

IMPORTANT NOTICE AND DISCLAIMER

****PLEASE READ THE DISCLAIMER AND THE EMPLOYEE HANDBOOK CAREFULLY. THE HANDBOOK CONTAINS SIGNIFICANT CHANGES.****

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS AN OVERVIEW AND GUIDE TO SOME OF THE CURRENT PERSONNEL POLICIES OF CITY OF ANDERSON (THE "CITY") IN EFFECT AS OF THE DATE OF THIS HANDBOOK. THIS HANDBOOK SUPERSEDES AND REPLACES ALL PRIOR POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME THE CITY MAY, IN ITS SOLE DISCRETION, CHANGE, DELETE, OR ADD TO THE PROVISIONS OF THIS HANDBOOK WITHOUT PRIOR NOTICE.

THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN YOU AND THE CITY. NOTHING IN THIS HANDBOOK BINDS THE CITY TO ANY SPECIFIC PROCEDURES, POLICIES, WORKING CONDITIONS, BENEFITS, PRIVILEGES OF EMPLOYMENT, OR DEFINITE PERIOD OF EMPLOYMENT. NOTHING IN THIS HANDBOOK GIVES EMPLOYEES A CONTRACTUAL RIGHT TO INSURANCE COVERAGE, VACATION PAY, OR OTHER BENEFITS OR POLICIES THAT MAY BE DISCUSSED IN THIS HANDBOOK, ANY OR ALL OF WHICH CAN BE UNILATERALLY AMENDED OR ABOLISHED BY THE CITY AT ANY TIME IN ITS SOLE DISCRETION.

IN THE EVENT THAT ANY MANDATORY LANGUAGE APPEARS IN THIS HANDBOOK, THE TERMS OF THIS DISCLAIMER SHALL GOVERN OVER ANY SUCH APPARENTLY MANDATORY LANGUAGE, SO THAT NO CONTRACT IS CREATED. BECAUSE IT IS OUR POLICY AND A REQUIREMENT OF FEDERAL LAW, WE RECITE IN THIS HANDBOOK OUR OPPOSITION TO ANY DISCRIMINATION OR HARASSMENT AND OUR COMMITMENT TO UPHOLD OTHER LAWS AND REGULATIONS. THIS RECITATION OF LAW, HOWEVER, DOES NOT CREATE A SEPARATE CONTRACTUAL OBLIGATION.

EACH EMPLOYEE IS COMPLETELY FREE TO LEAVE THE CITY AT ANY TIME HE OR SHE CHOOSES, AND THE CITY HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. THE EMPLOYMENT RELATIONSHIP IS AT-WILL AND CAN BE TERMINATED BY EITHER THE EMPLOYEE OR THE CITY AT ANY TIME, FOR ANY REASON OR FOR NO REASON, WITH OR WITHOUT NOTICE.

THIS DISCLAIMER EXPRESSES THE COMPLETE UNDERSTANDING CONCERNING YOUR EMPLOYMENT TERMS WITH THE CITY. YOUR STATUS AS AN AT-WILL EMPLOYEE CAN BE CHANGED ONLY BY AN AGREEMENT PERSONALLY SIGNED BY THE CITY MANAGER OF THE CITY. NO OTHER OFFICER, EMPLOYEE OR OTHER PERSON HAS THE AUTHORITY TO CHANGE YOUR STATUS AS AN AT-WILL EMPLOYEE.

This Handbook supersedes all prior handbooks, policies, and guides. Effective December 2018.

Employee Name: _____

Date: _____

Employee Signature: _____

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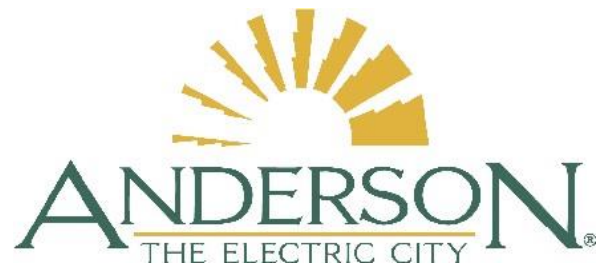
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Employee Name: _____

Date: _____

Employee Signature: _____

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City of Anderson Employee Handbook

December 2018

City of Anderson Employee Handbook

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FOREWARD

The City of Anderson (collectively referred to as the “City”), welcomes you to the City. This Employee Handbook (“Handbook”) is intended to provide City of Anderson’s employees with basic information about the City and its current policies, practices, procedures, and benefits.

This Handbook is not intended to create, nor shall be construed as creating, an express or implied contract or guarantee of employment for any term. Employment security cannot be guaranteed by any Supervisor or other employee, as all employees at City of Anderson are “at-will.” At all times during employment with City of Anderson, employees shall retain the right to leave employment as they choose. The City retains the right at all times as well, to separate any employee from employment for any reason that does not violate any wrongful termination laws which may apply.

This Handbook only highlights City of Anderson’s policies, practices, and benefits and is intended to assist you in your understanding of the City’s policies, rules, and regulations, and reasons for their existence. The personnel policies and practices which are included reflect a great deal of concern for the people who make it possible for City of Anderson to succeed...its employees.

This publication supersedes any other City of Anderson Handbook and the City of Anderson Personnel Policy and Procedures Handbook.

All policies, rules, and regulations are subject to change from time to time at the sole discretion of the City’s senior management, except the “at-will” policy, which may only be modified by written agreement executed by the City Manager and the individual employee.

The descriptions of various fringe benefits such as group insurance are summaries only. Should the descriptions in this Handbook differ from formal agreements or documents involved, the formal and complete presentations or plans supersede this Handbook. You can obtain a copy of the Summary Plan Description which contains the details of the relevant plans including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, are controlling and shall govern. If you have any questions regarding the plans, see the individual plan administrators for each benefit plan or contact Human Resources.

The policies, practices, procedures and benefits described herein replace all earlier written and unwritten policies, agreements, practices, procedures and benefits and may be changed at any time by City of Anderson at its sole discretion.

The business of the City of Anderson is divided into three distinct divisions: Public Safety, Public Works, and Administration. Because of unique work requirements in each of these divisions, City of Anderson personnel policies and procedures reflected in this Handbook may be supplemented or modified by certain departmental rules. Employees of each division will be instructed regarding other specific departmental rules.

INTRODUCTION TO HANDBOOK

This Employee Handbook contains information about the employment policies and practices of City of Anderson. Unless otherwise indicated, the information set forth in this Employee Handbook applies to all employees including temporary, part-time, and full-time employees. We expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding the job and operations of the City. However, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if employees have any questions concerning eligibility for any benefit, or the applicability of a policy or practice, they should address specific questions to their immediate Supervisor or Human Resources. This Handbook supersedes any previously issued verbal or written policy statements. No oral statements or representations can change the provisions of this Employee Handbook. The City reserves the right, at any time, without prior notice to modify or discontinue the policies and benefits set forth in the Handbook, except for the at-will employment relationship.

GENERAL OVERVIEW

At-Will Employment

ALL EMPLOYEES ARE “AT-WILL,” MEANING THAT EITHER THE EMPLOYEE OR CITY OF ANDERSON CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE AT-WILL NATURE OF EMPLOYMENT MAY NOT BE ALTERED OR MODIFIED IN ANY MANNER WITHOUT PRIOR WRITTEN APPROVAL FROM THE CITY MANAGER.

Applicable Law

To the extent any policy in this Employee Handbook conflicts with state or federal law, the applicable law will control. In the event any policy or provision in this Handbook is deemed unenforceable in a court of law, the remaining policies and provisions will remain in full force and effect. **No employee, director, or agent of the City has the authority, express or implied, to violate any law, statute, regulation, or ordinance or to instruct anyone else to do so.**

Diversity

City of Anderson is committed to diversity and believes that having a diverse workplace with differing points of view for consideration will ultimately lead to good decisions and a sound City.

Immigration and Naturalization

As required by the Immigration Reform and Control Act of 1986 (the “IRCA”), all offers of employment are contingent upon verification of the employee’s authorization to work in the United States. The U.S. Citizenship and Immigration Services currently requires an I-9 Form be completed for each new hire. The employee must complete Section 1 of Form I-9 at the time of hire and provide City of Anderson with specific original documents within 3 days of employment to verify employment authorization. A list of acceptable documents is outlined on the I-9 Form.

South Carolina and other states may require all employers to verify the legal status of employees through the Department of Homeland Security’s E-Verify system within 3 days of the employees’ start date. Through E-Verify, the City is required to provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each employee’s Form I-9 to confirm work authorization.

Open Door Policy

City of Anderson maintains an open-door policy dealing with employees' questions, concerns, or suggestions. All employees should discuss any questions, suggestions, or problems with their immediate Supervisor. If the employee feels that a satisfactory answer was not given, the employee should request to schedule a meeting with the next level of management or Human Resources. This policy is not intended to limit employee's rights under any law, nor is it intended to prohibit employees from speaking with one another about the terms and conditions of employment or prohibit any other communications allowed by law.

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at City of Anderson will be based on merit, qualifications, and abilities. It is the policy of City of Anderson to provide equal employment opportunity and reasonable accommodation to all qualified persons regardless of race, color, religion, sex, pregnancy, childbirth, medical needs arising from pregnancy or childbirth, medical needs related to pregnancy or childbirth, including, but not limited to, lactation, sexual orientation, creed, age, gender (including gender nonconformity and status as a transgender or transsexual individual, or sexual orientation), national origin, disability, veteran status, genetic information, or any other characteristic protected by applicable law, except where a bona fide occupational qualification applies. Because of our support of equal employment, discrimination of the characteristics mentioned above or any other protected status will not be tolerated and is strictly prohibited. This policy applies to all terms and conditions of employment, including but not limited to hiring, training, promotion, discipline, compensation, benefits and termination of employment.

Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of his/her Supervisor or the Human Resources Manager. If you believe that you have been discriminated against or otherwise denied an opportunity in violation of this policy, please follow the complaint procedures in the Non-Harassment/Non-Discrimination Policy contained in this Handbook or inform the Human Resources Manager as soon as possible. Employees may raise good faith concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination or harassment may be subject to disciplinary action, up to and including termination.

The objectives of City of Anderson policies are:

- To provide a work environment to attract the best employees into our City.
- To effectively utilize all human resources available to better meet City of Anderson's need for long-term growth and operating efficiency.
- To ensure City of Anderson's compliance with all human rights and fair employment practices, laws, and regulations.

Discrimination is a serious matter. It is against City policy and is prohibited by law. Employees, who feel they may have been unfairly treated or discriminated against due to a legally protected characteristic, should contact their Supervisor immediately. If for any reason an employee does not feel comfortable contacting their Supervisor, they should immediately contact Human Resources or the City Manager.

Reasonable Accommodations Statement

We are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job, in addition to any other protections the ADA provides.

City of Anderson intends to base all employment decisions on the merits of the situation, not the disability of any individual. We are also committed to not discriminating against any qualified workers because they are related to or associated with a person with a disability. All employment decisions, including reasonable accommodations, shall be based on the situation at hand and will focus on the functional limitations documented by a medical provider, essential functions of the position, and the hardship to the City.

City of Anderson strives to engage in an interactive process with qualified persons with disabilities to determine reasonable accommodations which would allow them to work with the City. All employment decisions, including reasonable accommodations, shall be based on the situation at hand and will focus on the essential functions of the job and hardship to the City. Any employee who believes he or she has a disability that requires reasonable accommodation should submit his/her request in writing to his/her supervisor or Human Resources.

City of Anderson also complies with, and will respond to requests for reasonable accommodations under, the South Carolina Pregnancy Accommodations Act.

Should you have any questions about this please contact Personnel Department on the 2nd fl. of City Hall or call 864-231-2201.

Non-Harassment / Non-Discrimination Policy

A fundamental policy of the City is that the workplace is for work. Our goal is to provide a workplace reasonably free from tensions involving matters that do not relate to the business of the City. The City will not tolerate harassment or discrimination in the workplace. The City recognizes that harassment or discrimination via social media websites is a serious matter and intends to treat such claims the same as other claims, as set forth below.

As used in this policy, the term "harassment" or "discrimination" concerns conduct relating to a person's race, color, religion, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, national origin, disability, veteran status, genetic information, or any other characteristic protected by applicable law that fails to respect the dignity and feelings of the individual. This Non-Harassment/Non-Discrimination policy also applies to all terms and conditions of employment with the City, including but not limited to compensation practices.

Harassment can include, without limitation, verbal harassment (epithets, derogatory statements, remarks about an individual's body, degrading words used to describe an individual, demands for sexual relations or sexual contact, threats or insinuations that the person's employment, wages, promotional opportunities, work assignments or other conditions of employment may be adversely affected by not submitting to sexual advances or improved by submitting to those advances, unwelcome jokes, slurs, etc.), physical harassment (touching or physical interference with normal work), visual harassment (leering, making sexual or inappropriate gestures, displaying sexually suggestive posters, cartoons, or drawings), and innuendo.

It is crucial to clearly define sexual harassment: only unwelcome sexual conduct that is a term or condition of employment constitutes a violation. 29 C.F.R. § 1604.11(a). The EEOC's Guidelines define two types of sexual harassment: "quid pro quo" and "hostile environment." The Guidelines provide that "unwelcome" sexual conduct constitutes sexual harassment when "submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,"

Sexual harassment is unwelcome sexual conduct that is a term or condition of employment and occurs when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, visual forms of harassment of a sexual nature, or other harassing or

unwelcome comments or conduct of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions, or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment can occur in person, online, on City premises, and off City premises.

Harassment can be a violation of state and federal law. You cannot be forced to submit to harassment as a basis for any employment decision, and the City strives to keep itself free of any conduct that creates an intimidating, hostile or offensive work environment for our employees.

Reporting

If you experience or are threatened by any sort of harassment or discrimination by any person in the course of your work at the City (whether by a fellow employee, Supervisor, manager, vendor, visitor, customer, or any other person), immediately contact your Supervisor or the HR Director. If one of those persons is suspected of being involved in the discrimination, harassment or unwelcome conduct, or you otherwise are uncomfortable approaching your Supervisor or the HR Director, please contact the City Manager. You should also use this process to immediately report if in the course of your work you believe that the actions or words of a Supervisor, another employee or a non-employee constitute discrimination of any nature, harassment or retaliation against another employee.

All complaints should be made in a manner that is convenient to you promptly after the incident occurs. The City intends to direct or conduct an investigation into the complaint. This may, in the City's sole discretion, include interviewing witnesses and obtaining statements concerning the complaint. Information will be released only on a "need to know" basis and as determined by the City. The City, in determining whether to release information, may consider, among other factors, the need to protect witnesses and prevent cover ups, evidence destruction and/or the fabrication of testimony. Such decisions will be made on a case-by-case basis.

Individuals who knowingly provide false information in an investigation are subject to adverse employment action, up to and including immediate termination in the sole discretion of the City. If the investigation substantiates the complaint, the City intends to take appropriate corrective action as it deems necessary in its sole discretion.

An employee who remains unsatisfied during or after the investigation of his or her harassment or discrimination complaint or believes that an investigation was untimely or insufficient should promptly seek review by the City Manager.

Non-Retaliation

This policy also prohibits retaliation against any employee who complains in good faith of sexual or other harassment or discrimination or provides truthful information in connection with any such complaint. No employee or applicant for employment is subject to restraint, interference, coercion or reprisal for seeking information about harassment or discrimination, filing a harassment or discrimination complaint or serving as a witness with respect to such complaint. Any employee who believes that he or she has been retaliated against in violation of this policy should immediately report the matter to his/her Supervisor, the Human Resources Director, or the City Manager.

The City also prohibits retaliation against any person for making a report, requesting guidance or providing information about any matter you reasonably believe constitutes a violation of law, or for participating in, cooperating or assisting in any investigation, or providing testimony in any governmental proceeding. Our policy also prohibits retaliation against a person who provides truthful information relating to the commission or possible commission of a federal offense or who reasonably believed that what he or she reported constituted a violation—even if it later turns out that the person was mistaken in reporting the matter originally. The City

prohibits intentionally filing a knowingly false report. If you suspect that you or someone else has been retaliated against, you should report the matter promptly to the Human Resources Director or the City Manager.

SECURITY

Security Policy and Workplace Searches

It is our policy to protect the security of City personnel and property through the establishment of necessary controls and procedures. In the event of theft, suspicious activity, or dangerous incident, employees should report the situation to their Supervisor or Human Resources immediately.

If the City has reason to suspect foul play or suspected suspicious behavior, the City reserves the right to use any lawful method of investigation to determine whether an employee has engaged in conduct warranting disciplinary or other action. Those persons who the City has reason to believe have engaged in actions contrary to the policies or best interests of the City may be subject to disciplinary action, up to and including immediate termination.

To protect the property and to ensure the safety of all employees and City of Anderson, the City reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from City of Anderson property. In addition, City of Anderson reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, equipment, etc. are the property of the City, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Senior Management accompanied by Human Resources. Employees should have no expectation of privacy while on City property, even when using personal equipment.

Violence

The safety and security of the City's employees, customers, vendors, contractors, and the public are important. Acts of violence made by an employee against another person's life, health, well-being, family, or property are not tolerated. Employees found guilty of acts or threats of violence may be subject to disciplinary action, up to and including immediate termination.

It is a requirement that employees report, in accordance with this policy, any behavior that compromises the City's ability to maintain a safe work environment.

Weapons

Subject to applicable law, City of Anderson prohibits employees from possessing or carrying weapons of any kind on City property. Even if employees have a permit that enables them to carry weapons, this is a violation of City policy. Weapons are not allowed into public buildings. This includes:

- Any form of weapon or explosive
- All firearms
- All illegal knives or knives with blades that are more than six (6) inches in length or that are not intended for legitimate work-related purposes.

If an employee is unsure whether an item is covered under this policy, they should contact their Supervisor or Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. If an employee becomes aware of anyone violating this policy, they should notify their Supervisor or Human Resources

immediately. Failure to comply with this policy may subject an employee to disciplinary action, up to and including immediate termination.

EMPLOYMENT

Applications

All candidates for employment must fully complete, date, and sign the standard City of Anderson application form, with reasonable accommodation provided by City of Anderson if required by the ADA. We may investigate any portion of information which is requested and deny or terminate employment of anyone giving false or incomplete information. Any employee is subject to immediate termination, at any time, for providing false, incomplete, or misleading information on his/her employment application or other City records.

Evaluation Period

Full time and part time regular employees work within an evaluation period during their first six (6) months. During this time, employees will be able to determine if their new job is suitable and the Supervisor will have an opportunity to evaluate work performance. Employees will become more familiar with the City, specific job functions and those with whom they come in contact daily. During the evaluation period, performance may be closely monitored and on-going feedback may be provided from the Supervisor regarding progress. Each Supervisor should do all that is possible to assist employees during this adjustment period. Employees are encouraged to seek help if they have any questions or problems regarding their new job. However, the completion of the evaluation period does not guarantee employment for any period of time thereafter. This policy does not alter the at-will status of employment as indicated on the cover of this Handbook. The City may terminate employment during or after the evaluation period, with or without notice or cause.

Employment Classifications

Regardless of an employee's classification, all employees of City of Anderson are at-will employees as indicated on the cover of the Employee Handbook.

Based on the conditions of employment, employees working on behalf of City of Anderson may fall into the following categories:

- Full-Time
- Part-Time
- Temporary Employees
- Seasonal Employees
- Exempt and Non-Exempt

Full-Time

Full-time employees regularly work the standard working hours each week at a minimum of 30 hours. Full-time employees can be classified as either exempt or non-exempt.

Part-Time

Part-time employees are classified as exempt or non-exempt and are regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for insured benefits but may be eligible for selected employer-benefits on a pro-rated basis or as required by law.

Temporary Employees

A temporary employee is hired for a specified project or a limited period and typically works an irregular schedule or a schedule for a specified period of time. A temporary employee in a non-exempt position is paid by the hour while a

temporary employee in an exempt position is paid on a salary basis according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by City of Anderson unless required by law.

Seasonal Employees

A seasonal employee is one hired to work during various seasons, typically by the Parks and Recreation Department, such as those hired for youth and adult sport events seasons or as school crossing guards during the school year. Seasonal employees are not assured employment for the duration of the “season,” but are employed at-will like all other City employees and must reapply for employment after one (1) year of inactivity and submit to physical screening. Seasonal employees are not eligible for City benefits.

Exempt v. Non-Exempt

At the time of hire, all employees are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain jobs are entitled to overtime compensation for hours worked more than 40 hours per work week, not including paid time, vacation, personal, sick, bereavement or holiday hours. These employees are referred to as “non-exempt”.

To qualify as “exempt”, an employee must be a salaried employee engaged in an executive, administrative, professional, outside sales, computer position or other exempt classification as expressly defined under the Fair Labor Standards Act (FLSA). Exempt employees are not entitled to overtime payment under the FLSA and/or applicable state law. Employees will be advised of their classification at the time of hire, transfer or promotion.

Non-Exempt employees are those individuals who are entitled to overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 within a workweek. Their earnings are calculated on an hourly basis.

The exception to this policy is within the Public Safety Departments, Police and Fire. These departments follow specific guidelines established by the Fair Labor Standards Act. Employees working within the Police Department are compensated for 86 hours within a 14-day period and employees within the Fire Department are compensated for 106 hours within a 14-day period.

Questions regarding exemption should be directed to the Supervisor or Human Resources.

Work Week

The work schedule for an employee varies according to the department in which he works and depending on whether the employee is paid by the hour or by salary. The work week for all employees begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Hourly administrative and support personnel are expected to work from 8:30 a.m. to 5:00 p.m. daily, Monday through Friday. The daily work schedule for hourly employees in service departments, including all departments of Public Works, vary but generally is from 7:30 a.m. to 3:30 p.m., with a one-half hour unpaid lunch break.

Hourly employees are expected to work at least 37.5 hours weekly to be compensated for a 40-hour work week. Lunches may be scheduled in one-half hour or one-hour breaks based on department approved schedules to ensure proper coverage and no disruption to business operations.

Hourly sanitation and water meter employees work on an incentive program, allowing them to leave for the day when they complete their assigned route. This is not a guarantee program and may be changed to better suit the City’s need. Hourly employees in the Public Safety departments (the Police Department and the Fire Department) work on rotating shifts and are subject to work hours designated by their respective department heads. Salaried

employees generally follow the schedules maintained by their departments, but their hours may vary depending on the requirements of the job.

The work schedule for an employee varies according to the department in which he works and depending on whether the employee is paid by the hour or by salary. The work week for all employees begins at 12:01 a.m. on Mondays.

Business Hours and Pay Information

All employees are expected to be ready to work the schedule requested or needed by the Supervisors to whom they are primarily assigned. Rest breaks should be limited to two (2) 10-minute breaks daily and should not be a disruption to performance or schedules. Excessive breaks or extended length of breaks is prohibited.

Employees will be paid bi-weekly. If the official payday falls on a holiday or weekend, the employee will generally receive pay on the previous full working day. Direct deposit is required for all employees unless an exception has been requested and approved by the City Manager.

Recording Daily Time

Time records are to be submitted to the Supervisor each week. Recording time for fellow co-workers or falsely reporting time may result in disciplinary action, up to and including termination.

Standard and Authorized Deductions from Pay

There are certain items that must be deducted from gross wages: Federal Insurance Contribution Act (FICA or Social Security) taxes, federal withholding tax, state withholding tax, and other deductions required by law. In addition, an employee may elect to have one or more deductions from his or her gross wages. Before any deductions from employees' wages are made, other than those mentioned above as required by law, employees must authorize the deduction in writing. Forms for authorizing a deduction are available by contacting Human Resources. No deduction will be made without advance written authorization.

Each payment of wages that employees receive will include a statement of the deductions that have been made from the employees' gross earnings to arrive at the net amount of the wage payment. Should employees need a more comprehensive explanation of the reason for a deduction or how the deduction amount was calculated, they should contact Human Resources. Requests to stop voluntary deductions must also be in writing.

If an employee fails to return equipment or property, and for any other theft, loss, malfeasance, or other amounts owed by the employee to the City, payment may be deducted from the employee's paycheck or final paycheck to the maximum extent permitted by law. Signing for this Handbook provides the City with authorization to make those deductions to the maximum extent permitted by law. This is done via payroll deduction from the employee's final paycheck, in accordance with applicable law. If the payroll deduction is not sufficient, the employee must make arrangements with the City to immediately reimburse the City upon separation of employment.

Policy regarding FLSA

It is the City's policy to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, we prohibit making any improper deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and that the City does not allow deductions that violate the FLSA.

What to Do if an Improper Deduction Occurs

If an exempt employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to Human Resources. The City intends to promptly investigate reports of improper deductions. If it is determined that an improper deduction has occurred, employees are promptly reimbursed for any improper deduction made.

Overtime

Occasionally, employees perform work beyond their normal work schedule, including Saturday, Sunday, and holiday work. Employees are expected to perform this work when requested. Overtime work for employees in the Public Safety Departments will be scheduled by their department heads. Overtime pay for qualified non-exempt (hourly) employees will be governed by the pertinent provisions of the Fair Labor Standards Act. Supervisors will try to inform employees in advance of any overtime work requirements.

Employees who are considered non-exempt (are paid hourly) are entitled to overtime pay at the rate of one-and-one-half times their regular pay for hours worked more than 40 hours per work week.

The purpose of this policy is to control and manage the expense of overtime pay to non-exempt employees. The City recognizes FLSA with regard to overtime and will continue to pay overtime according to standards. The City will pay time and a half to non-exempt employees who exceed their work hours threshold as listed below. Depending on financial conditions, the City may pay for overtime or may give compensatory time off. Unless prior approval from the City Manager, non-exempt employees are capped at 40 hours of overtime and public safety employees at 240 hours that can be earned each year.

The employees in the Public Safety Department (Police, Detention and Fire) have different threshold hours and time periods after which overtime is paid. Police will be paid overtime for hours worked in excess of 86 within a 14-day period and Fire will be paid overtime for hours worked in excess of 106 within a 14-day period. Eligible hourly-paid employees who agree to take compensatory time in lieu of cash payment for overtime are given time off at the same rate as cash payment (e.g., four hours of overtime work = six hours of compensatory time).

All compensatory time should be kept to a minimum and all hours worked must be approved by employee's Department Head. Employees may be required to use compensatory time in place of other leave time to reduce the City's financial liability.

The City will make every reasonable effort to distribute overtime as equitably as possible among employees qualified to do the work required within their own job classifications. Overtime is considered a condition of employment and refusal to accept it may result in disciplinary action, up to and including termination. Supervisors have discretion whether to request and/or approve overtime and how to distribute the overtime to employees based on the needs of the department and the skills and abilities required to perform the necessary work.

No employee shall work overtime without direct authorization from his/her immediate Supervisor. All overtime must be previously approved by a Supervisor prior to incurring the overtime. Employees may not work more than their scheduled daily or weekly hours without authorization from their immediate Supervisor. If an employee works more than 40 hours, but without proper approval from their Supervisor, the employee will be compensated for the hours worked, but will be subject to disciplinary action.

Paid time off, such as vacation, sick, personal, jury pay, bereavement pay, holiday pay, etc. is not considered in the calculation of overtime unless otherwise specified for required positions in accordance with FLSA guidelines.

When a holiday occurs during a major weather event, the City Manager may recalculate work hours to reflect overtime as necessary.

Hiring

We are an equal opportunity employer and do not discriminate in the hiring process on the basis any status protected by law. Records of the hiring process should be kept in accordance with applicable law, and all job openings not filled from within the City will be placed as equal opportunity employer (EOE) ads.

The City will always try to hire the best qualified applicant. Whenever possible, new positions for which the City may advertise may also be posted internally.

The City may conduct its employee selection process to achieve the best possible match between applicants for jobs and open positions. In no way may any City employee or manager exert personal or professional prejudice against any applicant because of any characteristic protected by law.

Applicants who falsify their job applications or who furnish incomplete or misleading information are subject to immediate termination at the time that any such misleading or false information is discovered.

Records

Each employee is responsible for keeping current the information (i.e., emergency contacts, beneficiaries, dependents, etc.) contained in his or her personnel file. Personal data, such as home address, telephone number, legal name change, number of dependents, insurance beneficiaries, tax withholding information, direct deposit, emergency contacts, training certificates, and driving record (if the position requires driving as part of the responsibilities on the job) should be both accurate and up to date. Human Resources should be informed of changes as soon as reasonably possible.

Personnel files are the property of the City and will be treated as confidential City information and remain so after termination. This information will only be available to City personnel, other than the employee, on an as-needed basis or as required by law. Upon request, an active employee may schedule an appointment to periodically review his or her personnel file with Human Resources. Review of the personnel file must be held on City premises in the presence of a City official and copying of any item within a personnel file is not permitted. Employees will be permitted to review records related to qualification for employment, compensation and disciplinary action. Employees are not permitted access to any letter of reference maintained by the City. If an employee disagrees with the accuracy of any statement in the records and no correction can be agreed upon, the employee may submit an explanatory statement, which will be attached to the records.

Employment References

All employment verification, reference requests or other requests for information on current or former employees are to be referred to Human Resources. The City will typically only release last job title and dates of employment.

Requests for employment verification for credit or mortgage purposes should also be referred to Human Resources. Certain information will be provided only if the employee has executed a release.

Our City does not provide a "Letter of Reference" for former employees. Generally, we will confirm upon request our employee's dates of employment and last position held.

Employees who are rehired following a break in service more than 60 days, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees

are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits, unless otherwise required by law.

Promotions and Transfers

The City encourages employees to apply for promotion and looks to the employee to supply the information necessary to evaluate promotion requests. It is the responsibility of all employees to:

- Inform the City of information about education, courses, training, or seminars taken or certifications received that should be included in the employee's personnel file; and
- Notify the City of their intent to apply for a posted vacancy.

The City is unable to consider information about an employee's education, training, experience, certifications or other qualifications unless the employee assures that such information is in the employee's personnel file. Likewise, the City normally does not consider an employee for promotion unless the employee applies for the promotion in writing and has satisfied the requirements for consideration.

An employee may request a transfer to an open internal position, but the City may choose not to honor the request. The City reserves the right to transfer an employee when necessary or desirable. Transfers are based on City needs and employee qualifications. If an employee volunteers for a transfer to an open internal position with a lower entry salary than the salary for the employee's current position, the City reserves the right to compensate the employee at the lower salary or the higher salary, in the discretion of the City.

Performance Evaluations and Salary Adjustments

The ability of City of Anderson to achieve its objectives is totally dependent on the performance of every employee. Employee performance and behavior may be evaluated at any time as the City's discretion. These evaluations may or may not result in a salary adjustment.

Attendance Policy

Exempt employees are expected to maintain good attendance, including being on time and staying at work when expected to be there. Failure to do so may result in disciplinary action, up to and including termination. This policy establishes guidelines and procedures for the determination of acceptable attendance. The Public Safety departments (Fire and Police) may implement and apply supplemental attendance policies and procedures governing public safety employees.

Definitions

- **Absence:** Generally defined as the failure of an employee to report or remain at work, or be on the job, when scheduled. An absence includes missing a full day of work, tardiness, or leaving early.
- **Scheduled Work Hours:** This includes normal work schedule, scheduled meetings, scheduled overtime, scheduled training, and/or any other scheduled time.
- **Leave of Absence:** Approved time off from scheduled work for vacation leave, medical leave, family leave or other reasons recognized in this Handbook.

Notification of Absence/Reporting Requirements

- **Advance Notification to Supervisor**

Each employee is expected to be at work when scheduled and not on approved leave. An employee should notify his Supervisor in advance (at least 24 hours) that he will be absent or late for scheduled work to allow the Supervisor to properly staff work in the department.

Sometimes an employee does not know in advance of his need for tardiness or absence from scheduled work. In that case, the employee should follow the *Call-In Procedures* outlined below.

- **Call-In Procedures**

When an employee determines that he must be absent and is unable to notify the Supervisor in advance as provided above, the employee should follow these Call-In Procedures.

- Initial Notification: Each employee who is unable to provide the minimum 24 hours of notification as described above should notify his Supervisor of the absence at least two (2) hours before the employee's scheduled start time, or sooner if possible. The employee should personally report the absence and should speak directly with the Supervisor, unless extreme circumstances make personal contact impossible.

If an employee is unable to make personal contact with his Supervisor prior to this time, then initial absence notification should be left on the Supervisor's cell phone or work voicemail. If this is not possible, then initial notification may be left by making personal contact with the head of the department, or his or her designee.

Text messaging is not acceptable unless prior approval is given by your direct Supervisors. If text messaging is granted, the employee must also follow up the text message with a phone call within a two (2) hour window to speak directly with their Supervisor. Failure to follow this procedure may result in disciplinary action.

- Follow-up Calls: An employee who is unable to make personal contact with his Supervisor initially should make a follow-up call within the first two (2) hours of his scheduled start time. The employee should personally provide his Supervisor with a reason for the absence or tardiness and the expected return to work date/time.

The employee also should call his Supervisor for each subsequent day of the absence, following the Call-In Procedure specified above, unless the Supervisor was informed in advance that the absence will be for two (2) or more consecutive days. The employee does not have to make a follow-up call if he has provided his Supervisor with this information during the initial notification.

These procedures apply regardless of the reason for the absence.

- **Consecutive Absences**

- If any absence extends beyond one (1) day of work, and the employee is not certain when he will return to work, the employee should follow the Call-In Procedures specified above each day until an expected return to work day is determined and properly communicated to the Supervisor or other appropriate person under the Call-In Procedures.
- Once a return date is established and communicated, the employee does not have to call in again unless a change occurs. If the expected return to work date is changed, the employee should follow the Call-In Procedures specified above.

- **Failure to Report**

Employees absent for any reason without reporting in via Call-In Procedures for three (3) consecutive working days or who fail to report to work the first working day after the expiration date of an authorized leave of absence, are deemed to have voluntarily resigned.

- **Falsification**

Any misrepresentation concerning the reason, need for, or duration of an absence may be grounds for discipline up to and including immediate termination.

- **Possible Disciplinary Action**

Excessive absences excused or unexcused, may be grounds for discipline, up to and including termination. If, in the view of the City, absences are excessive, then the employee may be disciplined. The discipline may vary, depending on, in the City's sole discretion, the seriousness of the poor attendance and the employee's commitment to improve. Unexcused absences generally are subject to greater discipline than excused absences, but even excused absences are considered when evaluating attendance records and deciding appropriate action.

The City will attempt to alert employees to problems with their attendance but, ultimately, it is the responsibility of employees to keep track of their own attendance records. Such notices may consist of counseling or warnings, verbal or written, at management's discretion.

Any counseling or warnings, verbal or written, are not considered progressive discipline or required disciplinary steps but, rather, are for the benefit of employees who appear to be or indicate they are interested in improving their attendance.

Excused Absences

Certain types of employee absences are considered "excused" when the proper notification is made to the appropriate personnel, and the absence is documented and approved. The following are examples of the types of absence that may be classified as "excused":

- **Personal Illness or Injury**

In case of personal illness or injury where the employee follows the proper advance notification or call-in procedure specified above, the absence is counted as an excused. If such injury or illness is to extend beyond three (3) days, the employee should request a medical leave of absence and the absence may be treated as FMLA Leave. See FMLA Leave Policy. A doctor's certificate may be required for excused absences or tardies due to personal illness or injury, depending on the circumstances.

- **Serious Illness or Injury in the Immediate Family**

An absence may be excused if a member of an employee's immediate family becomes seriously injured or ill, and the situation requires his absence from work to care for the family member. For purposes of this provision, "family member" is limited to a spouse, child or parent. This exception is limited to unusual circumstances involving sudden and serious illnesses or injuries, such as automobile accidents, heart attacks, etc., where the employee cannot otherwise provide for the ill or injured person.

If such injury or illness extends beyond three (3) days, the employee should apply for a family leave of absence and the absence may be treated as FMLA Leave. See FMLA Leave Policy. The City reserves the right to require a doctor's certificate to confirm the illness or injury and the necessity of the employee's aid in caring for the family member. In case of absence for this reason, the employee should follow the advance notification or call-in procedures specified above.

Other Absences

The City may approve other absences as "excused," but only in rare instances.

Any counseling or warnings, verbal or written, are not considered progressive discipline or required disciplinary steps but, rather, are for the benefit of employees who appear to be or indicate they are interested in improving their attendance.

- An absence for three (3) consecutive scheduled work shifts, during which the employee does not report to his Supervisor, is generally considered a voluntary resignation.
- Failure to return to work the day after the conclusion of an approved leave of absence is generally considered a voluntary resignation.

Job Abandonment

Job abandonment is considered to include any of the following actions (when they occur without the employee's Supervisor's knowledge and permission): leaving the job site during normal work hours; failure to return to the employee's workstation after a break or meal period; failing to return to work after running a work-related errand; or failing to show up for work for three (3) consecutive days without making any effort to notify the Supervisor of the reason for the absence as required by City policy. Any employee who abandons his or her job may be subject to consequences up to and including termination.

Employees who do not give proper notice of termination, are termed for cause, or voluntarily abandon their job will be subject to withholding of 10 days of pay.

As previously stated, employees who are absent from work for three (3) consecutive days/shifts without giving proper notice to City of Anderson may be considered as a voluntary resignation.

Regular attendance is of prime importance for all employees. In fairness to all, employees with poor attendance and punctuality records may be subject to disciplinary action, up to and including termination. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

No statement in the Attendance Policy or Job Abandonment policy will prevent an employee from leaving or missing work as protest for the terms and conditions of their employment or otherwise expressing their NLRA Section 7 rights.

LEAVES OF ABSENCE POLICY

Family and Medical Leave Act (FMLA)

Under the federal Family and Medical Leave Act of 1993, as amended (FMLA), as a City of Anderson employee, you may be eligible for a period of job-protected unpaid leave if you meet the criteria set forth in the FMLA. This Policy provides a brief overview of the statutory criteria, as well as the City of Anderson's own policies regarding FMLA Leave.

General Eligibility

To qualify for FMLA Leave under this Policy, an employee must be an employee of the City, must have worked for the City for at least 12 months, must have worked at least 1,250 hours during the past 12 months, and must work at a location where the City employs at least 50 employees within 75 miles.

Types and Duration of FMLA Leave: Basic FMLA Leave and Active Duty Leave

An employee may be eligible for up to 12 weeks of unpaid leave, in a rolling backward 12-month period, for the following reasons:

- The birth of a child and to care for such child, or placement for adoption or foster care of a child;
- To care for an "immediate family member" (spouse, child under 18 years old, a child 18 and over that is incapable of self-care, or parent) with a "serious health condition";
- Because of a "serious health condition" which renders you unable to work; or
- Because of any "qualifying exigency," arising out of the fact that your spouse, son (of any age), daughter (of any age) or parent, defined as a covered military member;
 - Is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves; or
 - Is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation.

Military Caregiver Leave

An employee also may take "Military Caregiver Leave" to care for a spouse, son (of any age), daughter (of any age), parent or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered service member incurs a serious illness or injury for purposes of this paragraph when he or she is medically unfit to perform the duties of his or her office, grade, rank or rating.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date.

The Military Caregiver Leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee.

Combined Leave Eligibility

In circumstances where an employee takes Military Caregiver Leave and other leave covered by the federal FMLA. Basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed 26 weeks during that 12-month period.

Definitions

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
- A period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - Treatment two (2) or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity; or
 - Treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care;

- Any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

A "qualifying exigency" refers to the following circumstances:

- Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;
- Military events and related activities: to attend official military events or family assistance programs or briefings;
- Childcare and school activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member;
- Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
- Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- Rest and recuperation: to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty;
- Additional activities: for other events where the City and the employee agree on the time and duration of the leave.

When Both Spouses Work For the City

A husband and wife, when both are eligible for FMLA and both work for the City, are eligible for a combined 12 weeks of unpaid leave for the birth or placement of a child or to care for a parent who has a serious health condition.

A husband and wife, when both are eligible for FMLA and both work for the City, will be eligible for a combined 26 weeks of unpaid Military Caregiver Leave.

If the husband and/or wife taking Military Caregiver Leave also take(s) family leave for the birth or placement of a child or to care for a parent who has a serious health condition, those leaves are combined and shall not exceed 26 weeks during that 12-month period.

If the husband and wife have a combined 26 weeks of Military Caregiver Leave and family leave, either may be eligible for personal "serious medical condition leave" or "qualifying exigency," assuming their combined Basic FMLA Leave and Active Duty Leave does not exceed 12 weeks and their personal Military Caregiver Leave and other leave covered does not exceed 26 weeks.

Notice of Need for FMLA Leave

If FMLA leave is foreseeable (i.e. for birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days' notice. If circumstances prevent providing the thirty days' notice, then the employee should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the City.

Intermittent FMLA Leave

Leave on an intermittent or reduced schedule basis may be available when medically necessary due to an employee's serious health condition or the serious health condition of the employee's immediate family member. Employees may not take intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees taking intermittent leave must follow the City's standard call-in procedures, absent unusual circumstances.

In some instances, the City may transfer an employee on intermittent or reduced schedule leave to an alternate position for which the employee is qualified and which better accommodates periods of recurring leave.

Documentation Supporting FMLA Leave

To take FMLA leave, it must be for a reason covered under this FMLA policy, and you must provide a completed FMLA Certification of Health Care Provider Form ("Certification") supporting the need for the leave. We also may require reasonable documentation of a family relationship to verify the legitimacy of a FMLA Leave.

The employee requesting leave will have fifteen (15) days in which to return a completed Certification following receipt of the Certification form from the City. If the employee fails to provide timely Certification after being required to do so, the employee may be denied leave under FMLA. If the Certification is incomplete or insufficient, the employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the Certification, a second opinion, at the expense of the City, related to the health condition may be required. If the original Certification and the second opinion differ, a third opinion, at the expense of the City, may be required. The opinion of the third health care provider, which the City and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, the City may, in its sole discretion, require recertification of your serious health condition. The City may also request recertification every year in which FMLA Leave is taken for any serious health condition that lasts longer than one (1) year. In these situations, you will have fifteen (15) days in which to provide, at your expense, a completed Recertification form.

Use of Paid Leave

Employees must use all accrued paid leave (*e.g.*, Sick Leave, Vacation and, where applicable, Compensation Time) for available FMLA Leave. Any such available paid leave will run concurrent with FMLA leave. After all accrued paid leave is exhausted, the unpaid FMLA leave the employee is eligible to take is equal to the total available FMLA leave at the beginning of the leave period less the number of days already taken as paid leave.

Benefits during FMLA Leave

During approved FMLA Leave, the employee's coverage under the City health benefits will continue. If the employee's leave is without pay and the employee no longer pays his or her share of health, dental, and voluntary life insurance premiums (if applicable) through payroll deduction, the employee must pay the City directly for his or her share of such premiums for such coverage to continue. Employees will accrue Sick Leave or Vacation while on FMLA leave if such leave is concurrent with any paid leave. Employees will not accrue Holiday, Sick Leave or Vacation during FMLA leave after the paid leave is exhausted.

Where appropriate, arrangements will need to be made for employees taking FMLA Leave to pay their share of health insurance premiums consistent with plan documents. Employees are responsible for making payments to continue their benefits no later than the first of every month during their leave. An employer's obligation to maintain health benefits under FMLA stops when an employee informs the employer of any intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The employer's obligation also stops if the employee's premium payment is more than 30 days late.

If an employee fails to return to work for at least thirty (30) days after expiration of the leave, the City reserves its right to recover premiums paid, if any, to maintain employee coverage during the leave period as allowed by applicable law.

Please consult the applicable plan documents if there are additional questions concerning the continuation of health insurance during a period of FMLA leave.

Benefits other than group health insurance will not be continued during FMLA but will be reinstated upon return from leave.

Failure to Return from Leave

If the leave you take exceeds the time for which you are eligible under this policy or if you fail to return from FMLA leave as scheduled, you will not be assured a position with the City upon your return. If your absence exceeds any leave to which you are entitled under FMLA or other applicable laws or you fail to return to work, you may be subject to the City's attendance policies and disciplinary action, up to and including termination.

If an employee fails to return to work for at least thirty (30) days after expiration of the leave, the City reserves its right to recover premiums paid, if any, to maintain employee coverage during the leave period as allowed by applicable law.

Interaction with State Military Leave Laws

Should South Carolina law require employers to provide greater or different job-protected leave to family members of persons in the military, the City will comply with all such military family leave laws. When leave provided under one of these laws is covered under the federal FMLA, it also shall count toward the employee's federal FMLA entitlement and as FMLA Leave under this Policy.

Employees Not Eligible for Medical Leave under FMLA

- Covered employees:
Employees who have been employed by the City for less than twelve months or who do not have at least 1,250 hours of working service during the twelve months preceding the requested leave ("Non FMLA Employees") are eligible for up to 30 calendar days of unpaid leave for a "serious health condition."
- Benefits and Conditions:
 - "Serious health conditions" include illness, injury, impairment, or physical or mental conditions that involve in-patient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
 - The time allowed for unpaid leave to Non FMLA Employees for serious health conditions is no more than thirty calendar days.
 - At the expiration of such leave, the Non FMLA Employee will have no rights to reinstatement in their previous position or an equivalent position.
 - The Doctor's Certification and Notice provisions discussed for FMLA leaves above also apply to Non FMLA Employees who are seeking to take unpaid leave.

In extenuating circumstances, the City Manager may accommodate leave at his/her discretion. Personal leave is always unprotected and unpaid leave and may require medical certifications. This leave will generally be capped at a total of 8 weeks within a 12-month period.

Non-FMLA Leave of Absence

In extenuating circumstances, the City Manager may accommodate leave at his discretion. Personal leave is always unprotected leave and unpaid leave and must require medical certifications. This leave will be capped at a total of 8 weeks within a 12-month period.

Non-FMLA Medical leave may be granted when an employee does not qualify for protected leave under the Family Medical Leave Act (FMLA), or when FMLA is exhausted and is generally unprotected. Temporary employees generally are not eligible for unpaid or medical leaves.

Eligibility

To qualify for a non-FMLA leave of absence under this policy, the employee must meet all of the following conditions:

- The employee must be a full time employee and have completed at least one (1) year of service with the City.
- Employee must provide required medical certifications.
- The employee must understand that the accepting and taking of another job while on unpaid/unprotected medical leave will be considered voluntary termination.

To qualify for leave of absence under this policy, the employee must be taking leave for one of the circumstances listed below:

- To care for the employee's own serious health condition that makes the employee unable to work.
- A case in which the employee is required to care for the spouse or parent or for a child who is under the age of 18 with a serious health condition.
- The birth of the employee's child (the father as well as the mother is eligible for this leave).

When an employee plans to take leave under this policy, the employee must give their Supervisor 30 days notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is

to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the City's operations. All leaves must be approved by the City Manager in his sole discretion. Normally, leaves granted should have an approved, pre-agreed upon return to work date.

In the case of an emergency, the employee or a member of the employee's immediate family must notify the employee's immediate Supervisor as soon as possible. The written leave request normally should follow this notification by no more than three (3) days.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider.

Documentation

For the serious health condition of the employee or the employee's spouse or parent or child and for absences related to pregnancy prior to childbirth:

The City may require an employee to provide medical documentation of a serious health condition of the employee, or the employee's spouse, parent, or child under the age of 18 and for any time prior to childbirth when the pregnancy makes the employee unable to work. If requested, the employee must provide this documentation prior to foreseeable leave and within 15 days for unforeseeable leave or provide a reasonable explanation for failure to provide. Failure to provide medical documentation may result in denial of the leave of absence. The medical documentation must be completed by the health care provider for the employee or the employee's spouse, parent, or child and must include: the date when the condition began, its expected duration and a brief statement of treatment.

If the request is granted, the employee is required to provide the City with physician's statements, attesting to the employee's continued inability to work. The employee also may be required to submit to an examination by a physician selected by the City. An employee returning from medical leave must submit a doctor's statement indicating the employee has been released to return to work.

Employee status and benefits during Non-FMLA medical and personal leave

An employee is not paid during any period of absence covered by this policy, except insofar as he or she is using accrued time previously earned. Benefit accruals are based on actual hours worked, therefore, accruals will not continue while an employee is on leave.

While an employee is on an unprotected/unpaid leave of absence, the City will offer to the employee health benefits during the leave period under the same conditions as if the employee had continued to work. If the employee is in an unpaid status, the employee will be responsible for payment of all health benefits.

Prior to going on leave, the employee must make arrangements for the payment of the costs of their benefits during their leave time. Payment must be received by Human Resources first of each month of a leave of absence lasting up to the 8 weeks. Employees are responsible for paying their portion of health benefits for the month, by the 10th of each month. Failure to make payments at the appropriate dates may result in termination of health coverage at the City's discretion.

If the payment is not received prior to the absence, the employee will be offered health care coverage continuation. The City has the right to recover any amounts due for the payment of health benefits from any future payroll transactions.

Reinstatement after Non-FMLA Leave

An employee who takes leave outlined in this policy may or may not be reinstated in his/her former position or an available position with equivalent status, pay, benefits and other employment terms. Reinstatement is based on business needs, current staffing levels and other factors.

Procedures for Non-FMLA Leave

An employee who needs an unpaid/unprotected leave of absence must notify their Supervisor and contact Human Resources to apply for and obtain written approval. All available paid leave must be exhausted. Approval for a leave depends upon the City's operational requirements.

If an employee fails to return to work on the first regularly scheduled work day upon expiration of leave, it will be assumed the intention is not to return and employment will be terminated, effective the first regularly scheduled workday.

A leave of absence may be cancelled by the City for just cause or if the reason for leave has been misrepresented; and, if leave is cancelled, the City will send the employee a written notice of recall. Failure to respond within three (3) work days will be considered as voluntary termination.

Holidays observed by the City that fall within the leave will not be paid. Time Off does not accrue during periods of leave of absence.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees are requested to report weekly to the City regarding the status of the medical condition and their intent to return to work.

In extenuating circumstances, the City Manager may accommodate leave at his/her discretion. Personal leave is always unprotected and unpaid leave and may require medical certifications. This leave will generally be capped at a total of 8 weeks within a 12-month period.

Military/Uniformed Service Leave

Employees may have certain rights, benefits, and/or obligations related to service in the uniformed services pursuant to the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and/or related state laws. It is City of Anderson intent to comply with the requirements provided by USERRA with respect to leaves of absence, reemployment rights, continuation of health coverage, and other covered matters. If an employee is a member of the uniformed services, they should speak to Human Resources concerning any questions they may have regarding rights and obligations regarding leave for service, notice thereof, benefits during a leave during uniformed service, or related issues. Leaves during periods of uniformed service are without pay and employees are requested to notify their Supervisor of the need for military leave as far in advance as possible. For additional information concerning any rights, benefits, and/or obligations under USERRA, please contact Human Resources.

STANDARDS OF CONDUCT AND BUSINESS ETHICS

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its management and other employees. Therefore, employees must never use their positions with the City, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individual, corporations or business entities.

Employees are expected to conduct themselves in a manner that promotes the health and safety of all employees. Employees should protect personal and City property and contribute to the operation of the City.

The City adheres to the highest legal and ethical standards applicable in our business. The City's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the City shall conduct their personal affairs such that their duties and responsibilities to the City are not jeopardized and/or legal questions do not arise with respect to their association or work with the City.

Employees are expected to conduct themselves in a manner that will reflect favorably on the image of City of Anderson as well as the character and competence of its employees. Employees must be honest and not misleading with management, customers, patients, other employees, and vendors. Promises not kept and inferences can tarnish both the individual's and City of Anderson's image. This includes all written and oral documentation and communication.

Employees should comply with City of Anderson's Confidentiality Policy.

The policies described in this Employee Handbook are designed to promote a productive, safe, and pleasant workplace. Engaging in prohibited conduct, on or off City property, may result in disciplinary action, up to and including termination without prior notice or prior discipline. Because the circumstances of each situation are different, the City may handle each disciplinary situation differently without setting a precedent for future cases.

Types of discipline utilized by the City may include a documented corrective session, a written warning, probation, and/or termination. Nothing in this policy prohibits non-disciplinary verbal counseling sessions. However, counseling is not necessary before being given a warning. The City is not required to follow any of the provided disciplinary actions and given the severity of the offense the employee may be terminated immediately at the City's sole discretion. Because the circumstances of each situation are different, the City may handle each disciplinary situation differently without setting a precedent for future cases. Termination can be at any time and for any reason not prohibited by law.

HIGHLIGHTS OF EMPLOYEE BENEFITS

City of Anderson is fortunate to provide a variety of generous benefits for eligible employees. This Handbook presents only the highlights of the benefits in effect currently. The City reserves the right to modify, terminate, change or otherwise alter the benefit plans, including requiring a change in contribution from the employee, as the City deems necessary in its sole discretion.

Review the Summary Plan Description or formal plan documents for information regarding eligibility, coverage and benefits. In the event of any contradiction between information appearing in this Handbook and in the Summary Plan Descriptions or master documents, the latter govern.

Insurance Continuation (COBRA)

The City strives to adhere to all the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) as they apply to our employees.

Worker's Compensation Insurance

The purpose of worker's compensation insurance is to provide employees coverage for medical expenses and possible loss of wages due to an on-the-job accident or injury caused by the job.

Eligibility

All employees, including full-time, part-time, and seasonal, are eligible to receive Worker's Compensation insurance benefits for an on the job accident/injury that is declared compensable. Employees receiving Workers Compensation payments, and not in a pay City salary status, will not earn holiday, vacation or sick leave time.

Reporting an On the Job Accident/Injury

Because the law sets limitations on filing a claim for an on the job injury, it is essential that any work-related injury, no matter how minor, is reported immediately to the Human Resources. Personal injury forms are available in Human Resources and are to be maintained in every department.

The City has the right to investigate an accident/injury. Upon investigation, if the claim is accepted as a bona fide accident/injury, the Supervisor may send the injured employee to the City's designated doctor or medical facility for treatment. In the event of an injury that may occur after doctor's normal office hours, the employee may seek permission of his Supervisor to be treated at the Anderson Area Medical Center Emergency Room.

Should an injury of grave nature occur, and an ambulance must be called, the injured employee may be taken directly to the doctor or Anderson Area Medical Center Emergency Room.

Should an employee be out of work for worker's compensation leave for 6 months or more, the City may review the employment status of that individual in accordance with applicable laws.

Unemployment Insurance

City of Anderson contributes to the state funds and the federal government funds which are used by the state to assist employees in the event of lay off from work.

Education Refund Program

The purpose of the education refund program is to encourage full-time employees to take advantage of reasonable opportunities for professional growth in their respective fields through training, education, and other self-development activities.

Eligibility

Full-time employees who have been employed by the City for at least 12 consecutive months may apply for approval for City funding of job-related education. Applications received by July 1 are considered for the fall semester, and those received by November 1 are considered for the spring and summer semester of the next year.

Availability of Funds

Subject to the availability of funds, the City may pay up to \$2,000 per fiscal year for tuition plus up to \$350 books, for job related education and training, with prior approval of the department head. The costs are paid upon satisfactory completion of the course or training. Presentation of a receipt for tuition from the institution should accompany the report card of the employee so that reimbursement may be made. Receipts for the cost of books and other incidentals must also be presented at this time. Application for reimbursement must be made to the Personnel Office within thirty days after receiving the final grade.

Repayment of Funds

If an employee's employment with the City is terminated (either voluntarily by employee or for any reason by the City for up to one (1) year after this education reimbursement, the employee will be responsible for repayment to the City a prorated amount of the reimbursement. The obligation will reduce by one-twelfth (1/12th) for each month the employee remains employed with the City after the reimbursement payment.

Retirement Benefits

Pension Plans

This portion of the Employee Handbook is provided to notify you of the existence of the City's pension plans. This information is subject to change, and questions about the plans and your eligibility should be addressed to the Human Resources. Details regarding eligibility and the provision of benefits will be provided to you through official plan documents.

The City of Anderson currently has two retirement plans available. Each regular full-time employee who meets the age, service, and other eligibility requirements is included in one of these plans. They are:

- City of Anderson General Retirement Plan
This plan includes all employees except police officers and firefighters.
- S. C. Police Officers' Retirement System
This plan covers the City's sworn police officers and active firefighters. This plan is part of the State of South Carolina's Retirement System. Currently, both the City and its police officers and firefighters contribute funds to the plan. Contributions are made monthly.

Group Health, Dental and Life Insurance for Retired Employees

In certain circumstances, employees who retire may be eligible to elect group medical, dental, and optional life insurance available to eligible retirees. Premiums for such benefits are paid by retirees.

Catastrophic Events Prior to Retirement

In the event of a qualifying employee who meets all requirements for continuation coverage under the health and life insurance programs of the Employee Insurance Program of the South Carolina Budget and Control Board but has exhausted all his accrued sick and vacation leave days immediately before retirement because he is the victim of a catastrophic illness, special consideration may be granted by the City Manager.

The City Manager may, at this time, choose to pay insurance premium costs for a period no longer than 6 months. Paid premiums for a covered spouse or dependent will not be provided.

TIME AWAY FROM WORK

Unpaid leave is not at an employee's discretion nor their decision. Unpaid leave is only granted in extreme circumstances, with approval from a Division Head and with final approval of the City Manager.

Vacation

Eligibility

A full-time employee who works a minimum of 35 hours per week accrues vacation leave based on years of continuous service with the City.

A part-time employee who regularly works at least 20 hours per week accrues vacation leave on a pro-rata basis, based on his scheduled hours worked and on years of continuous service with the City.

A new employee will be eligible to accrue vacation leave beginning in the month in which he has been employed at least 15 days but will not be permitted to take vacation leave until he has completed six (6) months of service.

Temporary and seasonal employees are not eligible for vacation leave.

Rate of Vacation Days Earnings and Maximum Accumulation

An eligible employee shall earn vacation days based upon his date of hire and continuous service.

Vacation days are accrued monthly and are deposited into an employee's accrual account on the last payroll of the month. Vacation days are not accessible in advance.

Vacation leave is earned based on length of service and accumulated as follows:

Period of Continuous Service	Day(s) Per Month	Days Earned Per Year	Max Accumulation	Police	Fire
1 month to 12 months	½	6	6	4 hrs.	12 hrs.
1 year to 5 years	1	12	15	8 hrs.	12 hrs.
5 years to 10 years	1¼	15	20	10 hrs.	15 hrs.
10 years to 20 years	1½	18	25	12 hrs.	18 hrs.
Over 20 years	1¾	21	30	14 hrs.	21 hrs.

Vacation leave is not accrued by any employee who is on leave without pay, suspension, lay-off or unpaid FMLA.

Employees who have more vacation leave accrued than is allowable as of December 31st of each year shall lose the excess days over the maximum accumulation amount, unless waived in writing by the City Manager.

Scheduling Vacation

Vacation time is taken at the convenience of the City. It may be taken at any time during the year, in accordance with departmental restrictions, and with prior approval of the department head. Other than for non-voluntary leaves such as paid leave during an FMLA leave, an employee may not take more than 20 consecutive days of vacation leave without the recommendation of the department head and approval of the City Manager.

Charging Accrued Vacation Days

On certain occasions, employees are charged with use of accrued vacation days. Examples of some of these instances, described elsewhere in the Handbook, include when the employee is on medical leave (FMLA), family leave (FMLA), and workers' compensation Temporary Total Disability Leave (if qualified). For absences resulting in these types of leave, any such employee who has exhausted all paid sick leave is charged with a full day of accrued vacation leave for every day they are out on a medical leave (FMLA), family leave (FMLA), or workers' compensation Temporary Total Disability Leave, until such vacation leave accruals are exhausted.

Vacation Pay upon Separation

Leave time payment for accrued vacation days, not to exceed the maximum accumulation of vacation days, normally will be paid to an employee who separates from employment in good standing (providing a working two (2) week notice). Payout of vacation will occur on the first payroll following the end of the month of the employee's termination. For example, if an employee terminates April 11th, vacation payout would be paid out on the first payroll in May.

The City of Anderson may withhold additional compensation from an employee's final check to collect payment for the balance of benefits through the remainder of the month to the maximum extent allowed by law. Employees must return all uniforms, keys, cell and computer equipment or any other items provided to an employee. Arrangements need to be made for tuition repayment if appropriate.

An employee who is terminated with or without notice before the end of his evaluation period (including extensions) does not receive pay for accrued vacation leave.

A separating employee may not elect to extend the effective date of employment termination by taking extended vacation leave in lieu of a lump sum payment for accrued vacation leave. Payment of accrued vacation upon termination shall not be deemed to extend the employee's period of recognized service with the City. A separating employee who receives pay for accrued vacation leave will not receive further benefits for the period represented by such accrued vacation, such as vacation and sick accruals or holiday pay, and will be responsible for the payment of his insurance premiums following termination.

If a holiday should occur during an employee absence during a paid vacation leave, the employee is paid for the holiday and a vacation leave day will not be deducted from his accruals.

In the event of the death of an eligible employee with accrued vacation leave (subject to the maximum accumulation provisions), a lump sum payment for such leave will be paid to the employee's beneficiary or to his estate.

Sick Leave

Eligibility

Regular full-time employees who work a minimum of 35 hours per week and who have at least six (6) months of service are eligible for certain sick leave with pay. A new regular full-time employee will be eligible to accrue paid sick leave beginning in the month in which he has been employed at least 15 days but will not be permitted to take paid sick leave until he has completed six (6) months of service.

Regular part-time employees who regularly work at least 20 hours per week and who have at least six (6) months of service are eligible for sick leave with pay, accrued in proportion to their scheduled hours worked.

If a holiday should occur during an employee absence during a paid sick leave, the employee is paid for the holiday and a sick leave day will not be deducted from his accruals. If a holiday occurs during an illness or injury when the employee is not in pay status (i.e., on unpaid medical leave) either the day before or the day after the holiday, no holiday pay will be granted.

Temporary and seasonal employees are not eligible for paid sick leave but may be excused for sick leave absences without pay upon the written approval of the department head.

No sick leave is paid out to employees upon termination.

Rate of Earnings and Maximum Accumulation

Sick leave with pay for eligible full-time employees with less than one (1) year of service shall accrue at the rate of one half (1/2) day per month. Sick leave with pay shall accrue for eligible full-time employees with at least one year of service at the rate of one (1) day per month, regardless of years of service. Eligible regular part-time employees shall accrue sick leave with pay in the same manner as eligible full-time employees, in proportion to their scheduled hours worked each month.

If a new employee is hired before the 15th of the month, he is eligible to receive an accrual of sick leave for that month at the end of the month. An eligible employee must be in pay status for at least one-half of the month to receive the accrual for that month. All accruals are awarded at the end of the month and are not accessible in advance unless approved in writing by the department head.

As of December 31st, each year, an employee may carry over a maximum of one hundred twenty (120) days of paid sick leave. Sick days which exceed the maximum accumulated amount and not used before the end of the year are directed to and accumulate in the Sick Leave Sharing Bank and are available for usage by City Employees pursuant to the Sick Leave Sharing Policy.

Sick Leave with Pay

Sick leave with pay may be taken by an eligible employee for personal illness or the illness of a member of the employee's immediate family. For purposes of this policy, immediate family is defined to include parents (by blood relation or adoption), spouse and children. An employee taking such leave may be asked by the department head for a written statement from a qualified physician, stating that the physician is providing treatment for the employee and/or his immediate family members.

Notification of the reason for an absence that has not been previously approved must be submitted no later than two hours after the beginning of the scheduled work day, or as required by the departmental rules and regulations. An employee utilizing approved paid sick leave for any acceptable reason and requiring his absence for a part of the day, is charged proportionately with sick leave in the amount not smaller than one (1) hour.

In the event all paid sick leave is exhausted, an employee may elect to use accrued vacation leave, upon the approval of the department head.

If an absence for sick leave extends beyond three (3) consecutive work days, it is the responsibility of the employee to contact his Supervisor to keep the City informed as to the employee's condition and anticipated date of return.

Charging Accrued Paid Sick Days

On certain occasions, in the discretion of the City, employees are charged with use of accrued paid sick days. Examples of some of these instances, described elsewhere in the Handbook, include when the employee is on medical leave (FMLA), family leave (FMLA), and, as described above, workers' compensation Temporary Total Disability Leave (if qualified).

Accrued Sick Leave Entitlement upon Retirement

- **Eligibility and Amount of Benefit**

A regular, full-time employee who has served at least 15 consecutive years as an employee with the City and either:

- retires and will be participating in a City or State retirement plan; or
- separates from the City on some basis other than involuntary termination for violation of the City's Disciplinary Rules,

Shall be entitled to the cash value of his own personal accrued sick leave at the time of termination or retirement, to be distributed as set forth below. No part of this payment will consist of leave from the City's Sick Leave Sharing Bank.

- **Valuation**

The dollar value of the benefit for an eligible employee shall be calculated by multiplying the eligible employee's number of days of the employee's own accrued sick leave (and not any portion of leave which may have been granted under the City's Sick Leave Sharing policy) by the eligible employee's regularly hourly wage rate at the time of retirement and multiplying that number by the applicable number of hours in a standard work day (12 hours per day for eligible firefighters or 8 hours per day for all other eligible employees).

Payment shall on the second pay period of each month, following the month of the eligible employee's retirement. Subsequent monthly payments shall be made on the second pay period of the month thereafter until complete.

Employees who retired prior to January 1, 2019; in the event of their death before the end of the payout, the remaining payments shall continue to be made in the same manner as was in effect at the time of the former employee's death to the surviving spouse, or if the former employee does not have a surviving spouse, to any minor children of the deceased former employee at the time of death, in equal shares. In the latter case, "minor children" is defined as children who would be eligible to participate as a dependent under the then current Health Care coverage plan for the City, if the former employee were employed by the City at the time of death. If the former employee does not have a surviving spouse or minor children at the time of death, then the benefit provided under this Section shall be forfeited.

Employees who retire after January 1, 2019, in the event of their death prior to the end of payouts, the payouts cease upon their death.

Sick Leave Sharing

The primary purpose of Sick Leave Sharing is to assist certain qualified full-time, regular employees, who are out on unpaid medical leave of absence due to a catastrophic illness or injury or who are out on unpaid family leave of absence due to a terminally ill or injured spouse or child. In certain instances, and only in the most unusual circumstances, it is deemed in the best interest of the City to assist an employee to remain financially secure for a reasonable period after they have exhausted their own leave.

Sick leave sharing is not an automatic benefit to all employees. The purpose of sick leave sharing is not to provide a means of extending family leave, paid sick leave, or unpaid medical leave in every case of absence for medical reasons, but is a way for employees affected by highly unusual medical situations to remain financially secure for a reasonable period.

Qualification to Apply for Sick Leave Sharing Benefits

To qualify to apply, the employee must:

- Have completed three (3) years of service.
- Have exhausted all paid leave.
- Have had at least thirty (30) sick leave and/or vacation days before the initial reason for the leave commences to qualify for Shared Sick Leave.
- Have been placed on an unpaid medical-related leave of absence due to a catastrophic illness or injury or placed on an unpaid family-related leave of absence due to a terminally ill or injured spouse or child.

Procedures for Requesting Sick Leave Sharing Benefits

To receive Sick Leave Sharing Benefits, the employee must satisfy the following procedural steps:

- Be eligible by being placed on an approved, unpaid medical - or family-related leave of absence after he has exhausted all paid leave because of a reason identified in sections above.
- Establish qualification requirements, identified in the sections above, in a written request for Sick Leave Sharing Benefits.
- Supply a physician's certification to the Human Resources which supports the reason for the sick leave sharing request and states that the unpaid medical-related leave of absence is expected to last at least thirty (30) calendar days.

Human Resources will evaluate the eligibility of an employee to receive accrued leave donations based on the information in the written request, and make a recommendation to the City Manager, who will have the sole discretion to determine eligibility.

Amount of Shared Sick Leave an Employee May Receive

If the City Manager determines that the employee is eligible to participate in the Sick Leave Sharing Benefit, the Human Resources will then determine the amount of Shared Sick Leave an employee may receive. This amount will be based on the following:

- Shared Leave is available in the Sick Leave Sharing Bank for use by the applicant.
- The maximum Shared Sick Leave the employee may receive is equal to the number of sick leave and/or vacation days the employee had available before the initial reason for the leave commences and used prior to the commencement of the unpaid medical leave. (Example: If, at the time the employee's leave commenced, the employee had thirty (30) days of paid sick leave remaining and is eligible, he will be entitled to receive up to a total of an additional thirty (30) donated days, if available.)
- An employee must have had at least thirty (30) sick and/or vacation leave days before the initial reason for the leave commences to qualify for Shared Sick Leave.

Recordkeeping

Human Resources staff will maintain the records for leave balances of the Sick Leave Sharing Bank and of the applicant, and will keep all records of authorizations, transfers and usage of shared leave.

Holidays

All regular full-time employees and part-time employees receive holiday pay at their regular rate of pay when an official holiday is being observed by the City. Part time employees receive Holiday pay only when the Holiday falls on a normally scheduled work day. Part-time employees are eligible for holidays on a pro-rated basis. The City follows the state holiday schedule. These dates are:

- New Year's Day
- Martin Luther King Day
- George Washington's Birthday
- Confederate Memorial Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

When an official holiday falls on a Saturday, generally the preceding Friday is observed. However, when Christmas occurs on a Saturday, the following Monday is observed. When a holiday falls on a Sunday, generally the following Monday is observed.

Compensation

Compensation for a holiday is paid only when an employee works or is in "pay status" both the regularly scheduled days before and after the holiday. Previously scheduled vacation leave or approved sick leave with pay is a valid substitute for actual work days immediately preceding or following a holiday. When a holiday falls during an employee's vacation or paid sick leave, the employee is not charged a vacation or sick day but receives the holiday pay.

An employee who is paid on an hourly basis who fails to appear for assigned work on official holidays, or is absent without authorization either the scheduled work day immediately before or after a scheduled holiday, receives no compensation for the holiday period and may be subject to discipline up to and including termination, unless the department head believes in his sole judgment that the employee had sufficient cause for failing to appear for work.

Police and Fire personnel will be granted Holiday pay based on their regularly scheduled work period.

Bereavement Leave

Eligibility

Full-time employees who work a minimum of 35 hours per week and have completed their evaluation period are eligible for funeral leave with pay to attend the funeral of an immediate family member, as defined below.

Time Allowed

An employee may be absent from work for three (3) regularly scheduled work days to attend the funeral services of an immediate family member. If additional days are needed to handle the necessary funeral arrangements and personal affairs for immediate family members, an employee must use accrued vacation or sick days. If the employee has no remaining vacation or sick leave, the City may grant unpaid leave. For funerals of persons who were not immediate family members, only vacation leave or, in the City's discretion, leave without pay may be used.

Definition of Term "Immediate Family Member"

The term "immediate family member," for purposes of Funeral Leave, is defined as follows: an employee's spouse, child, grandchild, parent, brother, brother-in-law, sister, sister-in-law, and grandparent and an employee's spouse's child, grandchild, parent, brother, brother-in-law, sister, sister-in-law, and grandparent.

Relationship of Deceased

The City reserves the right to ask the employee to supply the name and relationship of the deceased, and the name of the funeral home that handled the arrangements.

Authorization for Funeral Leave

The department head is responsible for granting funeral leave. Paid funeral leave is granted only for the employee to attend the funeral for which the leave was granted. Other authorized time off, with or without pay, to handle the necessary funeral arrangements and personal affairs must be used for those purposes. In the event an employee does not attend the funeral or use other authorized time off to handle funeral arrangements or personal affairs, the absence is considered unexcused and is without pay.

Conference/Training Leave

A full-time or part-time employee may be granted leave with pay by the City Manager for the employee to attend meetings, training or educational classes which benefit the position he holds with the City. This leave should not interfere with the normal daily duties of the employee. The leave and the length of the leave period must be approved by the City Manager. Department Heads may allow employees of his department to attend one-day training classes.

Civil Leave

Jury Duty

The City complies with applicable laws that afford job protection rights to employees summoned to serve on juries. Employees should present a copy of their summons to serve jury duty to their Supervisor as soon as it is received.

A full-time employee who has completed the evaluation period and called to serve as juror receives his regular pay, less his pay as juror, for each scheduled work day while on jury duty. The employee is not reimbursed for more than eight (8) hours for any one jury duty day. Jury duty which does not fall during a regularly scheduled work day or shift is not subject to reimbursement. The employee's pay for jury leave is determined following presentation by the employee of a receipt showing the amount of pay received for jury duty accompanied by a payroll time sheet for that particular time, indicating the days the employee served.

If a holiday falls on a day when the employee is to serve on jury duty, he may retain all monies earned for jury duty and be paid in full for the holiday being observed by the City of Anderson. Jury duty is not subject to reimbursement while the employee is on vacation, sick or any other type of approved leave.

Leave for jury duty expires after the employee is dismissed from jury duty. If the employee is dismissed prior to the end of his normal work day, he should report to work for the remainder of his regularly scheduled work day.

Witness in Court

An employee appearing as a witness while representing the City of Anderson receives pay for time spent in court at his normal rate of pay. If he is requested or required to appear in court not representing the City of Anderson, he must use vacation.

Voting Time

The department head may approve requests by employees who are registered voters to take time off to vote in an official election. If the employee's regularly scheduled work day begins less than two (2) hours after the polls open or ends less than three hours before the polls close, eligible voters may be entitled to up to two (2) hours off with pay on election day.

SUBSTANCE ABUSE/DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

A. Statement of Policy

The present and future success of the City of Anderson depends on the professionalism of its employees and the quality of the services which they provide. Recognizing that alcohol and drug abuse among its employees represents a threat to the City's continued success, and to the well-being of employees and their families, it is the policy of the City to prohibit the manufacture, distribution, dispensation, possession or use of alcohol, drugs, drug paraphernalia, or other mind-altering substances both while working and at times when such activities may affect an employee's work-related activities. Employees also are prohibited from reporting to work or being at work in possession of or while having detectable levels of any intoxicating or mind-altering substance.

In addition to these City requirements, some employees perform duties for the City that are regulated by the federal Department of Transportation (DOT). Compliance with the DOT drug and alcohol regulations is required of any City employee whose job is covered by those regulations.

This policy covers all City employees at all times and places when in the process of doing work for the City, including the following: our own premises, the parking lots and other public or semi-public spaces near the City's facilities; all places where the employee's presence or performance is necessary to perform the work required by the City; and

any vehicle owned, rented or leased by the City, and any vehicle, regardless of ownership, when used during the scope of an employee's duties. For purposes of this policy only, these places are referred to collectively as "City Property."

All job applicants and current employees will be required to sign an acknowledgment of consent to follow this policy, agreeing to abide by the policy and to submit to alcohol and drug screens and inspections as a condition of employment. All applicants for regular employment must consent to, and successfully pass, a drug screening test after a conditional offer of employment has been extended to them. Applicants for part-time and temporary employment also must submit to such testing. An employee who refuses to sign the agreement or submit to a drug or alcohol screen when requested may be subject to discipline up to and including termination. An applicant who refuses to sign or submit to a drug or alcohol screen is not be eligible for hire and the conditional offer of employment will be considered withdrawn.

Where the City deems it appropriate, a City employee may be suspended without pay pending a determination by the City as to whether the employee has violated the policy or the appropriate sanction for any such violation. Nothing in this policy limits the discretion of the City to impose a sanction that is less severe than termination. Any determination that a sanction less severe than discharge is appropriate is neither a waiver of nor prejudice to the right of the City to impose discipline up to and including discharge for any other violation of this policy.

The terms of this policy are in addition to and do not replace other existing policies related to employee misconduct, discipline or discipline review. Moreover, nothing in this policy restricts the City's right to otherwise investigate potential drug and alcohol possession or use, including its right to search employees and/or their work areas and possessions as appropriate. This policy, therefore, will be applied in conjunction with those policies.

No part of this policy or any of the procedures hereunder, is intended to adversely affect the City's right to manage its work place or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment. Employees may be immediately terminated at any time in the sole discretion of the City and the follow-up testing, counseling and other provisions of this policy are not limitations on that right.

The City prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription from, a local treating physician, on City premises, during work time or while performing work on behalf of the City.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the City premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the City premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the City, or while on City business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

On occasion, there may be City sponsored events that are off-duty and/or after hours, both on and off City premises. During these times, employees are reminded that they are responsible for their own conduct at all times and inappropriate behaviors may subject them to disciplinary action, up to and including termination.

Off-Duty Conduct

Off-duty possession, use, sale or purchase of illegal drugs may reflect unfavorably on the City and affect an employee's job performance and is prohibited.

It is the responsibility of each employee who observes or has knowledge or reason to believe that another employee is in a condition that impairs or may impair the ability of the employee to perform his or her job duties, or who presents or may present a hazard to the safety and welfare of the employee or others, or is otherwise in violation of this policy, to promptly report that fact to the their Supervisor and Human Resources.

The City may conduct drug testing under one or another of the following circumstances:

- **Pre-employment Testing:** Job applicants are tested after the City has made a conditional offer of employment to the job applicant. On the rare occasion when circumstances require that the applicant begin work before being tested, the applicant is tested as soon as practicable. In the event of a positive result, a job applicant who begins work before the results of the test are received is in violation of the policy as it applies to job applicants.
- **Random Testing:** Safety Sensitive Employees may be selected at random for drug testing at any interval or as deemed appropriate by the City using a method selected by the City. Employees in Department of Transportation (DOT) approved position may be selected for testing at regular intervals. Existing employees who fail a drug or alcohol test maybe subject to discipline, up to and including termination. Refusal to submit to drug testing may result in discipline, up to and including termination.
- **For Cause Testing:** The City may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, observed inappropriate or questionable behavior or excessive and unexplained absenteeism or tardiness. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including termination. Refusal to submit may result in discipline, up to and including termination.
- **Post-Accident Testing:** Any employee involved in a recordable on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way. Employees involved in a motor vehicle accident while on work-time may be required to submit to a City paid test for drugs or alcohol. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including termination. Refusal to submit may result in discipline, up to and including termination.

A positive test for purposes of drug and alcohol testing is the cutoff levels adopted by the United States Department of Health and Human Services in its Guidelines for Federal Workplace Drug Testing Programs. If a cutoff level has not been established for a drug, the City applies standards adopted by the National Institute on Drug Abuse or as otherwise recommended by the testing laboratory.

Any employee who violates this policy may be subject to discipline, up to and including termination. Employees who violate this policy may be reported to the proper law enforcement authorities. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination from employment.

Employees must report any conviction under a criminal drug statute for violations occurring on or off City property. A report of a conviction must be made within five (5) days after the conviction. Conviction for the manufacture, distribution, or sale of drugs may result in immediate termination. An employee may be suspended indefinitely without pay upon being criminally charged and pending resolution of the matter.

The City has a “Zero-Tolerance” for violation of this Substance Abuse / Drug-Free Workplace Policy. Anyone testing positive for drugs or found to be in violation of this policy in any way may be immediately terminated without warning. If for any reason a negative test result is not received from the drug testing laboratory within 96 hours of giving the sample, the employee donor is suspended from work until such test results are made known either as a confirmed negative or positive test.

Employees who suffer from substance abuse problems, whether involving drugs or alcohol, are encouraged to seek advice from Human Resources before the problem leads to disciplinary action.

B. Exceptions

The only exceptions to this policy are for: (1) prescription drugs that are prescribed by a physician for the person possessing the drugs; and (2) over-the-counter medications. In both instances, however, the medications must be kept in their original containers and taken as directed.

Any employee who is taking such drugs or medications should specifically discuss with his doctor to determine whether the drug may have an adverse effect on his performance or constitute a threat to the safety of employees or others. Any employee who learns information that such medications may impair performance or constitute a threat to the safety of employees or others, risk should report the situation to the immediate attention of his or her supervisor so that steps can be taken to assure the safety of the employee and others, as well as maintain compliance with federal regulation for those City employees so regulated. The use of such medications while operating City vehicles or equipment issued by the City of Anderson, carrying weapons, or engaging in higher risk employment activities should be avoided. The supervisor will notify Human Resources and attempt to determine whether potential alternative duties or assignments exist which may mitigate or eliminate potential risks. The sick leave policy may apply in instances in which no such determination can be made, or no such alternative assignment is deemed available by the City.

The City also may ask a licensed medical practitioner to determine whether an employee's use of such drugs or medications may impair performance or pose a safety risk. The opinion of the City's medical practitioner would be conclusive.

C. Drug and Alcohol-Free Awareness Program

To confront the threat that alcohol and drugs pose to the workplace and community, the City has initiated a Drug and Alcohol-Free Awareness Program. As part of this program, the City may, from time to time, distribute literature and post notices to inform employees about

1. The dangers of alcohol and drug abuse in the workplace,
2. The City's commitment to maintaining a drug and alcohol-free workplace,
3. The availability of various drug and alcohol counseling and rehabilitation programs,
4. The City's employee assistance program ("EAP"),
5. Requirements of the DOT Federal Motor Carrier Safety Administration (FMCSA) or Federal Transit Administration (FTA) for those City employees covered under those regulations and
6. Sanctions that may be imposed upon employees for substance abuse policy violations.

D. Employee Assistance Program

Participation in a rehabilitative program or EAP does not protect employees from disciplinary action for alcohol or drug abuse that violates this policy, or for poor performance or policy violations. In addition, nothing in this policy restricts the right of the City to require that an employee seek treatment through the EAP as a condition of continued employment. Co-workers often can notice a change in an employee's behavior or attitude before the employee's job performance becomes badly impaired. Therefore, we encourage all employees to take responsibility for promoting an alcohol and drug-free workplace and to urge their co-workers, whom they suspect of having an alcohol or drug problem, to seek help through the EAP or some outside source. Often, if personal problems can be spotted and

addressed in the early stages, serious job performance problems and consequent disciplinary measures can be avoided.

E. Substance Detection Program

To promote a drug-free work environment, the City has initiated a Substance Detection Program involving substance screening of employees and applicants as outlined below:

1. Current Employees: Employees are tested when the City has a reasonable suspicion particularized suspicion that the employee is, or has been, using, manufacturing, distributing, dispensing, possessing and/or being influenced by alcohol, drugs, or other mind-altering substances in violation of this policy. Additionally testing may occur when City employees are involved in an accident or incident which involves any of the following; loss of life, serious life threatening injury to the employee or some other individual, or involve an event classified as catastrophic or results in major damage and the employee's performance, behavior or physical condition could not, upon investigation, be ruled out as a causal or contributing factor.

All City DOT regulated employees will be tested at the time and for the reasons stipulated in the DOT regulation. The City maintains a separate Substance Abuse Policy and Procedures for compliance with applicable federal regulations. Federal DOT testing is conducted only when required by regulation and is always performed separately from City testing requirements.

2. Job Applicants: Job applicants are tested after the City has made a conditional offer of employment to the job applicant. On the rare occasion when circumstances require that the applicant for a non-DOT regulated job begin work before being tested, the applicant is tested as soon as practicable. In the event of a positive result, a job applicant who begins work before the results of the test are received is in violation of the policy as it applies to job applicants.

All job applicants and current employees will be required to sign an acknowledgment of consent to follow this policy, agreeing to abide by the policy and to submit to alcohol and drug screens and inspections as a condition of employment. All applicants for regular employment must consent to, and successfully pass, a drug screening test after a conditional offer of employment has been extended to them. Applicants for part-time and temporary employment also must submit to such testing. An employee who refuses to sign the agreement or submit to a drug or alcohol screen when requested may be subject to discipline up to and including discharge. An applicant who refuses to sign or submit to a drug or alcohol screen is not be eligible for hire and the conditional offer of employment will be considered withdrawn.

F. Testing of City Employees

Any employee may be requested to submit appropriate specimens (urine, blood or other) for testing if City management determines that circumstances warrant such testing. Those City employees required to be tested under federal regulation will be tested separately on federal testing procedures specifically as required in the federal regulation 49 CFR Parts 40, 382, and 655. The following are non-exclusive examples of circumstances which, in the judgment of management, under City Authority may warrant a decision to have an employee tested for the use of drugs or alcohol:

1. Involvement in an accident, including one which results in injury to the employee or to a fellow employee, or one which causes property damage.
2. Involvement in a safety-threatening incident or situation that could have caused injury or property damage.
3. Any other incident or circumstance in which a security interest or property of the City or any resident or visitor of the City is threatened or is at stake.
4. Incoherent, disoriented, erratic or violent behavior by the employee which could be explained by the influence of drugs or alcohol.

5. Arrest of the employee for violating any state or federal law which prohibits the possession, use, or sale of drugs.
6. Other circumstances which give City management reason to suspect that the employee:
 - a. Has detectable levels of drugs or alcohol while working on City premises;
 - b. Has sold or transferred any drug at work; or
 - c. Has possessed any drug, drug paraphernalia, or alcohol at work without proper authorization.

There may be other circumstances which would warrant testing for substances.

G. General Testing Procedures

Testing of City employees who are federally regulated by the Department of Transportation will be tested in accordance with and the time or event specified in the federal regulation. Such testing is established by federal law and must be separate from all routine testing conducted by the City for non-federal reasons.

Employees who have submitted to testing pursuant to this policy may be denied access to non-public City premises, including employee work areas, until their test results are known to be negative. When an employee has agreed to testing but is unable to provide a specimen at the appropriate time in the testing procedure and is unwilling to remain in the testing facility until a specimen is obtained, he may be subject to discipline, up to and including termination. If an applicant is unable to provide a specimen and is unwilling to remain, the applicant will not be eligible for hire and the conditional offer of employment will be considered withdrawn. City employees regulated by the DOT FMCSA or FTA who cannot provide a specimen as stipulated in 49 CFR Part 40 will be considered to have refused testing unless a medical practitioner can establish that the individual did not have the physical/medical ability to produce a specimen. Failure to produce with no medical explanation is considered a refusal to test under federal rules. All DOT federal testing will be conducted using a Substance Abuse Mental Health Services Administration (SAMHSA) approved laboratory. The City will select a testing laboratory of its choice and establish a testing procedure to be used for all City non-DOT substance detection testing. Screening will be conducted in accordance with approved technological and scientific methods and based on a sample obtained from the employee or applicant. If the initial analysis results in a positive finding (i.e., detection of a prohibited substance), a confirming test will be conducted. If the confirming test results also are positive, the employee may be subject to discipline, up to and including termination. If the applicant's confirming test is positive, the applicant will not be eligible for hire and the conditional offer of employment will be considered withdrawn.

H. Sanctions

Employees in violation of the Substance Abuse provisions of the Handbook or the DOT regulations may be subject to discipline, up to and including termination. DOT regulated City employees will be immediately removed from performance of DOT safety-sensitive duties and referred to a DOT qualified Substance Abuse Professional. Such DOT regulated City employees will not be eligible to return to DOT safety-sensitive duties for the City or any other DOT regulated employer until the employee fully complies with the requirements of Subpart O of 49 CFR Part 40. Employees who refuse to submit to testing or searches, sign the required consent and release forms, or cooperate in testing are in violation of this policy. Job applicants who violate this policy, refuse to submit to testing, or sign the required forms or cooperate in testing are not eligible for hire; any conditional offers of employment are considered withdrawn and any job applicant who begins provisional employment before test results are received will be terminated immediately.

Where the City deems it appropriate, a City employee may be suspended without pay pending a determination by the City as to whether the employee has violated the policy or the appropriate sanction for any such violation. Nothing in this policy limits the discretion of the City to impose a sanction that is less severe than termination. Any determination that a sanction less severe than discharge is appropriate is neither a waiver of nor prejudice to the right of the City to impose discipline up to and including discharge for any other violation of this policy.

I. Confidentiality

The results and the records of tests are confidential and will be shared or discussed only with persons who, in the opinion of City officials, have a legitimate need to know the test results.

J. Relationship to Other Policies

The terms of this policy are in addition to and do not replace other existing policies related to employee misconduct, discipline or discipline review. Moreover, nothing in this policy restricts the City's right to otherwise investigate potential drug and alcohol possession or use, including its right to search employees and/or their work areas and possessions as appropriate. This policy, therefore, will be applied in conjunction with those policies.

Reasonable Searches

Under certain circumstances in which the City reasonably believes an employee is in possession of drugs or alcohol, other contraband, paraphernalia or other inappropriate items, the City may deem it necessary to conduct reasonable searches of the City premises, as well as employees and others on City property, including their personal effects (including but not limited to purses, backpacks, briefcases, desks, etc.) and vehicles. By acceptance of continued employment, an employee consents to the reasonable search of any and all personal effects, vehicles, or property brought onto or stored on City property. Refusal to submit to a reasonable search may result in removal from City premises and may lead to disciplinary action, up to and including termination.

Tobacco Free Environment/Food in Work Areas

In keeping with the City's intent to provide a safe and healthy work environment, tobacco use is prohibited on City of Anderson property, which also includes City vehicles and equipment. Smoking is allowed in designated tobacco use areas and on non-work designated break time. Smokeless tobacco, electronic cigarettes and vaping are also prohibited in the workplace. Food is not permitted in the work areas. **Nothing herein is intended to interfere with statutes protecting individuals who smoke off premises during non-working hours.**

GENERAL/OTHER

Inclement Weather Policy

It is the policy of the City that offices be open during normal working hours to provide the service our clients require and expect from us. Senior Management has the sole discretion in determining if the office is to be closed in the event of inclement weather, power or other utility failure, fire, flood, earthquake, or some other emergency.

The City realizes its obligation to employee's physical well-being and strives to maintain a safe place for employees to work. In the event of inclement weather, employees are asked to make every reasonable effort to report to work for their normal schedule. Should employees be unable to report to work due to weather conditions, they must notify their Supervisor as soon as possible. Employees will not be paid for time missed unless they have available vacation time. If the City is officially closed due to inclement weather, employees will be paid for that time at the normal rate of pay without effect to personal time for a period up to 5 business days.

Public Safety, Public Works, and Utilities', as well as other employees deemed essential for operation purposes are expected to report to work as required. Failure to report to work may result in disciplinary action, up to and including termination.

Confidential Information

Employees who have access to records and other personal information about customers and other employees, including proprietary information, trade secrets, and intellectual property to which the City holds rights, must not discuss or share this information with anyone else without proper authority.

No employee should discuss proprietary information with other City employees in any public place where it is possible they could be overheard.

Any employee who violates our confidential information policy may be subject to disciplinary action, up to and including termination and additionally may be subject to legal proceedings instituted by the City.

Safety

Safety is of primary importance in our operations. Each of us has the responsibility to make our safety and the safety of our co-workers a basic concern. This objective is fundamental to our wellbeing, as well as to the efficient operation of our business. Safety can only be achieved through working together at our City. Each employee and Supervisor must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Employees are responsible for keeping work areas neat and orderly. This includes turning off machines and equipment that are not in use, keeping file drawers closed and not overloading electrical outlets. Employees should become familiar with the location of fire extinguishers and emergency exits in their area.

City of Anderson is committed to providing a safe and healthy work environment for our employees. To fulfill this commitment, we strive to implement an accident prevention program and comply with all OSHA safety regulations. Safety and productivity are mutually compatible and attainable; safety must not be compromised because of time or money considerations.

City of Anderson complies with state and federal laws and regulations concerning occupational health and safety. We strive to stay up-to-date on the most current safety philosophies and recommendations that are designed to assure the safety of our employees and others. We strongly maintain; however, our employees are the best source of protection for all employees and the work force. Therefore, we require all employees to follow stringent health and safety policies and procedures. Any on-the-job accident, injury or hazard should be reported promptly to the Supervisor, regardless of how minor it appears.

City of Anderson provides the best, safest, and most helpful working conditions possible for our employees. To assure this, we are equally dedicated to discovering, correcting, and preventing safety and environmental health hazards that could affect each employee and the public.

In the event of a safety or security incident, a report with statements from witnesses should be compiled and submitted to the Supervisor responsible for the department(s) where the incident occurred.

City of Anderson is committed to the following goals:

1. Implement the best safety and health programs and encourage employees to promote safe and healthful operations.
2. Design safety measures that achieve all federal and state regulations that directly concern facilities and operation.
3. Advise employees immediately when occupational health risks are identified.
4. Require all employees to immediately report any unsafe or hazardous working conditions. Supervisors will take immediate steps to correct the problem.

5. Without delay, develop, implement, and enforce the best protective measures for the hazard at hand.
6. Provide medical attention when necessary.
7. Advise all concerned parties of new occupational health information that is available on this and other related health risks or hazards.

Communication Device Usage

The City of Anderson views mobile communication devices as effective tools to conduct City business where there is a need for on-going and frequent communication. The purpose of this policy is to provide information to employees on the use of Mobile Devices issued by the City of Anderson and to ensure such equipment is used in an efficient and professional manner. The issuance and use of Mobile Devices for official City business is in accordance with policies and procedures set forth in this policy.

Eligibility and Acquisition

A City-issued Mobile Device is not an employee benefit for City employees but is a necessary tool in service delivery and for official City business. The determination of whether to assign a Mobile Device and what kind is in the discretion of the Division Head based on factors such as an employee's need for immediate two-way communication with the employee's office, other City departments, outside organizations, and members of the public. Such assignments must be fully justified and approved by the Division Head prior to the assignment of a Mobile Device to an employee. The Division Head will then contact the Information Technology Division to finalize the order. Blackberries Tablets and smartphones must be pre-approved by the City Manager and the IT Division their Division Head.

Procedures

All City-assigned Mobile Devices will be acquired through the IT Division. The monthly operational costs associated with Mobile Devices come from the Communication Budget of IT to which the employee is assigned. Mobile Device expenditures will be charged to each department's communication budget line item unless otherwise directed by the City's Finance Director. Prior to the issuance of a Mobile Device, the Division Head will verify that sufficient funds are budgeted for that particular equipment. The Division Head shall be responsible for disseminating this policy and procedures within his/her respective division.

Guidelines for Use of City-Issued Mobile Devices

- Cellular transmissions are not private: Employees should understand that any conversations may be overheard, and any text messages may be intercepted.
- Cellular transmissions are not secure: employees should use discretion and practice reasonable caution in relaying confidential information.
- Mobile Device records are not private: information related to Mobile Device usage may be subject to public disclosure.
- Reasonable precautions should be made to prevent theft and vandalism of Mobile Devices.
- Employees are responsible for the loss of Mobile Devices or damage through carelessness. An employee will be required to pay replacement for any lost Mobile Device and repair cost for any damage to a Mobile Device caused by the employee's carelessness.
- An employee must surrender the assigned Mobile Device upon request by the employee's Supervisor or Division Head.
- The City reserves the right to review, audit, and inspect city-issued Mobile Device records at any time, with or without notice.

- All mobile devices must have Mobile Device Management software installed.
- Tablets and smartphones must be placed in a protective case such as an Otterbox or Lifeproof.

City Calling Plan

All employees with City-issued cell phones, with certain exceptions such as Division Heads, the City Manager, and Assistant City Manager, will be limited to 400 minutes per month. Likewise, employees with City-issued cell phones have unlimited data and text messages per month, with the same exceptions. iPhones have unlimited text messages and unlimited data. Flip phones have no data and 300 anytime minutes and 5000 night and weekends minutes. First Responders with approval of appropriate network equipment have unlimited voice, text, and data.

The City of Anderson calling plan currently is with AT&T. The current AT&T plan has the following features:

- Free night and weekend minutes. Free nightly minutes begin at 9:00 p.m. and end at 6:00 a.m.
- Free calls to other AT&T cellular phones (mobile to mobile).
- Nationwide long-distance calling.

The City's calling plan is a "pooled minutes" program, so employees are expected to conserve minutes as much as possible. To better utilize and conserve the pool of cellular phone minutes, these guidelines should be followed:

- Whenever possible, employees should use office phones to call land lines or non-City phones.
- When calling another City cell phone, it is better to use a cell phone to take advantage of free mobile to mobile minutes.

Personal Use of City-Issued Mobile Devices

Any City-owned Mobile Device is a public resource. Such equipment is for business use. City cell phones may be used for personal telephone calls or text messages, but only on a limited basis and as determined by the respective Division Head.

The City recognizes that unforeseen circumstances develop in which an employee may need to make or receive personal calls or text messages on a City-issued cell phone. Each employee is responsible for knowing the minutes of phone usage and the number of text messages permitted to them under the plan (in most cases, 400 minutes of calls and 100 text messages which include both incoming and outgoing text messages.) Pictures or photographs should never be attached to a text message unless they are work-related as these attachments incur an additional charge.

Personnel calls and texts over plan limits will be the responsibility of the employee and the employee will be required to pay the City for the overages. The employee will timely reimburse the City within 15 days for any personal minutes that cause the total number of minutes to exceed the employee's plan. If usage for City business exceeds the minutes in the plan, the employee will be responsible for all minutes of personal use. The plan overage rate for City cell phones is .25 per minute. The free night, weekend and mobile to mobile minutes will not be deducted from each employee's monthly minimums. Likewise, employees will be responsible for all text messages that cause the total text messages to exceed the plan. Employees are required to sign

Safe Usage of Mobile Devices

Employees using Mobile Devices while driving on City business are expected to comply with all applicable laws. The use of Mobile Devices in a manner that impairs the ability of the employee to operate the vehicle safely is prohibited. Mobile Devices should not be used by the operator of the vehicle while the vehicle is in motion. An employee finding it necessary to use a cell phone should pull the vehicle over to a parking area or other safe location before using the cell phone to make a phone call. An employee needing to use a Blackberry or to send a text message by cell phone is

expected to pull over in all instances. Texting while operating a City vehicle or while using a personal vehicle on City business is strictly prohibited.

Drivers who have cellular telephones in their vehicles are encouraged to have "hands-free" equipment, but are reminded that using cellular telephones when driving, even with such equipment, can be distracting.

Misuse of Mobile Devices

Employees are expected to use good judgment when using City-issued Mobile Devices. In addition to the practices described above, improper usage also includes, but is not limited to, the following:

- Use of City-issued Mobile Devices to engage in any activity or communication other than official City business or personal communication on a limited basis;
- Internet usage on a cell phone;
- Excessive use of a City-issued Mobile Device for personal communication;
- Use of City-issued Mobile Devices for illegal activity;
- Failure to provide reimbursement to the City within ten (10) business days of receipt of billing statement, unless warranted by extenuating circumstances;
- Use of a City-issued Mobile Devices in a manner which creates an unsafe condition; and
- Any use which violates local, state, and/or federal law or City policies and procedures.

Violation of these or other aspects of this policy will subject the employee to removal of authority to use a City Mobile Device and disciplinary action up to and including termination.

Texting while driving is illegal in South Carolina unless the driver is legally stopped.

Electronic Communications

All electronic and telephonic communications systems (including e-mail, voice mail, etc.) and all communication and information transmitted by, received from, or stored in City systems are the property of this City, and as such are to be used solely for job-related purposes.

Employees with email who receive personal messages should not forward to other employees. The distribution of these types of emails ties up considerable City resources and may result in disciplinary action.

The use of any software and business equipment (including but not limited to facsimiles, computers, and copy machines) for private purposes is prohibited, unless expressly permitted by a designated Supervisor.

Employees are not permitted to use a system, use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from their Supervisor. All pass codes are property of this City. No employee may use a pass code that has not been issued to that employee or that is unknown to City management.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the City's legitimate business interests, authorized representatives of the City may monitor the use of such equipment from time to time. Employees should have no expectation of privacy when using these systems and equipment.

Sensitive information is not to be sent via electronic or voice mail. The City's confidentiality policies apply to these communications systems. Employees are prohibited from sharing confidential, proprietary or trade secret information about the City or its clients and vendors via social media websites or another communications system.

Many City policies apply to the use of electronic mail system, including those concerning standard of conduct, harassment, and solicitation. Foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs are prohibited in e-mail or voice mail. Please refer to these policies. Any employee who violates the City's electronic communication policy may be subject to disciplinary action, up to and including immediate termination of employment.

Business Use

Each employee who is provided access to a computer at home or at work must understand that the computer is a business tool. Loading any type of personal or non-City related software or downloading to the City system is prohibited. Employees may access their personal email and on-line banking information before and after work, and during their breaks and lunches. Employees should not utilize City equipment or supplies for printing personal information.

Bulletin Boards

A bulletin board is located outside HR office and within some departments. Employees should inspect this board frequently for important official announcements and information of concern to all employees. Only City documents can be posted on these bulletin boards.

Solicitation

The City realizes the value of civic involvement by City of Anderson and our employees. We encourage involvement in community activities. However, solicitations for any purpose by outsiders on City premises will not be permitted at any time. Solicitation or literature distribution by employees will not be permitted on the premises during working time and is always expressly prohibited in working areas. Employees with a special need or request should speak with a member of Senior Management for approval.

Political Activities

Because the City of Anderson is the recipient of federal funds, employees are subject to the provisions of the federal Hatch Act, as amended, which regulates employee participation in political activities.

Employees may:

- Register to vote.
- Express political opinions.
- Engage in civic or nonpartisan activities.
- Participate in partisan political organizations.
- Participate in aspects of political campaigns, except running for office (discussed below).
- Participate in elections, except running for office (discussed below).
- Run for public office, unless the employee's wages are funded, in whole or in part, by federal funds. If the employee's wages are funded, in whole or in part, by federal funds, the employee may be able to run for non-partisan public office but cannot run for partisan public office. Because each employee's individual situation will have its own unique facts, employees interested in running for public office are strongly advised to consult their own legal counsel before doing so.
- Contribute to candidates, political parties, and special interest groups.
- Attend fund raising functions, give speeches at fundraisers and organize fundraisers.

Prohibited Political Activities

- Employees may not run for partisan political office, if the employee's wages are funded, in whole or in part, by federal funds.
- Employees may not participate in political activities while on duty, in uniform, in any room or building occupied in the termination of official City duties or while using a City vehicle.
- Employees may not use their official authority or influence for interfering with or affecting the results of an election.
- Employees may not personally solicit, accept or receive political contributions; however, they may attend fund raising functions, give speeches at fundraisers and organize fundraisers.
- Employees may not solicit or discourage the participation in any political activity of any person who has business before the City.
- Employees may not participate in a fundraising function or City by making personal appearances for or soliciting contributions.
- Employees are prohibited from being personally identified with the solicitation of political contributions from subordinates, the public and businesses.

Social Media Policy

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks for the City and carries with it certain responsibilities on your part. To assist you in making responsible decisions about your use of social media, the City has established these guidelines for its appropriate use.

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Social media includes all means of communicating or posting information or content of any sort on the internet on sites like Wikipedia, Facebook, Twitter, MySpace, LinkedIn, Pinterest, SnapChat, Instagram and YouTube, chat rooms, personal blogs, and other similar forms of online journals, diaries or personal newsletters. This policy refers to these and all other similar forms of social media collectively as "Internet postings".

Internet Postings on Behalf of the City, City-Authorized Internet Postings

From time to time, the City may, in its sole discretion, authorize certain employees to engage in City-approved Internet postings as part of the employee's job duties. The goal of City-authorized Internet postings is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized Internet postings are generally used to convey information about City products and services, promote and raise awareness of the City brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events. The City must ensure that such Internet postings, whether used inside or outside the workplace, maintain our brand identity, integrity and reputation while minimizing actual or potential legal risks.

General Rules and Guidelines

These rules and guidelines apply to all Internet postings made on behalf of the City, including those on websites or other electronic media maintained by City subsidiaries or affiliates.

- Only authorized employees (specifically directed by Senior Management) can prepare and modify content for the City's website, any blog located on the City's website, and/or the social networking entries located on the City's website.
- Content posted by authorized employees must be relevant, add value, and meet the specified goals or purposes developed by the City and/or as directed by the City. Authorized employees who are uncertain about any information, material or conversation should discuss the content with Senior Management.
- Internet posting accounts created by the City for authorized employees are the property of the City. Upon termination of employment, the City maintains ownership of such accounts, and the authorized employee may not change passwords or account names, create an account with a similar name, or transfer contact information gained through the City account.

Ownership of City-Authorized Social Media Accounts, Data and Information

- The following social media and other online accounts and profiles belong solely to the City: any and all social media and other online accounts and profiles that are either (a) created by the City for authorized employees or (b) used by any employee to speak on behalf of the City, whether or not
- such speech is used to promote or market the City (such accounts are hereinafter collectively referred to as "City Social Media Accounts").
- City shall own all City Social Media Accounts regardless of which employee opens the account or uses, manages or accesses it. Each City Social Media Account includes any and all log-in information, data, passwords, trademarks and content related to the profile or account, including all followers, subscribers and contacts. City Social Media Accounts shall not include any social media accounts or profiles that are created or used by an employee primarily (a) for employee's own personal use or (b) to broadcast employee's own personal views and not those of the City.
- You agree that you will not create, develop or maintain any City Social Media Accounts without City's express prior authorization. All approved City Social Media Accounts shall where possible be registered, in whole or in part, using City's name and contact information. After registration, the log-in and password information for each City Social Media Account shall promptly be reported to Senior Management and shall not be changed thereafter without prior express authorization from Senior Management.
- Upon City's request, at any time during employment or immediately upon and after your separation of employment from City for any reason, you agree to cease accessing, using, updating or modifying the City Social Media Accounts. Further, upon your separation of employment from City for any reason, City will retain ownership and control of all City Social Media Accounts created or used during your employment, including all related data and information. Prior to your separation of employment, you agree to provide to City the log-in information, including usernames and passwords, for each City Social Media Account that you created, used or managed. You also agree to assist City, both prior to and after your employment (as may be necessary), with the transition and maintenance of each City Social Media Account created or used by you during employment, including providing information that may be necessary to ensure that City is able to access the City Social Media Accounts.
- Any questions regarding this policy or social media in general should be directed to Human Resources.

Personal Internet Postings, Differentiating City-Authorized Internet Posts

Unless otherwise specifically instructed, employees are not authorized to and should not speak "on behalf of" the City.

If contacted by the media or press and asked to speak on behalf of the City about City business, products, or services, employees should remember that only Senior Management is authorized to speak “on behalf of” the City and promptly direct such requests to Senior Management.

You are responsible for your own personal Internet postings. Therefore, your personal Internet posting should be clear that you are speaking on your own behalf and not on behalf of the City. To comply with this requirement, consider the following tools:

- Write in the first person and use your personal e-mail address (not a City e-mail address) in your Internet posting.
- Refrain from posting anonymously to social media sites when your Internet posting could be attributed to the City, its affiliates, customers, patients, clients, patients, business partners, suppliers, vendors, or other stakeholders (i.e., when anonymous posts can be traced back to the original sender’s e-mail address).
- If you directly or indirectly identify yourself as a City employee or associate yourself with the City in your personal Internet postings, you should also include a disclaimer that your views do not represent those of the City (i.e., “The views in this posting do not represent the views of my employer.”).
- Employees should never link the City’s internal or external website in or from a personal Internet posting.
- Employees should refrain from using social media while on work time or on City-provided equipment, unless such use is authorized by the City and is work related.

Compliance with Related Policies and Agreements

City policies outlined elsewhere apply to an employee’s use of social media. Employees should always adhere to these policies when engaging in Internet postings. If your Internet posting would violate any of the City’s policies in another forum, it may also violate the policies in an online forum. For example, employees are prohibited from using Internet postings to:

- Violate the City’s computer usage/email policy.
- Violate the City’s Confidentiality Policy (for example, information relating to Trade Secrets, product or service development, marketing initiatives or other strategic business plans, and customer/client contact lists).
- Circumvent the City’s personal conduct and misconduct policies.
- Engage in unlawful harassment.
- Engage in any bullying.
- Circumvent policies prohibiting unlawful discrimination against current employees or applicants for employment.
- Provide personal identifying information regarding employees, clients, customers, patients, affiliates, and vendors (e.g., social security numbers, dates of birth, financial accounts, and other nonpublic financial information). Nothing in this provision should be read to restrict or inhibit the employees’ rights under any applicable state or federal law to discuss employees’ terms and conditions of employment or otherwise act for their mutual benefit.
- Violate any other laws or ethical standards (for example, never access the private password-protected sites of co-workers or other City stakeholders without permission and never use social media in a knowingly false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial “buzz” around the City’s business,).
- Disclose information subject to a confidentiality agreement to which the City is a party or any information which the City is ethically or legally required to maintain confidential.

Respect Intellectual Property and Confidential Information

The City's Confidentiality Policy restricts employees' use and disclosure of the City's Confidential Information and Trade Secrets (including but not limited to patient information). Beyond these mandatory restrictions, you should treat the City's valuable Trade Secrets, Confidential Information and patient information accordingly and not do anything to jeopardize them through your Internet postings.

In addition, you should avoid misappropriating or infringing the intellectual property of other companies and individuals.

Respect and Comply with Terms of Use of All Sites You Visit

Employees should expose themselves or Do not expose yourself or the City to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with the terms. Pay attention to terms relating to prohibitions or restrictions on the use of the social media site, including:

- Prohibitions or restrictions on use for advertising, marketing, and promotions or other commercial purposes (for example, Facebook's Statement of Rights and Responsibilities (its terms of use) prohibits businesses from administering promotions through Facebook without Facebook's prior written consent).
- Ownership of intellectual property used on, or information collected or generated through use of, the site (for example, any of the City's copyrighted material and trademarks that might be posted on the site, or customer information the City collects through the site).
- Requirements for licenses or other grants allowing use by the site owner and other third parties of the City's trademarks or other intellectual property.
- Privacy rights and responsibilities of the site owner and users.

Respect Others

Use good judgment about what you post and remember that anything you say can reflect on the City, even if you do include a disclaimer. Accordingly, you should strive to respect others in any post that you choose to make. The following rules should serve as a guide to determine what is and isn't an appropriate Internet posting.

- The City's customers, patients, clients, business partners, suppliers, or vendors would reasonably view as unlawful, harassing, obscene or vulgar. Examples of such offensive conduct might include posts that
- Intentionally harm someone's reputation or
- Intentionally harass or bully someone or
- Contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or City policy or
- Disparage the City's customers, patients, clients, business partners, suppliers, or vendors.
- The City encourages professionalism and honesty in all Internet postings. Do not post anything related to the City or the City's employees, customers, patients, clients, business partners, suppliers, or that you know to be false or misleading.

References to City Products and Services

Employees In personal Internet postings, employees should not post any advertisements of City products or sell City products and services. The Federal Trade Commission may regulate online endorsements and may require full disclosure of any connection between someone endorsing a product and the seller of the product where the connection would likely affect the weight or credibility of the endorsement. Therefore, employees must disclose employment status with the City before discussing the City's products or clients in Internet postings. Employees should also disclaim any authority to speak on behalf of the City regarding its products.

A. Monitoring

The City's communications systems, including computers, software, e-mail, copiers, fax machines, telephones, voice mail, messengers, communication tools, personal electronic devices, and various online services, are considered the property of the City. All communications and information transmitted by, received from, or stored in the City's communications systems are City records and property of the City. Employees are cautioned that they should have no expectation of privacy while using the City's communications systems, whether such use is for authorized or unauthorized Internet postings. Internet postings can be reviewed by anyone, including the City. The City reserves the right to monitor comments or discussions about the City, its employees, clients and the industry, including products and competitors, posted via the City's communications systems by anyone, including employees and non-employees. The City reserves the right to use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites and may use content management tools to monitor, review, or block content on City Internet posting sites that violate City social media rules and guidelines.

B. Reporting Violations

The City requests and strongly urges employees to report any violations, or possible or perceived violations of this policy to Human Resources. Violations include any discussion of proprietary information and any unlawful activity related to Internet postings.

C. Discipline for Violations

The City intends to investigate and respond to all reports of violations of the social media policy and other related policies. Violation of the City's social media policy may result in disciplinary action up to and including immediate termination. The City reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

D. Non-Interference with Legally Protected Rights

Nothing in the City's Social Media Policy should be read to restrict or inhibit the employees' rights under any applicable state or federal law, including the NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit.

E. Questions

Any questions regarding this policy or social media in general should be directed to Human Resources.

Working Environment

Our facility is an extension of our marketing effort and reputation to the customers and community we service. Cleanliness and orderliness reduce accidents, improves health conditions, gives pride of workmanship, and adds to the efficiency of job tasks. Our work environment has been designed to support and enhance the functions employees perform. It also provides a pleasant and inviting atmosphere for our valuable customers and visitors. Employee's consideration and cooperation in keeping the work area clean and orderly is most important. Each employee is expected to immediately report any malfunction or irregularity in the facility, operation, or activity to a Supervisor or someone in management.

Use of City Property

It is of the utmost importance that City employees understand the proper use and maintenance of all City property. The tools and equipment of every job are modern and costly. If any equipment is found to be defective, the employee should report the condition to his immediate Supervisor at once. The employee should never use defective or unsafe equipment.

City-owned tools, equipment, and other property cannot be used by an employee while off the job, or for personal use while on the job except as specifically authorized by written City policy. Violation of this policy can lead to discipline up to and including termination.

Personal Property

Employees are asked to refrain from bringing unnecessary or inappropriate personal property to work. Employees are expected to exercise reasonable care to safeguard personal items brought to work. City of Anderson is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. To maintain security and protect against theft, City of Anderson reserves the right to inspect all personal property brought onto premises or facilities, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, City of Anderson may inspect the contents of storage areas, file cabinets, desks, and work stations at any time and remove all City of Anderson property and other items that violate the rules and policies established by City of Anderson.

Travel Policy

The City of Anderson will reimburse employees for authorized expenses incurred in travel on City business. No expenses for spouses, guests, entertainment, and/or non-business-related costs will be reimbursed. The travel policy sets forth specific procedures for the approval of travel expenses and is detailed in the City's Procurement Code. Employees should address any questions regarding the Travel Policy to their individual Supervisors.

Vehicle Usage Policy

The purpose of the City Vehicle Policy is to ensure that City-owned vehicles are used in the proper manner by authorized personnel. Only City employees are authorized to operate or ride in a City vehicle. The only exception shall be those passengers who are authorized by department heads.

Assignment and authorized use of City vehicles shall be determined by the City Manager. City vehicles assigned to authorized personnel shall be used only as specifically set forth in the City's Personnel Policy and Procedures.

The use of a City vehicle in a manner which conflicts or violates the policy that is set forth in the City's Personnel Policy and Procedures shall result in disciplinary action up to and including termination. Employees should address all questions regarding the use of City-owned vehicles to their direct Supervisor.

Subpoenas/Court Appearances

The City will grant *unpaid* time off from work for non-exempt employees to appear in court as a witness at the request of any party other than City of Anderson. Employees can choose to use their available vacation time if they would prefer to be paid for this time.

Dress Code and Personal Hygiene

Employee dress in the office can be business casual, but it should be neat in appearance and consistent with a business-like atmosphere, keeping in mind the impression made on customers, visitors, and other employees. When visiting a customer site or working with customers and visitors in the office, employee attire should be appropriate and follow business dress guidelines. When in doubt about proper attire, employees are encouraged to consult with their Supervisor.

In keeping with this standard, at no time while at work or while conducting City-related business should employees display facial jewelry, have any exposed or offensive visible tattoos or piercings other than earrings. Tattoos cannot be of an offensive nature, based on management discretion. Tattoos must be appropriate in content and in keeping with a professional image.

There may be times or special circumstances where exceptions to the norm are required. Such situations will be determined by the City and communicated to employees through their Supervisor.

Accessories, make-up, fingernails, jewelry, etc. should not be excessive or distracting in nature. Facial hair should be kept neat, trimmed and beards and mustaches should be neatly trimmed and groomed. Good hygiene, grooming and cleanliness are always expected. Perfume and cologne should be used in moderation and never excessive.

No dress code can cover all contingencies, so employees must exert a certain amount of good judgment in their choice of clothing to wear to work. Uncertainty about what is acceptable, professional business casual attire for work should be referred to management. As a rule, if the clothing is in question if it should be worn, or if it is acceptable, choose something else or inquire before wearing.

If clothing fails to meet acceptable standards, as determined by management, the employee will be asked not to wear the inappropriate item to work again. The City reserves the right to send an employee home to change if their dress does not meet acceptable standards. Time away from work for the employee to change will be unpaid. Repeated disregard for this dress policy may result in disciplinary action, up to and including termination.

The City will follow the Americans with Disabilities Act (ADA) guidelines as it relates to service animals in the workplace. Employees with specific questions or needs regarding service animals should contact Human Resources.

Confidentiality Policy

City of Anderson's Standards of Conduct require that we keep the business affairs of our customers confidential. Employees agree during their employment and thereafter not to reveal any confidential information of City of Anderson or of others which employee know or ought to know is confidential or that City of Anderson has confidential information obligations. The discussion of City business with any individual or City, employee or not, is against our policy except to the extent necessary to carry out assigned responsibilities. Mishandling of confidential information may result in disciplinary action, up to and including termination. The City considers records, customer information, personal employee information, etc. as confidential information as well.

Every City of Anderson employee, both while employed and after employment, is required to maintain confidentiality of Trade Secrets and Confidential Information.

“Trade Secrets” are limited to City information including, but not limited to, (i) a formula, pattern, compilation, program, device, method, technique, product, system, or process, design, prototype, procedure, or code that (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, the public or any other person who can obtain economic value from its disclosure or use, and (b) is the subject of City efforts that are reasonable under the circumstances to maintain its secrecy, and/or (ii) any City information that could otherwise come under the definition of Trade Secret under South Carolina Code § 39-8-20.

“Confidential Information” is defined as information related to the services or products provided by the City or related to the business of the City that (i) is competitively sensitive information; (ii) is important or valuable to the City; (iii) is kept in confidence by the City; (iv) becomes known to or exposed to Employee through his/her employment with the City; and (v) does not fall within the definition of Trade Secret above. Such Confidential Information may be valuable to the City because of what it costs to obtain, because of the advantages the City enjoys from its exclusive use, or because its dissemination may harm the City's competitive position in the industry.

Trade Secrets and City Information may include, without limitation (i) inventions, discoveries, copyrights, intellectual property improvements, know-how, methods, technical information, data, process technology, plans, drawings, blueprints, manufacturing processes, laboratory procedures, and methods employed or sold by the City relating to the Services or products provided by the City or related to the business of the City; (ii) sales, customer and patient data (whether or not reduced to writing), including but not limited to customer and patient lists, customer and patient preferences, customer and patient requirements, customer and patient contracts, customer and patient contacts, pricing information, concessions and prior bids; (iii) marketing information, including but not limited to business strategy, plans, research, development, expansion or contraction plans; (iv) business plans, including but not limited to capital projects, departmental budgets and expenses; (v) financial information, including but not limited to revenue and billing projects; (vi) computer programs (or any portions or logic comprising such programs and/or source codes), internal security codes and passwords; (vii) manufacturing and vendor contacts, contracts and agreements; (viii) research and development efforts; (ix) product or service cost or pricing; (x) personnel allocation or organizational structure; (xi) non-public information concerning the legal or financial affairs of City; and (xii) patient lists, information, medical records and files kept or made at City of Anderson.

Trade Secrets and City Information may exist in any medium or form, including but not limited to paper and electronic documents, records, tapes, files, media, and any other medium of communicating or storing information, including but not limited to information stored or kept digitally or electronically.

Confidential Information and Trade Secrets, including but not limited to customer records, are considered confidential. Access to this information is limited to those employees who have a legitimate business reason to know such information, and these matters should only be discussed in an appropriate business or clinical setting and with other employees or physicians who have a legitimate right to know. Discussions should not be held in public areas, such as the break room, near exam rooms, reception areas, or outside City of Anderson in a public setting, or in inappropriate settings which may result in unauthorized disclosure to those not entitled to know.

Nothing in the City's Confidentiality Policy should be read to restrict or inhibit the application of the confidentiality of patient records under HIPPA or otherwise interfere with employees' NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit.

Outside Employment

An employee may participate in outside work activities unless the activities conflict with the interests of the City or the employee's City job responsibilities. In general, an employee should not engage in outside work activities when they:

- Prevent the employee from fully performing work for which he is employed by the City, including overtime assignments.
- Involve organizations that do or seek to do business with, or compete against the City, including actual or potential vendors.
- Violate provisions of law, government regulation, or a City rule or policy.
- Otherwise harm or conflict with the City's interests because of the nature of the outside work activities.

Employees should obtain the approval of their Supervisor in advance of all outside work activity to avoid internal and potential conflicts.

If the City discovers that an employee has engaged in activities outside employment contrary to the limitations stated above, the employee may be deemed to have violated this section and may be disciplined, up to and including termination.

Supervisors will try to inform employees in advance of any overtime requirement. In cases of conflict with any outside work activity, the employee's obligation to the City has priority; otherwise, the employee may be deemed to have violated this section. An employee who violates this section may be disciplined, up to and including termination.

Employment of Relatives

It is the policy of the City that two (2) or more members of an employee's immediate family shall not be employed by the City if such employment would result in one member supervising another member or where one member holds a position which has influence over another's employment, promotion, salary administration and/or other related management or personnel consideration.

Members of the immediate family of an elected official, employee in the offices of the City Manager, finance, human resources or related to an executive staff member are not eligible for City employment.

For the purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, son-in-law, daughter-in-law, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law, aunt, uncle, niece, nephew, or any legal dependent, or person residing in the employee's home. The immediate family is also considered to include step-parents, step-children, step-brothers and step-sisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in an apparently romantic relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other.

Employees are expected to disclose relationships covered by this policy whenever they come into existence. An employee's failure to provide such information can lead to disciplinary action. If employees become related by marriage or residential relationship and create a situation prohibited by this policy, one of the employees may be asked to give up their position. If the employees cannot choose which of them is to resign, the City Manager will make the determination.

Employment of close relatives may be permitted in strictly emergency situations for temporary periods of time, normally not to exceed 30 days or for some longer periods in cases where other qualified applicants are not available for an essential task. Employment of close relatives will be permitted only with the approval of the City Manager.

Non-Fraternization and Consensual Relationships

Generally, the City does not seek to regulate the private social behavior of its employees. However, when certain relationships cause a conflict of interest within or have a negative impact on the City, the policy below applies.

It is the policy of City of Anderson to provide its employees with an equal opportunity in hiring, employment, promotion, compensation and all other employment-related decisions without regard to any protected status. It is also the City's policy to create and maintain a workplace free from harassment, including sexual harassment.

In general, it is against the policy of the City for an individual to supervise or work in the same department as another individual with whom he or she shares a social or family relationship. Social relationships include dating or other intimate or close relationships. Family relationships include spouses, parent-child, siblings, in-laws, aunts, uncles and stepfamily.

Employees and applicants are expected to disclose these relationships whenever they come into existence and will also be asked to acknowledge in writing the consensual nature of the relationship (Relationship Agreement). Failure to do so may lead to disciplinary action, up to and including termination. If these relationships come into existence after employment, the City attempts to transfer employees to comparable (but separate) positions to avoid any perception of favoritism, preferential treatment or conflict of interest. If a transfer is not possible, the employees may be requested to decide among themselves which individual is to resign. If the employees are unable to decide about who is to resign, the situation is reviewed further by management and a decision is reached which can include requiring both parties to resign or requiring one of the individuals to resign.

Employees engaging in such consensual relationship must speak with their Supervisor or Human Resources and complete the Relationship Agreement. The Relationship Agreement is presented to the parties for signature to document the consensual nature of the relationship and provide guidance for appropriate conduct in the workplace. This Agreement is also intended to promote the efficient operation of the City's business and avoid any misunderstandings, complaints of favoritism or other problems of security, supervision, safety or morale and possible claims of sexual harassment.

For further details on this matter, please contact your Supervisor or Human Resources.

Complaints and Suggestions

Employees are encouraged to speak to their Supervisors about complaints, questions, and suggestions. Grievances and personal complaints are best handled between the employee and the employee's immediate Supervisor.

If the subject of a grievance cannot be solved between the employee and his Supervisor, the employee may follow steps in the grievance process, which includes levels of review by the department head or division head.

If the complaint is not resolved at these levels, the employee may request that the Employee Grievance Committee hear the matter. The decision of the committee is forwarded to the City Manager. The City Manager may reject, accept, or modify the findings and decision of the Grievance Committee, and his decision is final.

A copy of the Employee Grievance Procedures may be obtained in the Human Resources. Human Resources staff is available to assist employees in grievance procedures.

Disciplinary Guidelines

The City of Anderson seeks to encourage improvement by employees who fail to meet conduct or performance standards. Unfortunately, some employees engage in conduct or fail to meet the expectation of performance for their responsibilities, necessitating corrective action or, in some cases, termination. The following provisions address those situations.

Failure to satisfy fully the requirements of the City rules, policies or procedures; failure to meet performance expectations of management; or any action or behavior which, in the opinion of management, is detrimental to the orderly operation and integrity of the City, may subject the employee to disciplinary action, including one of the following possible disciplinary responses:

- Verbal counseling
- Written warning
- Warning indicating that any future action will result in termination
- Unpaid suspension
- Termination

These responses are in no particular order and are not part of a progressive discipline process. The disciplinary response of management to a particular situation will depend on a number of factors such as the severity of the offense, the likelihood that corrective action would be effective, the employee's response to the matter, and other criteria used by management in its sole discretion.

Any employee, who, in the sole judgment of management, has engaged in improper conduct or performance, may be subject to disciplinary action based on the circumstances of the individual case. Unacceptable behavior or performance may result in disciplinary action ranging from a counseling session to termination.

As stated previously, the City reserves the right to terminate employees for any or no reason, at any time, with or without notice, at its discretion. The City lists below certain types of misconduct which may result in discipline, up to and including termination. This list is not all inclusive. Obviously, there are other circumstances which fail to meet conduct and performance standards of the City. Accordingly, the City reserves the right to discipline or terminate for conduct or instances of poor performance other than that listed. From time to time, the City may publish new standards. All employees are expected to act within the guidelines in this section, as well as to adhere to appropriate workplace behavior and performance standards.

Some examples of unsuitable behavior or performance include, but are not limited to:

- Smoking, eating or drinking in unauthorized areas.
- Malingering, loitering or sleeping on the job.
- Falsifying time sheets or other City documents.
- Interfering with, defacing, changing, or altering any posted work schedule, insurance forms, employee notice, directive, order, or other document; or posting notices contrary to City policy.
- Excessive use of telephones. Emergency calls are permitted. Making personal long-distance calls at the City's expense is considered to be theft of City property and will be treated as such.
- Poor performance or other failure to perform job assignments satisfactorily and efficiently.
- Working overtime without authorization.
- Stopping work early or leaving a work area without approval or refusing to perform a work assignment.
- Insubordination or disrespectful communications to or in presence of a Supervisor.
- Entering or using City property without permission.

- Failure to comply with the City's safety rules, to report unsafe actions or conditions, or to report any workplace injury to a Supervisor.
- Damage, theft or misappropriation of property of citizens, employees, or the City; unauthorized removal of any of the above, including items found on the premises.
- Unauthorized possession of firearms, explosives, or any other dangerous instrumentalities on City premises or while performing City duties.
- Supplying false or misleading information or withholding requested information when applying for employment, promotions, raises, or benefits.
- Reporting to work under the influence of intoxicant or illegal drugs; or drinking alcoholic beverages, using illegal drugs, or possessing either while on City time or premises.
- Any other violation of the City's Substance Abuse policy.
- Any violation of the City's Harassment policy.
- Provoking or engaging in horseplay or fighting during working hours or on City property.
- Excessive tardiness or absences.
- Unauthorized absence from work.
- Unauthorized publication or use of confidential information concerning the City, City employees, or the public.
- Violation of the City's Solicitation and Distribution policy.
- Conduct which impedes the ability of the employee to effectively perform his duties, impedes the ability of other employees to effectively perform their duties, or which has a negative impact on the reputation of the City or its image in the community.
- Other conduct which, in the sole judgment of management, calls for disciplinary measures, up to and including termination.

If the City determines that a violation of these guidelines or engaging in other misconduct or poor performance does not merit immediate termination under the circumstances, the City may provide the employee with written or verbal notice that the conduct or performance in question is below the standard expected and an opportunity to improve. Whether to terminate the employee or to provide notice of the infraction and an opportunity to improve remains in the City's sole discretion. Although the discipline often depends on an employee's work history and the nature of the infraction, The City retains the discretion to terminate an employee immediately for any or no reason, with or without notice.

Separation from Employment

An employee may be separated from employment voluntarily or involuntarily by retirement, resignation, lack of work, or termination. At management's discretion, an exit interview may be conducted by Human Resources to solicit feedback regarding the City.

Resignations/Departing Employees

It is requested that employees who resign from the City shall submit a written notice to their department head at least two weeks prior to separation, stating the date the separation is to become effective and the reason for leaving to remain in good standing. It is requested that department heads submit their written notice to the Division head or to the City Manager at least one month prior to the separation to remain in good standing.

Notice of involuntary separation by the City usually is immediate, particularly where the employee has engaged in misconduct or the efficiency or morale of the department or the City will be adversely affected by continued work

during a notice period. Deviations from the standard notice are authorized in the sole discretion of the department head.

The City of Anderson appreciates the opportunity to conduct exit interviews with employees who are resigning or retiring. Departing employees are asked to report to the Human Resources on or near the last day of their employment to be informed of their pension eligibility; possibility of continuation of health insurance; possible conversion of life insurance; and other information which may be necessary for a smooth transition for both employer and employee.

Layoff Due to Lack of Work

The City attempts to maintain a stable work force; however, business conditions sometimes change to a point that there is not enough work to keep all employees on the payroll. Should such a situation occur the work force may be reduced by laying off the number of employees over and above those needed to perform the work available.

Return of City Property

Any City of Anderson property issued to an employee, such as Employee Handbook, client lists and information, software, computer equipment, software, databases, files, manuals, pager, keys, access codes, badges, documents, equipment, cell phones, City credit cards, protective equipment, or other property provided must be returned at the time of separation. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the final paycheck to the maximum extent permitted by law, and the employee may be required to sign a wage deduction authorization form for this purpose.

Handbook Revisions

As the City continues to grow and progress, opportunities to improve our policies and procedures will occur. As a member of the City, employees are encouraged to contribute ideas towards making City of Anderson a great place to work. As we periodically review this Handbook, the City reserves the right, with or without notice, to unilaterally change or terminate the plans, practices, and policies referred to in the Handbook. This Handbook is a basic summary of current information regarding employment at City of Anderson. Questions not answered herein should be directed to a Supervisor or Human Resources.

ACKNOWLEDGMENT AND AGREEMENT BY EMPLOYEE

This Handbook is intended to help you become acquainted with some of the current policies of City of Anderson (the "City") in effect on the date of this Handbook. This Handbook serves as a guide; it is not the final word in all cases. Individual circumstances may be handled on an individual basis at the City's sole discretion.

This Handbook and the policies described in this Handbook may be changed at any time at the sole discretion of the City without notice.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the City's Employee Handbook and your understanding that you are an employee-at-will.

- **I have read, signed, and understand the Notice and Disclaimer located on the cover of this Handbook.**
- **I have received a copy of the Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the City at any time without prior notice. I understand that this Handbook replaces and supersedes all other previous handbooks, policies, or guides. In the event that any mandatory language appears in this Handbook, the terms of the disclaimer on the cover of this Handbook shall govern over any such apparently mandatory language so that no contract is created.**
- **I understand that my employment is "at-will", which means that it may be terminated at will, either by myself or the City, regardless of the length of my employment or my performance. This means I can leave the City at any time with or without notice and with or without cause, and the City has the same right to end my employment at any time without notice and without cause as long as it acts lawfully.**
- **I understand that this Handbook is a not a contract of employment and that no circumstances arising out of my employment can alter my "at-will" employment relationship unless an agreement is set forth in writing and personally signed by the City Manager of the City. I agree that no employee or officer of the City other than the City Manager has the authority to change my status as an at-will employee.**
- **I am aware that during the course of my employment confidential City information may be made available to me. I understand that this information is critical to the success of the City and must not be disclosed or used outside of the City's premises or with non-employees. I agree that I may be held liable for damages resulting from my disclosure or unauthorized use of such information. In the event that my employment is terminated, no matter how the termination is caused, I hereby agree not to use, utilize, or disclose this information with or to any other individual or City.**
- **I understand that the City has adopted the Non-Harassment / Non-Discrimination Policy contained herein, and I agree to abide by its terms.**
- **I understand that my signature below indicates that I have received a copy of the City's Employee Handbook.**

Employee's Printed Name

Employee's Signature

Date

[Retain Copy in Personnel File]