



Town of Jonesboro

Personnel Policies and Procedures

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# **I. Anti Discrimination Policies**

## **Section I. Americans with Disabilities Act**

The Town of Jonesboro does not discriminate against qualified individuals with disabilities in regard to their employment. The Town of Jonesboro fully complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Town of Jonesboro will make all attempts to provide reasonable accommodations to those employees with disabilities.

## **Section II. Equal Opportunity Employer**

The Town of Jonesboro provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, marital status, military status, veteran status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training programs, and termination. All employment decisions are made without unlawfully discriminating on any prohibited basis.

# **II. Employment at Will Policy**

## **Section I. Definitions**

Employment with the Town of Jonesboro is “at-will.” This means that an employee may terminate their employment at any time. This also means that the Town can terminate an employee’s employment at any time, with or without notice or cause.

As an at-will-employee, an employee is not guaranteed, in any manner, that they will be employed for any set period of time. No employee in the Town, except the Mayor, in a written signed contract, may make any representation or promise to an employee that they are anything other than an at-will employee. Any

employee, manager, or supervisor who makes such a representation or promise to any employee is not authorized to do so.

Employment in the street, water, sewer, fire and police departments is conditioned upon an employee having and maintaining a valid driver's license, as well as having and maintaining a satisfactory driving record that will not cause an increase in the Town's insurance premium when evaluated by the Town's insurer. Employees whose job requires operation of equipment for which the State of Louisiana requires a Commercial Driver's License (CDL) must have and maintain a valid license as well as a satisfactory driving record. This condition of employment does not apply to employees of departments whose job involves only office work and who never operate, in the course of their employment, motor vehicles owned by the Town. A violation of this condition of employment is cause of immediate termination.

## **Section II. Employment Classifications**

Employees at the Town of Jonesboro are either full-time or part-time. The Town may, on occasion, hire temporal or seasonal employees, who will not be eligible for benefits.

Part-time employees are those who work on a regularly scheduled basis of at least an average less than thirty-five (35) hours per week. Part-time employees are not eligible for any leave, or any other benefits, unless required by law.

Full-time employees are considered full-time after an introductory period. A full-time employee must work a regularly scheduled basis of at least an average of greater than thirty-five (35) hours per week. Full-time employees are subject to the provisions of this policy regarding leave and other employment benefits.

Your supervisor will verify whether or not you are a full-time or part-time employee and exemption status. Exempt employees are

not entitled to overtime under the Fair Labor Standards Act while non-exempt employees are entitled to overtime pay.

#### **Section IV. Introductory Period**

The first ninety (90) days of employment are an introductory period. During and after this period, employment remains “at-will.” Leave benefits do not accrue during this period. After this introductory period, the employee will be evaluated. After this first evaluation, the employee will receive an annual review, be considered a full-time employee, will begin to accumulate leave, and is given pay increase consideration. This introductory period may be extended at the municipality’s discretion.

#### **Section V. References and Background Checks**

The Town of Jonesboro conducts reference and background checks on all new employees. Employees who have knowingly falsified information on their employment applications will be terminated. Applicants who have provided false information will be eliminated from further employment consideration.

#### **Section VI. Resignation Policy**

Any employee of the Town may resign by submitting a letter of resignation to the Mayor at least ten (10) working days prior to the effective date of resignation.

At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave, or the employee shall be paid for all unused accrued annual leave, subject to the maximum limit as hereinafter defined. The maximum severance pay shall not exceed the amount of annual leave accrued over the twelve (12) months preceding resignation or retirement. If the employee has used all annual leave due prior to resignation, all hours in excess of those earned will be deducted from the employee’s final paycheck at the rate of compensation paid at the time of resignation. No employee shall be compensated for any unused sick leave at the time of resignation.



## **Section VII. Discharge Policy**

Discipline and/or other discharge may result for many reasons including, but not limited to inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of the Town's property, conviction of felony, or violation of any policies or practices of the Town.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely manner, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work morale of other may result in termination. At the discretion of the Mayor, any staff member facing termination for unsatisfactory performance may be given the option to resign.

## **Section VIII. Outside Employment Reference Policy**

When the Town of Jonesboro receives a request for information from another person or entity about an employee, either during or after employment, it is the Town's policy to only provide the following: a) Dates of employment; and, b) Last job title.

In general, the Town policy is to not furnish any other information about work performance or employment, unless the employee specifically directs the Town to do so by signing a release or writing a letter that specifically authorizes the Town to do so. If an employee does not authorize the Town in writing, the requesting person or entity shall be informed of the Town's stated policy.

## **Section IX. Exit Interview**

Employees leaving employment with the Town must meet with the Mayor, or their designee, prior to the last day of employment for an exit interview. This exit interview allows the Town to secure

computer systems, passwords, files, keys and any other Town property prior to the employee leaving.

**Section X. Employee Annual Review**

Each employee of the Town shall have a review of their job performance and progress.

The Mayor shall conduct said review on all Directors. The Town Clerk shall conduct said reviews on all employees stationed at Town Hall. The Public Works Director shall conduct said review, in conjunction with supervisors, on all employees who are of the Public Works Department.

**Section XI. Employee Records**

An employee’s personnel file consists of the employee’s employment application, withholding forms, reference checks, emergency information, benefits data, performance reviews, and other employment-related documents. It is the responsibility of the employee to notify the Payroll Clerk of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or emergency contacts.

Misrepresentation of any facts provided in an employee’s personnel file and records is grounds for termination. Personnel records are considered municipal property and are not available for review by employees, except for business-related purposes.

**Section XII. Employee Public Records**

Employees for the Town of Jonesboro are subjected to the Louisiana Public Records Act and the Freedom of Information Act. The names, titles, department, and salary information of Town employees are considered public record. Therefore, the information stated above may be requested by the public at any time for any reason. The Town of Jonesboro fully complies with federal and state public records request legislation and will facilitate information on a case by case basis.

The Town of Jonesboro shall make all efforts to protect employee's personnel records, which are not part of the public record, except for the above stated information.

### **III. Employee Benefits**

#### **Section I. Definitions**

Employees are entitled to employee benefits as required by law. Eligibility for benefits depends upon employee classification and is denoted below.

#### **Section II. Life Insurance**

The Town of Jonesboro provides life insurance coverage through Blue Cross Blue Shield of Louisiana. This coverage is fully-paid by the Town and is available to all full-time employees are eligible for this benefit after a sixty (60) day introductory period. All eligible employees will receive the appropriate documents concerning their coverage. Employees are responsible for naming beneficiaries, which they may change at any time by submitting a written request to the payroll clerk.

In the event of termination, discharge or resignation, employees are able to continue or convert their coverage in accordance with the insurer's policy.

#### **Section III. Medical Insurance**

The Town offers group medical and dental insurance for full-time employees through Blue Cross Blue Shield of Louisiana. Coverage for the employee is fully-paid for by the Town and coverage for dependents may be purchased at the employee's expense. An employee is eligible for this benefit after a sixty (60) day introductory period. Eligible employees will receive the appropriate documents concerning their coverage.

In the event of termination, discharge or resignation, employees are able to continue or convert their coverage in accordance with the insurer's policy.

#### **Section IV. Retirement Savings Plan**

The Town provides a retirement savings plan for full-time employees starting the day of employment. This plan includes a provision for employee tax deferred compensation contributions for municipal, fire and police retirements. Benefit documentation will be provided to employees after their introductory period or upon request of the employee.

#### **Section V. Worker's Compensation**

The Town provides worker's compensation insurance for any injury incurred while in the course of business for the municipality. In the event that an employee is injured, the employee should contact their supervisor immediately. In the event of a medical emergency, procedures, as outlined in this document, should be followed. Any employee who wishes to make a worker's compensation claim must immediately submit a drug test. Supervisors are required to file a Report of Accident Form. Employees involved in or who witnessed the accident must file an Incident Report once immediately available.

#### **Section VI. Paid Leave**

All full-time employees are entitled to leave, paid and unpaid, after their introductory period. The Town's leave policy is detailed in the Leave Policy section.

#### **Section VII. Overtime**

All full-time, non-salary employees who work greater than 8 hours per day or 40 hours per week is entitled to overtime pay of one and one-half (1.5) hour of compensation per hour, in accordance to applicable State and Federal laws.

### **V. Leave Policy**

## **Section I. Hours of Work**

The Town work week is considered to be Sunday through Saturday, with regular office hours Monday through Friday from 7:30 a.m. to 4:00 p.m. with one (1) hour for lunch and two (2) fifteen (15) minute breaks, one (1) break before lunch and one (1) break after lunch, daily.

Lunch is to be taken between 11:00 a.m. and 2:00 p.m., as designated by supervisors.

This policy is in accordance with federal law, and the work hour schedule may be flexed by the Mayor, or their designee, depending on the conditions as determined by the Mayor.

## **Section II. Full-Time Employees**

Full-time employees are subject to the provisions of this policy regarding leave. Full-time employees are not eligible until after their introductory period has ended, unless otherwise stated with regard to a respective section. Employees are not allowed to work for outside employers while on leave for the Town.

## **Section III. Part-Time Employees**

Part-time employees are not eligible for leave, unless required by law.

## **Section IV. Compensatory Leave**

An employee who is required to work on a weekend or holiday shall be entitled to overtime pay benefits.

## **Section V. Leave Accrual**

Full-time employees accrue sick leave and vacation leave on an annual basis. Full-time employees accrue sick leave on a monthly basis during their first year after an introductory period. Leave accrues according to the following schedule:

<b>Leave Type</b>	<b>Hours of Leave Per Year</b>
Sick – Year 1	36 hours (4 hour/mo)
Sick – Years 2+	80 hours
Vacation – Year 1	40 hours (5 days)
Vacation – Years 2-4	80 hours (10 days)
Vacation – Years 5+	120 hours (15 days)

**Section VI. Use of Vacation Leave**

Vacation leave must be applied for by an employee and may be used only when the Mayor, or their designee, has approved.

Vacation leave shall not be charged on non-work days. Employees may not habitually use vacation time for Fridays and Mondays.

Vacation leave must be taken within the year it is earned and will expire upon the employee’s anniversary date. Employees may substitute pay for unused leave, except in cases of resignation, termination or discharge, unless otherwise stated.

**Section VII. Use of Sick Leave**

Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:

- Personal illness, injury or other type of physical disability which prevents an employee from performing their usual duties, except injuries incurred on the job;
- Medical, dental or optical consultation or treatment; or
- Illness in the employee’s immediate family. For this purpose, “immediate family” is defined as parents, spouse and children (including step-children) of the employee.

Sick leave may be utilized by an employee who has sufficient leave to their credit for necessary absence from duty due to the above listed conditions. Sick leave shall not be charged for non-work days. Vacation leave may be used for sick leave purposes after sick leave has been exhausted. The minimum charge to sick leave records shall not be less than one-fourth (¼) hour, or fifteen (15) minutes. Unused sick leave will not be compensated in the event of resignation, termination or discharge.

An employee must contact their supervisor to inform their supervisor of their absence no later than fifteen (15) minutes before the usual start time for their work. Failure to do so will result in denial of sick leave with pay, except in instances of extenuating circumstances. For absences in excess of more than three (3) days, the Mayor, or their designee, may require a statement, work excuse, or some other acceptable form of proof that the employee or immediate family member was ill and unable to report to work.

Except in instances of extenuating circumstances and unforeseen events, employees must file a request form prior to the planned absence. After the fact, the employee must submit a work excuse from the physician's office as evidence to receive sick leave. In the event of an extenuating circumstance, the employee must file such a request, with the attached, excuse within twenty-four (24) hours of returning to work. In cases of severe injury or illness, the Town requires that a work release be attached to the leave request and work excuse. In cases of severe injury or illness, the Town may limit the employee's work load and work hours temporarily, without physician advisory.

### **Section VIII. Procedure of Vacation and Sick Leave**

Vacation or sick leave may be taken by the employee provided that the employee files a request form prior to their absence. For unplanned absences, the request form must be filed within twenty-four (24) hours of the employees return to work. All deposits to and withdrawal from leave team must be properly recorded by the payroll clerk. Non-emergency vacation time shall be taken in a responsible manner and should not unduly interfere with the regular performance of one's job responsibilities. The Mayor, or their designee, may reject any request for vacation time if such request would result in the under-staffing of the Town on a particular day. If a request is denied, the employee must be notified within a reasonable amount of time so that plans can be adjusted.

## **Section IX. Accrual of Time**

Any sick leave accrued in a calendar year that is not utilized by an employee may be accrued up to three hundred sixty (360) hours, after which may only be utilized for major medical leave.

## **Section X. Major Medical Leave**

Major medical leave may be authorized by the Mayor, or their designee, for cases of potentially disabling medical conditions, the employee's hospitalization or related outpatient services for serious injury or illness or surgical procedures or maternity leave for employees or immediate family members as provided under the policy for use of sick leave. Major medical leave intended for serious and extensive medical services and does not include common ailments or illnesses for which sick leave should be used. Major medical leave requires advance approval from the Mayor of no later than one (1) month. This leave is not compensated for in the event of termination, resignation or discharge.

## **Section XI. Maternity Leave**

Maternity leave is an absence from work caused by pregnancy, childbirth or related medical conditions and is considered to be a temporary disability, which prevents an employee from performing the usual duties associated with employment. An employee may take up to six (6) weeks of sick leave for maternity reasons, unless a doctor certifies, in writing, that an extended amount of time is needed due to medical causes. In such an extended stay, major medical leave may be utilized upon approval of the Mayor, or their designee. If accrued sick leave is exhausted, and additional leave is needed due to illness or disability, vacation leave may be used upon approval of the Mayor, or their designee.

## **Section XII. Funeral Leave**

The Mayor, or their designee, may authorize a leave of absence not to exceed three (3) working days for an employee where a death in the immediate family has occurred. Immediate family is defined as: spouse, parent, brother, sister, child, step-parent, step-child,



step-sibling, mother-in-law, father-in-law, grandparent, great-grandparent or grandchild. One-day leave may be authorized for an aunt, uncle or cousin. Funeral leave is paid and does not affect other leave available.

Evidence may be requested before approval. Funeral leave will not be paid if it occurs when an employee is not scheduled to work; such as, weekends, holidays, vacation leave, sick leave or any other leave of absence.

### **Section XIII. Civil Leave**

An employee shall be given time off, upon filing an appropriate leave form in advance, when performing jury duty or when subpoenaed as a witness to appear before a court. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel leave. This is not paid leave, but vacation and personal leave may be used upon approval.

### **Section XIV. Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Act, the Town shall not discriminate against employees because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty for training or full-time National Guard duty, the commissioned corps of the Public Health Service and any other entity or organization designated by the President in time of war or emergency. Employees who are members of the National Guard or United States reserves can take up to fifteen (15) days of paid leave per year when called for training or service.

### **Section XV. Personal Leave**

Full-time employees who have completed their first year are provided one (1) paid personal day annually, which can be used for any reason. Personal leave must be requested by filing the relevant form, requiring the approval of the employee's supervisor.

Personal leave is forfeited annually, if unused. Personal leave is not compensated for in cases of termination, resignation, or discharge.

**Section XVI. Holiday Leave – Holidays Observed**

Full-time employees who have completed their introductory period shall be paid for the below observed holidays. Other types of leave shall not be applied to holiday leave. The holidays observed may only be altered at the Mayor’s discretion and only with advance notice of one (1) week to employees.

Observed holidays:

New Year’s Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

President’s Day (third Monday in February)

Good Friday

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving (fourth Thursday of November)

Christmas (December 25 and 26)

**Section XVII. Leave of Absences without Pay**

Leave of absences without pay may be authorized on an individual basis by the Mayor, or their designee. During any authorized leave without pay, leave shall not accrue, and insurance coverage shall be continued if the employee pays the required premiums.

**Section XVIII. Payment of Accrued Leave**

Each employee upon separation shall be paid the value of their accrued leave in a lump sum, unless otherwise noted in the respective sections. Those employees dismissed for theft are not extended the privileges of this Section. The maximum severance pay shall not exceed the amount of vacation leave accrued over the twelve (12) months proceeding resignation, retirement, termination, or discharge.

The payment for leave shall be computed as follows:

- When an employee is paid wages on an hourly basis, multiply their regular hourly rate by the number of hours of accrued leave.
- When an employee is paid other than on an hourly basis, determine their hourly rate by converting their salary to a working hourly rate using a 36 hour work week. Multiply their converted hourly rate by the number of hours of accrued leave.

Payment for accrued leave under this section shall not constitute employment beyond the last day of employment.

### **Section XIX. Abuse of Leave Policy**

Absences in excess of thirty-six (36) hours of a combination of sick and vacation leave shall be automatically deducted from the employee's salary and a reprimand shall be noticed to the employee. Misuse of the leave policy may result in disciplinary action against an employee.

### **Section XX. Cancellation of Leave**

When an employee separates from the Town, all accrued sick leave and major medical leave shall be canceled, and there shall be no compensation thereof. Vacation leave and compensatory leave shall be paid in accordance with federal law.

### **Section XXI. Form**



Town of Jonesboro  
Leave Request Form

1. **Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

**2. Type of Leave Requested** (refer to Personnel Book for more information):

- Sick             Vacation         Funeral         Civil              
Military         Personal  
       Maternity         Major Medical     Family Medical (FMLA)  
           Leave of Absence w/o Pay

**3. Dates of Leave:**        Start: \_\_\_\_\_ End: \_\_\_\_\_

Time (if applicable): Start: \_\_\_\_\_ End: \_\_\_\_\_

**4. Purpose of Leave:**

- Illness, injury, incapacitation  
 Medical, dental, or optical examination  
 Care of family member, including medical, dental, or optical examination of family member  
 Care of family member with serious health condition  
 Bereavement  
 Other: \_\_\_\_\_

\_\_\_\_\_  
**FMLA only:** I hereby invoke my entitlement to Family and Medical Leave, as provided for by the Family and Medical Leave Act of 1993, for:

- Birth, adoption, foster care     Serious health condition of parent, spouse or child  
       Serious health condition of self         Qualifying exigency  
(refer to Personnel Book for info)

**5. Additional Comments:**

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**6. Certification:** I hereby request leave from duty as indicated above and certify that such leave is requested for the purpose(s) indicated. I understand that

I must comply with the Town of Jonesboro's procedures for requesting leave, provide additional documentation, including medical certification, if required, and that falsification on this form may be grounds for disciplinary action, including termination.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

Official action on request:       Approved                       Disapproved

Reason for disapproval:

Mayor or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Privacy Statement:** The primary use of this information is by management and the payroll office to approve and record your use of leave. The Town of Jonesboro shall make all efforts to protect employee's personnel records, which are not part of the public record, except for that stated in the Town of Jonesboro Personnel Policies and Procedures as required by Louisiana public records laws.

## V. Family Medical Leave Policy

FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

To be eligible for FMLA benefits, an employee must:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a location where at least 50 employees are employed by the employer within 75 miles.

An Eligible employee shall be entitled to a total of twelve (12) workweeks of paid/unpaid leave (depending on earned leave

available) during any calendar year for one or more of the following:

- A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- B. Because of the placement of a son or daughter with the employee for adoption or foster care.
- C. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- E. As of January 28, 2009 because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- F. As of January 28, 2009 in order to care for a covered service member (Military) person who is the spouse, son, daughter, parent, or next of kin who is recovering from a serious illness or injury sustained in the line of duty on active duty. An eligible employee is entitled to a maximum of 26 weeks of FMLA in the 12-month period with a maximum of 12 weeks within those 26 weeks for other FMLA qualifying events.

For implementation purposes, all employees will receive a balance of twelve workweeks as of (effective date) to be used prior to December 31, 2003, and each year a total of twelve workweeks will be provided to the employee commencing on January 1 of each year.

### **Section I. Special Provisions**

The entitlement to leave under Section A and B above shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement. Leave under Section C and D above may

be taken intermittently or on a reduced leave schedule when medically necessary. Family medical leave shall be taken and/or exhausted in proportion to the eligible employee's workweek.

**Section II. Exhaustion of Paid Leave**

1. An eligible employee may apply for and exhaust all accrued vacation leave, sick leave, or compensatory time prior to taking family medical leave without pay. If paid leave is to be used it must be requested on his or her LEAVE REQUEST FORM.

2. Any vacation leave, sick leave or compensatory time exhausted in accordance with Section (A) above shall reduce the amount of family medical leave available to an employee as well as the applicable leave balance.

\*From United States Code annotated, Title 29, Labor, Chapter 28, Family and Medical Leave

**Section III. Request Form**

An eligible employee shall complete a LEAVE REQUEST FORM stating the reason for said request. If the employee wishes for the reason to remain confidential, the employee may designate such on the request form and write a confidential memorandum to the Mayor for review.

If possible, the request form shall be completed thirty (30) days in advance for an eligible employee who is requesting leave under Section A or B (above) or under Section C or D (above) if the leave is based on planned medical treatment.

**Section IV. Certification and Release to Work**

1. An eligible employee requesting or taking leave under Sections C or D may be required to provide a certification from the treating health care provider regarding the serious health condition, its duration, or the necessity for intermittent or reduced leave.

2. Re-certification every thirty (30) days may also be required during the leave period. FMLA leave runs concurrent and is used with either paid or un-paid leave. Additional re-certification may be required for a shorter period of time with approval of the Mayor.

3. If the Mayor has reason to doubt the validity of the certification provided by the treating health care provider, the Town may require, at the Town's expense, the opinion of a second health care provider approved by the Town and who is not employed on a regular basis by the Town.

4. In any case in which the second opinion differs from the initial opinion of the treating health care provider, the Town may require, at the Town's expense, the opinion of a third health care provider approved jointly by the Town and the eligible employee. The third opinion shall be considered final and binding on all parties.

5. A certification by a health care provider indicating that the employee is physically able to return to his or her duties may be required, prior to returning to work, if the Mayor deems it necessary.

## **Section V. Health Insurance Benefits**

During family medical leave Town shall maintain coverage under its group health plan in the same manner as provided during employment.

## **Section VI. Definitions**

The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or



older and incapable of self-care because of a mental or physical disability.

The term “spouse” means a husband or wife, as the case may be.

### **Section VII. Miscellaneous**

When there is any question or discretion on any of the policies as set forth hereinabove, the decision of the Mayor shall prevail.

### **Section VIII. Procedures**

The following “highlighted” information regarding the Family and Medical Leave Act (FMLA) is intended to provide some insight to employees and is not intended as an all-encompassing explanation of FMLA.

An eligible employee taking sick leave in excess of one “work week” shall immediately apply for approved family/medical leave. For purposes of the FMLA leave provision, an “eligible employee” herein shall mean an employee who has been employed for at least twelve (12) months and has at least 1250 hours of service with said employer during the previous twelve (12) months. If family/medical leave is approved, all sick leave taken, retroactive to the initial day of sick leave, shall reduce the amount of family/medical leave available to the eligible employees.

An eligible employee shall be entitled to a total of twelve (12) workweeks \* of paid/unpaid leave during any calendar year for one or more of the following: (\*Note: twenty six (26) workweeks for the providing of care for a qualified service member i.e. military.)

A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.

B. Because of the placement of a son or daughter with the employee for adoption or foster care.

C. In order to care for the employee’s “immediate family” with a “serious health condition” or in order to care for the employee’s

“extended family” member if the employee is the party responsible for the day to day care.

D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

E. Because of care provided to a covered service member.

An eligible employee may apply for and exhaust all accrued vacation leave, sick leave, or compensatory time prior to taking family medical leave without pay. If paid leave is to be used it must be requested on the employee’s Family and Medical Leave Request Form. Any vacation leave, sick leave or compensatory time exhausted shall reduce the amount of family/medical leave available to an employee as well as the applicable leave balance. An eligible employee shall complete a Family and Medical Leave Request Form stating the reason for said request. If the employee wishes for the reason to remain confidential, the employee may designate such on the request form and write a confidential memorandum to the Mayor for review. When possible the request form shall be completed thirty (30) days in advance.

An eligible employee requesting family/medical leave because of the employee’s serious illness or to care for a seriously ill “immediate family” member must have the “Certification of Physician or Practitioner Form” completed and returned to the immediate supervisor. A certification by a health care provider indicating the employee is physically able to return to his/her duties may be required if the appointed authority deems it necessary.

#### **Section IV. Procedures for Request**

1. The immediate supervisor will provide the employee with a “Leave Request Form” and the appropriate “Certificate of Physician or Practitioner” form, if necessary.

2. Employee will complete a “Leave Request Form” and return it along with the Required Documentation to his/her immediate supervisor.

Required Documentation:

For “A” - a doctor’s excuse stating the expected due date

For “B” - a copy of any legal document indicating adoptions or foster care

For “C” - a copy of the birth certificate, adoption papers, or foster care papers

For “D” - completed Certificate of Physician or Practitioner

3. The immediate supervisor will sign the request acknowledging the employee is requesting leave and certifying that the Required Documentation has been provided.

4. The immediate supervisor will review the request, make a recommendation of approval or denial of the request, and forward the request to the Mayor.

5. If the requested leave is approved, the Mayor will notify the employee’s immediate supervisor. The immediate supervisor will in turn notify the employee. The leave request form and all included documentation will be forwarded to the payroll clerk to be kept in a confidential medical file.

6. If the requested leave is denied, the Mayor will notify the employee’s immediate supervisor. The immediate supervisor will in turn notify the employee.

7. The immediate supervisor will notify the Mayor when an employee returns to work following leave taken pursuant to these guidelines.

## **Section X. Mayor May Appoint Designee**

There may be instances where the Mayor, by necessity or choice, may appoint a designee to oversee or act on his behalf for any approval purposes stated within this Section.

## **VI. Harassment Policy**

This represents the corporate policy of the Town of Jonesboro concerning harassment—both general and sexual. Any questions concerning the context of this policy should be discussed with your department head, or the Mayor.

It is the Town's belief that its employees are the primary means by which the goals and objectives of the organization will be met. To that end, the rights of all employees must be respected. All employees of the Town must understand its position on harassment. By definition, harassment is any unwanted physical or verbal conduct or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including discrimination and sexual harassment.

The Town of Jonesboro strongly disapproves of activity which falls within the definitions of harassment and will take appropriate action to end said harassment and/or prevent the recurrence of any such misconduct. Any form of harassment or discrimination that violates federal, state or local law, including, but not limited to, that which is related to an individual's race, religion, color, sex, sexual orientation, national origin, pregnancy, age, or disability, is a violation of this policy and will be treated as a disciplinary matter.

The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.

- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect and employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Mayor.

More specifically as to the issue of Sexual Harassment, it may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

- a. Verbal: Sexual innuendos, suggestive comments, threats, sexual humor;
- b. Non-Verbal: Leering, whistling, obscene gestures;
- c. Physical: Touching, brushing the body, coerced sexual activity, assault.

Whether or not a particular incident is sexual harassment requires a complete factual investigation and the Town will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt, thorough and fair investigation will take place, giving careful consideration to protect the rights and dignity of all persons involved. The Town will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

It must be understood also that the Town will investigate by confidentially gathering information from all concerned parties, and will not retaliate against any employee as a result of reports of alleged harassment or cooperation with any investigation. The Town may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment. The Town may also make

subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of such harassment has not suffered any retaliation. No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

Any employee who believes he or she has been subjected to sexual harassment should report the alleged act immediately or as soon as possible to the employee's immediate supervisor or to the Mayor. It is not necessary to complain to an offending supervisor in order to report sexual harassment.

Any employee, manager, or supervisor found by the Town to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

## **VII. Code of Conduct**

### **Section I. Ethical Standards**

The Town discourages all employees from accepting gratuities, honorariums, compensation, or gifts in exchange for their service.

### **Section II. Transparency and Accountability**

In an effort to promote transparency and to remain accountable to the public, all Town employees are required to retain extensive and accurate records during their employment. In all dealings, the Town and all employees shall remain transparent.

### **Section III. Tardiness**

Repeated late arrivals and early departures will not be tolerated. Appropriate leave slips must be filed for any late arrival, early departure, or lunch exceeding one hour in duration by employees within twenty-four (24) hours of the employee's return to work.

Failure to file appropriate leave forms on a timely basis, as determined by the Mayor or their designee, shall result in a written reprimand to be placed in the employee's file.

#### **Section IV. Dress Code**

All Town employees shall dress in appropriate business attire suitable for an office environment, assigned uniforms, if applicable, or appropriate attire for their respective departments.

#### **Section V. Smoking Policy**

All Town-owned buildings are smoke-free facilities, meaning that smoking within any building owned by the Town is strictly prohibited. Employees who smoke are permitted to do so near employee parking away from all building entrances.

#### **Section VI. Alcohol Policy**

All employees are prohibited from using or being under the influence of alcohol during the course of business. The use of a Town-owned vehicle or machinery is strictly prohibited with regards to alcohol. This policy applies to all employees while on Town property. Violation of this policy will result in immediate termination.

The Town may require a blood test, hair test, urine test, or other type of alcohol-related test or screening at any time for any reason without notice. Refusal to comply will result in immediate termination.

#### **Section VII. Substance Abuse Policy**

All employees are prohibited from using or being under the influence of illegal drugs, or illegal obtained pharmaceutical drugs, during the course of business. The use of a Town-owned vehicle or machinery is strictly prohibited with regards to drug use. Violation of this policy will result in immediate termination.

The Town may require a blood test, hair test, urine test, or other type of drug-related test or screening at any time for any reason without notice. Refusal to comply will result in immediate termination.

An employee, who is prescribed pharmaceutical drugs, by a physician or practitioner, is encouraged to submit copies of prescription scripts to the payroll clerk to be placed in the employee's confidential medical file so that documentation is available if an incident occurs.

### **Section VIII. Cell Phone Use Policy**

Light cell phone use during the normal course of business is permitted, especially when relevant to an employee's job and responsibilities, so long as it is not disruptive to the employee's work. Abuse of this policy will result in reprimand.

### **Section IX. Workplace Dating Policy**

All employees are strongly discouraged from forming romantic and/or sexual relationships with other employees. In the event such occurs, all other policies remain valid, including all Sections of the Harassment Policy. If such relationships interfere with the employment or business, the Mayor may deem it necessary to take disciplinary measures, up to and including termination.

### **Section X. Workplace Violence Policy**

Workplace violence will not be tolerated and will result in immediate termination.

### **Section XI. Political Activity**

Political activity is strictly prohibited while on Town time. Outside the course of business, all employees may lawfully participate in political activity.

## **VIII. Fleet Policy**



The operation of a Town vehicle is a responsibility and privilege, not a right. Drivers are responsible for abiding by local, state and federal laws and this employee policies and procedures book. Failure to abide or violation of any laws or policies will result in the removal of driving privileges. This policy is to be inclusive of Town-own vehicular use and personal vehicular use while on Town-business.

### **Section I. Driver's Licenses**

Anyone authorized to drive the company vehicles must have a valid driver's license issued in the State of Louisiana for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

### **Section II. Driver Qualifications**

Driver qualifications are as follows:

1. Authorized employee of Town
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling or use of drugs.
  - Been convicted of an alcohol- or drug-related offense while driving.
  - Had driver's license suspended or revoked.
  - Been convicted of three or more speeding violations or one or more other serious violations.
  - Been involved in three or more chargeable accidents.

### **Section III. Personal Use**

Personal use of Town vehicles is not permitted.

#### **Section IV. Maintenance**

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer.

#### **Section V. Liability Limited to Town-own vehicles**

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with operation of other than company owned vehicles.

#### **Section VI. Traffic Violations**

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle. Violations must be reported to your supervisor within one (1) business day of receipt.

#### **Section VII. Cell Phone Use**

Cell phone or mobile device use is prohibited while operating a Town-owned vehicle or personal vehicle on business.

#### **Section VIII. Vehicular Accident Procedure**

In the event of an accident:

- Call the police on all accidents and obtain a copy of the police report.
- Do not admit negligence or liability.

- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Complete the accident report in your vehicle.
- Turn all information over to the Town Clerk within one (1) business day.

### **Section IX. Theft**

In the event of the theft of a company vehicle, notify local police and your supervisor immediately.

### **Section X. Driver Responsibilities**

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver, spouse or significant other.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a

company vehicle to the Town Clerk, human resources and the employee's supervisor.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

## **Section XI. Preventable Accidents**

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

### **Safety Guidelines to Prevent Accidents**

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) or similar charges.

## **VIII. Time Clock Policy**

### **Section I. Morning Clock In**

Employees shall clock in immediately upon arrival in the mornings in accordance to the clock in time assigned to them by their supervisor, the Mayor, or the specific circumstances surrounding a special event or urgent matter. To ensure timely punctuality, employees should arrive up to ten (10) minutes early and should not clock in any earlier unless specifically required.

Clocking in five (5) minutes late shall be considered unexcused tardiness and shall require the employee to submit a Leave Request Form for at least fifteen (15) minutes or for the tardy time in increments of fifteen (15) minutes to indicate which leave the tardy time should be applied.

### **Section II. Late Clock In**

Whenever possible, an employee should advise their supervisor in advance if they know they will be arriving late on any given day. Supervisors are responsible for deciding how they would like to be notified.

### **Section III. Breaks**

Employees are allotted two (2) fifteen (15) minute breaks per day; however, these breaks are not mandatory and may be used at the discretion of the employee. Clocking in and out is not required for the breaks, unless the employee leaves the building.

### **Section IV. Leave from Building**

Employees must clock in and out if leaving the Town office building for any purpose that is not Town-related business.

### **Section V. Lunch**

Employees are required to clock in and out for lunch breaks.

Employees are allotted one (1) hour for lunch. Should an employee need extended time for lunch, they must notify their supervisor beforehand and file a Leave Request Form, if applicable.

## **Section VI. Clocking Out**

Clocking out any time between 4:25 p.m. and 4:35 p.m. is permissible.

## **Section VII. Failure to Clock In or Out**

Failure of an employee to clock in or out in a consistent manner will result in a penalty as determined by the Mayor, or their designee.

## **Section VIII. Early or Late Clock Out**

Clocking out prior to the employee's assigned work hours, or clocking out after the employee's assigned work hours does not qualify as official work hours unless the employee's supervisor has given prior written authorization for actual overtime hours.

## **Section IX. Technology or Power Problems**

In the event of technological or power problems, employees shall write their time on the standard Time Sheet, obtain their supervisor's signature, and the supervisor shall collect and submit these time sheets to the payroll clerk for file.

## **Section X. False Clock In**

If anyone other than the respective employee clocks in or out for another employee, both employees will be terminated immediately, without prior warning.

## **IX. Media Appearance Policy**

All employees for the Town shall not comment personal opinions concerning the action or inaction of any elected official including ethical and legal matters with any media outlet including journalists, news reporters, and other public relations personnel.

All employees should direct all public comment for the Town to the Mayor, or their designee.

## **X. Technology, Internet and Email Use Policy**

## **Section I. Use of Town Technology**

The Town of Jonesboro reserves the right to access personal communication or data without prior notice on any Town-owned device. Because of this policy, employees should not use municipal systems to transmit or transfer personal messages.

## **Section II. Software**

Software is purchased for Town-owned devices only for business purposes. Employees do not have the right to license or duplicate any software that is purchased, or otherwise owned, by the Town. Employees shall not share access to such software to anyone outside of other employees during the normal course of business. Employees may not download software purchased by any other individual or entity, including themselves, onto Town-owned devices.

## **Section III. Telephone Use**

According to Louisiana law, no governmental entity may allow private use of public property. The Town's telephone system is solely for business purposes.

If an employee is issued a cell phone, they may not use the Town-issued cell phone for personal use. In the event such an instance occurs, the employee is required to pay for the personal usage and may have their Town-issued cell phone revoked. All calls and messages sent and received on this device are considered public record.

The Town has the right to monitor all usage of the telephone system.

## **Section IV. Personal Mail**

Personal mail may not be sent to the Town of Jonesboro without prior approval under specific and rare circumstances.

## **Section V. Email Use**

Email is considered property of the Town of Jonesboro. Emails sent and received to and from an official Town email address are considered public record.

## **Section VI. Malicious Intent with Town Data**

All data collected by the Town of Jonesboro or stored in any database by the Town is considered Town property. The personal or private use of any of this data is strictly prohibited and will result in dismissal.

# **XI. Social Media and Networking Policy**

## **Section I. Definitions**

Social media and networking websites are, but not limited to, Facebook, Twitter, personal blogs, public blogs, public forums, Instagram, LinkedIn, and websites that accept comments.

## **Section II. Town-affiliated Social Media Policy**

The Town of Jonesboro utilizes a variety of social media and networking platforms to disseminate information from the Town or the Office of the Mayor that is within the best interest of the Town. Access to these accounts, including log-in information, shall be limited. The Mayor, at their discretion, shall allow employees access to the accounts. Information disseminated through these channels must always be approved.

## **Section III. Employee Personal Social Media and Networking Policy**

The Town recognizes social media and networking platforms as an innovative communication outlet. Employees should be aware that their online presence may reflect upon the Town and their employment. It is important that employees are thoughtful of their online actions and presence.



Online interactions shall not interfere with daily responsibilities expected from Town employees. Social media should be limited to breaks, lunch and off-hours.

Employee's content and postings on their private and personal social media accounts should not be perceived as questionable, illegal, in violation of any policy of the Town or inconsistent with the public perception of the Town.

Town logos and trademarks may not be used without the explicit, written permission of the Mayor, or their explicit designee. Employees should take careful consideration to ensure that violation or infringement of copyrights or trademarks are not made by themselves or any their parties.

Any employee who is unsure if the content they would like to post is objectionable should seek the approval of the Mayor, or their designee.

Employees are strongly encouraged to include on their private and personal accounts in their "About Me" or "Bio" sections a statement similar to, "This is a personal account; therefore, the opinions and beliefs represented on this account should not be viewed as the opinions of my employer." For a shorter form, employees may write a statement similar to, "Opinions expressed here are mine only."

## **XII. Town Property, Equipment and Vehicle Use Policy**

### **Section I. Property**

Town-owned property is should be only used for business-related purposes. Using property for personal or private use is strictly prohibited. Any employee who uses Town-property for any other purpose will be disciplined.

During the normal course of business, employees are expected to exercise extreme care when using Town-property.

## **Section II. Equipment**

Town-owned equipment is should be only used for business-related purposes. Using equipment for personal or private use is strictly prohibited. Any employee who uses Town-equipment for any other purpose will be disciplined, or dismissed.

During the normal course of business, employees are expected to exercise extreme care when using Town-equipment. An employee may be held responsible for any damages occurring to equipment while in their possession. It is the responsibility of the employee to maintain proper licensing.

## **Section III. Vehicles**

Town-owned vehicles is should be only used for business-related purposes. Using vehicles for personal or private use is strictly prohibited. Any employee who uses Town-vehicles for any other purpose will be disciplined, or dismissed.

During the normal course of business, employees are expected to exercise extreme care when using Town-vehicles. An employee may be held responsible for any damages occurring to a vehicle while in their possession. It is the responsibility of the employee to maintain proper licensing.

See the Town Fleet Policy for further information.

## **XIII. Conflicts of Interest Policy**

The Town recognizes the problem of conflicts of interest in the workplace. Personal activities or involvement from which personal benefit or obligation may potentially result should be avoided as it may create or appear to create a conflict with an employee's responsibility and loyalty to the Town.

## **Section I. Business-Related Conflicts of Interest Policy**

The Town requires that each employee, during the normal course of business, disclose any potential conflicts of interest to the Town of Jonesboro. After a potential conflict of interest is disclosed, the Mayor, or their designee, may decide to relieve the employee temporarily of that specific duty so that the Town's interests are placed at priority.

## **Section II. Employment Conflicts of Interest Policy**

The Town may hire relatives of employees so long as a potential conflict of interest does not exist. Employees who become married may be permitted to work so long as no conflict of interest is presented. Reasonable accommodations will be made in the event of an employment conflict of interest.

## **XIV. Whistle Blower Policy**

A whistle blower as defined by this policy is an employee of the Town of Jonesboro who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistle blower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed for goods not delivered; and any type of fraudulent financial reporting.

If an employee has knowledge of or a good faith concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Mayor. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistle blower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistle blower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights to defense. The Town will not retaliate against a whistle blower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistle blower who believes he/she is being retaliated against must contact the Mayor immediately. The right of a whistle blower for protection against retaliation does not include immunity from any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Mayor who is responsible for investigation and coordinating corrective action. If the Mayor is the subject of suspected violation, the employee may go to his immediate department head who will inform the Mayor Pro Tempore who shall conduct a preliminary assessment. If the preliminary assessment reveals that the suspected violation warrants further investigation, the Mayor Pro Tempore will then report to the full Board of Aldermen; engage an independent attorney to investigate the suspected violation and report back to the Board on the results of the investigation for appropriate follow-up and conclusion.

Employees with any questions regarding this policy should contact the Mayor.

## **XV. Purchasing Policy**

### **Section I. Purchasing Policy**

Any type of purchase not specifically mentioned should abide by the following policy: A purchase order must be completed for any purchase. Invoices must be signed and dated by the purchasing

employee. Purchase orders are to be signed by the Mayor and filed with the signed invoice with the payroll clerk.

## **Section II. Purchase Reimbursement Requests**

Town purchases made by employees requiring reimbursement require original receipts and submit a purchase order to be signed by the Mayor. Approved reimbursements will be issued the following pay period.

## **XVI. Travel and Expense Policy**

All employees are eligible to receive reimbursement for travel and subsistence when on Town business.

### **Section I. Authority to Incur Travel Expenses**

All travel must be authorized by Mayor. Routine travel may be authorized on an annual basis for those who require regular travel as part of their duties. Routine travel does not cover travel between an employee's home and workplace or travel to conferences or conventions.

Funds for travel should be arranged in coordination with the town clerk and payroll clerk. The clerk is responsible for purchasing hotel rooms, airline tickets, and registration in advance of the travel. All expenses incurred must be accompanied with detailed receipt information. Advances on travel expense may only be allowed if traveling for an extended period of time.

Reimbursement is limited to expenses necessarily incurred in the performance of work functions, duties, and responsibilities. Absolutely no reimbursement shall be made for any lodging or meals furnished by any other party at no cost to the traveler.

### **Section III. Claims for Reimbursement**

All claims for reimbursement for travel must be submitted on an expense form and shall include all relevant details, including the location(s) and purpose of travel or expense. This form must be signed by the traveler and approved by the Mayor. All costs for

meals shall be paid by the traveler. Meal reimbursement claims are subject to the discretion of the Mayor and require receipts and an expense form for approval. Reimbursement is issued upon approval of the expense form by the Mayor.

All claims must be made within five (5) days of return from travel.

#### **Section IV. Methods of Transportation**

The most cost-effective method of transportation must be selected. The factors considered include: distance of travel, length of travel time and costs of operation of a vehicle. If it is decided the most cost-effective method of travel was not chosen, then partial reimbursement may be given instead of a full reimbursement.

#### **Section VIII. Restrictions**

Travel allowances shall not be granted for travel incurred on weekends or holidays, unless explicitly approved by the Mayor in writing. If a traveler chooses an indirect route for convenience or otherwise, these extra costs shall be borne by the traveler as reimbursements are based upon the most direct and cost-effective method and route. Expenses incurred, yet do not follow these regulations (such as detailed receipts), shall not be reimbursed. Alcoholic expenses shall never be reimbursed, even in meal reimbursement claims.

### **XVII. Enforcement of Policies and Discipline**

#### **Section I. Disciplinary Procedures**

The Town retains the discretion to discipline its employees. Oral and written warnings and progressive discipline, up to and including termination, may be administered as appropriate under the circumstances. A copy of written warnings must be hand delivered, or mailed, to the employee, and a copy must be placed in the personnel file.

#### **Section II. Generally-Followed Steps**

Employees are generally progressively disciplined in accordance to this general framework. The Town shall use discretion in this framework's application. Instances are determined on a case-by-case basis.

First offence – Official reprimand by supervisor, recorded in as a written warning

Second offence – A penalty layoff of three-five working days without pay

Third offence – Immediate termination

### **Section III. Mayor Holds Ultimate Disciplinary Authority**

In all dealings, the Mayor's disciplinary decisions are final. Upon the Mayor's discretion, however, under rare and specific circumstances, the Mayor may delegate portions or all disciplinary authorities to a special committee made up of the Mayor, the Police Chief, the Fire Chief, and an advocate of the employee who is or will receive the disciplinary action(s). If such committee is created for such a purpose, the decision the committee reaches is final. In the event that the committee cannot agree upon proper action by simple majority, the Mayor, at their discretion, may consult the committee in making the final decision.

### **Section IV. Appellate Process**

All employees have the right to an appellate process of their supervisor's, the Mayor's, or the disciplinary committee's disciplinary decisions only when termination is the disciplinary action. These appeals can only be made to Board of Aldermen and the Mayor at a regularly scheduled meeting. In order to file for appeal, the employee must submit a request to be added to the meeting's agenda in writing within one (1) week prior to the regularly scheduled meeting.

### **XVIII. Emergency Procedures**

In the event of an emergency, these steps should be generally followed: 1. Contact emergency personnel, 2. Contact the immediate supervisor, 3. Make all attempts to control risks.

Additional procedures may be developed and distributed for specific departments.

## **XIX. Fire Department Additional Employment Policies**

The Jonesboro Fire Department has additional employment policies not mentioned in this document due to specificity and length. Employees for the Fire Department are equally subject to these personnel policies as they are to Fire Department-specific policies. Any other employee who wishes to access the Fire Department Personnel Policies and Procedures should contact the Fire Chief or Town Hall.

## **XX. Police Department Additional Employment Policies**

The Jonesboro Police Department has additional employment policies not mentioned in this document due to specificity and length. Employees for the Police Department are equally subject to these personnel policies as they are to Police Department-specific policies. Any other employee who wishes to access the Police Department Personnel Policies and Procedures should contact the Police Chief or Town Hall.

## **XXI. Confirmation of Acceptance of Personnel Policies and Procedures**

As an employee of the Town of Jonesboro, I hereby certify that I have been provided a copy of the Personnel Policy and Procedures, adopted April 2016 and revised May 2016, and that I have read and I understand all policies and procedures contained therein. I am aware that violations of any of the policies and procedures contained in the Personnel Policy and Procedures manual, adopted April 2016 and revised May 2016, may subject me to termination of services and/or disciplinary action, up to and including discharge from employment as the circumstances may warrant.



This clause shall serve as the employee's copy of the signed confirmation, which was attached to this Personnel Book and is on file with the payroll clerk.

**Confirmation of Acceptance of Personnel Policies and  
Procedures  
Employee Acknowledgement**

As an employee of the Town of Jonesboro, I,  
\_\_\_\_\_ (Employee Name), hereby  
certify that I have been provided a copy of the Personnel Policy  
and Procedures, adopted April 2016 and revised May 2016, and  
that I have read and I understand all policies and procedures  
contained therein.

I am aware that violations of any of the policies and procedures  
contained in the Personnel Policy and Procedures manual, adopted  
April 2016 and revised May 2016, may subject me to termination  
of services and/or disciplinary action, up to and including  
discharge from employment as the circumstances may warrant.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date