PERSONNEL COMMITTEE
5:00 p.m., Thursday, September 6, 2018
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. Call to order and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes
Regular Meeting of July 5, 2018

3. Citizens' Comments

4. Old Business

5. New Business
A. Introduction of representative from The Mercer Group and comments
B. Discussion of employee handbook revisions
C. Update on calendar for boards and commissions candidates
D. Discussion of procedure for City Attorney and City Judge appointments
E. Update on employee evaluation schedule and tool
F. Update on 2019 Employee Appreciation
G. Discussion of developing a policy for merit increases for long-term employees who are at the top of their salary range

6. Miscellaneous Business

Next Meeting Date: 5:00 p.m., Thursday, October 4, 2018

7. Executive Session
Upon returning to open session, the Committee may take action on matters discussed in Executive Session

8. Adjourn

PERSONNEL COMMITTEE

5:00 p.m., Thursday, September 6, 2018

The regular meeting of the Personnel Committee was held at 5:00 p.m., Thursday, September 6, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present for the meeting were Councilmember Moye and Rice, Chair Ferencz, Interim Administrator Fragoso, Human Resources Director DeGroot and City Clerk Copeland; a quorum was present to conduct business. Jim Mercer, President of The Mercer Group, was also in attendance.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Rice moved to approve the minutes of the regular meeting of July 5, 2018 as submitted; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – none

4. Old Business – none

5. New Business

A. Introduction of representative of The Mercer Group and comments

Chair Ferencz stated that Mr. Mercer has been on the island for the past two (2) days meeting individually with Councilmembers and employees relative to the three (3) positions he and his firm will assist the City in filling, i.e. City Administrator, Chief of Police and Assistant Director of Public Works. She reported that she had asked that he attend the Personnel Committee meeting to fill in the members on where the path leads from here.

Mr. Mercer indicated that he expects that filling three (3) positions would likely take one twenty hundred (120) days; based on the data he has collected, he will produce three (3) recruitment brochures, one (1) for each job. The brochures are prepared in two (2) steps; each will begin with the narrative that should come to the City in about ten (10) days. He would expect to receive it back with corrections, additions and deletions as quickly as possible. The second step will be the addition of the color layout; this version with the corrected narrative will come back to the City for a second review and approval. Once the brochures are ready, the City will receive a timeline, which he would like the Committee members to check for conflicts of any kind, and then return to him.

Mr. Mercer explained that the way they conducts a search is to begin with some public sector ads, but the primary way is to marry up the brochure with an invitation letter to be sent out on the internet to several hundred prospective candidates and then to follow-up with phone calls. He informed the Committee that he also has several databases. This area of the search takes approximately six (6) weeks to two (2) months; at the end of that time he will have a group of candidates for each position. They will then compare the candidates to the criteria provided by the City and whittle the number down to twelve or fifteen (12 – 15) whom Mr. Mercer will interview.

After those interviews, he will return to the island to review them with the Committee; walking out of that meeting, Mr. Mercer would like to have seven or eight (7 – 8) candidates that the Committee was interested in, and he would have personal interviews with them. A synopsis of those interviews will be forwarded to the Committee, and he will run thorough background checks on them – usually takes two (2) weeks. At this point, he expects to be down to four or five (4 – 5) candidates. As an aside note, he said that the Committee needs to determine the order in which it wants the positions filled. He will provide an interview guide for the Committee containing things he has learned over the years from clients about how to conduct an interview, some sample questions, some areas to avoid. On each candidate, he will provide the resumé and cover letter, as well as a seven or eight (7 – 8) page summer of the information they gathered on the candidate. From here interviews would be scheduled. He would plan to attend the candidate interviews to see how the Committee interacts with each one (1).

Chair Ferencz recounted that she had spoken with Mr. Mercer about including someone on the interview team who has served in the position in another municipality. She stated that the Personnel Committee would recommend people to serve on the interview team, but Mercer would interview them and decide who would serve. The recommendation is to have no more than seven (7) people on the interview team.

If, after interviewing the candidates, the interview team has not selected one (1) to recommend for the position, Mr. Mercer would seek out another group of prospects.

The Committee agreed that Mr. Mercer was providing the Committee with the framework but that they had a lot of details to be decided among themselves.

Mr. Mercer said that he would also be available to help the City to make a decision and could also do the negotiating if the City so desired or advise the City Attorney.

Another point that Mr. Mercer asked the City to consider was that most communities are now offering a contract or agreement of some kind, and he has seen that candidates are more comfortable with a contract.

By way of follow-up, Mr. Mercer stated that they typically contact the placement once a quarter for the first year, and he would be willing to come back in the first thirty to sixty (30 – 60) days to assist with establishing performance criteria.

How Mr. Mercer would communicate confidential information to the Committee members while maintaining complete transparency generated a lengthy discussion; Interim Administrator Fragoso indicated that she would consult the City Attorney.

B. Discussion of employee handbook revisions

The revised employee handbook was included in the meeting packet; it represents changes made by the City's employment attorney and by City staff; Interim Administrator Fragoso reviewed the changes she thought the Committee should be made award of as follows:

Pg. 10 Addition of Workplace Violence Statement that establishes zero tolerance; also included in this policy statement are bullying and harassment by employees and citizens.

Pg. 11 Added "Prohibits retaliation against an employee who brings a complaint of violent, threatening or hostile behavior.

Pg. 14	Addition of section detailing when an employee is allowed to bid at public auction for equipment or supplies that have become obsolete, unusable or otherwise unsuitable for public use.
Pg. 20	Addition of clarification of compensatory time.
Pg. 25	Eliminated language related to Safety Sweepstakes.
Pg. 26	Addition of two (2) holidays, i.e. President's Day & Veterans Day.
Pg. 29	Addition of bereavement policy.
Pg. 32	Addition of Pregnancy Accommodation Statement.
Pg. 42	Addition of language to the City's Disciplinary Policy.

Councilmember Rice asked if the City had prepared a room where employees can nurse or pump, and she was told that a room has been made available in the Police Department.

Chair Ferencz questioned the alternate language that was deleted on page 20

> "Employees who ae exempt from overtime receive a salary that compensates them for all hours worked in the workweek. Such employees do not receive overtime pay or compensatory time off. However, department heads may grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off. There is no payment for such additional time upon separation and/or termination."

The Chair asked if this language had been taken out of the handbook as part of the revision because it was language she was accustomed to seeing.

Human Resources Officer DeGroot stated that this was alternate language she had found in other handbooks she had referenced in the revision process.

The Chair recommended that the alternate language be included in the handbook, and the Interim Administrator said that the only exempt employees were department heads, the HR person, City Treasurer and herself; all other employees were hourly.

Councilmember Moye thought that the alternate language was "a bit harsh," and he asked if the thought was that the policy might be abused.

Interim Administrator Fragoso commented that department heads at the Isle of Palms seldom work forty (40) hours a week, and they all respond when the City has an emergency, for instance, Director Pitts may come in on a Saturday or Sunday to operate the pumps on flooded streets.

Chair Ferencz also thought that in *Performance Evaluations* the word "annual" should be replaced with periodic since the City would be going to more frequent employee evaluations.

Councilmember Moye explained that, especially for considerations of merit increases, the periodic evaluations roll into an annual evaluation.

Since the merit increase is awarded annually, the Interim Administrator thought that the use of the word "annual in that context did not need to be changed.

The annual leave accrual rates were listed on page 27; Chair Ferencz asked if these were in line with other local governments in the area.

When staff reviewed the schedule, they noticed that employees with up to twelve (12) months of service are addressed and employees with two to five (2 – 5) years of service are addressed; employees with one to two (1 – 2) years of service are omitted. The Committee has two (2) options, and they are as follows:

1. To allow employees with up to two (1) years of service accrue at the five (5) days per year rate; or
2. To allow employees with one to five (1 - 5) years of service accrue at the ten (10) days per year rate.

The Committee decided to allow employees to earn ten (10) days of vacation per year after the first year of employment.

Since the handbook states that City Council would select the employees who would sit on the Grievance Committee, he Chair asked how the members were selected. In the Clerk's tenure, the City has had one (1) grievance, and the City Administrator had submitted a recommendation to Council of possible members to be appointed.

MOTION: Councilmember Moye moved to accept the revised employee handbook with the changes recommended by the Personnel Committee; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

The revised handbook will be sent back to the City's labor attorney for one (1) final review before being presented to City Council for adoption.

C. Update on calendar for boards and commissions candidates

Included in the meeting packet was the schedule of expiring terms and the candidate pool, as well as the applications and resumes of the new applicants. Based on email responses, Clerk Copeland stated that all persons with expiring terms want to be re-appointed, except the two (2) people on the Code Board of Appeals, whom she has not been able to contact by phone or email. Although the time has passed when applications were due, Clerk Copeland stated that applications were accepted whenever they were sent to her. The Committee agreed to hold interviews with the new applicants the first thing in the mornings of Tuesday, October 2 and Wednesday, October 3, and the Clerk will schedule the individual interviews.

D. Discussion of procedure for City Attorney and City Judge appointments

When the Chair asked how the City Attorney and Assistant City Attorney were selected, Interim Administrator Fragoso reported that these two positions are appointed every year to serve for a calendar year. Attorney Halversen was originally appointed upon a recommendation by the former City Attorney Nick Sottile, and Attorney Halversen recommended Attorney Copeland to serve as Assistant Attorney when Clay McCullough resigned. The Interim Administrator reported that Attorney Copeland was highly regarded by her peers, would be interested in being appointed City Attorney and charges the City a very reasonable rate; if that were to happen, the City would need to hire an Assistant City Attorney.

The Interim Administrator's recommendation was to issue a Request for Proposal for both positions to test the waters; she also cautioned that the City could be looking at a higher hourly rate when the proposals are received. Assuming Attorney Copeland is interested, she could submit a proposal along with other local attorneys.

MOTION: Councilmember Rice moved to issue a Request for Proposal for a City Attorney and Assistant City Attorney; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

The City Judge and Assistant Judge are appointed for two (2) year terms, and the most recent appointment was in January 2018.

E. Update on employee evaluation schedule and tool

Since the City is currently in the search process for the City Administrator and Chief of Police, the Interim Administrator suggested that any decision related to evaluations wait until these positions were filled.

F. Update on 2019 Employee Appreciation Day

Interim Administrator Fragoso recalled that for many years the City held a Christmas Party at *The Windjammer* as a means of thanking employees for the year's work; when the event ended up having more members of the community than employees, attendance dwindled. The City then tried a baseball game/picnic at *The Joe*, but that, too, was not well-attended. In 2018, employees were given tickets to the SC Aquarium, and employees seemed to like that since many had never been and they could go at their leisure. In discussions about a possible event for FY19, HR Officer DeGroot and Interim Administrator Fragoso thought that it should be a time for all employees and City Council to get together and to celebrate employee milestones. They are proposing the "First Annual Employee Recognition and Appreciation Day" when City offices would be closed for two (2) hours on Friday, October 19th, and a catered lunch would be provided in the parking area behind City Hall. Games, prizes and drawings will be awarded for attendance and participation. As proposed, the cost would be approximately thirty-seven hundred dollars ($3,700).

The Interim Administrator told the Committee that eleven thousand dollars ($11,000) was included in the FY19 budget for Employee Appreciation.

The Committee thought the idea of an Employee Appreciation Day was wonderful and thought that the entire eleven thousand dollars ($11,000) should be spent for it to insure that employees truly felt appreciated.

MOTION: Chair Ferencz moved to spend up to $11,000 for the Employee Appreciation Day planned for Friday, October 19th; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

G. Discussion of developing a policy for merit increases for long-term employees who are at the top of their salary range

Per the employee handbook, the merit pay policy states that "the merit pay increase cannot place an employee's compensation outside the pay range for his position." This past year, one (1) employee was at the top of his salary range, and, although he would have qualified for an increase based on his work performance, he was not given the merit he was due because it would put his salary outside the job's salary range. The Interim Administrator reported that she had reached out to her counterparts throughout the state to see how they handle such situations and learned that the overwhelming majority issue a one-time, lump sum merit pay equal to the amount they

would have received through the merit; some municipalities pay out a percentage of the merit increase.

The advice from the prior City Attorney, based on several Attorney General opinions, was that public funds could not be used for extra compensation over and above the City's contractual and legal obligation. After talking with her counterparts, Interim Administrator Fragoso reached out to the current City Attorney Julia Copeland in an effort to figure out how these local governments do this without violating state law. Therefore, staff is not ready to make a recommendation at this meeting, but will continue to research viable means of compensating this employee and future employees.

This discussion brought to the Chair's mind the money left to the City by Leola Hanbury for the City to make an annual award; she noted that parameters need to be established to do that.

Since the money from Ms. Hanbury would come from an outside source, HR Officer DeGroot reported that its award would not lead to a violation of the law.

6. Miscellaneous Business

Next Meeting Date: 5:00 p.m., Thursday, October 4, 2018

7. Executive Session – not needed

8. Adjournment

Motion: Councilmember Moye moved to adjourn the meeting at 6:58 p.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

City of Isle of Palms

Employee Handbook

~~Adopted November 27, 2012~~

Adopted



ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, PRACTICES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, THAT ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT;" 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR OR APPROVED BY VOTE OF COUNCIL.

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I ACKNOWLEDGE RECEIPT OF THE CITY'S ~~PERSONNEL~~ EMPLOYEE HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I UNDERSTAND IT REPLACES ALL PREVIOUS HANDBOOKS AND POLICIES.

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[Signature] Date

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Printed Name

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I ACKNOWLEDGE RECEIPT OF THE CITY'S PERSONNEL HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I UNDERSTAND IT REPLACES ALL PREVIOUS HANDBOOKS AND POLICIES.

_____

[Signature] Date

_____

Printed Name

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Welcome to the City of Isle of Palms

We are delighted to have you as a member of our team. We are confident you will be a valuable addition to the City and will help us provide excellent services to our community.

This Handbook will provide you with important information regarding your employment with the City of Isle of Palms.

Please read it carefully and retain it for future reference.

We are very excited to have you as a part of our team!

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GENERAL POLICIES

Equal Employment Opportunity

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, genetic information, sexual orientation, gender identity, veteran status, disability, age or national origin. The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he or she has been discriminated against in violation of this policy should report the matter to his or her supervisor, department head, Human Resources, or the Administrator.

Anti-Harassment

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, ~~sex~~, gender, religion, national origin, color, age, genetic information, or disability. ~~or similar distinctions~~. In addition, ~~it is~~ the City ~~of Isle of Palms'~~ desires to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when

1. Submission to the conduct is an explicit or implicit term or condition of employment; or

2. Submission to or rejection of the conduct is used as the basis for an employment decision; or

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

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, “put-downs” or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy if it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

If you believe this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor or a member of the general public, you should report the incident(s). You may do this by reporting to your supervisor or to a higher level in your "chain of command." Complaints against the City Administrator should be made to the Chair of the City’s Personnel Committee.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the City Administrator or the Human Resource Officer.

Deleted: or the Administrator's designee.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

-- IMPORTANT --

To avoid misunderstandings, complaints require the completion of a complaint report, either by you or by the person to whom the complaint is made, summarizing the allegations and listing any witnesses to the alleged harassment. Be sure to get a copy of the complaint report from the ~~City Clerk~~ Human Resources Officer to confirm you have complied with this procedure.

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These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the City for a violation of your rights unless you first give ~~us~~ notice and an opportunity to end the harassment. The reporting procedures ~~we have~~ adopted are intended to establish a clear record of what has been reported.

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WORKPLACE VIOLENCE

The City of Isle of Palms desires to create and maintain an environment free from disruptive, threatening, and violent behavior. The goal of the City is to set a standard of zero tolerance for workplace violence and/or bullying and/or the threat of workplace violence and/or bullying by employees or citizens. The City is committed to communicating the standard of zero tolerance for workplace violence and/or bullying and/or the threat of workplace violence and/or bullying by employees or citizens. The City acknowledges that employees may be exposed to violence by the very nature of their jobs in public service (e.g. Police Department and Fire Department.)

Workplace Violence is the use of harassment, intimidation, physical force, or the abuse of power or authority when the intent is to control by causing pain, fear, or harm.

Examples of inappropriate behavior by employees or citizens include: Behavior that distracts, interferes with, or prevents normal work functions. This behavior includes, but is not limited to:

verbal harassment, using profanity or vulgarity, verbal abuse, threatening or degrading language. Physical harassment, assault, sexual assault, or actions short of actual contact/injury, and specific threats to inflict physical harm as well as unlawfully impeding or blocking the movement of another person. Electronic communication utilized in a manner to interfere with an individual's ability to effectively function is also considered to be in violation of this policy.

The City can't always predict violent acts; therefore, department heads and employees are asked to be vigilant and report any concerns or violent acts to the City Administrator or Human Resources as soon as possible. All reports or complaints under this policy will be investigated and include confidentiality where appropriate. Behaviors that may be prohibited under criminal law, and where appropriate, will be reported to the proper authorities.

This policy prohibits retaliation against an employee who brings a complaint of violent, threatening, or hostile behavior.

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EMPLOYMENT POLICIES

Hiring/Recruiting

The City endeavors to hire the most suitable candidate for open positions and encourages current employees to apply for positions for which they are qualified. The City may also solicit and consider applications from external applicants. Decisions to fill an open position that are made by lower levels of management require prior approval by the City Administrator.

Nepotism/Employment of Relatives

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the City are not eligible for City employment.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees may be asked to give up his or her position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which he or she is qualified.

Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the City's discretion.

Members of the volunteer fire department are exempt from this restriction.

Employment Status

Regular full-time employees are those who have completed their probationary periods and fill a full-time position with the City. Employees in this status are normally scheduled to work at least thirty (30) hours per week. However, the City does not guarantee any minimum number of hours of work per week. Regular full-time employees are generally eligible for fringe benefits.

Regular part-time employees are those who have completed their probationary periods and fill a part-time position with the City. Employees in this status are normally scheduled to work less than thirty (30) hours per week but may be called upon to work above their normally scheduled hours of work when workloads require. Regular part-time employees who work thirty (30) hours per week or more may be ~~are generally~~ eligible for fringe benefits.

Probationary employees are part-time and full-time employees who have not yet completed their probationary period.

Temporary employees are those hired for a limited period of time or until completion of a particular project or projects. Such employees may work part-time or full-time hours depending on the needs of the City. Temporary employees are generally not eligible for fringe benefits.

Probationary Period

All new employees, including former employees who have been rehired, are considered to be on probation for the first six months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he or she is suited for ~~his~~ the job. This period is not a guarantee of employment for six months. If the department head concludes at any time that the employee is not suited for his or her position, the employee may be terminated or may be placed on extended probation if approved by the City Administrator.

The probation period ends successfully when the department head, not sooner than six months after the employee was hired, evaluates the new employee in writing and authorizes his or her classification as a "regular" employee.

Probation for Police Department sworn officers who are hired and sent to the South Carolina Criminal Justice Academy starts on the first day of work after graduation from academy and extends for one year of becoming sworn law enforcement officers.

All newly promoted employees are considered to be on probation in their new jobs for six months. This period is a continuation of the selection process and is a time in which the newly

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promoted employee should demonstrate that he or she is well suited for the promotion. It is not a guarantee of employment for six months.

If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his or her new position, the employee may be removed from that position. If there is a vacancy in his or her former position that is to be filled, he or she may be returned to it. If there is no such vacancy, he or she may be considered for the filling of other vacancies for which he or she is qualified. If no other position is found, ~~for him or her,~~ the employee may be terminated. This action does not prohibit an employee from applying for future vacancies with the City.

Dual Employment

If an employee is discharged for disciplinary reasons or allowed to resign in lieu of discharge, that employee is automatically discharged or deemed to have resigned from all positions with the City, including any secondary employment. If an employee resigns or is discharged for other than disciplinary reasons, the City reserves the right to discharge that employee from any other position the employee holds with the City, including any secondary employment. (City Council Approved 10/22/02)

Outside Employment

The City expects an employee's work for the City to take precedence over any outside employment engaged in by an employee. Employees must get prior written approval from his or her Department Head before engaging in other employment. Should the City, in its sole discretion, determine that the outside employment interferes with or is otherwise incompatible with employment for the City, the employee may be asked to choose between the jobs.

Employees may not engage in any private business or activity while on City work time or at City workplaces.

No Solicitation/No Distribution Rule

The City of Isle of Palms has adopted the following rules to promote efficiency in the work place:

1. Solicitation or distribution by persons other than City employees in those areas of government property not open to the public is prohibited. Solicitation or distribution by persons other than City employees in areas open to the public is prohibited unless expressly approved by the Administrator.

2. Solicitation by City employees during work time or in work places is prohibited. Work time is all time that the employee soliciting and the employee to be solicited is on the premises and expected to be working.

3. Distribution of unofficial literature by City employees during work time is prohibited.

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4. No solicitation, even though it does not violate the City's rules, should include any mention of the City of Isle of Palms.

5. Employees may not solicit non-employees for charity while wearing a City uniform or displaying any other indicia of City employment status. Nor may any employee identify himself or herself as a City employee when making a solicitation for charity.

Conflict of Interest

City employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the City. The supervisor must send the notification to the City Administrator for review. If the City determines a potential conflict or appearance of conflict of interest exists, the matter will be reassigned to another employee.

Gifts and Gratuities

No employee may directly or indirectly solicit, accept or receive a gift under circumstances in which it could be inferred that the gift was intended to influence her or him in the performance of her or his official duties or was intended as a reward for an official act on his, or her, part. A gift is defined as any benefit, favor, service, privilege or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes, but is not limited to, meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by City suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees.

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A determination as to whether this policy has been violated is in the City's sole discretion.

Employee Bidding

From time to time, the City may hold a public auction for the sale of City personal property or surplus supplies which have become obsolete, unusable or otherwise unsuitable for public use. City employees may bid on such items at public auction so long as the following conditions and requirements have been met:

1. The employee has not performed any official function related to the sale or auction. "Official function" means writing or preparing the contract specifications, acceptance of bids, award of the contract or other action on the preparation or award of the contract.

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2. The employee has not participated in identifying, selection, recommending, inspecting or preparing the item for sale.
3. The employee shall not use a straw buyer.
4. The employee shall comply with all state ethics laws.

Situations not specifically addressed in this policy that, in the opinion of the City Administrator, create a potential conflict of interest or give the appearance of a conflict of interest, will result in the disqualification of the employee's bid. For the purposes of this section, "employee" shall refer to all regular full-time and part-time paid City employees as well as to City volunteer firefighters.

Political Activity

Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is the violent overthrow of the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, supervisory employees may not join or support labor organizations that accept to membership subordinates of such supervisors.

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In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his or her employment will terminate upon his or her election to a partisan public office.

For purposes of this policy, an employee is considered a "candidate for public office" as soon as he or she begins actively campaigning for nomination or election, or when he or she files for candidacy, whichever comes sooner.

Workplace Privacy/Computer and Internet Use

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on City premises are not entitled to a guarantee of privacy.

Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, etc.

Electronic media raise similar issues. The City provides electronic and telephonic communication devices to employees for use in performing their job duties. Although assigned to the employee, these items still belong to the City. Similarly, any computer files created or software downloaded on a City computer belong to the City. Unauthorized programs, applications and files may not be used or installed on City computers. ~~without the written~~

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~~permission of the City. Additionally, employees may not encrypt work and may not use passwords other than those assigned to them by the City.~~ Employees may not destroy or delete files from City computers or mobile devices except pursuant to the ~~City's~~ South Carolina State record retention policy.

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Employees are given certain access and computer rights based upon the employee's job description. Employees may not change any of these rights or the rights of anyone else. Software, programs, games, applications, and any other downloads may not be installed on City computers without the written permission of the City.

Employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing e-mail which has not been sent by, or addressed to, the employee. Similarly, employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing databases containing personal employee information. Employees who have received appropriate authorization to access and/or view databases containing personal employee information are prohibited from using or discussing information in those databases except as directed by management.

The City consents to the reasonable personal use of its communication devices. The definition of "reasonable personal use" is determined in the sole discretion of the City. The only sure way to avoid violating the City's policy on personal use is not to use the City's communication devices, computers and network for any personal purpose. The following personal computer use is absolutely forbidden:

1. Accessing any material which the City considers to be pornographic; transmitting or knowingly accepting receipt of any communication which is pornographic, obscene, or in the City's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, ~~sex,~~ gender, age, national origin, disability or some similar distinction;

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2. Conducting business for outside employment or a side-business;

Although employees may use City-owned communication devices, computers and network for limited personal use, all files and data created or transmitted using a computer (desktop or laptop), telephone, pager, ~~Blackberry or other~~ "smart phone," or any other electronic device provided to the employee by the City belongs to the City and may be accessed by the City during transmission of the communication or while in storage on the City's equipment. This includes, but is not limited to, voicemail, the content of e-mail, text (sms) messages, multi-media messages (mms), instant messages, and the content of internet websites.

By accepting employment with the City, you consent to monitoring, including "real time" monitoring, of all communications described in this policy and authorize the City to access all data stored on communication devices provided by the City. The City also reserves the right to report the finding of such reviews to appropriate agencies. Data stored on a City communication device includes data, such as personal third-party e-mail accounts (*e.g.*, yahoo,

Hotmail, Gmail, etc.) and websites, that is accessed with a password where the data was accessed using the City's communication device. **Thus, if you do not want the City to have access to your personal e-mail account or your social networking site, you should not access your personal e-mail or other password-protected websites using City-owned communication devices.** Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every internet connection made by each user and the amount of time spent in each connection.

If you access personal e-mail accounts or other password-protected websites using City-owned communication devices, you will be subjecting those accounts and websites to any viruses that may have infected the City-owned communication device. The City is not liable for any damages you suffer because of such access. The best way for you to protect your personal information is to refrain from accessing it using City-owned equipment.

Employees may not use their personal electronic equipment (including, but not limited to, personal laptop computers and cellular phones) on City property or at City work sites to engage in conduct which would be prohibited if using City equipment.

Social Networks; Personal Web Sites; Blogs

~~Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. [*Select an alternative:* Employees may not access social media sites, other than for business use, during working hours or using City equipment. *or* The City consents to reasonable limited access to social media sites during working hours or using City equipment. What is "reasonable" is determined in the sole discretion of the City. The only sure way to avoid violating the City's policy on personal social media site access is to not to access such sites at all during working hours or using City equipment.]~~

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts, comments and actions they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate City policies, if done in person, also violates City policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the City on those sites, must make it clear that they are expressing their own views and not those of the City.

Package Inspection

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Employee packages, bundles, knapsacks, shopping bags, briefcases, large handbags, and similar items are subject to inspection by management or security officers. (City Council Approved 3/28/00)

Use of Tobacco

The use of tobacco, "**vaping materials**," or smokeless tobacco inside of City-owned and publicly utilized City facilities and vehicles is prohibited. (City Council Approved 2/22/05)

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Use of City Vehicles

If a City employee's job entitles or requires him or her to use a City vehicle, the employee is responsible for the proper care of the vehicle. Abuse of or carelessness in the use of City property is prohibited.

Use of City-owned vehicles for unofficial business is limited to the City employee and to twenty-five (25) miles from employee's home or workplace. Specific departmental policies and procedures must be adhered to. Vehicles must be used within limitations imposed by the City and must be operated within the limits of the law at all times. Under no circumstances shall a City-owned vehicle be operated by an employee, whether on official or unofficial duty, if the employee has consumed alcohol or illegal drugs or legal drugs which adversely affect his or her ability to operate the vehicle. Additionally, the use of tobacco and smokeless tobacco in City vehicles is prohibited. Operators are responsible for fines and damages resulting from his or her own negligence. Use of seat belts in City vehicles is required by law. (City Council Approved 2/27/01)

Any City employee involved in an accident while driving a City vehicle must immediately notify the police department having investigative jurisdiction over the area where the accident occurred. The employee's supervisor must be notified as soon as possible. If the vehicle is radio-equipped and the control station is within range, a report and request for police investigation should be made by radio. If not, then the request should be made by telephone.

Upon review of the accident, if the City Administrator determines that negligent or improper use contributed to the accident, the employee responsible for the vehicle may be subject to a financial penalty of up to one per cent of annual pay, collected through payroll deduction and being placed on probation. Any such penalty assessed will be considered an advance of wages, and may be deducted from an employee's final paycheck(s).

Inclement Weather Policy

All City offices and departments will be operating as scheduled unless extremely hazardous weather conditions exist. The City Administrator will determine if weather conditions are so severe that City offices should close, or if their openings should be delayed. If closing or

delayed opening is necessary, the news media will be advised. In case of a weather-related closing or delay in opening, employees will not be penalized for the loss of scheduled time.

WAGES AND HOURS OF WORK

Classification System

The City of Isle of Palms has a system for classifying positions within the City, including pay ranges for those positions. Classification systems and pay ranges are subject to change at any time. The establishment of pay ranges or grades for any position does not guarantee the occupant of that position any particular rate of pay.

Normally, an employee newly hired to a job begins at the first step or minimum rate of the range. Selected applicants are compensated within the salary ranges based upon their qualifications and experience. Selected applicants having a minimum or no prior experience begin at the minimum rate of the range. In all cases, the department head, in consultation with the City Administrator, shall attempt to work within available funding designated in the City's current budget. If it is determined that the compensation will create a budgetary impact, then concurrence regarding the compensation must be obtained via the Personnel Committee, Ways and Means Committee and City Council. (City Council Approved 9/25/01.)

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Hours of Work

The City's normal hours of business are Monday through Friday from 8:00 a.m. to 5:00 p.m. However, some departments must operate outside the City's normal hours of business, and schedules of employees of those departments may differ from the City's normal hours. Each department is responsible for scheduling its employees to meet the needs of the City. Employees may be required to work overtime.

Overtime and Compensatory Time

Full-time, non-exempt employees, with the exception of law enforcement and fire suppression personnel, receive overtime premiums at one-and-a-half times their regular hourly rate for all hours worked in excess of forty (40). Law enforcement personnel receive overtime premiums after eighty-four (84) hours in a pay period. Fire suppression personnel receive overtime premiums after one hundred six (106) hours in a pay period.

Employees must accurately record all hours worked and must have worked all hours recorded. Employees may not work "off the clock," and employees may not work overtime without the permission of their supervisor except in cases of emergency.

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the workweek.

Exempt employees may accrue compensatory time ~~on an hour for hour basis~~ for hours worked above and beyond a usual workweek. ~~over 40 in one week.~~ Compensatory time is forfeited if not used in a timely fashion, generally within thirty days, unless otherwise approved by the Administrator or Council. Documentation procedures for time accrued and taken are the responsibility of the City Administrator. Unused compensatory time will not be paid out for any reason.

Special Compensation for Exempt Employees - In the case of a state of emergency or disaster declared by the Isle of Palms City Council, the Governor of the State of South Carolina, or the President of the United States, at the discretion of the Isle of Palms City Council, employees who are otherwise exempt may, at the discretion of the City Administrator, be paid a sum in addition to their regular salary. (City Council Approved 3/28/00)

Payment of Wages

Employees are paid every other week on Friday ~~[day of week]~~ by direct deposit. (City Council Approved 6/28/05) Employees should examine their paychecks/pay stubs immediately to ensure they have been properly paid for all hours and that no improper deductions have been made. Any payment errors must be reported to payroll within fourteen (14) days.

The City deducts from employees' gross pay taxes and withholding required by the taxing authorities. The City may also deduct from employees' pay the employee's share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The City may make other deductions as required by law or court order. The City does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently.

Cash, debts owed the City, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, City identification cards and other items belonging to the City that are advanced or issued to an employee but not repaid or returned ~~by him or her~~ at the time of her or his ~~termination~~ seperation are considered advances of wages, the value of which may be deducted from the employee's final pay check(s).

Performance Evaluation and Merit Pay (PE&MP) Policy

While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he or she receives a favorable evaluation.

1. The City of Isle of Palms PE&MP policy is as follows:

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Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the workweek. Such employees do not receive overtime pay or compensatory time off. However, department heads may grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off. There is no payment for such additional time upon separation and/or termination. ¶

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An annual Performance Evaluation generally is conducted for each regular full-time City employee during the month of January. Newly hired employees generally receive a Performance Evaluation at the end of their six-month probationary period. **Newly hired employees and other employees are eligible for a merit increase provided he or she is off of probationary status during the City's Annual Performance Evaluation.** (Change approved by City Council 9/27/2005)

2. The following specific policies apply to the PE&MP Program:

A. The merit pay increase cannot place an employee's compensation outside the pay range for their position.

B. Performance Evaluation criteria are developed by the City Administrator in conjunction with the City department heads and are submitted to the Personnel Committee for approval.

C. The City Administrator's Annual Performance is developed by the Personnel Committee and submitted to the City Council for approval.

D. Regular part-time employees receive an Annual Performance Evaluation. Regular part-time employees working at least 30 hours per week are eligible for a merit pay increase.

(Approved by City Council 11/17/2009)

~~**Cash Awards**~~

~~Cash awards may be provided as a reward to employees who contribute to cost effective, cost reduction and cost avoidance efforts that result in identified savings to the City of Isle of Palms. Cash awards may be granted at the recommendation of the Department Head and City Administrator and approval of Council.~~

~~Cash awards require a detailed letter identifying and supporting the amount of monetary savings to the City. Cash awards may not exceed five hundred ($500) dollars and may be in increments of fifty ($50) dollars up to five hundred ($500) hundred dollars.~~

~~A cash award is a one-time payment and does not increase an employee's pay.~~

~~**Employee Achievement Recognition Program**~~

~~The Employee Achievement Recognition Program is composed of two elements: an **Outstanding Employee Award** program and a **Departmental Employee of the Month Award** program. Employees are nominated for the Outstanding Employee Award by department heads, or the acting department head, from Recreation, Public Works, Building, General Administration, Fire and Police departments. Employees are selected for the Departmental Employee of the Month Award by their department heads. These City department heads meet~~

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formally, once a month to review nominations for the Outstanding Employee Award and to discuss the selections for Departmental Employee(s) of the Month.

Department Head's Outstanding Employee Award

For the Outstanding Employee Award, nominations are typed. The department head(s) present any nomination they have made at the monthly meeting. *Nominations are made for an outstanding act beyond the regular expectations of their job.* Secret ballot votes are taken. A certificate and a cash award are made at the next regular City Council meeting and becomes a regular part of the agenda stated as Employee Achievement Recognition Program, Outstanding Employee Award. The actual winner's name is "secret" until then. This award is given on an "as appropriate" basis. It is not expected that this award will be given regularly.

Nominations are made **for an outstanding act beyond the regular expectations of their job.** A department head is not required to make a nomination each month – there may not be a situation that warrants it during the past month in their department. All employees are expected to come to work on time and to carry out their duties to the best of their abilities. This award is for an exceptional, specific act.

Nominations for the Outstanding Employee Award can be made by any citizen or employee of the City. Only the collective group of department heads may make the selection of outstanding employee. A cash award of $250 will be given to the employee receiving the award.

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Anyone nominated, but not selected for the Outstanding Employee Award, *will* receive a letter of commendation for being nominated stating the specific actions, on behalf of the employee, that caused the nomination to be made by his/her department head. This letter is given to the employee and a copy placed in his/her personnel records.

Departmental Employee of the Month Award

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For the purposes of this award, Recreation, General Administration, and Building Department combine to select one Departmental Employee of the Month Award. Consequently, four Departmental Employee of the Month Awards may be given each month – one each to Police, Fire, Public Works and combined Recreation, General Administration and Building departments. If a department head has no employee who has exhibited above average work during the previous month, then no award will be given in that department for that month.

The Departmental Employee of the Month Award will be given by each department head to an employee or group of employees in their department demonstrating a high level of above average work for the preceding month. At the once-a-month department heads' meeting described previously, each department head will announce their selection for Departmental Employee(s) of the Month. An individual employee or a group of employees, such as a shift or crew, may be selected by the department head. The form of the award is chosen by the department head with the only limitation being that an individual monthly award cannot exceed $30 in value. The

~~award will not be cash but may be a gift certificate, lunch or whatever reward is deemed appropriate by the department head.~~

~~Due to the fact that in any one department an employee is not selected monthly, if a department has not utilized its annual allocation of $360, the department head may opt to name more than one employee and may expend up to $90 in value for a specific special act for the group.~~

~~A letter from the department head will be placed in the employee's personnel file stating the reason the employee was selected for the award. Additionally, as a regular part of the monthly City Council meeting agenda, stated as Employee Achievement Recognition Program, Departmental Employee of the Month Awards, the recipients of the departmental awards will be announced.~~

Travel and Subsistence Allowance Policy

When City employees are required to travel out of town on official business, the City will provide funds for reasonable transportation, lodging and meal expenses. Allowances and/or reimbursements for travel and subsistence shall be consistent with current allowances set for State employees of the State of South Carolina.

Travel Expenses

The City may purchase advance tickets for traveling by common carrier. Whenever possible, employees must travel in tourist class.

Employees, who are authorized to use their personal vehicles on official business, may be compensated at the current rate authorized by either the Internal Revenue Service or the State of South Carolina, whichever is greater, and if a record is kept of the personal vehicle miles driven on official business.

Employees may be reimbursed after submitting the proper receipts for bridge, ferry and parking tolls. Receipts for taxi fares are not required, but expenses must be itemized.

Meal Allowances

In accordance with guidelines for State travel and subsistence, employees will be given a daily allowance to cover the cost of meals for each full day of travel.

Lodging

When lodging is required, employees are expected to utilize standard, medium priced hotels and that facility's government rate. In all cases, the City will not pay more than the regular single room rate. Receipts must be submitted for reimbursement of lodging expenses.

Travel Advances

In some circumstances, with the approval of the City Administrator, funds may be advanced to an employee to cover anticipated travel expenses. In all cases, receipts are required for all expenditures. (City Council Approved 2/27/01)

~~SAFETY POLICIES~~ SAFETY AND RISK MANAGEMENT

Use of City Property

Proper use and maintenance of City property is very important. The tools and equipment used on ~~your~~ the job are modern and costly. If ~~you find~~ equipment ~~to be~~ is defective or in a non-working condition, report the matter to your supervisor or department head at once. Never use defective or broken equipment which may endanger safety or the safety of others. Any employee who damages City property or equipment through negligent or improper use may be subject to a financial penalty of up to 1% of annual pay, collected through payroll deduction and being placed on probation. Any such penalty assessed will be considered an advance of wages, subject to immediate satisfaction upon separation of the employee. The City Administrator shall determine when damage to property or equipment has resulted from negligence.

At no time should any City owned property be used by an employee, or should the employee allow others to make unauthorized use of City property for the purpose of conducting an outside business, any money-making venture, or any personal purpose outside of the scope of the employee's job.

Safety Policy

It is the City's policy to provide safe working conditions for all employees, to provide ~~complete~~ instructions covering safe working methods, and to provide special equipment to protect employees against particular hazards. This municipality complies with the Occupational Safety and Health Act (OSHA) and other safety laws.

Accidents/injuries are preventable. All employees will promote accident prevention by actively supporting the Safety Program, by observing the safety regulations and by working safely.

The keys to the City's safety program are:

1. The designation of a responsible employee in a position of authority as the Safety Coordinator.

2. Support from management and supervisory personnel in the prevention of accidents and the implementation of this policy.

3. The establishment of the Safety ~~Steering~~ Committee composed of representatives from various departments of this municipality.

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4. Regularly scheduled safety meetings held with supervisors.

5. Supervisors conducting regularly scheduled safety meetings with employees.

6. Investigations of all accidents and incidents to determine causes and remedial actions required to prevent recurrence.

7. Employees being responsible for the safe condition of assigned equipment and materials, good housekeeping practices and safe working conditions. Supervisors and employees are expected to conduct regularly scheduled inspections of their work places to identify hazards. Corrective actions shall be initiated to control unsafe acts, conditions or procedures.

8. Accident prevention principles being incorporated in new employee orientation training and being a part of on-going training programs for ALL employees. Supervisors will train employees to use safe work practices.

9. The department heads, with the assistance of the Safety Coordinator, analyzing hazardous working conditions and developing standard operating procedures to ensure that the hazardous conditions are minimized and that safe work practices are used.

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10. Use of personal protective equipment by employees to reduce the probability of injury.

11. ***All*** employees are charged with the responsibility for making safety a daily concern. This responsibility must be accepted by everyone, regardless of their position in the organization.

~~**Isle of Palms Safety Sweepstakes**~~

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~~Work related accidents and injuries costs the City of Isle of Palms tens of thousands of dollars each year in lost productivity, overtime and property damage. Premiums for Workman's Compensation insurance and liability and casualty insurance have been increasing annually at alarming rates. Unless these trends can be slowed or reversed, the funds available for employee salaries and benefits will decline as more and more dollars are diverted to maintain expensive insurance coverage. Most important of all, the City does not want an employee to be seriously injured or killed.~~

~~Every month there will be a drawing in the Fire, Police and Public Works Departments, and a drawing for all other City employees. Names will be drawn at random in each of the four drawings for a cash safety achievement award of $50.00. However, in order to be eligible for the~~

~~drawing, an employee must have been actively working, cannot have been involved in a work-related accident, or sustained a work-related injury during the preceding month.~~

~~Then, for all employees remaining eligible at the end of the year, there will be a drawing for a $500 cash achievement award. Remember, only those employees who have made it through the year without injury or accident are eligible for the end of the year drawing!~~

~~Help us keep work related injuries and accidents down. Your life may depend on it!~~

LEAVE POLICIES

Holidays

The City observes the following holidays:

New Year's Day
Martin Luther King, Jr.
President's Day
Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
~~Floating Holiday~~

Holidays that fall on Saturday are generally observed the preceding Friday. Holidays that fall on Sunday are generally observed the following Monday.

Council may declare additional days as holidays.

Employees must work his or her scheduled day before and after the holiday, or be on approved leave, in order to be paid for the holiday.

Employees are paid eight (8) hours of holiday pay if they do not actually work the holiday. All employees whose schedule or circumstances require them to work on a holiday are paid regular pay for the hours they work plus an additional number of holiday hours equal to the number of hours they actually work during the twenty-four (24) hour holiday, but in no case less than eight (8) hours. Fire and Police shift personnel will recognize the actual day the holiday falls on, not the observed day for pay purposes.

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If a holiday is observed while an employee is on approved annual leave, the employee will receive holiday pay and that day will not be charged against his or her annual leave balance.

Annual Leave

The City of Isle of Palms encourages employees to take any annual leave for which they are eligible. A regular, full-time employee is eligible to take accrued annual leave after completing their 6-month probationary period or any probation period. ~~(Discussion needed) one (1) year of continuous service with the City.~~ (City Council Approved 6/22/04)

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Employees desiring to take annual leave should give their supervisors at least two weeks advance notice. Annual leave will be scheduled as much as practical in accordance with employee requests. The City's workload demands, however, are paramount.

When more employees request particular days off than can be accommodated, supervisors will make annual leave assignments taking into account the date the requests were made, special needs for particular annual leave dates and the employees' lengths of service.

Annual Leave Accrual Rates

Employees with up to twelve (12) months of service accrue annual leave at the five (5) day rate; ~~***Consideration of eliminating silent 13 months to 2 year amount of annual leave and including it in the two to five year accrual amount***~~ employees with two (2) to five (5) years of service accrue annual leave at the ten (10) day rate; employees with more than five (5) years of continuous service accrue annual leave at the fifteen (15) day rate.

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5 Days Annual Leave	10 Days Annual Leave	15 Days Annual Leave	Department hours per shift
4.42	8.84	13.26	24 hr. shift*
3.50	7.00	10.50	12 hr. shift*
3.35	6.67	10.05	8 hr. shift

*Sworn Law Enforcement and Fire Fighters

The maximum number of annual leave days that can be accumulated is 30.

An employee may only take in one (1) calendar year the maximum number of days leave that he can accrue in that calendar year. Any deviation from this policy must be approved by the department head and the City Administrator with the advice and consent of Council.

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~~Annual leave balances may be reduced for disciplinary reasons.~~

The City of Isle of Palms is an island beach resort community where the demand for public services increases dramatically during the beach season. This is also the most popular time for employees to request annual leave. Because of this conflict, there will be circumstances when department heads will not be able to approve requests for annual leave because of the impact on essential services. Annual leave time requested during the period of May 1- September 30 may require the additional approval of the City Administrator.

If an employee who has been advanced any leave time leaves the City's employment, either through resignation or termination, the deficit in annual leave is considered an advance of wages and will be withheld in an equivalent dollar amount from the employee's final pay check(s).

Any accumulated annual leave credited to a regular full-time employee at the time of separation from employment will be paid to the employee at his or her regular hourly rate of pay provided that the employee has given and properly worked a fourteen (14) day notice of resignation or has been discharged for non-disciplinary reasons. Payment of accrued annual leave may be requested by any regular, full-time employee in good standing in the event of a personal need or family emergency. Employees must maintain a balance of ten (10) days in order to request a payment. The payment of accrued annual leave is limited to two requests per employee per fiscal year, not exceeding a total of $1,000. Requests for payment of $500 or less may be approved by the employee's department head and the City Administrator. Any request for a payment in excess of $500 requires the additional approval of the City Council's Ways and Means Committee. (City Council Approved 11/25/03)

After the exhaustion of available paid leave, employees who are on an unpaid leave of absence do not continue to accrue annual leave during the absence. Unpaid leaves of absence include those caused by an on-the-job injury for which the employee is receiving workers' compensation benefits. Annual leave begins to accrue again when the employee returns to work.

Sick and Family Leave

Sick and Family Leave Accrual Rates

Department hours per shift	Sick Leave Accrued per month in hours	Sick Leave Accrued in days per year
8 hours	8 hours	12
12 hours	12 hours	12
24 hours	12 hours	6

Employees may carry over a maximum of 90 sick leave days.

Sick leave is paid when an employee is excused from work due to his or her own non-occupational disability. Employees may be required to submit a physician's statement of disability before being eligible for sick leave payment, including when absent for prolonged

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periods of time or if the employee has been counseled for excessive use of sick leave. However, submission of an excuse does not guarantee payment of sick leave. In some circumstances, employees may be required to provide certification from their physician that they are able return to work. Abuse of leave or failure to call in as required may result in denial of paid sick leave.

Sick and Family Leave is to be used for the following reasons:

(1.) The employee's own illness.

(2.) Employee's own medical or dental appointments.

(3.) To provide care during the illness or injury of an employee's spouse, child or parents or as approved by the City Administrator.

~~(4.) Up to five days may be taken in the event of the death of a member of the employee's immediate family. For the purposes of this provision, immediate family includes an employee's spouse, child (including step or foster children), parent, sibling, grandparent, parent-in-law, child-in-law, brother-in-law, and sister-in-law.~~

Bereavement Policy

Employees will be paid for time actually lost from straight time scheduled work to attend the funeral of a member of their immediate family, which is defined as spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, and sister-in-law. The immediate family will be considered to include stepparents, stepchildren, and stepbrothers and stepsisters only when the employee and the deceased had lived together regularly in the same household at or prior to the time of death. The City may require proof of relationship and attendance at the funeral.

Employees may be excused from work to attend the funerals of other family members and, upon request, may be paid for such absences from accrued annual leave balances.

Up to five calendar days may be taken in the event of the death of a member of the employee's immediate family. Employees must request bereavement leave by contacting their department head/supervisor before going on leave.

General Policies:

1. Sick and Family Leave may accrue to a maximum of ninety (90) days.

2. An employee maybe required to submit a physician's statement after the third consecutive day of absence at the discretion of the department head. Human Resources must be notified of the absence after the third consecutive covered day.

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3. Employees must notify their department heads that they will be out sick from work no later than one (1) hour after the time they are supposed to report to work; otherwise, their absence from may be charged against their annual leave. Individual department heads or supervisors may have earlier call-in procedures due to the nature of their staff assignments.

4. If an employee has exhausted all sick leave and family leave, he or she may use any available accrued annual leave for the absence. Upon the exhaustion of all paid leave, the employee may request an unpaid leave of absence.

5. Upon recommendation of the department head and the advice and consent of Council, the City Administrator may grant an extension of sick leave and family leave to an employee who has exhausted his or her accrued balance of ninety (90) days of sick leave and family leave.

6. Sick leave and family leave shall not be advanced to an employee before it would otherwise accrue.

7. Normally, Sick Leave and Family Leave will not be granted automatically; it should be requested in advance.

8. Paid Sick and Family Leave runs concurrently with leave taken under the federal Family and Medical Leave Act (FMLA). This means that the same day of absence may count as both paid Sick and Family Leave and FMLA leave.

9. Employees will not be paid at resignation or termination for unused sick leave.

Military Leave

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Leave Donations

The City is promulgating this policy in order to accommodate those employees who have accrued leave and, of their own volition, want to donate paid leave to an employee who is out of work and has exhausted sick and annual leave.

Annual Leave Donations

An employee who has accrued more than ten (10) days of annual leave may donate up to ten (10) additional days to another employee in one calendar year. In order to donate annual leave, the employee must request in writing that leave be taken from the accrued total, and in no instance

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may it reduce the employee's accrued leave below ten (10) days. The employee receiving annual leave must be incapacitated by a non-work-related illness or injury for which the employee does not have disability insurance coverage and must have exhausted all of the employee's sick and annual leave. The employee may receive annual leave from more than one employee and such donations will count as paid leave for the receiving employee. *The City of Isle of Palms will not coordinate requests for donations of leave but will process all requests that are received.* An employee may donate leave to more than one employee in a calendar year so long as the total donation does not exceed ten (10) calendar days. Each donation must be in increments of not less than one full day.

Sick and Family Leave Donations

An employee who has accrued more than thirty (30) days of sick leave may donate up to ten (10) additional days to another employee in one calendar year. In order to donate sick leave, the employee must request in writing that leave be taken from the accrued total and in no instance may it reduce the employee's accrued leave below thirty (30) days. The employee receiving sick leave must be incapacitated by a non-work-related illness or injury for which the employee does not have disability insurance coverage and must have exhausted all of the employee's sick and annual leave. The employee may receive sick leave from more than one employee and such donations will count as paid leave for the receiving employees. *The City of Isle of Palms will not coordinate requests for donations of leave but will process all requests that are received.* An employee may donate leave to more than one employee in a calendar year so long as the total donation does not exceed ten (10) calendar days. Each donation must be in increments of not less than one full day. (City Council Approved 2/22/00)

Civil Leave

A regular full-time employee will be given time off without loss of pay when performing jury duty or when subpoenaed to appear before a court, public body, or commission on behalf of the City. The employee may retain any allowances granted in connection with such duty. Paid leave under this policy is limited to two (2) weeks per calendar year.

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

Civil leave for court or legal matters will does not apply to police officers when such action is deemed part of an officer's routine work. Under those circumstances, the time is paid as work time.

~~Physical~~ Disability and Personal Leave

A. ~~Physical~~ Disability & Personal Leave

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- Employees employed lLess than 12 Months
- Employees who have worked fewer than 1250 hours in the preceding 12 months
- Employees whose reasons for leave are not covered by FMLA

1. An employee who has completed his or her initial probation (and any extension thereof) may request a leave of absence for up to six months when unable to work because of the inability to perform the essential functions of the job, ~~sickness, pregnancy, or injury on or off the job~~. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the City Administrator upon recommendation by the employee's department head. ~~Employees still in their probation period who are absent for more than five consecutive scheduled workdays because of any physical disability may be are automatically terminated but are eligible for rehire.~~

2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

3. ~~Physical~~ Disability leave begins on the first day of absence.

4. After the employee has exhausted his or her annual and/or sick leave, ~~as a general rule,~~ an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits.

5. ~~Employees on leave of absence may not engage in other employment.~~

6. Employees desiring to return to work from an unpaid leave of absence should notify the City Administrator in writing at least ten days prior to their desired return date. If the City finds the employee is fit to resume her or his duties, the employee may be recalled to his or ~~her~~her or his former job if a vacancy exists that is to be filled. If no such vacancy exists, the employee may be recalled to any job in which there is a vacancy that is to be filled and for which he or she ~~she or he~~ is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Any employee who has not been reinstated within six months following the commencement of a leave of absence ~~is~~ may be terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time.

PREGNANCY ACCOMMODATIONS

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The City adheres to the federal Pregnancy Discrimination Act, the South Carolina Pregnancy Accommodations Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act, the Affordable Care Act, and the Family Medical Leave Act. Employees will be free from discrimination for medical needs arising from pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation.

The City will reasonably accommodate those medical needs on a case-by-case basis. Requests for accommodations will be honored whenever possible.

Employees will be given reasonable break time to express breast milk. In addition, they will be given access to a private place, other than a bathroom, which is shielded form view and free from intrusions of coworkers and the public.

FAMILY AND MEDICAL LEAVE ACT (Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 Months, both prior to commencement of leave.)

General: Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

1. Medical and Family Leave. An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his or her job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

2. Military Caregiver Leave. An eligible employee whose spouse, parent, child or next-of-kin is a covered service member of the Armed Forces of the United States may be entitled to leave of absence to care for the service member if he or she is injured while on covered active duty.

3. Qualifying Military Exigency Leave. An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1)

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Short-notice deployment (*i.e.*, notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

Length of Leave

1. Medical and Family Leave. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months (which is a rolling year measured backward from the date the employee is requesting to use covered leave) for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

2. Military Caregiver Leave. Leave to care for an injured service member may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

3. Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months (which is a rolling year measured backward from the date the employee is requesting to use covered leave). Leave taken because of a short notice deployment is limited to a 7-day period beginning on the date of notice to the service member, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to his or her own serious health condition will be paid for time lost from work from accrued sick leave balances, if any. An employee who must be absent for any other FMLA-qualifying reason will be paid for time lost from work from accrued annual leave balances, if any. Leave taken under this policy counts towards the employee's 12 weeks of leave (or 26 weeks, where appropriate) regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

1. Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

2. Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence. Employees may not engage in side employment or work for another employer without the express written permission of the City Administrator.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his or her former position or to a position equivalent to his or her former position. The employee must demonstrate that he or she is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

An employee who is unable to perform the duties of his or her position ~~due to his own disability~~ and who has exhausted his or her entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the ~~[title of chief executive]~~ City Administrator, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his or her extended leave, he or she may be returned to his or her previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he or she is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he or she may be continued on extended leave of absence status until he or she is returned to active duty status or his or her extended leave of absence expires, whichever occurs sooner.

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Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been

exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the City Administrator.

~~Automatic~~ Termination of Employment

~~An employee's employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence.~~

An employee's employment may terminate if he or she does not return to full active employment status at the conclusion of the leave of absence or extended leave of absence. This does not affect the employee's ability to reapply for the position. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

Special Situations

1. Spouses. When both a husband and spouse are employed, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12 month period, or 26 weeks in a single 12 month period to care for an injured service member.

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

Notice of Rights. Federal law requires that the employer provide you with the notice of your rights that appears below: ~~on the following page~~.

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Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit arid a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block.
Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose, or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. **Employee Responsibilities**
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 a day-notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

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Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.
FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Job Abandonment/Unauthorized Leave/Compulsory Resignation

An employee who, without valid reason, fails to report to work for three (3) consecutive days without authorized leave shall be separated from the payroll, considered to have resigned without notice and reported as compulsory resignation. Such an employee is not entitled to pay for any unused vacation and is not eligible for reemployment without the approval of City Council.

BENEFITS

Education Reimbursement Benefit

This Policy is provided in order to encourage all regular full-time employees to continue their education in order to maintain and improve skills and knowledge useful in their current positions or necessary for assuming additional responsibilities for the future. The program described below is intended to provide eligible employees with tuition reimbursement for courses taken outside of working hours and approved by the City of Isle of Palms as beneficial to the City. Eligibility to participate in this program should not be considered a right of employment, but rather a privilege afforded to employees who are determined to be eligible and qualify to participate.

To be eligible for tuition reimbursement, an employee must be:

A. A regular full-time employee, not on initial probation or disciplinary probation. (City Council Approved 2/22/00)
B. Have a minimum of six months of service.
C. Have at least an overall evaluation rating on the last evaluation of "Meets Expectations."

Employees must request, in writing, in advance, approval of their department head and City Administrator for courses, tuition, and related textbooks prior to enrolling in such courses. Requests for the upcoming 7/1-6/30 Fiscal Year (FY) must be received in writing for consideration by the February 28th prior to the next FY to initiate in July. ~~For example, to be eligible to receive reimbursement for any course to be taken between July 1, 2013 through June 30, 2014, request must be received by February 1, 2013 and approved by February 28, 2013.~~ This will allow the City to incorporate this anticipated expense into the City budget. Initial payment of required fees for enrollment is the employee's responsibility; therefore, the City will not advance any monies under this reimbursement program. The City will not reimburse associated education expenses, such as administrative fees, activity fees, graduation or certification fees, etc., which must

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be paid by the employee. Application may be made utilizing forms available from the Human Resources Officer.

Upon completion of a course, a reimbursement request must be filed with the Human Resources Officer within 20 days accompanied by receipts and evidence of the grade obtained. Tuition and textbook expenses will be reimbursed on a declining scale depending on the grade earned as follows:

A. Post high school and undergraduate courses:

1. Grade of "A" = 100%
2. Grade of "B" = 90%
3. Grade of "C" = 75%
4. Grade below "C" = 0%

B. Post graduate courses:

1. Grade of "A" = 100%
2. Grade of "B" = 90%
3. Grade below "B" = 0%

C. Any approved course that is non-graded and/or only produces a certificate of attendance/completion will be reimbursed at a 50% rate.

D. If an employee is eligible to receive educational financial assistance from any other source such as subsidized Pell Grants and/or Public Service Loan Forgiveness (PSLF), the reimbursement from the City of Isle of Palms will be limited to the amount unfunded by such other source.

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Employees terminating from the City's employment within one year of an approved course reimbursement may be required to repay a pro-rated portion of the additional reimbursement. For this purpose, the reimbursement is considered an advance of wages which may be deducted from an employee's final paycheck. **The policies pertaining to this Education Reimbursement Benefit program do not constitute a contract of employment.**

Program availability and level of assistance per employee in any fiscal year shall be limited to two (2) courses per semester at an accredited institution and also dependent upon the amount appropriated by City Council for this program. The City Administrator (or designee) is authorized to limit assistance per applicant based on the number of applications received in order to maximize the number of employees benefitting from the program.

Medical and Life Insurances Benefits

The City of Isle of Palms provides group health insurance, including major medical, vision, and dental coverage, for all full-time employees and regular part-time employees working thirty (30) hours per week or more through the South Carolina Employee Insurance Program. Each employee is enrolled in the group effective on the first day of the first month following his or her date of hire. The City currently pays for employee coverage.

Group insurance is available for family members or dependents through payroll deduction. Coverage normally becomes effective on the first of the month following application for family coverage. If an employee resigns or is terminated, insurance coverage terminates at the end of the month in which the employee is no longer actively at work on a full-time or regular part-time basis for the City. If dependent's coverage premiums have been collected in advance, these premiums will be reimbursed to the employee.

The City's insurance plan carries a small amount of life insurance on each employee eligible for medical coverage. For detailed information, consult your insurance brochure or contact the Human Resources Officer.

Continuation of Medical Insurance Benefits

Under a federal law known as COBRA, employees and their covered dependents have certain rights to continue medical insurance coverage at their own expense even if they resign or are discharged from their employment. Please see the ~~Clerk of Court~~ Human Resources Officer for details.

Workers' Compensation

All workers are covered under Workers' Compensation for injuries sustained while on the job. Injuries must be reported to the City's designated Workers' Compensation carrier within 24 hours, or if incurred on a weekend, the following Monday. Department heads/supervisors are responsible for completing all necessary reports and turning these in to the City's designated Claim Contact within this 24 hour period. **EMPLOYEES MUST REPORT ANY ACCIDENT, EVEN IF THE ACCIDENT DOES NOT REQUIRE MEDICAL ATTENTION. FAILURE TO REPORT AN INJURY MAY AFFECT YOUR RIGHT TO RECEIVE BENEFITS.**

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For information about payment of group health insurance premiums during leave due to an on-the-job injury, refer to the City's leave of absence policies. With respect to contribution to the State Retirement System, the City will make the employer's retirement contribution during the leave, if the employee elects to pay the employee's retirement contribution.

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The City of Isle of Palms has designated a physician for the treatment of all work-related accidents and injuries. If medical treatment is needed for an on-the-job injury or work-

related illness, the first treatment must be provided by the **designated physician** (unless the condition is so serious that immediate transport to a hospital emergency room is necessary). Department heads will provide the name and address of the designated physician. Failure to utilize the physician provided by the City for Workmans' Compensation claims, may result in the employee being held financially responsible for all or part of the costs of care provided by others.

For information about reinstatement after leave, see the City's leave of absence policies. If the physician releases the employee for **light duty**, the City allows your temporary placement in an alternate position for which the employee qualifies (such as answering phones or sorting mail) **provided that** such a position is vacant and to be filled.

State Retirement System Benefits

All regular and probationary full and part-time City employees (except Fire and Policemen who are covered under the Police Officer's Retirement System) are required to become members of the South Carolina Retirement System. Both the City and the employee contribute monthly a percentage of the employee's compensation into the retirement fund.

Benefits provided under these plans are set by the South Carolina Retirement System and are subject to change.

~~After five (5) years of participation the employee is vested with the right to receive retirement benefits upon retirement. The dollar value of the retirement benefits will depend on the length of time the employee was a member of the retirement system, the employee's salary at the end of service, and the age of the employee. More details are available from the Human Resources Officer. City Clerk.~~

~~As members of the retirement system, employees may also be entitled to retirement benefits for physical or mental disabilities.~~

There is also a group insurance death benefit associated with the State Retirement System.

Employees planning to retire or leave the City's employment should advise the ~~City Clerk's office~~ Human Resources Officer of their intentions as soon as possible.

Police Officer's Retirement System

All eligible law enforcement and fire department personnel must join the S. C. Police Officers' Retirement System. Both the City and the employee contribute monthly a percentage of the employee's compensation into the retirement fund.

Benefits provided under these plans are set by the South Carolina Retirement System and are subject to change.

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~~After five (5) years of participation, the employee is vested with the right to receive retirement benefits upon retirement. The dollar value of the retirement benefits will depend on the length of time the employee was a member of the retirement system, the employee's salary at the end of service, and the age of the employee.~~

~~As members of the retirement system, employees may also be entitled to retirement benefits for physical or mental disabilities.~~

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Employees planning to retire or leave the City's employment should advise the Human Resources Officer ~~City Clerk's office~~ of their intentions as soon as possible.

DISCIPLINE

Discipline Policy

Employees are subject to disciplinary action up to and including discharge when the department head~~Manager~~ and/or City Administrator determines that, for the good of the City, such action is necessary. The discipline that may be imposed includes but is not limited to oral reprimand, written warning, probation, reduction of leave balances, suspension without pay, demotion and discharge. In addition, the City may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the City determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the City may impose a combination of disciplinary measures. Employees may not use accrued time when suspended for their actions. **The discipline imposed in any particular situation is at the sole discretion of the City. Nothing in any of the City's policies or by virtue of any past practice of the City requires the City to follow any particular course of discipline.** Supervisors and department heads must submit terminations to the Administrator for review.

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Employees must sign disciplinary notices, counseling memoranda, performance appraisals and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does **not** indicate that the employee agrees with such action.

An employee who refuses to sign such a document will be relieved of all duty until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled work day, the City will consider the employee to have resigned.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the City. The following are merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including termination. **THE CITY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

a. conviction of or plea of guilt or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense that affects the City's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty (with or without pay) pending the City's determination on continued employment.

b. incompetence

c. unauthorized absence or tardiness or a pattern of absenteeism or tardiness

d. insubordination, including disrespect for authority, or other conduct that tends to undermine authority

e. failure or refusal to carry out instructions

f. unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others

g. violation of safety rules; neglect; engaging in unsafe practices

h. interference with the work of others

i. threatening, coercing or intimidating fellow employees, including "joking" threats

j. dishonesty

k. failure to provide information; falsifying City records; providing falsified records to the City for any purpose

l. failure to report personal injury or property damage

m. neglect or carelessness

n. introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is "under the influence" if he or she has any detectable amount of any such substance in his system.

o. unsatisfactory performance

p. violation of City policies

q. lack of good judgment

r. any other reason that, in the City's sole determination, warrants discipline

Drug Free Workplace Policy

It is well-recognized that substance abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of the City of Isle of Palms to comply with the Drug Free Workplace Act, to comply with applicable federal regulations, to establish and maintain alcohol and drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and the use of controlled substances on or off the job.

For these reasons, the City adopts the following policy:

1. GENERAL RULE

Effective immediately, all City employees are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to the misuse, abuse, or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. City employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Effective immediately, all City employees are prohibited from using or possessing alcoholic beverages on City premises or time. (The term "City premises or time" includes: City vehicles and private vehicles on City premises; parking lots and recreation areas; and any circumstances in which an employee is representing the City, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their

personal vehicles.) The Administrator may approve moderate alcohol use at designated conferences, social or business functions.

All City employees are prohibited from reporting to or being at work while under the influence of alcohol. **(An employee is considered to be "under the influence of alcohol" if he or she has any detectable amount of alcohol in his or her system.)** An employee taking prescribed medication which might affect his ability to perform his or her job is required to advise their supervisor. The City will determine whether the employee may continue to work. Employees may be required to submit to a drug screen.

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These prohibitions also apply to leased employees and contractors employed by the City or working on City property.

2. APPLICANTS FOR EMPLOYMENT

Applicants tentatively selected for employment in safety-sensitive positions must undergo a pre-employment drug test. The City does not hire applicants tentatively selected for employment who refuse to submit to a drug test or who test positive for use of illegal or unauthorized substances or the illegal use of authorized substances. An applicant who is rejected under this policy may be considered for future vacancies if he can demonstrate that he or she is no longer a user of any such substances. For example, the applicant may successfully complete a drug abuse treatment program and pass a more thorough drug test conducted at the applicant's expense. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result on a more thorough drug test.)

3. CURRENT EMPLOYEES

A. All City employees are subject to drug testing by urinalysis or other generally recognized means where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:

a. Information that an employee has used drugs or substances in violation of this policy is provided by a reliable informant;

b. An accident occurs: "accident" is defined as:

(1) an accident involving a fatality;

(2) an accident causing personal injury; or

(3) an accident involving property damage.

(4) an employee files a worker's comp claim

[NOTE: DOT regulated employees are subject to special rules for post-accident testing and will be tested following an accident in accordance with DOT regulations.]

c. An employee exhibits any of the following:

(1) extreme mood swings;

(2) slurred speech;

(3) unusual clumsiness;

(4) staggering;

(5) dilation of pupils;

(6) sleeping on the job or lethargy;

(7) excessive unexplained sweating;

(8) other aberrational behavior; or

(9) an employee has been arrested for violation of drug laws.

B. All employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.

1. Particularized suspicion is deemed to exist when:

a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;

b. a serious accident occurs due to the apparent fault of an employee. "An accident" is defined in the same manner as it is in section (III) B of this policy.

c. an employee exhibits behavior consistent with alcohol use such as but not limited to:

(1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);

(2) the apparent odor of an alcoholic beverage on an employee's breath;

(3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.

d. an employee has admitted violating the City's alcohol policy;

e. an employee is arrested for or convicted of an alcohol related offense;

f. an employee has tested positive for alcohol in violation of this policy within the past five years.

C. Particularized suspicion testing is conducted upon the approval of the Administrator or his or her designee.

D. All sworn police officers, employees who are required by their jobs to possess a Commercial Driver's License or employees whose jobs the City regards as "safety-sensitive" are subject to random testing to determine compliance with this policy. ~~A list of safety sensitive positions is attached as Appendix A~~. Random selection testing is unannounced.

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E. Employees may be tested for the use of controlled substances as part of any "fitness for duty" physical examination mandated by federal/state law or by the City, or as otherwise allowed by law.

F. Employees who refuse to submit to an alcohol or drug test when ordered to do so or who adulterate or substitute test samples are in violation of this policy and subject to disciplinary action, up to and including discharge. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of saliva or breath, failure to undergo a medical examination to evaluate your ability to provide an adequate breath specimen, or failure to sign a required certification form.

4. TESTING PROCEDURE

A. Drug testing.

1. Drug testing will be by urinalysis, hair follicle or any other recognized method.

2. The collection of urine samples is performed under reasonable and sanitary conditions.

3. Urine is normally collected under conditions of semi-privacy – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.

4. Urine samples are sealed, labeled, and documented in accordance with the procedure of the drug testing collector or laboratory. Tests performed pursuant to DOT regulations will follow the procedures required by those regulations. Labeling, storage, and transportation of samples are performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.

5. Specimens are checked for at least the following six drugs:

    a. marijuana

    b. cocaine

    c. opiates

    d. amphetamines

    e. phencyclidine

    f. barbiturates

[NOTE: Tests performed pursuant to DOT regulations check for only those substances mandated by the DOT regulations.]

6. Applicants and employees are provided an opportunity to provide any information which they consider relevant to the test, including

identification of currently used prescription or nonprescription drugs, or other relevant information.

7. Samples which initially result in a positive finding for drug use are re-tested by the gas chromatography/mass spectrometry (GCMS) or an equivalent method. If the confirmatory test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer is conclusive for all employment-related purposes.

8. The City's Medical Review Officer normally allows an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City.

B. Alcohol Testing.

1. A non-evidential screening device may be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the City, then a confirmatory test is conducted utilizing an EBT (evidential breath testing) device or blood test. The City uses only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for DOT-mandated alcohol testing. The City reserves the right to utilize blood testing for non-DOT alcohol tests.

2. Employees will have an opportunity to provide any information which they consider to be relevant to the test.

3. The EBT confirmatory test is conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator should be properly certified in accordance with applicable DOT regulations.)

4. A confirmatory test result generated through the use of an EBT or blood test which indicates a presence of alcohol in violation of this policy is conclusive for purposes of this policy.

5. NOTICE TO EMPLOYEES

The City attempts to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees to abide by the policy as a condition of employment.

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

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

B. The City will notify law enforcement authorities whenever illegal drugs are found in the workplace.

7. CONSEQUENCES OF VIOLATING THIS POLICY

A. Employees who violate this policy are subject to immediate termination of employment.

B. The City, in lieu of terminating an employee, may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of an alcohol or drug counseling/rehabilitation program.

C. If the City, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:

1. Referral of the employee for alcohol or drug abuse counseling;

2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty;

3. Requiring the employee to authorize any rehabilitation facility to report periodically to the City during the course of treatment/counseling;

4. Placing the employee on probation for at least six months following the employee's return to duty; and

5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.

D. An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and subject to immediate termination.

E. An employee whose return to duty test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy is subject to immediate termination.

8. COMING FORWARD WITH SUBSTANCE ABUSE PROBLEMS

A. Employees, other than sworn law enforcement officers, who have substance abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, in the City's sole discretion may be upon the first violation be subject to Part 7 (E) of this policy in lieu of termination.

B. An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the City, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy.

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9. CONFIDENTIALITY

Any alcohol or drug test results or information supplied by employees and applicants as part of the City's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy.

10. TESTING COSTS

The City is responsible for the costs of all drug tests to which the City requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Part 7(C) is solely responsible for the cost of all follow-up tests.

11. NOTIFICATION OF TEST RESULTS

A. Applicants are notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

B. Employees are notified of the results (including the drug(s) discovered) of all positive drug tests.

12. EMPLOYEE ASSISTANCE PROGRAM/DRUG FREE AWARENESS

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug and alcohol abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. In order to prevent these consequences of drug abuse, the City has implemented this policy. Employees who feel they have a problem with controlled substances should seek assistance.

The City has also made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations. The City's Employee Assistance Program is coordinated through the Human Resources Officer. Information about the Employee Assistance Program is available through Human Resources.

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For more information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." These organizations are most helpful, as are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), in identifying sources for treatment and assistance. Set forth below is a list of organizations that may provide information or referrals.

1. National Clearinghouse on Alcohol and Drug Information
   1-800-729-6686

2. National Council on Alcoholism
   1-800-622-2255

Periodically, the City may make available to employees information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Grievance Procedure

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, *et seq*., Code of Laws of South Carolina, l976, as amended.

1. A grievance is defined as a complaint by an employee that the employee has been treated unlawfully or in violation of rights under City policies with regard to employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion and demotion. An employee's level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the

employee's department. However, if an employee believes she or he has not received or been credited with or has otherwise lost wages or benefits to which she or he is entitled, she or he must present the grievance in accordance with this procedure.

2. An employee who believes he or she has a grievance must follow the following procedure:

Step l. He or she must file the grievance within 10 calendar days of the event giving rise to the grievance or his or her knowledge of the events giving rise to the grievance. He or she is to follow the chain of command in his or her department, appealing to each successive level of supervision. These steps may be oral. At each level, each supervisor has four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

Step 2. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by an employee in her or his initial probationary period. A new employee is considered probationary until her or his probationary evaluation is completed and release from probation is approved by her or his department head.

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal to the City Administrator. This must be done within seven calendar days of the department head's denial of the grievance. The written request for appeal must include the following information:

a. the purpose of the appeal and what recommendation is requested of the Grievance Committee, and

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

The ~~City Administrator~~ Human Resources Officer may assist in preparing the appeal, if requested.

4. Within ten days of receiving the employee's request, the Grievance Committee chairman will schedule the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the affected department and the ~~City Clerk~~ Human Resources Officer.

Employee Grievance Committee

The City Council appoints a committee, as needed, composed of three (3) employees to serve for terms of three years, except that the members appointed initially are appointed so that their terms will be staggered. The City Council may also appoint two alternates to serve when other members are disqualified or unable to serve. Approximately one-third of the terms shall expire each year. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the City Administrator. All members are selected on a broadly representative basis from among City employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

l. The Committee annually selects its own chair from among its members. The chair serves as the presiding officer at all hearings attended but may designate some other member to serve as presiding officer in his or her absence. The chair has authority to schedule and to re-schedule all hearings.

2. A quorum consists of at least two committee members, and no hearings may be held without a quorum.

3. The presiding officer has control of the proceedings. The officer may take whatever action is necessary to ensure an equitable, orderly and expeditious hearing. Parties must abide by the decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.

4. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services to record proceedings in its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings are recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.

5. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official ~~tape~~

recording and the official minutes of all hearings are subject to the control and disposition of City Council.

6. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at any ~~and all~~ time it considers necessary and the ~~City Administrator~~ Human Resources Officer may provide assistance in reading written materials to the Committee at the request of a grieving employee.

7. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations (and City Council its decision) on any additional or different grounds developed from the employee's presentation.

8. In non-disciplinary grievances, the employee must establish that a right existed and it was denied unlawfully or in violation of a City policy. The employee makes the first presentation.

9. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chair may appoint himor herself or another member of the Committee as timekeeper.

10. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from the Human Resource Officer if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.

11. The Committee will, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the Administrator. The Administrator will review the findings and recommendation and forward them, along with recommendation, to Council. If the City Council approves, the Committee's recommendation becomes final. The decision and copies of the decision will be transmitted by the Committee to the employee and to the head of the department involved. If, however, City Council rejects the Committee's recommendation, the City Council will make its own decision without further hearing, and that decision is final. Copies of the decision will be transmitted to the employee and to the head of the department involved.

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12. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to terminate any employee when the City or respective elected or appointed officials consider such action to be necessary for the good of the City.

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2018 Expiring Terms

ATAX	Margaret Miller - At-Large
Board of Zoning Appeals	Arnold Karig Glenn Thornburg
Code Board of Appeals	Robert Abel Thomas (Buzzy) Bramble
Planning Commission	Vincent DiGangi Rick Ferencz Lewis Gregory Bill Mills

2019 Boards & Commission Candidate Pool

	New or Re-apply	ANY	ATAX	BOZA	Board of Appeals	Plan Comsn
Marty Brown 5 Twenty-second Ave	Re-apply					x
Steven J Corney 13 Edgewater Alley	New					x
Matt DeAntonio 210 Forest Trail	Re-apply			x		x
Rebecca Kovalich 104 Charleston Blvd	Re-apply	x				
Katrina Lee Limbach 5 Duck Lane	New	x				
Scott C Pierce 123 Edgewater Aly	New					x
Phillip Pounds 5835 Back Bay Drive	Re-apply					x
Josef Preston 3004 Waterway Blvd	Re-apply					x
Jim Raih 3904 Cameron Boulevard	Re-apply		x			x
Neil Schneider 5 Duck Lane	Re-apply	x				
Rod Turnage 139 Sparrow Drive	Re-apply	x				
Jon Regan Walters 1A 30th Avenue	Re-apply					x

Schedule for Recommendations for Boards and Commissions

August

- Send ad for openings to *The Moultrie News* and *The Island Eye*
- Contact those whose terms expire to learn whether they wish to be considered for re-appointment
- Contact persons in the candidate pool to learn whether they wish to remain in the pool

September

- Compile new candidate list from those who want to remain in the pool and those who have responded to the advertisement
- Personnel Committee sets dates and time for new candidate interviews

October

- Committee members interview new candidate pool or re-interview existing candidates

November

- Committee determines 2019 recommendations

Non-Election Year December Special Meeting*

- Recommendations presented to Council for consideration and approval

January Special Council Meeting

- Committee recommendations to adopt the slate of candidates
- Thank you letters to persons who are leaving boards and commissions
- Notification letters sent to re-appointed or newly appointed committee members

* Voters on this recommendation differ in a non-election vs election year. See City Code Section 1-3-5 Annual Meeting.

Status: **Reviewed**

Entry #: 12

Date Submitted: 9/4/2018 2:04 PM

Applicant Name
Steven Corney

Position Sought
Planning Commission

Home Phone
(843) 697-9998

Work Phone

Address
13 Edgewater Aly, Isle of Palms, South Carolina 29451

Email
steve@corney.org

How many years have you lived in the Isle of Palms?
20

State your interest in serving on this Board or Commission.
I love living on IOP and would like the opportunity to utilize my experience to support the City. I recently retired from a 40-year career as a professional engineer planning, managing and implementing civil and environmental projects for federal, municipal and corporate clients.

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
No

Have you ever served as an elected official of a local government?
No

Education
BS Civil Engineering / Penn State

Occupation
Retired / Managing Engineer

Upload Résumé

Corney Resume 090418.pdf
328.95 KB

Please describe how your educational background, work experience or other life experience qualifies you to contribute to the mission of this board/commission:
I have 40 years of experience in the management of environmental and civil engineering projects and have been responsible for all phases of project planning and implementation including financing, agency negotiations, permitting, design, staffing, health & safety, quality assurance, contracting, procurement, public relations and construction. I have been an Environmental Engineer for Ford Motor Company; Manager of Plant and Environmental Engineering for Jeep Corporation; Senior Engineering Manager for Chrysler Corporation and a member of the Executive Committee for McLaren/Hart Engineering Corporation. I have a degree in Civil / Environmental Engineering from the Pennsylvania State University and am a licensed Professional Engineer and General Contractor. In the past, I have also been President of my 235-member condominium association for 5-years.

Professional Affiliations
Registered Professional Engineer. Licensed General Contractor.

Service Club/Association Memberships

Is there any way that you or a member of your family would stand to benefit financially by your service on this board or commission?
No

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

Date
9/4/2018

Tell us about yourself, i.e. your background and experience, and especially what circumstances led you to become a resident of Isle of Palms. Do you spend the full year in residence or are there extended periods when you are away?
I have many family members living in the Lowcountry and had visited IOP many times. A career transition allowed me to move to IOP 20+ years ago, purchase a home, and make it my permanent residence. Now that I am retired, my travel has been eliminated….I enjoy my time on IOP.

What motivates you to become involved in City government? In what ways do you feel that you can most contribute by serving on a board or commission?
IOP is my home. Unfortunately, until now, my career (with it's extensive travel requirements) prevented me from being actively engaged in City government. I have extensive project planning experience and my recent retirement allows me the time "give back" to the City.

What demographics of Isle of Palms are you familiar with, for example, population, homeownership, taxation and budgeting?
I have actively followed "life" on the IOP for many years. I understand the changes in resident population during the past 20 years, the changing tourist demographic (mini-hotels and day trippers), the planning and financing/budgeting for beach renourishment, the marina purchase/improvements and bond issues, the boom of real estate prices, the county accommodations tax, and City business tax issues. I have attended candidate forums and voted in essentially all City elections.

What do you feel are the most important services provided by our City?
Safety of our residents and guests is always the highest priority—IOP Police/Fire/Emergency Services have been impressive. Services to support "livability" for residents—parking, storm water management, recreation facilities and programs. Services in support an maintaining successful, sustainable businesses on IOP.

What do you feel are the most pressing issues facing the City now and in the future? What projects do you know about that the City is currently pursuing?
Maintaining a balance between a residential island and a tourist destination will always be a challenge—but we need both. City projects for marina repair/development, stormwater management, IOPWSC sewer expansion, ongoing beach renourishment, and parking are projects that will be addressed in the near future.

What is your vision for Isle of Palms?
When I travel the country, I have always described IOP as the most "comfortable" place that I have ever lived. I always smile when I drive over the IOP connector and smell the salt marsh. We need to keep that feel and an appropriate balance between residents and tourists as we move forward.

Is there any group or organization that you are involved in, now or at any other time, professionally or otherwise, that could present a conflict with your service to the City? How would you go about making a decision that could ultimately have a negative effect on a friend or neighbor?
No foreseeable organizational or business conflicts. Difficult decisions based on facts, even though they may have negative effects for some, are not always easy, but are always defensible.

How will you maintain your enthusiasm and dedication when there are only routine issues coming before any commission on which you might serve?
Properly taking care of routine issues is as important as, and prepares the team for, the 5 – 10% of the "exciting" issues. I have worked for both small entrepreneurial firms and large corporate conglomerates and understand the balance between the exciting and the routine.

Would you be willing to assume a leadership role and, if so, what skills do you bring that would make you capable of being an effective leader?
Yes, after some time (since this would be my first role on a city commission), I would be comfortable in a leadership role. In my career, I have led 30-person offices, 1000-person regions and multi-national program teams. Clear communication, established procedures and consistent implementation are traits that are required.

STEVEN J. CORNEY, P.E.

13 Edgewater Alley • Isle of Palms • South Carolina • 29451 • 843-697-9998 • steve@corney.org

Technical leader and senior operations executive with extensive experience in civil and environmental engineering projects and the management of engineering, consulting and construction business operations. Experienced as a member of a corporate executive management team and with the strategic, financial, management and operations requirements of worldwide operations. Demonstrated strategic planning and business development experience that has resulted in the growth of business units, technical practices, national programs and client account relationships. Manages relationships with industrial, commercial, federal and municipal clients. Strengths also include:

- Alternative Delivery Project Implementation
- Project Earned Value Management
- Contract Negotiation
- Technical Leadership
- Interpersonal Communication
- Operations Performance Management
- Strategic Planning / Revenue Growth
- Client Relationship Management
- Team Building
- Licensed General Contractor

EXPERIENCE

AECOM Technology Corporation, Charleston, South Carolina (1999 to 2017)

Vice President/ Practice Leader /Alternative Delivery Programs (2008 to 2017)

Responsible for capture and implementation of performance based remediation, design/build, and EPCM civil, environmental and cross-discipline projects, programs and clients. Portfolio of projects includes manufacturing, oil & gas, chemical, pharmaceutical, utility and public sector clients, including landfill design and construction, sediment dredging, water treatment, facility deactivation and soil and groundwater assessment, remediation and closure. Development and implementation of complex projects as Lead Engineer or General Contractor and contract mechanisms including design/build, performance-based, cost-to-closure, EPCM and alternative contracting mechanisms utilizing environmental, water, transportation and facilities business lines.

Vice President/ Southeast Regional Manager/ Earth Tech, Inc. (1999 to 2008)

Regional Executive with P&L responsibility for 680 employees in 14 offices in South Carolina, North Carolina, Georgia, Alabama and Florida including consulting and construction practices for environmental, transportation, water/wastewater treatment and facilities engineering. Clients included industrial companies, state/local municipalities and federal agencies. Responsible for growth initiatives, including: expansion of key industrial accounts; development of national watershed management and planning initiative; and capture of new contracts for DOE.

TEAM, A Limited Liability Company, Mt. Pleasant, South Carolina (1997 – 1999)
President / Founder

Founder and director of an engineering and construction firm specializing in project management, technical direction and innovative technology implementation for the electric power generating industry. Projects included the laser alignment of turbine components for generators at fossil and nuclear power generating plants and the evaluation and repair of high-pressure steam turbines and generators.

McLaren/Hart, Incorporated, Detroit, Michigan (1988 – 1997)
Vice President / National Director of Engineering & Director of Central Region Operations

Member of the company's Executive Committee with management and technical responsibility for the Engineering Practice in 17 offices nationwide. Also responsible for P&L and strategic direction for the Central Region. Grew the region from one office to eight offices in Michigan, Ohio, Pennsylvania, Illinois, Texas and Missouri. Responsible for projects including, negotiations with U.S. EPA and state agencies for PRP Superfund sites; design and manufacture of thermal desorption treatment systems; deactivation, remediation and demolition of automotive manufacturing facilities and implementation of brownfield redevelopment alternatives; TRI reporting and development of manufacturing product life cycle program; and design and construction of water treatment systems, containment caps, and slurry walls for soil and groundwater remediation projects.

Chrysler/AMC/Jeep Corporation, Highland Park, Michigan (1985 – 1988)
Manager / Plant Engineering, Energy & Environment

Manager of Environmental Activities for Jeep Corporation including all air, water and hazardous substance compliance programs, conversion of coal-fired boilers, construction of wastewater treatment plant and air permitting of all operations. After Jeep Corporation was acquired by Chrysler Corporation, managed the Chrysler Remediation Program and the corporate financial reserve accounts at all facilities for RCRA, CERCLA and TSCA liabilities.

Ford Motor Company (1979 to 1985)

Senior Facilities Engineer, Livonia, Michigan

Provided facility and environmental engineering support for manufacturing plants in Michigan, Ohio, Indiana and Puerto Rico including, the development of facility asset preservation and preventative maintenance programs for water and wastewater treatment systems, HVAC, boilerhouses, roads, roofs, fire protection systems, and electrical distribution systems. Implemented wastewater treatment design and construction program at 13 facilities for pretreatment program compliance.

Environmental Engineer, Dearborn, Michigan

Supervised the construction, startup and operation of four wastewater treatment plants for the Rouge Manufacturing Plants--the world's largest industrial complex. Responsible for monitoring and reporting program for wastewater discharges totaling 1 billion gallons per day.

Jahnke & Jahnke Associates, Waukesha, Wisconsin (1976 to 1979)

Civil Engineer / Surveyor

Engineer and surveyor for civil infrastructure project design and implementation for municipal and residential clients.

EDUCATION/REGISTRATIONS

The Pennsylvania State University (B.S. Civil Engineering)
Registered Professional Engineer (MI 6201034871)
Licensed General Contractor (SC 100281)

Status: **Reviewed**

Entry #: 11

Date Submitted: 9/1/2018 2:33 PM

Applicant Name
Katrina Limbach

Position Sought
Any

Home Phone
(810) 531-3644

Work Phone
(843) 670-1009

Address
5 Duck Lane, Isle of Palms, South Carolina 29451

Email
trini.naz@gmail.com

How many years have you lived in the Isle of Palms?
8

State your interest in serving on this Board or Commission.
As an Isle of Palms resident, mother and business owner, I would like to give back to the island that has given so much to me.

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
No

Have you ever served as an elected official of a local government?
No

Education
Bachelor of Arts in Communication

Occupation
VP Marketing and Business Development

Upload Résumé

Katrina's Resume (1).pdf
72.21 KB

Please describe how your educational background, work experience or other life experience qualifies you to contribute to the mission of this board/commission:
Though my college education and travels have helped mold me as I've grown, it is my lifelong passion and innate dedication to build things from nothing that is my most valuable contribution. It isn't something that I learned in a classroom one day or that I read in a book; it's been my mission since I was a young child. I come from a longline of male entrepreneurs and it wasn't an option for me to stray, especially as a female. I know business efficiency and modern marketing better than my cohort knows Instagram fashion trends.
I care deeply for the island's businesses, its residents and visitors and its future in environmental sustainability.
I believe that the island would benefit from me. It has given me so much and I continue to pinch myself on my short commute to work down Waterway every day.

Professional Affiliations
Women Entrepreneurs of Charleston
Charleston Area Convention and Visitors Bureau

Service Club/Association Memberships
IOP Cleanup Crew- founding member
BOGO Christmas Tree Company - Social Company
Isle of Palms Exchange Club- pending member

Is there any way that you or a member of your family would stand to benefit financially by your service on this board or commission?
No

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Date
9/1/2018

Tell us about yourself, i.e. your background and experience, and especially what circumstances led you to become a resident of Isle of Palms. Do you spend the full year in residence or are there extended periods when you are away?
I began working at Island Realty as a marketing coordinator after graduating college. I learned a lot about the island, its geography and history through the programs that we would put together for educating visitors. Admittedly, when applying for jobs, I judged the book by its covered and "Isle of Palms" simply sounded like my kind of place to work. I fell in love with the island, especially with its volatile personality between calm and crazy. It was the ying-yang that drew me in and the special lifestyle that only an island can offer that made it my home.
I own a home on the island with my husband, Burke, and my 2-year-old son, Paul. I am a full-time resident and usually only flee the island for an extended time in February to find some warmed weather.

What motivates you to become involved in City government? In what ways do you feel that you can most contribute by serving on a board or commission?
I have always had a keen interest in government, but I think there are three key points that motivate me to get involved.
1. Beach sustainability and preservation
2. Residential family and kid life
3. Local business co-support

The island has changed a lot since I moved here in 2010. I think that I can help represent an angle from a growing population on the island of young families and professionals.

What demographics of Isle of Palms are you familiar with, for example, population, homeownership, taxation and budgeting?
I am most familiar with beach sustainability and coastal protection and local business operations.

What do you feel are the most important services provided by our City?
Emergency responders, firemen and police.
Trash collection and public works.

What do you feel are the most pressing issues facing the City now and in the future? What projects do you know about that the City is currently pursuing?
The most pressing issues for the city are:
1. Drainage
2. Regional and National image
3. Coastal protection and sustainability
4. Creating an public understanding that our visitors are a vital part of our ecosystem and our residents are at the top of the "food chain".

What is your vision for Isle of Palms?
My vision for the Isle of Palms is to protect its integrity while embracing its growth as a destination home.

Is there any group or organization that you are involved in, now or at any other time, professionally or otherwise, that could present a conflict with your service to the City? How would you go about making a decision that could ultimately have a negative effect on a friend or neighbor?
My involvement with the IOP Cleanup Crew should be beneficial in its resources to best protect our island's coastline.

How will you maintain your enthusiasm and dedication when there are only routine issues coming before any commission on which you might serve?
What are highs without lows?
Yes, of course.

Would you be willing to assume a leadership role and, if so, what skills do you bring that would make you capable of being an effective leader?
Yes.
Leadership is where I feel in my comfort zone. I am able to keep calm in hot situations where emotions are high and maintain self-awareness to admit when I am wrong or simply don't know.



Katrina Lee Limbach

Business Development and Communication Expert

Building business around community and relationships

trini.naz@gmail.com

(810) 531-3644

5 Duck Lane, Isle of Palms, USA

instagram.com/trinileee

SKILLS + TRAITS

Graphic Design

Social Media

Technological fluency

Punctuality

Automation

Efficiency

INTERESTS

Family | Travel

Running

Watersports

Graphic Design

Business | Investing

Beach | Volunteer

Writing | Cooking

ORGANIZATIONS

Women Entrepreneurs of Charleston
(04/2017 – Present)
Member

WORK EXPERIENCE

Partner – VP of Marketing
Isle of Palms Beach Chair Company, Isle of Palms, SC

01/2011 – Present — *Isle of Palms, SC*

Achievements/Tasks

- Grew technological system for internal operations, resulting to growth of 180% in 4 years
- Creates and maintains communications, including website, social media and VOIP IVR phones
- Creates all marketing campaigns with in-house production

Partner – VP of Marketing
Gutters of Charleston

09/2016 – Present — *Mount Pleasant, SC*

Professional gutter installation and maintenance

Achievements/Tasks

- Co-founded and consults on all operational goals and tactics
- Designs all creative, including logo, website and marketing ads

Marketing Coordinator
Island Realty

03/2010 – 09/2011 — *Isle of Palms, SC*

Achievements/Tasks

- Utilized Adobe Creative Suites to create in-house graphic design for digital and print media and professional videos, including ads, postcards and 42-page area guide
- Conducted B2B sales for selling and designing ads for local businesses
- Co-managed and grew 11,000+ fan facebook page

Public Relations & Brand Management Intern
RawleMurdy Public Relations Agency

06/2009 – 09/2009 — *Charleston, SC*

Achievements/Tasks

- Wrote news releases, media alerts and media kits for clients and pitched them through various channels, including Cision
- Maintained daily social media tracker for national restaurant chain

PERSONAL PROJECTS

IOP Cleanup Crew - Environmental Initiative (05/2018 – Present)

- Co-founded weekly beach sweep with a focus on education and personal responsibility of our beaches + oceans
- Coordinates local business participation and sponsorship and marketing creatives

Buy One, Give One Christmas Tree Company - Social Company (10/2015 – Present)

- Co-founded company with social cause in local community
- Donated over 300 live Christmas trees and 400 Hams to families-in-need in Tri-County through ECCO

Baby Paul (09/2016 – Present)

- Becoming a mother is by far my most rewarding, albeit challenging, pursuits.

EDUCATION

Bachelor of Arts in Communication and Media Studies
College of Charleston

09/2016 – 12/2009 *Charleston, SC*

Affiliations

- National Society of Collegiate Scholars
- Co-founder of Wakeboard Club

South Carolina Real Estate License
SC Real Estate Commission

06/2017 – Present *Charleston, SC*

REFERENCES

Bambi Werner
"Previous neighbor on Isle of Palms - 2012+"
Contact: bkwerner2000@yahoo.com – 843-860-4438

Sandy Stone
"Previous employer on Isle of Palms 2010+"
Contact: sandys@islandrealty.com – (843) 242-1084

Suzy Kopp
"Previous colleague - 2010+"
Contact: suzy@kopprealty.com – 843-224-1212

Status: **Reviewed**

Entry #: 10

Date Submitted: 8/29/2018 10:32 PM

Applicant Name
Matt DeAntonio

Position Sought
Planning Commission

Home Phone
(843) 532-6288

Work Phone
(843) 886-9600

Address
210 Forest Trail, Isle Of Palms, South Carolina 29451

Email
matt@charlestonresidential.net

How many years have you lived in the Isle of Palms?
9

State your interest in serving on this Board or Commission.
There are significant quality of life issues facing the island that will require long term planning and strategic thinking to resolve. My professional work and involvement in various boards and committees related to strategy, planning and development makes me uniquely qualified to contribute to the Planning Committee specifically. This year, I have completed terms on other commitments so I have more time to commit to Planning Committee. I'm passionate about smart civic planning, quality of life, and resilience. Im a Charleston native and I understand that local planning decisions cannot be made in a bubble because we are one region. Isle of Palms can be a guiding light for surrounding communities in handling the pressures of population growth and climate change in our region.

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
No

Have you ever served as an elected official of a local government?
No

Education
B.A. University of South Carolina

Occupation
Real Estate

Upload Résumé

Please describe how your educational background, work experience or other life experience qualifies you to contribute to the mission of this board/commission:

*You should have my resume file.

President of Charleston Trident of Association of Realtors, 2015. Largest trade association in the area with 5,000+ members. Led the 5-year strategic planning with 3 Boards of Directors and oversaw the implementation of that plan. Assumed spokesperson role for media and public meetings at municipal council meetings, government affairs issues, and civic groups providing market data, consumer advocacy and insights on property rights matters. Formed a Strategic Thinking Group of Realtor members which met for 1 year to address long range threats to the real estate practice, markets, and consumer advocacy.

Board Member of Charleston Regional Development Alliance, a public-private partnership advocating for smart growth solutions and actively recruiting specific industries that can thrive to the Charleston area such as advanced manufacturing, life sciences, technology, and logistics. The Board is composed of the leaders of all the areas major employers, institutions, and government officials.

Currently serving on the SC Dept of Insurance Safe Home Committee which administers the Safe Home grants to homeowners seeking to fortify their residences against wind storms and flooding.

Panelist for the American Planning Association's annual conference to discuss the growth of our Charleston region, 2015.

Legislative Committee, Legal Action Committee and Professional Standards Committee Chair for state and local Realtor Associations

Urban Land Institute (ULI) member.

Certified Commercial Investment Manager (CCIM) candidate

I've read the majority of Isle of Palms Zoning Ordinances and know many sections of it by memory.

I have a working understand legal and engineering matters as it pertains to planning, zoning and development.

I've been in many city council meetings and planning committee meetings through my real estate work and I understand the processes and challenges from both sides.

We visit the marina regularly and we struggle with flooding and drainage regularly so I know first hand what people are complaining and I believe I can help the Island address these challenges in a moderate and practical way.

Professional Affiliations

Urban Land Institute
National Association of Realtors
South Carolina Association of Realtors
Charleston Trident Association of Realtors
Loss Mitigation Certified
Resort and Second Home Property Specialist

Service Club/Association Memberships

Southern Kingfish Association

Is there any way that you or a member of your family would stand to benefit financially by your service on this board or commission?

No

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Date

8/29/2018

Tell us about yourself, i.e. your background and experience, and especially what circumstances led you to become a resident of Isle of Palms. Do you spend the full year in residence or are there extended periods when you are away?

I live here full tim with my wife Cindy (artist) and our son James (3). Prior to moving to IOP, I was a resident of Sullivan's Island and I was raised in Charleston. I'm a proud 4th (5th?) generation Charlestonian. My wife and I made it our mission to be residents of Isle of Palms because we appreciate the quality of life, the people, and the services/amenities offered by the City of Isle of Palms. I enjoy fishing the local waters, riding my bike or golf cart around the island, playing on the beach with my son and meeting new neighbors.

What motivates you to become involved in City government? In what ways do you feel that you can most contribute by serving on a board or commission?

The current administration appears to be taking residents concerns more seriously and I believe that I can help us address some of the major concerns of the day: drainage, parking, and city-owned property management concerns. My work experience qualifies me to contribute to these discussions and I keep an open mind to new information and alternative points of view.

What demographics of Isle of Palms are you familiar with, for example, population, homeownership, taxation and budgeting?

I speak to prospective new residents and property owners all day, every day about the Island, it's population, demographics, taxes. Go ahead, quiz me!

What do you feel are the most important services provided by our City?

Fire and Safety
Infrastructure - drainage, trash collection, water/sewer (separate Commission I know), Rec Center, Marina
Governance - smart planning and prioritized decision making

What do you feel are the most pressing issues facing the City now and in the future? What projects do you know about that the City is currently pursuing?

Drainage and flooding is the primary issue I hear residents talking about.
I understand the City is starting to address drainage with an engineering study.
I understand the City has to begin repairs and maintenance to the Marina and will need a long range plan to address property management concerns and facility improvements.
Traffic will continue to be an issue with the continued growth of the region and I understand the City is working toward a meter system.

What is your vision for Isle of Palms?

A safe and resilient place for families to thrive, with a tax base subsidized by the Island's tourism roots. I want Isle of Palms to be a place my children's children will cherish when I'm gone.

Is there any group or organization that you are involved in, now or at any other time, professionally or otherwise, that could present a conflict with your service to the City? How would you go about making a decision that could ultimately have a negative effect on a friend or neighbor?

No. Realtors sometimes get a bad rap these days with all the anti-development sentiment but the truth is we have a vested interest in making our communities great places to live. I'm one of the good guys!

How will you maintain your enthusiasm and dedication when there are only routine issues coming before any commission on which you might serve?

Routine issues = quick meetings. I've led my share of committee meetings and Board meetings where we rely on Roberts Rules of Order, starting on time, finishing on time, and not wasting anyone's time.

Would you be willing to assume a leadership role and, if so, what skills do you bring that would make you capable of being an effective leader?

I was the leader of an Association of 5,000+ members. I've led Board meetings, emcee'd large-scale events, appointed committees and committee chairs, interviewed candidates, vendors, and government officials. I understand how to ensure everyone with a relevant opinion is heard and when discussion has run it's course. I encourage people to make decisions based on facts and data over emotions and bias.

Status: **Reviewed**

Entry #: 9

Date Submitted: 8/20/2018 2:13 PM

Applicant Name
Scott Pierce

Position Sought
Planning Commission

Home Phone
(214) 587-3196

Work Phone

Address
4 9th Ave, Isle of Palms, South Carolina 29451

Email
scott.pierce@prodigy.net

How many years have you lived in the Isle of Palms?
4

State your interest in serving on this Board or Commission.
With the high growth expectations in and around the area, including IOP, I believe the combination of my experience and skill sets could contribute to the planning and implementation efforts to meet the challenges ahead. I would welcome the opportunity to become engaged in the community and provide support to the IOP staff in their efforts.

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
No

Have you ever served as an elected official of a local government?
No

Education
MBA - Decision Science, Finance, BS - Business Admin/Accounting

Occupation
Business Owner, Technology/Telecom

Upload Résumé

Pierce Resume 082018.pdf
123.24 KB

Please describe how your educational background, work experience or other life experience qualifies you to contribute to the mission of this board/commission:
My experience has centered around developing and implementing sound business/operational plans, including the infrastructure & organizations to support such efforts. It's included many diverse business ventures, locations, funding, timing, vendors, personnel, and a variety of stakeholders (i.e. shareholders/customers/municipalities/federal gov't/states/foreign countries). I believe there are similarities (resident, community and business stakeholders) that can be applied to IOP's challenges ahead - such as planning/funding for drainage, water treatment, sewer, roads, other infrastructure, residential and commercial growth.

Additionally, I've had some experience in 49 of the 50 states and several countries abroad. Over 35+ years, I lived in 14 states (transfers with work) with exposure to diverse growth/decline environment in these communities. Living through how the municipalities handled each (boom/bust/the unexpected), while managing budgets, has been a learning experience. I would hope to offer some outside perspective that might help with the cycles IOP will be managing through in future years.

Lastly, my background and certifications require that I adhere strictly to a Code of Ethics and act as a fiduciary in relation to who I represent. In this case IOP and its residents.

Professional Affiliations
Member of Certified Financial Planners

Service Club/Association Memberships

Is there any way that you or a member of your family would stand to benefit financially by your service on this board or commission?
No

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Date
8/20/2018

Tell us about yourself, i.e. your background and experience, and especially what circumstances led you to become a resident of Isle of Palms. Do you spend the full year in residence or are there extended periods when you are away?
Retired from Verizon in 2011 and launched Consulting and Financial Planning business. Family is now all in the Carolinas/Georgia - Asheville, Charlotte, Atlanta. We decided to explore the coast and 7 years ago found IOP. We rented for months at a time for several years during the shoulder season and in 2014 bought our current lot and built our home.

My wife (Jennie) and I are full time residents and have decided after being on the corporate moving van for my entire career, to settle closer to family and enjoy IOP along with the welcoming residents.

We travel, but it's all discretionary, typically not for extended periods.

What motivates you to become involved in City government? In what ways do you feel that you can most contribute by serving on a board or commission?
It's time to give back!

What demographics of Isle of Palms are you familiar with, for example, population, homeownership, taxation and budgeting?
The demographics are easily found in a number of places (https://en.wikipedia.org/wiki/Isle_of_Palms,_South_Carolina). IOP is older and wealthier than the state avgs and the demographics are changing because of the robust economic cycle we're enjoying. But, as many forget over time, they are cycles.

I have become a bit involved in some of the budget analysis (metrics/KPIs) and am familiar with the sources/uses of funds. I am also familiar with fund accounting. I prefer things boiled down from piles of data to management information (metrics/KPIs) that can lead to action and act as leading/trailing indicators for planning purposes beyond a single cycle.

What do you feel are the most important services provided by our City?
Having lived in a resort community for 25 years (Park City, UT, which when we first moved there had about 6,000 full time residents), I see the priority services being adequate protection/safety of the residents & visitors - Police, Fire, Beach Patrol, First Response, Marina services, etc. There appears to be a very practical approach to the growing visitors and residents, which will continue to reinforce a welcome environment on the island. The challenge, as the numbers keep growing, will be to find the right balance.

Other mid/longer term multi-year priority services are obviously the infrastructure and preparedness needs of the community (residences and businesses), which require adequate planning, funding and prioritization over longer periods of time.

What do you feel are the most pressing issues facing the City now and in the future? What projects do you know about that the City is currently pursuing?
Based on the visioning sessions, the island water handling infrastructure (many aspects) seems to be front of mind. In addition to mid/long term needs for infrastructure, is the handling of visitor traffic - both on and off the roads.

Also, let's not overlook preparedness for event driven, unforeseen items, such as storms, or other natural/unnatural events. The debate on the island of "if or when" and "how much" is a debate that might be addressed more directly in order to be properly prepared.

What is your vision for Isle of Palms?
Preserve the Paradise....smartly.

Reality is there will always be the push/pull of residents, visitors, developers, business owners and outside pressures. The challenge is to preserve the way of life, understanding change of some sort may be inevitable, but solid planning and implementation can balance these diverse stakeholders.

Is there any group or organization that you are involved in, now or at any other time, professionally or otherwise, that could present a conflict with your service to the City? How would you go about making a decision that could ultimately have a negative effect on a friend or neighbor?

No conflict.

Clear and timely communication is key, no matter if it's positive or negative. Sometimes a decision might adversely impact an individual, but is a benefit overall. I'm an advocate for open, clear and helpful communication. If there is early communication, there is a chance to mitigate or minimize impacts. No one likes a surprise they can not plan for, or have an opportunity to address.

How will you maintain your enthusiasm and dedication when there are only routine issues coming before any commission on which you might serve?

Apologies, but I really don't know how to answer that. If I volunteer, it's not for the hype of any particular issue.

Would you be willing to assume a leadership role and, if so, what skills do you bring that would make you capable of being an effective leader?

Possibly - would want to ensure my skill sets are the best match for the task/project/opportunity, or if there are better qualified individuals. I've been fortunate enough to build and lead entire organizations. One of my strengths is to hire/work with, or for, people that possess the needed skill sets I don't have (i.e smarter than me). If the objective is to get the best result, should try to match skill sets to the requirement and assemble the best possible team.

scott.pierce@prodigy.net
(214) 587-3196

SCOTT C. PIERCE

EXPERIENCE

Pierce Financial Planning & Consulting LLC (2012 - Present)

Owner – Isle of Palms, SC

- Registered Investment Advisor, South Carolina: $36M Assets Under Management (AUM) supporting six families/retirees & small business owners.
- Management Services: Executive Relationship Manager to Fortune 25 company.
- Business Consultant: Focus on new venture companies and optimization. Support early stage company life cycles - ideation, funding, start-up, to high growth cycle.
- Certified Financial Planner (Fiduciary, Fee Only): Provide comprehensive financial planning & investment services to business owners, high net worth clients.

Verizon Communications Corporation (1983 - 2011)

Executive Director/Business Unit CFO – Finance & Integration Deals – Verizon Communications, Basking Ridge, NJ

- Led finance team for Global Customer Care & Services organization servicing 200,000 customers, $2.2B budget, 17,000 employees and contractors. Supported financial plan for center consolidation, process transformation & optimization.
- Managed Global Integration Deal Review Office (deals > $25M TCV) with $4B pre-sale funnel, plus $5B of backlog contract value. Chaired deal reviews and P&Ls to improve portfolio win ratios, operational and financial results.
- CFO for Federal Network Systems $600M business unit.
- Finance lead for VZB CEO sponsored transformation with $1B improvement.

Executive Director – Operations & Technology – Verizon Business, Irving, TX

- Verizon lead for synergy opportunity identification for $8.5B MCI acquisition.
- Responsible for over $7B of annual global network capacity procurement and vendor management for telecom access, voice, data, & IP services.
- Managed Verizon/MCI Telco merger program yielding $1B+ savings over 3 years.
- Managed global voice traffic operations, representing $2B in international voice termination volume. Consolidated three global routing regions.

Assistant Vice President - (GTE & Bell Atlantic became Verizon in 2000) GTE Communications Corporation, Irving, TX

- Managed service delivery platforms, including systems planning, network deployment, sales contract support, and cost management.
- Managed out of franchise network evaluations & post-paid calling card platforms.
- Responsible for negotiating corporate-wide procurement agreements for telecom/data services with IXCs, RBOCs, CLECs ($2B annual spend) and system platform providers.

Managing Director-Operational Planning - GTE Communications Corporation, Irving, TX

- Developed market launch & operating support systems plans for $1.5B new competitive business venture (GTE Communications Corporation) in response to Telecom Act.

Director of Investor Relations - GTE Service Corporation (GTESC), Stamford, CT

- Communicated results to Wall Street sell-side analysts & institutional shareholders.
- Prepared earnings release, presentations & scripts for C-level Executives.
- Coordinated Annual Analyst Day and global institutional investor road shows.

Director of Business Analysis – GTESC Budgets, Plans & Analysis, Stamford, CT

- Prepared acquisition/divestiture valuations & performed preliminary due diligence.
- Forecasted financing and investment requirements supporting $24B balance sheet.
- Coordinated corporate-wide G&A benchmark study, resulting in over $300M in annual G&A expense reductions through multi-region function/facility consolidation.
- Developed industry competitive and market analysis for Senior Management.

Division CFO - GTE Health Systems, Inc., Salt Lake City, UT

- Repositioned unit & implemented divestiture of three software business segments.
- Responsibilities included finance, strategic planning, reporting, negotiating domestic & international contracts, and raising alliance funding with business partners.

Division CFO & Director of Operations - GTE Telecom, Inc., Bothell, WA

- Responsible for all finance functions, integrating five diverse units into one entity.
- Directed software development QA/QC, customer support, and data center.
- Implemented contract performance reporting and project costing systems.

General Manager - GTE Education Services Inc., Irving, TX

- Responsible for the P&L of this start up on-line and IVR company.

Director of Finance & Administration - GTE Education Services, Inc. Irving, TX

- Directed systems development, finance, planning and human resource functions.
- Led the due diligence team in the acquisition and integration of three companies.

Director of Finance & Administration - GTE Telemessager, Inc. Irving, TX

- Directed the finance, human resources, planning and administrative functions.

Early career positions include Senior Auditor and Customer Accounting Manager.

Union Carbide Corporation

Production Supervisor - Battery Products Division, Red Oak, IA & Maryville, MO

- Improved production yields from 82% to over 98% for four production lines.

IBM Corporation

Quality Assurance - Manufacturing Division, Essex Junction, VT

EDUCATION, CERTIFICATIONS

- MBA – Major in Decision Science & Finance, Creighton University, Omaha, NE
- BS – Major in Accounting - University of Vermont, Burlington, VT
- Certified Public Accountant (CPA) not currently licensed
- Certified Financial Planner (CFP) Active
- Clearance Level - Top Secret SCI (Prior DoD Clearance)
- Licensed Real Estate Salesperson, South Carolina

Status: **Reviewed**

Entry #: 8

Date Submitted: 4/9/2018 3:09 PM

Applicant Name
Lori Roberts

Position Sought
Any

Home Phone
(843) 754-6632

Work Phone
(843) 720-8471

Address
27 29th Ave., Isle of Palms, South Carolina 29451

Email
lori.reed.roberts@gmail.com

How many years have you lived in the Isle of Palms?
0

State your interest in serving on this Board or Commission.
New to the island and am hoping to get involved in the community. My daughter has worked at ACME for the past two years and Banana Cabana for the year before that. I have lived in Mount Pleasant for the past 7 years and work for Roper St. Francis Healthcare. Am so excited to be part of this amazing community.

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
No

Have you ever served as an elected official of a local government?
No

Education
JD Law; Masters in Health Care Admin; Bachelor accounting

Occupation
Director of Legal Services

Upload Résumé

Resume LRR 2017.docx
19.42 KB

Please describe how your educational background, work experience or other life experience qualifies you to contribute to the mission of this board/commission:
27 years of practicing law; lots of transactional work and an accounting background

Professional Affiliations
American Health Lawyers Assoc.
SC Bar Association
OK Bar Association

Service Club/Association Memberships

Is there any way that you or a member of your family would stand to benefit financially by your service on this board or commission?
No

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

Date
4/9/2018

Tell us about yourself, i.e. your background and experience, and especially what circumstances led you to become a resident of Isle of Palms. Do you spend the full year in residence or are there extended periods when you are away?

Transplanted from Oklahoma in 2011 to take a job with Roper St. Francis. I have been living in Mt. Pleasant since then and dreaming of the island. So I saved as much money as I could and got lucky when Ms. Pat sold me her fabulous home. This is my full-time year round residence and I am working hard to make it beautiful. Working on the inside right now and getting ready for a fabulous season of planting flowers and shrubs.

What motivates you to become involved in City government? In what ways do you feel that you can most contribute by serving on a board or commission?

I really want to stay on the island for the rest of my life so I would like to become well established in the community. Would be happy to help out in whatever ways you think I can assist.

What demographics of Isle of Palms are you familiar with, for example, population, homeownership, taxation and budgeting?

I have familiarity with all of the above; probably the least amount of knowledge about government taxation. However, I do have an accounting degree and subsequent law-school experience in taxation.

What do you feel are the most important services provided by our City?

It seems that the police and fire departments are integral with the large number of visitors and beach crowds; keeping everyone safe and traffic moving. That would be followed by city services in development control, street and infrastructure upkeep, protecting the beaches and environment, and boating control/marina services.

What do you feel are the most pressing issues facing the City now and in the future? What projects do you know about that the City is currently pursuing?

Probably keeping the community as a community with a small-town feel. I see a lot of new houses going in and replacement houses popping up. Want to see that good, healthy growth, but not lose the soul of the island in the process. Population control to provide access without being overwhelmed with traffic (boats and cars) is probably second. Environmentally, the beach erosion and the increase in sea level and hurricanes.

What is your vision for Isle of Palms?

I would like to see the island remain a family place where we can take the dogs to the beach and the golf-cart traffic on my street remains higher than the car traffic. I would like to see the individuality of the houses (some old, some new, some fancy, some beach shack(ish)). I would like to see a solid full-time population so that every house isn't a rental; but balance that with the economic vitality that the rentals and the tourists bring.

Is there any group or organization that you are involved in, now or at any other time, professionally or otherwise, that could present a conflict with your service to the City? How would you go about making a decision that could ultimately have a negative effect on a friend or neighbor?

No conflicts. As in-house counsel since 1999, I have been involved in numerous decisions that affect co-workers and friends in a negative manner. It isn't particularly fun, but it is the job. Further, I believe that if the reasoning is sound, everyone in the same/similar circumstances is treated the same, and expectations are set in advance, there is typically no problem.

How will you maintain your enthusiasm and dedication when there are only routine issues coming before any commission on which you might serve?

Routine issues are what committees are all about. It is my expectation with this service. Dedication is about how you conduct yourself, not how you feel. I would not volunteer for this work, unless I was willing to dedicate myself to the effort. My enthusiasm lies with getting to know the community members, developing relationships and doing good work. I do not believe the routine nature of the work will change that.

Would you be willing to assume a leadership role and, if so, what skills do you bring that would make you capable of being an effective leader?

Yes, I would. I have been in hospital leadership for years. I bring team building, experience, honesty and transparency to the table in that respect.

LORI REED ROBERTS
487 MOUNT ROYALL DR.
MT. PLEASANT, SC 29464
(843) 754-6632

GENERAL INFORMATION

Licensed to Practice Law in South Carolina (2011 limited license, 2013 full license to present) and Oklahoma (1991 to present). Admitted to Practice before the Oklahoma Supreme Court (1991), Western District of Oklahoma (1991) and Eastern District of Oklahoma (1993)
Current Associations: Member American Health Lawyers Association, South Carolina Bar Association and Oklahoma Bar Association

EDUCATION

Masters of Health Care Administration, May 2008
Trinity University, San Antonio, Texas, GPA 4.00/4.00

Juris Doctor with Honors, May 1991
University of Oklahoma, College of Law
Overall GPA: 9.367/12.00 (Top Ten Percent).
Activities and Honors:
Order of the Coif; American Jurisprudence Awards: Family Law and Insurance; Academic Achievement Award in Employee Benefit Plans; Vice-President Law School Class (1989-1990); Student Bar Association Vice President (1990-1991); Board of Governors Representative (1990-1991); Recipient: Edgar Fenton Memorial Award, Bess Zeldich Ungerman Scholarship, Legal Aid Scholarship; Deans Honor Roll (1988-1991); Member, Organization for the Advancement of Women in Law; Member, Phi Delta Phi Legal Fraternity.

Bachelor of Business Administration, Accounting, May 1988
University of Oklahoma, GPA 3.34/4.00
Activities and Honors:
President's Honor Roll; Dean's Honor Roll; Director's Honor Roll; Vernon Upchurch Memorial Scholarship Recipient.

EMPLOYMENT

Roper St. Francis Health ("RSFH"), Director of Legal Services (April 2011 to present). Three-hospital system (soon to be four) and physician practice group comprised of over 230 physicians. Responsibility for legal advice on all issues surrounding healthcare environment. Primary system resource for the following laws and regulations: HIPAA/HITECH, EMTALA, Stark, Anti-Kickback, FCA, FDA and OHRP regulations, 340B compliance, state consent laws and various health care directives. Primary job duties include preparing and amending all physician compensation agreements (employment, independent contractor, medical director and call pay), negotiating physician agreements with management, assisting with compensation structure and working with consultants to assure fair market value and commercial reasonableness of physician compensation arrangements. Also, primarily responsible for acquisitions, services agreements, finance/billing department agreements, and assisting with HR issues. Performed all areas of transactional work for RSFH including: lease agreements, IT contracting, business associates agreements, construction contracts, consulting agreements and review of vendor contracts. Extensive work on review/revision of policies and procedures, including creation of contracting policy and all risk management policies. Service Line Director over Workers' Compensation Department from October 2012 to April 2015. Service Line Director responsible for Risk Management Department from January 2015 to present. Service Line Director over complaints/grievances process from December 2017 to present. Accomplishments include creation of new risk management and workers' compensation departments; creating of job descriptions; creation of processes for risk identification, mitigation, and handling of claims; trend identification and analysis; and monthly reporting to Senior Management. Systemwide rollout of Marsh ClearSight incident reporting and claims management software system. Assist General Counsel with oversight of outside counsel in litigation and other matters, including managed care contracting, 340B issues, research agreements, and malpractice. Supervision of all employees of the Legal Department (3 attorneys, 1 regulatory specialist and 2 paralegals) and the Risk Management Department (4 Risk Managers/Safe Patient Handling Specialists, 1 Patient Representative), with top 1% percentile employee engagement results nationwide. Responsible for departmental budgeting. Responsible for training all new managers in Fraud and Abuse laws, corporate contracting processes, and incident reporting/risk management overview. Committees include: Ethics Committee; Institutional Review Board; and Safe Patient Handling Committee.

INTEGRIS Health, Inc., Legal Counsel (February 1999 to April 2011). Represented 13-hospital system as part of the legal team. Responsible for research and advice on federal and state laws and administrative regulations, committee work, transactional work and contracting issues. Also, experience with coding and billing issues, employment law, policies and procedures, and general health-care-law issues. Provided numerous in-house educational opportunities for management. System-wide attorney for supply chain/materials management and information technology (includes review and approval of all purchasing contracts system-wide). Advised the Institutional Review Boards for the system on protection of human research subjects, FDA and OHRP regulations, reviewed all research-related informed consents and review and revision of all clinical trial agreements. Primary medical records attorney for all rural hospitals on subpoenas and HIPAA/HITECH. Additionally, acted as primary counsel for two hospitals, duties included: by-laws, ad-hoc and MEC issues; answering all legal questions; physician contracting; contracting for hospital services; oversight of outsourced litigation; and serving on the ethics committee. Represent the three retail pharmacies within the INTEGRIS system. Prior to 2007, operated as INTEGRIS's sole workers' compensation defense attorney with substantial litigation experience. During that time period, the system was able to lower reserves by $3 million and won numerous national, state and local recognitions. In addition, set up the system and operated as a collections attorney, primarily in Workers' Compensation, collecting millions of dollars for the system and worked on other healthcare-related tasks (medical records issues, staff education, etc.).

Oklahoma City University School of Law (January 2010 to May 2011). Adjunct professor, Health Care Regulatory Law. Developed and taught regulatory law course for second and third year law students covering: federal and state regulation of health insurance, EMTALA, HIPAA/HITECH, False Claims Act, Stark, Anti-Kickback, and Antitrust.

University of Oklahoma, College of Law, Department of Paralegal Education. July 2010. Instructor. Taught basic healthcare law issues for paralegal accreditation class. Subjects included, advance directives and documentation, basics of medical malpractice and overview of privacy issues in Oklahoma.

Day, Edwards, Federman, Propester & Christensen, Associate (January 1994 through January 1999). Workers' compensation, insurance defense, employment law, general corporate practice, securities, bankruptcy, probate, appellate advocacy and general civil practice. Primary areas of practice included workers' compensation defense, administrative hearings, assisting in corporate transaction and securities practice. Extensive experience representing multiple large corporations in unemployment hearings, including Hertz, Bridgestone Firestone, and Farley's Candy Company.

Christensen & Associates, Associate (November 1993 to January 1994). Defense of workers' compensation claims, employment law, appellate advocacy and general civil practice. Practice merged with other law firms to create the Day, Edwards Firm.

Bergner & Christensen, Associate (November 1992 to November 1993). Worked for D. Wade Christensen and William J. Bergner in combined practice. Mr. Christensen practiced almost exclusively workers' compensation defense; Mr. Bergner practiced insurance defense, with a specialty in defense of insurance agents in their errors and omissions liability. Job duties included research and writing, depositions, litigation, drafting correspondence and routine handling of caseload.

Edwards, Sonders & Propester, P.C., Associate (September 1991 to November 1992), Law Clerk (January 1990 through June 1991). Assisted in Chapter 11 and 13 Bankruptcy, debtor/creditor law, foreclosures, corporate and loan documentation, corporate and banking litigation, probate and family law.

Fred Shaeffer Law Office, Legal Intern and Law Clerk (May 1989 to May 1991). Legal research writing briefs and memoranda, handling workers' compensation from claimant's perspective, handling probate and personal injury files, trial assistance, meeting with clients, appellate brief writing, minor criminal litigation, keeping civil cases current.

Cleveland County Legal Aid, Legal Intern (January 1991 to May 1991). Involved in complete case control under supervising attorney of various administrative, civil and misdemeanor criminal cases. Some litigation experience.

McKinney, Stringer & Webster, P.C., Law Clerk (June 1991 to August 1991). Duties involved legal research and writing on a wide variety of legal issues.

Professor Robert Spector and Professor Jonathan Forman, University of Oklahoma, Research Assistant Positions (1990 to 1991). Research in the areas of Family Law, Pension Plans, Taxation, Tort Law and Line-Item Vetoes; extensive Westlaw research; proofreading textbooks, assisted in preparing general family-law litigation forms for textbook, and writing legal memoranda.