



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	1 – Equal Employment Opportunity Plan		
EFFECTIVE DATE:		PAGES:	
REVISION DATE:		DISTRIBUTION:	All Personnel

It is the policy of the Town of Tyrone that all persons seeking employment with and/or employed by the Town shall have equal employment opportunities, regardless of race, religion, creed, color, sex, national origin, age, disability or veteran's status. Further, it is the policy of the Town that equal employment opportunities shall be granted to any and all such persons, aforementioned, by the elimination and avoidance of discrimination which shall include, but not be limited to, the following practices:

- A. Ensure that recruitment, hiring and promotion for all job classifications are done without regard to race, religion, creed, color, sex, national origin, disability, age or veteran's status;
- B. Make employment decisions so as to further the principles of equal employment by imposing only valid job-related requirements;
- C. Ensure that promotion decisions are in accordance with principles of equal employment by imposing only valid job-related requirements for promotional opportunities. Also ensure that all other personnel actions and attributes of employment to which the employee shall be entitled and given, such as compensation, benefits, transfers, layoffs, return from layoff, training, education, tuition assistance, social and recreational programs, will be administered without regard to race, religion, creed, color, sex, national origin, age, disability, or veteran's status;
- D. All supervisors and managers shall take an affirmative leading role in seeking out and removing all traces of discrimination within their respective departments. Management performance in regard to this program will be evaluated, as will performance on other organizational goals;
- E. The overall responsibility for enforcement of this policy will be through the Town Manager's and Police Chief's office. If required, the Human Resources Administrator can be reached by writing to: Human Resources Administrator, 950 Senoia Road,

Tyrone, Georgia 30290 or by calling 770-487-4038; and

- F. All personnel actions will be analyzed regularly to ensure that this policy is followed.



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CHAPTER:	2 – Harassment Free Workplace		
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Policy – The Town of Tyrone is dedicated to a work environment free from all forms of harassment or intimidation. The Town regards harassment seriously and prohibits it in the workplace by any person and in any form.

- A. Harassment Prohibited – Harassment based upon sex, race, color, age, disability, religion, creed, veteran's status or national origin will not be tolerated. Harassment of any sort, e.g., verbal, physical and visual, will not be tolerated.
- B. Consequences – Harassment is a serious offense, and any employee found to have engaged in such conduct is subject to severe disciplinary action up to and including termination. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will all be considered. The Town will not retaliate against any employee who files a charge of harassment.
- C. Sexual Harassment – Specifically, the Town will not tolerate sexual harassment by any of its employees. Employees must avoid any action or conduct that could be perceived as sexual harassment: pervasive atmosphere or sexually stereotyped insults; jokes and innuendoes; or lewd and offensive remarks or behavior. At no time will any condition or any employment decision in any way be based upon consent to sexual relationships, either implicitly or explicitly. The Town will not tolerate any conduct that can reasonably be perceived as creating a hostile, intimidating or offensive working environment. Participation in this behavior may be grounds for immediate termination.
- D. Reporting Procedures – An employee who feels that he or she has been harassed should immediately take the following actions:
 - 1. Politely, but firmly, confront the person who is harassing the employee;

2. State clearly that you do not appreciate these actions and request that the harassment cease immediately;
 3. If the harassment continues and/or if an employee has concerns that employment consequences may result from the confrontation, the employee should report the matter to the employee's immediate supervisor. If circumstances prohibit this response, the employee should report the behavior to the Human Resources Administrator, Town Manager or Police Chief, as appropriate;
 4. State specific details of the harassing behavior and provide details of times, dates places and witnesses of the harassment; and
 5. Employees have the right to circumvent the employee chain of command in selecting the person to whom a complaint of sexual harassment is made.
- E. Training – The Town of Tyrone recognizes the responsibility of the Town to provide opportunities through training to develop skills and abilities for full performance and career advancement of its employees while being employed by the Town.

Periodically, the Town shall provide training to its employees concerning policy and safety issues. All training shall be documented and the Human Resources Administrator shall maintain all documentation.



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CHAPTER:	3 – Recruitment and Employment		
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A. General Employment Policies

1. Minimum Employment Standards – To ensure a productive workforce, only applicants who have obtained a basic education, i.e., a high school diploma or a general equivalency diploma (GED), will be hired by the Town of Tyrone. The Town Manager may grant a waiver or exemption to this requirement.
2. Nepotism – Members of the immediate family (as defined in Definitions) of a current Town of Tyrone employee or a member of an elected official's immediate family shall not be eligible for employment. This includes temporary, part-time and/or seasonal employment.
3. Applications – Applications for employment shall be accepted for any Town position at all times; however only applications for current vacancies will be acknowledged and responded to with results. Applications will be retained for a period not to exceed one year.

4. Hiring Authority

The authority to make hiring decisions for the Town positions is vested in the Town Manager and the Chief of Police, consistent with the organizational structure of the Town.

a. Town Manager Authority

The Town Manager shall serve as the hiring authority for all Town positions, except those within the Police Department. The Town Manager may delegate elements of the recruitment and selection process to department heads or supervisors but retains final authority

for hiring decisions.

b. Chief of Police Authority

The Chief of Police shall serve as the hiring authority for all sworn positions within the Police Department, subject to applicable Town policies, budget authorization, and position control procedures.

c. Compliance with Policies and Budget Authorization

All hiring decisions shall be made in accordance with approved position authorizations, adopted budgets, and applicable personnel policies of the Town.

d. No Creation of Employment Rights

Nothing in this section shall be construed to create a contract of employment or alter the at-will employment status of Town employees.

45. Probationary Period for New Hires – All new employees and employees who are newly promoted within the Town shall serve a six (6) month probationary period beginning on their first day of employment in the position. During this period, supervisors will evaluate the employee's performance, conduct, attendance, and overall ability to meet the requirements of the position.

a. Guidelines

- i. Status During Probation – The probationary period is considered an extension of the hiring or promotional process. Completion of the probationary period does not create an employment contract or guarantee continued employment. All employees of the Town remain at-will.
- ii. Performance Evaluations – Supervisors will provide feedback during the probationary period and conduct a formal evaluation at its conclusion.
- iii. Extension – The Town Manager may extend the probationary period if additional time is necessary to assess performance or conduct, provided the extension does not exceed an additional three (3) months.
- iv. Separation During Probation – The Town may separate employment at any time during the probationary period without cause, and such separation shall not be subject to the Town's grievance or appeal process.

- v. Completion – Employees who successfully complete the probationary period will be notified in writing and will then be considered regular employees, subject to all applicable policies and procedures.

| 56. Promotions – Vacancies in positions above the lowest classification in any category shall be filled as far as practical by the promotion of a qualified employee. Promotions must involve a definite increase in duties and responsibilities and shall not be made for the purpose of affecting an increase in compensation.

| 67. Transfers – If a position is available and both the losing and gaining departments agree, any employee who has successfully completed a probationary period in one department may be transferred to a similar position in a different department.

| 78. Reductions in Grade and Reductions in Force – The Council, in the interest of the Town, may abolish any job or position at any time, which may result in a consequent reduction in grade or reduction in force. When this occurs, affected employees may request reassignment to another open position within the Town for which they are qualified. The decision to grant such requests rests with the Town Manager.



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CHAPTER:	4 – Employment Benefits		
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The purpose of this policy is to inform Town of Tyrone employees about the holidays that are currently observed by the Town, annual leave, sick leave, workers' compensation, COBRA, Family Medical Leave Act (FMLA), bereavement leave, life insurance, leave of absence, military leave, jury duty and other benefits.

A. Holidays

The Town shall observe the following holidays:

New Year's Day	Martin Luther King, Jr.'s Birthday
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day (2 days)	Christmas Day (2 days)

When a scheduled holiday falls on Sunday, the following Monday will be observed. If a scheduled holiday falls on Saturday, the preceding Friday will be observed.

When a holiday falls during the middle of a work week, the Town Council reserves the right to grant additional days off in conjunction with a regularly scheduled holiday.

The Town Council reserves the right to amend, or grant exception to, all stated holiday guidelines when it is in the best interests of the business of the Town.

In addition to the foregoing scheduled holidays, each employee shall be granted one

(1) day of personal leave, known as a floating holiday, to be used on a date of their choice.

In order to receive pay for observed holidays an employee must be in paid status for work on both the day preceding and the day following the observed holiday. The rate of pay for an observed holiday will not exceed 8.5 hours at the normal rate of pay.

Leave for other holidays observed by an employee may be arranged via request for annual leave or personal leave without pay, if submitted to and approved by the appropriate department head.

Any employee who works on a holiday will be paid, not to exceed 8.5 hours of normal rate pay; i.e., normal pay and pay for the holiday.

B. Annual/Vacation Leave

1. The Town of Tyrone provides paid annual/vacation leave for all full-time employees and is further defined in the following table.

Years of Service	Days Earned Per Year	Hours Earned per Pay Period*
< 1 Year – 5 Years	10 days	3.08 / 3.27 hours
6 - 14 Years	15 days	4.62/ 4.90 hours
15 + Years	20 days	6.16 / 6.54 hours

*Note: Based on 26 pay periods per year.

2. Except during the first 6 months of an employee's tenure, annual/vacation leave may be taken as earned and accrued, subject to the prior approval of the department head or supervisor, who will schedule leave to ensure that the operational requirements of the department are being met. Annual or vacation leave taken by a Department Head must be approved by the Town Manager or Police Chief as applicable.
3. The floating holiday equals 8 hours of leave. This holiday cannot be broken into separate requests (i.e., 2 separate 4-hour requests) and must be used for 1 day only. The floating holiday cannot be used during first 6 months of an employee's tenure but will be provided to an employee once 6 months of employment is completed. Employees who resign, separate or are involuntarily dismissed from Town employment shall not be paid for any floating holiday leave that has not been taken.
4. All employees may accrue up to a maximum of 30 days of vacation. Effective July 1, 2012, the limitation on the maximum number of days of vacation will be removed. Instead, there will be a limitation on the number of days of vacation that may be carried over from one year to the next. Effective January

1, 2012, and for every subsequent January 1, no employee may carry over more than ten (10) days of vacation. The Mayor and Council have implemented this delayed effective date to allow all employees to manage their respective vacation banks so that adequate time is available to reduce their respective vacation banks to an appropriate level. All employees who have vacation banks in excess of ten (10) days on December 31, 2011, and every subsequent December 31, will have those vacation banks reduced to ten (10) days on January 1, 2012, and every subsequent January 1, without remuneration.

5. If an employee resigns, is terminated or retires, any annual/vacation leave earned and not taken, will be paid in a lump sum on the final check.
6. Annual or vacation leave will not be extended past the employee's final working day.

C. Sick Leave

1. The Town of Tyrone provides 3.69 hours (or 3.92 hours for police) of sick leave per pay period based on 26 pay periods per year. Paid sick leave each calendar year is available to all full-time employees for periods of temporary absences due to illness or injuries. Sick leave shall not be considered as a right that an employee may use at his/her discretion, but rather a privilege. Sick leave shall be granted only for the following reasons:
 - a. Personal illness or physical incapacity resulting from causes beyond the employee's control;
 - b. Illness of an employee's spouse, child, or parent that requires the employee's personal care and attention;
 - c. Enforced quarantine for the employee in accordance with community health regulations; and
 - d. To keep a personal medical appointment.
2. Limits
 - a. Accrued sick leave may be carried forward. The maximum amount of accrued sick leave is sixty days. Employees with balances in excess of this limit will retain the balance recorded upon adoption of this handbook.

Additional days/hours will not be accrued until the balance falls below the limit of 60 days; and

- b. Sick leave may be taken as necessary but may not be extended or overdrawn beyond the accrued amount at the time of the absence. Claiming sick leave when physically fit shall be grounds for termination.

3. Sick Leave - Resignation and/or Termination - Policy

Employees who resign, separate or are involuntarily dismissed from Town employment shall not be paid for accrued sick leave and shall lose all accrued sick leave credit.

4. Procedure

In order to be granted sick leave with pay, an employee must meet the following conditions:

- a. Notify their immediate supervisor not later than one hour after the beginning of the scheduled workday of the reason for absence; and
- b. If the absence is longer than two workdays due to sickness or illness, the employee must present evidence of a medical examination or nursing visit for said sickness or illness. In the case of bodily injury when the absence is longer than two workdays the employee must present a medical certificate from a licensed physician stating when the employee is able to return to work and is physically able to perform the essential functions of the position.

D. Workers' Compensation - Work-Related Injury or Illness

If you are injured on the job, you have certain rights, benefits and responsibilities. The focus of the Town of Tyrone is to assist employees injured in job-related work in receiving immediate and quality medical care, to administer workers' compensation claims from the initial injury until the closing of the claim, and to safely return lost-time employees to productive employment. As Workers' Compensation laws, rules and regulations change each year, your Human Resources Administrator is available to assist you.

When an employee is injured while on the job, it is the employee's responsibility to report the accident or injury using the following procedures:

- 1. Employees shall immediately report, if physically able, any injury, illness or accident that occurred in the course of employment, however minor, to the supervisor or department head. An employee who was able to, and who fails to make such report may be subject to disciplinary action;
- 2. The supervisor/department head shall, within 24 hours of any accident or injury, complete a "Report of Injury" form and forward copies to the Human

Resources Administrator. The Human Resources Administrator shall be immediately notified of all injuries requiring EMS transportation, back, head or knee injuries and any other serious accident or injury;

3. Employees who are injured while working on a job not associated with Town work, e.g., a secondary employee working for another employer, will not be covered by the Town's Workers' Compensation Plan. The Town's medical insurance plan will not cover the employee's medical expenses in that instance;
4. In all cases of occupational disability, the responsibility of determining character, degree, potential duration, and any corrective measures that may be necessary shall rest with the licensed practicing medical doctor(s) designated by the Town. The designated medical doctor(s) will make periodic examination, progress reports, and recommendations to the Human Resources Administrator and the department head as deemed advisable by the Town Manager or Police Chief as applicable;
5. The employee shall be required to return to work upon the approval of the medical doctor(s) so designated by the Town. The physician(s) so designated shall act as the employee's attending physician. If requested, the injured employee may request another opinion from the list of doctors so posted at his/her workplace. Fees for subsequent changes will be at the employee's expense unless otherwise ordered in accordance with O.C.G.A. § 34-9-101;
6. An employee who is injured on the job, is eligible and receives a weekly benefit via workers' compensation will also receive, from the Town of Tyrone, the difference between their workers' compensation check, additional disability-related insurance and their regular check. This benefit is limited to thirteen (13) weeks (90 days). If the employee's injury requires the employee to be out of work longer than the thirteen-week limit, the injured employee will then be able to use accumulated sick, vacation and/or compensatory time to supplement the workers' compensation payment, up to their regular compensation;
7. All normal deductions; i.e., insurance, taxes, etc. will continue to be deducted from the check received from the Town of Tyrone; and
8. Workers' compensation medical payments are made directly to the physician, medical facility, or medical supply firm.

E. COBRA

COBRA, or the Consolidated Omnibus Budget Reconciliation Act, is a law enacted to provide continuation of group health coverage that otherwise might be terminated. COBRA provides certain former employees, retirees, spouses, former spouses, and

dependent children, the right to temporary continuation of health coverage at group rates.

F. Family and Medical Leave (FMLA)

The Town will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member or veteran with a serious injury or illness) of family and medical leave (referenced to in this policy as "FMLA leave") during a 12-month period to eligible employees.

For all types of FMLA leave other than military caregiver leave, "twelve-month period" means a rolling 12-month period measured backward from the date an employee uses eligible FMLA leave, unless a greater period is required under any applicable state law. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

1. Eligibility

To qualify to take FMLA leave under this policy, the employee must meet all of the following conditions:

- a. The employee must have worked for the Town of Tyrone for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week; and
- b. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave (including vacation and holidays) as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA leave. An exception to the rule against counting leave hours as hours worked exists, however, for employees returning from fulfilling their National Guard or Reserve military obligations. In that situation,

employees will be credited with the hours they would have worked but for the military service.

2. Qualified FMLA Leave

To qualify as FMLA leave under this policy, a leave must be taken for one of the reasons listed below:

- a. The birth of the employee's child and in order to care for that newborn child;
- b. The placement of a child with the employee for adoption or foster care and to care for the newly-placed child. The leave described above must be taken and completed within one year of the birth of the child or placement through adoption or foster care;
- c. The employee will retain their membership in the Town of Tyrone's 457 Plan up to the amount of time allowed by the Plan. The serious health condition (described below) of the employee that prevents the employee from performing one or more essential job functions;
- d. Credit for paid vacation leave cannot be accrued during an approved personal leave of absence. If an employee accepts employment with another employer during a personal leave of absence, their employment with the Town of Tyrone and all their Town benefits will be terminated. Any personal leave of absence is without pay, but the employee must use any available and accrued but unused vacation time and personal days (and, if applicable, paid sick leave) as part of the personal leave to care for a spouse, child, or parent with a serious health condition (described below);
- e. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider or Christian Practitioner;
- f. This policy covers illness of a serious and often long-term nature, usually resulting in recurring or lengthy absences, and the existence of a serious health condition will be determined in conformance with the definition of that term in the U.S. Department of Labor's regulations interpreting the Family and Medical Leave Act. Generally, a health condition that would result in a period of more than three consecutive days of incapacity with a visit to the health care provider within seven days of the onset of the incapacity and either a regimen of continuing

treatment under the supervision of the health care provider or a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Periods of incapacity due to pregnancy or prenatal care are considered to be caused by a serious health condition. Employees with questions about what constitutes a serious health condition under this Family and Medical Leave policy should contact the Human Resources Administrator;

- g. Qualifying exigency leave for employees closely related to a member of a regular component of the Armed Forces who is deployed to a foreign country and for employees closely related to a member of the National Guard or Reserves who is deployed to a foreign country on active duty pursuant to Section 101 (a) (13) (B) of Title 10 of the United States Code;
- h. An employee whose spouse, son, daughter or parent is a member of a regular component of the Armed Forces or the National Guard or the Reserves and who is deployed on active military duty to a foreign country may take up to 12 weeks of leave for qualifying exigencies related to or affected by the family member's service. When the family member belongs to the National Guard Reserve unit of the Armed Forces, the deployment to a foreign country must be pursuant to Section 101 (a) (13) (3) of Title 10 of the United States Code. The qualifying exigency must be one of the following: 1) short-notice deployment; 2) military events and activities; 3) child care and school activities of the service member's child; 4) financial and legal arrangements on behalf of the service member; 5) counseling; 6) rest and recuperation of the service member; 7) post-deployment activities; and 8) additional activities that arise out of active duty or a call to active duty, provided that the employer and employee agree that such additional activities constitute a qualifying exigency and agree on timing and duration of the leave. Qualifying exigencies and the amount of leave available for any particular qualifying exigency will be determined in accordance with regulations adopted by the Secretary of Labor;
- i. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period; and
- j. Military caregiver leave to care for an ill or injured service member or veteran. This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or other relative to whom the employee is the next of kin who is a covered service member with a serious illness or injury incurred in or

aggravated by service in the line of duty on active duty. "Next of kin" is defined as the closest blood relative of the injured or recovering covered service member other than the covered service member's spouse, parents, sons, or daughters. An employee will be considered the next of kin of a covered service member regardless of the nature of the blood relationship if the covered service member has designated the employee in writing as his or her next of kin for purposes of military caregiver leave. A "covered service member" is either: (1) a member of the U.S. Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in or aggravated by service in the line of duty on active duty; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in or aggravated by service in the line of duty on active duty and who was a member of the U.S. Armed Forces (including the National Guard and Reserve units) at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. With respect to veterans, the term "serious injury or illness" shall be interpreted in accordance with regulations issued by the Secretary of Labor.

3. Length of Leave

- a. An eligible employee can take up to 12 weeks for the FMLA leave circumstances (1) through (5) above under this policy during any 12-month period. The Town will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Town will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.
- b. An eligible employee can take up to 26 weeks for the FMLA leave circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Town will measure the 12-month period as a rolling 12-month period measured forward from the first use of military caregiver leave. FMLA leave taken for other FMLA circumstances during that 12-month period will be deducted from the total of 26 weeks available for military caregiver leave.
- c. If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster

care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave for those purposes. If a husband and wife both work for the Town and each wishes to take leave to care for a covered injured or ill service member or veteran (military caregiver leave), the husband and wife may only take a combined total of 26 weeks of leave for that purpose.

4. Employee Status and Benefits during FMLA Leave

While an employee is on FMLA leave, the Town will continue paying its share of the contributions under the group health insurance benefit plans under which the employee is covered at the time of the leave and under the same conditions as if the employee had continued to work. The employee must continue to pay his or her share of the required contributions under these plans to maintain coverage during the leave. A failure to pay the required premiums may result in a lapse in coverage. While an employee is on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make the required contributions for coverage. Contact the Human Resources Administrator to determine the payment options and deadlines for making payments.

If the payment is more than 30 days late, the employee's health insurance coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage or, at the Town's option, pay the employee's share of the premium during FMLA leave and recover these payments from the employee upon the employee's return to work. Upon return from FMLA leave, and regardless of whether the employee allowed the benefits to lapse during the FMLA leave, all benefits elections, coverage, deductions, and contributions will resume and be as they were immediately before the leave (unless there have been intervening changes in the benefits elections or in the applicable amounts of deductions or contributions, in which case the new elections and amounts would apply). Changes in elections may be made only to the extent permitted by the relevant plan or program (for example, a new benefits plan election may be made when the number of dependents changes due to the birth of a child).

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, the continuation of a covered service member's serious health condition, or another circumstance beyond the employee's control, the Town may require the employee to reimburse the Town for its share of the cost for maintaining health benefits.

5. Employee Status after Leave

An employee who takes leave under this policy for his or her own serious health condition may be asked to provide a fitness for duty clearance from the employee's health care provider. This requirement will be included in the employer's response to the FMLA leave request. Generally, an employee who takes FMLA leave will be able to return from the FMLA leave to the same position the employee held before the leave or to a position with equivalent status, pay, benefits and other employment terms. The Town may choose to exempt certain key employees from reinstatement after an FMLA leave and not return them to the same or similar position. Such key employees will be notified as soon as possible after requesting FMLA leave that they will not be restored to employment at the end of the leave.

6. Use of Paid and Unpaid Leave

FMLA leave ordinarily is unpaid leave. If the employee receives wage-replacement benefits from a workers' compensation fund or under a short- or long-term disability benefit program for a portion of the leave, that portion of the FMLA leave is considered paid FMLA leave, even though the employee may not be receiving 100 percent of his or her regular compensation. An employee is required to use any applicable, available paid leave, as described more fully below, during any unpaid portion of an FMLA leave. The use of paid leave during an otherwise unpaid FMLA leave does not extend the amount of FMLA leave that an employee may use. Instead, the paid leave runs concurrently with the FMLA leave and counts against the employee's FMLA leave entitlement. For example, if an eligible employee has two weeks of accrued vacation and takes four weeks of FMLA leave for the adoption of a child, the employee must use the available two weeks of vacation during the first two weeks of the four-week FMLA leave, and all four weeks of the FMLA leave will count against the employee's FMLA leave entitlement for the relevant twelve-month period.

An employee who is taking otherwise unpaid FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid vacation, personal, and, if applicable to the particular leave situation, paid sick leave as part of the FMLA leave.

Disability leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will count against the employee's FMLA leave entitlement. For example, if an employee is approved for six weeks of disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. If the employee is not receiving short- or long-term disability or workers' compensation wage-replacement benefits, the employee will be required to substitute accrued (or earned) paid leave as appropriate during the unpaid leave, with the remainder of the leave, after paid leave is exhausted, being unpaid. An employee who is taking leave for

the birth, adoption, or foster care of a child or for the care of a newborn child must use all accrued or available paid vacation and personal days at the beginning of the otherwise unpaid leave.

An employee who is using FMLA leave for a qualifying exigency for military families must use all paid vacation and personal days at the start of the leave with any remaining part of the leave after paid leave is exhausted being unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation and personal days at the start of the leave with any remaining part of the leave after paid leave is exhausted being unpaid leave.

7. Intermittent Leave or a Reduced Work Schedule

- a. The employee may take FMLA leave in consecutive weeks or, in certain circumstances, may use the leave intermittently (take a day, part of a day, or several days periodically when needed over the year) or to reduce the workweek or workday, resulting in a reduced-hours schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member or veteran) over a 12-month period.
- b. When an employee takes FMLA leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment for the employee or a family member covered by this policy or that is for the care of a newborn child or the placement of a child for adoption or foster care, the Town may temporarily transfer the employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced-schedule leave.

For the birth, adoption, foster care or assumed responsibility of a child, the Town and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hours schedule. Leave for birth adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

- c. If the employee is taking leave for the employee's own serious health condition or because of the serious health condition of an eligible family member, the employee should try to reach an agreement with the Town before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave on an intermittent or reduced-schedule basis is medically necessary.

8. Certification for the Employee's Serious Health Condition

The Town of Tyrone will require medical certification to support an FMLA leave for the employee's serious health condition. The employee must respond to such a request within 15 days of the Town's request for certification or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave or of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Employee's Serious Health Condition which can be obtained from the Human Resources Administrator.

The Town of Tyrone may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator, or management official. The Town will not use the employee's direct supervisor for this contact. Before the Town makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Town will obtain the employee's permission for clarification of individually identifiable health information.

The Town has the right to ask for a second opinion if it has reason to doubt the certification. The Town will pay for the employee to get a certification from a second doctor, which the Town will select. If necessary to resolve a conflict between the original certification and the second opinion, the Town will require the opinion of a third doctor. The Town and the employee will mutually select the third doctor, and the Town will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the Family and Medical Leave Policy pending the second and/or third opinion. The Town may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

9. Certification for a Family Member's Serious Health Condition

The Town will require medical certification for a family member's serious health condition or serious injury or illness. The employee must respond to such a request within 15 days of the request for certification or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave or of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Family Member's Serious Health Condition, which can be obtained from the Human Resources Administrator.

The Town may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, the Human Resources Administrator, or management official. The Town will not use the employee's direct supervisor for this contact.

Before the Town makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Town will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Town of Tyrone has the right to ask for a second opinion if it has reason to doubt the certification. The Town will pay for the employee's family member to get a certification from a second doctor, which the Town will select. If necessary to resolve a conflict between the original certification and the second opinion, the Town will require the opinion of a third doctor. The Town and the employee will mutually select the third doctor, and the Town will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the Family and Medical Leave Policy pending the second and/or third opinion.

The Town may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

10. Certification of Qualifying Exigency for Military Family Leave

The Town of Tyrone will require certification of the qualifying exigency for military family leave, including a copy of the military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status and deployed to a foreign country. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave or of a continuation of leave. This certification will be provided using the Certification of Qualifying Exigency for Military Family Leave which can be obtained from the Human Resources Administrator.

11. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Town of Tyrone will require certification for the serious injury or illness of the covered service member. When the covered service member is a veteran, the Town will require documentation establishing that the veteran was a member of the Armed Forces at any time during the five-year period preceding the veteran's medical treatment, recuperation, or therapy that provides the basis for the employee's leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification or documentation may result in a denial of continuation of leave. The certification of the covered

service member's serious injury or illness will be provided using the Certification for Serious Injury or Illness of Covered Service Member which can be obtained from the Human Resources Administrator.

12. Recertification

The Town of Tyrone may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only in connection with an absence by the employee unless:

- a. Circumstances have changed significantly;
- b. The Town receives information casting doubt on the reason given for the absence; or
- c. The employee seeks an extension of his or her leave. If the employee has presented a medical certification covering a period of more than six months, the Town may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Town may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

13. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their supervisor or the Human Resources Administrator. Within five business days after the employee has notified the supervisor or the Human Resources Administrator of the need for FMLA leave, the Human Resources Administrator will provide the employee with a Notice of Eligibility and Rights & Responsibilities regarding the request.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave as soon as practicable after learning of the need for leave, typically either the same day on which the need for leave becomes known or the next business day.

When the need for FMLA leave is not foreseeable, such as in a medical emergency, the employee must comply with the Town's usual and customary notice and procedural requirements for reporting an absence or absence under unusual circumstances.

Under all of these circumstances, the employee must provide sufficient information to place the Town on notice that the leave may qualify as FMLA leave and must provide the Town with as much information as is known about the expected duration of the absence.

For leaves lasting two weeks or more, at least one week prior to the end of the leave, the employee must notify the supervisor and the Human Resources Administrator if he/she plans to return to work. If an employee fails to return to work, his/her employment will automatically terminate and he/she will be considered to have voluntarily resigned at the end of leave.

The Town of Tyrone may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

14. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources Administrator will complete and provide the employee with a written response to the employee's request for FMLA leave using the appropriate Designation Notice.

G. Bereavement/Funeral Leave

In the event of the death of a covered family member of an employee, the employee shall be entitled to up to three consecutive business days' leave with pay for the purpose of attending the funeral of a family member. Required additional days must be taken as vacation or compensatory time, if available. A family member is defined as a spouse, parent, grandparent, child, grandchild, brother, sister, parents-in-law, brother or sister-in-law, foster parents or a legal guardian of the employee.

H. Medical and Dental Insurance

1. The Town of Tyrone offers paid medical and dental insurance for all full-time employees of the Town.
2. For complete details of the medical plans offered, including dental and vision, see the Human Resources Administrator for options.

I. Disability and Life Insurance

1. The Town of Tyrone offers both short-term and long-term disability insurance. Long-term disability is funded by the Town of Tyrone for all of its eligible employees. In addition, short-term disability is available for eligible employees who would like to purchase this option.
2. For complete details of any of the plans offered, see the Human Resources

Administrator for options, costs, etc.

J. Unpaid Leaves of Absence

1. Employees may receive an unpaid leave of absence for good and sufficient personal reasons, (other than medical or family-related leave provided under FMLA) and provided that no significant disruption to the Town's activities will result. Each case will be considered individually. Requests for a leave of absence must be submitted in writing to the employee's department head and forwarded to the Town Manager or Police Chief as applicable with a recommendation. An employee granted leave without pay will not receive compensation or Town benefits and the employee will not accrue sick leave, holidays or vacation credit while on leave without pay. Employees on leave without pay will be required to make contributions for health, life insurance, and retirement benefits, as required and appropriate. Employees on leave without pay will not lose any employment benefits or seniority accrued before the date on which leave commenced.
2. An unpaid personal leave of absence, if approved, will be granted for a minimum of one (1) week or up to ninety (90) days.
3. Requests for a leave of absence for other than military leave should be made with the full understanding that, while the Town of Tyrone will make every effort to have a comparable position with comparable pay for the employee when returning from leave, the Town cannot guarantee that the same position will be available upon return.
4. Reinstatement of the employee granted leave without pay will be dependent upon an available opening for which the employee is qualified.
5. If the employee does not report to work at the end of the personal leave of absence period, it will be assumed that the employee has voluntarily resigned.

K. Military Leave

1. Employees who become members of the Armed Forces shall be given reemployment and other rights in accordance with Federal and Georgia law.
2. Employees who are members of any reserve component of the Armed Forces of the United States, including members of the Georgia National Guard and Air National Guard who are called to active duty shall be entitled to a leave of absence from their respective duties, without loss of seniority, vacation accrued, or any other rights or benefits to which they are otherwise entitled. This is for periods of military service during which they are engaged in the performance of duty or training in the service of this State, or of the United

States of America. Specific criteria is detailed in 20 CFR, Part 1002; RIN 1293-AA14.

L. Jury Duty

Employees, upon receipt of a summons for jury duty are required to notify their department head as soon as possible. The department head shall notify the Human Resources Administrator and forward a copy of the jury summons to Human Resources.

When an employee is called for jury duty, leave with pay will be authorized to allow the employee to serve. Employees will be paid the difference between their regular pay and jury pay. To facilitate the payment, the employee will be paid regular pay once the jury duty check has been endorsed and turned in to the Town. The employee is not to be paid regular pay in addition to jury pay.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	5 – Standards of Conduct		
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It shall be the policy of the Town of Tyrone to employ responsible individuals that exhibit high-level respect for the rights and property of their fellow employees and that of the Town. All regular full-time and regular part-time employees that have completed their new hire probationary period shall be covered by this policy. This section is established to provide supervisors with a fair and objective guide for determining if an employee's performance of duties or personal conduct is in violation of the Town's Progressive Discipline Policy. Violation of any of these rules/regulations may result in adverse actions against an employee ranging from oral reprimand to immediate discharge:

- A. Habitual tardiness or absenteeism;
- B. Failure to report to work without satisfactory explanation;
- C. Use of offensive or obscene language;
- D. Negligent acts of carelessness when on, or using, Town property, equipment, tools or vehicles;
- E. Theft or unauthorized use of money, property, merchandise or other valuables belonging to the Town or another employee;
- F. Reporting to work under the influence of alcohol or any unlawful controlled substances;
- G. Divulging confidential information or failure to properly record and store Town information including personnel materials, reports and projects, vendor or client documents;

- H. Creating or contributing to unhealthy or unsanitary working conditions;
- I. Gambling, working on personal business or other activities on Town time;
- J. Discriminating, retaliating or otherwise engaging in harassing behavior based on sex, gender, race or religion;
- K. Inadequate or unsatisfactory job performance, failure to follow instruction, unwillingness or inability to carry out established duties or being unfit to participate in job-related activities;
- L. Engaging in political activity while on the clock;
- M. Carrying explosives, weapons or other dangerous items without permission of the Town;
- N. Threatening, coercing or engaging in acts of physical violence or fighting with other employees or citizens;
- O. Engaging in a business enterprise that is in direct competition with the Town;
- P. Falsifying any document, report, voucher, claim, form or information within any official Town record;
- Q. Accepting fees, gifts, or other forms of payment from vendors, clients, businesses or citizens for the performance of official duties assigned by the Town; and
- R. Any violation of local, state or federal law which results in criminal conviction for acts or conduct occurring on or off the job.

Not All-Inclusive Statement – The listed offenses above are not intended to be all-inclusive. Any conduct, listed or not, which in the judgment of the Town Manager and/or Police Chief which would seriously hinder the effectiveness of the Town's activities or an employee's performance of duties, shall be treated as an offense to be dealt with consistent with the provisions within.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	6 – Progressive Discipline		
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A. Methods of Discipline

The Town of Tyrone advocates a progressive system of disciplinary action. Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity. Any subject employee who violates established policies or procedures will face disciplinary action intended to correct or modify recurring patterns of behavior which are considered detrimental to the Town's operations. Such action should be initiated as soon after a violation occurs as is possible. Every effort shall be made on behalf of the Town to execute disciplinary actions in a timely manner while respecting the integrity of the process and all parties involved.

B. Types of Action

The following types of disciplinary action may be taken against employees violating established policies or procedures. These actions are to be taken in the sequence in which they appear below; however, it is recognized that some violations are so severe as to require circumvention of the established order.

1. Reprimands

- a. Oral reprimand – The immediate supervisor will explain to the employee that a problem exists and suggestions on how to remedy the matter will be offered.
- b. Written reprimand – The immediate supervisor will, in a written statement, describe the problem and what is desired to correct it. The written reprimand will include reference to any previous oral reprimands for the same problem and will also include probable consequences should the employee not correct the problem described herein. The written reprimand will be conducted in a private meeting,

and the employee shall be given a copy of the reprimand for his or her file.

2. Adverse Actions

This is an action, or recommendation for action, taken by the employee's supervisor, for cause, that results in a suspension without pay, a disciplinary reduction in salary, a disciplinary demotion, or a dismissal from employment.

- a. Suspension without pay – An employee may be suspended without pay for a violation of accepted policies or procedures governing job performance and/or personal conduct. The suspension without pay shall not exceed thirty working days in one calendar year.

Employees who serve suspensions without pay will not be authorized to make up lost time by working extra hours, overtime or by utilizing any accrued time. A suspension with pay shall not be deemed to be an adverse action.

- b. Disciplinary reduction in salary – An employee's salary may be reduced one salary step for disciplinary purposes. This action does not constitute a demotion in salary grade.
- c. Disciplinary demotion – An employee may be demoted to a lower compensation grade for disciplinary reasons if a lower position is open and if the employee is qualified to perform the work at the lower position. The employee's compensation shall be reduced to a level not to exceed the maximum step in the lesser range. All compensation reductions will be made in accordance with service ratings and other performance evaluations in the personnel file. Exceptions may be made based on circumstances unrelated to the employee's job performance.
- d. Dismissal – An employee may be dismissed from employment for disciplinary reasons when all other corrective actions and alternatives have failed to solve a problem, or when it is necessary to remove the employee from the workplace immediately and/or permanently.

C. Notification and Response to Proposal of Adverse Action for Regular Employees

1. Notification

The employee's immediate supervisor shall meet with the employee when facts have been alleged which, if true, would subject the employee to adverse action by the Town. Should the immediate supervisor determine that adverse action is appropriate based upon available information, all recommendations

will be made to the Town Manager and/or Police Chief in a professional manner. All adverse action decisions, including termination, may only be made by the Town Manager and/or Police Chief after consultation with the Finance/Human Resources Manager and/or the Town Attorney. Disciplinary decisions affecting the Town Manager or Police Chief will be made by the Mayor and Council. If the Town Manager is a contract employee, the terms of the contract will apply.

The employee will be given written notification of the proposed adverse action within two (2) working days of the initial meeting with the employee concerning the actions giving rise to the adverse action. For terminations, recommendations made by supervisors will be forwarded to the Town Manager and/or Police Chief. The notification will contain the following:

- a. The effective date of the action;
- b. The specific charges or reasons for the action;
- c. A statement informing the employee that a response may be made to the supervisor proposing adverse action within two (2) working days after receipt of the Notice of Proposed Adverse Action; and
- d. A warning that a failure to respond to the supervisor proposing the adverse action will result in a waiver of all further appeal rights.

2. Employee Response

The employee, upon receipt of the Notice of the Proposed Action, may respond to the supervisor proposing the adverse action concerning this proposed adverse action, or to the Town Manager/Police Chief for proposed terminations.

3. Notice of Final Action

The supervisor proposing the adverse action, after considering the employee's response, will issue a final decision on the adverse action within two (2) working days of receiving the employee's response, if any, and will inform the employee of the right to appeal the action. If the final action by the Town Manager and/or Police Chief is for termination, the employee will be out-processed immediately, and all pay and benefits will cease. Should the employee appeal the termination and be reinstated, the employee will be granted back pay to the date of termination.

4. Postponement of Deadline

If the employee responds to the supervisor proposing the adverse action, the

employee may request postponement of the deadline for the final notice by a specific number of days to conduct further investigation. If the deadline for the final notice is postponed, the effective date of the final action will be postponed by as many days.



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CHAPTER:	7 – Appeals		
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A. Purpose

An appeal is a formal review of an action or decision made by the employee's supervisor. The purpose of the appeal is to ensure that due process is available to employees. The appeal process is also intended to prevent violation of these policies in unlawful discrimination.

B. Filing

An appealing employee must file an appeal, in writing, with the supervisor who made the final decision of adverse action within three (3) working days after the decision. The appeal will be forwarded to the Town Manager or Police Chief, as appropriate. The appeal shall contain a statement from the employee describing, in detail, the specific event or decision that is being appealed. The Town Manager or Police Chief, as appropriate, shall review the written appeal and will make a decision in all cases, except termination, to amend, reverse, or confirm the decision. In the case of termination, the Mayor and Council will make the final decision concerning the appeal. Appeal hearings involving termination shall be conducted at the next regularly scheduled Council meeting after the receipt of the employee's appeal.

C. Representation

Both the Town and the appealing employee may represent themselves at the appeal hearing. Either may choose to be represented by an attorney. The Town will not pay for the legal representation of the appealing employee.

D. Decision

The decision of the Town Manager or Police Chief will be rendered within two (2) working days for appeals not involving termination. The decision, in the case of

termination, will be rendered within three (3) work days. Any appeal of this final action would be to the Superior Court of Fayette County.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	8 – Grievances		
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- A. It shall be the policy of the Town of Tyrone to provide a procedure for the presentation and for the mutual adjustments of points of misunderstanding or disagreement that arise between employees and their supervisors and/or managers. It is also to assure employees that their problems and complaints will be considered fairly, rapidly, and without reprisal.

- B. A grievance is a misunderstanding, a complaint, a point of view or an opinion pertaining to employment conditions, relationships between an employee and a supervisor and/or manager, or relationships with other employees. Such misunderstandings, complaints, points of view and opinions will be considered a grievance except in cases where they relate to a personnel action arising out of position classification, pay, discipline, demotion, suspension, and dismissal.

- C. The following procedure is provided to govern presentation and adjustment of such disagreements. Its purpose is to determine what is right, rather than who is right. It incorporates a philosophy of management that a free discussion between employees and supervisors will always lead to a better understanding by both, of the many practices, policies, procedures and agreements that affect employees and management.
 - 1. The employee, within five working days of the events giving rise to the alleged grievance, shall notify his/her immediate supervisor/manager, in writing, of the grievance.

 - 2. The immediate supervisor/manager shall respond in writing to the employee, addressing the grievance, within five working days of receipt of the grievance. A copy of the employee grievance and the supervisor or manager's response shall be forwarded to the Human Resources Administrator for placement in the employee's personnel file.

3. If the employee is not satisfied with the supervisor/manager's response, the employee shall have five working days to present the grievance in writing to the Town Manager or Police Chief, whichever is appropriate.
4. The Town Manager, or Police Chief, shall then make a decision and advise the employee in writing of his/her decision, within five working days after receipt of the alleged grievance from the employee. The Town Manager or the Police Chief, as appropriate, shall have the final authority to amend, reverse or confirm the decision of the supervisor or manager; but, in either case, shall notify the employee and the supervisor/manager of a decision within five working days after receipt of the alleged grievance from the employee. Copies of the employee grievance and the Town Manager or Police Chief's response shall be forwarded to the Human Resources Administrator for placement in the employee's personnel file.
5. Documentation concerning the grievance review may be removed from the file and destroyed after one year with the approval of the Human Resources Administrator.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	9 – Drug & Alcohol Policy		
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A. Policy

The purpose of this policy is to establish a drug-free workplace in an effort to ensure a safe environment for all employees of the Town.

The Town of Tyrone is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Town of Tyrone employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or uses alcohol on the job, or comes to work under the influence of, or impaired by alcohol. Therefore, the Town of Tyrone has established the following policy:

1. It is a violation of Town of Tyrone policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job;
2. It is a violation of Town of Tyrone policy for any employee to report to work under the influence of, or while possessing in his or her body, blood or urine containing illegal drugs in any detectable amount;
3. It is a violation of Town of Tyrone policy for any employee to report to work under the influence of or impaired by alcohol;
4. It is a violation of Town of Tyrone policy for any employee to use prescription drugs illegally, i.e., the use of prescription drugs that have not been legally obtained or in a manner or for a purpose other than what was prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications;
5. Violations of this policy are subject to disciplinary action up to and including

termination;

6. It is the responsibility of the Town of Tyrone supervisors to counsel employees whenever changes in performance or behavior suggest an employee may have a drug or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help; and
7. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the Town of Tyrone.

B. General Procedures

An employee reporting to work seemingly impaired and deemed unable to properly perform required duties will not be allowed to work. The employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisors will consult with the employee to determine the cause of the behavior, including whether substance abuse has occurred. If, in the opinion of the supervisors, the employee is considered impaired, the employee will be sent to a medical facility by taxi or other safe transportation alternative and accompanied by the supervisor or another employee. If deemed appropriate by the supervisors, a drug and/or alcohol test will be ordered. Transportation, medical evaluations by a physician and/or testing will be at the Town of Tyrone's expense.

C. Prohibitions

1. Alcohol Prohibitions

This policy prohibits any alcohol misuse that could affect performance of an employee's ability to function, including:

- a. Use while performing any job function for Town of Tyrone; and
- b. Reporting for work or remaining at work with an alcohol concentration of 0.02 or greater. * (see note below).
*Note: An employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, any safety-sensitive function for at least 24 hours. Before an employee returns to work, he/she must undergo a return to duty test with a result showing an alcohol concentration of less than 0.02.

Employees under the age of twenty-one are prohibited from having any detectable amount of alcohol.

2. Drug Prohibitions

This policy prohibits any drug use that could affect employee performance where classified as a safety sensitive position, including the use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform his/her job function.

D. Types of Testing

The following types of testing will be implemented for all safety sensitive positions at the Town of Tyrone as part of the Substance Abuse Policy.

Under all circumstances, when an employee holding a safety sensitive position is directed to provide either a breath or urine sample in accordance with these procedures, he/she must immediately comply as instructed. Refusal will constitute a positive result, and the employee will be immediately removed from their job function and subject to termination.

1. Reasonable Suspicion Testing

The Town of Tyrone has adopted testing practices to identify employees who are under the influence of illegal drugs or who are under the influence of alcohol on the job. It shall be a condition of employment for all employees in safety sensitive positions to submit to substance abuse testing under the following circumstances:

- a. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. Reasonable suspicion is based on a belief that an employee is using or has used drugs or alcohol in violation of the Town of Tyrone policy based upon specific objective and meaningful facts and reasonable inferences from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - i. Observable phenomena while at work such as direct observation of substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse;
 - ii. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - iii. A report of substance abuse provided by a reliable and credible source;

- iv. Information that an employee has caused or contributed to an accident while at work or was directly involved in an accident; or
 - v. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- b. If a supervisor has reasonable suspicion that an employee may be impaired by substances, i.e., drugs or alcohol, the supervisor must promptly detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. The record must be completed within 24 hours of the observed behavior or before the result of the drug test is released, whichever is earlier. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidential and maintained in a file for a minimum of one year.
 - c. The supervisor shall have a second supervisor observe the employee. The supervisors should discuss the situation with the employee to try and ascertain if impairment exists. If the supervisors feel that grounds exist for a reasonable suspicion test, the supervisors should contact the Human Resources office and request a drug and alcohol test.

2. Post-Accident Testing

Post-accident testing is called for when an employee has caused or contributed to an on-the-job accident. Any employee involved in an accident while driving a Town of Tyrone vehicle shall be subject to post-accident testing. The employee shall notify their supervisor immediately following any on-the-job accident. Post-accident testing is defined as drug and alcohol testing.

Employees shall submit to drug and alcohol testing immediately after an accident. An accident is defined as an occurrence involving a motor vehicle, or while using Town property, or an employee acting or failing to act when required to do so which results in:

- a. The death of a person;
- b. Bodily injury to a person that requires immediate medical attention away from the scene of the accident;
- c. Damage to Town property;

- d. Time lost from work because of the accident; or
- e. Damage to one or more motor vehicles as a result of the accident. The driver may not consume alcohol for eight hours following the accident or until tested for drugs/alcohol.

If a driver is seriously injured and cannot provide a specimen for testing, that driver shall authorize the release of hospital reports or other documents that would indicate whether there were controlled substances in the driver's system. Any driver who tests positive for alcohol or a controlled substance under the criteria of this section of the policy shall be subject to discipline, up to and including discharge.

3. Return to Duty/Follow-up Testing

Employees who have tested positive for controlled substances shall not be allowed to return to work or to operate any Town motor vehicle until they have completed a rehabilitation program prescribed by a Substance Abuse Professional and test negative on a return-to-duty drug and alcohol test.

Any employee testing positive for controlled substances shall be given the opportunity to discuss alternative medical explanations for the test results with the Medical Review Officer (MRO) before the test results are reported to the employer. This includes an opportunity for the employee to discuss what prescribed medication the employee is taking that might influence test results.

The Medical Review Officer (MRO) shall notify the tested employee of the results of controlled substance testing conducted under this policy. Employees shall also be advised of the controlled substance identified in any positive test.

Any employee refusing to submit to testing under this section of the policy shall be treated as if the employee has tested positive for a controlled substance.

The Town of Tyrone shall not release individual test results without the employee's written authorization. Drug and alcohol test results shall be kept separate from the employee's personnel records.

4. Actions to be taken Following a Confirmed Positive Test

- a. Any employee of the Town of Tyrone who has a confirmed positive test for illegal drugs not prescribed pursuant to valid medical prescription or otherwise authorized by state or federal law will be subject to disciplinary action up to and including termination.

- b. Employees have a right, at their expense, to request a re-test utilizing the split sample obtained during the original test. If the re-test results in a negative test, the original test will be voided. An employee will not be allowed to submit another specimen for testing.
- c. Within five days after receipt of a confirmed positive drug test from the MRO, the employee's supervisor will restate the test results, in writing to the employee, the fact that he/she tested positive. The employee will also be informed about the consequences of testing positive and the options available to the job applicant or employee.
- d. A job applicant or employee may request a copy of a positive test result.
- e. Any employee of the Town of Tyrone that has a confirmed positive test for alcohol of 0.02 - 0.039 will be subject to disciplinary action, up to and including termination. Employees with an alcohol test result of 0.04 or above will be subject to termination.
- f. Any employee who tests positive for alcohol, (0.02 or higher), will be given a confirmation test for alcohol to verify the initial test results. A 15-minute deprivation period will be observed between the initial alcohol test and the confirmation test. The deprivation period will assure that any residual mouth alcohol has an opportunity to dissipate before the confirmation test is conducted.

E. Policy Certification

The Town of Tyrone drug-free workplace program is certified by the Georgia Workers' Compensation Board in accordance with Title 34, Chapter 9, Article 11 of the Official Code of Georgia Annotated.

F. Statement of Confidentiality

All information received through substance abuse testing is confidential, but may be used or received in evidence, or obtained in discovery, or disclosed in any civil or administrative proceeding when the information is relevant to the Town of Tyrone's defense, e.g., a workers' compensation hearing.

G. Employee Assistance Program

The Town of Tyrone has provided, as a core benefit, an Employee Assistance Program. Confidential counseling is available through the EAP for any employee with a substance abuse problem. If an employee has a substance abuse problem, we encourage confidential discussion of the problem with his/her immediate supervisor and the Human Resources Administrator. The supervisor and Human

Resources Administrator will assist the employee with obtaining professional counseling and/or treatment through the company Employee Assistance Program.

H. Federal Drug-Free Workplace Act of 1988

As a condition of employment, employees must abide by the terms of this policy and must notify the Town of Tyrone in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

I. Employee Substance Abuse Education

Every employee of the Town of Tyrone will receive a minimum of two hours of education per year on substance abuse and its effects on the workplace. Training sessions will be conducted twice per year.

J. Supervisor Substance Abuse Training

Supervisor training is critical to the overall success of the substance abuse program at the Town of Tyrone. The supervisor is the first line of defense in recognizing and dealing with the employee who may be affected by drugs or alcohol. Each supervisor will receive training in recognizing substance abuse problems and making decisions when dealing with such situations. All supervisors receive the same training as employees plus additional recognition training.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	10 – Technology & Internet Policy		
EFFECTIVE DATE:		PAGES:	
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The Town of Tyrone's technical resources – including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail) – enable employees to quickly and efficiently access and exchange information within and without the limits of the Town. When used properly, these resources greatly enhance employee productivity and knowledge. Because these technologies are rapidly changing, it is important to explain how these technologies fit within the Town and within employee responsibilities.

This policy applies to all technical resources owned or leased by the Town, used on or accessed from Town premises, or used on Town business. This policy also applies to all activities using any Town-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from Town premises.

A. Acceptable Uses

The Town's technical resources are provided for the benefit of the Town and its customers, vendors, and suppliers. These resources are provided for use in the pursuit of Town business and are to be reviewed, monitored and used only in that pursuit, except as otherwise provided in this policy.

The e-mail system may be used to send or receive personal messages as long as the use is minimal and does not interfere with the employee's job responsibilities. Note that employees have no right of privacy as to any information or file maintained in or on the Town's property or transmitted or stored through the Town's computer, voice mail or e-mail, or telephone systems.

B. Unacceptable Uses

1. The Town's technical resources shall not be used for personal gain or the

advancement of individual views. Employees are prohibited from expressing negative or detrimental personal opinions concerning the Town on the Internet via any of the Town's technical resources. An employee's use of the Town's technical resources must not interfere with individual productivity, the productivity of any other employee, or the operation of the Town's technical resources.

2. Employees shall not send e-mail or other communication that either masks their identity or indicates that someone else sent them. Employees shall never access any technical resources using another employee's password. Similarly, employees should only access libraries, files, data, programs, and directories that are related to work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Town, or improper use of information obtained by unauthorized means, is prohibited.
3. Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems referencing creed, religion, sex, age, national origin, marital status or sexual preferences must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend on the basis of race, color, disability, veteran's status, or any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web or electronic bulletin board to harass or discriminate is unlawful and strictly prohibited by the Town. Violators will be subject to discipline, up to and including discharge.
4. The Town does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Town reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

C. Access to Information

1. The Town respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of Town-provided technical assets or supplies.
2. The Town's computer, voice mail, e-mail, or telephone systems, and the data stored on them are, and remain at all times, the property of the Town. During the course of employment, while performing or transmitting work on the Town's computer system and/or other technical resources, work may be subject to investigation, search, and review in accordance with this policy.

3. All information, including e-mail messages and files, that are created, sent, or retrieved over the Town's technical resources, is the property of the Town, and should not be considered private or confidential. Any electronically stored information that is created, sent to, or received from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Town. Employees should also be aware that, even when a file or message is erased or a visit to an Internet or web site is closed it is still possible to re-create the message or locate the web site. The Town reserves the right to monitor the use of its technical resources at any time. All information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

D. Security of Information

Passwords assigned to access computers, voice mail, and e-mail systems are Town property and are to be accessible at all times by the Town, and are subject to inspection by the Town with or without notice. The Town may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. All passwords must be made available to the Town Manager or Chief of Police upon request. Passwords should not be provided to other employees or to anyone outside the Town except repair technicians when required to repair or reconfigure equipment.

E. The Town's Software Policy

Employees are prohibited from installing any software on any Town technical resource that does not assist with the business of the Town other than the required upgrading of existing, installed software.

Federal and state laws protect computer software from unauthorized copying and use. Unauthorized copying or use of computer software exposes the Town and the individual employee to substantial fines and expenses and the individual employee to imprisonment. Therefore, employees may not load personal software onto the Town's computer system and may not copy, for personal use, any software obtained from the Town.

F. Employee Responsibilities

Each employee is responsible for the content of all text, audio, or images that they place or send over the Town's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the Town may advise appropriate legal officials of any violations of this policy or any misuse of computers, voice mail, e-mail, the Internet, or other electronic and/or computer systems.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	11 – Social Media Policy		
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REVISION DATE:	10/17/2024	DISTRIBUTION:	All Personnel

A. PURPOSE

The purpose of this policy is to provide Town of Tyrone employees with guidance on the use of social media.

B. POLICY

It is the policy of the Town of Tyrone to utilize various social media platforms for the primary purpose of disseminating important information to the public. The Town's official website (www.tyronega.gov) shall serve as its primary, official internet presence and source of public information and the Town reserves the right to discontinue its use of any social media site(s) at any time at the discretion of the Town Manager.

C. SOCIAL MEDIA USE GENERALLY

1. The Town and its various departments may establish social media accounts for the purpose of sharing information with the public. Any department wishing to establish a new social media presence after the effective date of this policy shall obtain authorization from the Town Manager.

Information shared on the Town's social media accounts includes, but is not limited to:

- a. General Information about the Town and its operations;
- b. Town Event and Meeting Reminders;
- c. Town Job Openings;

- d. Road Closures or Traffic Delays; and
 - e. Matters of Public Safety.
- 2. The Town Manager, or a designee, shall be provided with administrator access to all social media accounts created by the Town and its departments.
 - 3. Authorized users of the Town's social media accounts shall be its department heads by default. Any department head wishing to have other employees manage their department's social media accounts shall obtain authorization from the Town Manager. All authorized users shall be trained on this policy.
 - 4. The following statement shall be posted on the Town's social media sites either directly or via hyperlink to the statement on the Town's website (www.tyronega.gov/socialmediapolicy):

"The intended purpose of this page is to serve as a mechanism for communication between the Town of Tyrone and members of the public. However, this page is not the primary method of communication with the Town, and any notices or requests for Town services must be made via official communication methods identified on the Town's website, or by traditional methods of notification recognized by the Town, and no comments or posts on this page will be construed as providing notice to the Town of any claim, deficiency, dangerous condition, request, or otherwise.

Any comments or other content posted or submitted to this page for posting, as well as personal identifying information for the page's users and visitors, and its list of fans, may be public records subject to disclosure pursuant to Georgia Open Records Laws."

- 5. In addition to the above statement, each social media sites' primary page shall also contain contact information for the Town and a hyperlink to the Town website providing addresses, names, phone numbers, and email addresses of applicable department listings or Town staff and methods of making official requests for maintenance or services and notice of the condition of Town property or other similar requests.
- 6. When allowed by the social media platform, an auto responder shall be set up to reply with the following message whenever the public sends a direct or private message to the Town:

"Thank you for reaching out to us. Please note that this account is not monitored 24/7, so our response may be delayed.

The best way to communicate with us and ensure a quick response is via phone and email. Please call (Provide page admin's direct line) or email your

inquiries to (Page admin's email)."

7. Content published on the Town's social media accounts shall be informative in nature and is subject to oversight by the Town Manager or a designee. When in doubt, authorized social media page administrators should discuss post ideas with the Town Manager before sharing publicly.
8. The Town's social media pages shall not be used to "follow" businesses, individuals, or charitable organizations nor will the Town's pages be used to participate in online groups that are not created or endorsed by the Town. However, the Town's social media pages may be used to follow other local governments and civic organizations.
9. Employees representing the Town on its social media sites shall conduct themselves at all times as a professional representative of the Town and in accordance with all Town policies.
10. When preparing content for social media, authorized employees shall take care to ensure that the post is factual, written in a clear and concise manner, and that correct spelling and grammar are used.
11. No communications made with the Town through any of its social media sites shall be deemed to constitute public comment or legal notice to the Town or any of its agencies, officers, employees, agents, or representatives where notice to the Town is required by any Federal, State, or local law, rule, or regulation. Any such comment or notice shall be submitted to the Town as ordinarily prescribed, and not through Town social media sites.

D. CONTENT GUIDELINES

1. The content of Town social media sites should only pertain to Town-sponsored or Town-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
2. Content posted to the Town's social media sites must contain hyperlinks directing users back to the Town's official website for in-depth information, forms, documents or online services necessary to conduct business with the Town of Tyrone whenever possible.
3. The Town shall have full permission or rights to any content posted on its social media accounts, including photographs and videos.
4. Any employee authorized to post content on the Town's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

5. Employees authorized to post content on any of the Town's social media sites shall not express their own personal views or concerns through such postings. Instead, postings on any of the Town's social media sites by an authorized Town employee shall only reflect the views of the Town.
6. Postings must contain information that is freely available to the public and must not be confidential as defined by any Town policy or state or federal law.
7. Postings may not contain any personal information, except for the names of employees whose job duties include being available for contact by the public.

E. SOCIAL MEDIA ENGAGEMENT

1. The sole purpose of the Town's use of social media presence is to share information with the public. At times, when a post generates comments from the public, two-way communication may be necessary. However, Town employees tasked with operating its social media pages are not expected to engage in online arguments or lengthy exchanges.
2. When responding to comments on the Town's social media pages, authorized employees shall only provide facts and figures and should refrain from lengthy exchanges whenever possible. This is especially true when the exchange is becoming argumentative. In these cases, employees are authorized to disengage and/or direct the citizen to the Town Manager or Police Chief (via phone or email), as appropriate, for further discussion.

In most cases, responses to comments should be in the form of a direct/private message.

3. The Town does not monitor or engage in discourse on social media pages or groups that are not owned or operated by the Town and employees shall not engage directly with anyone on such pages or groups for any reason when representing the Town. Members of the public who utilize these pages or groups and have grievances with the Town, wish to report issues, or otherwise desire to engage with the Town must utilize direct methods of communication such as phone, email, or in-person meetings.
4. If the Town is made aware of a post on a third-party social media page that presents erroneous or potentially damaging information about the Town, the Town Manager will determine whether a clarifying response is necessary. In all cases, such responses shall be posted on the Town's social media pages rather than the third-party page from which the erroneous information originated. It is often appropriate, within the professional judgment of the Town Manager, to allow public commentary to take its course without Town intervention.

5. Blocking individuals from accessing or commenting on the Town's social media pages is prohibited.
6. Comments from the public on the Town's social media pages may only be moderated/removed in limited circumstances. Those circumstances include comments that contain:
 - a. Profane or abusive language or threats;
 - b. Content that promotes discrimination of any kind;
 - c. Sexual material;
 - d. Commercial solicitations/advertisements;
 - e. Information that compromises public safety or endorses illegal behavior;
 - f. HIPPA-protected information; or
 - g. Copyrighted material.

When removing such material, the page administrator shall document (screenshot) the comment and then note the reason for removal. This documentation should be in the form of an email to the Town Manager with the screenshot attached.

F. EMPLOYEE'S PERSONAL USE OF SOCIAL MEDIA (GLECP 1.20)

1. Precautions and Prohibitions

Barring state law or binding employment contracts to the contrary, Town employees shall abide by the following when using social media.

- a. Town personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Town.
- b. As public employees, Town personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and responsibilities—may not be protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Town. Town

personnel should assume that their speech and related activity on social media sites will reflect upon their office and the Town.

- c. Town personnel shall not post, transmit, or otherwise disseminate any information to which they have access due to their employment without written permission from the Town Manager or Chief of Police or a designee. This includes any materials, photos/images, recordings, etc. that are owned or produced by the Town or any of its departments.
- d. When using social media, personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Town's code of conduct is required in the personal use of social media. In particular, personnel are prohibited from the following:
 - i. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals; and
 - ii. Speech involving themselves or other personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- e. Town personnel thus sanctioned are subject to discipline up to and including termination.
- f. Town personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Town or its departments without express authorization.
- g. Town personnel should be aware that they may be subject to civil litigation for:
 - i. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - ii. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - iii. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

- iv. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- h. Town personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- i. Town personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Town at any time without prior notice.
- j. Reporting violations — Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

G. PROVISIONS PERTAINING TO POLICE PERSONNEL (GLECP 1.20)

- 1. Police personnel representing the Town via social media outlets shall not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
- 2. Potential Law Enforcement Uses
 - a. Social media is a valuable investigative tool when seeking evidence or information about:
 - i. missing persons;
 - ii. wanted persons;
 - iii. gang participation;
 - iv. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
 - v. photos or videos of a crime posted by a participant or observer.
 - b. Social media can be used for community outreach and engagement by:

- i. providing crime prevention tips;
- ii. offering online-reporting opportunities;
- iii. sharing crime maps and data; and
- iv. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).

3. Safety and Security

For safety and security reasons, Town personnel are cautioned not to disclose their employment with the Town, nor shall they post information pertaining to any other employee of the Town without their permission.

As such, Town personnel are cautioned not to do the following:

- a. Display department logos, uniforms, or similar identifying items on personal web pages; and
- b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as an employee of the Town. Town Police Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

This policy update was approved by the Town Council on October 17, 2024.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	12 – Classification & Compensation		
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The purpose of this policy is to define the Town of Tyrone's Position Classification Plan and Compensation Plan. The Classification Plan provides a complete listing of all positions in the Town with an accurate description and a listing of job requirements for each class of employment. The Compensation Plan reflects the minimum and maximum rates of pay and intermediate steps for each existing pay grade as periodically adopted by the Mayor and Council.

A. Composition of the Position Classification Plan

1. The Position Classification Plan designates classes of positions within the Town of Tyrone and includes the titles and salary ranges for each classified position. This plan is used as a guide for recruiting and examining potential employees and to help in determining salaries to be paid for tasks performed.
2. The maintenance of these positions is the responsibility of the Town's Human Resources Administrator. Any changes to these position classifications or any additions or removal of any classification will be forwarded from the Human Resources Administrator, through the Town Manager, for forwarding to the Mayor and Council for approval.
3. Detailed position descriptions that include "reports to", "position summary", "position duties", "desirable qualifications" and "knowledge, skills & abilities", etc. will be maintained by the Human Resources Administrator. As duties for positions are changed, the Human Resources Administrator, in conjunction with the appropriate department head will make the changes necessary to reflect accurate duties for those positions and forward same to the Mayor and Council, through the Town Manager.
4. Any employee who considers his/her position improperly classified shall

submit a request for reclassification to his/her supervisor who will forward the request to the Human Resources Administrator for a recommendation. This, in turn, will be submitted to the Town Manager and/or Police Chief. If favorably considered, the request will be forwarded to the Mayor and Council for consideration.

B. Compensation Plan

1. The Compensation Plan consists of minimum and maximum rates of pay, including intermediate steps in each pay grade. This plan is as submitted by the Human Resources Administrator and reviewed by the Town Manager and/or Police Chief and as adopted by the Mayor and Council.
2. The Compensation Plan is intended to provide fair compensation for all positions in the Classification Plan. The Compensation Plan considers general rates of pay for similar employment in both the private sector and public jurisdictions in the area. It also considers the relative cost of labor, the financial condition of the Town and other factors that are considered pertinent when the Compensation Plan is adopted. The Human Resources Administrator is tasked with making periodic comparative studies of all factors affecting the level of salary ranges and will forward these recommendations.
3. Salary ranges are intended to allow flexibility in recognizing individual differences and to provide an incentive to the employee to continue providing satisfactory or exemplary service. The hiring manager must submit, in writing, to the Human Resources Administrator, justification for the higher rate. Upon a positive recommendation by the Human Resources Administrator, the recommendation will be forwarded to the Town Manager or Police Chief for consideration and approval, if warranted.
4. Merit raises are not automatic but may be granted after the first six months of employment with a written recommendation by the employee's supervisor and department head. Requests are to be forwarded through the Human Resources Administrator and to the Town Manager or Police Chief, as applicable for approval. Consideration of subsequent pay changes will be in conjunction with the completion of an annual performance review with recommendations by the supervisor, or department head, if applicable, forwarding through the Human Resources Administrator for approval by the Town Manager or Police Chief, as applicable.
5. Pay increases, other than Cost-of-Living Allowance (COLA) increases, are to be granted only in recognition of superior or outstanding job performance. Written recommendations from the immediate supervisor, with subsequent recommendations from the department head (if applicable), and with final approval by the Town Manager, or Police Chief, as applicable, are required. Funds availability is required to effect either a COLA increase or a merit pay

increase.

6. When an employee is promoted to a position in a higher pay grade, the employee's pay shall be advanced only to the next step rate in the new pay range which would provide at least the equivalent of the next increase in the range from which the employee was promoted. Subsequent merit raises will be considered upon completion of a Performance Review on the employee's one-year anniversary date, which is the date of the change in status.
7. When an employee is demoted, for reasons other than disciplinary, to a position for which the employee is qualified, the employee's salary shall be set in the lower pay range that provides the smallest decrease in pay. Merit pay considerations will be considered upon completion of a Performance Review at the employee's next anniversary date, which is the date of the change in status. If the employee is not recommended for a raise, further steps, i.e., another demotion or dismissal will be considered. The employee's evaluation date will reflect the actual date of demotion in lieu of actual hire date.
8. If the demotion is the result of disciplinary action, the new pay rate can be set at any step in the lower pay range that is not lower than the new salary range minimum rate. The next consideration of a pay change will be at the end of a one-year period coupled with a superior or outstanding performance review. If the employee is not recommended for a merit raise at this performance review, further steps, i.e., another demotion or dismissal will be considered. The employee's evaluation date will reflect the actual date of demotion.

C. Performance Evaluations

A formal system of performance appraisal is used to evaluate the quality of work performed by each employee. Upon the completion of a performance evaluation, each employee will be given the opportunity to discuss the completed performance evaluation. It is the supervisor's responsibility to assure that the reports are completed on time, i.e., the anniversary date of the change in status. A performance evaluation will be prepared at the completion of the employee's probationary period. This includes all regular appointments, including any promotion or demotion dates. A performance evaluation will be prepared each year thereafter, i.e., after the probationary period report, each subsequent evaluation will be prepared to arrive in the employee's personnel file in the Human Resources Administrator's office prior to the employee's anniversary date.

D. Remuneration – Full Time Employees – Exempt

1. Certain positions within the Town of Tyrone that meet the criteria of the Fair Labor Standards Act (FLSA) have been categorized as exempt. Position Descriptions indicate whether the job is an exempt or non-exempt position.

2. Although exempt persons in these positions are expected to work a standard work week, i.e., 40 hours.
3. It is recognized that situations exist or may occur that require extensive additional time to manage an occurrence, such as storms, fires, civil disturbances, etc. Therefore, if an exempt employee is required to work in excess of 12 hours in any 24 hours period, he/she will be compensated for these additional hours at a straight per/hour rate of pay, computed in quarter hour increments.

E. Remuneration – Full Time Employees – Non-exempt

1. The Fair Labor Standards Act (FLSA) requires that all non-exempt, full-time, employees are to be paid overtime pay at no less than time and one-half for all hours worked in excess of a standard workweek. The standard workweek for all full-time Town employees, except police, is a 40-hour week. The Town of Tyrone has determined that police officers, due to the possibility of being tasked with situations during their meal hour, will be paid for one-half of their meal hour as a real time allowance. This would bring police officers standard time to 85 hours in a 14-day period.
2. All regular and overtime pay, and compensatory time will be earned in quarter hour increments.
3. Any non-exempt employee, called out to work during regularly scheduled off time, will be paid a minimum of two hours pay.
4. Non-exempt employees actually performing work in excess of their standard work period (i.e., 40 hours for other than police; 85 hours for police) will have the option of requesting compensatory time in lieu of overtime pay. A standard work period for other than police officers is seven consecutive days, from Sunday through Saturday. A standard work period for police officers is fourteen (14) consecutive days. [Does the 14-day period begin on Sunday as well?]
5. If an employee used banked hours, i.e., holiday, vacation, sick or comp time during the work period, and then works any additional unscheduled hours during the remainder of the work period, the additional hours worked will be paid at straight time until the employee has actually worked the normally assigned work hours during the period.
6. Compensatory time is credited at the rate of one and one-half hours for each hour of overtime worked. At no time shall a non-exempt employee's comp time bank exceed 32 hours. Any overtime hours worked that would cause compensatory time to exceed the 32 hours maximum will be paid. All

overtime must be approved by an appropriate supervisor.

7. A non-exempt employee will be permitted to use compensatory time after making the request to his/her supervisor or department head if doing so does not unduly disrupt the operations of the Town.
8. At the time of termination an employee of Tyrone will be paid for any compensatory time recorded at the final regular rate of pay.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	13 – General Policies		
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- A. Hours of Work. The Town Manager and the Police Chief respectively, with the consent of Council, shall establish hours of work per week for each position in the Town. These hours will be determined by the level of service required and by the reasonable needs of the public who may need to conduct business with the various departments.
- B. Attendance. Attendance at work is an essential function of all positions within the Town and each employee is expected to arrive on time. All non-exempt employees shall keep daily attendance records. The department head shall compile these records, and attendance shall be reported to the Human Resources Administrator in time to post each bi-weekly pay record.
- C. Dress Code. The Town of Tyrone is interested in creating and maintaining an efficient, safe, and comfortable workplace and presenting a positive, professional image to the community. Town employees are often the first people the public will encounter when visiting the Town of Tyrone. Employee dress, appearance and demeanor are an integral part of the Town image. To promote Town interests, a Dress Code and Personal Appearance Policy is hereby established. The policy sets forth minimum standards for dress and grooming and stresses employee responsibility for upholding these standards.
 1. General requirements. Except as otherwise provided, Town employees shall wear business attire during regular business hours. The following requirements for clothing, dress and hygiene shall be enforced while employees are on duty, Monday through Friday:
 - a. Garments shall cover the waist, shoulders, back, torso and chest in all circumstances;

- b. Clothing shall fully cover undergarments at all times;
 - c. Shirts and tops shall be long enough to cover the midriff when sitting or standing;
 - d. Shirts shall be buttoned high enough to cover the chest and the back, neither of which shall be exposed;
 - e. Sleeveless shirts must cover the entire width of the shoulders;
 - f. All clothing shall be in good repair;
 - g. Skirts, kilts, or dresses shall have a length that extends to the fingertip of the employee, when he/she is standing. Any slits in these articles shall extend no more than two inches above the hem of the article, when the employee is standing;
 - h. Clothing shall fit appropriately, being neither excessively tight nor loose;
 - i. All clothing and foot-wear shall be clean and in good repair. Each article shall be free from damage including, but not limited to, stains, frayed edges, holes, rips, tears and splatters;
 - j. Jewelry worn in a body piercing shall be visible only in the ears;
 - k. Regular, personal hygiene shall be maintained;
 - l. Denim of any kind may be worn only on Friday; and
 - m. Dress shoes shall be worn.
2. Unacceptable Attire – The following articles shall not be worn while an employee is on duty:
- a. Backless and/or strapless shirts and/or dresses;
 - b. Tank tops/muscle shirts;
 - c. Midriff and/or crop length tops;
 - d. Transparent or mesh clothing;
 - e. Jewelry in any body piercing, except the ear;
 - f. Jewelry, including that worn in any body piercing, that is disruptive,

offensive, dangerous or interferes with the performance or the wearer's duties;

- g. Spandex, lycra, or similar form-fitting attire;
- h. Flip-flops, thongs, or similar footwear;
- i. Plain or pocket t-shirts, including logo t-shirts;
- j. Athletic attire;
- k. Cut-offs or shorts of any kind;
- l. Any article that is cut-off, frayed, ripped, stained or paint-spattered including, but not limited to, shoes, shirts, pants, and jackets;
- m. Exposed undergarments; and
- n. Denim shirts, jackets, or pants, except on casual Fridays.

3. Exceptions: The following exceptions shall apply:

- a. Those employees working in departments or areas with specialized dress or uniform shall be governed by the policy and uniform of their respective departments. This shall include POST-certified Police employees and Town employees having duties outside of a general office environment. These employees will be governed by the alternative dress policies prescribed by their immediate supervisors;
- b. Casual Friday: Casual business attire may be worn on Friday of each work week. On these days, denim and casual footwear may be worn. However, all articles worn on casual Friday must remain in conformance with the requirements of Part 1 of the Dress Code and the exclusions of Part 2 of the Dress Code. However, Part 1(m) pertaining to footwear shall not apply.
- c. Employees may request individual exemption and accommodation from the Dress Code for personal reasons. These may include, but are not limited to, race, religion, gender, and physical/mental condition/disability. Such requests will be made to the employee's department head and considered on a case-by-case basis.
- d. Town employees shall dress within the bounds of good taste, while outside the requirements of this Dress Code when attending an event after normal work hours, but as a representative of the Town of Tyrone. These events include, but are not limited to, retreat events,

conferences, and Town-sponsored festivals and celebrations.

- D. Confidentiality. Upon employment with the Town of Tyrone and as a condition of continuing employment the Town requires that all employees, including temporary employees agree to protect any private undisclosed affairs of the Town. In addition, unauthorized disclosure of personal or medical information of an employee may lead to discipline up to and including termination.
- E. Smoke-Free Environment All Town-owned and/or -occupied buildings are designated smoke-free environments.
- F. Pecuniary Interests. No officer or employee of the Town shall receive preference in the profits of any contract, service or other work performed by the Town.
- G. Gifts. No employee of the Town of Tyrone shall accept any valuable gift, i.e., more than \$25.00, whether in the form of service, loan, thing or promise, from any person, firm, or corporation.
- H. Political Activities. Every employee of the Town of Tyrone may join or affiliate with civic organizations of a partisan or political nature, attend political meetings, and advocate and support the principles and policies of civic or political organizations in accordance with Federal, State and local laws. However, no employee shall:
 - 1. Engage in any political activity while at work during working hours;
 - 2. Be required to contribute to, solicit for, or act as a custodian of funds for political purposes;
 - 3. Coerce or compel contributions by any other employee of Tyrone for political purposes;
 - 4. Use any Tyrone supplies, materials or equipment for political purposes or to aid a political candidate, party or cause; or
 - 5. Wear clothing identifying his/her affiliation with the Town of Tyrone for political purposes or to aid a political candidate, party or cause during normal business hours or any events sponsored by the Town.

Any violations of the provisions of this section shall be deemed improper conduct, and such employee(s) shall be subject to disciplinary action.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	14 – Travel Policy		
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A. PURPOSE

The purpose of this policy is to establish rules and regulations pertaining to approved, business-related travel by Town employees.

B. POLICY

It is the policy of the Town of Tyrone to authorize and cover the costs associated with necessary travel while conducting official Town business and attending training. The policies and procedures contained herein govern authorized travel for Town business, allowable modes of travel, and allowable expenses while on official Town business. Reporting requirements are included.

This policy assures that the Town of Tyrone and its business-related travelers, are in compliance with the above regulations; it enables the Town to protect its reputation and municipal status by avoiding excessive or inappropriate spending; and it provides the Town Council with the ability to control the approved budget through oversight of expenditures.

C. PROCEDURES

1. The key requirements for authorized travel and business-related expenses under the Town's plan include:
 - a. Business Connection - All travel must have an unquestionable and direct connection to Town business and includes meetings and

employee training; and

b. Substantiation - Records must substantiate the:

- i. amount;
- ii. time and date;
- iii. places; and
- iv. business purpose(s).

- 2. It is the responsibility of those travelling to adhere to the requirements of this policy. Any deviation from the policies set forth will require prior approval of the Town Manager.
- 3. Employees and Town Officials have the responsibility to use discretion and seek economical lodging, transportation, and meals when traveling on Town business. State contracts for lodging and auto rentals should be checked for cost/availability when these services are required when traveling in-state. When traveling for a training conference, employees and Town officials have express authorization to reserve a room at the conference hotel when applicable. The cost must be within the approved budget for the conference.
- 4. For purposes of this policy, business expenses must be for a valid business purpose that is necessary and reasonable to conduct Town business. A specific business purpose must be documented for all expenditures for which approval is requested. The business purpose of an expense may be obvious to the traveler, but it is not always obvious to a third party. The employee or Town official is expected to obtain original, itemized receipts for all expenses. An original receipt may take many forms (e.g., cash register receipt, copy of an order form, web receipt or confirmation). A receipt must identify:
 - a. The date of purchase;
 - b. The vendor name;
 - c. Itemized list and unit price of the purchased items; and
 - d. The total amount.
- 5. Employees and Town officials are expected to obtain proof of payment for all expenses related to their travel. Proof of payment may take many forms but

must demonstrate that payment was tendered and must identify the means by which payment was tendered. This information is usually included on the original receipt. Examples may include cash tendered, amount paid and a zero-balance due. The proof may include information about a credit/debit card payment, e.g., card type, last four digits of card and/or signature.

6. Travel Authorization

Any employee who will be traveling on Town business must complete a "Travel Request" form. This form must be forwarded through the employee's department head and to the Town Manager or Chief of Police for approval. The Town Manager's or the Chief of Police's approval is required before any expenses in connection with the request are incurred by the employee.

Elected and appointed Town Officials are not required to obtain approval for business-related travel.

7. Paying for Travel

The preferred method of payment for authorized travel expenses is a Town credit card. If the employee or Town official does not have an assigned Town credit card, he or she must check out the Town's expense card, if available, from the Finance Manager.

In cases where it is not possible for an employee to utilize a Town credit card, their authorized travel will be reimbursed by the Town. Prior to being reimbursed, the employee must submit a travel expense report along with all associated receipts.

8. Travel With Guests

Employees and Town officials are authorized to take guests, such as immediate family members, while traveling on Town business such as training conferences. However, the Town will cover only those expenses incurred by the employee or Town official.

9. Considerations

The factors used to determine the mode of travel to be utilized should include, but not be limited to, the following considerations:

- a. Comparative costs of all authorized modes of travel;
- b. Number of employees and volunteers traveling to the same destination;
- c. Duration of trip;
- d. Driving distance/time/safety; and
- e. Availability of Town vehicle (Will the vehicle be needed in the Town if the vehicle is being used for an extended, planned trip?).

10. Modes of travel

It is anticipated that, with a few exceptions, the most economical mode of travel for the Town will be selected. The following modes of travel are authorized for use when on official business. The modes of travel to be utilized shall have the approval of either the Chief of Police or the Town Manager.

- a. Town Vehicles
 - i. When practical, employees and Town officials travelling on official business shall utilize Town vehicles.
 - ii. The following rules apply to the use of Town vehicles:
 - (a). Travel should not normally exceed one (1) day's safe driving time.
 - (b). Town vehicles shall not be used by employees or Town officials when travelling with a guest. In these cases, the employee or Town official shall use a personal vehicle and will be reimbursed at one half the U.S. General Services Administration (GSA) mileage rate.
- b. Personal Vehicles; reimbursement for mileage
 - i. The Town will reimburse personal vehicle travel costs based on point-to-point mileage.
 - ii. The Chief of Police and the Town Manager may approve use of a personal vehicle for travel on official business, under the following circumstances:

- (a). A Town vehicle is not available; or
 - (b). The employee desires the accompaniment of a family member, or the employee is taking vacation in conjunction with official travel.
- iii. Employees and Town officials shall keep a record (e.g., spreadsheet, notebook or ledger; AAA trip tic or Map Quest printout) of their use of their private vehicle for Town business travel. The written record shall include:
 - (a). The dates and points (Address, Town, State) of departure and arrival;
 - (b). Business purpose of trip;
 - (c). Total business mileage; and
 - (d). Calculation of reimbursement (total mileage times mileage reimbursement rate).
- iv. Employees will be reimbursed for mileage as calculated from the workplace to the travel destination and back.
- v. The per mile reimbursement amount will be based upon the current Standard Federal Mileage Rates.
- vi. Employees are NOT entitled to mileage reimbursement for:
 - (a). Travel between their place of residence and their official headquarters; or
 - (b). Personal mileage incurred while on travel status.

c. Airlines

Employees should use airline travel when:

- i. Travel exceeds more than (5) five hours safe driving time; and
- ii. It is more cost-effective to use air travel than another mode of travel.

Travel from departure point to and from the airport will be

reimbursable.

11. Meal Expenses; overview

The Town will not reimburse employees and Town officials for any meals that are provided as part of a conference, seminar or training.

12. Meal expenses with no overnight stay

- a. The Town will provide employees and Town officials with a meal allowance when attending meetings, seminars, training sessions, etc., outside of Fayette County, with no overnight stay, when a meal is not provided at the meeting or seminar, training session, etc., at one of two rates:
 - i. The U.S. General Services Administration (GSA) per diem (per meal) rate, or
 - ii. The actual cost of the meal, including tax and tip. An itemized meal receipt (not the credit card receipt) is required.
- b. Allowances provided to employees or Town officials for meals in the course of hosting a gathering or meeting that may be excludable if the expenses are ordinary and necessary.
- c. The Town will cover an employee's or Town official's meals purchased in association with Town business meetings either within or outside Fayette County, if the substantial purpose of the combined business and meal is to conduct Town business.
- d. The Town will cover an employee's or Town official's meal expenses related to attendance or participation in certain organizations if attendance/participation is related to Town business. Examples include chambers of commerce or professional associations. These reimbursements are not considered taxable benefits and therefore not subject to withholding taxes. Receipts are required for reimbursement. No reimbursement will be made for alcohol purchases.

13. Meal expenses with an overnight stay

- a. The Town will provide an allowance for actual meals purchased at conferences, seminars, training, etc., up to the current U.S. General Services Administration (GSA) per diem rate as indicated on its [website](#). Receipts are necessary for meal reimbursements since the Town will only reimburse meals with overnight stays at the actual cost of the meal up to the GSA per diem rates.

- b. If no meals are included as part of the conference, seminar, training, etc., up to the standard per diem rate allowed by GSA at the primary destination will be allowed for reimbursement.
 - c. If certain meals are included as part of the conference, seminar, training, etc., the standard per diem (per meal) rate allowed by GSA at the primary destination will be allowed for reimbursement for only the meals not included in the conference, seminar or training registration.
14. Other Business-Related Expenses Additional travel expenses may include:
- a. Lodging – When approved travel requires a hotel stay, employees will use a Town credit card to reserve and pay for the room at the hotel's single occupancy rate. If the employee does not have a Town-issued credit card, they will need to obtain the Town's expense card, if available, from the Finance Manager. When checking in, the employee will need to provide hotel staff with all the appropriate tax exemption forms, which can be obtained from Finance. A hotel/motel receipt is necessary and must be submitted with the expense report.

In the event an employee or Town official does not have a Town credit card and the Town's expense card is not available, the employee or Town official will be reimbursed for their expenses.
 - b. Taxi, Uber, and Lyft Travel – Actual amounts will be reimbursed when use is justified for business purposes. Receipts must be obtained.
 - c. Gratuity or Tips – Tips or gratuities shall not exceed 20 percent of the total bill. The tip is to be shown on the itemized meal receipt, if applicable.
 - d. Car/Vehicle – Employees requiring a vehicle rental for business-related travel must obtain prior approval from the Town Manager. A copy of the rental agreement and receipt of payment is required.
 - e. Employee Group Meals – Under certain infrequent circumstances, employees are required to remain at the work site during mealtime. Such circumstances may include an emergency, but may also include multi-departmental meetings or training sessions where the meeting or training session continues during the meal and the employees are not permitted to leave the premises of the meeting site. Under these and similar circumstances, departments may purchase meals for the affected attendees. The Town Manager or Chief of Police should approve purchase of such meals prior to the date of the event (for non-emergency situations).
 - i. Such expenditures are limited to the purchase of meals only.

Meal expenses associated with meetings or training sessions must be documented by a copy of the formal written agenda and will be reimbursed after presentation of an original itemized receipt. In all instances, a listing of employees and guests for whom meals were purchased must be retained.

- ii. In the event that such meetings/training sessions are scheduled for at least four hours and breaks are included in the schedule, light snacks and drinks are permitted and will be reimbursed with the approval of the department head, Chief of Police or the Town Manager.

15. Expense Report

- a. Upon completion of travel, the employee shall promptly (within 10 days of return) complete an expense report. The following rules shall apply to the filing of the expense report:
 - i. Use Town of Tyrone's Travel Expense Report for reporting expenses; and
 - ii. All required receipts, including itemized receipts, if applicable, shall be attached to the form. Other documentation, such as airline tickets, rental car agreements, etc., shall also be attached to the form. The form is to include all prepayments made for the travel, such as conference and/or registration and hotel/motel costs. The report is to be completed in ink or typewritten. Calculations should be double checked.
- b. If a required receipt is lost a written explanation must be attached to the report. Also, attach a written explanation for any expense which exceeds any authorized amount. Please note: the Town will not reimburse more than the per diem (per day) amount for meals.
- c. The completed report is to be submitted to the employee's department head or Chief of Police for approval, who in turn will forward the report to the Finance Department for review and payment.
- d. Employees and Town Officials are required to sign their Travel Expense Report, attesting that the information presented on the form is accurate.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	15 – Inclement Weather Policy		
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GENERAL

This plan identifies recommended actions for employees of the Town of Tyrone to take during weather- or civil-related conditions for the safety of the employees. Flexibility in the execution of this policy is required as circumstances associated with any inclement weather or civil situation could vary greatly. Implementation of this plan could be initiated at any time, i.e., during normal working hours or after hours.

POLICY

A. NOTIFICATION

Upon notification of pending or actual inclement weather, e.g., a winter storm, a tornado or other natural or man-made disaster that may affect the ability of Town employees to report to work, the following actions will be implemented:

1. The Town Manager will assess the situation, keeping the well-being and safety of employees in mind, and decide if the Town's facilities will remain open; and
2. The Town Manager, in consultation with the Town's Council via available communication, will notify the Chief of Police and department heads of the decision and ask that they notify their employees to:
 - a. Ask all employees to report to work when it is safe to do so; or
 - b. Have only essential personnel report to work as soon as possible; or
 - c. Notify the Police Chief and department heads that the Town's services would remain closed until (a specific date or time) and, if possible, refer to the Town of Tyrone website and/or Nixle for situation updates.

B. COMPENSATION

1. Decision to keep the Town's facilities open

Safety is the paramount criterion when an employee decides to report or not report to their place of work during inclement weather or other disaster. An hourly employee may decide that, for reasons other than sickness or an accident, it would be in their best interest to report at a later time or to not report at all. Any lost time from work will be considered absent for personal reasons and time will be deducted from either comp time, vacation time or leave without pay. Exempt employees, in accordance with 29 C.F.R § 541.603, may have their salary reduced for full day absences only.

2. Decision to close Town facilities

- a. If a decision is made to not open certain or all facilities of the Town due to inclement weather or other disaster, personnel will normally not be expected to report to work, and their compensation will be as if they had reported. Due to the existing situation, if selected hourly personnel, such as Police or Public Works personnel, are asked to report to work, their compensation will be calculated at an overtime rate.
- b. If an employee reports to work and the decision is made by the Town Manager to close the department or office, the employee will be paid for the full workday.



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CHAPTER:	16 – Separations		
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All employee separations from the employment of the Town of Tyrone shall be designated as one of the following types: Resignation; Retirement; Layoff; Termination; Disability; or Death.

At the time of separation, all records, including all computer disks and records, assets and other items of Town property in the employee's custody shall be transferred to the department head and certification to this effect shall be recorded. Town-owned property such as uniforms, ID badges, equipment, keys and other items used by the employee while on the job are to be turned in prior to receipt of the final paycheck. Failure to do so may delay final payment.

Each employee leaving the Town of Tyrone's employment will receive an exit interview and questionnaire from the Human Resources Administrator. This interview affords an opportunity for the exiting employee to offer comments and suggestions as to ways to improve working conditions.

A. Resignations

1. An employee may resign by submitting, in writing, to the employee's department head, his/her intent to resign, stating the proposed effective date as far in advance as possible. A minimum of two weeks' notice is desired and requested. This notice may be waived at the discretion of the department head and with the approval of the Human Resources Administrator.
2. Department heads shall forward all notices of resignation to the Human Resources Administrator upon receipt.
3. Unauthorized absence from work for a period of three consecutive working days for other than medical reasons shall be considered as an automatic

resignation. Exceptions to this rule may be made with a recommendation from the employee's department head, forwarded through the Human Resources Administrator and approval by the Town Manager or Police Chief, as appropriate.

4. In the event that an employee tenders a resignation prior to the completion of the probationary period of employment, the employee will be required to reimburse the Town for all costs associated with employment and training. This would include, but is not limited to medical exams, uniforms and issued equipment and tools. If it becomes necessary, all costs incurred by the Town to recover these items will be the responsibility of the employee, including reasonable attorney fees.

B. Layoffs

The department head, upon approval from the Mayor and Council, as appropriate, may terminate an employee when it is deemed necessary for any of the following reasons:

1. A shortage of funds or work;
2. The abolition of a position or other material changes in the duties or organization; or
3. For related reasons that are outside the employer's control that do not reflect discredit upon the service of the employee.

C. Disability

An employee may be separated when the employee cannot perform the essential functions of the employee's position with reasonable accommodation because of a physical or mental impairment. The employee or the Town may initiate action; but in all cases it must be supported by medical evidence acceptable to the Human Resources Administrator. The Town may require an examination at its expense to be performed by a licensed physician of its choice.

D. Retirement

Whenever an employee meets the conditions set forth in the Town's retirement plan, the employee may elect to retire and receive all benefits earned under the retirement plan.

E. Termination

Refer to the section of this Handbook under Disciplinary Actions.

F. Death

Separation shall be effective as of the date of death. All compensation due in accordance with the rules of the Town shall be paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse or beneficiary.



TOWN OF TYRONE EMPLOYEE HANDBOOK

CHAPTER:	17 – Immigration & Naturalization		
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- A. Federal law requires that new hires provide specific information about their eligibility to work in the United States within three (3) days of commencing employment. New hires must complete Section of Form I-9 and provide the Town with specific documents to establish their identity and employment eligibility.

Employees will not be allowed to continue employment without providing appropriate identification and employment-eligibility documents during the first three days of employment.

Upon receipt of a completed Form I-9, the Town of Tyrone will submit the information on the Form I-9, as outlined in the E-Verify Program, to the Social Security Administration and the Department of Homeland Security.

- B. The Town is required to:
1. Inform you that the Town does use E-Verify to verify employment eligibility;
 2. Use E-Verify for all new hires, including U.S. Citizens;
 3. Inform you that if E-Verify issued a mismatch, often called a tentative non-confirmation (TNC), you have an opportunity to contest the TNC;
 4. Provide you with a copy of the written TNC notice and an E-Verify referral letter for contesting a mismatch;
 5. Provide you with 8 federal work days to contact the appropriate federal agency to start resolving the TNC and allow you to visit a Social Security Office to

begin contesting the TNC; and

6. Keep your personal information private.

Receipt of a Final Non-confirmation will result in immediate termination.

C. The Town must not:

1. Use E-Verify on job applicants or current employees;
2. Use E-Verify to discriminate against you based upon your national origin or citizenship/immigration status; or
3. Terminate you because you have received a TNC.

D. Upon receipt of a Tentative Non-confirmation (TNC) the employee must:

1. Begin to contest the TNC within 8 federal work days; and
2. Provide appropriate verification data to the reviewing agency.

Failure to contest a TNC within 8 federal work days will subject the employee to immediate termination.

APPENDIX A - DEFINITIONS:

Adverse Action: Action taken by an employer, for cause, that results in a disciplinary suspension without pay, a disciplinary salary reduction, a disciplinary demotion, or a disciplinary dismissal.

Appeal: An application for review of a disciplinary action submitted or instituted by an employee to a higher authority.

Applicant: An individual who has completed and submitted an application for employment with the Town.

Appointment: The offer to, and acceptance by, a person of an employment position, either on a regular or temporary basis.

Certification: Endorsement as meeting required minimum standards for a position.

Class: A group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, class specification and pay range.

Classification: The act of grouping positions in classes with regard to duties and responsibilities, requirement as to education, knowledge, experience and ability, tests and fitness and ranges of pay.

Classification Plan: The official, approved system of grouping positions into appropriate classes consisting of an index to the class specifications; the class specifications and rules for administering the classification plan.

Compensation Plan: The official schedule of pay approved by the Town Council assigning one or more rates of pay to each class title.

Comp Time: Time off from work in lieu of monetary payment for overtime worked.

Contract Employee: Contract employees are individuals hired pursuant to an individual written employment contract that governs their employment relationship with the Town.

Demotion: Assignment of an employee from one classification to another that has a lower maximum rate of pay.

Department Head: The supervisor or manager of the primary unit that is under the immediate charge of and reports directly to the Town Manager.

Dismissal: Involuntary separation from Town employment.

Eligible: A person who has successfully met the required qualifications for a particular class.

Employee: An individual who is legally employed and is compensated through the payroll for

service rendered the Town and who is not an elected official, a member of an appointive board, commission or authority, the Town Attorney or an individual or group compensated on a fee basis.

Exempt Employee: Exempt employees are those who are exempt from certain wage and hour laws, i.e., overtime pay.

Full-time Employee: An employee who has successfully completed a probationary period and is employed full-time, working a regular work period.

Hourly Employee: An employee who is paid based on an hourly rate.

Immediate Family: Includes spouse, child, parent, grandparent, grandchild, brother, sister, parents-in-law, step-children, brother- or sister-in-law, foster family members or legal guardians, aunts, uncles, nieces or nephews of the employee.

Job Description: A written description of a class consisting of a class title, a general statement of the level of work and of the distinguishing features of work, examples of duties, and desirable qualifications for the class.

Layoff: The involuntary non-disciplinary separation of an employee from a position due to the Town's financial or budgetary concerns.

Leave: Approved type of absence from work as provided for by the rules of this Handbook.

Merit Pay: An increase in compensation meeting the criteria established in the compensation plan of this Handbook that may be granted to an employee for meritorious service and completion of minimum prescribed periods of employment in the class.

Non-exempt Position: Includes all positions of Town employees who are not considered "exempt."

Overtime: **Authorized** time worked by employees in excess of forty hours per week (except non-exempt Police Department employees whose normal work week is forty-two and one half hours per work-week).

Overtime Pay: Compensation paid to an employee for overtime work performed in accordance with the rules of this Handbook.

Part-time Employee: An employee who works fewer than 32 hours per work-week, and is not a temporary employee or hired on a contract basis, is considered a regular, part-time employee and is not eligible for employee benefits.

Pay Range: Specific pay rates having a percentage relationship to one another, assigned to a class of positions as the compensation for that class.

Probationary Period: A probationary period lasts six months from the date of hire. Completion of this period does not guarantee continued employment for any specified period of time. A

probationary employee may be discharged with or without cause during the probationary period.

Promotion: Assignment of an employee from one class to another that has a higher maximum rate of pay.

Salaried: Salaried employees are paid based on an annual salary basis rather than an hourly basis. Salaried employees may be exempt or non-exempt.

Suspension: An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

Temporary Employee: An employee holding a position other than a regular appointment and that is of a temporary, seasonal, casual, or emergency nature is considered a temporary employee.

Termination: Separation of an employee from the Town's employment.

Town: Any reference to Town in this Handbook and any procedures outlined shall apply to the Town of Tyrone.

Town Manager: The person assigned by the Town Council to act in this position.

Transfer: Assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, between positions of the same class or between positions of a different class.

Work Day: Scheduled number of hours an employee is required to work each day.

Work Week: A regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods. The workweek may be determined by the Town Manager or Police Chief for their respective departments and may differ from a calendar week. In the Town of Tyrone, a workweek consists of seven consecutive 24-hour periods that begins at 0001 on Sunday morning and ends at 1200 midnight on the following Saturday.