

**TOWN OF SELMER, TENNESSEE
PERSONNEL POLICY MANUAL**

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TOWN OF SELMER, TENNESSEE PERSONNEL POLICY

GENERAL INTRODUCTION

Because we are a municipality, we are devoted entirely to the citizens of Selmer. We must view our job as an opportunity to serve the public treating all citizens with equal fairness.

1. PURPOSE

Just as you have obligations as an employee; the Town of Selmer has obligations as an employer. Just as you are obligated to meet basic responsibilities in performing your job, your employer is obligated to provide you with tools to enable you to do your job in the best possible manner. This booklet is one of your tools. It presents a brief view of the function and organization of the Town of Selmer. It provides information about your responsibilities, rights, and benefits and it lists sources for additional information.

2. YOUR JOB

The application you filled out when you applied for work was the beginning of your record of employment. To this record will be added any salary changes, promotions, transfers, educational courses, other training, letters of commendation and any other information affecting your status as an employee.

You are expected to be punctual in attendance and to observe all rules regarding work hours. If you cannot report to work because of illness or other reasons, inform your supervisor as soon as possible. Lunch hours and breaks are scheduled to meet work requirements, and your supervisor will inform you of these upon reporting to your department.

You are expected to devote your full time and ability during working hours to the services of the Town. Under no circumstances shall an employee have outside activity or business interest that is in conflict with your employment here.

Association with the Town of Selmer requires observation of the rules. It is important that you earn and maintain the goodwill and respect of your fellow employees and the citizens we serve by being pleasant and courteous, respecting their views, doing your full share of work and by living up to the generally accepted standards of conduct and personal appearance.

All departments regularly conduct reviews of an employee's ability, attitude and work performance. An employee's prospects for advancement depend largely on his or her qualifications and how well they perform their work. You should take pride in your job.

All employees are considered to be temporary during the first ninety days of employment and shall not receive any benefits other than Workman's Compensation during that period.

3. HIRING POLICY

All full time employees shall be at will employees. Health insurance coverage, vision and dental insurance, life insurance and retirement enrollment shall begin after 90 days of employment.

Under the authority of Section 22 of the Municipal Charter, the Board of Mayor and Aldermen shall appoint all employees who are designated as department heads. All other employees shall be appointed by the Department Heads subject to the policies of the Board.

4. EMPLOYEE POLICIES/ANTI-DRUG POLICY

Applications will be considered on qualifications alone, without regard for race, sex, age, religion, disabilities, or national origin. Employees hired to do certain jobs may be required to pass a medical examination prior to full time employment within a department. Each employee's length of service record is based on his most recent hiring date. Longevity pay, accrued sick days, leave days, and any other accrued time will be based on the most recent hiring date. If you are reinstated, it is the same as new employment. Longevity pay changes with the city's fiscal year, July 1st. Your department will have policies that apply specifically to your type job. Always ask your Supervisor.

The Town of Selmer recognizes the responsibility to provide safe and efficient operations for its employees, customers and the general public. The city's commitment to provide safe and efficient operations is shown by the implementation of programs and procedures which ensure compliance with appropriate safety measures, as well as all applicable laws and regulations

The program is designed to meet two goals: (1) to provide a drug-free work place for the employees; and (2) to aid employees who voluntarily seek help with a drug problem.

Employees who fail or refuse to take a drug test will be removed from covered positions and subject to disciplinary action up to and including termination.

SCOPE AND COMPLIANCE

This plan is written in compliance with the Department of Transportation Title 49 Code of Federal Regulations Part 199.

Part 199 requires operations of pipeline facilities to have an anti-drug program for persons employed in these facilities operations, maintenance, or emergency response functions covered by the pipeline safety standards in 49 CFR , Part 192,193, or 195.

Effective August 21, 1990 in accordance with DOT requirements, the Town of Selmer will conduct drug urine tests for all current and future employees.

In the event of a conflict between this plan and part 199, the provision of Part 199 will prevail.

DEFINITIONS

The meaning as used in this plan

Accident: A reportable incident as defined by CFR-Part-191, involving natural gas.

1. An event that involves a release of natural gas from a pipeline and
2. A death , or personal injury necessitating inpatient hospitalization; or
3. Estimated property damage, including cost of gas lost, of the operator or others, or both, of \$50,000 or more.
4. An event that is significant, in the judgment of the operator, even though it did not meet the above criteria.

Administrator: The administrator of the research and special programs (RSPA) or any person who has been delegated authority in the matter.

Chain of Custody: A procedure to account for the integrity of each urine specimen from collection to final disposition.

Collection site: A place designated by the Town of Selmer where an employee provides a specimen of his/her urine to be analyzed for the presence of a prohibited drug.

Confirmatory Test: A second analytical procedure to identify the presence of a specific drug.

Covered Job Classification: A job which is covered under the federal regulations in 49 CFR, part 192, 193, or 195 that performs as an operator, maintenance or emergency response.

DOT: the United States Department of Transportation and/or one of its administering agencies, such as the RSPA.

DOT Procedures: The procedure of Transportation Workplace Drug Testing Programs published by the Office of the Secretary of Transportation as 49 CFR-Part 40 and 199.

Employee: An individual presently employed by the Town of Selmer in a job classification.

Failed drug test: The confirmation test results show positive evidence of the presence of a prohibited drug.

Initial Test: An immunoassay screen to eliminate negative urine specimens.

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results and evaluating an employee's positive test result together with his/her medical history and any other relevant biomedical information.

Passed Drug Test: The initial test or confirmation test does not show evidence of the presence of a prohibited drug.

Prohibited Drug: Any of the following substances: marijuana, cocaine, opiates, amphetamines, methamphetamines, and phencyclidine (PCP).

Rehabilitation Committee: A committee consisting of the Mayor, Utility Manager, Medical Review Officer (MRO) and a representative of the firm providing the Employee Assistance Program (EAP).

DRUG TESTS REQUIRED

DOT agency drug testing programs require that operator's test for marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) and alcohol.

Town of Selmer will conduct the following drug tests for all employees for the presence of these prohibited drugs:

- Pre-Employment Testing: Any applicant selected for employment must pass a drug test prior to employment. Any applicant who refuses or fails a drug test will not be considered for employment.
- Post-Accident Testing: Any employee whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to an accident will be drug tested within 32 hours after the accident. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility should collect the sample. If an employee is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that person must be removed from duty.

- Random Testing: At least 50 percent of the total number of covered employees of the Town of Selmer or consortium will be subject to random testing each year. ASMS will select employees for testing by random computer selection. Random testing will be conducted quarterly.
- Testing Based On Reasonable Cause: Town of Selmer will drug test any employee when there is reasonable cause to believe that the employee is using a prohibited drug. The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug based on the basis of specific, contemporaneous physical, behavioral, or performance indicators of probable drug use. The employee's supervisor, who is trained in detection of the possible symptoms of drug use, shall substantiate the decision to test an employee.
- Testing after Rehabilitation: Any employee who has completed rehabilitation must pass a drug test before returning to work. If the employee refuses or fails the drug test, he/she will no longer be considered for employment. After the employee has passed the required drug test, the employee will be subject to a reasonable program of follow-up drug testing without prior notice for not more than 60 months after his/her return to work, determined by the rehabilitation committee.

EMPLOYEES

All employees of the Town of Selmer are subject to the requirements of the plan:

Any employee who voluntarily comes forward and wishes to seek rehabilitation will be given a 35 day leave of absence without pay. Rehabilitation will be at the employees own expense in the amount not payable under the Town of Selmer's current insurance plan. Any employee who returns to work after rehabilitation will be subject to a reasonable schedule of unannounced tests for up to 60 months. If the employee should fail a drug test, the employee will be terminated.

Any employee who fails a drug test and the MRO has determined no legitimate medical reason for a confirmed positive test will be terminated. Any employee who refuses to take a drug test as required by this plan will be removed from their position and subject to disciplinary action up to and including termination.

SPECIMEN COLLECTION AND TESTING LABORATORY

Town of Selmer has designated American School Management Services (ASMS), 590 Mulberry Ave., Selmer, Tennessee, as the collection site for all urine specimens.

Employees will be given a card showing the time and date employee departed for collection site. Upon arrival at the collection site, the employee will give the card to the collection site person and arrival time will be noted on the card. Employee should sign the card next to the arrival time to show their agreement with arrival time at collection site. If the individual fails to arrive at the collection site within thirty minutes plus travel

time, the collection site person shall contact the appropriate authority at the Town of Selmer to obtain guidance on the action to be taken.

Below is a checklist for employees explaining the procedure for specimen collection. Please read this list carefully.

CHECKLIST FOR EMPLOYEES

- a. Present required photo identification to collector.
- b. Remove any unnecessary outer garments (coats, jackets). All personal belongings (purse, briefcase, etc.) must remain with outer garments. You may keep your wallet.
- c. Collector will instruct you to wash and dry your hands.
- d. Provide the specimen in the privacy of a stall or otherwise partitioned area. It will be necessary for you to provide a specimen of at least 60 milliliters. If you are unable to provide the specimen in the test area, under close/direct supervision, you should consume liquids until you are able to give specimen.
- e. You should keep the specimen in view at all times prior to it being sealed and labeled.
- f. Within a maximum of 4 minutes after a specimen is obtained, the collector will record the specimen temperature. Note the temperature reading on the bottle and verify that the temperature was correctly recorded by the collector in the proper space on the form.
- g. When instructed by the collector, complete the Drug Testing form. Read, sign and date the certification statement certifying that the specimen in the bottle is yours, and came from your body at the time of collection.

An employee may be asked to give a specimen under direct observation when:

- a. The employee has presented a urine specimen that falls outside the normal temperature range.
- b. The last urine specimen provided by the employee was determined by the laboratory to have specific gravity of less than 1.0003 and a creatinine concentration below .2g/L
- c. The collector site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample.
- d. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test was being conducted under a DOT agency regulation providing for follow-up testing upon or after return to service.

All specimens will be collected by a representative of ASMS and delivered to a NIDA approved laboratory of their choosing (see Appendix A for name and address of current laboratory). Blind samples at a rate of 3 per 100 will be collected by ASMS.

Test results will be reported to the Town of Selmer Medical Review Officer within three (3) working days after receipt of the specimen

REVIEW OF TEST RESULTS

ASMS will designate a Medical Review Officer for the Town of Selmer. See Appendix A for name and address of current Medical Review Officer.

The Medical Review Officer must be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

His / her responsibilities are as follows:

- a. Receive test results from the laboratory.
- b. If the test is a confirmed positive, the MRO will review laboratory report and custody and control for completeness, content and accuracy.
- c. MRO will notify employee of a confirmed positive test within 3 days. Contact at this point is directly between the MRO and the employee. If the MRO is unable to contact the employee within 3 days, the MRO will contact the employer's Drug Program Coordinator and request that the employee contact the MRO. No other information is given to the employer at this time. If the employee has not contacted the MRO within 5 days, the MRO will contact the employer's Drug Program Coordinator and advise them to remove the employee from his safety sensitive position for medical reasons, pending an interview with employee.
- d. The MRO must provide a positive test employee an opportunity to discuss the test result. The employee at this time should give the MRO information regarding legally prescribed medications, if any. The employee must provide documentation (doctor's report, copy of a prescription) as proof of legitimate use of a medication within 3 days. This information will help the MRO determine if a confirmed positive test is a result of legally prescribed medication. If the MRO is satisfied that there exists a valid medical explanation for the positive test, the MRO will inform the employee of this finding and reassure the individual that all information relating to the positive test and valid explanation will remain confidential. The MRO will verify the test results as negative and any report to employer will indicate the test is negative.
- e. If the affected employee voluntarily confirms to the MRO illegal use of prohibited drugs resulting in a positive drug test, the MRO should advise the employee that a verified positive test report will be sent to the appropriate personnel or administrative officer for further proceedings in accordance with the employer's anti-drug program.
- f. A positive test employee or applicant can request a retest of the original specimen. This will be done at the employee's expense and only after the MRO has notified the employer of a verified positive test. Should the test be negative, the employee/applicant would be reimbursed.
- g. The MRO will review results of the rehabilitation evaluation. The MRO will determine whether or when an employee may return to work after a rehabilitation program has been completed. The MRO will also establish an unannounced drug testing program for the individual.

RETENTION OF SAMPLES AND RETESTING

All samples that yield confirmed positive results must be retained by the laboratory in properly secured, long-term, frozen storage for at least 365 days. Within this 365 day-period, the employee, the City, Utility, or the Administration may submit a written request that the laboratory retain the sample for an additional period. If the MRO determines there is no legitimate medical explanation for a confirmed positive other than the unauthorized use of a prohibited drug, the employee may make a written request for retesting within 60 days of receipt of final test results from MRO. The employee may specify retesting by the original laboratory or by a second laboratory that is certified by the Department of Health and Human Services. This retesting will be done at the employee's expense. If the results change to negative employee/applicant will be reimbursed.

Since some analytes may deteriorate during storage, detected levels of the drug below the detection limits established in the DOT procedures, but equal to or greater than the established sensitivity of the assay, must, as technically appropriate, be reported and considered corroborative of the original positive results.

EMPLOYEE ASSISTANCE PROGRAM

The Town of Selmer will provide an employee assistance program (EAP) for its employees and supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause.

The EAP will include:

Education: display and distribution of information materials, display and distribution of a community service hot-line telephone number for employee assistance. Display and distribution of the employer's policy regarding the use of prohibited drugs. (Above mentioned policy will be displayed on the employer's bulletin board)

Training: supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause, will receive one sixty (60) minute period of training on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.

HOTLINE COCAINE
1-800-262-2463

HOTLINE HELP
1-800-662-4357

- a. Records that demonstrate that the collection process conforms to the plan must be kept for 3 years.
- b. Records of employee drug test results that show employees failed a drug test, and the type of tests failed (e.g. Post – Accident, random) and records that demonstrate rehabilitation, if any, must be kept for at least 5 years.

The following information must be included:

- the function performed by employee who fails a drug test
 - the prohibited drugs which were used by employee who failed a drug test.
 - the disposition of employee who failed a drug test (e.g. termination, rehabilitation, leave without pay)
 - the age of each employee who failed a drug test
- c. Records of employee drug test results showing employee passed test must be kept for at least one year.
- d. A record of the number of employees tested, by type (e.g. post-accident, random) must be kept for at least 5 years.
- e. Records confirming that supervisors and employees have been trained as required by this part must be kept at least 3 years.

Information regarding an employee's drug testing result or rehabilitation may be released only upon the written consent of the individual. However, such information must be released regardless of content to the administrator or the representative of a state agency upon request as part of an accident investigation.

Statistical data related to drug testing and rehabilitation that is not name specific and training records must be made available to the administrator or the representative of a state agency upon request.

To insure confidentiality, all employees records related to drug testing shall be securely stored in a locked container in the office of the manager of the Town of Selmer/Utility Division with access by the manager or his designated representative.

APPENDIX A

Name and address of NIDA approved laboratories used by American School Management Services

Advanced Toxicology Network
3560 Air Center Cove Suite 101
Memphis, TN 38118

Name and Address of Medical Review Officer currently used by American School Management Services

Dr. Mike Smelser
Dr. John Vinson
347 E. Main St.
Adamsville, TN. 30310

5. PART-TIME EMPLOYEES (SEASONAL AND TEMPORARY)

An employee occupying a full-time or part-time position, which is required during certain parts of each year or for fewer hours than forty hours per week or is temporary or limited by time, is considered to be a part-time employee, even if the part-time employee is in a permanent position. Part-time employees are not entitled to any fringe benefits other than Workman's Compensation Insurance.

CONDUCT AND PERFORMANCE

6. ON-THE-JOB CONDUCT

It is imperative that as an employee of the Town of Selmer you serve the people of Selmer. This is very important because in many cases your actions become the basis for the public's opinion of the Selmer government.

Your position requires you to treat all citizens with equal fairness, giving special privileges to none. You should view your job as an opportunity to serve the public; your continued good work should benefit you both financially and provide the opportunity for continued development.

SEXUAL HARASSMENT POLICY

The Town of Selmer has a strict policy against sexual harassment. Sexual harassment by any employee will not be tolerated.

Sexual harassment is unwanted sexual conduct, or conduct based upon sex, by an employee's supervisor(s), fellow employee or on occasion non-employees that adversely affects an employee's job or job performance.

Examples of conduct that may constitute sexual harassment are: sexual advances, requests for sexual favors, propositions, physical touching, sexually provocative language, sexual jokes and display of sexually oriented pictures or photographs.

An employee who feels he/she is subjected to sexual harassment should immediately contact a person (listed below) with whom the employee feels the most comfortable.

Complaints may be made orally or in writing to:

1. the employee's immediate supervisor,
2. the employee's department head,
3. the Recorder,
4. the Mayor, and/or
5. the City Attorney

Employees have the right to circumvent the employee chain-of-command when selecting the person to complain to about sexual harassment. The employee should be prepared to provide the following information:

1. his/her name, department, and position title;
2. the name of the person or people committing the sexual harassment, including their title(s), if known;
3. the specific nature of the sexual harassment, how long it has gone on, 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; and
5. whether the employee has previously reported the harassment and, if so, when and to whom.

The Town of Selmer will handle the matter with as much confidentiality as possible. There will be no retaliation against an employee who makes a claim of sexual harassment or who is a witness to the harassment.

The Town of Selmer will conduct an immediate investigation in an attempt to determine all the facts concerning the alleged harassment. In doing the investigation, the Town of Selmer will try to be fair to all parties involved.

If the Town of Selmer determines that sexual harassment has occurred, corrective action will be taken. This corrective action may include a reprimand, demotion, discharge or other appropriate action. The Town of Selmer will attempt to make the corrective action reflect the severity of the conduct.

If it is determined that no harassment has occurred or that there is insufficient evidence that harassment occurred, this will be communicated to the employee who made the complaint, along with the reasons for this determination.

7. COURTESY

Courtesy, or the lack of it, is most noticeable in telephone conversations and at public counters or reception desks. However, courtesy on jobs where the public contact may be more casual is just as important. Courtesy should be shown in all contact with the public and your co-workers. Be courteous to everybody, not just to those people who are courteous to you. Since you are employed by the citizens of Selmer, prompt, polite and courteous service is due them regardless of the circumstances. Courtesy in every situation will always produce more positive results. If you are subjected to excessive abuse, report it to your supervisor.

8. YOUR SUPERVISOR

Your supervisor's primary responsibility is to get the job done, but it is also his or her responsibility to see that those under their supervision are treated fairly. You can expect your supervisor to recognize you as an individual and to be aware of your needs and concerns. Your supervisor should provide work assignments based on fair standards, sound methods and reasonable expectations which should result in proper recognition for the job's completion.

Your supervisor will expect you to recognize the responsibilities of your job by contributing to good performance with both quality and quantity. You are expected to cooperate in working toward the goal, and to also recognize that your supervisor is an individual with limitations also. Your supervisor should keep you up to date on all regulation changes which directly affect you. It is your supervisor's responsibility to address any situation in which a change in your work performance has an adverse affect on your job.

9. MISCONDUCT

Employee performance and conduct have a very important role in the purpose of government and your responsibility to serve the public. When things happen that are out of line with this responsibility, they must be recognized and dealt with in a fair and consistent manner.

Misconduct or insubordination will be grounds for immediate disciplinary action. The severity of disciplinary action will depend on the seriousness of the offense, work record and other related information.

If work performance falls below acceptable standards, efforts will be made by your supervisor to alleviate the problems through supervisory counseling. If improvement does not occur; additional efforts will be taken by your supervisor, including disciplinary action if necessary. It is your supervisor's responsibility to address any situation affecting your ability or willingness to perform assigned duties.

10. DISCIPLINARY ACTION

In addition to supervisory counseling and oral warnings, there are several methods of disciplinary action available to your supervisor for use in helping improve poor performance or correcting inappropriate conducts.

Written Warnings: This is a more serious action than an oral warning and is one of the most frequently used forms of disciplinary action.

Suspension: A department head may put an employee on leave without pay for disciplinary purposes. With the approval of the Mayor an employee may be suspended

for more than 30 days pending the investigation or trial of any charges against him or her, but must be settled within one year.

In all cases requiring disciplinary action, an employee is informed of the reasons for the action, and in some cases may establish certain time periods in order for the employee to demonstrate improvement.

Your supervisor may supply you with a more detailed example of disciplinary activities as it applies to your particular job. Below are some general causes that could result in suspension or dismissal:

- Inefficiency or incompetence in the performance of duties.
- Negligence in the performance of duties
- Careless, negligent, or improper use of city property or equipment
- Failure to maintain satisfactory and harmonious working relationships with the public and employees.
- Habitual improper use of sick leave privileges.
- Habitual pattern of failure to report for duty at the assigned time and place.

Personal Conduct: The following causes relating to personal conduct are representative of those which could result in suspension or dismissal;

- Gross misconduct
- Conduct unbecoming a city officer or employee.
- Being convicted of a felony.
- Committing an immoral or criminal act.
- Willful abuse or misappropriation of city funds, materials, property, or equipment.
- Participation in any action that would in any way constitute sexual harassment through your position or job.
- Trespassing on the property of any city official or employee for the purpose of harassment.
- Punching someone's time card or allowing someone to punch yours.
- Willful damage or destruction of property.
- Willful acts that would endanger the lives and property of others.
- Possession of unauthorized firearms or lethal weapons on the job.
- Brutality in the performance of duties, which also includes cruelty to animals.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
- Reporting to work under the influence of alcohol or drugs, or partaking of such on the job.
- Betrayal of confidential information from official records.

11. GRIEVANCE AND ADA GRIEVANCE

If an employee is unhappy with a working situation or if a dispute arises between the employee and a supervisor or department head or other problems should arise, the

employee must attempt to clear the matter up in the following manner: The employee must first discuss the problem with the department head; if no solution can be reached both the employee and department head must go together, with the problem, to the Mayor.

(ADA) THE AMERICANS WITH DISABILITIES ACT:

The Town of Selmer makes a great effort to prohibit discrimination of any type. In compliance with the Americans with Disabilities Act, the Town of Selmer has appointed an ADA Coordinator to investigate complaints. Any and all persons wishing to complain, or to request accommodations concerning changes necessary to enable employees with disabilities to perform the essential functions of their job, and to enjoy equal benefits and privileges of employment, or for accommodations at non-work facilities of the Town should refer and discuss all such needs with the ADA Coordinator.

The Coordinator will act as a liaison between the employee and the Board and between the Town of Selmer and the public. The ADA Coordinator will investigate and attempt to resolve the problem at once. In the event that Board action or structural change is necessary, it shall be reported at the next regular Board meeting. An employee should first address the department head and the ADA Coordinator; if still unresolved, the ADA Coordinator and department head must bring it before the Board at the next regular meeting for action.

12. OFF-THE-JOB CONDUCT AND ACTIVITIES

The Town of Selmer places very few restrictions on your off-the-job activities, but you are expected to conduct yourself at all times in a manner which reflects favorably on your employer.

Your record as an employee is always of greatest concern, but a good record in your personal life is also important. For example, failure to pay debts or violation of laws are often causes for disciplinary action. You are expected to maintain your financial affairs to the extent that creditors, inquiries, garnishments and bankruptcy will not become a problem for you, your supervisor, or for the Town of Selmer. Such unfortunate situations will become part of your work record

13. CONFLICT OF INTEREST

All city employees shall abide by the Ethics Ordinance adopted by the Town of Selmer.

14. GIFTS AND CONTRIBUTIONS

All city employees shall abide by the Ethics Ordinance adopted by the Town of Selmer.

BENEFITS AND COMPENSATION**15. COMPENSATORY LEAVE AND OVERTIME**

You may be required to work overtime by the Mayor or a department head. When overtime is worked, the department head must enter this in a permanent record at the time of payroll preparation. Each department in the town has its own policy on overtime.

POLICE DEPARTMENT:

Normal police shifts are 12 hours. An officer works on a 14 day schedule and works 36 hours one week and 44 hours the second week. The officer is paid at a regular rate of pay for 80 hours.

When a police officer must work past the end of his shift, the officer will receive compensatory time at the rate of 1 hour for each hour worked up to six hours. After a total of 86 hours in the 14 day work schedule the officer will receive compensatory time at the rate of 1 and ½ times the number of hours worked over 86 hours.

When a police officer is called in to work during normal time off, the officer shall be paid 1 and ½ times their normal hourly rate for the hours worked.

FIRE DEPARTMENT:

The fire department works on a 28 day schedule.

When a fire fighter is called in to work during scheduled time off, the fire fighter shall be paid 1 and ½ times their normal hourly rate for the hours worked.

When a fire fighter must attend training during their scheduled time off, they shall receive compensatory time at the rate of 1 and ½ times the number of hours in training.

STREET AND SANITATION DEPARTMENT:

Street and Sanitation Department employees are paid overtime for all work over 8 hours daily at a rate of 1 and ½ times their normal rate of pay.

UTILITIES DEPARTMENT:

Utility Department employees are paid overtime for all hours worked over 40 hours per week at a rate of 1 and ½ times their normal rate of pay.

COMPENSATORY TIME:

Compensatory time off is paid time off the job, which is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required. The following applies to accumulations and allowance of this within the departments.

The department head must arrange for the employee to take this compensatory time off during a time that will not cause undue hardship or excess expense within the department. The department head or supervisor is expected to work this out on a timely basis in order to keep the compensatory time accumulations at a minimum. Police officers and fire fighters may not accumulate more than 480 hours in compensatory time. Other city employees may not accumulate more than 240 hours in compensatory time.

Trade-times among employees or holidays will not constitute compensatory leave time, nor will voluntary employee work. No “qualified exempt” salaried personnel will be allowed compensatory time, these include the City Recorder, Chief of Police, Fire Chief, Public Utility Director and the Asst. Utility Director. Only non-exempt employees will be allowed to accumulate overtime or compensatory time.

16. SPECIAL LEAVE

Special leave may be granted to you if an important need for extended time away from work arises. Permission to be placed on special leave must be requested from and granted by your department’s supervisor and the Mayor. The request must be in writing and all accrued annual leave must be taken before special leave will be granted. Special leave is leave without pay, and if you are on this type leave, you must pay your entire insurance premium each month. You can not accrue annual leave or sick leave while on special leave. Special leave is granted for a period not to exceed one year. Upon expiration, return to active service in the same or a similar position must occur to avoid permanent separation from city employment.

17. BEREAVEMENT

Regular full time employees may receive pay for time away from work, not to exceed 3 working days, due to a death in his or her immediate family. The immediate family includes current spouse, children, mother, father, sister, brother, step-mother, step-father, step-children, mother-in-law, father-in-law or any relative actually living with you at the time of their death.

One day may be given for grandparents, nieces, nephews, other in-laws, aunts and uncles in the immediate family. Employees on vacation, holidays or other leave will not be eligible for bereavement time off with pay.

18. SICK PAY / FAMILY AND MEDICAL LEAVE

Sick pay is earned at the rate of four (4) hours per pay period of full-time service beginning after the first ninety (90) days and has unlimited accrual, which may be converted to retirement credit if unused at the close of your employment. You will never be paid for unused sick days at the end of service.

In accruing sick leave, you are assuring yourself of a regular income when you are absent from work due to illness or injury. This benefit must not be abused. Your supervisor may require a doctor's statement for the use of sick leave.

Sick leave may only be used for the following:

- When you are sick or disabled
- When you have an appointment with a doctor or a dentist.
- When you are restricted to your home because of quarantine.
- When there is a serious illness or death in your immediate family. (Your immediate family includes your parents, step-parents, spouse, children, step-children, sister, brother, mother-in-law, or father-in-law).

Your supervisor may require proof and, if not satisfied, require you to report to work.

Sick leave records along with all other leave records shall be maintained by the department head. The department heads are responsible for the maintenance of accurate leave records. Such records shall be kept on forms prescribed by the Board and also filed in the recorder's office for public inspection to insure adherence to the provisions of these rules. A copy of these records may be required by the Board periodically. You should ask to see your own record periodically and discuss any possible errors with your supervisor.

Family and Medical Leave Policy

The Family and Medical Leave policy is applicable to both male and female employees who have worked at least twelve (12) months for the Town of Selmer and who have worked at least one thousand-two hundred-fifty (1,250) hours during the preceding twelve (12) month period. Public agencies are covered without regard to the number of employees.

Special rules apply for husbands and wives employed by the same employer, for highly compensated employees, and for local educational agencies. People who are *not* covered include elected officials, political appointees, volunteers, independent contractors, and legal advisors.

An eligible employee may take up to 12 weeks of unpaid leave in a 12-month period for the birth and care of a child or the placement and care of a child for adoption or foster care. Leave may also be taken to care for the employee, a child, spouse, or a parent who has a serious health condition.

An expectant mother may take unpaid Family and Medical leave upon the birth of the child, or prior to the birth of the child, for necessary medical care and if her condition renders her unable to work. Similarly, for adoption or foster care, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.

An employee may take unpaid leave to care for a parent or spouse of any age who, because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a spouse or parent of any age who is unable to care for his/her own basic hygiene, nutritional needs, or safety.

Eligible employees who are unable to perform the functions of their position because of a serious health condition may also request up to twelve (12) weeks unpaid leave. Employees requesting medical leave due to their own illness or injury may use any balance of sick leave, annual leave, or floating holidays prior to the beginning of unpaid leave.

Employees requesting Family and Medical leave may use unpaid leave. During periods of unpaid leave, an employee will not accrue any additional seniority or leave if off more than ten (10) working days.

An employee may request family and medical leave or the Town of Selmer may determine that the employee qualifies for family medical leave and place him or her on family medical leave by so notifying the employee.

19. VACATIONS (ANNUAL LEAVE)

Vacation accrual for full-time employees begins after ninety (90) days, at the following rate:

- 0 to 5 years shall accrue at a rate of 4 hours per pay period.
- 6 to 12 years shall accrue at a rate of 5 hours per pay period.
- 13 to 20 years shall accrue at the rate of 6 hours per pay period.
- Over 20 years shall accrue at the rate of 7 hours per pay period.

The above accrual rates are based on a biweekly payroll period. Employee vacations shall be at a time approved by the department head so that it will not cause an undue hardship on the department or other employees. Maximum accumulations shall be 160

hours or 20 days. However, after an employee has reached 160 hours of accumulations, excess hours are converted to sick leave. This is an excellent benefit as sick leave can be applied toward retirement upon termination with the Town of Selmer. **PAY IN LIEU OF VACATION WILL NOT BE PERMITTED.**

20. HOLIDAYS

All full time employees shall receive the following paid holidays where possible without causing disruption to municipal services, (part time employees are excluded):

- New Years Day
- Martin Luther King, Jr.
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Veterans day (to be observed the day following Thanksgiving)
- Christmas (3 days)

If holidays fall on weekends, on regularly scheduled days off or during your vacation, a work day will be given (not additional compensation). In the event that an employee is on sick leave, he shall receive no additional pay for the holiday; however, the holiday shall not be charged against sick leave.

21. ADMINISTRATIVE / EMERGENCY LEAVE

The Mayor may excuse employees from duty in emergency situations for short periods of time. Examples would be, but not limited to, extreme weather conditions; disasters, such as fire, rescue or protection work. The Mayor may also allow the doors of City Hall to close for certain elections, funerals, or special emergency meetings. Employees affected will not lose time or pay in this event. This is done at the Mayor's discretion.

22. MILITARY LEAVE

Any employee who is a member of a reserve component of the Armed Forces of the United States will be paid his regular salary in addition to his military pay during the time of his military training leave of absence. This shall not exceed 15 days pay in any one calendar year. Employees who are called up for active duty in the armed forces for an indefinite period of time shall be granted a leave of absence, without pay. Seniority shall remain the same as if the employee never left. Failure to report back to work not later than two weeks after discharge forfeits re-employment rights.

23. JURY DUTY

When employees serve on a regularly constituted grand jury or petit jury, or when subpoenaed to appear as a witness in court or before a grand jury, employees shall be paid their regular salary in addition to pay received for their court services.

24. MATERNITY LEAVE

Based on the nature of work performed, each department head shall be responsible for determining, with the employee and with the advice from her doctor, how far into the pregnancy she may work. Sick leave may be used for pregnancy, if accrued, otherwise a leave of absence (without pay) shall be granted the employee with no loss of seniority.

However, employee must return to work not later than six weeks after delivery or employment shall be considered terminated. For medical reasons only, which would require a doctors statement along with the approval of the Mayor, this return period could be extended.

25. COMPENSATION

Positions with the Town of Selmer shall be analyzed and assigned a rate of pay. Pay raises shall be decided during budget preparation. Under no circumstances will an employee be given a pay increase after the budget has been approved, unless there is a change in responsibilities.

A normal work week for full time employees is forty (40) hours per week which consists of eight (8) hours of working time per day with an unpaid meal period determined by the department. Hourly wage employees will be compensated for hours worked at their set wage amount. Town officials and salaried personnel will not receive overtime or an hourly wage. They will receive straight salary, which will not change within the budget year.

The Police Department must serve the public around the clock. Therefore it is necessary for this department to require certain employees to work during the night. Additional pay called night differential shall be set for these employees at the beginning of each fiscal year. The night differential shall be paid to full-time employees working a night shift. Night differential will not be paid to a part time employee, salaried personnel, or an employee temporarily working in another employee's position. These funds are allocated to those employees determined by the department head for the upcoming fiscal year and will not be altered unless there is a re-scheduling within the department. At the present time, night differential pay is set as a per year allocation, which is allocated on a biweekly basis and added to each paycheck. The employee may not be paid for any unused night differential should employment be terminated at night, or with the department. An employee may not receive more than this set yearly amount regardless of the amount of hours worked. This same principle and method of disbursement also applies to longevity pay. An employee will not draw more than his or her yearly

allocation and will not be paid for any remaining longevity funds if termination should occur.

26. PAY DAY

All employees are paid by check on a biweekly basis. All regular time, leave and sick pay records are maintained by the department head and a copy of the records, along with all payroll records, will be on file in the Recorder's office at all times. Your pay check will be given to you by your supervisor, or in some cases through the mail. Attached to each paycheck is an itemized statement of gross pay, various deductions, net pay and other items of importance. You should save these stubs because they are your official record.

27. LONGEVITY PAY

Each employee with one to fifteen years' service shall receive an automatic increase in pay of five dollars (\$5.00) per month at the beginning of each fiscal year. This is the only pay increase in the system that is automatic. No employee shall receive a longevity increase after completing fifteen years of employment. Longevity pay is a part of the base salary and shall not be drawn in any other manner. Longevity pay begins with the full time hiring date (none for part-time).

28. TRAVEL PAY AND EXPENSE

If job related travel out of town is necessary during your employment, you will be reimbursed in the following manner:

Private Owned Auto-----Current State rate
 City Vehicle----- Actual Gas
 Meals & Lodging-----Actual Cost
 Registration/Tuition-----Actual Cost

To receive travel pay or reimbursement, the trip must be deemed necessary for your job or for the betterment of the Town of Selmer. The trip must first be authorized by the department head and approved by the mayor. In some instances the mayor may wish to get board approval, especially when it pertains to members of the board or department heads. The department head authorizes the trip on a written purchase request. Upon return all receipts for eligible expenses must be listed on a travel expenses report form. The paid receipts must be attached to this form and submitted with the purchase order, signed by the department head and the person requesting reimbursement. The town will not pay for meals in advance. Only actual expenses incurred by the employee will be eligible for reimbursement by the Town of Selmer. The employee will be compensated at the regular rate of pay for authorized travel. The mayor must authorize and approve reimbursements for all elected and appointed positions in the same manner as the department head does within the department.

29. LEAVE REMINDER

If you are not at work during your regular work hours, you must be on authorized leave. This means that your supervisor knows of and has approved your absence.

In accordance with rules and regulations, you will be considered as having resigned “not in good standing”, if you are absent from work, without approval, for 3 consecutive work days or 2 consecutive work days following the expiration of any authorized leave. Keep your supervisor informed of your needs for leave as they arise and he or she will try to grant your leave as requested.

30. RETIREMENT

The Town of Selmer participates in the Tennessee Consolidated Retirement System. The Town contributes a percentage of your earnings to this system so that you will have an income during your retirement years. Membership in this plan is mandatory and automatic after 90 days of full-time employment. There are a number of excellent benefits you may choose upon retirement. You may refer to the Retirement System Handbook or consult your department head. This is an excellent benefit at no cost to the employee. (Non-Contributory)

31. GROUP INSURANCE

The Town of Selmer participates in Group Life, Hospitalization and Major Medical Insurance plans. The Town pays the premium on all full-time employees. Employees who desire dependent coverage must pay this premium themselves through a payroll deduction. For additional information, consult your department head.

32. WORKMAN’S COMPENSATION

The Town of Selmer provides workman’s compensation insurance at no cost to the employee. This provides compensation for occupational injury, illness, or death. It also compensates the employee for lost time due to job related illness or injury. An accident occurring on the job must be reported to your supervisor immediately, even if the injury is minor. An accident report must be completed by the supervisor and submitted to the main office as soon as possible.

Workman’s Compensation shall begin on the eighth day. If it is continued beyond the fourteenth day, compensation shall be computed and made retroactive to the date of injury or illness (These are standards set by State Law). Under no circumstances shall an employee draw full sick pay and workman’s compensation simultaneously.

33. PERSONAL HYGIENE

All employees are expected to be clean. A shower or bath everyday with a deodorant is required so that there is no chance to offend others through poor habits or personal cleanliness and hygiene.

34. UNIFORMS

The Town of Selmer will furnish working uniforms only. If you are not required to wear an actual uniform, do not expect a clothing allowance. If your job requires the wearing of a furnished uniform, you must be in uniform during work hours. Uniforms must be clean and neat and shall not be worn during off-duty hours.

Warm protective work-clothes, which will include coveralls, coats, gloves, rain suits and workboots, will be furnished for the Street and Sanitation employees who work outside in the weather. Uniforms will be furnished for the Street and Sanitation Department.

Police officers shall receive an initial clothing allowance when they are employed by the Town. The initial allowance shall be determined by the Board of Mayor and Aldermen. Each police officer currently receives an allowance of \$400 each year based on the employee's hiring date. The allowance shall be used to purchase only clothing and uniforms approved by the Police Chief.

Fire fighters shall receive an initial clothing allowance when they are employed by the Town. The initial allowance shall be determined by the Board of Mayor and Aldermen. Each fire fighter currently receives an allowance of \$275 each year based on the employee's hiring date. The allowance shall be used to purchase only clothing and uniforms approved by the Fire Chief.

Upon termination the employees must turn in all uniforms and equipment prior to receiving final payment. This rule applies to all Town of Selmer departments.

35. USE OF CITY VEHICLES POLICY

The Town of Selmer may allow a limited number of employees to drive a municipally owned vehicle home. Due to the cost of vehicles, their operation, and maintenance costs, the public is aware and very critical when these vehicles are used for personal or non-governmental purposes. Because of this awareness the city prohibits any type of personal use for municipally-owned vehicles and permits no passengers except those connected with city business or specifically approved.

GENERAL POLICY

Employees who drive city vehicles will at all times operate them in a safe manner, adhering to all city, state and federal traffic laws. No employee will operate a city vehicle unless he or she possesses a valid driver's license. This policy may be

supplemented with a more restrictive policy by any officially adopted and approved department manual.

PROVISIONS

Failure of an employee to fully comply with the Vehicle Use Policies, as stated below, shall result in disciplinary action which may include written reprimand, suspension, demotion and/or termination.

USE BY CITY EMPLOYEES ON DUTY

- a. Unattended city vehicles will be locked at all times. When vehicles are not in use, keys must be removed and stored in designated areas and vehicles locked.
- b. The use of city vehicles for personal use is not permitted without appropriate authorization. Family members and others are prohibited from riding in the vehicle unless prior permission has been given by the employee's supervisor (requires written notification when guest or passengers are allowed in the vehicle outside work).

Exceptions to Section 35, Paragraph B of Use of City Employees on Duty Policy:

- In emergencies, where a city employee has reasonable belief that the life, safety, health or physical welfare of a citizen would be immediately threatened without transportation using a city owned vehicle.
 - In motorist / passenger assistance, where the city employee has a reasonable belief that the failure to transport could result in such persons being left in real or potential danger.
 - When necessary, for reasonable cause, to transport non city personnel to and from city owned property in order to repair, supply, install or maintain city equipment essential to the restoration and continuation of essential city services.
 - In the transportation of private persons or other public officials visiting the city for the purpose of directly analyzing, reviewing, supporting, assisting or promoting the city's operations.
 - When the vehicle is being driven to, or picked up from, private maintenance or repair facilities, or while it is being road tested while in the possession of such facilities.
- c. Unauthorized personnel are not to operate any city vehicle at any time.
 - d. Vehicles will not be used for personal purposes at any time other than when on call.
 - e. No employee of the city will operate a city vehicle while under the influence of alcohol or illegal substances. City employees are prohibited from the use, possession

and sale of drugs, alcohol or other controlled substances on city property or in city vehicles.

- f. All accidents, whether at fault or not at fault, shall be reported to the employee's immediate supervisor as soon as possible. Employees shall be accountable for the safety and care of vehicles assigned to them.

Employees are solely responsible for the following:

- All traffic laws while operating any city vehicle or vehicular equipment.
 - Any violation of any law resulting in moving violations, tickets or citations shall be paid by employee.
- g. Authorization for use of vehicle must be approved by the immediate supervisor.
 - h. Employees who operate city vehicles and vehicular equipment must be insurable at ordinary rates under the city's insurance policy.
 - i. When operating a city vehicle, all employees must have seat belts fastened when driving on public streets, except those exempted by State Law. Passengers must also fasten seat belts.
 - j. No employee or passenger is permitted to ride in or on any area of a city vehicle or vehicular equipment not equipped with seat belts or which is not designated as proper occupant space while on a public streets or public property. This includes the beds of pickups, dump trucks, running boards, fenders or hoods.
 - k. Bumper stickers, decals, seals or window stickers are not permitted on city vehicles unless authorized by the Town of Selmer.
 - l. Possession of a valid driver's license for employees whose job responsibilities include the operation of a motor vehicle will be a condition of continued employment with the city.
 - m. Any employee who takes a city vehicle home is subject to all IRS, city, state and federal laws. All employees who take city vehicles home, and who are not exempt from IRS filing regulations, will be informed of the options available to them. Employees will choose an option and give written notification to the City Recorder to ensure IRS compliance. The employee is solely responsible and will be held accountable for this.
 - n. Periodic checks, using MVR's, will be made to insure a valid driver's license.

SAFETY**36. ACCIDENTS**

Accidents can be prevented in most cases by thoughtful use of good judgment. When an accident does occur, the employee must report the full details to his supervisor or department head immediately, if possible, but not later than 24 hours after the accident. If an employee loses time due to an accident, he must submit a doctor's statement of his condition and ability to perform the duties of his job before returning to work. Each employee is expected to be alert for any practice that is unsafe or for any defective equipment. We must think of safety everyday on every job.

EMPLOYEE INFORMATION AND REMINDERS**37. EMPLOYEE COMMUNICATIONS**

Employees who have problems or questions relative to their job should work through their immediate supervisor. Employees desiring to meet with the Mayor must first make their request known to their department head and an appointment will be arranged. It is the responsibility of your department head to keep you informed of any changes in policy that affect you.

38. CHANGE IN STATUS

You should notify your department head promptly when you change your address, telephone number, marital status, or number of dependents. Also inform them when you complete a course of study at an educational institution. Changes in family status may suggest the desirability of changing the beneficiary of your insurance, dependent coverage under your group hospitalization and major medical plan or exemption status with respect to Federal Income Tax.

39. GENERAL DISCIPLINARY REMINDERS

Honesty in the work place cannot be stressed enough for both the employee and supervisor.

Disciplinary action may be more severe in one employment position than in another, due to the public image and trust carried in the particular position.

As previously discussed there are many needless activities to avoid, but it might be well to stress the seriousness of the following:

- a. Falsification of employee pay, vacation, sick or leave records to include punching someone's time card will result in immediate disciplinary action and or dismissal.

- b. Theft of city or employee property, especially gasoline, will result in automatic dismissal and possible judicial action.
- c. Selling drugs or alcohol, especially on city time or out of a city vehicle, will result in automatic dismissal and judicial action.
- d. Bid tampering or kickbacks will not be tolerated in any form and will call for action at once by the Mayor and Board of Aldermen and or judicial action.
- e. Unauthorized selling of city property or irregular purchasing unnecessary for the job will be viewed as misappropriations of city funds, or in certain instances theft and will be dealt with accordingly.
- f. Use of city property or equipment, other than to do a city authorized job, will be viewed as improper use of city property and will call for disciplinary action.

Certain rules and procedures may vary somewhat depending on the departments operations.

Always ask you supervisor about any rules and procedures that are unclear. It is the duty of your department head to keep you informed.

PROCEDURES FOR PURCHASING AND PAYMENTS

An employee or elected official must not sell to or profit from their position with the city. The Ethics Ordinance for the Town of Selmer applies. Remember you cannot profit directly or indirectly through your position with the Town of Selmer.

40. BIDS

Public advertisement and competitive bidding shall be required for the purchase of all goods and services exceeding an amount of Five Thousand Dollars (\$5,000.00) except for those purchases specifically exempted from advertisement and bidding by state law.

41. PURCHASING POLICIES

TOWN OF SELMER PURCHASING POLICY

Purchase orders will be required for all purchases, excluding the normal and repetitive expenditures necessary for continuing operations ie: fuel, utilities, phones, debt service, facilities maintenance in the Fire Department, Police Department, Parks and Recreation Department, Street Department and the Sanitation Department. All purchases will be reviewed and approved by the appropriate department head. Expenditures will be submitted with a purchase order, signed by the appropriate department head, attached to the invoice. All purchase orders in excess of \$500 will require the approval and signature

of the Mayor prior to purchase. All purchase orders, with invoices, will be submitted to the Recorder's office within the first week of the month.

TOWN OF SELMER PURCHASING POLICY (FOR UTILITY DIVISION)

Purchase orders will be required for all purchases, excluding the normal and repetitive expenditures necessary for continuing operations ie: fuel, utilities, phones, debt service, water treatment chemicals, and natural gas purchases. Expenditures will be assigned a purchase order prior to payment being approved. All purchase orders in excess of \$500 will require the approval and signature of the Utility Director or Assistant Utility Director prior to purchase.

42. AUTHORIZATION FOR PAYMENT

It shall be the duty of the department head to investigate and inform the merchant of discrepancies for unauthorized purchases, erroneous charges to the department or on charges where signed purchase order ticket or invoice is absent. It shall be the duty of the department head to produce a signed statement, with the proper invoice, purchase order and explanation attached prior to any payment of bills.

If an employee has charged unauthorized purchases to the department's account, it will be the duty of the department head to see that the employee clears the bills balance at once, take the appropriate disciplinary action, and inform the merchant that this person will not be allowed to charge in the future, in the event employment is continued.

The department head must be fully aware of the reasons and location of each purchase or service prior to authorizing payment. If not, the payment should not be authorized until fully investigated. This should include checking with the merchant or employee and where the merchandise or service was applied.

The recorder will pay the authorized monthly bills and charge the appropriate accounts on a timely basis. All paid bills and invoices must be maintained and filed in the recorder's office where they will remain in an orderly manner for audit purposes. Any person may, upon request, inspect any bill or raise questions concerning any payment during normal business hours.

As municipal employees, we must strive to make every dollar count. This is particularly important because we hold the public trust and the funds we are spending belongs to the public.

All departments must operate within their budget. The Town of Selmer cannot tolerate waste or abuse. If and when we overspend, taxes are subject to increase. We owe it to the people of Selmer to stretch every tax dollar as far as possible.

RESIGNATION

43. TERMINATION AND RETURN

If you choose to resign from employment, it is preferable that you give a two-week notice to your department head. When an employee quits without a two-week notice it shall become an unfavorable part of his or her permanent record. A full time hourly or salaried employee who resigns or is discharged will be paid for actual time worked and for unused vacation time. He or she will not receive compensation for accrued sick pay or unused longevity pay for the year.

A retiring employee must use his vacation time prior to the effective date of his retirement. Retiring employees shall receive retirement credit for their accrued sick leave.

In the event that you resign or leave employment with the city, do not expect to receive previously earned longevity pay, seniority benefits, such as accrued sick days, leave days, or any accrued time activities, should you decide to return to work with the Town. Retirement accruals are already a part of your record with the Tennessee Consolidated Retirement System.

As previously stated in the employee policies section of this manual, longevity pay, accrued sick days, leave days, and any other accrued time will be based on the most recent hiring date. This rule does not apply when transferring between other city departments. A transfer letter will be placed in the employees file from the department head stating all accrued benefits and will become a part of the permanent record.

An employee shall not receive his or her final check until all uniforms and city owned equipment are turned in. A final settlement will be made after all funds owed to the Town have been satisfied; such as payroll deduction, insurance, etc.

This policy supersedes any previous document relative to the same subject.

Adopted by the Mayor and Board of Aldermen of the Town of Selmer, Tennessee, on the 14th day of August, 2007.