



IMPORTANT NOTICE:

EMPLOYMENT AT WILL

NOTHING IN THIS HANDBOOK OR IN ANY OF THE CITY'S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ORAL OR WRITTEN PROMISES OR REPRESENTATIONS BY A DEPARTMENT DIRECTOR, DIVISION HEAD OR SUPERVISOR WILL CHANGE THE AT-WILL STATUS OF AN EMPLOYEE. ONLY THE CITY MANAGER HAS AUTHORITY TO ENTER INTO CONTRACTS OF EMPLOYMENT AND ANY SUCH CONTRACTS MUST BE IN WRITING AND SIGNED BY THE CITY MANAGER.

THIS PAGE INTENTIONALLY LEFT BLANK



Everybody Counts, Everybody Contributes, Everybody Benefits

January 01, 2010

Fellow Employee:

It is a pleasure for me to welcome you as a new member of our organization. I hope to have an early opportunity to meet with you personally.

As you become more familiar with your assignment and better acquainted with other City employees, you will find every employee has an important role to play in the City's day-to-day activities.

Our mission is to grow a healthy, financially sound and safe city, that nurtures future generations and embraces racial, cultural and economic diversity.

We have prepared this handbook to acquaint all employees with the City's policies and benefits. I urge you to read this manual, as I am sure it will help you begin your career with the City of Columbia more smoothly.

If you have any questions that are not answered in this handbook, please ask your supervisor or the Director of Human Resources.

/s/ Steven A. Gantt

Steven A. Gantt
City Manager

NOT A CONTRACT

City of Columbia / Office of the City Manager
1737 Main Street / PO Box 147 / Columbia, SC / 29217-0147
PHONE (803) 545-3050 / FAX (803) 733-8317



INTRODUCTION

This employee handbook serves as a guideline containing various rules, policies and procedures relating to your employment. No handbook can anticipate every circumstance or question relating to employment. Additionally, many of the provisions in this handbook are summaries of federal, state and municipal laws and regulations. These laws and regulations change from time to time. Furthermore, the City may find it necessary or advisable to alter provisions in this handbook. Therefore, any aspect of this handbook other than employment at will may be amended or cancelled at any time, at the City's sole discretion.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

1. STATEMENT OF PERSONNEL POLICY

The City of Columbia hereby declares as a matter of policy that the City government through its employees and officials can best serve the public by administering within the framework of a personnel program which provides for and incorporates the following:

Assuring treatment in all personnel transactions including hiring, promotions, transfer, reductions and separations from employment is without regard to race, color, sex, religion, national origin, age, disability, military status, political affiliation, sexual orientation, gender identity, or any other identifying characteristic unrelated to a person's ability to perform assigned job responsibilities and with proper regard for the privacy and constitutional rights of employees. Wherever in this handbook a masculine pronoun appears, it refers to both males and females.

Our policies, as well as various laws and regulations, generally prohibit employment decisions from being made on the basis of race, color, sex, religion, national origin, age, disability, military status, political affiliation, sexual orientation, gender identity, or any other characteristic protected by law. In addition, it is our policy to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor or a member of the general public, let us know. Your concerns will be kept as confidential as possible, consistent with an efficient investigation.

SEXUAL AND OTHER FORMS OF IMPERMISSIBLE HARASSMENT

It is the City's policy that all employees be free from any and all forms of unlawful discrimination, including discriminatory conduct arising from any form of harassment. Accordingly, it is a violation of City policy for any employee to sexually harass any other employee. Conduct constituting sexual harassment may include unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment; or

Submission to or rejection of such conduct by any individual is used as a basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or otherwise offensive working environment.

If you have been subject to harassment, as defined above, please let us know. Employees may bring a complaint to their supervisor or the City's Director of Human Resources. If the complaint involves someone in the employee's direct line of supervision, the employee may go directly to the City's Director of Human Resources. No employee will be subject to retaliation for making a report in good faith under this policy.

Complaints of sexual harassment will remain, to the extent possible, confidential. If an investigation reveals that a complaint is valid, the employee's Department Director or the City Manager may take corrective action, ranging from Oral Reprimand up to and including separation from employment.

FORM OF GOVERNMENT

In 1950, the citizens of Columbia instituted the Council-Manager form of government, retaining legislative control with the City Council, composed of a mayor and four council members, but turning the administration of the City over to a City Manager.

As chief administrator, the City Manager is responsible for the operation of all departments, the performance of all employees, and is the final authority in all personnel matters.

In 1982, City Council was expanded to seven members, including four Council members elected from districts, two elected at-large, and the mayor elected at-large.

YOUR STATUS AS AN EMPLOYEE

In your work, you represent the City of Columbia to citizens with whom you come into contact. As a City employee you have certain responsibilities to the public.

Your relationship with people is largely determined by your attitude toward them. Be courteous at all times in your contacts with others in person, on the telephone and in correspondence. As a public employee your personal conduct, even in your private affairs, must be such that it will not reflect discredit on the City or your fellow employees.

As a City employee, you are expected and required to carry out instructions and to perform your work in a satisfactory manner.

If you have a criticism of a fellow employee or of a policy, report this concern to your immediate supervisor, Department Director or the Director of Human Resources.

You are encouraged to work cooperatively to resolve all problems in a constructive manner.

DEPARTMENTAL GUIDELINES

Departmental guidelines may be established by the Department Director. In the cases of conflict, the Employee Handbook or Personnel Policy Manual will control.

CONFLICT POLICY

This Employee Handbook supersedes all previous, policies, procedures, practices and guidelines relating to the same policy. All conflicting policies, procedures, practices and guidelines, including any Departmental Guidelines, are hereby repealed.

SEVERABILITY POLICY

The sections, paragraphs, sentences, clauses, and phrases of this Employee Handbook are severable. Should any section, paragraph, sentence, clause or phrase be declared unconstitutional, invalid or unenforceable by the judgment or decree of any court of competent jurisdiction, such declaration will not affect the remaining sections, paragraphs, sentences, clauses and phrases.

The provisions contained herein supersede all existing policies, procedures, practices and guidelines and may not be amended or supplemented to without the express written approval of the City Manager.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

2. CONDITIONS OF EMPLOYMENT

NEPOTISM - HIRING OF RELATIVES

State law prohibits public officials or employees from making decisions relating to employment, appointment, promotion, transfer, or advancement of family members to any office or position that the public official or employee supervises or manages. Additionally, public officials and employees may not participate in any action relating to discipline of the public official's or employee's family members.

State law also prohibits public officials and employees from using or attempting to use office or employment to influence governmental decision regarding the individual, a member of the individual's family or business associates.

A family member is defined to include a spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild or member of the individual's immediate family.

The City adheres to state laws regarding nepotism and conflicts of interest. Any questions regarding employment, promotion, pay or discipline of a City official, employee or family member should be directed to the Office of Human Resources. Violation of state laws and City policy relating to nepotism may result in disciplinary action, including separation from employment.

OUTSIDE (SECONDARY) EMPLOYMENT

City of Columbia employment will be the principal vocation of all full time City employees. No employee may engage in outside employment which would interfere with City service, impose a conflict of interest, or in any way interfere with the working schedule of the employee.

City employees must submit to their Department Director a written request which outlines where they are to be employed, when they will work, the duties to be performed and any other pertinent information.

The Department Director or the City Manager will make determination of conflicting employment. In the event it is determined that a conflict of interest exists, the employee will be given the option to continue employment with the City or resign.

SMOKING

Smoking is prohibited in all City buildings, private offices, restrooms, elevators, and vehicles. This applies equally to all occupants (employees, citizens and visitors).

RECORDING OF COMMUNICATIONS

An employee who wishes to make an audio or video record of any employment-related communication with a fellow employee, supervisor or officer of the City must obtain that person's permission in advance. Violation of this policy will be considered insubordination subject to discharge under the City's Progressive Discipline Guidelines.

COMPUTER, INTERNET AND E-MAIL POLICY

Computers, computer files, the E-mail system, and software furnished to employees are the property of the City of Columbia and intended for City business use only.

The electronic systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related activities.

The electronic systems may not be used to create any offensive or disruptive messages. Among those which are considered offensive are messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability.

The City of Columbia licenses the use of computer software from a variety of outside companies for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software owner(s), the City of Columbia does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on multiple machines according to the software license agreement. The City of Columbia prohibits the illegal duplication of software and its related documentation.

The electronic systems will not be used to send (upload) or receive (download) software without prior authorization from the Information Technology Department. This includes purchased software, shareware, and freeware. Unauthorized software will be removed.

No computer passwords or codes may be used that are unknown to an employee's supervisor. The City of Columbia reserves the right and intends to exercise the right to review, audit, intercept, access and disclose all messages and files created, received or sent over the electronic mail system for any purpose.

The use of passwords for security does not guarantee confidentiality. The confidentiality of any message should not be assumed. Even when a message or record is erased, it is still possible to retrieve and read the message or record.

Employees will not use a code, access a file, or retrieve any stored information, unless authorized to do so.

The City has the right to retrieve and read any electronic mail message or files, including the right to random examination of such material. Employees are to treat the electronic mail of fellow employees as confidential. Employees are not authorized to retrieve or read any e-mail messages or files that are not theirs unless prior authorization is given by the affected employee, or the Department Director, or the City Manager, or his designee.

Employees should notify their immediate supervisor or the Director of Information Technology or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

PATENT POLICY

The City reserves the right to patent and exploit any new product, process or procedure of any kind which may be conceived or discovered by a City employee or employees if such concept or discovery was made using City resources, or during time the employee was performing duties for the City, or through any activity sponsored by the City. In the event a patent is obtained or the discovery is commercialized, the City will pay to the inventor a total of twenty-five percent (25%) of profits from exploitation of the patent. Profits will be defined for this purpose as the proceeds from any or all marketing of the patented product, process or procedure less all sums of any kind expended by the City to obtain, defend or exploit the patent. If two or more employees work together in making a patentable discovery, the total share of profits to be paid to the joint inventors will be twenty-five percent (25%) with the inventors sharing in that amount as they agree among themselves.

If the City decides not to file a patent application or attempt commercial exploitation, the employee or employees who make a discovery subject to this policy may elect to file a patent application or commercially exploit the discovery at their own expense and the City will have no right to claim any income derived there from.

ETHICS POLICY

Effective September 21, 2012, the Ethics Policy is being replaced in the City Of Columbia Employee Handbook. The revised "Ethics Policy" is attached in the City Of Columbia Employee Handbook in Appendix C.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

MEMBERSHIP IN ORGANIZATIONS

Employees of the City may follow and freely associate themselves in organizations of their own choosing for their benefit and advancement, except those organizations whose purpose is to overthrow the government of the United States, the State of South Carolina, or any of its political subdivisions. Participation in organizations and their activities must not interfere with the employee's work or the best interests of the City.

RUNNING FOR PUBLIC OFFICE

Employees choosing to run for elected office must notify their supervisor, Division Head or Department Director. If the City Manager determines that there is a conflict of interest, the candidate may be required to leave City employment.

NO SOLICITATION - NO DISTRIBUTION

Solicitation by non-employees and employees of the City for any purpose is not permitted during working time or in any City work place. Distribution of literature is also prohibited during working time or in any City workplace. "Working time" includes all time during which either the employee being solicited or the employee doing the soliciting is scheduled for the performance of job duties.

The only exceptions to this policy are authorized charity campaigns sponsored by the City. Activity connected with these events is not a violation of this policy.

SAFETY

Safety on the job cannot be overemphasized. When you begin your new job, your supervisor will instruct you on proper safety procedures. Be sure to follow them closely.

Safety procedures have been developed for your protection, and you will be the prime benefactor. Always stay alert on the job, especially when working around moving equipment or vehicles.

Carelessness is the predominant cause of all accidents. Always use the necessary personal protective equipment which the City has furnished, and be sure to never remove the protective devices attached to equipment you are using. Failure to use protective equipment may violate the law and could cause permanent damage.

DRIVER'S LICENSE - DRIVING RECORD

A driver's license (Commercial or Non-Commercial) may be required as a condition of employment. If an employee is required to possess a valid driver's license, it should be at the time of appointment, and maintained during employment. When a license is not required as a condition of employment, an employee must have a valid driver's license (Commercial or Non-Commercial) when it is necessary that the employee utilize City vehicles and/or equipment.

If at any time an employee's driver's license is suspended or revoked, that employee must immediately notify his supervisor and discontinue operating city vehicles. The employee is not to resume operation of city vehicles until proof of a current, valid driver's license is obtained. Failure to notify the City of a suspended or revoked driver's license may result in disciplinary action up to and including termination.

A VALID license is defined as an issued license which has not expired nor has, within the past three (3) years, been revoked or suspended as a result of moving violation. Non-moving violations will be considered on a case-by-case basis.

COMMERCIAL DRIVER'S LICENSE (CDL)

State and Federal regulations require a Commercial Driver's License (CDL) if a City employee drives the following:

- Class "A": Any combination of vehicles 26,001 pounds or more; provided the vehicle(s) being towed is 10,000 pounds or more.
- Class "B": Any single vehicle 26,001 pounds or more; towing a vehicle not in excess of 10,000 pounds.
- Class "C": Any vehicle designed to transport 16 or more passengers (including the driver); or requiring hazardous materials placards.

CITY VEHICLES

If your job entitles you or requires you to use a City vehicle, please take care of it. Abuse or carelessness with City property will not be tolerated. Before operating a City vehicle, employees must read, understand, and adhere to all policies and procedures set forth in the Fleet Users Manual, published by the Fleet Services Division.

In order to operate a City vehicle, it is required that an employee possess and maintain, at all times, a valid and current South Carolina Driver's license, appropriate to the type of vehicle being operated.

All persons who drive or ride in the front seat of City vehicles will, in all cases, wear the installed seat belts and shoulder harnesses. Passengers riding in the back seat of vehicles that are

equipped with rear seat lap belts and/or shoulder restraints must also buckle up. All operators of off-road equipment must wear installed seat belts. The driver is ultimately responsible for ensuring that all passengers comply with seat belt laws.

The use of City owned vehicles or equipment for private business is strictly prohibited. Vehicles or equipment must be used for official business only and must be operated within the limits of the law at all times. Operators will be held responsible for fines resulting from their operation.

DRIVER TRAINING REQUIREMENTS

General. Any City employee determined to be at fault in an accident with total property damage in excess of \$1,000, while operating a City vehicle will be required to take the National Safety Council Defensive Driving Course.

Defensive Driving Course. Arrangements to take this course must be made for the employee by his immediate supervisor.

Cost of Training. The employee will bear the entire cost, if any, of the training and there will be no compensation for the time spent in training if the training occurs after regularly scheduled work hours.

Driving Restrictions. The employee may not operate a City vehicle until such time as he has successfully completed the course. This restriction may be waived with the expressed written permission of the employee's Department Director.

RESTRICTED DUTY

Eligibility. Employees who are temporarily and partially physically disabled as a result of an injury, temporary medical condition, or postpartum recovery, and who, as a result of such disability, are not able to safely perform the full range of their normally assigned duties, may be eligible for restricted duty assignment.

Definition. Restricted duty involves services to the City which are normally performed by employees or contractors. Work will not be created for the employee to perform. Restricted duty will be made available to employees as long as meaningful assignments are available. Employees must be certified physically capable of performing the restricted duty assignment prior to commencing restricted duty work.

Duration of Restricted Duty Assignment. Restricted duty may be available for a maximum of 180 calendar days (6 months) per disability, unless the employee applies for and is granted an extension by the City Manager. The employee's Department Director must approve all restricted duty and any extension must be approved at the discretion of the City Manager.

Dress Requirements. An employee assigned to restricted duty, who normally is provided a uniform, may wear clothing modified to accommodate the temporary disability, so long as the clothing is acceptable to the Department Director and does not interfere with the employee's

ability to carry out assigned job duties and responsibilities.

Medical Clearance. Prior to any restricted duty assignment (and at such intervals as the City may thereafter require), a medical doctor, satisfactory to the City, must certify that the employee is unable to perform the full range of his regular duties; that the inability to perform and the condition causing it are temporary; and that there is no risk of contagion or infection to other employees.

Sick leave or other available leave(s) may be used, subject to the policies pertaining to such leaves.

No employee will be permitted to work on restricted duty if a physician advises that the performance of the restricted duty work might slow the employee's recovery or aggravate the disability.

The City may require a review by its physician at any time.

Modified/Transitional Duty While Under Workers Compensation. It is the policy of the City of Columbia to return to work injured employees to their jobs as quickly as possible following a work-related injury or illness, and to place injured employees who are unable to safely return to performing the full range of their normal duties, into temporary modified/transitional duties, until such time as they can resume normal duties. Temporary modified/transitional duties will not be created for employees to perform, but will be made available to employees as long as meaningful assignments are available. See also Workers Compensation policy, page 50 of the Employee Handbook.

Employees who experience a work-related injury or illness, and if injury/illness demands medical treatment beyond what the City Nurse can provide, are sent to a medical treatment facility. The employee must provide a return to work statement from the treating physician on the date the work-related injury or illness was treated to his Supervisor or Department/Division Head on that same date.

If the treating physician states on the return to work statement that the employee can return to work with no restrictions, the employee is expected to return to work on the same date as the work-related injury or illness occurred.

If the treating physician states on the return to work statement that the employee can return to work with specified restrictions, the Department Head should make every effort to accommodate the temporary restrictions in a modified duty assignment within the department. If the department does not have a modified duty assignment to accommodate temporary restrictions, then the Department Head must immediately contact the Director of Human Resources.

The Director of Human Resources will be responsible for contacting other department areas to determine if meaningful assignments are available within their areas to accommodate temporary restrictions. If meaningful assignments are available to accommodate temporary restrictions, the Director of Human Resources will notify the injured employee of the temporary transitional duties and a date that the employee is to return to work.

The refusal of an injured employee of a transitional job offer or not returning to work on the scheduled date set forth by the Director of Human Resources may result in the termination of the employee's worker's compensation benefits and employment with the City.

If the City does not have temporary modified/transitional duties to accommodate restrictions set forth by the treating physician for the injured employee, then the employee will remain out of work under worker's compensation temporary total disability until the treating physician determines that the employee has either reached maximum medical improvement or is released to return to full duty.

The injured employee is required to provide a return to work statement from the treating physician upon each follow-up visit to the treating physician until such time as the treating physician has released the injured employee to return to full duty or determined that the employee has reached maximum medical treatment.

3. RECRUITMENT

The City will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, age, disability, military status, political affiliation, sexual orientation or any other characteristic protected by law.

Recruitment Process. Eligible vacant positions within City services will be posted for competitive selection. Any employee interested in a position must complete and submit an Application for Employment once the position has been posted for competitive selection.

All applications for employment must be submitted through the City's Human Resources Office. Any application submitted directly to the hiring authority may be disqualified from consideration.

All applications will be reviewed to determine if the applicant meets the minimum qualifications and any special requirements.

Physical examinations will be required for such job classes or individuals as may be determined necessary by the City Manager. Physical examinations are mandatory for firefighters and sworn law enforcement personnel. Physical examinations will be conducted after a Conditional Offer of Employment.

CONDITIONAL OFFER OF EMPLOYMENT

An offer of employment to a selected applicant is expressly conditional and contingent upon completion of all the identified prerequisites. The applicant is not guaranteed employment and should not make any changes in circumstances at this point. An offer of employment is contingent upon the applicant's successful completion, to the City's satisfaction, of the following:

- Medical/Physical Examination (Post offer of employment);
- Drug and Alcohol Test (Post offer of employment);

- Possession of the appropriate valid driver's license (commercial or non-commercial);
- Driver's license check;
- Verification of background information contained in the employment application/resume;
- Reference checks (optional, at the discretion of the hiring authority);
- Records check for conviction, pleas of guilty or no contest;
- Skills test, i.e., typing test, if required.

For police officer and firefighter applicants additional prerequisites must be met.

4. EMPLOYEE RECORDS

PERSONNEL RECORDS

The official personnel records file will be maintained by the Director of Human Resources, or designee, for all City employees, active and inactive notwithstanding that such records may be in the possession of the employee's Division Head or Department

Medical, and related records, i.e., workers' compensation reports, etc., are maintained in a file separate and apart from the employee's personnel file. The only medical information that may be retained in an employee's personnel file is physicians' certification(s) stating that an employee is unable to work; or, the employee is able to return to work.

PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify Human Resources, or the designated employee within their respective Division or Department of any changes in personal data, such as:

- Personal mailing address;
- Actual place of residence address;
- Telephone number;
- Number and names of dependents;
- Individual(s) to be contacted in the event of an emergency;
- Emergency change of phone number(s);
- Educational accomplishments;
- Marital status; and
- Beneficiary change(s).

PERSONNEL TRANSACTIONS

Appointments, authorized salary increases, promotions, employee evaluations, suspensions demotions, separations from employment and other personnel transactions are recorded and maintained in the manner designated by the Director of Human Resources.

5. EMPLOYMENT STATUS

NEW HIRE

A new hire is an applicant who has never worked for the City. The date the applicant reports to work will be his official date of hire.

RE-HIRE

A re-hire is an applicant who has worked for the City. In order to be considered for re-hire, the applicant normally would have left City employment in good standing. The date the applicant returns to work will be his official date of hire.

EMPLOYEE'S CHANGE OF STATUS ACTIONS

Change of status actions may be made by the appropriate Department Director with the approval of the Director of Human Resources or the City Manager, as may be appropriate.

Employees who are interested and feel they meet the minimum qualifications for a vacant position are encouraged to apply. Employees must complete and submit an employment application to the Employment Office for the position for which they are applying and must state their qualifications for the position.

In all cases, an "Employee Status Form" must be completed for all changes to an employee's status. The sending division or department will initiate and complete all the information associated with the "current" status of the employee. The Employee Status Form will then be sent to the gaining division or department to complete all the information associated with the "proposed" status of the employee.

Following are some of the various types of change of status actions:

Promotion. Before a promotion can occur, the position must have been posted for recruitment, the employee must have applied for the position and the employee must meet the minimum requirements of the position.

A promotion will normally be effective after a two (2) week advance notice to the employee's current Division Head or Department Director.

Transfer – Voluntary. Before a voluntary transfer can occur, the position is to be posted for recruitment, the employee must have applied for the position and the employee must meet the minimum requirements of the position.

A transfer action will normally be effective after a two (2) week advance notice to the employee's current Division Head or Department Director.

Transfer – Involuntary. An employee may be involuntarily transferred by his Department Director if it is determined to be in the best interest of the City. Before an involuntary transfer can occur, the employee must be able to meet the minimum requirements of the position he is to fill.

Demotion – Voluntary. Before a voluntary demotion can occur, the position is to be posted for recruitment, the employee must have applied for the position and the employee must meet the minimum requirements of the position.

A voluntary demotion action will normally be effective after a two (2) week advance notice to the employee's current Division Head or Department Director.

Demotion – Involuntary. An employee may be involuntarily demoted by his Department Director for disciplinary reasons, or if it is determined that he cannot meet the requirements of a position. Before an involuntary demotion can occur, the employee must meet the minimum requirements of the position he is to fill.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

6. INTRODUCTORY PERIOD

The introductory period is regarded as an integral part of the selection process and may be utilized for observing the employee's work, for securing the most effective adjustment of a new or change of status employee, and for rejecting any employee whose performance or conduct is not thought to be satisfactory. The introductory period affords the employee the opportunity to decide if the new position is satisfying and if he wishes to continue in his assigned position.

NEW HIRE - INITIAL INTRODUCTORY PERIOD

An applicant selected for a regular full-time or regular part-time position in City service will be subject to successful completion of an initial introductory period.

The initial introductory period for all new and re-hired City employees will be 180 calendar days (6 months) in duration.

The Director of Human Resources, upon request of a Department Director, may extend the initial introductory period of any employee who has not successfully completed his initial introductory period. The extension of the initial introductory period requires a determination before the six (6) month expiration date as to whether the employee is providing satisfactory service. Such a finding must be in writing and notice given to the employee.

Extensions under this section may be for a period of time not to exceed three (3) months with the prior approval of the Director of Human Resources. An additional extension, not to exceed three (3) months, may also be granted with the prior approval of the City Manager.

CHANGE OF STATUS INTRODUCTORY PERIOD

An employee selected for a regular full-time or regular part-time position in City service may be subject to successful completion of a change of status introductory period.

The change of status introductory period for employees will be 180 calendar days (6 months), from effective date of the change of status action.

A new employee who has a change of status during his initial introductory period must complete initial introductory period before he can be granted regular status.

The commencement of a change of status introductory period after a change of status action is contingent upon the reason for the change.

RE-HIRE INTRODUCTORY PERIOD

Upon re-hire to a position in City service, the employee is required to serve an initial introductory period, regardless of the length of previous service, the number of days off the City payroll, or whether or not the employee previously completed an initial or change of status introductory period.

TERMINATION OF EMPLOYEE DURING INITIAL INTRODUCTORY PERIOD

At any time during the initial introductory period, a Department Director may terminate the employee without prior notice.

GRIEVANCE PROCEDURE DURING INITIAL INTRODUCTORY PERIOD

An employee who has not successfully completed his initial introductory period may not process a grievance beyond the employee's Department Director.

GRIEVANCE PROCEDURE DURING CHANGE-OF-STATUS INTRODUCTORY PERIOD

An employee who has not successfully completed his change-of-status introductory period, but has completed their initial introductory period, may fully process a grievance.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

7. PERFORMANCE APPRAISAL

Conducting a performance appraisal is a way to clarify what is expected on the job. Performance appraisals identify strong and weak points in individual achievement and let the employee know where he stands with respect to his work.

The performance category ratings are stated on the appraisal report.

PERFORMANCE APPRAISAL OF NEW EMPLOYEES DURING INITIAL INTRODUCTORY PERIOD

Formal written evaluations of progress for all new employees are to be made prior to the end of 90 calendar days (3 months) and prior to the end of 180 calendar days (6 months). The six (6) month initial performance appraisal report must indicate whether or not retention of the employee is recommended. Employees who successfully complete their initial introductory period are eligible for regular status. An employee will receive their initial annual evaluation six (6) months following successful completion of their mid-initial introductory evaluation and annually thereafter. The division or department will be responsible for monitoring the dates of new hire evaluations.

PERFORMANCE APPRAISAL OF A CHANGE-OF-STATUS EMPLOYEES DURING CHANGE OF STATUS INTRODUCTORY PERIOD

If the pay increase resulting from a change-of-status action is less than 10%, the employee's performance appraisal date will remain the same and the employee may be eligible, at that time, for a merit increase.

If the pay increase resulting from a change-of-status action is 10% or more, the employee's evaluation date will change. Formal written evaluations of progress are to be made prior to the end of 90 calendar days (3 months) and prior to the end of 180 calendar days (6 months). The six (6) month change of status performance appraisal report must indicate whether or not retention of the employee is recommended. An employee will receive their change-of-status annual evaluation six (6) months following successful completion of their mid change-of-status introductory evaluation and annually thereafter. Employees who successfully complete their change-of-status introductory period are eligible for regular status in his new position. The division or department will be responsible for monitoring the dates of new hire evaluations.

In the event the employee is not recommended for retention, he may be returned to the position held prior to the change-of-status action, if the position is still available and with the approval of the appropriate Department Director. The employee may also apply for any vacant and posted position for which he meets the minimum qualifications.

PERFORMANCE APPRAISAL MANUAL

More detailed information is contained in the Performance Appraisal Manual and is available in each employee's respective Department or Division. Employees may also contact the Human Resources Department to review the Performance Appraisal Manual.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

8. MERIT AWARD AND BONUS

A merit award is based on an employee's annual performance appraisal and the recommendation of the appropriate Department Director or City Manager in keeping with budgetary allocations.

Regular full-time and regular part-time employees are eligible for a merit award which may be given in the form of a merit increase or a merit bonus. A merit award is not given just because an employee's work is competent. A merit award is provided as a reward to employees for work rendered beyond that which is normally expected.

A classified employee's merit increase will be within the employee's assigned pay grade salary range, and must be approved by the Director of Human Resources.

Classified employees who are at or above mid-point of their pay grade must receive an overall Performance Appraisal rating of "Better Than Competent" in order to be eligible for a merit increase or merit bonus.

Classified employees who are at the maximum of their assigned pay grade may be eligible for a Merit Bonus Award.

Non-Classified employees, as identified by the City Manager, may be eligible for a Merit Bonus.

The City does not guarantee that merit awards or bonuses will be available from year to year.

PAY POLICIES.

More detailed information is contained in the Pay Policies and is available on the network drive (T drive). The City reserves the right to change pay policies at any time.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

9. CLASSIFICATION & COMPENSATION PLAN

The City operates under what is known as a Classification and Compensation (Pay) Plan. Through this plan, positions of varying classes necessary to accomplish the City's business are budgeted annually.

A position is the assignment of duties and responsibilities during the full or part-time employment of one person. A class is a position or a group of positions that have similar duties and responsibilities and require like qualifications.

An employee's pay is based upon his classification. Pay grades are set periodically for each class based upon labor market conditions and relative comparisons of similar classes in other governmental agencies and within commerce and industry in the area. Each pay grade has a salary range going from a minimum to a maximum rate of pay.

PAY POLICIES.

More detailed information is contained in the Pay Policies and is available on the network drive (T drive). The City reserves the right to change pay policies at any time.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

10. PAY POLICIES

OVERTIME

Department Directors and Division Heads are responsible for planning their work in such a manner to keep paid overtime at a minimum. Employees needed to work overtime will be given as much notice as possible; however, overtime can be mandated without prior notice for emergency situations.

Employees eligible for overtime will be paid at the rate of pay required by the U.S. Fair Labor Standards Act (FLSA).

COMPENSATORY LEAVE TIME

There will be no accrual of compensatory leave time, or compensatory time off for non-exempt employees (those entitled to overtime compensation under FLSA). (See Overtime.)

PAY POLICIES FOR EMPLOYEE CHANGE OF STATUS ACTIONS

If an employee experiences a change of status action, his rate of pay for the new position may or may not change, depending on the action taken. Also, the amount of increase, or decrease, an employee may receive is dependent of his status at the time of the action. **The employee's change in salary as a result of any of the following actions will be the first day of the pay period in which the change was effective.**

The various types of change of status actions are as follows:

Promotion. Selection of an employee for a position with a higher pay grade than the employee's current position. The employee's rate of pay may be increased in accordance with the City's Pay Policies.

Demotion. Selection of an employee for a position with a lower pay grade than the employee's current position. The employee's rate of pay may be reduced be in accordance with the City's Pay Policies.

Transfer. The selection of an employee for a position within the same pay grade. The employee's rate of pay may remain the same in accordance with the City's Pay Policies.

Reclassification (Upward or Downward). Change in position classification due to modification in the employee's job duties. The employee's rate of pay may or may not be adjusted depending on the type of change to the pay grade in accordance with the City's Pay Policies.

Position Upgrade or Downgrade. Change to a position's assigned pay grade due to market conditions. The change may or may not affect the employee's rate of pay.

ON CALL COMPENSATION

An employee who is required to remain “on call” on City property or so close that he cannot use the time effectively for his own purposes is working while “on call”. An employee who is not required to remain on City property but is merely required to leave word at his home or with a designated City employee where he may be reached is NOT working while on call.

An employee responding to an “on call” call will be compensated for the hours worked plus one hour to a maximum of four (4) hours. If it takes longer than four (4) hours to complete the work, the employee will be compensated for actual hours worked

TASK WORK

Task Work is an employment agreement that is based on the job or task rate without regard to the number of hours consumed in completing the task. Task Work should be determined on a basis of a time study of an employee or group stating that a particular task should be completed in eight (8) hours. The number of hours credited to the employee bears no necessary relationship to the number of hours actually worked. It may be greater or less. The City Manager, or designee, must approve, in writing, all cases in which compensation is based on task work.

PAY POLICIES.

More detailed information is contained in the Pay Policies and is available on the network drive (T drive). The City reserves the right to change pay policies at any time.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

11. WORK CONDITIONS AND HOURS

PAY DAY

Each employee will be paid by check every other Friday. If a holiday falls on a Friday, every effort will be made to distribute checks the closest preceding workday. Checks will be distributed within each employee's respective department/division.

WORKING HOURS

The standard working hours for City employees are 8:30 a.m. to 5:00 p.m., however, due to the nature of many City operations, employees' working hours may be scheduled otherwise. Employees may be scheduled to work from 0 to 24 hours per day, any, all or no days per week. Every operation that has other than the regularly scheduled work must be approved by the City Manager. Any changes to the scheduled work hours must be approved, in advance, by the City Manager. All employees will be notified, in writing, of their work schedule.

HOURS OF OPERATION

The standard hours of operation for City department/divisions are 8:30 a.m. to 5:00 p.m., however, due to the nature of many City services, the hours of operation may be scheduled otherwise. Every operation that has other than the regularly scheduled hours of operation must be approved by the City Manager. Any changes to the hours of operation must be approved, in advance, by the City Manager.

WORKWEEK - City has established the workweek to be Midnight Sunday - 7 consecutive calendar days - to Midnight Sunday.

WORK PERIOD - 14 CALENDAR DAYS - Midnight Sunday - 14 consecutive calendar days - to Midnight Sunday.

WORK PERIOD - 28 CALENDAR DAYS - Midnight Sunday - 28 consecutive calendar days - to Midnight Sunday.

The employee's workweek or work period begins at the start of his scheduled start time or shift for that workweek or work period.

The employee's workweek or work period ends at the end of his scheduled end time or shift for that workweek or work period.

12. LEAVE POLICIES

ANNUAL LEAVE

The City of Columbia encourages employees to take any annual leave for which they are eligible. An employee is eligible to take annual leave after successfully completing his initial introductory period with the City. Although employees who have not completed the initial introductory period accrue annual leave, the leave cannot be used until the employee has successfully completed his initial introductory period.

Annual leave may not be used until accrued.

If there are no annual leave hours available, the employee will NOT be paid and will be considered as Leave Without Pay.

An employee does not accrue annual leave while on any type of unpaid leave. Adjustments are made to the employee's annual leave accrual proportionate to any unpaid leave hours in a pay period.

Annual leave hours may be accrued on a bi-weekly or monthly basis. When hired, the employee begins to accrue from the date he was hired or the date he moved from temporary employment status to a regularly budgeted full-time or part-time position.

Regular Full-Time Employee. The maximum number of hours a regular full-time employee can accrue per month, depending on the employee's regularly scheduled hours to work, is shown in the following chart:

Annual Leave – Regular Full-Time Employees								
Annual	(5 Day Wk)	(4 Day Wk)	(5 Day Wk)	8.5 Hour	12.0 Hour	24 Hour		
LEAVE	8.0	10.0	8.5	Shift	Shift	Shift	11.0	12
Continuous	Non-Shift	Non-Shift	Sworn Police	Sworn Police	Sworn Police	Certified	Shift	Shift
Years	Work Day	Work Day	Personnel	Personnel	Personnel	Firefighter	Telecomm-unications	All Others
Service	MAXIMUM ANNUAL LEAVE HOURS ACCRUED PER MONTH:							
1 thru 5 years	6.7	6.7	7.1	7.1	7.1	9.3	6.4	7.0
6 th thru 20	One (1) Additional Day on Employee's Established Annual Anniversary Date Per Anniversary Year. (Accrual hours will increase by the appropriate number of hours equivalent to 1 day)							
20th	25 Days: There will be NO accrual beyond this maximum.							
NOTE: The maximum accrual is the amount that can be accrued in the current and previous anniversary year combined.								

Regular Part-Time Employee. All regular part-time employees, scheduled for 40 hours or more biweekly are eligible to accrue annual leave. The maximum number of hours that can be accrued per month, dependent on his regularly scheduled hours to work, i.e.:

Annual Leave – Regular Part-Time Employees					
MAXIMUM ANNUAL LEAVE HOURS ACCRUED PER MONTH:					
The same as employees regularly scheduled hours to work. i.e.:					
Continuous Years Service	Day per Month	4 Hr Work Day	5 Hr Work Day	6 Hr Work Day	7 Hr Work Day
Maximum Sick Leave Hours Accrued Per Month					
1 thru 5 years	1	3.3	4.2	5.0	5.8
6 th thru 20	1 Additional Day on Employees Established Annual Anniversary Date Per Anniversary Year (Accrual hours will increase by the appropriate number of hours equivalent to 1 day)				
20 th	25 Days Maximum - There will be NO accrual beyond this maximum.				
The maximum accrual is the amount that can be accrued in the current and previous anniversary year combined.					

There will be no accrual beyond the stated maximum. Any hours over the maximum accrual will be deducted at the end of the affected pay period.

Requests for annual leave should be made through the employee's immediate supervisor at the beginning of the calendar year or as far in advance as possible to allow the supervisor to prepare his work schedule and to allow time to adjust any conflicts that may exist.

An employee may only take in one calendar year the maximum number of days leave that he accrued in the **previous calendar year**. Approval of annual leave is at the discretion of the employee's Division Head or Department Director and is subject to review by the City Manager.

Calendar year is defined as the beginning of the first day of the first pay period paid in the calendar year and ends the last day of the last pay period paid in the calendar year.

When an employee moves to a position with a lower annual leave accrual rate, the annual leave over the maximum accrual balance may be converted accordingly.

An employee will be paid at his regular rate of pay for any accrued, unused annual leave, up to the maximum accrual, at the time of separation from employment provided that the employee has successfully completed his initial introductory period and has not been discharged for disciplinary reason(s).

Any employee who has experienced on the job injury and is receiving Workers' Compensation benefits while recuperating off the job does not accrue annual leave.

SICK LEAVE

Sick leave may not be used until accrued.

If there are no sick leave hours available, the appropriate adjustments will be made to the employee’s annual leave balance if the employee has successfully completed his initial introductory period. If there are no annual leave hours available, the employee will NOT be paid and will be considered as Leave Without Pay.

An employee does not accrue sick leave while on any unpaid leave of absence. Adjustments are made to the employee’s sick leave accrual proportionate to any unpaid leave hours in a pay period.

Sick leave hours may be accrued on a bi-weekly or monthly basis. When hired, the employee begins to accrue from the date he was hired or the date he moved from temporary employment status to a regularly budgeted full-time or part-time position.

Regular Full-Time Employee. The maximum number of hours a regular full-time employee can accrue per month, depending on the employee’s regularly scheduled hours to work, is shown in the following chart:

Sick Leave – Regular Full-Time Employees								
SICK LEAVE	(5 Day Wk)	(4 Day Wk)	(5 Day Wk)	8.5 Hour	12.0 Hour	24 Hour		
Continuous	8.0	10.0	8.5	Shift	Shift	Shift	11.0	12
Years	Non-Shift	Non-Shift	Sworn Police	Sworn Police	Sworn Police	Certified	Shift	Shift
1+	Work Day	Work Day	Personnel	Personnel	Personnel	Firefighter	Telecommunications	All Others
Service	8.0	8.0	8.5	8.5	8.5	11.2	7.7	8.4
	MAXIMUM SICK LEAVE HOURS ACCRUED PER MONTH:							
Maximum Accrual 90 Days	720 Hrs.	720 Hrs.	765 Hrs.	765 Hrs.	765 Hrs.	1,008 Hrs.	693 Hrs.	756 Hrs.

Regular Part-Time Employee. All regular part-time employees, scheduled for 40 hours, or more bi-weekly, are eligible to accrue sick leave. The maximum number of hours that can be accrued per month is dependent on his regularly schedule hours to work, i.e.,

Sick Leave – Regular Part-Time Employees					
<u>HOURS PER SICK DAY</u>					
The same as employees regularly scheduled hours to work. I.e.:					
Continuous Years Service	Day per Month	4 Hr Work Day	5 Hr Work Day	6 Hr Work Day	7 Hr Work Day
1+	1	4.0	5.0	6.0	7.0
Maximum Accrual	90 Days	360 Hrs	450 Hrs.	540 Hrs.	630 Hrs.

Sick leave must be authorized by the employee's Department Director or Division Head and is subject to review by the City Manager.

When an employee moves to a position with a lower sick leave accrual rate, the sick leave over the maximum accrual balance may be converted accordingly the last pay period in November.

An employee will be paid at his regular rate of pay for 1/5 of any accrued, unused sick leave at the time of separation from employment provided that the employee has successfully completed his initial introductory period and has not been discharged for disciplinary reason(s).

Any employee who has experienced on the job injury and is receiving Workers' Compensation benefits while recuperating off the job does not accrue sick leave.

Sick leave cannot be used automatically, unless provided elsewhere in the handbook. Employees may request sick leave for absence from work because of:

- Personal accident or illness;
- Legal quarantine;
- Pregnancy;
- Illness in the employee's immediate family;
- Funeral leave (See Funeral (Bereavement) Leave)

For the purpose of this sick leave policy, the term "**immediate family**" refers to spouse, child (natural, adopted, foster or step), parent of both employee and spouse, brother, sister or any other relative who regularly resides within the same household as the employee.

Any employee not reporting to work because of the above reasons should promptly telephone his immediate supervisor and advise him as to when he expects to return to work. An employee may be required to provide medical certification for any sick leave taken. Medical certification must be provided for care outside the home for parents and children (see FMLA). If these conditions are not met, a supervisor is not obligated to record the time missed as sick leave, and the employee will not be paid for that time.

SICK LEAVE BONUS

An employee may be compensated annually for 1/5 of his accrued sick leave in excess of the maximum accrual allowed. The annual cutoff date for compensation purposes is the last day of the last pay period paid in November. The sick leave bonus check will be paid the following pay period in December. The employee's sick leave balance will be reset to the maximum accrual allowed.

FUNERAL (BEREAVEMENT) LEAVE

Immediate Family. An employee may be granted a maximum of three (3) work days, chargeable to sick leave, in the event of a death in the employee's immediate family. If the employee has no sick leave available, he may take three (3) workdays without pay or take annual leave.

For the purpose of the funeral leave policy, the term "**immediate family**" refers to: spouse, child (natural, adopted, foster or step), parent of both employee and spouse, brother, sister, grandchild, grandparent, step-parent, step-grandparent, step-brother, step-sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, half-brother, half-sister, or any relative who regularly resides within the same household as the employee.

Relative. Eligible employees may be granted a maximum of three (3) work days, **chargeable to annual leave**, in the event of a death of an employee's **relative**, other than immediate family. If the employee has no annual leave available, he may take three (3) workdays without pay.

For the purpose of funeral leave policy; the term "**relative**" refers to uncle, aunt, niece, and nephew.

The Department Director may require proof of death be submitted before payment for leave will be authorized. The employee's supervisor is to obtain the full name of the deceased, relationship to the employee, the funeral home in charge of arrangements and the time of the funeral. Normally, a newspaper obituary will be sufficient.

ADMINISTRATIVE LEAVE

Exempt employees (those not entitled to overtime payment under FLSA) who work beyond normally scheduled work hours may be granted administrative leave time. Administrative leave time may be provided at a rate of one hour off for one hour worked. The employee's Department Director must approve additional work hours, in advance. The employee's Department Director must approve use of administrative leave time. Administrative leave time cannot be taken after notice of resignation, nor will it be paid for upon termination of employment. Listed below are guidelines for administering administrative leave:

Administrative leave should **not** be used in lieu of vacation.

Administrative leave should be used for things such as doctor's appointments, school appointments, personal business, etc.

A maximum of eight (8) hours administrative leave can be accrued before it must be taken.

Administrative leave time must be maintained and authorized in writing by the employee's Department Director.

JURY DUTY LEAVE

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Time off for jury duty is excused and will be with pay for a maximum of ten (10) work days for the time actually spent on jury duty when the hours of jury duty conflict with hours of work. Any period of time for which an employee is excused from jury duty because of illness will be charged to sick leave. Employees on jury duty more than ten (10) work days may utilize available annual leave, any other paid leave, or leave without pay.

It is the employee's responsibility to keep his supervisor informed about the amount of time required for jury duty. Employees may retain any compensation received from the court system for jury duty.

CIVIL LEAVE

An employee will be given time off without loss of pay when subpoenaed as a witness to appear before a court, public body or commission. The employee may retain any allowances granted in connection with such duty.

Time off from work related civil leave is excused and will be with pay for the time actually spent in litigation that conflicts with hours of work. Any period of time for which an employee is excused because of illness will be charged to sick leave.

This policy of paid civil leave does not apply to personal litigation.

Civil leave for court or legal matters will not apply to sworn law enforcement personnel when such action is deemed part of the employee's routine work.

VOTING IN PUBLIC ELECTIONS

All employees will be granted sufficient time off to vote in all public elections held within 50 miles of City Hall in which they are eligible to vote. The employee's Department Director or Division Head will be responsible for scheduling such time off so as to prevent any interruption from normal service.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

OPERATIONAL SHUTDOWN LEAVE

At times, emergencies arising from severe weather, fire, power failure, or other conditions can disrupt City operations. In extreme cases, these circumstances may require the closing of work facility(ies) and the temporary shutdown of non-essential services.

In the event the City Manager directs the shutdown of non-essential services, affected employees may use available annual leave unless otherwise directed by the City Manager.

Employees who are in positions that have been designated as “essential” will be expected to report to work during emergency closing situations and when called. Department Directors are responsible for notifying those employees within their area of responsibility if they are considered as essential in cases of emergencies.

Employees who are required to work during these periods will be paid in accordance with the applicable City policy.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

TARDINESS

Employees who do not report to work at their assigned start time may not be paid for the time the employee was tardy (late) and such time will be considered as:

Excused Absence Without Pay. An employee who contacts his supervisor **PRIOR** to his scheduled start time may be considered as **excused** without pay for the time missed prior to reporting to work

Unexcused Absence Without Pay. An employee who does not contact his supervisor prior to his scheduled start time may be considered as **unexcused** absence without pay for the time missed prior to reporting to work.

All excused or unexcused absence without pay will reduce the three (3) working days or shifts Leave Without Pay balance.

LEAVE WITHOUT PAY

An employee is eligible for leave without pay for a period not to exceed the equivalent of three (3) working days or shifts per calendar year with the prior approval of his Department Director.

At the end of the equivalent of the three (3) working days or shifts period, if the employee has not or can not return to work, a request for a Personal Leave of Absence must be submitted through the appropriate Department Director to the Director of Human Resources. If a request is submitted and not approved, or if no request is submitted, the employee may be separated from employment.

If an employee is not on an approved leave without pay or in a leave of absence status and is absent for three (3) consecutive workdays or shifts, the employee will be considered as having abandoned his position.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

MILITARY LEAVE

Employees are eligible for Military Leave and reinstatement upon return from such leave for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law.

Employees going on military leave are required to submit a copy of their orders to their Supervisor or Department Director as soon as possible but not less than one work week before leave begins, except for military emergencies where such notice is not possible.

RETURN FROM MILITARY LEAVE

Employees returning from approved military leave in excess of fifteen (15) calendar days are to contact their Division Head or Department Director within twenty-four (24) hours of discharge or release from duty, regarding their intent to return to employment with the City.

Per the Uniformed Services Employment and Reemployment Rights Act (USERRA), the following timelines are for employees returning to work:

- 1) Military service of 1 to 30 days; the employee must return to work at the beginning of the first regularly scheduled workday or eight hours after the end of military service. A reasonable commuting time from a military service post to home must be taken into consideration by the department;
- 2) Military service of 31 to 180 days; the employee return to work at the beginning of the first regularly scheduled workday or no later than 14 days after completion of military service; or,
- 3) Military service of 181 or more days; the employee must return to work at the beginning of the first regularly scheduled workday or no later than 90 days after completion of military service.

Long Term Military Leave. An employee returning from long term military leave may need to complete a new City Application for Employment to indicate any additional training or experience that has been obtained. Employees returning from military leave may also apply for vacant and posted positions.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

LEAVES OF ABSENCE

PHYSICAL DISABILITY LEAVE

(Applies to Employees not Covered by the Family Medical Leave Act).

General. A regular employee who has completed his initial probation (and any extension thereof) may, upon written application to the Director of Human Resources, be granted a leave of absence without pay for up to 182 calendar days when unable to work because of illness, sickness, pregnancy, postpartum recovery or injury on or off the job.

Requesting Leave. Employees who request Physical Disability Leave must give 30 days advance notice or as much notice as is possible in the particular circumstances. In appropriate situations an employee may be placed on Physical Disability Leave status without a written application with the prior approval of the Director of Human Resources.

The City Manager, at his discretion, may extend the period of Physical Disability Leave to a maximum total of 365 calendar days. Only employees who have successfully completed one (1) year of full-time service are eligible for an extension of Physical Disability Leave beyond the initial 182 calendar days.

Re-Instatement Under Physical Disability Leave. An employee desiring to return to work from approved Physical Disability Leave of Absence must give reasonable notice of intent to return to work. If the City finds that the employee is fit to return to work, the employee may be recalled to his former job if a vacancy exists, which is to be filled. If no such vacancy exists, the employee may apply for any vacant and posted position for which he meets the minimum qualifications.

An employee who fails to return to work in a position offered to him will be considered as having voluntarily resigned. If no position is available at the conclusion of approved physical disability leave, the employee will be separated from employment.

PERSONAL LEAVE OF ABSENCE

An employee may apply for leave of absence for personal reasons. Requests for personal leave must be made in writing and can only be granted at the discretion of the City Manager.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

FAMILY AND MEDICAL LEAVE ACT (FMLA)

In certain circumstances, employee leave may involve provisions of the FMLA. The general description offered below is not intended to expand or restrict these provisions. Any conflict between the FMLA and the information outlined below will be controlled by the FMLA. Any questions concerning family medical leave (**FML**) should be directed to the Human Resources Department.

Eligibility. An employee must be employed 12 months or longer **and** have worked 1,250 hours or more in the preceding 12 months, prior to commencement of leave.

Length of Leave. An eligible employee is entitled to the equivalent of a total of 12 workweeks of leave during any 12 consecutive month period. The 12-month period begins with the first day that leave is taken.

Requesting Leave. Employees who request FML should give 30 days advance notice or as much notice as possible in the particular circumstance. Employees may be placed on FML without application when approved by the Director of Human Resources. **Proof of need for FML will be required.**

Reason For and Duration of Family and Medical Leave (FML). An eligible employee will be granted unpaid FML for one of the following:

Family Leave: For the birth, adoption or legal foster care placement of a child by an authorized placement agency. (Informal foster care arrangements are not covered). Family leave must be taken within 12 months of birth, adoption or placement and must be taken consecutively. Proof of need for leave of absence may be required.

Medical Leave – Employee: A serious medical condition that prevents the employee from being able to perform his job. Leave required because of the employee's own serious health condition may be taken consecutively, intermittently or by means of a modified work schedule, when available.

Medical Leave - Family Member: To care for a family member who has a serious health condition and requires the employee's help. Family Member covers the employee's spouse, child or parent. Leave required because of a family members' serious health condition may be taken consecutively, intermittently or by means of a modified work schedule, when available.

Definition of Child: A biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing loco parentis (i.e., in place of a parent), who is under 18, or other than 18 if incapable of self-care because of a mental or physical disability.

Definition of Parent: Biological parent or individual standing in loco parentis

Serious Health Condition. A serious health condition is an illness, injury, and impairment or physical or mental condition which either:

- Involves inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or,
- Involves continuing treatment by a health care provider one visit to health care provider and a continuing regimen of care; or, two or more visits to a health care provider for the same condition.

Special Situation – Spouses. When the City employs both a husband and a wife, their combined right to a leave of absence is limited to 12 weeks in a 12-month period if the leave of absence is for Family Leave or for Family Medical Leave.

Special Situation - Key Employee (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Effect of FML on Fringe Benefits. Employees will continue under the City paid Employee Health and Dental insurance coverage. However, employees must continue to pay **any** dependent portion of health and dental benefit plan premiums on the same date that such portion of premiums would be deducted from the employees' wages.

S.C. Retirement Life Insurance will remain in effect for 90 days during FML leave without pay for employees with at least one year credited service. The S.C. Retirement System does not allow service credit to be accrued during a leave of absence.

Unpaid time lost from work due to FML is not considered time worked for the purpose of accrual of leaves.

Effect of Leave on Paid Time Off. Available and accrued sick leave and annual leave will be used prior to an employee going on FML without pay. An employee's twelve (12) weeks of FML will run concurrently with any paid leave, i.e., sick leave, annual leave or any other paid leaves for which the employee is eligible

Reinstatement Under the FMLA. At the conclusion of the FML, the employee is eligible for reinstatement to his former position or to a position equivalent to his former position. The employee must present a physician's certification as to his ability to perform the essential duties and responsibilities of his position and must give reasonable notice of intent to return to work.

Extension of Leave After FML. An employee who has exhausted his eligibility for leave under FMLA by taking 12 weeks of leave may, upon written application, be granted up to an additional 14 weeks of unpaid Physical Disability Leave of Absence. Physical Disability Leave of Absence does not entitle the employee to reinstatement. **Proof of need for leave of absence may be required.**

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

INVESTIGATORY SUSPENSION LEAVE

Investigatory Suspension is **not** a disciplinary action. It is an investigation of circumstances and charges. Therefore, it is not an action that can be grieved.

An investigatory suspension may be initiated by the City Manager or Department Director if an employee is accused of a serious misdemeanor, felony or any action deemed unbecoming of a City of Columbia employee or when it is in the City's best interest that an employee be relieved of duty pending an investigation of any circumstances or charges. The Director of Human Resources will be informed as soon as practicable.

Such suspension may be done orally, however, it is to be followed up in writing. Such suspension is **not** recorded on a Personnel Report form.

During the investigatory suspension, the Department Director may place the employee on annual leave. If no leave is available, the employee will be placed in a leave without pay status for the duration of the suspension.

The investigatory suspension may be terminated upon resolution of the circumstances or charges. Depending on the outcome of the investigatory suspension the employee may be subject to disciplinary action up to and including termination from employment with the City.

If the investigatory suspension does not result in any disciplinary action, an effort will be made to reinstate the employee into the position which he vacated or, if not available, into the first available, similar position for which he is qualified to perform so long as it is considered to be in the best interest of the City. The employee may also apply for any vacant and posted position within the City for which he believes he meets the minimum qualifications.

Employees eligible to return to employment following investigatory suspension in excess of fifteen (15) calendar days are to contact their Division Head or Department Director immediately regarding their desire to resume employment with the City. An employee who has been on long-term investigatory suspension may need to complete a new Application for Employment.

When the investigatory suspension is terminated by full reinstatement of the employee, the employee may apply for recovery of pay and benefits upon return to full time employment. Such application may be considered and resolved by the City Manager.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

13. EMPLOYEE BENEFITS**HOLIDAYS**

The following days are considered official holidays for regular full-time and part-time employees:

	Holiday	Official Day
1.	New Year's Day	January 01st
2.	Martin Luther King, Jr., Day	Third Monday in January
3.	Good Friday	Friday before Easter
4.	Memorial Day	Last Monday in May
5.	Independence Day	July 4th
6.	Labor Day	First Monday in September
7.	Thanksgiving Day	Fourth Thursday in November
8.	Day After Thanksgiving	Fourth Friday in November
9.	Christmas Day	December 25th
10.	Day in conjunction with Christmas	To Be Announced

Subject to the direction of the City Manager, holidays that fall on a Saturday are observed on the preceding Friday and holidays that fall on a Sunday are observed on the following Monday.

Employees in some operational units of the City may have a special work schedule. Holiday schedules are to be posted in an area easily accessible to all employees.

To receive holiday pay, the employee must work the last scheduled working day before and the first scheduled working day after a holiday, or have approved paid leave for these days.

HOLIDAY LEAVE HOURS

Holiday leave hours are accrued based upon the total number of regular scheduled work hours for employees. Only Certified Firefighters and Sworn Police Officers may accumulate holiday leave hours. For all other employees, holiday leave hours accrue and apply on the designated holidays.

Temporary and seasonal employees do not accrue holiday leave hours. Regular and part-time employees shall accrue holiday leave hours based upon their regular scheduled work hours.

Employees scheduled to work 8 hours per day/5 days per week and 10 hours per day/4 days per week, or 2080 hours during the calendar year, will receive holiday leave hours at the rate of 8 hours per holiday, or an annual maximum total of 80 hours per calendar year based upon 10 scheduled holidays.

Employees scheduled to work 12-hour shifts, or 2184 hours during the calendar year, will receive holiday leave hours at the rate of 8.4 hours per holiday, or an annual maximum total of 84 hours per calendar year based upon 10 scheduled holidays.

Employees scheduled to work 12-hour shifts, or 2210 hours during the calendar year, will receive holiday leave hours at the rate of 8.5 hours per holiday, or an annual maximum total of 85 hours per calendar year based upon 10 scheduled holidays.

Employees scheduled to work 24-hour shifts, or 2756 hours during the calendar year, will receive holiday leave hours at the rate of 12.0 hours per holiday, or an annual maximum total of 120 hours per calendar year based upon 10 scheduled holidays.

Calendar year is defined as the beginning of the first day of the first pay period paid in the calendar year and ends the last day of the last pay period paid in the calendar year.

For employees eligible to accumulate holiday leave hours, unused holiday leave hours accrued within a calendar year may be carried over into the next calendar year up to the maximum annual accrual. There will be no accrual beyond the stated annual maximum. Any hours over the maximum annual accrual will be deducted at the end of the affected pay period

Any holiday leave taken before accrual is considered an advance of wages. Any deficit holiday leave hours at the end of the identified calendar year will be deducted from accrued annual leave. Any deficit holiday leave hours at termination of employment shall be deducted from the employee's final salary payment.

An employee will be paid at his regular rate of pay for any accrued, unused holiday leave, up to the maximum accrual, at the time of separation from employment provided that the employee has successfully completed his initial introductory period and has not been discharged for disciplinary reason(s).

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

HEALTH AND DENTAL INSURANCE

The City offers Group Hospitalization and Dental to all regular full-time employees and to all regular part-time employees regularly scheduled to work 30 hours or more per week. Coverage for an employee and/or an employee's eligible dependents will be at the employee's option and the cost of coverage will be the responsibility of the employee. The premium is payroll deducted.

Coverage will be effective the first day of the month following the employee's date of hire. If an employee is hired on the first day of the month, coverage will be effective the first of that month.

Information on the City's Group Hospitalization and Dental Insurance Plans is contained in the health and dental coverage and benefits booklet available in the Human Resources Department. Contact Human Resources for any additional information.

IMPORTANT NOTICE: If there is a qualifying event such as a change in family status, birth/adoption, marriage/divorce, etc., or when a dependent child turns 19 years of age and is not a full-time student, it is the employee's responsibility to notify the Human Resources Department within 31 days of the qualifying event so that eligible dependents can be notified, in writing, of any COBRA continuation benefits.

LIFE INSURANCE

Eligible City employees who participate in the South Carolina Retirement System with more than one (1) year of service have life insurance coverage equivalent to the employee's annual salary at the time of death through the South Carolina Retirement System.

City employees with less than one year (1) year of service have life insurance coverage equivalent to four (4) weeks wages at the employee's rate of pay at the time of death through the City of Columbia.

OPTIONAL LIFE INSURANCE

Optional Life Insurance is available to all regular full-time and part-time City employees regularly scheduled to work 30 hours or more per week. The premiums are payroll deducted. Contact Human Resources for further details.

LONG TERM DISABILITY INSURANCE

The City offers payroll deduction for Long Term Disability Insurance, at group rates, to regular full-time and part-time employees who are regularly scheduled to work 30 hours or more per week, and who participate in the City's Health Insurance Program.

Information on the Long Term Disability Insurance is available in Human Resources.

SAVINGS BONDS

The City offers all regular full-time and part-time employees, through payroll deduction, the opportunity to participate in the U.S. Government Savings Bond program. Deductions may be taken in any specified amount in accordance with the Savings Bond program guidelines. Contact the appropriate person within your respective Department or Division for deduction forms. Contact Human Resources for any additional information.

DEFERRED COMPENSATION

The City offers all regular full-time and part-time employees, through payroll deduction, the opportunity to participate in the State of South Carolina's Deferred Compensation program. Deferred Compensation is a savings plan which allows eligible City employees to take before-tax deductions and set it aside to provide additional retirement income. Monies put into this retirement plan are not readily accessible. Details of this plan are available through Human Resources.

CREDIT UNION

Though not a part of the City, regular full-time and part-time employees are eligible to participate in the SC State Employees' Credit Union through voluntary payroll deduction or as a direct deposit. Employees have access to the many services provided to members of the SC State Employees' Credit Union, such as various savings plans, a checking account and many loan options. Further information can be obtained by contacting the Credit Union office.

DIRECT DEPOSIT

All regular full-time and part-time employees have the option of receiving a pay check every two weeks or having all or part of their pay check deposited automatically into a bank of their choice. Effective January 1, 2011, all pay checks will be processed through direct deposit. Further information can be obtained by contacting the Payroll department.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

SERVICE PINS

Regular full-time employees are presented service pins at five (5) year intervals of continuous service. These service pins are either silver or gold and bear the official logo of the City of Columbia. Pins for 15 or more years contain an opal, ruby, sapphire, diamond or other stone, according to the length of service.

COMMEMORATIVE WATCH

The City will give a commemorative watch to each Employee of the Month. The City Manager, at his discretion, may award a commemorative watch to other City employee(s).

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

WORKERS' COMPENSATION

All City employees are covered under the SC Workers' Compensation Law. An employee must promptly report any injury which occurs on the job to his immediate supervisor. Necessary medical care will be coordinated by the City's Health Clinic. A delay in reporting could result in a delay in benefits and, in some cases, the loss of some benefits.

An employee disabled from work due to a compensable job related injury will receive workers' compensation benefits equal to sixty-six and two-thirds (66-2/3%) percent of the employee's average weekly wage up to the maximum as determined by the Workers' Compensation Commission, as required by state law. Workers' compensation benefits will be paid after the statutory seven (7) calendar day waiting period. Workers' compensation benefits are not subject to federal or state taxes or FICA withholding and will not be reflected on the employee's W-2 form.

There will be no deductions taken from an employee's workers' compensation disability benefit check. To maintain some of the employee's benefits or to keep personal obligations current, it will be necessary for the employee to make arrangements for personal payment. Any employee receiving workers' compensation benefits should contact Human Resources regarding personal payment(s).

SHORT TERM INJURY LEAVE BENEFIT

During the workers' compensation statutory seven (7) calendar day waiting period, an employee alleging a work related injury will receive full wages for each working day or shift missed during the statutory seven (7) calendar day waiting period due to the alleged work related injury up to a **maximum** of five (5) working days per calendar year. The employee must certify, in writing, that the injury is work related and the employee's inability to work must be certified, in writing, by the treating physician or the City's Health Clinic personnel. For policy information concerning restricted work or transitional duty, refer to pages 15 and 16 of the Employee Handbook.

This benefit is not a **statutory** workers' compensation benefit and is not to be construed as or relied upon by any employee as an admission of liability, acceptance of a workers' compensation claim, or an obligation to pay further workers' compensation benefits to or on behalf of the employee by the City of Columbia. Any and all available workers' compensation defenses to an alleged workers' compensation claim are hereby reserved. If workers' compensation benefits are determined to be due, they will be paid in addition to this employee benefit.

CITY HEALTH CLINIC

The City maintains a health clinic for use by all City employees. The clinic is located at 2910 Colonial Drive (in the Public Works complex) and is staffed by a registered nurse to provide limited clinical and first aid services. All employees are encouraged to use the clinic for treatment of minor injuries, illness and preventive care.

JOB RETENTION SERVICES - JOB RELATED PROBLEMS

The City of Columbia's Job Retention Services Program is a program which provides employees professional help with job related problems. The City has developed this program with the assistance of the Job Retention Services Program of the S.C. Vocational Rehabilitation Department which administers this program for the City.

Services include help with anxiety, depression, physical/medical problems and drug or alcohol dependence or abuse. These services are available to employees and family members age 16 or over.

It is not the City's intent to interfere in any employee's personal life. The City is concerned with its employee's health and well being and the effects that external personal problems can have on an individual's work

Most services provided through the Job Retention Program will be at no charge to the employee. If any costs will be borne by the employee, these costs will be communicated in advance.

Pamphlets describing the Job Retention Program and the services the program offers are available in the Human Resources Department. The employee is responsible for contacting the Job Retention Services Counselor directly for assessment and counseling.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

14. DRUG FREE WORK PLACE

DRUG AND ALCOHOL USE AND TESTING

The City of Columbia is committed to maintaining a drug and alcohol free workplace. The City recognizes that safety problems are created when employees use and/or abuse controlled substances and alcohol. Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety and well-being of the individual user and all of our employees, it can also endanger the safety of the general public, jeopardize the safety of the roadways and cause serious accidents and injuries. In addition, the City must comply with the Federal Department of Transportation Motor Carrier Safety regulations, 49 CFR Part 382, which addresses the use and/or abuse of controlled substances and alcohol for DOT regulated employees. Furthermore, it is the policy of the City of Columbia to establish and maintain drug and alcohol free workplaces and to comply with the Drug Free Workplace Act.

An effective and strict policy regarding illegal and improper drug and/or alcohol use is necessary to ensure public safety, preserve employee integrity, and maintain public trust and confidence in the City of Columbia. The City of Columbia and the public have a right to expect City employees to be, at all times, both physically and mentally prepared to perform their duties.

GENERAL RULE

Drug Use & Testing. The unlawful manufacture, distribution, dispensation, possession, purchase, or use of illegal drugs **in any form** (including prescription drugs which are not prescribed for the employee's own use) by City employees is expressly prohibited and constitutes grounds for immediate termination. This prohibition applies both on and off the job. City employees are permitted to possess or lawfully deliver any substance when required by their jobs.

Alcohol Use & Testing. All employees are prohibited from reporting to work or being at work with an alcohol concentration of .02 or greater. In addition, employees are prohibited from possessing alcohol while on duty or transporting alcohol in any City or USDOT regulated vehicle.

The distribution, dispensation, possession, storage, purchase, or use of alcohol by City employees on City premises or time* is expressly prohibited and constitutes grounds for immediate termination

*The term "City premises or time" includes, but is not limited to, city vehicles and private vehicles on city premises, parking lots, and recreation areas; and any circumstances in which an employee has been designated in writing by the City Manager as a representative for the City. Employees are not prohibited from having unopened containers of alcoholic beverages in their personal vehicles.

APPLICANT DRUG AND ALCOHOL TESTING

Applicants determined to be final candidates for employment are to have a drug and alcohol screening following a Conditional Offer of Employment. Applicants for temporary positions requiring a Commercial Driver's License or designated as "safety sensitive" by USDOT guidelines or City policy will also be required to submit to drug and alcohol screening following a Conditional Offer of Employment. Candidates for all other temporary positions are to have a drug and alcohol screen.

The City will not hire any applicant tentatively selected for employment who refuses to submit to a drug and alcohol test, who does not report for testing immediately following completion of the Conditional Offer of Employment form (Part 2) or who tests positive for use of illegal or unauthorized substances.

An applicant for employment, whose pre-employment drug (includes prescription drugs which are not prescribed for the applicant's own use) and/or alcohol test results are positive, will be notified by the hiring authority of his rejection for employment for failure to pass the City's pre-employment screening process. An applicant may contact the designated representative of the Human Resources Department for the results of his pre-employment screening within fifteen (15) days of being notified of the disposition of his employment process.

An applicant who had been rejected under this policy, or an employee who had been discharged for violation of this policy, may be considered for future vacancies if he can demonstrate that he is no longer a user of any such substances. Prior to a job offer (Conditional Offer of Employment), he is to submit original documentation that he has successfully completed a drug or alcohol abuse treatment program and he is to submit originals of three (3) drug and/or alcohol tests, each taken more than ten (10) calendar days apart, to the designated representative of the Human Resources Department.

Failure to provide the required documentation within 90 calendar days of receipt of the "Request For Information For Determining Eligibility" form from the Human Resources Department may make the applicant not eligible for employment with the City and will be cause for the City to withdraw its Conditional Offer of Employment.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

TESTING TYPES FOR CURRENT CITY EMPLOYEES

All employees are subject to reasonable suspicion and post-accident drug and alcohol testing.

All employees who are required by their jobs to possess a commercial driver's license, or employees who possess a commercial driver's license, are subject to reasonable suspicion, post-accident and random drug and alcohol testing in accordance with DOT Safety Regulations.

All employees who hold a safety sensitive position (as listed in Appendix A) are subject to post accident, reasonable suspicion and random drug and alcohol testing.

All employees who have been re-hired who had been discharged for violation of this policy will be subject to reasonable suspicion, random drug and alcohol testing.

All employees who have admitted violating the City's drug and/or alcohol policy and entered treatment will be subject to reasonable suspicion, random drug and alcohol testing.

An applicant who was rejected for employment for failing the drug and/or alcohol pre-employment screening process and provided documentation that he is no longer a user of any such substances as required by the City will be subject to reasonable suspicion, random drug and alcohol testing.

The City will pay the costs of all drug tests and alcohol tests to which the City requires an employee to submit.

EMPLOYEE DRUG AND/OR ALCOHOL USE AND TESTING POLICY

All City employees will be subject to drug and/or alcohol testing for post-accident, random selection or where reasonable suspicion of drug use in violation of this policy exists, or under other lawful conditions.

POST ACCIDENT TESTING

An accident occurs resulting in a fatality; or,

An accident occurs where the employee is issued a citation for a moving traffic violation in connection with an accident; or,

A serious accident occurs due to the apparent fault of the employee or in which the employee's performance could have contributed to the accident. A determination whether to test an employee in this case will be based on the following:

An accident causing bodily injury, which requires medical care away from the scene of the accident;

An accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene;

An accident causing total property damage (all vehicles or property) of \$1,000 based on the best available estimate;

A non-vehicular accident where an employee failed to follow an established safety procedure or has committed safety violation, which causes or may have caused bodily injury or property damage.

Post Accident Drug Test. A post accident drug test is to be administered as soon as possible following an accident but within 32 hours if a test is applicable under this policy. If circumstances prevent a drug test from being administered within 32 hours following the accident, an employee who is injured and/or cannot provide a specimen is required to provide necessary authorization for obtaining hospital or emergency reports or other documents which would indicate the presence of drugs in the employee's system.

Post Accident Alcohol Test. A post accident alcohol test will be administered as soon as possible following an accident. Employees are prohibited from using alcohol within eight (8) hours following an accident or until a decision is made regarding post-accident testing. In the event the test is not administered within the 8 hour time frame the employee will not be permitted to remain on duty until 24 hours have elapsed or an alcohol test is administered and the employee's alcohol concentration measures less than 0.02.

An employee who is to be tested for drug and alcohol post accident circumstances will be transported to the City's designated test site by City-arranged transportation and transported home by either family/friends or by City-arranged transportation. Such employee will not be permitted to operate City vehicles or operate City equipment or work in a safety sensitive position until drug and/or alcohol screening results have been verified.

RANDOM TESTING

Random drug and/or alcohol testing will be conducted on the following employees:

Employees who hold designated safety sensitive positions, as defined by the US Department of Transportation (USDOT) guidelines and City Policy (Appendix A), will be tested on an unannounced random basis throughout the year.

Employees who are required by their jobs to possess a commercial driver's license, or employees who possess a commercial driver's license, are subject to reasonable suspicion, post-accident and random drug and alcohol testing in accordance with DOT Safety Regulations.

Employees who have been re-hired who had been discharged for violation of this policy;

Employees who are currently enrolled in a drug and/or alcohol treatment program;

Employees who were rejected, as an applicant, for failing the drug and/or alcohol pre-employment screening process and provided documentation that they no longer use any such substance(s).

REASONABLE SUSPICION TESTING

All City employees are subject to drug and/or alcohol testing if there is reasonable suspicion of prohibited drug/alcohol use.

Reasonable suspicion means that the information must be based on specific, observable facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs or alcohol. Observations which constitute a factual bases for determining reasonable suspicion may include but are not limited to:

Odor of alcoholic beverages; odor of marijuana; slurred speech, erratic behavior, physical or verbal altercation, violent mood swing, and excessive unexplained absenteeism and tardiness.

An employee who refuses to submit to, or fails to complete, a drug or alcohol test when testing is required by this policy is subject to discharge.

Procedure for Reasonable Suspicion Testing.

Reasonable suspicion testing will be conducted after contacting the City's Safety Administrator or, in his absence, the City's Risk Manager for authorization to administer reasonable suspicion testing.

The Safety Administrator, or Risk Manager, will consult with the Department Director or Division Head to ensure that verifiable information is in compliance prior to authorizing reasonable suspicion testing.

Department Directors, Division Heads or Supervisors must have documented verifiable information and must substantiate specific observations concerning the appearance, behavior or odor of probable drug or alcohol use by any employee, before reasonable suspicion testing can be done.

The employee is to be confronted in private about the observed behavior and informed that he is being instructed to submit to reasonable suspicion drug and/or alcohol testing.

Employees who have a Commercial Driver's License or Sworn Police Officers will be sent to the City's designated test site for testing; all other employees will be sent to the City's Health Clinic for testing.

No employee will be permitted to operate any City vehicle or operate any City equipment until test results are obtained and confirmed.

The Safety Administrator or Risk Manager will notify either the City's designated test site or the Employee Health Clinic Nurse of the reasonable suspicion testing and provide the name of the employee.

The employee is to be transported and escorted to City's designated test site by a designated City employee in City-arranged transportation and transported home by either family/friends or by City-arranged transportation. Such employee will not be permitted to operate City vehicles or operate City equipment or work in a safety sensitive position until drug and/or alcohol screening results have been verified.

The Safety Administrator or Risk Manager will notify the appropriate Department Director, Division Head or Supervisor of confirmation results, who are then responsible to take appropriate action, if needed.

The Safety Administrator or Risk Manager will notify the Director of Human Resources, or designee, of all positive drug and/or alcohol test results.

DRUG AND ALCOHOL TESTING FOR EMPLOYEE'S CHANGE OF STATUS

A drug and alcohol test will be included as part of the promotion, demotion, transfer, or selection process for employees determined to be final candidates for the following:

- Positions requiring Commercial Driver's License (CDL);
- Positions which are "safety-sensitive" as determined by USDOT or City policy;
- Employee's who possess and maintain a valid Commercial Driver's License (CDL) even though a CDL is not required for the position.

Testing will take place after the conditional offer of employment has been made and prior to the first time the employee drives equipment requiring a CDL or performs safety-sensitive functions for the City.

CONSEQUENCES OF VIOLATING EMPLOYEE DRUG AND/OR ALCOHOL USE AND TESTING POLICY

Drug Testing Policy. Any employee who tests positive under reasonable suspicion, post accident or random testing or who refuses to submit to, or fails to complete a drug test when testing is required by this policy is subject to discharge.

Alcohol Testing Policy. Any employee who has an alcohol test with a positive test result of 0.02 or higher under reasonable suspicion, post accident or random testing, or who refuses to submit to, or fails to complete a alcohol test when testing is required by this policy is subject to discharge.

Reporting to Work. Every employee will assure that his ability to perform his job duties is not negatively affected due to his use of a drug or alcohol when scheduled to report to work or when on "on call" status. Should any employee be requested to report to work earlier than his normal or previously assigned time, it is the employee's responsibility to advise his supervisor that he is unable to perform the assigned job duties or that he has consumed alcohol within the last four (4) hours prior to reporting for duty.

Use of Prescribed or General Drug. An employee will inform his supervisor prior to beginning work or while on duty, if he has used or intends to use any prescription drug, over the counter drugs, or other substance that might impair his ability to satisfactorily perform in a safety sensitive position. Failure to notify the supervisor under these circumstances may result in disciplinary action.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES AND LAW ENFORCEMENT AUTHORITIES

As a condition of employment, employees agree to notify their supervisor, Division Head or Department Director within five (5) calendar days after any criminal conviction for the manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City will notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

The affected Department Director will notify law enforcement authorities whenever illegal drugs are found in the workplace.

SEARCHES AND SEIZURES

The City reserves the right to conduct searches or inspections of any City property assigned to an employee. If a search indicates the presence of what appears to be an illegal substance, the City of Columbia Police Department will be contacted. In addition, if there is reasonable cause to believe that personal property may contain evidence of the commission of a crime, the City may search personal items with the assistance of a law enforcement officer.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

JOB RETENTION SERVICES - DRUG OR ALCOHOL DEPENDENCY

The Job Retention Services Program provides employees professional help with drug or alcohol dependency problems. Employees are urged to voluntarily seek confidential help through this program. The City has developed this program with the assistance of the Job Retention Services Program of the S.C. Vocational Rehabilitation Department which administers this program for the City.

Pamphlets describing the Job Retention Program and the services the program offers are available in the Human Resources Department. Employees may contact the Job Retention Services Counselor directly for assessment and counseling.

Employee's who voluntarily seek assistance for a substance abuse or alcohol problem are required to authorize any treating facility or assistance program to report periodically to the Director of Human Resources, or designee, during the course of treatment/counseling.

The employees continued employment is conditioned upon successful completion of counseling or a rehabilitation program. An employees who refuses or fails to participate in a single counseling or treatment session, or tests positive for substance abuse or alcohol, will be terminated.

Employees who voluntarily seek assistance with a substance abuse or alcohol problem (**prior to a request to be tested**) and successfully complete a rehabilitation program will not be disciplined for such voluntary admission. However, participation will not mitigate discipline for infractions of the Drug and Alcohol Use and Testing policy. An employee **will not** avoid discipline by requesting assistance **after** being requested to take an alcohol and/or drug test or violating City policies and rules of conduct.

Employees who complete their voluntary substance abuse or alcohol program will be retested before returning to duty. Any employee whose return to duty test indicates a positive drug test or an alcohol test result of 0.02 or higher will be terminated.

An employee will be required to submit to unannounced drug and/or alcohol testing for at least six months and not to exceed five (5) years following the employee's return to duty.

Any employee whose continued employment is conditioned upon completion of any of the above requirements and either admits to a violation of the City's drug or alcohol policies, or tests positive for drug or alcohol with results of .02 or higher, will be terminated.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

15. DISCIPLINARY ACTION

The City expects all employees to perform their assigned duties in a competent manner, showing courtesy to the public and coworkers.

Employees are expected to have personal conduct standards that are professional, conscientious and do not bring discredit to the City.

In the event a disciplinary action becomes necessary, it will be administered in a manner that is without regard to race, sex, age, religion, national origin or disabling condition. The supervisor will turn in a "Personnel Report" form which outlines the circumstances involved and the action being taken. The supervisor is to show the report to the employee and request his signature. The employee's signature acknowledges that he has seen the report but does not indicate agreement with the contents of the report or the action taken, nor does it prevent an appeal from the action. If the employee declines to sign the report, in the presence of a witness, the supervisor will note on the report the time and date it was shown to the employee and both the supervisor and witness will sign the notation. In situations where a discharge takes place and the employee does not sign the Personnel Report form, a copy of the form will be mailed to the employee.

TYPES OF DISCIPLINARY ACTIONS

All disciplinary actions are to be documented on the PERSONNEL REPORT FORM in accordance with the following:

Oral Reprimand. An Oral Reprimand is a discussion between a supervisor and an employee regarding the employee's conduct. The written record of an Oral Reprimand will be offered to the employee and the original will be maintained by the supervisor. In the event of subsequent disciplinary action, the original Oral Reprimand(s) will be submitted to the Human Resources Department for inclusion into the employee's personnel file.

Written Warning. A Written Warning is the next level of discipline. A Written Warning provides the employee formal notice of a disciplinary problem. The matter is discussed with the employee. A copy of the completed report will be offered to the employee and the original submitted to the Human Resources Department for inclusion into the employee's personnel file.

Suspension (Disciplinary). A Department Director may, for disciplinary purposes, suspend without pay any employee in his department for a length of time he considers appropriate, not to exceed five (5) working days. An employee may not use accrued leave hours or paid sick leave during any period of disciplinary suspension. For suspensions pending trial or investigation, see Investigatory Suspension section.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

The supervisor must specify the reason(s) for the disciplinary suspension along with the date and time the suspended employee is to report to work. A copy of the form will be offered to the employee. The original will be submitted to the Human Resources Department-for inclusion into the employee's personnel file.

*Note: With the approval of the City Manager, an employee may be suspended for longer periods pending a trial or investigation of any charges against him. Suspensions pending trial or investigation will be done by letter, **not** by Personnel Report form. See, Investigatory Suspension section.

Discharge. The supervisor must specify the reason(s) for the discharge along with the date and time the employee is discharged. A copy of the form will be mailed to the employee by certified mail, "Return Receipt Requested". The original will be submitted to the Human Resources Department, along with the return receipt for inclusion into the employee's personnel file.

The following Progressive Discipline Guidelines chart is a general guideline to disciplinary actions which may be appropriate for certain offenses. It is not possible to list all acts and omissions which may result in disciplinary action, and the appropriate disciplinary action will vary under the particular circumstances involved. The disciplinary action that is administered for any particular offense rests in the sole discretion of the Department Director subject to review by the City Manager, regardless of whether the disciplinary action is within the parameters included in these guidelines.

DISCIPLINE GUIDELINES			
<u>OFFENSE</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
Unauthorized absence	Written Warning to Suspension	Suspension to Discharge	Discharge
a). Repeated unexcused tardiness b). failure to observe work hours	Written Warning to Suspension	Suspension to Discharge	Discharge
Leaving assigned work area without authorization	Written Warning to Suspension	Suspension to Discharge	Discharge
Threatening, coercing or intimidating another employee at any time for any purpose	Written Warning to Discharge	Discharge	
Loitering or loafing	Oral Reprimand	Written Warning to Suspension	Discharge
Horseplay	Written Warning	Suspension to Discharge	Suspension to Discharge
Excessive use of work time for personal matters such as telephone calls and visitors	Oral Reprimand to Written Warning	Written Warning to Suspension	Suspension to Discharge
Use of vulgar, profane, obscene or abusive language	Written Warning to Suspension	Suspension to Discharge	Discharge
Sexual harassment or sexual conduct at a City workplace or in a City uniform	Written Warning to Discharge	Discharge	

DISCIPLINE GUIDELINES – Cont'd.			
<u>OFFENSE</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
Not in possession of a valid driver's license when required	Suspension to Discharge	Discharge	
Smoking in an unauthorized area	Oral Reprimand	Written Warning	Discharge
Violation of safety rules, negligence or engaging in unsafe activities	Written Warning to Suspension	Suspension to Discharge	Discharge
Unauthorized posting or distribution of any materials or solicitation on City property	Oral Reprimand to Written Warning	Written Warning to Discharge	
Insubordination: Commission or omission	Written Warning to Discharge	Suspension to Discharge	
Violation of City parking regulation	Oral Reprimand	Written Warning	Suspension to Discharge
Failure to wear proper uniform and equipment	Written Warning	Written Warning to Suspension	Suspension to Discharge
Falsification of records or willful false statement to supervisors	Suspension to Discharge	Discharge	
Interference with work of other employees	Oral Reprimand to Written Warning	Written Warning to Suspension	Suspension to Discharge
Willful damage to or misuse of City property	Suspension to Discharge	Discharge	
Sleeping while on duty	Written Warning to Discharge	Discharge	
Breach of confidence in City matters	Written Warning to Discharge	Discharge	
Unauthorized possession of a firearm, illegal weapon or a knife having a blade longer than 2 ½ inches while on duty or on City property	Discharge		
Fighting	Suspension to Discharge	Discharge	
Stealing	Discharge		
Physical or verbal abuse or harassment of a citizen	Suspension to Discharge	Discharge	
Showing disrespect to or threatening a supervisor	Written Warning to Discharge	Discharge	
Fraudulent use of sick leave	Written Warning to Suspension	Suspension to Discharge	Discharge
Secret or unauthorized recordings of conversation or meeting in the workplace	Discharge		

DISCIPLINE GUIDELINES – Cont'd.

<u>OFFENSE</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
Safety Sensitive or CDL employees: Possession of or being under the influence of alcohol, nonprescribed medication or illegal drugs while on duty	Discharge		
Manufacture, possession, purchase, sale, or use of non-prescribed drugs or illegal substances, including marijuana off the job	Suspension to Discharge	Discharge	
Unauthorized possession, use or removal of City property	Suspension to Discharge	Discharge	
Arrest or indictment on felony charges	Written Warning to Suspension		
Conviction, plea of guilty, or plea of nolo contendere to a charge of theft, drug laws, sexual misconduct or crime of moral turpitude	Written Warning to Discharge	Discharge	

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

16. GRIEVANCE PROCEDURE

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, et seq., Code of Laws of South Carolina, 1976.

A grievance is defined as any complaint by an employee that he has been treated unfairly, unlawfully, or in violation of City policy, with regard to any matter pertaining to his employment by the City of Columbia. This definition includes, but is not limited to: discharge; suspension; involuntary transfer; promotion and demotion. Performance appraisals are not grievable.

An employee who feels that he has a grievance must follow the following procedure:

- Step 1. He must discuss the grievance with his immediate supervisor. If his supervisor is unable or unwilling to address the grievance to the satisfaction of the employee, the employee must take Step 2.
- Step 2. The employee must follow the chain of command in his department, appealing to each successive level of supervision. All Step 1 and Step 2 appeals may be oral. At each level each supervisor will have two (2) work days (Saturdays and Sundays excluded) to render a decision. If no decision is made within this time, the grievance will be considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it will be considered denied and the employee will appeal to the next level of supervision.
- Step 3. If the Assistant City Manager/Department Director in which the employee is employed denies the grievance, this decision will be final as to any grievance brought by an introductory employee. A new employee will be considered introductory for a minimum of 180 days and until he successfully completes his introductory evaluation and it is approved by the Assistant City Manager/Department Director.

A regular employee may appeal the denial of his grievances by the Assistant City Manager/Department Director by filing a written request for appeal to the Employee Grievance Committee at the City's Human Resources Department. This must be done within fourteen (14) calendar days of the time at which the facts on which the grievance is based became available to the employee. The written request for appeal must include the following information:

The purpose of the appeal and the recommendation requested of the Grievance Committee to send to the City Manager; and

A statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.

Human Resources staff will assist in preparing the appeal, if requested.

Within ten (10) days of receipt of the employee's request, the Chairperson of the Grievance Committee will schedule the requested hearing and notify the Grievance Committee members, the employee requesting the hearing, the affected Department Director and the Director of Human Resources.

17. EMPLOYEE GRIEVANCE COMMITTEE

The City Manager will appoint a committee composed of six (6) employees to serve for terms of three (3) years, except that the members appointed initially will be appointed so that their terms will be staggered, and one third (1/3) of the terms will expire each year. A member will continue to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term will be for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the City Manager. All members will be selected on a broadly representative basis from among City employees, but at least one (1) member will be appointed from the public service or public utilities departments, one (1) from the fire department, and one (1) from the police department. At least two (2) members will be non-supervisory employees, at least two (2) members will be supervisory employees, and at least one (1) member will be a department director. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing, will not participate in that employee's hearing.

The committee annually will select its own chairperson from among its members. The chairperson will serve as the presiding officer at all hearings which he attends but may designate some other member to serve as presiding officer in his absence. The chairperson will have authority to schedule and to reschedule all hearings.

A quorum will consist of at least four (4) members, and no hearing may be held without a quorum.

The presiding officer will have control of the proceedings. He will take whatever action is necessary to insure an equitable, orderly and expeditious hearing. Parties will abide by his decisions, except when a committee member objects to a decision to accept or reject evidence, in which case the majority vote of the committee will govern.

The committee will have the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the City Manager; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary at its discretion.

The committee will have no authority to subpoena witnesses, documents or other evidence, nor will any city employee be compelled to attend any hearing. All proceedings will be tape recorded. Witnesses, other than the grieving employee and the department representative, will be sequestered when not testifying. All witnesses will testify under oath.

All hearings will be held in executive session unless the grieving employee requests at the beginning of the hearing that it be held in open session. The official tape recording and the official minutes of all hearings will be subject to the control and disposition of the City Manager.

Neither the grieving employee nor the department representative may be assisted by advisers or by attorneys during the hearing itself. However, the committee will have an attorney available to it at any and all times it considers necessary and the Human Resources Department will provide assistance in reading written materials to the committee at the request of a grieving employee.

In disciplinary actions by department directors and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. The department representative must demonstrate that the disciplinary action is for the good of the city. The department representative will make the first presentation. The committee (and the City Manager as set forth below) may base its findings and recommendations (and the City Manager his decision) on any additional or different grounds developed from the employee's presentation.

In non-disciplinary grievances, the employee must establish a violation of City policy. The employee will make the first presentation.

In all grievances, the grieving employee and the department representative will each be limited to a one (1) hour initial presentation. The party required to make the first presentation will be entitled to a ten (10) minute rebuttal presentation of the other party's presentation. The chairperson will appoint himself or another member of the committee as timekeeper.

In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations will be made by the grieving employee (with reading assistance from a member of Human Resources if the employee desires) and by a managerial employee of the affected department. Neither party may call witnesses or question the other party, or question any witness called by the committee.

The committee will, within twenty (20) days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the City Manager. If the City Manager approves, the recommendation of the grievance committee will be his decision and copies of the decision will be transmitted by the committee to the employee, to the Assistant City Manager/Department Director of the particular department involved and to the Director of Human Resources. If, however, the City Manager rejects the decision of the committee, he will make his own decision without further hearing, and that decision will be final. Copies of his decision will be transmitted by the committee to the employee, Assistant City Manager/Department Director of the particular department involved and the Director of Human Resources.

NOTHING IN THIS GRIEVANCE PROCEDURE CREATES A PROPERTY INTEREST IN EMPLOYMENT OR A CONTRACT OF EMPLOYMENT, NOR DOES THIS PROCEDURE LIMIT THE AUTHORITY OF THE CITY MANAGER UNDER SECTION 5-13-90, CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO REMOVE ANY EMPLOYEE WHEN NECESSARY FOR THE GOOD OF THE CITY.

18. SEPARATION FROM EMPLOYMENT

All **separations** from employment must be documented on the PERSONNEL REPORT in accordance with the following:

RESIGNATION WITH NOTICE

To resign in good standing, an employee must give his supervisor, Division Head or Department Director at least two (2) weeks advance notice, in writing, stating the date the resignation is to be effective, unless in the judgment of the City Manager, good cause has been shown to justify a shorter advance notice. (Failure to comply with this provision may be entered on the service record of the employee as having resigned without notice and may result in a denial of re-employment.)

Assistant City Manager/Department Directors will forward all resignations to the Director of Human Resources within forty-eight (48) hours of receipt.

RESIGNATION WITHOUT NOTICE

An employee who does not give at least two (2) weeks advance notice, in writing, may be entered on the service record of the employee as having resigned without notice. Normally, such an employee will not be eligible for re-hire. The Supervisor must indicate the date the resignation was given and the effective date of separation.

ABANDONMENT OF POSITION

An employee who, without valid reason or authorization, fails to report to work for three (3) consecutive work days will be separated from employment on the fourth (4th) working day and reported as abandonment of position. The supervisor must indicate the dates on which the employee did not call in or report to work. Normally, such an employee will not be eligible for re-hire.

RETIREMENT

An employee contemplating retirement should notify his supervisor at the earliest possible date. Employees planning to retire should make their arrangements at least three (3) months, preferably six (6) months, in advance.

DISMISSED

Employees who are separated for reasons other than disciplinary, may be considered dismissed. This includes employees who do not successfully complete their initial introductory period.

A Department Director may dismiss any introductory or regular employee.

Regular employees dismissed for reasons of inefficiency or inability to discharge duties of their position may receive two (2) weeks notice of dismissal or granted a maximum of two (2) weeks severance pay in lieu of notice with the prior approval of the Department Director, Director of Human Resources, and the Senior Assistant City Manager.

DISCHARGE

A Department Director may discharge for disciplinary reason(s), any introductory or regular employee. Normally, discharged employees will not be eligible for re-hire.

The City Manager may discharge any employee when he concludes that such separation from employment is for the good of the City.

Employees discharged for disciplinary reason(s) are **not** eligible for payment of unused annual or sick leave.

REDUCTION IN WORKFORCE (LAYOFF)

Should lack of funds, lack of work, or some other factor cause the City Manager to conclude that a reduction in the workforce is necessary, the following guidelines will apply:

- The job classifications to be affected will be identified
- As a general rule, employees in such classifications who are still in their initial probation periods will be separated before regular employee in such a classification is laid off.
- When it is necessary to lay off regular employees in the affected classification(s) selections will be based upon the employee's ability to perform the available work, as determined by the Department Director/Assistant City Manager.
- Notice of the need for a reduction in the workforce and of the identity of the regular employees selected for layoff should be given in advance to the Director of Human Resources
- An effort should be made to give at least seven (7) calendar days notice to any employee who is selected for layoff.
- The City Manager may authorize a schedule of severance benefits or pay in lieu of notice for regular employees in good standing who are selected for layoff.
- Regular employees who are laid off will be given preferential consideration to fill vacancies in their former positions for twelve (12) months following their layoffs.

EMPLOYMENT REFERENCES

The Director of Human Resources, or designee(s) and the City Manager are the only representatives of the City who may give employment references to prospective employers of current or former City employees.

Normally, the Human Resources Department gives employment references which contain only the following information: date of hire, date of termination, and job titles.

All requests for employment references should be forwarded to Human Resources. Supervisors, Assistant City Managers, Department Directors, and other City employees may not write letters of recommendation or respond to requests for employment references. This does not affect the right of City employees to serve as personal references or as character references.

EXIT INTERVIEW

The Director of Human Resources, or designee, may conduct exit interviews with employees who resign or are separated from employment. Exit interviews by the Director of Human Resources, or designee, do not preclude interviews by the employee's Department Director.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

19. SEPARATION BENEFITS

RETIREMENT

Retirement benefits are available for all regular City employees through one or more pension programs. All employees are covered by Social Security. With the exception of temporary and exempt labor classes, all persons in the classified service are covered under the South Carolina State Retirement System (SCRS) or the South Carolina Police Officers Retirement System (PORS).

Details of each of these retirement programs are available through the Human Resources Office. The City reserves the right to make changes to policies at any time.

Health Coverage. The City offers health coverage to eligible employees retiring with at least twenty-five (25) years of cumulative City service under Police Officers retirement (PORS) or with twenty-eight (28) years of cumulative City service under Regular Retirement (SCRS).

The City offers health coverage to eligible employees hired prior to July 1, 2009 and retiring with twenty (20) years or more of cumulative City services.

When the retiree turns 65 years of age, Medicare becomes the primary health coverage and the City's insurance becomes secondary.

Commemorative Watch. Employees retiring with twenty (20) or more years of City service will receive a commemorative watch. The employee's Department Director will award the watch to the retiring employee.

Retirement Bonus. A City retirement bonus may be paid to eligible employees who served 25 or more consecutive years of City service. This bonus is computed on the basis of ten dollars (\$10.00) for each year of service, and may only be paid upon separation from employment with the City.

DEATH

The death benefit for an eligible employee is as follows:

Employee with more than one (1) year of City service. The equivalent of the employee's annual salary at the time of death is paid to the designated beneficiary that is on file with the SC Retirement System at the time of the employee's death.

Employee with less than one (1) year of City service. The equivalent of four (4) weeks wages at the employee's rate of pay at the time of death is paid by the City to the employee's estate.

Upon the death of an employee, any accrued wages, accrued annual leave or sick leave will be paid to the employee's estate. The check(s) will be released to the personal representative upon receipt of a certified copy of the "Certificate of Appointment" and appropriate identification.

ANNUAL LEAVE

The maximum payment of annual leave will be the amount that was accrued in the current and previous anniversary year combined provided the employee has successfully completed his initial introductory period. Payment will be based on the employee's current rate of pay at time of separation from employment.

Any deficit annual leave hours credited against the employee at the time of separation from employment will be deducted from other available unused leave or in equivalent dollar amounts from the employee's last salary payment.

Employees discharged for disciplinary reason(s) are not eligible for payment of any unused annual leave.

SICK LEAVE

Payment for 1/5 of accumulated and unused sick leave is available following the employee's effective date of separation provided the employee has successfully completed his initial introductory period. Payment will be based on the employee's current rate of pay at time of separation from employment.

An employee may request that a maximum of ninety (90) days of unused sick leave be used to supplement retirement service credit.

Any deficit sick leave hours credited against the employee at the time of separation from employment will be deducted from other available unused leave or in equivalent dollar amounts from the employee's last salary payment.

Employees discharged for disciplinary reason(s) are not eligible for payment of any unused sick leave.

HOLIDAY HOURS

Certified Shift Firefighters and Sworn Shift Police Officers ONLY

Eligible employees will be paid for any accrued, unused holiday leave hours at time of separation from employment. Payment will be based on the employee's current rate of pay at time of separation from employment.

Any deficit holiday leave hours credited against the employee at the time of separation from employment will be deducted from other available unused leave or in equivalent dollar amounts from the employee's last salary payment

DEDUCTIONS FROM FINAL PAY CHECK

All appropriate deductions will be taken from the employee's final paycheck provided that the employee is paid at least the minimum wage for all hours worked.

FINAL PAYCHECK

Prior to separating from employment, an employee must surrender his ID card and any City property or material assigned to him, and must be clear of all other obligations with the City. The employee may be required to pay for any property or obligation not surrendered or cleared prior to separation from employment.

COBRA

Employees who participate in the City health insurance plan and separate from employment for any reason, voluntary or involuntary, are eligible to continue health and dental coverage. Employees and their eligible dependents may elect to continue in the health and dental plan upon payment of the applicable premium plus any additional administrative charge. Employees and eligible dependents will be notified, in writing, of the continuation benefits.

END