

Exhibit "A"

The City of Williamson

PERSONNEL POLICIES

Published by:

The City of Williamson

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Chapter 1

General

Section

1-1 General

§ 1-1 GENERAL

(A) Purpose. The purpose of the Policy is to set forth and clarify requirements and expectations for the employment, compensation and discipline for persons employed by the City of Williamson. This Policy is in addition to, and does not supersede, any directives contained in the City's Charter or Municipal Code of Ordinances.

(B) Employment Anniversary Date. Each All full-Time employees' anniversary dates are on the 2nd day of January of each year following at least six months continuous service immediately prior to that date. The Calendar date each full-time employee of The City of Williamson completes 12 months of continuous employment shall thereafter become the employee's anniversary date for determining compensation and benefits, provided the employee has remained in continuous full-time employment.

(C) Full-Time, Part-Time, Temporary and Contract Employment Status. A full-time employee shall be budgeted, hired and scheduled to work in excess of 35 hours per week on a regular basis. Seasonal, temporary and/or part-time employees shall not be scheduled to work more than 35 hours per week. The amount of hours which part-time or temporary workers are scheduled to work is otherwise determined entirely by the needs of the City and budget constraints while remaining within the 35 hour limit. Contract workers are not considered City employees and are not categorized as full or part-time employees and the hours of work performed by those agencies or personnel are not applicable to City employee status.

(D) Equal Opportunity and Non-discrimination. The City of Williamson is an equal opportunity employer and adheres to the Georgia Fair Employment Practices Act (GA Code Sec. 45-19-20 *et seq.*), which prohibits discrimination in public employment based on race, color, religion, national origin, sex, disability, or age. In addition to being an equal opportunity employer and prohibiting discrimination pursuant to the Georgia Fair Employment Practices Act, The City of Williamson also adheres to all state and federal Executive Orders and will ensure fair employment practices concerning privacy, health related issues, and vaccination status.

Chapter 2

Hiring Policy and Employment

Section

2-1 Hiring

2-2 Probationary Period

2-3 Dismissal

§ 2-1 HIRING

(A) Announcement of Vacant or New Positions. Except as otherwise provided below, all vacancies or new positions shall be publicized by posting announcements in the local newspaper, on the official notice board on the website, or in the other places and by such other means as the City Council deems advisable. The announcements shall specify the titles and salary/pay ranges of the positions, qualification requirements, manner of making application, and other pertinent information. All positions shall be posted to the public for a period of at least 5 days.

(B) Application Forms. All applicants shall submit a written application on forms provided by the City. All applicants shall provide proof of citizenship as required by federal law. Such forms shall require information concerning training, experience, and other pertinent information, and shall be signed by the applicant. All applications must be turned in to City Hall.

(C) Employment Requirements. All positions in the classified service shall be open only to persons who meet such requirements as are listed on the public announcement of the vacancy. Such requirements may include but are not limited to the following factors: experience, education, physical ability to perform the job functions, and training.

(D) Receipt and Duration of Applications. Applications from all persons desiring employment with The City shall be accepted during regular business hours and placed on file. Applicants must complete a new application for each announced position.

(E) Review of Applications. All applications must be reviewed by City Council members and the Council must vote on the applicants that will be interviewed in person.

(F) Interviews. Interviews will be conducted in the City Hall with no more than two Council Members and the Mayor.

(G) Selection. Selection of the applicant who will fill the position must be voted on and approved by the City Council at the next meeting or at a Special Called Meeting for that purpose.

§ 2-2 PROBATIONARY PERIOD

(A) New employee probation period. All newly hired employees are considered probationary until they have successfully completed six months of employment. Any probationary employee may be dismissed, with or without notice, by the Mayor and City Council during the six-month probationary period at any time they feel the employee is not satisfactorily performing the assigned duties.

(B) Probation period. At the end of 90 days, the new employee will be evaluated by their supervisor. If the evaluation is favorable, the employee will continue as before. If it is unfavorable, corrective actions will be suggested by the supervisor and the employee will have 90 to meet the expected job standards.

(C) End of probation period. At the end of the six months, the employee will be evaluated. If the evaluation is favorable, the employee will no longer be on probation and will become a permanent employee. If the evaluation is unfavorable, the employee will be terminated.

§ 2-3 DISMISSAL

(A) During probation period. All newly hired employees are considered probationary until they have successfully completed six months of employment. Any probationary employee may be dismissed, with or without notice, by a vote of City Council or the respective Department Head or Elected Official during the six-month probationary period at any time they feel the employee is not satisfactorily performing the assigned duties or indications of misinformation.

(B) After probation period. After six months of employment, the employee becomes a permanent employee and can only be dismissed by a vote of the City Council with a cited reason for dismissal.

(C) Appeals. Any employee may appeal an adverse action regarding employment, including termination, by submitting a written appeal within five (5) days of the adverse action to the City Clerk with a copy to the Mayor and Council. The City Council will then schedule an appeal hearing within no more than thirty days from the receipt of the written appeal, unless an extension is mutually agreed upon by the employee and the Mayor and Council. The City Council will have the final authority concerning the adverse action and appeal.

Chapter 3

Personnel Conduct Policies

Section

3-1 Duties and Expectations

3-2 Conflicts of Interest Prohibited

3-3 Receiving Gifts Prohibited

§ 3-1 DUTIES AND EXPECTATIONS.

(A) City Clerk and related Charter Definition. As stated in the City Charter, the City clerk shall be custodian of the official City seal, maintain City Council records required by this charter, and perform such other duties as maybe required by the Mayor and City Council. The clerk will also act as the city treasurer by receiving money, depositing money to the bank, paying bills and all other financial activities as directed by the City Council.

(B) Other Employees. The City of Williamson may employee other such positions as may be deemed necessary by the Mayor and Council. The duties and responsibilities of any such employment shall be set forth in writing and approved by the Mayor and Council.

(C) Representation of the City. The City Clerk and other employees may be considered as the visual representation of the City to most citizens. The City Council expects all employees of the City to conduct themselves in a professional manner with a professional appearance and language.

§ 3-2 CONFLICTS OF INTEREST PROHIBITED.

(A) It is resolved by the City of Williamson Mayor and City Council that no employee, officer or agent of The City of Williamson shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. For the purposes of this section, such a conflict would arise when any of the following has a financial or other interest in the firm selected for the award:

- (1) The employee, officer or agent;
- (2) Any member of his or her immediate family;
- (3) His or her business partner; or
- (4) An organization which employs, or is about to employ, any of the above.

(B) The grantees or sub-grantees, officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements. Grantee and sub-grantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

(C) Any person subject to this section who shall violate the terms of this section will be subject to disciplinary action, including but not limited to reduction in rank, termination and, where applicable, prosecution under state law.

§ 3-3 RECEIVING GIFTS PROHIBITED.

No employee of The City of Williamson, Georgia, shall demand or receive any tips, gratuities, gifts, payment or anything of value from any person for the rendering of services during normal city business hours other than the payment that said employee is entitled to from the governing authority of The City of Williamson.

Chapter 4

Compensation, Flex-time, and Leave Policies

Section

- 4-1 General**
- 4-2 Compensation and Flex-time**
- 4-3 Sick Leave and Vacation Pay**
- 4-4 Bereavement Leave**
- 4-5 Family and Medical Leave**

§ 4-1 GENERAL

The following policies shall govern funding approval and dispersion of sick leave, vacation pay, holiday pay and jury pay for the full-time employees of The City of Williamson. As stated above in Section 1-1, (C), an employee hired and scheduled to work in excess of 35 hours per week on a regular basis is considered a full-time employee. Seasonal, temporary and/or part-time employees shall not be scheduled to work more than 30 hours per week. The amount of hours part-time or temporary workers are scheduled to work is otherwise determined

entirely by the needs of the City and budget constraints within the 30 hour limit. Contract workers are not considered City employees and are not categorized as full or part-time employees and the hours of work performed by those agencies or personnel are not applicable to City employee status.

§4-2 COMPENSATION AND FLEX-TIME.

(A) Compensation. The Mayor and City Council shall set the compensation of employees as either salary or hourly in compliance with state and federal guidelines, taking into consideration of the budgetary constraints of The City. Non-exempt employees shall be entitled to overtime as required by applicable law.

(B) Flex-time. The Mayor and City Council may approve flex-time in order to limit overtime in consideration of the budgetary constraints of The City. Specifically, the Mayor and Council may allow an employee to take time off during a week in exchange for specific numbers of hours worked. While this flex-time provision is intended to help limit overtime, this provision is not intended to avoid actual overtime obligations of The City in the event an employee works more than forty (40) hours in the work week.

§4-3 SICK LEAVE, VACATION PAY, HOLIDAY PAY, JURY PAY.

(A) Sick pay.

(1) Each full-time employee of The City of Williamson having six months continuous employment or more with The City of Williamson on the 2nd day of January shall accrue five days sick leave on that date each year, provided that the employee is in a pay status (at work or on authorized absence) on that day; otherwise the five days sick leave will accrue on the next working day on which the employee is in a pay status. After a full-time employee has completed five years of continuous service or more with The City of Williamson on the 2nd day of January shall accrue ten days sick leave on that date each year, provided that the employee is in a pay status (at work or on authorized absence) on that day; otherwise the ten days sick leave will accrue on the next working day on which the employee is in a pay status.

(2) Each full-time employee of The City of Williamson with less than six months continuous employment on the 2nd day of January of a given year shall accrue five days sick leave on the date the employee completes six months continuous employment.

(3) Any employee absent on sick leave for three or more consecutive work days shall bring in a doctor's certificate stating that the employee is able to return to work and indication of nature of the illness if such certificate is requested by the Mayor and/or City Council. If such doctor's certificate is not available and cannot be obtained for failure to consult a doctor, then the employee shall be responsible to obtain a medical examination at the employee's expense and bring in a certificate showing the results of the examination and whether or not employee is able to return to work.

(4) Unused sick leave cannot be carried forward from one calendar year to the next. Unused sick leave from a given calendar year shall automatically lapse at midnight December 31 of the year in which such sick leave was accrued.

(B) Vacation pay.

(1) Each full-time employee of The City of Williamson after completing the first 6 months of continuous employment shall accrue one week's (five days) paid vacation on the day which commences the seventh month of such continuous full-time employment. This date shall thereafter become the employee's anniversary date for determining vacation pay. In succeeding years, the employee shall accrue one week's vacation on the anniversary date in the same manner as in the first year, provided the employee has remained in continuous full-time employment.

(2) After a full-time employee has been continuously employed for one full years, that employee will be eligible for two weeks vacation pay as of the anniversary date as defined in division (B),(1), above, of this section. After a full-time employee has been continuously employed for five full years, that employee will be eligible for three weeks vacation pay as of the anniversary date as defined in division (B),(1), above, of this section. After a full-time employee has been continuously employed for ten full years, that employee will be eligible for four weeks vacation pay as of the anniversary date as defined in division (B),(1), above, of this section.

(3) Carryover of accrued unused vacation time from one year to the next shall be limited to one week. Any additional accrued unused vacation time on hand each year shall be forfeited as of 12:00 midnight on the anniversary date.

(4) No pay in lieu of vacation will be made; in order to receive vacation pay, the employee must actually take the vacation.

(5) No payment shall be made for fractional days (one hour, one-half day and the like). No payment will be approved for less than one full day vacation at a time, computed by the full normal daily work schedule of the department in which the employee works.

(6) Vacation leave must be requested at least seven days prior to the time your requested leave would begin. All requests for vacation are subject to your supervisor's approval.

(C) Holiday pay. In order for an employee to be paid for a holiday, the employee must:

(1) Be a full-time employee and have been employed with The City of Williamson continuously for a period of at least 90 days;

(2) Be in a pay status (on duty or on paid authorized absence) on the day before the holiday and the day after the holiday.

(D) Jury pay.

(1) Hourly employees who miss time from work due to jury duty are entitled to receive jury pay.

(2) Salaried employees or elected officials who receive compensation for jury duty are to turn that compensation back in to the city.

(E) Full-time employees only. Sick pay, vacation pay and holiday pay are benefits paid only to full-time employees and are not paid to temporary (seasonal) or part-time employees.

(F) Compensatory time. No compensatory time will be allowed unless sanctioned by the Mayor and City Council.

(G) New employee probation. All newly hired employees are considered probationary until they have successfully completed ninety days of employment. Any probationary employee may be dismissed, with or without notice, by the Mayor and City Council during the probationary period at any time they feel the employee is not satisfactorily performing the assigned duties.

(H) Uniform policy. If a department requires the employee to wear uniforms, the full cost will be paid by the city.

(I) Funding policies only. These policies are set forth to be used by the Board and by other elected officials and department heads in setting work schedules and sick, vacation and holiday schedules. Nothing herein shall be construed as setting any schedules of work or of vacation for employees of other elected officials.

§ 4-4 BEREAVEMENT LEAVE.

(A) Purpose. The purpose of this section is to establish guidelines for the use of bereavement leave due to death in the employee's immediate family.

(B) Statement of policy.

(1) Full-time employees who have a member of his or her immediate family taken by death may receive up to three days (24 hours) off with pay per family member as bereavement leave to arrange and/or attend funeral activities of immediate family members. Additionally, full-time employees may receive up to six hours off with pay per year to attend the funeral of others.

(2) IMMEDIATE FAMILY shall be defined as spouse, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren.

(3) The employee must notify his or her immediate supervisor upon making determination to take time off from work. If additional time is necessary, it shall be taken as vacation or unpaid leave if vacation has been exhausted with advance authorization by the appropriate department head/elected official.

(4) Each full-time employee of The City of Williamson having six months continuous employment or more with The City of Williamson on the 2nd day of January each year shall be eligible for bereavement leave.

(5) Each full-time employee with less than six months continuous employment on the 2nd day of January of a given year shall be eligible for bereavement leave on the date the employee completes six months continuous employment.

(6) Employees who fail to return to work on the date specified to the department head/elected official without receiving an extension are subject to disciplinary action up to and including termination.

§ 4-5 FAMILY AND MEDICAL LEAVE POLICY.

(A) Purpose. The purpose of this section is to provide a family and medical leave policy in compliance with 29 USC 2611 et seq., the Family and Medical Leave Act of 1993.

(B) Guidelines.

(1) Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ELIGIBLE EMPLOYEE. Those who have been employed for at least 12 months and who have provided at least 1,250 hours of service during the 12 months before leave is requested.

PARENT. Mother or father of an employee, or an adult who had day to day responsibility for caring for the employee during his or her childhood years in place of the natural parents.

SERIOUS HEALTH CONDITION. An illness, injury, impairment or physical or mental condition involving either in-patient care or continuing treatment by a health care provider. Examples of serious health conditions include but are not limited to heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, diabetes complications, severe respiratory conditions, spinal injuries, severe arthritis and the like.

SON or DAUGHTER/CHILD. Biological, adopted or foster child, a step child, legal ward or child of a person standing in loco parentis who are under the age of 18 years. Children who are 18 years or older qualify, if he or she is incapable of self care because of mental or physical disability.

(2) Leave provisions.

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

(b) The right to take leave applies equally to male and female employees who are eligible.

(c) Leave taken under this provision for the purposes of care for a newborn child or a newly placed adopted or foster care child must be taken before the end of the first 12 months following the date of birth or placement.

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

(e) An employee may take leave to care for a parent or spouse of any age who, because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a spouse or parent of any age who is unable to care for his or her own basic hygiene, nutritional needs or safety. Examples include a parent or spouse whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke or who is recovering from major surgery or who is in final stages of terminal illness.

(f) Eligible employees, who are unable to perform the functions of the position held because of a serious health condition, may request up to 12 weeks leave. The term serious health condition is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery.

(g) Employees requesting medical leave due to their own illness or injury must use any balance of sick leave, annual leave or floating holidays prior to unpaid leave beginning. The combination of sick leave, annual leave, floating holidays and unpaid leave may not exceed 12 weeks. Employees requesting family leave must use annual leave, floating holidays and other paid leave prior to using unpaid leave. The combination of annual leave, floating holidays and unpaid leave may not exceed 12 weeks.

(h) If spouses are employed by the same employer and wish to take leave for the care of a new child or a sick parent, their aggregate leave is limited to 12 weeks. For example, if the father takes eight weeks of leave to care for a child, the mother would be entitled to four weeks leave for a total of 12 weeks of leave.

(3) Notification and scheduling.

(a) An eligible employee must provide the employer at least 30-days' advance notice of the need for leave for birth, adoption or planned medical treatment, when the need for leave is foreseeable. This 30-day advance notice is not required in cases of medical emergency or other unforeseen events, such as premature birth or sudden changes in a patient's condition that require a change in scheduled medical treatment.

(b) Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

(4) Certification.

(a) The employer reserves the right to verify an employee's request for family/medical leave.

(b) If an employee requests leave because of a serious health condition or to care for a family member with a serious health condition, the employer requires that the request be supported by certification issued by the health care provider of the eligible employee or the family member as appropriate. If the employer has reason to question the original certification, the employer may, at the employer's expense, require a second opinion from a different health care provider chosen by the employer. That health care provider may not be employed by the employer on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third opinion may be obtained from another provider and that opinion will be final and binding.

(c) This certification must contain the date on which the serious health condition began, its probable duration and appropriate medical facts within the knowledge of the health care provider regarding the condition. The certification must also state the employee's need to care for the son, daughter, spouse or parent and must include an estimate of the amount of time that the employee is needed to care for the family member.

(d) Medical certifications given will be treated as confidential and privileged information.

(e) An employee will be required to report periodically to the employer the status and the intention of the employee to return to work.

(f) Employees who have taken medical leave under this policy must furnish the employer with a medical certification from the employee's health care provider that the employee is able to resume work before return is granted.

(6) Reduced and intermittent leave.

(a) Leave taken under this policy can be taken intermittently or on a reduced leave schedule when medically necessary as certified by the health care provider. Intermittent or reduced leave schedules for routine care of a new child can be taken only with approval of the employer. The schedule must be mutually agreed upon by the employee and the employer.

(b) Employees on intermittent or reduced leave schedules may be temporarily transferred by the employer to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule.

(c) Intermittent or reduced leave may be spread over a period of time longer than 12 weeks, but will not exceed the equivalent of 12 work weeks total leave in one 12-month period.

(7) Restoration. Employees who are granted leave under this policy will be reinstated to an equivalent or the same position held prior to the commencement of their leave.

(8) The 12-month FMLA period. The 12-month period during which an employee is entitled to 12 work weeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to 12 weeks of leave during the 12-month period after the leave begins. The next 12-month period will begin the first time the employee requests FMLA leave after the completion of the previous 12-month period.

Chapter 5

HOLIDAYS

Section

5-1 Holidays Designated by The Mayor and Council

§ 5-1 HOLIDAY DESIGNATION.

The Mayor and Council shall designate the official holidays for each calendar year at the last meeting in December of the preceding calendar year, or as may otherwise be designated by the Mayor and Council, which shall be no later than at a meeting in January of the calendar year for which the holidays are being designated and scheduled by The Mayor and Council.

2022 PERSONNEL POLICY

WHEREAS, The City of Williamson is empowered to enact ordinances and amendments such as this pursuant to the authority granted to municipalities by the following: The City Charter, the Constitution of the State of Georgia, and the Georgia State Statutes;

WHEREAS, the Charter for the City of Williamson specifically provides that the City Council shall adopt rules and regulations related to "Personnel Policies" as stated in Section 3.16 of said Charter;

WHEREAS, the City of Williamson deems it necessary to amend any such Personnel Policies previously adopted and to enact the Personnel Policies attached hereto as Exhibit A;

WHEREFORE, be it hereby ORDAINED by the Mayor and City Council of the City of Williamson that "The City of Williamson Personnel Policies" attached hereto as Exhibit A be so enacted as follows:

I.

Repealer and Replacement

Any existing Personnel Policies of The City of Williamson are hereby repealed and shall be replaced with "The City of Williamson Personnel Policies" attached hereto as Exhibit A

II.

Conflicting Provisions and Priority

If the attached 2022 "Personnel Policies conflict with any provisions of the Code of Williamson, or any other city regulations or policies, then the attached new provisions constituting the City's Personnel Policies will take priority over all conflicts, with any such conflicts shall being resolved by the City in favor of these new 2022 Personnel Policies.

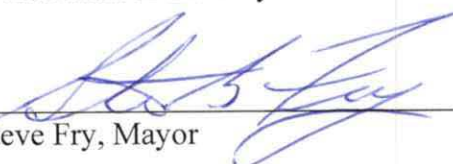
III.

Effective Date

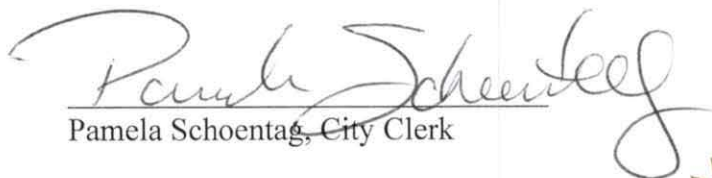
These new 2022 Personnel Policies shall become effective upon the second reading by the Mayor and Council and upon the execution of this Ordinance document.

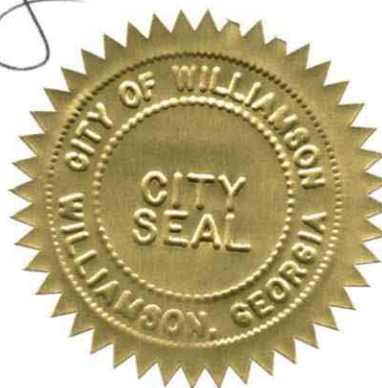
So executed and attested as follows:

Executed on behalf of the Mayor and Council by:


Steve Fry, Mayor

Attested by:


Pamela Schoentag, City Clerk



First Reading: September 1, 2022; and,
Second Reading and approval: October 6, 2022.