and above will be subject to discipline up to and including immediate termination.

Sworn police officers producing test results with blood/alcohol levels of .02 and above will be subject to discipline up to and including immediate termination.

To facilitate such testing, employees' identifying data is placed in a testing pool from which a random selection is made. The selection is computer generated to ensure the most random distribution possible.

The process for random drug testing will be the same as that followed during pre-employment drug testing.

The dates of testing will be unannounced and will be reasonably spread throughout the calendar year. The Human Resources Department will notify the appropriate department head when one (1) or more of its employees have been selected through the random process. The department head is to inform the employee(s) individually that they have been selected for testing, and require them to test within three (3) hours of the time they are notified. The employee must take the Chain of Custody Form, provided by the Human Resources Department, to the testing facility.

If a department head is selected to test, the Human Resources Department will contact the City Manager who will then notify the department head that he/she has been selected. Once a department head has been notified that he/she has been selected, he/she is required to test within three (3) hours of the time he/she is notified. The department head must take the Chain of Custody Form, provided by the Human Resources Department, to the testing facility.

If the City Manager is selected to test, the Human Resources Department will notify the City Manager that he/she has been selected. The process then proceeds the same as with all other employees.

Employees are allowed to continue working pending the results of a random test. If the testing facility notifies the City that an employee has produced a confirmed positive sample, the Human Resources Department will contact the appropriate manager or personnel with the results.

Any City employee who fails to report for testing within three (3) hours of notification without reasonable and satisfactory explanation as deemed by the department head will be terminated.

All information received by the City as a result of any testing procedure is considered confidential, but may be entered into evidence or disclosed in any civil or administrative proceedings when the information is relevant to the City's defense.

CHAPTER 20 - TRAVEL AND SUBSISTENCE ALLOWANCE POLICY

This section provides guidance on authorized expenditures for all departments under the authority of the City Manager. This section shall cover those costs incurred for travel and meal expenses by any elected official, City employee, or board member who travels on City-related business. Operating guidelines and procedures for procuring travel and meal expenses shall be issued under separate cover(s) as they do not constitute or necessitate City Manager approval.

1. *Appropriation*

In conjunction with the annual budget process, the City Manager shall authorize department appropriations for travel and meal expenses consistent with the annual adopted operating budgets. Departments shall not incur travel expenditures unless an appropriation is available, or budget amendment has been completed.

2. *Expenditure Approval*

All expenditures relating to travel and meals shall be processed consistently with procurement/purchasing guidelines. Once the Finance Department receives the proper documentation from the incurring departments, the execution of payment shall occur. The Finance Department shall only process transactions for payment based upon the proper approval for the dollar amount of the expenditure, including adequate documentation, received either electronically or in writing.

3. *Settlement of Disputed Reimbursement Claims*

The Finance Department shall review expenditure documents for compliance and appropriateness with all City policies and procedures. Expenditure reimbursement requests that are not in compliance with these policies and procedures shall be returned to the originating department with Finance Department recommendations for changes (e.g., travel issues, cellular phone use). In the event the originating department does not agree with the Finance Department's recommendations, the City Manager shall make the final decision regarding whether to authorize the reimbursement.

4. *Travel Expenses*

The City shall reimburse/pay expenses incurred by elected officials and employees for travel relating to official business of the City. Official business shall be deemed that which has been approved prior to the expenditure being incurred on a City travel authorization form. Travel authorization forms are required for any travel exceeding fifty (50) miles of the employee's place of work.

- A. Lodging: hotel/motel charges shall qualify for reimbursement when they exceed a fifty (50) mile radius of the employee's place of work. All traveling personnel shall minimize the expense associated with hotel/motel costs by procuring a government rate for qualified stays. Lodging expense shall be benchmarked against the U.S. General Services Administration (GSA) approved per-diem rate of reimbursement. When the GSA rate is exceeded by twenty percent (20%) or more, additional justification shall be required from the traveler. When traveling in the State of Georgia, all travelers must use the hotel/motel tax-exempt status form. Sales and occupancy taxes charged for lodging within the State of Georgia do not qualify as eligible reimbursable travel expenses under this policy. Per diem rates can be found at: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>.

Hotel accommodations for travel less than a fifty (50) mile radius from the City must be approved by the employee's department head. Elected officials, the City Manager, department directors, and management of the City shall be allowed hotel accommodations for travel less than a fifty (50) mile radius from the City, based upon meeting schedules and attendance needs.

- B. Transportation: approved modes of transportation include vehicle, air, rail, or taxi and public transportation. The method selected by the traveler shall be subject to the most economically feasible, taking into consideration the value of time. If a City vehicle is available, it should be used in lieu of a personal vehicle. Generally, the City will not reimburse for the use of a personal vehicle within ten (10) miles of an employee's official headquarters and/or residence.
1. Mileage: miles traveled in personal vehicles shall be reimbursed at the rate designated by the IRS. Mileage shall be calculated using the employee's place of work as the origination point, so long as the employee reported to work prior to departing to the destination. In the event the employee does not report to work prior to traveling to the destination, mileage shall be reimbursed from the employee's origin, less his/her normal commute to the workplace. Expenses associated with employee's vehicles such as fuel, oil, tires, etc. (deemed normal wear and tear) shall not be subject to reimbursement and will be the responsibility of the traveler. Miles traveled in City-owned vehicles shall not be subject to reimbursement to the traveler. However, expenses associated with the travel in City vehicles such as fuel, oil, tires, etc. shall be the responsibility of the City, and necessary purchases should follow normal purchasing guidelines and processes.
 2. Rental Cars: expenses associated with rental cars, i.e. rental expense and fuel, will be paid at cost, as long as receipts are provided. Employees shall rent mid-size or smaller vehicles, or an appropriate vehicle size based upon the number of employees needing transportation. Expenses

associated with exceeding this car class will be the responsibility of the traveler. Employees should decline additional insurance coverage offered by rental car companies since the City's insurance coverage is applicable to car rentals.

3. Air/Rail: transportation provided by major airlines or railroads shall be paid at cost to the traveler. Travel will be limited to coach/economy classes of service. In the event the traveler chooses a class higher than coach/economy (business or first class) or to extend the trip and change departure or arrival dates, the difference of the expense shall be the responsibility of the traveler. Any reduction in the expense associated with transportation costs as a result of extended or modified travel dates for personal benefit shall not be provided back to the traveler.
 4. Taxi/Shuttle: expenses associated with local transportation will be deemed eligible expenses as long as receipts are provided with point to point explanations for this mode of transportation. Such documentation should accompany receipts.
- C. Meals/incidentals: expenses associated with meals (breakfast, lunch and dinner) and incidentals (snacks, tips, miscellaneous) shall be administered on a per diem basis by the City. Per diem amounts will be derived from the U.S. General Services Administration (GSA), which can be found at: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem>. Per diem will be advanced to the employee prior to travel. Receipts will be required on incidental or meal expenses. Overages of meal expenses will be the responsibility of the employee, while any savings must be returned to the City.
- Alcoholic beverages are not allowable reimbursable expenses, and will not be reimbursed pursuant to the City's personnel policies. Expenses incurred for meals when travel has not included overnight stay shall be reimbursed under Section 5 of this policy.
- D. Program/Seminar/Conference Fees: charges relating to the traveler's attendance at the particular event (training, conference, seminar, etc.) shall be paid by the corresponding department, subject to the provisions identified for expenditures in the City's expenditure and purchasing policies.
 - E. Telephone/Long Distance: telephone, fax, long-distance, Internet, and communication expenses (including postage) shall be reimbursed when relating to the traveler's employment. Expenses for business communication shall be limited to ten dollars (\$10.00) per day.
 - F. Laundry/Dry Cleaning: when travel is scheduled for more than five (5) consecutive days, reimbursement for laundry and dry cleaning expenses will be allowed. Expenses shall be paid at the cost of the services provided.

Each traveler shall pay for expenses associated with travel on a personal credit card, with the exception of meals or incidental expenses. Travel advances for meal/incidental expenses shall be provided to the employee prior to travel by the Finance Department.

Dependents/spouses accompanying employees on official business shall not be eligible for reimbursed expenses by the City. If a dependent or spouse accompanies an employee on an authorized business trip, only those expenses that can be directly attributed to the employee will be reimbursed. Per diem used for expenses other than those directly attributable to the employee will be allowed; however, the per diem amount will not be increased because of dependent/spouse travel.

The Mayor, City Council, City Manager, department directors and management of the City shall be allowed to conduct official City business while on travel. The submission of expenses related to such official business will be required in order to receive reimbursement. Such items may include expenses associated with meetings or business meals outside of the scope of the purpose of travel.

Employees on official business shall follow the City's workers' compensation policies in the event of any on-the-job injury.

5. *Non-Travel Meals*

Expenses related to the furnishing of meals, snacks, or food should be limited to the following circumstances:

- A. A meeting hosted by the City Council, City Manager or Mayor;
- B. A meeting during regularly scheduled business hours required by law or authorized by a department director which is anticipated to last more than four (4) hours and which, is scheduled through normal meal times;
- C. A business meal with someone other than another City official or employee in order to discuss a specific item of City business; and
- D. A meal that is an integral part of a scheduled meeting at which the individual is required to attend.

Receipts provided for meals within this category should detail the nature of the meeting and the people who were present for discussion.

6. *Submission of Expenses*

All expenses relating to travel shall be submitted to the Finance Department no later than ten (10) days after return from the trip. Non-travel meals shall be submitted no later than seven (7) days from the date of occurrence.

CHAPTER 21 - SAFETY INFORMATION

1. *City Property and Vehicles*

Only authorized employees of the City may use City vehicles and equipment. If a City vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

Any employee whose duties include the operation of City vehicles and who is cited for DUI, DWI, or for any other serious driving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

An employee cited for a moving violation while operating any licensed vehicle shall report it immediately to his/her supervisor. The supervisor and department head shall make a determination whether the employee is to be permitted to continue to have the use of a City vehicle. If the employee is found guilty of such a violation, the employee will be responsible for paying any fine or penalty incurred and will be subject to discipline, up to and including immediate termination. Likewise, employees required to operate any vehicles in the course of performing work for the City may be subject to discipline, including immediate termination if he/she is involved in an off-duty DUI, traffic citation, or accident that may indicate unfitness to safely operate a vehicle.

Smoking or drinking alcoholic beverages is prohibited in a City-owned vehicle. Violation of this rule will result in disciplinary action, up to and including immediate termination.

2. *Seatbelts*

All employees must wear a seatbelt while driving or riding in any vehicle, either personal or City-owned, while going to or from work, and at all times while performing City business. Furthermore, the City encourages all of its employees to wear seatbelts at all times, as required by state law.

3. *Cell Phones and Handheld Communication Devices*

Employees shall not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call or use a hands-free speaking device such as a speakerphone/earpiece.

4. *Motor Vehicle Record Checks*

To ensure that employees who drive vehicles in the course of their job duties maintain valid driver's licenses, the City will check motor vehicle records ("MVR") of all applicants prior to making offers of employment, and all current employees at least once each year. As part of the hiring process, applicants will be required to sign a written consent form allowing the City to check their MVR at any time prior to or during their employment. All employees must have a valid driver's license. If an employee's license is misplaced or revoked, the employee must notify his or her supervisor immediately.

5. *Reporting of Traffic Incidents*

An employee who drives a vehicle as any part of his/her job with the City is required to report to his/her supervisor any moving violations while operating any licensed vehicle, DUI violations, or accidents ("incidents") that he/she receives at any time after he/she becomes employed. Failure to report such incidents within forty-eight (48) hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline up to and including immediate discharge.

APPENDIX

A collection of various forms currently in use by the City and referred to in this document. This is not meant to be a complete collection of all forms and any forms included may be superseded by revisions.

CITY OF CLARKSTON

EMPLOYEE HANDBOOK AND POLICIES

EMPLOYEE ACKNOWLEDGEMENT

The Employee Handbook describes important information about the City of Clarkston (the “City”) including, but not limited to, the Fair and Accurate Credit Reporting Act, and employee Protected Health Information (PHI) rights and responsibilities under HIPAA. I understand that I should consult the City’s Human Resources Representative regarding any questions not answered in the Employee Handbook.

I have read, understand, and agree to comply with all terms of the City of Clarkston Employee Handbook. I further understand that this Employee Handbook may be revised, expanded, or otherwise modified at any time, and that it is my responsibility to ensure that I am familiar with the current City of Clarkston Employee Handbook at all times. I further understand and acknowledge that I am expected to comply with the current revision of each policy regardless of whether or not I have signed for the policy or any modification thereof.

The Employee Handbook contains various rules, policies, and procedures relating to employment with the City. Many of the provisions are summaries of federal, state, and municipal laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its rules, policies, procedures and the provisions of the Employee Handbook at any time. **NOTHING IN THIS HANDBOOK OR IN ANY OF THE CITY’S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF THE CITY ARE INITIALLY EMPLOYEES-AT-WILL DURING THEIR INTIAL PROBATION PERIOD. PROBATIONARY EMPLOYEES MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ONE OTHER THAN THE CITY MANAGER MAY MAKE ANY PROMISES OR ASSURANCES OR ENTER INTO ANY CONTRACT, WHETHER ORAL OR WRITTEN, THAT IN ANY WAY IS CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH HEREIN, AND ANY SUCH PROMISES, ASSURANCES, OR PURPORTED CONTRACTS SHALL BE INVALID AND NOT BINDING ON THE CITY UNLESS ADOPTED, ENDORSED, AND AGREED TO IN WRITING BY THE CITY MANAGER.**

Employee’s Signature

Date

Printed Name

CITY OF CLARKSTON

HARASSMENT INCIDENT REPORT

Name of Complainant: _____

Date of Report: _____

Date of Incident(s): _____

Name or description of person who engaged in harassment:

Description of Incident (use an additional sheet if necessary):

Names of Witnesses: _____

Names of people who say the same person has harassed them at another time:

If harassment is found to have occurred, what action do you want to have taken?

If your complaint comes down to your word against that of the person you believe has harassed you, would you be willing to take a polygraph exam?

☐ Yes ☐ No (*both boxes unchecked indicates no*)

Signature of Complainant:

Date

Copy received by City official:

Title

Signature

Date

CITY OF CLARKSTON
DRUG AND ALCOHOL POLICY
EMPLOYEE ACKNOWLEDGEMENT

The City of Clarkston is committed to the provision of a safe and healthy workplace. To that end, the attached Drug and Alcohol Policy has been developed, and is effective October 4, 2011. Please review the attached Policy and complete the acknowledgement below.

I, _____ (Print Full Name), have received and read the City of Clarkston Drug and Alcohol Policy (the "Policy"), outlining the intent and expectations of the City with respect to the use of illegal drugs and alcohol.

By my signature below I acknowledge, understand, accept, and agree to comply with the provisions of the Policy. If at any time I have questions or concerns related to the Policy, I understand that it is my responsibility to contact my direct supervisor or the Human Resources Department.

I understand that the Policy does not constitute a contract for employment and should not be deemed as such.

Acknowledged:

Employee Signature

Date

CITY OF CLARKSTON

3921 Church Street
CLARKSTON, GA 30021
PHONE: (404) 296-6489
FAX : (404) 296 - 6480

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Doctor's Care

FROM: City of Clarkston
Human Resources Department
(404) 296-6489

DATE:

SUBJECT: Pre-employment Drug Screen

The below named applicant is to be given a pre-employment drug screen. This test (is / is not) Department of Transportation ("DOT") regulated.

NAME: _____

S.S.#: _____

CITY OF CLARKSTON

CONSENT AND AUTHORIZATION FOR ALCOHOL/DRUG TESTING

Due to the health and safety risks of alcohol and drug abuse, applicants selected for employment by the City of Clarkston (the "City") will be required to undergo alcohol/drug testing. I understand that, as a condition of employment, the City's Substance Abuse Policy requires drug urine tests of applicants selected for employment and employees for the purpose of evaluating mental and physical suitability for employment and to ensure the compliance with the City's Substance Abuse Policy. A negative test result indicating that an applicant is free of drugs will not guarantee employment. Any applicant not willing to comply with this requirement may simply excuse themselves prior to completing this form.

I hereby give my permission for the City's third party alcohol and drug testing administrators and agents to obtain a urine and/or breath specimen from me now. I further give my permission for the City to take an alcohol or drug test any time during my employment, including post-accident situations when an additional consent may be impractical or unobtainable. I also understand that this is not a diagnostic examination designed to detect hidden or latent diseases, but is instead for the purpose of predicting job performance effectiveness, regulatory compliance and possible safety risks to the City, and to me, which might arise as a result of such employment.

I understand that a positive test result will disqualify me from consideration for employment, or at a later time may result in denial of workers' compensation claims or may even result in my termination from employment. I fully understand and accept the condition that any false answers or willful omissions made by me will be sufficient grounds for my discharge, irrespective of when the false answers or omissions are discovered.

I understand that all drug testing will be conducted at a Department of Human and Health Services ("DHHS") certified laboratory or alcohol tests will be obtained by a trained Breath Alcohol Technician ("BAT") using Evidentiary Breath Testing equipment approved by the National Highway Traffic Safety Administration ("NHTSA"). I authorize the release of my test results to the Substance Abuse Policy Administrator of the City.

_____/_____/_____
Employee/Applicant (Print) Social Security # Date of Birth

_____/_____/_____
Signature of Employee/Applicant Date

_____/_____/_____
Witness Signature Date

CITY OF CLARKSTON

CONSENT FOR RELEASE OF ALCOHOL AND DRUG MISUSE AND TESTING INFORMATION

The information requested below is required by the Department of Transportation ("DOT") to be released in accordance with this consent. If the Company in the RELEASED TO section below does not receive the requested information within fourteen (14) days, this will be documented and placed in the individual's DOT file to be made available to DOT officials on request.

Name (Print)

_____/_____/_____
Social Security #

I authorize release of:

Information related to my participation in DOT and other alcohol and drug testing programs, including records of dates and results, and refusals to be tested, and any records related to violations of DOT alcohol or drug prohibitions.

Purpose of release:

To determine if I have previously violated DOT alcohol or drug prohibitions.

Records to be RELEASED FROM:

Company Name:

Address:

Telephone/Other:

Records to be RELEASED TO:

City of Clarkston
3921 Church Street
Clarkston, GA 30021
PHONE: (404) 296-6489
FAX : (404) 296 - 6480
Human Resources Director, CONFIDENTIAL

Signature

_____/_____/_____
Date

☐

Requested information enclosed.

☐

I certify, to the best of my knowledge, the Company named in the RELEASED FROM section has a DOT alcohol and drug testing program conforming to DOT requirements and that the above named individual participated in such program from _____(date) to _____(date) and had no alcohol tests greater than 0.04, positive drug tests, refusals to be tested, or other violations of DOT alcohol and drug rules within the preceding two (2) years.

Name/Signature/Title

_____/_____/_____
Date

CITY OF CLARKSTON

ASSISTANCE AGREEMENT AND LAST CHANCE PROVISION

As a result of a positive alcohol/drug test or by my voluntary admission to alcohol/drug use, I herewith apply for assistance through enrollment in the rehabilitation program. If my enrollment is approved, I agree to the following stipulations and conditions:

1. I promise to fully cooperate and participate in the counseling/treatment program in accordance with instructions and requirements of the rehabilitation personnel.
2. In the event that I must miss work as a result of participating, I agree that I will abide by the terms and conditions of the City's Substance Abuse Policy, the treatment program requirements, and all other applicable City policies, rules, regulations and procedures.
3. I authorize the rehabilitation program representatives to confer with the Substance Abuse Policy Administrator regarding my attendance, progress and suitability for continued employment, or return to active employment, as the case may be, including the disclosure of medical/psychiatric evaluations.
4. I understand that, upon continued active employment or return to active employment, I must meet established standards of conduct and job performance required of any other employee.
5. I understand and agree that I shall willingly submit to unscheduled alcohol/drug testing at any time, and that a positive test result, or my failure to take such test as requested, will be cause for termination of my employment. Such unscheduled testing may be required of me for up to sixty (60) months following the date of this agreement.
6. I understand and agree that my future employment depends upon my remaining free of alcohol/drugs for the entire duration of my continued employment, and that this last chance afforded me by approval of enrollment is conditioned accordingly. Such conditions, including those above, are recognized to be in addition to the City's right to alter my at-will employment relationship, and for reasons not set forth above.
7. I understand and agree that I am fully responsible for the cost of any treatment required of me to meet the conditions of this agreement and satisfy the Professional conducting the assessment and those providing the monitoring of my care for the City. I also understand that I am eligible for assistance from the City only to the extent available in any medical/health coverage available for me at the time.

☐

As a DOT regulated employee I understand that I will not be able to return to DOT covered duties until I have fully complied with all requirements of the Substance Abuse Professional.

(If Checked)

Employee – Applicant for Rehab. Admission

____/____/____
Date

Authorized Representative

____/____/____
Date

CITY OF CLARKSTON

TRAVEL REIMBURSEMENT GUIDELINES

1. *Submission of Expenses*

All expenses relating to travel shall be submitted to the Finance Department no later than ten (10) days after return from the trip. Non-travel meals shall be submitted no later than seven (7) days from the date of occurrence. Travel expenses will be reimbursed based on approved Employee Travel Expense Statements with appropriate supporting documentation.

See GSA website at <http://www.gsa.gov/portal/category/100120> for up-to-date reimbursement/per diem rates in GA. See <http://www.gsa.gov/portal/content/100715> for Privately Owned Vehicle reimbursement rates.

CITY OF CLARKSTON
EMPLOYEE LEAVE REQUEST FORM

Today's Date: _____

Employee Name: _____

Employee ID: _____

Type of Leave:

- ☐ Vacation
- ☐ Sick
- ☐ Approved Leave Without Pay
- ☐ Paid Family/Parenting Leave
- ☐ Jury Duty
- ☐ Military Leave (*attach orders or complete a Military Verification*)

Requested Date(s): _____ **Return Date:** _____
Form)

If only hours are being taken, indicate # of hours requested: _____

Employee Signature: _____

Approved ☐ Denied ☐

Supervisor Signature: _____ **Date:** _____

**Retain a copy for your records and forward to Human Resources.*

CITY OF CLARKSTON

VERIFICATION OF MILITARY DUTY

Section I: Employee

I, _____, hereby request military leave for the date(s) listed below. I request to use the following leave plan, in the order listed below:

(Please check all that apply):

☐ Annual Leave

☐ Approved Leave Without Pay (ALWOP)

Employee's Social Security Number

Employee's ID #

My signature below certifies that I understand it is my responsibility to forward to the Human Resources. Failure to do so may result in payroll processing delays.

Employee's Signature

Date

Section II: Duly Authorized Military Official

Assignment Dates:

Beginning

Ending

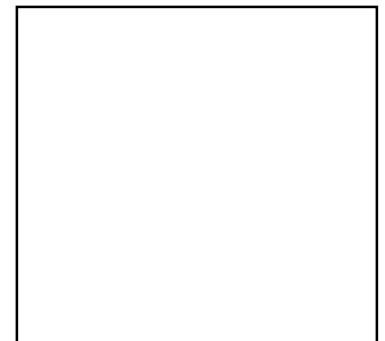
____/____/____

____/____/____

Official's Name/Title (Printed)

Official's Signature

Date



*Affix
Stamp or Seal*

CITY OF CLARKSTON

City Employee Position Requisition Form

This form must be completed and approved:
A: Prior to initial recruitment for this position.
B: Prior to any offer of employment being made.

Prepared By: _____

Requisition Number: _____

Department/Unit: _____

Position: _____

Employment Type:

- ☐ Full-time
☐ Part-time
☐ Contract
☐ Temporary How long: _____

Job Description:

Budgeted Salary Range: \$ _____

Need for the position:

Date position needed by: _____

Comments:

Approvals:

Department Director: _____

Date: _____

Finance Director: _____

Date: _____

City Manager: _____

Date: _____

Completed by Human Resources:

Date returned: _____

CITY OF CLARKSTON

Employee Handbook Amendments

Policy Amended	Chapter/Section of Amended Policy	Effective Date of Amended Policy
Police Ofc -Working Test Period extend to one year	Disclaimer page V	1-30-2014
Police Ofc -Working Test Period extend to one year	Chapter 4/Section 5	1-30-2014
Police Ofc -Working Test Period extend to one year	Employee Acknowledgement page 22-2	1-30-2014
Paid Family/Parenting Leave	Chapter 6/Section 8, B	2-7-2016
Allow payment of all accrued sick leave hours upon retirement	Chapter5/Section 1	2-7-2017

CITY OF CLARKSTON

TRAVEL AUTHORIZATION FORM

Please fill out Travel Authorization form & obtain approval prior to making reservations.

Is travel being booked at least 7 days in advance? Yes ☐ No ☐

If no, please explain_____

Only coach class fare is reimbursable

Estimated cost of trip

TRAVELLER'S NAME		TELEPHONE NUMBER:		T.A. NUMBER:	
DEPARTMENT AND LOCATION:		PROJECT NUMBER/NAME:		TRAVEL ARRANGED BY:	
PURPOSE OF TRIP					
ITINERARY					
FROM	TO	DATE	DEPARTURE TIME		
CAR RENTAL NEEDED? NO YES (IF YES PLEASE COMPLETE INFORMATION BELOW)					
CITY	NUMBER OF DAYS	SPECIAL INFORMATION			
HOTEL NEEDED? NO YES (IF YES PLEASE COMPLETE INFORMATION BELOW)					
CITY	DATE(S)	HOTEL NAME (IF KNOWN)	SPECIAL INFORMATION		
IS ANY PORTION OF THIS TRIP PERSONAL? IF YES, PLEASE EXPLAIN.					
EMPLOYEE SIGNATURE		DATE		SUPERVISOR'S SIGNATURE	
				DATE	
		CITY MANAGER'S APPROVAL		DATE	

CITY OF CLARKSTON

WORK SESSION

ITEM NO: 6C

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

MEETING DATE: October 31, 2023

ACTION TYPE:
Review/Discuss

SUBJECT: Davenport Public Finance Retainer Services Agreement

DEPARTMENT: Administration

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages: 2

INFORMATION CONTACT: Tammi Saddler
Jones

PURPOSE: To review and discuss a retainer agreement for professional financial advisory services related to future public financing projects such as potential bond financial arrangements.

NEED/ IMPACT: The City is currently anticipating a new bond financing agreement if the SPLOST II referendum is approved in the November 7th election. Davenport Public Finance has served as our professional advisory firm for financial analysis for financing arrangements since January 2018. They have continually provided updated annual reports, advice, and support to city management and the Mayor and City Council regarding updates on our financials and debt capacity planning since that time.

RECOMMENDATIONS: Staff recommends approval of the retainer services agreement with Davenport Public Finance.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CLARKSTON, GEORGIA APPROVING A SUPPLEMENTAL LETTER
AGREEMENT WITH DAVENPORT & COMPANY, LLC FOR
FINANCIAL ADVISORY SERVICES

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council executes the agreement with Davenport & Company, LLC for financial advisory services. This agreement will serve as a supplemental agreement to the Financial Advisory Services Agreement dated march 6, 2017. A copy of said supplemental letter agreement is attached to this resolution as "Exhibit A" and is incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2023.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A

October 26, 2023

Ms. Tammi Saddler Jones
Interim City Manager
City of Clarkston
1055 Rowland Street
Clarkston, GA 30021

Dear Tammi,

This Supplemental Letter Agreement (the “Agreement”) is entered into as of _____, 2023 between the City of Clarkston, Georgia (the “City”) and Davenport & Company LLC (“Davenport”) and is specific to certain financial advisory services provided under the scope herein. The Agreement will serve as a supplemental agreement to our Financial Advisory Agreement dated March 6, 2017.

Scope of Services – Flat Fee Services:

1. Annually present, to the City Staff and City Council, a State of the City Financial Review to include current and historic financial performances and a peer comparison review;
2. Assist the City in the formulation of Financial and Debt Policies and Procedures. Davenport will periodically review these policies with recommendations for improvement;
3. Assist the City in preparing financial presentations for public hearings and/or referendums;
4. Assist in the development of cash flow models, including SPLOST, to review revenues, expenditures and the impact of potential capital projects on the City's Cash Flow;
5. Provide debt service schedule reflecting varying interest rates, issue size and maturity structures as they are needed for related fiscal planning;
6. Provide a debt capacity/affordability analysis to permit matching of existing and proposed debt service requirements with available resources;
7. Advise the City of pertinent market factors and expected trends including, but not limited to, State and Federal tax legislation implications
8. Review innovative financing options, including but not limited to taxable securities, variable rate products and underwriters' proposals on behalf of the City;
9. Maintain close liaison with Moody's Investors Services, Inc., Standard's & Poor's Corporation, Fitch Investors Services and other applicable credit rating agencies and provide recommended approaches to strengthening the City's credit position in advance of any formal rating discussions;
10. Review the reports of accountants, independent engineers, and other project feasibility consultants to ensure that such studies adequately address technical, economic, and financial risk factors affecting the marketability of any proposed debt issues; attend all relevant working sessions regarding the preparation, review and completion of such independent studies; and provided written comments and recommendations regarding assumptions, analytic methods, and conclusions contained therein;
11. Routinely review the City's debt portfolio for potential refunding opportunities and possible debt service savings; and,
12. If requested, attend City Council meetings and staff meetings.

Compensation:

For the professional services described under Flat Fee Services, Davenport will be compensated through a single annual payment in the amount of \$20,000.

Additionally, customary direct out of pocket expenses, including mileage at the prevailing federal rate, meals and lodging will be billed at cost.

Additional Services:

At the City's discretion, additional Financial Advisory services not included in the Flat Fee scope may be requested from time to time, including investments, economic development projects, financings, and other services. The basis of the compensation for these engagements is anticipated to be hourly, flat fee or other arrangement to be mutually acceptable and agreed upon by the City and Davenport.

Davenport's hourly rates are as follows:

Senior Vice President	\$350
First Vice President	\$325
Vice President	\$300
Associate Vice President	\$275
Analyst	\$250

Term and Termination:

The term of this Agreement is January 1, 2023 through December 31, 2023. This Agreement will renew for additional one-year terms unless it is terminated by either party prior to the beginning of a new annual term or modified by the mutual agreement of the parties. Either party may terminate this Agreement by giving notice to the other party prior to the beginning of a new annual term.

City of Clarkston, GA

Davenport & Company LLC



Name: Beverly H. Burks

Ricardo Cornejo

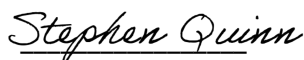
Title: Mayor

First Vice President

Date: _____

October 26, 2023

Approved as to form:


Stephen G. Quinn

CC: Danie Defnall, Finance Director, City of Clarkston
Courtney Rogers, Senior Vice President, Davenport & Company LLC
Douglas Gebhardt, First Vice President, Davenport & Company LLC
Christopher Holt, Associate Vice President, Davenport & Company LLC

CITY OF CLARKSTON

ITEM NO: 6D

WORKS SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/ Discuss

MEETING DATE: October 31, 2023

SUBJECT: To review and discuss allocating ARPA funds for a Homeowner's Assistance and/or Weatherization Program.

DEPARTMENT: CITY ADMINISTRATION / CITY
COUNCIL

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Debra Johnson,
Councilmember
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss allocating ARPA funding of an additional amount of \$120,000 not to exceed \$6,000 per residence to support homeowners with home repairs and/or weatherization projects.

NEED/ IMPACT:

The COVID-19 pandemic has caused many Clarkston homeowners economic hardships. A homeowner's assistance repair and weatherization program may assist with the energy efficiency of dwellings which may possibly as a result cause a reduction of annual utility costs. The weatherization and home repairs assistance program may include air & dust sealing, walls, floors, attic insulation, heating, ventilation, and air conditioning system improvements. Energy efficiency improvements may include lighting, hot water tanks, pipe insulation, and water conservation devices. The City has exhausted all existing funding allocations for home weatherization projects for homeowners.

On September 5th, the City Council approved allocating an additional \$120,000 with a maximum of \$6000 per application. Since that date we have processed 18 applications averaging \$5,170.34 and currently have an additional 17 applications with total requests totaling \$83,149.23. The response has been overwhelming as word has gotten out. Up until October 19th, we were informing new applicants that current funding allocation has been exhausted and we are putting applications on pending status if future funding is allocated. We date and time stamped all applications as they came in order to prioritize processing. On August 19th, we stopped accepting applications. We currently have \$26,270 in current funding available and plan to process more applications this week. We currently have 21 pending applications with a total of \$113,000 in requests that would need to be funded.

RECOMMENDATION:

N/A

CITY OF CLARKSTON

ITEM NO: 6E

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Review/Discuss replacing police vehicle unit 626.

DEPARTMENT: POLICE DEPARTMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: Chief Hudson
PHONE NUMBER: 404-292-9465

PURPOSE: Need to replace a 202 Ford Explorer, police unit 626. This vehicle was totaled due to an accident.

NEED/ IMPACT: We received a check from our insurance company GIRMA in the amount of \$32,416.50. The cost of a 2023 Ford Interceptor from Wade Ford is \$46,694.

RECOMMENDATION: To replace a totaled police patrol vehicle.

CITY OF CLARKSTON

ITEM NO: 6F

CLARKSTON CITY WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: October 31, 2023

SUBJECT: Review/Discuss the Standing Advisory Committee Appointments.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: Yterenickia Bell,
Councilmember
PHONE NUMBER: 404-296-6489

PURPOSE: To review and discuss the Standing Advisory Committee Appointments.

NEED/ IMPACT: N/A.

RECOMMENDATION: N/A.

2023 Revised Standing Advisory Committees

Public Safety and Legal Committee

Chair: Y'Terenickia Bell

Vice-Chair: Awet Eyasu

Members: Jamie Carroll

Transportation and Environment Committee

Chair: Awet Eyasu

Vice-Chair: Laura Hopkins

Members: Susan Hood

Housing and Infrastructure Committee

Chair: Jamie Carroll

Vice-Chair: Susan Hood

Members: Mayor Beverly Burks

Community Development and Civic Innovation Committee

Chair: Debra Johnson

Vice-Chair: Y'Terenickia Bell

Members: Awet Eyasu

Business and Economic Development Committee

Chair: Susan Hood

Vice-Chair: Y'Terenickia Bell

Members: Mayor Beverly Burks

Equity, Inclusion, and Opportunity Committee

Chair: Debra Johnson

Vice-Chair: Laura Hopkins

Members: Mayor Beverly Burks

STANDING ADVISORY COMMITTEES	INTERESTED CITIZENS	NUMBER	ADDRESS	EMAIL
COMMUNITY DEVELOPMENT & CIVIC INNOVATION	DEBBIE GATHMANN			
	AMY MEDFORD			
	SONYA HEARD			
PUBLIC SAFETY AND LEGAL	BRIAN MEDFORD			
	CURTIS JOHNSON			
HOUSING AND INFRASTRUCTURE	AMY MEDFORD			
TRANSPORTAION AND ENVIRONMENT	DEBBIE GATHMANN			
	ADRIA MARSHALL			
EQUITY, INCLUSION, AND OPPORTUNITY	SONYA HEARD			
	ADRIA MARSHALL			
BUSINESS AND ECONOMIC DEVELOPMENT	ADRIA MARSHALL			