

PERSONNEL COMMITTEE
4:00 p.m., Monday, March 12, 2018
City Hall Conference Room

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. **Election of Chair and Vice Chair**
3. **Approval of Previous Meeting's Minutes**
Regular Meeting of February 10, 2018
4. **Citizens' Comments**
5. **Old Business**
 - A. Review of updates to the Personnel Handbook and next steps
 - B. Continued discussion of City Administrator's Personal Goal for 2018
 - C. Consideration of changes to the City's Education Reimbursement Policy
 - D. Continued discussion of the Continuity Plan presented in 2017. Consider changes such as: adding start date and retirement eligibility date for each department head, financial implication of loss of continuity and training in place for each department head for emergency coverage
6. **New Business**
 - A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36
Develop timeline for revisions to City Code as it pertains to:
 1. All standing committees – name, responsibilities and meetings
 2. The nomination and voting process for standing committees
 - B. Develop timeline to review options related to Public Works staffing
 1. Discuss and determine timeline to review job descriptions
 2. Identify redundancy of staffing
 3. Identify alternatives to increasing the number of regular employees
 - C. Consideration of changing the frequency of performance reviews
 - D. Discussion of the City's current Human Resources processes, protocols and tools
7. **Miscellaneous Business**

Next Meeting Date: _____, _____, April _____, 2018
Time Day Date
8. **Executive Session – if needed**
9. **Adjourn**

PERSONNEL COMMITTEE

4:00 P.M., Monday, February 12, 2018

The regular meeting of the Personnel Committee was held at 4:00 p.m., Monday, February 12, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye, Rice and Ward, Administrator Tucker and City Clerk Copeland; a quorum was present to conduct business.

1. Administrator Tucker called the meeting to order because the Committee will not have its full complement of members until the Special Election is held on Tuesday, February 13th. She 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 January 10, 2018 as submitted; Councilmember Moye seconded and the motion **PASSED UNANIMOUSLY**.

3. Citizens' Comments – None

4. Old Business

A. Update on Personnel Handbook

Administrator Tucker stated that staff had nothing new to report at this meeting, but a draft copy with the revisions would be available for the March meeting.

B. Continued discussion of Administrator's Personal Goal for 2018

Subsequent to the January meeting, Councilmember Moye asked for and was sent a copy of the evaluation form for department managers and the City Administrator's form that shows where the Administrator's personal goal is identified. At the same meeting, Administrator Tucker suggested continuing the development of the continuity plan as her 2018 goal, but Councilmember Moye wanted the goal selected to have a clear and measurable means by which to evaluate it.

Councilmember Moye stated that what he wanted was an objective and clear delineation of what the personal goal was to be and how Council could objectively say that it was or was not accomplished. He indicated that he would, for instance, like for the goal to be in tune with the continuity plan and the things that are important to City Council with the addition of measurability and specificity.

Councilmember Rice stated that she was fascinated with the differences between government and the corporate world in that many things that work in the corporate world do not translate into government and vice versa. She said that she did not know if a s.m.a.r.t. (specific, measurable, attainable, realistic and timely) goal was possible since so much of what local government does is to provide services. She then asked Councilmember Moye if he had a suggestion for a measurable goal.

Councilmember Moye said that a hypothetical goal could be for the Administrator to make recommendations on the three (3) top priority positions; this would be measurable in that by the end of the year, she would have made recommendations to City Council on these positions.

The Administrator thought it interesting that a personal goal was included in her evaluation because her work plan for any year was the plan laid out in the annual budget, but, in any given fiscal year, interruptions or deviations occur to that plan, which might be the will of the people, the will of Council or a weather event. Administrator Tucker recalled one (1) year when Council eliminated the personal goal from the evaluation form because the City had experienced so many interruptions. In addition, she stated that if Council were to choose a goal that needed to be included in the budget, they would need to do so in the next two or three (2 or 3) months.

Councilmember Moye commented that he was not ready to make a recommendation to change the entire evaluation process, but he was thinking about some of the challenges and about the current performance trends whereby companies are moving to more frequent performance evaluations, quarterly or monthly or weekly. The evaluations are much smaller in nature and scope and much less time-consuming, but more useful because the purpose of an evaluation is to continuously improve. If that was the goal, i.e. to set a goal for the end of the year, he understood the challenge; he said that he would fully support revamping the system the City was using to evaluate what would work better for the City and the employees. He suggested that one (1) huge goal for the end of the year might be replaced with goals that are in-line with the City's vision and have micro evaluations as completed.

According to publications the Administrator reads in her field, the move is away from annual evaluations all together because they are not as meaningful. Although the City goes through the exercise of annual evaluations, the Administrator believed that, in all departments, when something is going well or something needs to be tweaked or something is not going well, it is handled in the moment. If the City were to go to a more frequent evaluation, Administrator Tucker said that the City would have to define how they come together to make decisions on increases.

Councilmember Moye assured the Administrator that the challenge of compiling the smaller evaluations into a single number for the determination of wage increases has been solved by several companies; this process also eliminates recency bias. He did not think that this would replace the current system, but would augment it.

Human Resources Director DeGroot wholeheartedly agreed with Councilmember Moye; she indicated that the department managers have discussed and were considering more frequent evaluations. In her opinion, they would be more effective and much easier for the department heads to evaluate personnel bit by bit than to collect or try to remember an entire year.

Councilmember Rice stated that she was not comfortable making a motion at this time, but she also did not want to set a goal to be accomplished in a year and allow less than a year for its completion.

Councilmember Moye contended that the Administrator would not be judged on an annual goal that was identified in June.

In light of what has been said, Councilmember Moyer thought the discussion could go two (2) ways; the first would be to take the continuity plan and develop a measurable objective behind it, and the second, which would not be mutually exclusive, would be to try to implement some type of more frequent performance evaluations.

Administrator Tucker stated that to change the evaluation frequency for City employees would take a year; therefore, she preferred not to pair the two (2).

Speaking freely, the Administrator said that, in terms of achievement and what she feels she has given to the City in calendar 2018, getting the beach renourishment project underway should have been the “fantastic goal” achieved. She commented that the behind the scenes work was “monumental” – working with the stakeholders, juggling all of the state and federal agencies involved, etc. She would have named starting the fifteen million dollar (\$15,000,000) renourishment project as the Administrator’s Personal Goal and she would mark it achieved. In her opinion, the City does not celebrate the victories enough; the City should not take them in stride. She added that these goals should not be set just for the sake of setting a goal or to make more work to be able to say at the end of the year that the goal was met when the work plate was already full and overflowing. Based on its importance to the City, the Administrator still felt that refinement and completion of the continuity plan was a worthwhile personal goal.

Councilmember Moyer agreed with the continuity plan being the focus of the Administrator’s 2018 Personal Goal if it were something like to identify and to rank the prioritization of positions to be filled and to provide a plan for the top three (3) positions. He could support such a goal and would be comfortable taking it to City Council as the best goal by stating that the continuity plan was essential to the City and these three (3) things could be done to resolve issues with these critical positions.

C. Continued discussion of the City’s Education Reimbursement Policy

Administrator Tucker expressed two (2) areas of concern with the education reimbursement policy, and they are as follows:

- Situations where employees receive a scholarship or grant but are not compelled to disclose it to the City when filing for reimbursement so that the City only pays the net balance; or
- Situations where the City is not protected when employees receive tuition loan forgiveness for the job they do for the City, and the City has no way to track or monitor the tuition forgiveness.

Councilmember Rice asked about paying the institution rather than the employee, but the Administrator reminded her that the City’s policy is reimbursement; there is also the fact that not all employees make excellent grades to be reimbursed one hundred percent (100%) of their tuition investment.

HR Director DeGroot stated that the goal was to tighten up the language of the policy, as well as the request for tuition reimbursement forms.

The Administrator wanted Council to be aware of the policy change because employees who are already in the City's program might push back against it.

Councilmember Rice voiced her understanding that, with the new tax plan, tuition reimbursement would be considered taxable income.

As an accountant, Councilmember Ward said that he was unfamiliar with this and that he would do some research on it.

D. Continued discussion of the Continuity Plan

Administrator Tucker stated that, in the upcoming year, she sees three (3) critical areas to be addressed and the first is the Public Works Department. The Public Works Committee, Directors Kerr and Pitts, along with HR Director DeGroot have been working together to devise a plan that will help the Department to function better with its expanded areas of responsibility. Currently, the Public Works Department is the only department where the Assistant Director functions more as a superintendent than a true assistant who could step in when the Director was absent. She noted that the Public Works Committee was going to hold a Special Meeting to discuss the staffing needs before budget work begins.

Director Pitts confirmed the needs in his department; he stated that his primary concern was the lack of backup to monitor the underground storage tanks at a time when the regulatory agencies are increasing and tightening up on their regulations. The City needs to be proactive with drainage, and he acknowledged that the City has a plan, but it is a plan. He expressed the belief that someone should be walking the City's drainage ditches daily.

Another critical personnel concern was that Chief Buckhannon serves a dual function as Chief of Police and IT Manager; the Administrator stated that a loss in either position would be very costly for the City. She noted that the City was still in the process of getting out the RFP for IT services that was included in the FY18 budget; in her opinion, an outside source would be the temporary fix. She explained that the City has evolved with a network of computers attached to servers that has become "Chief Buckhannon's child." As a result, whenever someone has a real computer issue, the call goes out to the Chief, and he goes into his room, does his magic, and the problem is solved, showing that the City's employees have become very accustomed to having an on-site person who responds quickly. She opined that outsourcing IT services would not work permanently for the City unless the company was right across the Connector to respond quickly. The ideal situation would be to have an individual or a company on-board before the Chief decides to retire to begin to absorb his body of knowledge. IT is another critical area of the City that has no backup.

Seeking clarification, Councilmember Moye asked if staff was looking to add the supervisors to Public Works because they could play the assistant role or was staff also looking to add an assistant.

Administrator Tucker stated that she believes that the Department needs a true assistant as well as the supervisors, particularly one (1) over drainage. She envisions the supervisors as being empowered to make recommendations and get things done, to stay abreast of projects until they

are completed, as well as to give the Director and Assistant Director feedback so that they can provide updates to the Administrator and/or governing body, and to identify problems.

Providing additional information about the existing Assistant Public Works Director, Director Pitts stated that the role of Public Works has changed with the changes to life on the island, and, although Joe Washington is the Assistant Director, he has specific manual duties that are not supervisory, but he can juggle a route if needed, he could direct the Caterpillar to go to a certain location. On the other hand, if equipment suffers a breakdown, he will call Director Pitts even if he is a thousand (1,000) miles away. Mr. Washington can do the tasks that are directed at him, but he has not been trained to take anything upon himself, other than straightening a street sign or picking up trash. The position has evolved to a point that the Public Works Director cannot be the hands-on, on-site supervisor one hundred percent (100%) of the time; for him, the Assistant would delegate assignments and follow-up on them to completion.

Director Pitts acknowledged that Council has increased the ditch maintenance on the island from a five-year (5 yr.) cycle to a three-year (3 yr.) cycle. The Director told the Committee that, less than one (1) year ago, the County was on the island and cleaned the ditch at 32-32nd Avenue; now that ditch has become like a bowl that holds water. The supervisor in charge of drainage must become intimately knowledgeable about the island's ditch drainage system.

The Director wants someone who can manage people, is capable of dealing with other agencies, such as Charleston County, DHEC, NPDES, etc., and be capable of being trained as the UST backup resource on the island.

Councilmember Ward voiced concern over the anticipated increases to the budget and pondered over where the additional funds would come from.

Councilmember Rice reminded the Committee that the City would only have the services of Mr. Schupp for beach trash and recycling removal for one (1) year.

5. New Business – None

6. Miscellaneous Business – None

Next Meeting Date: 4:00 p.m., Monday, March 12, 2018 in the City Hall Conference Room.

7. Executive Session – not needed

8. Adjournment

MOTION: Councilmember Rice moved to adjourn the meeting at 4:45 p.m.; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

City of Isle of Palms

Employee Handbook

Adopted November 27, 2012



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.

DISCLAIMER

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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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[Signature] _____ Date

Printed Name

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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**, 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 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.

WORKPLACE VIOLENCE

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The City of Isle of Palms has 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. 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.

This section will be continued and completed in the upcoming weeks.

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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 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 she or he is suited for his 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 her or his 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.

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 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. (*Should we have a standard form memo?)

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.
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 her or his 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.

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

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.

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 and files may not be used or installed on City computers without the written 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, 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, age, national origin, disability or some similar distinction;
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 belong 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.]~~

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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

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. 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.)

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 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 14 days.

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The City deducts from employees' gross pay taxes and withholding required by the taxing authorities. The City may also deduct from employees' pay the employees' 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 at the time of her or his termination 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:

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~~

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~~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 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 you use on your job are modern and costly. If you find equipment to be 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 your safety or the safety of others. Any employee who damages City property or equipment through negligent or improper use may be

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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 our 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 our 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.
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 preceeding 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!~~

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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~~

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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.

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 (Discussion needed) one (1) year of continuous service with the City. (City Council Approved 6/22/04)

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; 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. (Change to more than one to five years accrue 10-day rate??)

<u>5 Days</u> <u>Annual Leave</u>	<u>10 Days</u> <u>Annual Leave</u>	<u>15 Days</u> <u>Annual Leave</u>	<u>Department</u> <u>hours per shift</u>
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.

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 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 or family emergency. 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

<u>Department</u> <u>hours per shift</u>	<u>Sick Leave Accrued</u> <u>per month in hours</u>	<u>Sick Leave Accrued</u> <u>in days per year</u>
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 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.
- ~~(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),~~

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~~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.~~

General Policies:

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

2. An employee ~~may~~ **will** be required to submit a physician's statement **after the third consecutive day of absence.** ~~at the discretion of the Department Head.~~

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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 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 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

Applies to:

- Employees Employed Less 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 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.

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3. ~~Physical~~ Disability leave begins on the first day of absence.
4. After the employee has exhausted his 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 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 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.

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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 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 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) 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 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 former position or to a position equivalent to his former position. The employee must demonstrate that he 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 position ~~due to his own disability~~ (confirm with legal wording) and who has exhausted his 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 extended leave, he may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status

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until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

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 does not return to full active employment status at the conclusion of his 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 a wife 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 we provide you with the notice of your rights that appears **below:** ~~on the following page.~~

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 and 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.

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 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 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.**

For information about payment of group health insurance premiums during leave due to an on-the-job injury, you should 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.

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 immediately 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 Workman's 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 allow 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.~~

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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.

~~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 Manager and/or City Administrator determines that, for the good of the City, such action is necessary for the good of the City. **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. 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 head must submit terminations to the Administrator for review.

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 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 has any detectable amount of alcohol in his system.)** An employee taking prescribed medication which might affect his ability to perform his job is required to advise his supervisor. The City will determine whether the employee may continue to work. Employees may be required to submit to a drug screen.

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 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 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.
- 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.

Deleted:

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 the Human Resources Department.

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, 1976, 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 1. 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 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.

1. 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~~ times 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 him 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 chairman may appoint himself 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 a member of the personnel department 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.

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 official considers such action to be necessary for the good of the City.

Current Education Reimbursement Benefit

City of Isle of Palms

Employee Handbook

Adopted November 27, 2012

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 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 be paid by the employee. Application may be made utilizing forms available from the City Clerk.

Upon completion of a course, a reimbursement request must be filed with the City Clerk 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, the reimbursement from the City of Isle of Palms will be limited to the amount unfunded by such other source.

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.



City of Isle of Palms, SC Continuity Plan 2017

This document outlines the planning activities within in each department of the City as it relates to continuity management and service. The goal of the Continuity Plan is to identify and address risks and vulnerabilities that could impact continued operations, assess each department's current state-of-affairs and identify needs prior to the start of the budgeting process. The Continuity Plan could be used to assist Department Managers develop a Succession Plan.

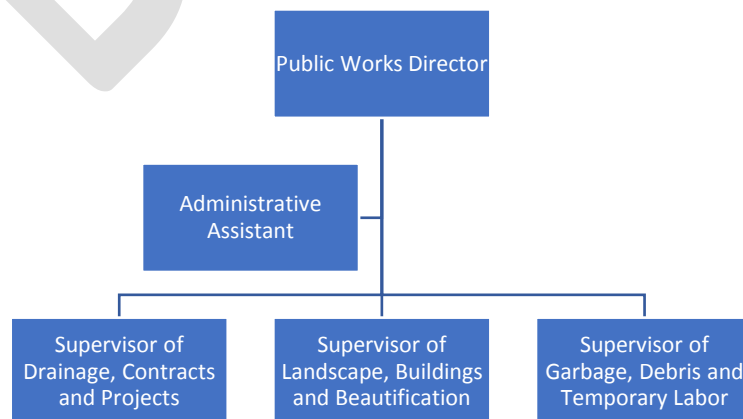
Continuity Plan 2017 Executive Summary

Opportunities and Challenges

This section will identify the results of the Continuity analysis and will examine those areas requiring immediate action and those which should receive attention in the long term.

Immediate

1. Challenge: A "failsafe" for the City's Information Technology (IT) matters must be corrected immediately. Dependence on one position to keep 100% of the City's systems functioning is high risk.
Opportunity: Procure a consulting firm to work alongside the person in the position so that the firm achieves familiarity and can troubleshoot in the absence of the person
Opportunity: Create a full-time IT position to transition from the dual function currently being used to a singular function.
2. Challenge: The Public Works Department should be re-structured which would require the addition of two positions.
Opportunity: Create two positions—the Supervisor for Drainage and Supervisor for Maintenance. A possible new structure to consider would be as follows:



**Continuity Plan 2017
Executive Summary**

Opportunities and Challenges

Long Term

1. Challenge: Acknowledge that the Building Department lacks continuity of services at the level of the Zoning Administrator.
Opportunity: Create a job description for a Senior Planner and contemplate planning for funding of the position in future budgets.

DRAFT

Analysis of City Departments

Each Department Head was asked to describe the process they follow, or will follow, when a high-level position becomes vacant.

Public Works Department:



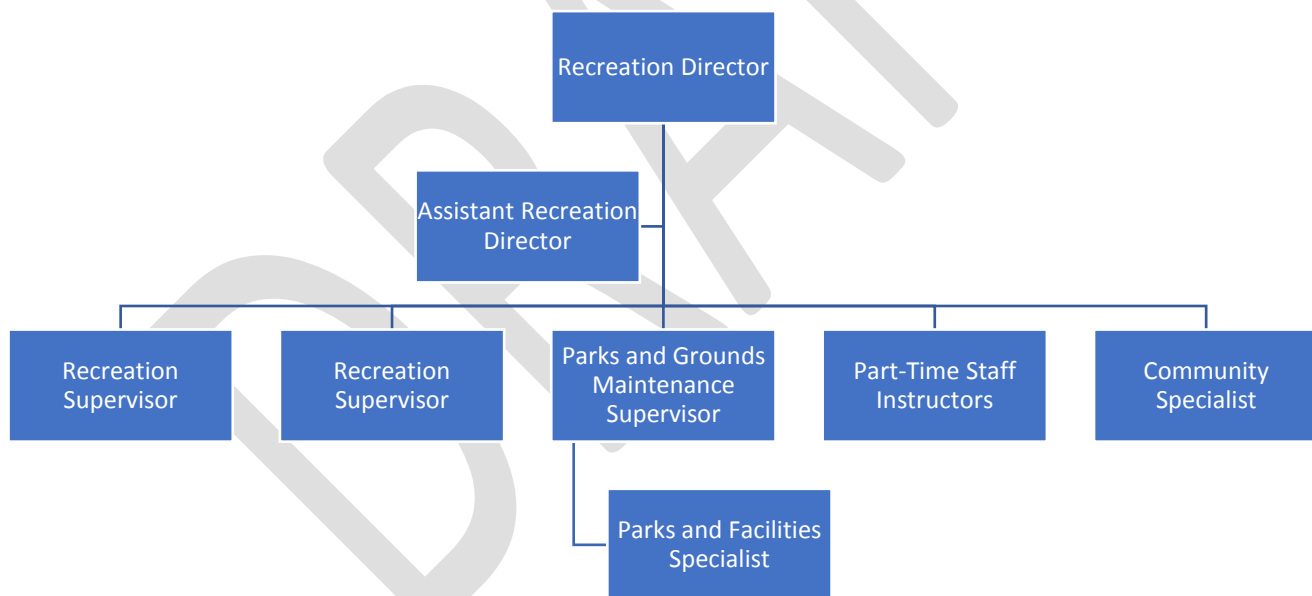
The following are critical needs of the department that were identified and recommended to be addressed as soon as possible:

- The current Public Works Assistant Director is not a candidate for replacing the Public Works Director should an immediate vacancy occur. This department requires a staff member who would be trained to step in and continue the day-to-day operations of the department in the absence of the Director and/or during the recruitment process.
- Addressing the lack of Class A/B/C Operators within the existing City personnel, required to ensure compliance with Underground Storage Tanks (UST) Control Regulations. In accordance with State law, every UST facility is required to have a trained operator in each of 3 classes: A, B, and C. This regulation was put into effect to prevent releases from underground storage tanks. Currently, the Public Works Director is the only UST Certified Operator in the City.
 - The Public Works Director is assisting the Fire Inspector to obtain the certification to address the immediate need for a back-up UST Operator. The City should also consider training another Public Works employee as a UST Certified Operator.
- The Public Works Department needs a part-time Administrative Assistant. Currently it is challenging to give accumulated tasks the appropriate follow up. This position would be responsible for much of the time consuming administrative tasks that are currently being handled by the Director, as well as by City Hall staff, and also provide assistance with the department's financial management. An emphasis must be placed on the budget process, ordering, accounting, fleet maintenance, and communications for the entire Public Works Department to ensure consistent, clear, concise communication and confirmation of task follow up and completion on behalf of the Director. This position must have the ability to work closely and collaboratively with the Director to ensure continuity of operations in the absence of the Public Works Director. This position would also assist the Director in communicating with external State agencies such as the Department of Health and

Environmental Control (DHEC), the South Carolina Department of Transportation (SCDOT) and the Ocean & Coastal Resource Management (OCRM), etc.

- The Director has cross-trained the CDL Drivers in all aspects of the Departments' daily operations. This enables day-to-day operations to continue even in the absence of an employee within the department. The Department also has one employee with the ability to be a direct supervisor of operations, if and when needed.
- The Department's continuing need for "Temporary-Seasonal" CDL Drivers during the summer months remains a critical consideration for the Public Works Department. It is recommended that a "Temporary CDL Driver" position be included in every fiscal year budget to assist the Department in serving the residents and the public without compromising other public services during the busy summer months. The temporary status of this position helps to keep benefit costs minimal.

The **Recreation Department**:



The Recreation Department has the ability to continue with day-to-day operations in the absence of the Recreation Director. The current Director has cross-trained the Assistant Recreation Director in all aspects of the roles and responsibilities of the position. The Director constantly communicates all pertinent information to the Assistant as well as communicates necessary information to all staff in the department. Daily communication logs are utilized to disseminate information. The Assistant is fully aware of procedures, passwords, emergency plans and all documents if called upon in the absence of

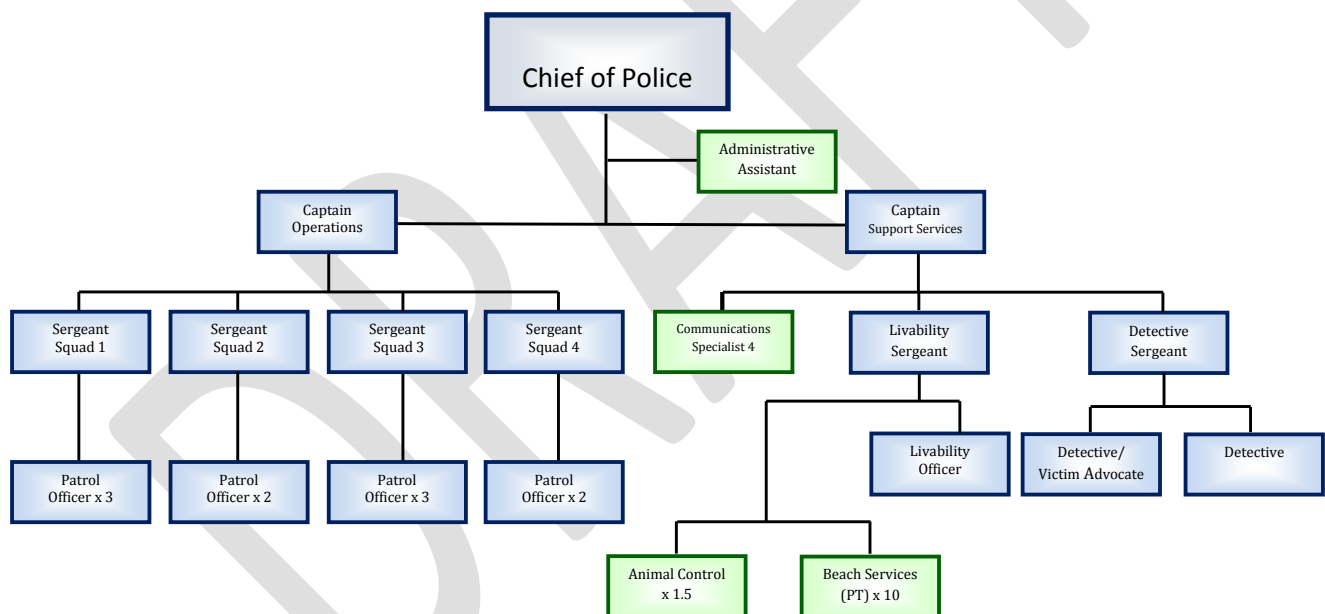
the Director. The department plans, communicates and collaborates on a daily basis in order to ensure consistency no matter who is present or absent. For staff meetings, an agenda is prepared in order to be succinct and efficient. Training is an ongoing effort each day. The budget process is worked on with a “Team” approach; everyone is asked for input and provided constant communication throughout the entire process.

Newer staff members are provided with a procedural outline including day-to-day functions and a list of contacts for any matters. An entire procedural manual is available for the position of the Assistant (this was developed when she was out on extended leave), and it proves to be a valuable asset to the department and is utilized frequently when there are any questions regarding a process or an event.

Because recreation activities are cyclical, monthly reports assist in the historical, record-keeping aspect of planning events for the department and prove to be invaluable in the absence of a key-figure.

The Recreation Department utilizes communication as the most important tool in providing consistency for their employees as well as for the residents and the entire community.

The Police Department:



The Police Department is nationally accredited by the Commission on Accreditation for Law Enforcement Agencies and has a policy and procedure in place for Command Authority (4.1) in their General Orders Manual. The procedure is clearly defined as to the chain of command during the absence of the Chief; both Captains are fully aware and trained (or in the process of) to take command if necessary. The Captain of Support Services is completely trained in the budget process as well as the day-to-day operations of the department. Acceptable coverage exists in the absence of or in the recruitment process should it be required.

The department is currently fully staffed other than a part time animal control officer to be named in the near future. There are no identified insufficiencies in the staffing needs of the department.

The **Informational Technology (IT)** Department:

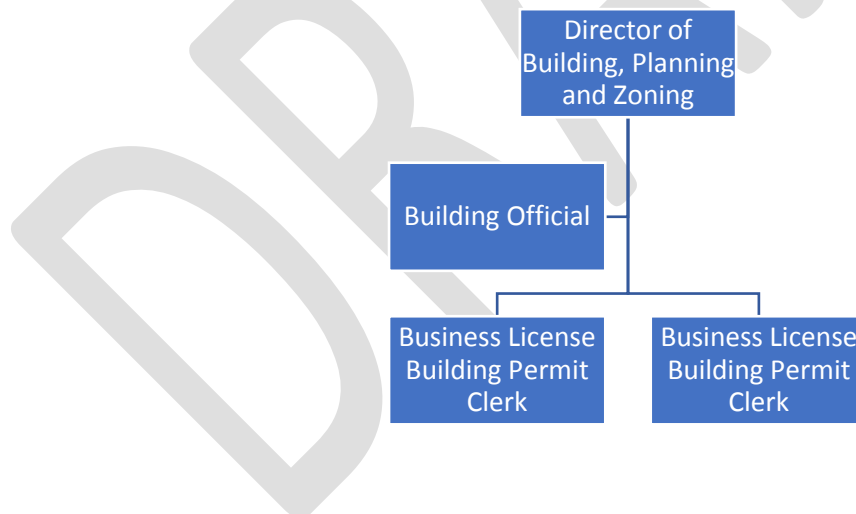
The Chief of Police oversees the technology and infrastructure of the City including 140 users with 80 computers in use in the City, eight (8) on the road with the fire department, ten (10) for training, and five (5) on the road with the police department as well as two (2) servers, one located in the City Hall and the other at the Public Safety Building. The future of the IT support for the City is very much a concern. The short solution is to utilize Technology Solutions as they are aware of our infrastructure and could troubleshoot; however, they do not provide the hands-on support and training should the City need those services in the future.

The City must consider the present and future needs with regards to technology.

The more immediate need is to determine:

- The FY 18 budget includes funding to procure via a Request For Proposal (RFP) to determine cost and effectiveness of an outside vendor for IT needs.
- Or will the City create an IT Department to satisfy the future needs of all departments?
- Should the Chief retire prior to FY19, would the City, could the City continue to contract with him on a short-term basis to handle the City IT needs?
 - We do not have cross-training with regards to the IT in the City other than contacting Technology Solutions.

The **Building Department**:



The Building Department is currently fully staffed with cross-training of the clerks ongoing to provide the best, most effective customer service. The Building Official administers the building codes, land use regulations, flood zone regulations and other ordinances of the City. This position must follow the written rules and codes as set forth; therefore, should this position be vacated due to retirement or other causes, the City would be able to fill the void by contracting with outside vendors. The services of the Building Official would continue with assistance of vendors or contracted services while filling any vacancy.

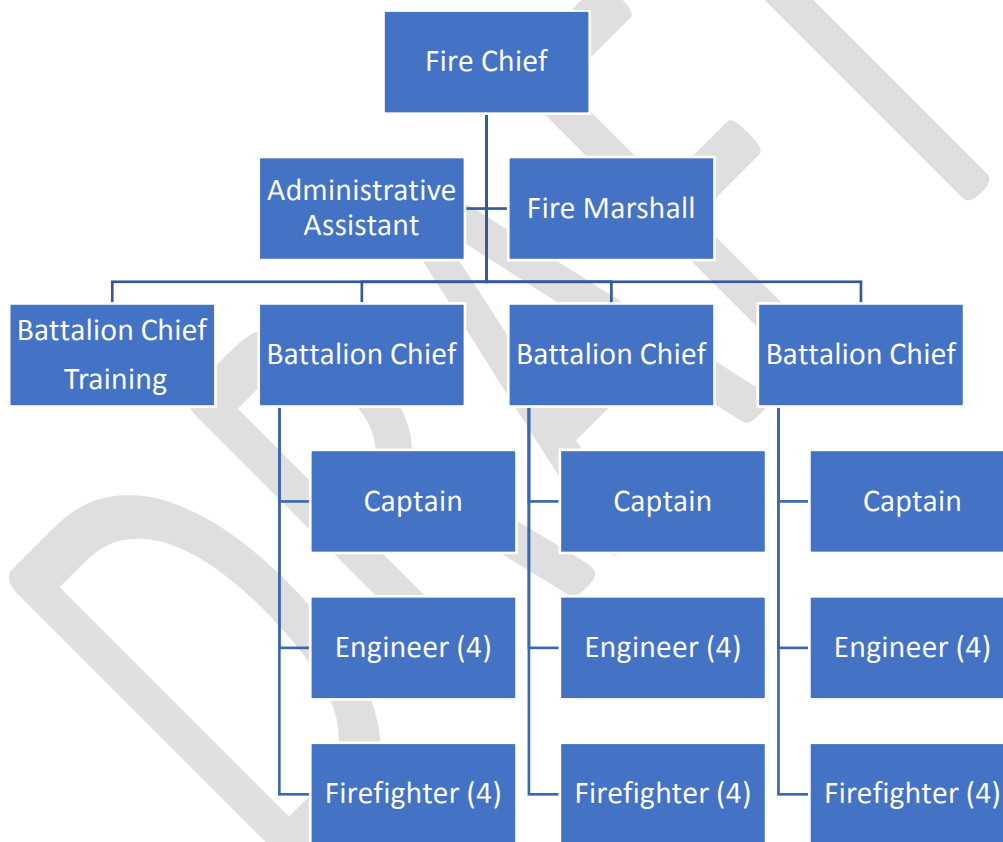
The Director of Building, Planning and Zoning will be much more difficult to fill should any vacancy occur; this key-department head has an enormous responsibility within his scope. In discussing the continuity plan with the Director, the institutional knowledge he possesses would be a problem for the City, making it difficult to “catch-up” to the current state of affairs as well as any long-term pending items.

The Director does have all emails saved and archived in files should there be a need to research any item(s). There are notes and minutes available to re-create any historical information for conducting research on current and past items.

The department does not have an individual acting as an assistant to the Director. The future continuity plan for this department should include a “Senior Planner” to mentor and groom to substitute for the position of Director. This addition of a senior planner would enable the Director to focus on “10,000 foot projects” for the City and oversee projects assigned to the senior planner.

The Director does not see any changes any time soon; however, for planning purposes, thought should be given to “fill those shoes” in the not-so-distant future.

The **Fire Department**:



The Fire Department currently has a Chief, a Battalion Chief in charge of training, and three (3) Battalion Chiefs responsible for their respective shifts; the Department does not have an assistant chief. The Battalion Chiefs (BC's) have the responsibility of running each of their shifts and other tasks as assigned. Currently a specific BC has not been tasked with learning all aspects of the Chief's responsibilities. The Training BC has been assigned to the “Training” function within the past four (4) months and continues to learn the functions of the Training Officer.

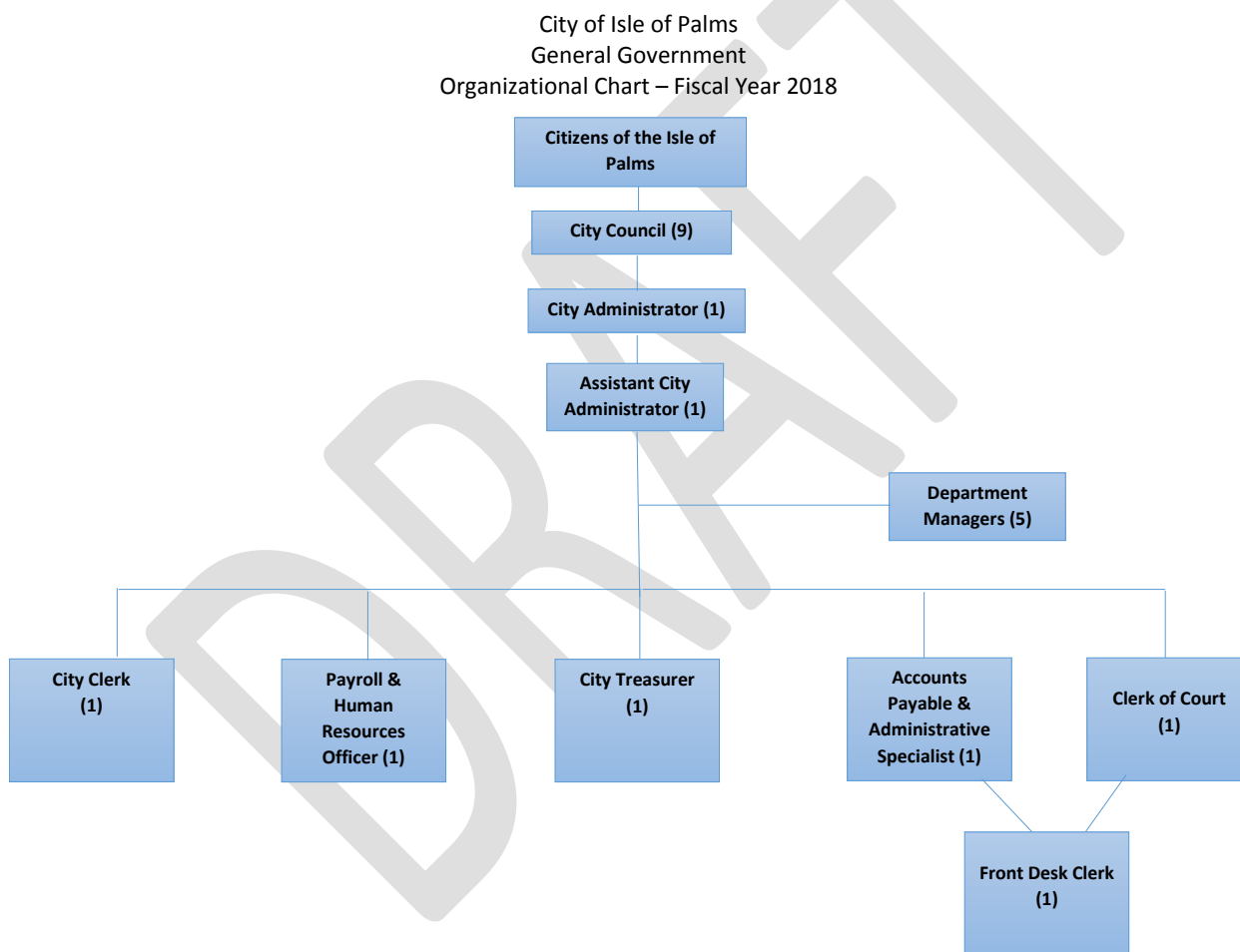
The City would benefit by considering the position of an Assistant Chief who would be able to step into the Chief position should there be an extended absence, retirement or change of status. This key-department

head also has an incredible amount of institutional knowledge; therefore, the cross-training of a dedicated assistant should be considered in the near future.

Limited aspects of cross-training are provided on a day-to-day basis. Because of the necessity of consistency of the shifts, the intense training on information and responsibilities of the Chief will require the specific focus of handling all tasks in the Chief's absence or departure.

The Fire Department has reduced the turnover rate recently, and the expectation is to enable the development of a succession plan within the department. The goal would be to mentor and groom successors to future positions within department. This would also allow current BC's to become proficient at their positions and to move forward in the future, possibly to a Chief's position.

General Government:



The Department Manager for General Government is the City Administrator, so in addition to carrying out the wishes of the policy-setting body, City Council, the City Administrator supervises the remaining five (5) department heads of the City and manages the activities and personnel of the General Government Department. The Department is guided by policies and procedures of the accounting manual and the Code of Ordinances of the City. Additional guidance exists among court procedures.

Collectively in the General Government department existing personnel have an average of more than thirteen years of experience with the City. The department is one of the most stable, and each member works closely with the other which allows for reasonable awareness of position functions in the absence of personnel. The Department has experienced extended absences, due to medical events, on two occasions in almost twenty years, and while it was necessary to bring in temporary help to help with the volume of work, the Department successfully continued all functions.

The most recent change in the department has been the addition of a Payroll and Human Resources Officer to eliminate the City Clerk's position functioning dually.

The analysis of opportunities and challenges of the department is as follows:

City Administrator: The Assistant City Administrator is kept informed and up-to-date on all activities, projects and concerns of the City. The City Administrator copies the Assistant in all communications and the Assistant attends the majority of meetings—internally and externally. On those occasions when only one or the other is in attendance, a review of activities that occurred are either reported or communicated via email. While tasks are split between these two positions, each is kept informed and aware of the status so that no actions would be left unattended in the absence of one or the other of the two positions. The offices of the two positions are in close proximity further enabling the symbiotic situation.

Assistant City Administrator: In the absence of the Administrator, the Assistant Administrator would continue the duties; however, the Assistant Administrator has the additional responsibility of managing the City's website content and social media messaging. The City Administrator is not cross-trained in these functions, but the Recreation Director and Assistant Director are. The system of having one or both of them handle this in the Assistant's absence has been tested and works.

City Treasurer: This is the position for which thought should be given to actions necessary in the event of an extended absence or loss of the individual in the position. There is no back up for this position and in the event of an interruption in service, the City would either need to promptly hire an individual with similar qualifications (CPA) and some familiarity with the City's systems or to contract with a vendor or someone to handle the function until the gap could be filled or the individual return to work. Use of an individual from an entity who had handle audits of the City's financial statements in the past would be a promising alternative.

City Clerk (Clerk of Council): In the City Clerk's absence, the City can contract with a neighboring municipality for their Clerk to keep up the minutes of the meetings. Further, some cross training has occurred with a member of the Building Department who might be able to substitute for a brief period to create minutes from recordings. The continuity for this position has been tested on the occasion when the Clerk had to be out of service while recovering from surgery. The Assistant Administrator could handle the noticing of meetings, and, working together with the City Administrator and the Council Committee Chairs, could develop meeting agendas.

Accounts Payable and Administrative Specialist: This is the position who sees that the bills of the City are paid and makes sure that costs are not incurred without following appropriate procedures. Purchase orders are issued, payments are processed and checks are printed for payment of the City's obligations. This position is also cross trained on court activities so may accept court related payments and assist in the conducting of court on trial days. The duties in this position can be handled temporarily by the City Treasurer and the Clerk of Court. Day-to-day management of the phones and customers at City Hall might require the addition of a temporary person to manage the administrative tasks, but the purchase orders and bill payment functions could be distributed between the City Treasurer and the Clerk of Court. This continuity has been successfully tested during an extended medical absence of the individual in that position.

Clerk of Court: This position is high specialized in that it has the multiple functions of interacting with the judicial aspects—City Judge, City Prosecutor and attorneys for the accused—the police department personnel and the defendants involved in the cases. The position requires extensive record-keeping, adherence to state guidelines for municipal court, confidentiality, and accounting. The Accounts Payable and Administrative Specialist is cross-trained on the day-to-day aspects of the court; however, in the Clerk's absence, Court dates are scheduled in such a way as make substitution unnecessary.

DRAFT

Sec. 1-3-31. - Membership; appointment; responsibilities.

- (A) All committees shall consist of three (3) members selected from the Mayor and Council, except for the Ways and Means Committee, which shall consist of the Mayor and the other Councilmembers.
- (B) All Councilmembers shall be appointed to at least one (1) committee other than the Ways and Means Committee and shall serve on such committee, unless the Councilmember refuses such appointment. If a Councilmember refuses such appointment, then the Councilmember shall have no right to require appointment to a different committee.
- (C) The standing committees and their respective areas of responsibility are as follows:
 - (1) *Ways and Means Committee.* The Ways and Means Committee, which shall consist of all Councilmembers. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the annual budget ordinance through:
 - (1) Review of all sources of revenue and development of annual income estimates;
 - (2) Review of all departmental, committee, board, general government, or other expense budgets;
 - (b) Review monthly cash on hand reports and budget status and recommend revisions if necessary;
 - (c) Review all policies and procedures regarding ways and means and make recommendations as appropriate;
 - (d) Review all other matters pertaining to City finances and which the name of the committee implies;
 - (e) Examine into and report upon all petitions and other matters referred to them by the Mayor and Council; and
 - (f) Review all matters regarding the City real and personal property.
 - (2) *Public Safety Committee.* The Public Safety Committee, which shall consist of three (3) members. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Police and Fire Departments;
 - (b) Review policies and procedures regarding the Police and Fire Departments and make recommendations as appropriate; and
 - (c) Examine into and report upon all petitions referred to them by the Mayor and Council.
 - (3) *Public Works Committee.* The Public Works Committee, which shall consist of three (3) members. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the preparation of the annual

- expense budget for the Public Works Department;
- (b) Review policies and procedures regarding the Public Works Department and make recommendations as appropriate;
 - (c) Review requests for streetlights and periodically review the street lighting system within the City; and
 - (d) Examine into and report upon all petitions and other matters referred to it by the Mayor and Council, using due diligence thereon.
- (4) *Recreation Committee.* The Recreation Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Recreation Department;
 - (b) Review policies and procedures regarding the Recreation Department and make recommendations as appropriate;
 - (c) Work to provide recreational opportunities for all citizens and report to City Council on the condition of the recreation center and the activities of the Recreation Department; and
 - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and Council.
- (5) *Personnel Committee.* The Personnel Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) Assist the City Administrator, if requested, in the preparation of budget estimates for costs related to personnel management;
 - (b) Review personnel management policies, wage scales, and benefits regarding all City employees and make recommendations to City Council as appropriate;
 - (c) Assist the City Administrator in the annual employee evaluation process by:
 - (1) Reviewing and recommending to City Council approval of Employee Performance Evaluation methods developed by the City Administrator and department managers;
 - (2) Developing and recommending to City Council approval of the method of the City Administrator's annual performance evaluation;
 - (3) Preparing summary data regarding the results of the annual employee performance evaluation and recommending to City Council any proposed revisions regarding personnel;
 - (d) Serve as the hiring committee to fill a vacancy in any City department manager position. The chairman of the Personnel Committee shall serve as chairman of the Hiring Committee;
 - (e) Investigate and report to City Council regarding any petitions and other matters

referred to it by City Council.

- (f) If requested, assist City Council in screening, interviewing and recommending candidates for appointments to boards and commissions of the City.
- (6) *Real Property Committee.* The Real Property Committee, which shall consist of three (3) members. The committee's duties are to:
 - (a) Assist the City Administrator, at the City Administrator's request, in the preparation of annual budget estimates for the operation and maintenance of the real property owned or leased by the City;
 - (b) Review policies and procedures regarding the use and maintenance of all real property owned, leased or controlled by the City and make recommendations to City Council as appropriate;
 - (c) Monitor and review all existing or proposed leases of real property owned or to be leased by the City;
 - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and City Council.

(Code 1994, § 1-3-31; Ord. No. 1988-16, § 3, 5-11-1988; Ord. No. 1994-4, § 10, 4-26-1994; Ord. No. 1996-5, 6-25-1996; Ord. No. 1998-3, 3-24-1998; Ord. No. 2004-13, § 1, 12-8-2004; Ord. No. 2009-01, § 1, 2-24-2009; Ord. No. 2016-10, § 1, 1-24-2017)

Sec. 1-3-32. - Appointment of members; vacancy.

- (a) The term of office for members of Council standing committees shall begin on January 1 and end on the following December 31.
- (b) In a non-election year, at a special City Council meeting held no later than December 15, the Mayor shall receive nominations from Council whereupon Council shall appoint the members of each standing committee for the following year; such appointments shall be made by a majority vote of Council. Appointments shall be announced by the Mayor at the special Council meeting held in January.
- (c) In an election year, at a special City Council meeting held no later than December 15, the Mayor shall receive nominations from seated Councilmembers who carry over and Councilmembers-elect for appointments of members of each standing committee for the following year. Following the swearing in of Councilmembers-elect, such nominations shall be appointed by a majority vote of Council at the special Council meeting held in January. Appointments shall be announced by the Mayor at this special meeting.
- (d) The Council may, from time to time, make such changes in the chairmanship or membership of the standing committees as may be deemed appropriate, except for changes in the Ways and Means Committee membership.
- (e) A vacancy in any committee or chairmanship shall be filled by Council within a reasonable

period of time.

- (f) Each standing committee shall elect its own chairman and vice-chairman from time to time by a majority vote. In the absence of the chairman, the vice-chairman shall perform all duties and functions of the chairman.

(Code 1994, § 1-3-32; Ord. No. 1996-5, 6-25-1996; Ord. No. 1998-3, 3-24-1998)

Sec. 1-3-33. - Members' duties, generally.

It shall be the duty of each member of a standing committee to attend all meetings of the committees and lend his aid and assistance to the proper investigation into and report upon all matters referred to the committee.

(Code 1994, § 1-3-33; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-34. - Committee chairman; duties generally.

In addition to the duties shared by all members of the standing committee, the chairman of each respective committee shall ensure that proper minutes of each meeting are taken and forwarded to the City Clerk as required to comply with the Freedom of Information Act.

(Code 1994, § 1-3-34; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-35. - General duties.

- (a) It shall be the duty of each standing committee, and the members thereof, to carefully examine the ordinances of the City appertaining to the subject with which the said committee is especially charged; and to endeavor to ascertain from time to time whether the ordinances appertaining to the said subject are being properly regarded and enforced; and whether in their opinion these ordinances are sufficient and satisfactory; reporting from time to time to Council such violations as they may ascertain, such changes in ordinances on aforesaid subjects as they may deem proper or any matter connected therewith, which may seem to them to be to the best interest of the City.
- (b) The matters to be referred to the several standing committees shall be such as appertain or relate to the subjects designated in the names of said committees, and whenever matters shall be brought before City Council by petition or otherwise connected with or relating to any one (1) of the said subjects, exclusively, the same matters shall be referred as, of course, to the standing committee having charge of said subject.
- (c) When any matter is referred to any standing committee at any regular or special meeting of Council, the committee shall meet and take action on such matters before the next regular meeting, reporting thereon at said meeting and to every subsequent meeting until the

matter is finally disposed of. Should any standing committee fail to handle promptly any duties, petitions, memorials, ordinances, etc., that are referred to them for action, the Mayor or any Councilmember may request that they show just cause for the delay in their action and that they also be required to make a satisfactory report to the City Council at the next regular meeting of Council after which notice is given to the committee chairman. Should the committee fail to make a satisfactory report to the Council at such time, then Council shall make such changes as necessary to obtain prompt action.

(Code 1994, § 1-3-35; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-36. - Committee meetings.

- (a) *Regular meetings.* All standing committees shall schedule a time for a regular monthly meeting. Such meeting time shall be known to the Council, City Clerk and the general public no later than the first regular scheduled City Council meeting following the meeting at which the standing committee members are appointed and approved.
- (b) *Special meetings.* Special meetings shall be held at any time on the call of the chairman or upon the written request of a majority of the committee members, subject to all Freedom of Information Act requirements.
- (c) *Quorum.* A quorum shall consist of a majority of the membership of such committee.

(Code 1994, § 1-3-36; Ord. No. 1996-5, 6-25-1996)



Public Works Department

FY19 Proposal

The Public Works Committee has been discussing the immediate and long-term needs of the department and requested that staff provide more information explaining the approach proposed to address the immediate needs and the associated costs. This document identifies the immediate needs of the facility to be addressed in FY19. This proposal also addresses an emergent need identified in the Continuity Plan for the Public Works Department. The long-term plan would include an additional position to assist with the City's Storm Water component, which would work closely with the County and State.

In collaboration with the Public Works Director, the Building, Planning and Zoning Director and administration, a proposal has been developed to add two (2) positions in order to provide a more efficient work flow and to meet the growing demands on the services of the Public Works Department.

FY19 Budget to include:

Position 1 – Maintenance & Facilities Supervisor/Full Time/Exempt (Job Description Attached)

- Oversee drainage projects as well as the ability to perform work on island drainage when necessary
- Obtain AB UST Operator License, which has been identified as an immediate need
- Assist with city projects such as the Front Beach enhancements
- Oversee and manage beach, drainage and landscaping contracts, as well as other related contracted services
- Perform city building maintenance and/or the coordination of hiring vendors when required
- Assist Director with overall collaboration of responsibilities within the scope of Public Works not related to garbage and debris

Position 2 – Public Works Administrative Assistant/Part Time/ 25 hours per week/pro-rated vacation/sick accruals/no other benefits (Job Description Attached)

- Perform a wide variety of complex administrative support for the Director and the Assistants
- Performs extensive Customer Service for the department, which includes correspondence with residents, businesses, and Local and State entities
- Provides accounting, billing and budgeting assistance; collaborates with finance and other departments

Other items for consideration:

- Renovation of current Public Works facility to accommodate two new positions – estimated at approximately \$175,000 to \$200,000
- Vehicle necessary for PW Maintenance & Facilities Supervisor - \$32,000
- Computer & other related costs, such as licensing - \$3,000

Proposed Compensation:

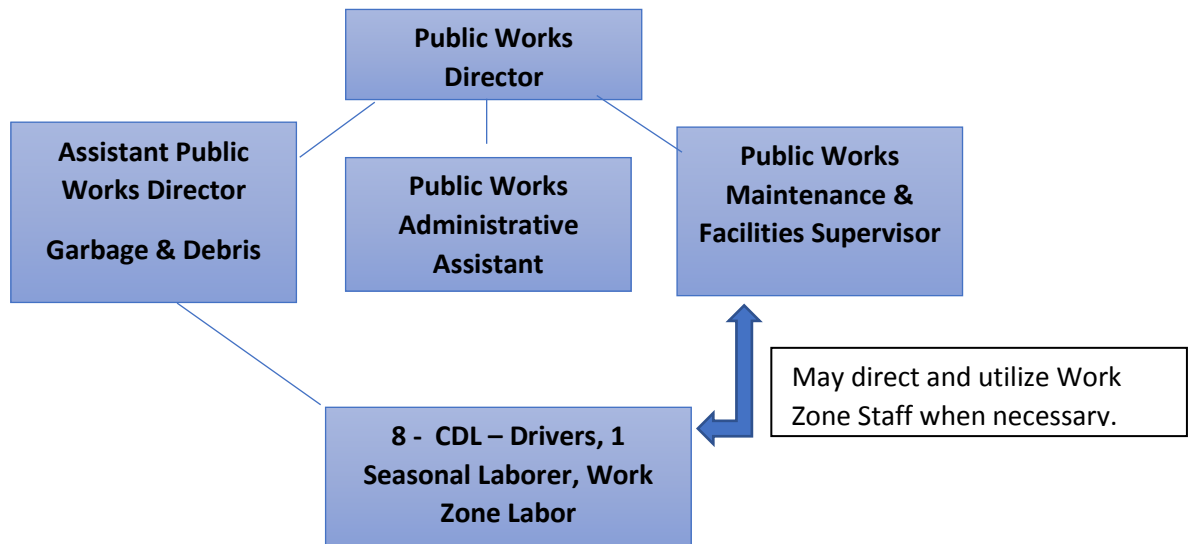
Position 1 - Maintenance and Facilities Supervisor

Salary: Full Time position based on knowledge, skills and abilities/ Exempt position with the education and background required – Low - \$56,160 to Mid - \$70,200 to High - \$87,734

Position 2 - Administrative Assistant

Hourly Rate: Part Time Non-Benefited position \$27.00 per hour based on knowledge, skills and abilities

Organizational Chart including proposed positions:





Isle of Palms
Position Description

Position Title: **Public Works Administrative Assistant**
Department: Public Works
Reports To: Public Works Director
Employment Status: Part-Time / Non-Benefited (Under 30 hours per week)

Date: July 2018

General Summary:

Under limited supervision, this position is responsible for performing a wide variety of complex administrative support work for the Director that requires interpretation and judgment to include creating spreadsheets, forms, reports, questionnaires, budget preparation and monitoring and preparation of regulatory reports; makes travel arrangements and prepares travel reports for the department and coordinates functions for the department. Performs Plans, coordinates and prepares memos and special projects; maintains the Director's calendar and coordinates and schedules meetings; manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments.

Essential Job Functions: *

- Coordinates the administrative operations and workflow for the Director's Office
- Plans, coordinates and prepares memos and special projects
- Maintains the Director's calendar and coordinates and schedules meetings
- Manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments
- Greets visitors to the office and directs them to appropriate individual. Screen calls and visitors; responds to complex requests for information
- Serves as the departmental liaison with Human Resources for preparing and processing Family Medical Leave Act (FMLA); coordinates with Human Resources and provides work direction related personnel actions for the department
- Coordinates all incoming and outgoing mail
- Performs a variety of administrative and clerical tasks associated with the operation of the Department including; ordering supplies and equipment for the office by preparing requisitions and purchase orders, and interacting with vendors regarding specifications and availability of supplies and equipment
- Collects fees; enters and posts on computer ledger; and completes deposit slips
- Maintains departmental training records

- Develops, maintains and monitors records and files; follows-up on due dates, assignments, responses, replies, and other actions; performs other monitoring functions to ensure timely completion of work
- Collects information from a variety of sources pertinent to area of assignment; compile data as necessary and prepare routine reports as required
- Supports the Public Works Director in dealing with the public, the City Council and staff, including verbal and written communications. Maintains confidentiality as required.
- Recommends and assists in the implementation of goals and objectives; establish schedules and methods for office operations; implement office policies and procedures
- Coordinates Federal and State-required reports
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Knowledge of city legal and procurement procedures and practices;

Knowledge of office systems, practices, procedures and administration;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Ability to lead by example and demonstrate the highest level of ethics;

Knowledge of general office equipment and personal computers to include word processing, spreadsheets, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy;

Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology;

Considerable knowledge of principles and processes for providing excellent customer service;

Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations;

Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions;

Excellent ability to communicate complex ideas and proposals effectively so others will understand;

Excellent ability to listen and understand information and ideas presented verbally and in writing;

Accounting - Ability to perform arithmetic, algebraic, and statistical applications;

Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

Educational and Experience Qualifications:

Requires an Associate's Degree and 5 - 7 years of progressively responsible administrative support experience including 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and National Incident Management System (NIMS) Certifications preferred.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

PHYSICAL REQUIREMENTS:

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES:

Essential functions are typically performed without exposure to adverse environmental conditions. Occasional exposure to adverse environmental conditions may be necessary.

*Disclaimer: The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name



Isle of Palms Position Description

Position Title: **Public Works Maintenance & Facilities Supervisor**
Department: Public Works
Reports To: Public Works Director
Employment Status: Full -Time / Exempt
Date: July 2018

General Summary:

The Maintenance and Facilities Supervisor is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential Job Functions: *

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

Educational and Experience Qualifications:

Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver's license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Physical Requirements:

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name