**EMPLOYEE HANDBOOK**

**PERSONNEL RULES AND REGULATIONS**

 **for the**

 **CITY OF TUSCULUM**

**September 16, 2013**

***The City of Tusculum complies with local, state, and federal laws. In the event that there is a conflict between the contents of this manual and a local, state, or federal statute, the statute shall control. The city reserves the right to revise these policies at any time with or without notice. The City of Tusculum is an at-will employer. Nothing in these personnel policies is intended to provide any property right(s) that are not already designated in the charter.***

TO ALL EMPLOYEES OF THE CITY OF TUSCULUM,

First of all, let me welcome you to the City! We're glad to have you as part of our team.

This is a copy of the *Employee Handbook - Personnel Rules and Regulations*. This is your copy to keep. You'll want to spend some time becoming familiar with its contents.

This *Handbook* is designed to assist with your career as an employee of the City of Tusculum. In it you will find an answer to many questions you may have regarding the benefits you'll receive during your tenure here. You will also find a description of the expectations we have for your conduct as an employee of the City.

If you have any questions regarding your employment, or the rules and regulations which affect you, please feel free to come by city hall and ask. Our doors are always open and we'll do our best to help.

In the meantime, it's good to have you on board! I wish you the best of luck as an employee of Tusculum, and I encourage you to do your best for the citizens of our city.

 **CITY OF TUSCULUM EMPLOYEE HANDBOOK**

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 **CITY OF TUSCULUM**

 **PERSONNEL RULES AND REGULATIONS**

**SECTION I. PURPOSE**

A. **PURPOSE -** The purpose of these policies is to establish a system of personnel administration in the City of Tusculum that is based on merit and fitness. The system shall provide means to develop and maintain an effective municipal work force through the impartial applications of personnel policies and procedures free of personal and political considerations and without regard to race, sex, age, national origin, creed, ancestry, color, religion, or disability.

 Note: The city is an at-will employer

 The manual is not part of a contract and no employee has any contractual/ property rights to the matter set forth herein. This will serve as notice to all employees that the employment relationship may be terminated at any time without cause. For purpose of this document and Tusculum being an at-will employer, **all employees are “at-will” and the city is an “at-will” employer under Tennessee law except otherwise provided by the Charter.** The city reserves the right to change any and all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

**SECTION II. TYPES OF EMPLOYEES**

A. **COVERAGE -** These policies and procedures shall cover all employees in the City unless specifically noted by this document, the Charter, or the ordinances of the City without regard to race, sex, age, national origin, creed, ancestry, color, religion or disability.

B. **FULL-TIME EMPLOYEES –** Full-time employees are those who normally work at least 30 hours per week throughout the year.

C. **PART-TIME EMPLOYEES-** Part-time employees are those who normally work less than 30 hours per week throughout the year.

D. **CONTRACT EMPLOYEES-** Contract employees are those who are employed by the city on a strictly short term contract basis.

**SECTION III. HIRING PROCEDURES**

A. **POLICY STATEMENT -** The primary objective of this hiring policy is to insure compliance with the laws and to obtain qualified personnel to serve the citizens of the City. Appointments to positions are based on merit, technical knowledge and work experience and no person shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of race, sex, age, national origin, creed, ancestry, color, religion or disability.

B. **RECRUITMENT** - The City will employ only capable and responsible personnel who are of good character and reputation. When a vacancy occurs, a notice of the position vacancy will be issued.

C. **APPLICATION PROCESS** - All persons seeking employment with the City shall complete a standard application form as provided by the City. Applications for employment are only accepted when a position has been advertised, and then shall be accepted in the City Business Office during regular office hours. The City will make reasonable accommodations in the application process to applicants with disabilities making a request for such accommodations.

D. **INTERVIEWS** - All applicants are subject to an interview. The City will make reasonable accommodations in the interview process to applicants with disabilities making a request for such accommodations.

E. **TYPES OF EXAMINATIONS -** The city reserves the right to require employment related and pre-employment related examinations during the course of employment. The examinations may consist of written tests, oral tests, performance tests, physical agility tests, mental tests, and drug & alcohol tests as determined by the city as well as local, state or federal laws. The city will make reasonable accommodations in the examination process to applicants requesting an accommodation. Those needing an accommodation should let the city know as soon as possible.

After a conditional job offer has been made, prospective employees in certain cases may be required to undergo a medical examination including a drug test by a competent examiner designated by the city. A positive result on the drug test shall result in an applicant being denied employment.

F. **PROBATIONARY PERIOD-** There shall be a six-month probationary period for each newly hired employee. During the probationary period the employee may be discharged at any time without cause or right of appeal.

**SECTION IV. COMPENSATION**

A. **SALARIES** - Salaries for all employees shall be determined by the City Mayor or the Board of Mayor and Commissioners.

B. **HOURS OF WORK** - Work schedules, hours of work and assignment of employees to particular jobs will be made by their supervisor to meet operating needs and render essential service to the public.

C. **MEAL PERIODS** - If an employee works five hours or more per shift, he or she must take a 30 minute meal break unless specifically excused by his/her immediate supervisor. This does not apply to police officers. Meal breaks are not considered as hours worked.

D. **WORK WEEK / WORK PERIODS** - Pursuant to the Fair Labor Standards Act, an employee work period is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. The work period begins at 12:00 midnight on Sunday and ends at 12:00 midnight the Sunday following. Work schedules may vary in departments as necessary for the smooth operation of the City.

E. **PAY DAY** - Employees of the City of Tusculum shall be paid twice monthly. Errors on pay checks will be corrected on the next following pay check.

F. **PAYROLL DEDUCTIONS** - Certain deductions may be made from the employee's pay. Some of these are:

1. Federal Income Tax: Federal Taxes are withheld from employee's paychecks based on the number of dependents claimed by the individual.

2. Social Security: Social Security payments and deductions will be made in accordance with the Social Security Act.

G. **OVERTIME/COMPENSATORY TIME -** *Exceptions:* Due to its small number of employees the city of Tusculum is exempt from the overtime provisions of the Fair Labor Standards Act.

However, police officers and public works employees shall be allowed to accrue compensatory time at the rate of time and one half for time worked over 40 hours per week. In order to be eligible a compensatory form shall be completed. Compensatory time is not authorized for performing police services outside the City of Tusculum unless the officer has the prior approval of the Mayor.

All overtime must have the prior approval of the employee’s supervisor or the City Mayor before the work is undertaken, except in the case of emergency. Overtime must be documented on the employee's time card.

**SECTION V. BENEFITS**

A. **ELIGIBILITY** - All regular full-time employees are eligible for all benefits provided by the City.

B. **HOLIDAYS** - Eligible employees as well as part-time employees are allowed a day off with pay on the following days to be observed as holidays (eight hours constitutes a holiday for full-time employees and the number of hours the employee is normally scheduled to work constitutes a holiday for part-time employees):

1. New Year's Day January 1st

2. Good Friday

3. Memorial Day Last Monday in May

4. Independence Day July 4th

5. Labor Day First Monday in Sept.

6. Thanksgiving Day 4th Thursday in November

7. Christmas Day December 25th

and two floating holidays that will be designated by the Mayor.

When a holiday falls on a Saturday or Sunday the Mayor will designate the day on which the holiday will be observed.

If required to work on the holiday, all full-time regular employees will be granted an additional day off in lieu of the day observed as the holiday or at the Mayor’s option will be paid time and one half for the holiday worked, or if not scheduled to work that day, will be paid eight hours of regular pay for the holiday. The additional day off must be taken within 30 days following the holiday.

To receive compensation for the holiday, employees must be in a pay/leave status (not away on leave without pay or worker's compensation) on the work day before and after the holiday, unless otherwise excused by the supervisor. Holiday leave shall not be counted as time worked for the purpose of computing overtime during a work period.

When a holiday falls during an employee’s vacation, sick, or other leave period, the holiday shall not be counted as vacation, sick, or other leave, but instead will be counted as holiday leave.

C. **VACATION LEAVE** - Eligible employees, and the City Recorder, who have been continuously employed by the city for one year or longer shall be credited with earned vacation leave in accordance with the following schedule:

Completed Service Vacation Credit Per Year

After 1 year 5 work days

After 2 years 10 work days

After 10 years 12 work days

Vacation leave shall be taken at a time approved by the supervisor or City Mayor but shall not be taken in increments of less than 15 minutes. At no time shall a person's total credit for accrued vacation leave exceed 25 days.

Upon leaving employment with the City, the employee will be paid or otherwise compensated for unused accrued vacation time provided a two-week notice has been given. The employee will be paid for up to 25 days of unused vacation at their regular rate of pay.

Vacation leave may be used for sick leave if the employee has depleted all of their accumulated sick leave. The employee must notify the City Recorder of their option to use accrued vacation leave for sick leave.

Vacation leave shall not be counted as time worked for the purpose of computing overtime during a work period.

D. **SICK LEAVE** - All eligible employees, and the City Recorder, shall be given a credit of five (5) working days of sick leave with pay for each year of employment served. Sick leave shall be taken only when approved and in increments of not less than 15 minutes. Sick leave, up to the number of days accrued, shall be approved for all employees whose absence from duty is due to bodily injury, exposure to contagious disease, or death in the immediate family. Sick leave may also be used for illness or doctor and dentist appointments for either the employee or his/her spouse, children, mother or father. Sick leave may be used for the benefit of other family members if approved by the City Mayor. The City may require doctors' certificates or other satisfactory evidence that absences are properly chargeable as sick leave. However, a doctor's certificate will be required for all sick leave absences of more than three days. Sick leave may be accrued up to 50 days.

Unpaid sick leave may be granted as a reasonable accommodation to persons with disabilities.

Employees returning to work after a non-occupational accident or after leave of absence due to illness may be required to take a medical examination by a physician designated by the City. The physician's report shall state in his/her opinion whether or not the returning employee is able to perform the essential functions of the job.

Sick leave shall not be counted as time worked for computing overtime during a work period.

 Employees on workers’ compensation will not continue to accrue sick leave during the period of absence.

Upon leaving employment with the City under honorable conditions (including providing a two week notice of leaving) the employee will be paid or compensated for up to 25 days of unused accrued sick leave at his/her regular rate of pay.

E. **BEREAVEMENT LEAVE** - Eligible employees shall be allowed up to three days of bereavement leave with pay for the death of an employee's spouse, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, mother-in-law, father- in-law, brother-in-law, or sister-in-law, which may be taken around the time of death and funeral services for the deceased. Accrued vacation leave or additional time off without pay may be granted in certain situations for bereavement purposes.

F. **CIVIL LEAVE** - Civil leave with pay shall be authorized for an employee to serve required jury duty, provided that such leave is reported in advance to the supervisor. In order to receive pay for such leave the employee must turn in to the City any payment he or she receives for jury duty.

If an employee is subpoenaed to court as a witness in a private matter, the employee must use his/her available vacation time or take time off without pay.

G. **MILITARY LEAVE** - Any employee who is member, or may become a member, of any reserve component of the armed forces of the United States or of the Tennessee Army and Air National Guard, will be entitled to a leave of absence from their respective duties for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. While on such leave, the employee will be granted paid leave up to twenty (20) days in any one (1) calendar year. Qualified employees who seek paid leave under this policy must provide the official order calling for their service or training to their supervisor. It is the responsibility of the employee to make arrangements with their department head for leave to attend monthly meetings on regular off-time, with the expectation that the paid leave granted herein will be applied to the annual training periods required for reservists.

Any employee who is a member of the armed forces of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Commissioned Corps of the Public Health) who is called to active duty will be placed on military leave. Such employee must present their supervisor or department head with advance notice of their active duty orders. The employee’s seniority, status and pay will remain unchanged during their time of military leave in accordance with local, state and federal laws.

If applicable, the returning employee will be re-employed in the position they would have attained had they not been absent for military service, with the same seniority, status and pay.

H. **LEAVE RECORDS** - The City Recorder shall cause to be kept, for each employee of the City, a record currently up-to-date at all times showing credits earned and leave taken under this chapter. Any medical reports accompanying requests for sick leave or fitness to return to work shall be kept in a separate medical file and kept confidential.

I. **VOTING** - When elections are held in Tennessee, employees will be allowed up to three hours of leave in order to vote on election day.

J. **OCCUPATIONAL DISABILITY LEAVE/WORKER'S COMPENSATION/ON-THE-JOB INJURIES** – An employee of the city who suffers injury or illness as a result of an eligible work related accident or condition may receive compensation during the period of illness or injury by the State Compensation Insurance Fund in accordance with the Tennessee Workers’ Compensation Act.

 An injured employee should immediately report any work-related accident, injury, or illness, however minor, to their employer, i.e.: supervisor, City Mayor or Recorder. Failure to make such a report may disqualify the employee from receiving Workers’ Compensation benefits and receiving any injury leave. Employers covered by the Tennessee Workers’ Compensation Act must submit all known or reported injuries or illnesses to their insurer on Tennessee Employer’s First Report of Work Injury or Illness (Form c-20) within one (1) working day of knowledge of the injury or illness.

 Upon the report of a workplace injury, an employer should provide the employee, in writing, a choice of three physicians not associated together in practice. An Agreement Between Employer/Employee Choice of Physicians (Form C-42G) must be completed. The employee has the privilege of choosing a physician from the list. The one selected becomes the “treating physician.” The employee is then required to accept treatment from the physician and should not seek treatment from any other medical provider unless the treating physician makes a referral.

 When the treating physician takes an employee off work due to a work related injury, the workers’ compensation insurance carrier may be required to make temporary total disability benefit payments to the injured employee. The first payment is due within fifteen (15) days of the employer’s knowledge of the injury and benefits are paid bi-weekly.

 In order to qualify for workers’ compensation payments, an injured employee must have a doctor’s statement for time off from work. Workers’ compensation payments are not required to be paid for the first seven (7) days of missed work. However, payments begin with the eighth (8th) missed workday. If the employee continues to miss days from work through fourteen (14) missed workdays, the original seven-day waiting period will be paid and the employee will be due benefits retroactive to the first day of missed work.

 An employee is entitled to 66 2/3% of his/her average weekly income as long as the amount is within the established maximum or minimum amounts. To determine this, the employer must submit a wage statement to the insurance carrier. This wage statement will list an injured employee’s gross earnings for the fifty-two (52) weeks prior to the date of the injury and should reflect all earnings including overtime. The weekly disability benefit rate may not be higher or lower than maximum and minimum rates in effect on the date the employee was injured.

 An employee’s benefit shall be determined pursuant to T.C.A.50-6-207.

 K. **LEAVE WITHOUT PAY** - Leave of absence without pay may be granted

under special circumstances by the City. Requests for leave without pay must be made in writing. In no case will the leave of absence be extended more than thirty days.

L. **ABSENCE WITHOUT LEAVE** - Except in cases of personal sickness or accident, employees must not absent themselves from duty without permission from their supervisor. After three days absence without permission and without satisfactory explanation to the City, the City may declare the employee's position vacant.

**SECTION VI. - SEPARATIONS AND DISCIPLINARY ACTIONS**

A. **TYPES OF SEPARATIONS** - All separations of employees from positions with the City shall be designated as one of the following types and shall be accomplished in the manner indicated: resignations, inability to perform the essential functions of the job with or without reasonable accommodations, layoff, retirement, death, or dismissal. At the time of separation and prior to final payment, all records, assets, and other items of City property in the employee's custody must be transferred to the department. Any amount due because of shortages shall be withheld from the employee's final compensation. In the event of an employee’s death, all benefits normally due the employee will be paid to the employee's spouse, or if no spouse, their next of kin or beneficiary.

1. RESIGNATION - In the event an employee decides to leave the City's employment, a two week written notice shall be given to his/her supervisor so that arrangements for a replacement can be made. If a former employee returns to City employment, their status of seniority, pay, leave, etc. will be the same as any new employee beginning work for the first time.

2. DISABILITY - An employee may be separated for disability when he/she cannot perform the essential functions of the job because of physical or mental impairment which cannot be reasonably accommodated by the City without undue hardship.

3. LAY-OFF - The City may lay-off an employee for reasons related to shortage of funds, the abolition of a position, seasonal changes in service demands, changes in the duties or organization of the employee's position, or other reasons.

4. DISMISSAL - The City may dismiss an employee. The City of Tusculum is an at-will employer, and employees have no property rights in their positions.

5. RETIREMENT - An employee may elect to retire and in such case a two week written notice shall be given to his/her supervisor so that arrangements for a replacement can be made.

6. DEATH - Separation shall be effective as of the date of death of an employee. All compensation due in accordance with these policies shall be paid to the employee’s spouse, or if no spouse, their next of kin or beneficiary.

7. Upon leaving employment of the City of Tusculum for any of the above reasons, employees will be required to return any/or all city equipment and/or uniforms.

B. **DISCIPLINARY ACTIONS-** The City of Tusculum is an **at will employer** and reserves the right to discipline employees up to and including termination of employment at any time with or without cause.

**SECTION VII.- HARASSMENT, INCLUDING SEXUAL HARASSMENT AND ALL FORMS OF PROHIBITED HARASSMENT POLICY AND COMPLAINT PROCEDURE**

A. **UNLAWFUL HARASSMENT IN THE WORKPLACE-** It is the policy of the

City of Tusculum to maintain a respectful work and public service environment. The City of Tusculum prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, creed, status as a Vietnam-era veteran, or special disabled veteran, or status in any other group protected by law. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment.

 **SEXUAL HARASSMENT** - Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct by women toward women. Consequently, this policy applies to all officers and employees of the City of Tusculum, including but not limited to, full and part-time employees, elected officials, permanent and temporary employees, employees covered or exempt from the personnel rules or regulation of the City, and employees working under contract for the City.

Sexual harassment or unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, propositioning; making either explicit or implied job threats or promises in return for submission to sexual favors; making inappropriate sex-oriented comments on appearance; telling embarrassing sex-oriented stories; displaying sexually explicit or pornographic material,

no matter how it is displayed; or sexual assault on the job by supervisors, fellow employees, or on occasion, non-employees when any of the foregoing unwelcome conduct affects employment decisions, makes the job environment hostile, distracting, or unreasonably interferes with work performance is an unlawful employment practice and is absolutely prohibited by the City.

Neither sexual harassment nor any other form of unlawful harassment will be tolerated in the workplace. The City will take appropriate steps to stop it when it occurs.

B. **COMPLAINT PROCEDURE-** An employee who feels he/she is being subjected to sexual harassment or any other form of unlawful harassment should contact and make his/her complaint in writing to the City Mayor, Recorder, or City Attorney immediately or in any event within seven days.

The employee should be prepared to provide the following information in writing:

1. Official's or employee's name, department, and position title.

2. The name of the person or persons committing the harassment/sexual harassment, including their title/s, if known.

3. The specific nature of the harassment/sexual harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc) taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment.

4. Witnesses to the harassment.

5. Whether the employee has previously reported the harassment and, if so, when and to whom.

**SECTION VIII - MISCELLANEOUS POLICIES**

A. **SAFETY RULES AND POLICIES -** No job is completely free of hazard. Therefore, safety is an important aspect of employment. Accidents cost the City money through man-hours lost from work. Accidents can also result in serious harm to the employee.

Employees should cooperate in helping to prevent injury to themselves, other employees, and visitors by observing the following rules:

1. Be informed about fire rules; know the location of fire extinguishers, and know your duties in case of fire.

2. Be informed concerning first aid treatment.

3. Avoid accidents by eliminating hazards.

4. Never operate electrical equipment with wet hands.

5. Report to your department head any unsafe conditions such as:

a. wet or slippery floors

b. equipment left out of place

c. use of defective equipment

d. use of combustible materials near open flames.

6. Insure that no safety hazards accumulate in your work area due to careless housekeeping.

7. Report all accidents and/or injuries immediately to your supervisor.

8. All tools, equipment and machinery shall be used and/or operated only by authorized personnel or as directed by your supervisor.

B. **ABSENTEEISM AND TARDINESS -** Regular, punctual attendance is considered mandatory by the City. If it becomes necessary for you to be late to work or absent from work because of an illness, emergency, or some other good reason, you should notify your supervisor at least one hour prior to the start of the work day. If this call-in procedure is not followed, any absence will be considered unauthorized. The employee will not be compensated for this time and the employee will be subject to disciplinary action. Supervisors may require proof in support of your reason for being absent.

Late arrivals and early departures from work authorized by the City as special accommodations for disabled employees shall not be considered absenteeism or tardiness.

C. **USE OF CITY TIME, FACILITIES, ETC.** - No employee of the City of Tusculum shall use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to oneself or any other private person or group. Provided, however, that this prohibition shall not apply where the board of commissioners has authorized the use of such time, facilities, equipment, or supplies, and the City is paid at such rates as are normally charged by private sources for comparable services.

D. **POLITICAL ACTIVITY** - City employees shall enjoy the same rights as other citizens to be a candidate for any state or local political office, the right to participate in political activities by supporting or opposing political parties, political candidates, and petition to governmental entities. However, the City is not required to pay the employee’s salary for work not performed for the City. An employee of the City shall not be permitted to qualify to run for the board of Mayor and Commissioners of the City of Tusculum. An employee may not engage in political activity while on-duty. Any time off work used by the employee for participation in political activities, shall be limited to earned days off, vacation days, or by any other arrangement agreed upon between the employee and the City of Tusculum.

E. **BUSINESS DEALINGS** - Except for the receipt of such compensation as may be lawfully provided for the performance of his/her city duties, it shall be unlawful for any City officer or employee to be privately interested in, or to profit, directly or indirectly from business dealings with the City.

F. **ACCEPTANCE OF GRATUITIES** - No City officer or employee shall accept any money or other consideration or favor from anyone other than the City for the performance of an act which he would be required or expected to perform in the regular course of his/her duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity or favor of any kind which might reasonably be interpreted as an attempt to influence his/her actions with respect to City business.

G. **USE OF POSITION** - No municipal officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the City, nor shall he/she otherwise use or attempt to use his/her position to secure unwarranted privileges or exemptions for himself/herself or others.

H. **STRIKES AND UNIONS** - No City officer or employee shall participate in any strike against the City.

I. **DRUG AND ALCOHOL POLICY AND TESTING**

City employees shall not take or be under the influence of any prescription medication or controlled substance unless prescribed by the employee's licensed physician. The employee shall immediately notify his/her supervisor or City Mayor if such is prescribed and the consumption of same is expected to affect the proper performance of the employee's job.

Any employee found to be engaged in the unlawful use or possession of any illegal or controlled substance in the work place or on city owned property shall be subject to immediate discipline, up to and including discharge from employment.

Possession and/or use of alcoholic beverages during work time on work premises is prohibited. Likewise, reporting for work with the presence of non-prescribed controlled substances or alcohol in the system is prohibited. Violators will be subject to discipline up to and including discharge from employment upon discovery.

All property belonging to the City is subject to inspection at any time without notice as there is no expectation of privacy. Property includes, but is not limited to, vehicles, desks, containers, files and storage lockers.

All employees in safety-sensitive positions (such as gas employees, equipment/vehicle operators that require a Commercial Driver’s License, public safety, etc.) are subject to alcohol and drug testing in accordance with the Department of Transportation (DOT) Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143, Title V) and the Natural Gas Pipeline Safety Act (49 CFR Part 199). All employees may be subject to drug testing in accordance with the local, state, and federal laws. The city reserves the right to drug test all new hires upon conditional offer of employment. The city may conduct random testing on safety sensitive positions, and reasonable suspicion testing when the city deems necessary.

J. **USE OF CITY VEHICLES AND EQUIPMENT** - All City vehicles and equipment are for official use only. Drivers and/or operators must have a valid Tennessee Drivers License. Any use of City vehicles and equipment must be approved by the employee's supervisor. Family members of employees are not allowed to ride in city owned vehicles without the express written consent of the City Mayor.

 All city employees that operate a municipal vehicle or piece of equipment shall immediately report to their supervisor, City Mayor and Recorder any vehicle or equipment accidents or damage incurred while operating said vehicle or equipment. The employee may be required to complete an accident report that describes in sufficient detail the accident incurred. After investigation of an accident, any employee found to be negligent in the operation of the vehicle or equipment or in violation of motor vehicle regulations, operational safety rules, department guide lines, or city policy may be subject to disciplinary actions or termination of employment. The city may require the employee to perform a drug and alcohol test immediately following any accident or injury.

 Any employee who is required as an employment condition to possess and maintain a valid Tennessee Driver’s License or Commercial Driver’s License must immediately, before reporting for duty the next workday, inform his/her supervisor, City Mayor, or Reporter should his/her license become denied, expired, suspended, restricted, or revoked any time during employment with the city. Periodic review of employee’s driving records may be conducted by the city.

K. **NOTIFICATION REQUIREMENTS** - It is the responsibility of the employee to notify the payroll office of changes in address, telephone number, marital status, or changes in the number of dependents.

L. **SEVERABILITY -** Each section, subsection, paragraph, sentence, and clause of this Handbook is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence or clause shall not affect the validity of any other portion of this Handbook, and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted herefrom.

M. **SPECIAL NOTE** - These personnel policies are believed to be written within the framework of the Charter of the City of Tusculum but in case of conflict, the Charter takes precedence. **Nothing in this document is to be interpreted as a contract, or as giving an employee any more property rights in their jobs than may already be given by the City charter. These Personnel Policies, rules and regulations may be amended at any time.**

 **ORDINANCE NO. 13-05\_\_\_\_**

**A RESOLUTION ADOPTING A PERSONNEL POLICIES AND PROCEDURES HANDBOOK FOR THE CITY OF TUSCULUM, TENNESSEE.**

**WHEREAS,** the purpose of a personnel system in the City of Tusculum is as follows:

To establish a system of personnel administration in the City of Tusculum that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial applications of personnel policies and procedures free of personal and political considerations and regardless of race, sex, age, national origin, creed, ancestry, color, religion or disability.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF TUSCULUM, AS FOLLOWS:**

**SECTION 1 -** The *Employee Handbook-Personnel Rules and Regulations*

*for the City of Tusculum* dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are hereby adopted by reference and shall serve as the personnel rules and regulations of the City of Tusculum.

**SECTION 2 -** These rules and regulations may be amended at any time and without notice.

**SECTION 3 -** Nothing in the *Employee Handbook-Personnel Rules and Regulations for the City of Tusculum* shall be considered a contract or deemed to give an employee any more property rights in their job than may already be given by the city charter.

**SECTION 4 -** If any provision of this resolution, or if any policy or order thereunder, or the application of any provision to any person or circumstances is held invalid, the remainder of this resolution shall not be affected thereby.

**SECTION 5 -** This resolution shall take effect from and after its passage, the public welfare requiring it.

PASSED September 16 , 2013

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 Recorder Mayor

 Receipt of the

 *EMPLOYEE HANDBOOK - PERSONNEL RULES AND REGULATIONS*

 *OF THE CITY OF Tusculum*

I have received my copy of the *Employee Handbook - Personnel Rules and Regulations of the City of Tusculum*. I agree to read and keep my *Handbook* and to observe the policies and procedures it contains.

I understand this *Handbook* is not a contract of employment and I do not consider it as such. I understand that my employment can be terminated by either myself or the City of Tusculum at any time and that the City of Tusculum is an at-will employer.

The policies and procedures contained in this *Handbook* may be revised or amended at any time.

Signed:

Date: Department: