

CITY OF OXFORD ALABAMA

EMPLOYEE HANDBOOK



JUNE 9, 2015

MISSION STATEMENT

The City of Oxford is committed to providing the employees of the City of Oxford a safe and effective work environment that allows them to provide the best services to our customers, the citizens of Oxford.

PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of this Employee Handbook is to give the employees of the City of Oxford a guide to the behavior that is expected of each employee by the Mayor, City Council and the Citizens of Oxford. While it is impossible to cover every situation that might arise, the rules and regulations contained in this handbook will give the employees guidance in how to conduct their jobs effectively and within the boundaries of policies set forth by the Oxford City Council and the Oxford Civil Service Board. Each Department within the City may create their own set of Procedures and Guidelines that are specific to the function of that department.

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Chapter 1: General Employment Provisions

1.1 EQUAL EMPLOYMENT POLICY

The City of Oxford recognizes that, as a public body, it is responsible for the general well-being of its residents. As one of the major employers in Calhoun/Talladega Counties, this responsibility extends to providing job opportunities and employment. The City of Oxford shall take necessary action to eliminate equal opportunity barriers and to prohibit discrimination and/or preferred treatment concerning any individual on the basis of political or religious affiliations; on the basis of race, creed, color, disability, national origin, sex or age (except where age or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job); and, on the basis of any other non-merit factor. Public notices shall be given for all regular, full-time vacancies, except those vacancies to be filled by intra-city transfer or promotion of current City employees, by properly advertising such vacancies within the community. Such notice shall be distributed to various education and training centers, as well as other organizations, agencies, institutions, and services that may reasonably provide sources of personnel. The methods of advertising will depend upon the nature and requirements of the position being filled. Notices of promotional vacancies may be limited to circulate only within and organizational unit of the City, may include competition from all organizational units in the City, or may be circulated to the general public.

1.2 NEPOTISM

No individual will be employed in a full time position if he/she would be subject to administrative or supervisory control by a member of his immediate family. For this purpose, immediate family will be interpreted to include an individual's spouse, parent, child, brother, and sister and the like relationship of the individual's spouse. In the event that such a relationship is created between two existing employees, after they are employed and the employee's appointing authority determines that a conflict, or the appearance of a conflict, would occur, one of the employees may be transferred to another position of the same pay grade level if available. If such a transfer is not possible, one of the employees will be asked to resign. If one of the employees does not resign, the appointing authority will dismiss the one with the least amount of seniority. Individuals who are currently employed in such situations at the time of adoption of this policy will be exempted from its restriction.

1.3 EMPLOYEE ATTIRE

All employees are expected to dress appropriately for work. Each Department Head may establish an appropriate dress standard for their departments, to include wearing uniforms, as required. In setting such standard the following criteria will be considered:

- a) Nature of the work being performed
- b) Safety considerations
- c) Nature of the employee's public contact
- d) Prevailing practices of other workers in similar jobs
- e) Type of image that the City of Oxford wishes to project

- f) The dress standard for men and women will be comparable when practical.

1.4 POLITICAL AND RELIGIOUS ACTIVITIES

No individual shall be appointed, promoted, demoted, dismissed, or otherwise harassed because of his/her political or religious opinions or affiliations. No individual connected with the City of Oxford will use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to affect employment, promotions, increase in pay, or other advantages in employment for any individual for the purpose of influencing his vote, political action, or any other consideration. No employee will be denied the right to participate in city, county, state, or federal political activities or religious activity, except as limited by federal or state law. No Employee should participate in any political activity while on the clock. Employees who are scheduled to work the entire time that the polls are open will be given the opportunity to participate in the voting process if they so desire.

1.5 DRUG FREE WORKPLACE

In compliance with the Drug Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), the City absolutely prohibits the use, consumption, sale, or purchase, transfer, possession, manufacture, or distribution of any controlled substance by any municipal employee during working hours, while on municipal property, while representing the city, or while at an assigned workplace.

In addition, City employees are strictly prohibited from being under the influence of alcohol or any controlled substance during working hours, while on municipal property, while representing the City, or while at an assigned workplace.

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, or the safety of others in the workplace. No employee shall operate any municipal vehicle or equipment under the influence of prescribed medication that would in any way impair their ability to operate the vehicle or equipment in a safe manner, or where such operation is not recommended by the prescribing physician or by prescription labeling.

Definitions: The following definitions are provided:

1. **Controlled Substances:** "Controlled Substances" are defined for the purposes of this policy as any substance, chemical, or drug listed in Schedules I through V of the Code of Alabama 1975, codified in Sections 20-2-22 through 20-2-32, or in those schedules as revised and republished annually by the State Board of Health pursuant to Section 20-2-32, or covered by the Drug Crimes Amendments Act of 1987 as codified in Sections 13A-12-210 through 13A-12-216, or a substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812)
2. **Conviction:** The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

3. Criminal Drug Statute: The term “Criminal Drug Statute” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

Employee Assistance:

The City will, to the best of its ability, work with employees suffering from drug or alcohol abuse or other personal or emotional problems in receiving the assistance necessary to overcome their dependency.

Any employee seeking such assistance is encouraged to meet with his or her supervisor(s) to discuss the situation before the problem begins to surface in the workplace. The management personnel will treat any disclosures made by an employee as strictly confidential.

The employee’s decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceedings.

Reasonable Suspicion:

Reasonable suspicion testing is similar to “for cause” testing and is conducted when department head or supervisors document observable signs and symptoms that lead them to suspect drug use or a drug free workplace policy violation. It is extremely important to have clear, consistent definitions of what behavior justifies drug and alcohol testing and any suspicion should be corroborated by another supervisor or department head. Since this type of testing is at the discretion of management, it requires careful, comprehensive supervisor training. In addition, it is advised that employees who are suspected of drug use or a policy violation not return to work while awaiting the results of reasonable suspicion testing.

Disciplinary action:

Employees found to be abusing drugs, or convicted of any criminal drug statute violation, will be subject to appropriate disciplinary action, up to and including termination, even for a first offense, or be required to enter into a written agreement with the City to participate satisfactorily in a prescribed drug or alcohol abuse assistance or rehabilitation program approved by the City for such purposes. The City is not required to pay for this rehabilitation or reimburse the employee for expenses incurred. Failure of an employee to voluntarily participate in a drug or alcohol abuse assistance or rehabilitation program, or to satisfactorily attend the program as set forth in the written agreement between the employee and the City, shall result in automatic termination of the employee.

Notice by Employee Required:

Employees must notify the City in writing of any criminal drug statute conviction for a violation occurring in the workplace, or during working hours, or while representing the City, no later than five (5) days after such conviction. Any employee found to be in violation of this notification requirement would be immediately terminated.

Publication of Policy Statements:

The City will publish a statement notifying employees of the City's Drug-Free Workplace Policy and notifying the employees in the statement, that as a condition of employment, employees must abide by terms of this policy.

Drug-Free Awareness Program:

The City Risk Manager will establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The City's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation and employees assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations.

1.6 DISCRIMINATION AND SEXUAL HARASSMENT**I. Purpose:**

- A. To state the City of Oxford's policy prohibiting discrimination and prohibiting sexual harassment.
- B. To specifically address sexual harassment, by defining what it is, by assisting employees in identifying sexual harassment, by listing types of sexual harassment and some concrete examples, by describing who can be involved in sexual harassment and have their complaints investigated and resolved.
- C. To encourage any employee who believes that he/she is a victim of sexual harassment to come forward and voice their complaint to their superiors, so that the City can act to end any sexual harassment.

II. City Policy Governing Discrimination

It is the policy of the City of Oxford, Alabama, and all departments thereof, to provide equal employment opportunities and equal treatment to all employees in all aspects of employment without regard to race, color, religion, sex (including pregnancy), age (40 and over), national origin, or physical or mental disability (of an otherwise qualified individual).

III. City Policy Regarding Sexual Harassment

It is the policy of the City of Oxford, Alabama, and all departments thereof, to prevent sexual harassment and to guard against any occurrence which remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the work environment. Therefore, the City will treat sexual harassment like any other form of employee misconduct: IT WILL NOT BE TOLERATED.

IV. Sexual Harassment Defined

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written, or physical conduct of a sexual nature when:

- A. Submission to unwelcome sexual conduct (sexual advances, request for sexual favors, and other verbal or physical conduct for a sexual nature) is made either explicitly or implicitly a term or condition of an individual’s employment.
- B. Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting an individual.
- C. Unwelcome sexual conduct (sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature) that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

V. Identification of Sexual Harassment

Sexual harassment may occur in a variety of forms. There are four categories of sexual harassment and some concrete examples of conduct which may constitute sexual harassment, if unwelcome:

- A. Verbal: Unwelcome words of a sexual nature directed at another, including making sexual demands or sexual propositions, sexual innuendos, demeaning sexual jokes, references to a person’s anatomy, catcalls, whistles, demeaning name calling, remarks on the intimate details of one’s life or sexual likes or preferences, and if unwelcome, invitations for lunch, dinner, drinks or dates.
- B. Visual: Unwelcome exposure to visual objects such as: pictures, photos, drawings, cartoons, magazines, objects, or posters (including poster calendars), sexually obscene gestures, or obvious staring and nudity.
- C. Written: Notes or letters of sexual content or propositions; sexually explicit literature, poems, or magazine articles; and obscene words, phrases or graphics on walls, bulletin boards, or posters.
- D. Physical: Unwelcome physical contact with another, including: touching, hugging, kissing, patting, fondling, grabbing, rubbing, pinching, and in some instances close physical positioning.

This list does not include all the possible behavior which could be viewed as sexually harassing by the City and which could result in job discipline. It is merely a list of offensive behaviors. Other behavior might be viewed as being sexually harassing depending on the circumstances and frequency in which they occur. Plus, some of the behavior on the list might not in all circumstances be sexually harassing, such as when they are not unwelcome.

Employees are reminded, however, that certain behaviors may be inappropriate for other reasons, even if the behavior is not sexually harassing. For example, intimate behavior at work, such as

kissing and hand-holding with a willing partner, is always unprofessional. The City wishes its employees to err on the safe side.

VI. Who Can Be Involved In Sexual Harassment

Sexual harassment can occur in a wide variety of circumstances and may encompass many variables. It is important to realize that:

- Victims can be of either gender (male or female)
- Harassers can be of either gender (male or female)
- Harassers may be supervisors of victims, but harassers may also be co-workers or even non-employees
- Harassers and victims need not be of the opposite gender, if the conduct is still based upon sex
- Victims may be third-party observers, affected by the behavior of others and exposed to a hostile or abusive atmosphere based upon sex
- Victims need not suffer any financial loss
- The sexual harassment need not seriously affect a victim's psychological well-being or lead the victim to suffer injury; instead, conduct or an environment based upon sex that a reasonable person would and does believe to be hostile or abusive constitutes sexual harassment.

VII. Registering a Complaint

Any employee of the City who feels they have been subjected to sexual harassment should register a complaint with their immediate superior. However, if it is their immediate superior who is the alleged harasser, the employee should register their complaint with the superior next in charge. If all supervisors over the employee are believed to be involved in the sexual harassment, the employee should register their complaint with the Mayor. Likewise, if an employee believes that the Mayor is involved in the sexual harassment, the complaint should be made to any Department-level supervisor.

The sexual harassment complaint may initially be made verbally, by talking to the appropriate supervisor. The complaint will then have to be put in writing and signed and dated by the person complaining. An employee may write their own complaint, or, if the employee wishes, the supervisor will assist the employee in drafting a complaint of sexual harassment.

To the extent practicable, a complaint of sexual harassment will be kept confidential, with due regard to the sensitive nature of such complaints.

VIII. Prompt Investigation of Complaint

The City shall fully, impartially and promptly investigate any sexual harassment complaint filed by one of its employees.

IX. Disciplinary Action

The city shall administer disciplinary action for any harassment or discrimination it deems appropriate up to and including termination.

1.7 WORKPLACE VIOLENCE

The City of Oxford will not tolerate violence in the workplace or disorderly conduct on City property. The City of Oxford defines violence as but is not limited to fighting, attempted bodily injury, the use of abusive or threatening language towards others, abuse or deliberate destruction of city property, intimidation or bullying, discourteous or disrespectful verbal abuse, sabotaging city equipment, etc. Employees are encouraged to report incidents to their supervisor or the Human Resources Officer. The City adheres to all state and federal laws concerning the possession of firearms in city owned buildings. Each Department Head may establish policies that restrict the carrying of firearms by employees while working even in buildings or vehicles not designated by the City Council.

1.8 PRESS RELEASES AND MEDIA INTERACTION

The City of Oxford will comply with all laws regarding the release of information to the public or press. All public records will be made available to the public or press in a timely manner upon request.

The city may charge a fee for the copying of city records as allowed by law. Each Department shall create and post a fee schedule for copies of all public records

No city employee is to make a statement to the press pertaining to any department or function of the city unless they have clearance from the Mayor, Department Head, or their designee.

1.9 EMPLOYEE EVALUATIONS

In accordance with Civil Service Policy, upon the anniversary date of each employee, the head of each department shall be responsible for having made an employee evaluation on each employee in his/her department. [Due to the approaching end of the fiscal year, all evaluations due in July, August, and September will be due by August 15.] Employee evaluations will be performed by the immediate supervisor and approved by the Department Head. The evaluation shall be discussed with the employee and signed by the employee, supervisor and department head. A copy of the evaluation shall be sent to the City Treasurer's Office and the Civil Service Board.

The grading system shall be as follows:

Employee	Employee/Supervisor	Description
0-14	0-23	No merit raise increase; requires a Performance Improvement Plan (PIP)
15-up	24-up	Eligible to receive a 1 step merit raise pending City Council approval of merit raises through the budgetary process

If a Department Head feels that an employee has went above and beyond their duties and deserves a High Performance Evaluation (HPE), they shall submit an HPE to the Mayor by August 15 of each fiscal year.

CHAPTER 2: SAFETY

2.1 PERSONAL PROTECTIVE EQUIPMENT

Protective clothing and equipment is provided to employees to protect them from the hazards associated with their individual jobs. Each department head in consultation with the Safety Director shall develop guidelines concerning the use of specific equipment. The failure to use the protective equipment assigned to an employee may result in disciplinary action being taken.

2.2 CITY VEHICLES INVOLVED IN TRAFFIC ACCIDENTS

Traffic Accident:

Anytime a City vehicle is involved in a traffic accident, the following procedures should be followed:

1. Notify 911 of the incident and request the police, EMS if needed, and your department supervisor. These steps should be done immediately. Do not move the vehicle until instructed to by your department supervisor or police.
2. If another vehicle is involved, render aid to the victims of the other vehicle and attempt to make the scene secure and safe. Don't discuss the accident with the other vehicle driver or anyone else except the Department Head, Supervisor, Police, or Safety Director.

The employee shall also fill out a detailed explanation of what happened on the form "Notice of Incident or Claim." This form should be submitted to the Safety Director within 24 hours of the incident. The driver must submit to an alcohol and drug test immediately following an accident. Any damage to a city vehicle shall be reported to the Garage Supervisor within 24 hours.

Non-Traffic Incidents:

Anytime a piece of equipment is damaged or lost, the immediate supervisor should be notified and a full report should be forwarded to the Department Head and Safety Director within 24 hours. Any damage to any motorized equipment shall be reported to the Garage Supervisor within 24 hours.

All Incidents:

All incidents involving city property or city employees should be immediately reported to the supervisor or Department Head as appropriate. The Department Head will notify the Safety Director immediately.

2.3 WORKERS COMPENSATION CLAIMS AND EMPLOYEE INJURIES

Any employee requiring medical attention in relation to an on the job injury should seek treatment at the recommended preferred provider per the Workers Compensation Medical Protocol. Treatment at any other provider may not be covered under Workers Compensation.

Workers Compensation prescriptions should be filled according to the Medical Protocol at a preferred provider. Prescriptions from another provider may not be covered under Workers Compensation.

All employees are subject to drug and alcohol screening after any on the job injury. First Report of Injury form should be filed with the Safety Director within 24 hours of the injury.

2.4 ACCIDENT REVIEW BOARD

All reportable accidents shall be presented by the Safety Director to the Accident Review Board. The Accident Review Board shall consist of the following: Safety Director, Finance Director, Garage Supervisor, City Engineer, Chief of Police or his/her designee, Fire Chief or his/her designee.

The Department Head can take immediate disciplinary action if he/she feels that it is necessary. If disciplinary action is taken, a report of such should be sent to the Safety Director for review by the Accident Review Board.

The Accident Review Board will make a recommendation to each accident reviewed to the Mayor, who can accept, increase, or decrease the recommended actions.

2.5 Safety Director

If at any time the Safety Director or any City Department Head witnesses employees of the City of Oxford performing an unsafe act, he/she has the authority to stop such actions. The Safety Director shall immediately notify the Department Head of the incident.

CHAPTER 3: EMPLOYEE BENEFITS

3.1 HEALTH INSURANCE

Health insurance is provided by the City for each full-time employee. The covered employee will have the option to purchase coverage for eligible family members for an amount determined by the City. The open enrollment period coincides with the annual contract renewal.

3.2 LIFE INSURANCE

A basic life insurance policy is offered by the City for each full-time employee. The covered employee will have the option to purchase additional coverage and/or coverage for eligible family members for an amount determined by the underwriting insurance company. The open enrollment period coincides with the annual contract renewal.

3.3 SHORT TERM DISABILITY

Employees may apply for short term disability payment from the City when circumstances prevent the employee from performing their duties. Certain criteria must be met and approval will be determined by the Mayor and the employee's supervisor. No more than six months can be approved per request.

3.4 VACATION

All full-time employees shall be entitled to vacation leave. Service will be computed from an employee's anniversary date of employment the first year, and in subsequent years on January 1.

(A) Purpose: Vacation is an earned benefit designed to provide rest and relaxation for employees. Therefore, the City requires the employees to take at least 48 hours vacation per year. Employees will be allowed to be paid money in lieu of vacation time in hardship or unusual circumstances with consent and approval of the department head. Employees may also sell back to the City, for money, vacation time not used provided they have taken at least 48 hours vacation for time off. This is to be done the first pay period of December with department head approval.

(B) Rate of Earnings: All employees assigned to permanent positions shall earn vacation time according to the following schedule:

One (1) year to (2) years.....	forty-eight (48) hours
Two (2) years to five (5) years.....	ninety-six (96) hours
Five (5) years to ten (10) years.....	one hundred twenty (120) hours
Over ten (10) years.....	one hundred sixty-eight (168) hours

(C) Vacation leave shall be pro-rated in the case of all employees whose normal work week requires a lesser number of hours to be worked than the standard work week.

(D) Vacation period is elective pending the approval of his/her appointing authority and shall begin with an employee's anniversary date of any given year. For payroll purposes it is necessary that an employee give at least five (5) days' notice prior to the time he/she desires to take his/her vacation.

(E) Annual time allowed for vacations shall in no event be cumulative, and if time allowed for vacation is not taken within the allotted time after it is earned, it shall be lost. When an employee is separated from his employment, any unused earned vacation time will be paid to the employee.

(F) Employees are required to call in to their department head and/or supervisor at least thirty (30) minutes before their scheduled shift prior to their being absent for the day unless otherwise stated in an individual department's policies and procedures. Any employee who has not reported to work or contacted his/her supervisor for a period of three (3) working days will be subject to disciplinary action and/or termination. A record of all absences of all employees shall be kept by the respective supervisors/department heads. Such record shall state the name of all employees, the date of any work absences by any employee, and the reason for such absence. This information will be entered on such record at the time of the absence. Within ten (10) days after the end of the employee's work year the supervisors/department heads shall transmit a copy of the required absence record on such employee to the Civil Service Board. Failure of the supervisors/department heads to keep such record or make such report shall create presumption that the employee did not have any absences. This rule shall not be construed so as to allow any unauthorized absences whatsoever or prevent proper disciplinary action by an appointing authority because of any unauthorized absence.

3.5 SICK LEAVE

Sick leave is a benefit provided only to full time employees. Employees are eligible to accrue sick leave after one month of service. Sick leave is provided to ensure that an eligible employee who is unable to work due to illness or injury does not feel compelled to do so for financial reasons. Abuse of sick leave privileges by any employee will be severely dealt with up to and including dismissal. In addition, accrued sick leave may be used due to the short-term illness of a member of the employee's immediate family. The Family Medical Leave Act defines Immediate Family to include an employee's Spouse (husband or wife); Child (a biological son or daughter, adopted or foster child, or a stepchild); a Legal Ward under the age of 18 or above 18 years of age incapable of self-care due to mental or physical condition; Parent (the biological mother or father or an individual who stood in loco parentis to an employee when the employee was a son or daughter), and also includes a grandchild who is a son or daughter of an employee's child, as defined above.

(A) Accrual of Sick Leave: An eligible employee on an eight (8) hour work day will earn sick leave with pay at the rate of eight (8) hours of leave per month for a total of 96 hours of sick leave per year. Eligible employees whose normal work day is twelve (12) hour per day will earn sick leave with pay at the rate of twelve (12) hours of leave per month for a total of 144 hours of sick leave per year. Eligible employees whose normal work day is twenty four (24) hours per

day will earn sick leave with pay at the rate of twenty four (24) hours of leave per month for a total of 288 hours of sick leave per year. There is no cap to earn hours in this way during active employment.

(B) Use of Sick Leave: Sick leave with pay will be granted to an eligible employee for any of the following types of reasons: (1) When he/she is unable to work due to personal illness; injury incurred off-duty, or when his/her presence may endanger the health of fellow workers; (2) Keeping a doctor, dentist, chiropractor, or optometrist appointment; (3) Any impairment related to pregnancy, and/or actual confinement; (4) To care for any family member as stated in 3.5. A female employee who requests time away from work for pregnancy, maternity and childbirth will be treated equally to other employees with other forms of disability or sickness who request leave.

(C) Requirements for Use Generally: To be granted sick leave, an employee will notify his/her supervisor of his/her inability to report to work at least 30 minutes before his/her normal work begins or as soon as possible thereafter. Failure to do so may be cause for denial of sick leave for the period of absence. Denial of sick leave may result in an employee’s being charged with vacation leave, or placed in some non-pay status, at the discretion of the supervisor.

(D) Requirements for Extended Use: The City may, at its discretion, require a certificate from the employee’s doctor if the sickness is for more than one day. For a period of absence in excess of three (3) consecutive days, an employee will be required to submit a medical report signed by a licensed physician stating that the employee has been incapacitated for work for the period of absence and when it is anticipated that the employee will again be physically able to perform his/her duties.

(E) Separation: When an employee terminates his/her employment in good standing, he/she will be entitled to be paid for accumulated sick leave. An employee may build a base of up to 1200 hours during active employment to be paid to the employee at termination as a percentage of that base. See table below:

Years of Service		% of up to 1200 Hours	Maximum Sick Leave Pay # Hours
At Least	But Less Than		
10	15	30%	360
16	20	40%	480
21	25	45%	540
26	+	50%	600

When an employee terminates his/her employment they are allowed to donate sick leave to another employee or employees up to a total donation of 48 hours. Requests to donate amounts above the 48 hour limit may be granted by the Mayor on a case by case basis.

(F) Fraudulent Use Prohibited: Any unjustified or fraudulent use of sick leave may result in loss of pay, may be charged as vacation leave, and/or may be punished by disciplinary action (to include dismissal when appropriate).

(G) Coordination With Worker's Compensation: When an employee is placed in a worker's compensation status, he/she may coordinate such absence with sick leave in accordance with the following guidelines (vacation leave or compensatory time also may be used in lieu of sick leave, if he/she does not have accrued sick leave): **(1)** The first three (3) days that the employee is absent from work will be charged as sick leave. If the employee does not have accrued sick leave, annual leave, or compensatory time to cover his/her absence for these days, he/she will be placed in a leave without pay status; **(2)** If the absence is less than twenty-one (21) days and worker's compensation does not provide benefit payments for the first three (3) days, he/she will be charged for three days of sick leave or annual leave; **(3)** If the absence is for over twenty-one (21) days and worker's compensation provides benefits payments for the first three days, he/she will reimburse the city the amount of benefit he/she receives from worker's compensation for these days.

(H) Emergency Sick Leave Policy: The Mayor is hereby authorized to declare an "employee sick leave emergency" whenever an employee of the city shall have an extended period of illness or terminal illness as evidenced by hospitalization or a physician's statement. Such employee shall have exhausted all of his/her accumulated sick leave and vacation leave prior to being eligible for receipt of donated time. The employee must submit a completed Emergency Sick Leave Form to his/her Department Head who will in turn forward to the Mayor. (Emergency Sick Leave Form may be obtained in the Civil Service Office.)

- 1. Employee Transfers:** When an "employee sick leave emergency" is declared as provided within this policy, any employee may transfer to another employee all or part of his/her accumulated sick leave, annual leave or compensatory time hours (in eight (8) hour increments) to any employee designated by the Civil Service Board as provided in the preceding paragraph by completing Leave Donation Request Form. (Form may be obtained in the Civil Service Office.)
- 2. Department Approval:** The "Leave Donation Request Form" must be completed and approved by the employee donating leave, his/her immediate supervisor, Department Head and the Mayor. The Mayor will submit the form along with the leave adjustment to be made, to the Payroll Department.
- 3. Use of Donated Hours:** The total number of donated leave hours will appear on the recipients payroll check, in the sick leave hour's category, and can be utilized immediately. Each "Leave Donation Request" will be processed in the order they are received with the total donated hours for any one illness restricted to 120 days. The donation of leave hours is totally voluntary. No employees will be penalized for their non-participation in the process. Donated hours are for the sole purpose of enduring a serious illness. No employee or the estate of a deceased employee will receive compensation for any unused portion of donated leave upon their separation from employment with the City. This policy is for the benefit of regular classified

employees of City of Oxford. Normal sick leave accrual will continue during the time the employee is utilizing donated sick leave.

3.6 HOLIDAYS

The City of Oxford recognizes 11 paid holidays. New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day. When a holiday falls on a weekend the Appointing Authority can designate the holiday be observed on Friday or Monday. The Appointing Authority can designate extra holidays as they deem necessary.

3.7 MILITARY LEAVE

Military leave will be authorized in accordance with Section 31-2-13 of the Alabama Code, as summarized below:

(A) Entitlement: Eligible employees who are active members of the Alabama National Guard, naval militia, or the Alabama State Guard organized in lieu of the national guard, or of any other reserve component of the Armed Forces of the United States, will be entitled to military leave of absence from their respective duties on all days that they are engaged in field or coast defense or other training, or on other service ordered under the provisions of the National Defense Act or other federal laws governing the United States Reserves without loss of pay, time, efficiency rating, vacation or sick leave, or any other provided benefit.

(B) Limitation: No persons granted such leave of absence will be paid for more than one hundred sixty-eight (168) hours per calendar year, except as provided in paragraph below regarding extended limitation.

(C) Extended Limitation: An eligible employee will be entitled, in addition to the above, to be paid for no more than one hundred sixty-eight (168) hours at any one time while called to duty by the governor in the active service of the state or nation.

(D) Procedure: An eligible employee who wishes to be granted military Leave, will submit a copy of his/her military orders or other documentation necessary to support the request and a leave request through his/her supervisor to the department head. Such request will be submitted as soon as the employee becomes aware of the projected dates of service.

3.8 ADMINISTRATIVE LEAVE

An employee may be granted administrative leave with pay provided the absence is on a day that the employee is scheduled to work. The number of hours of leave that may be granted for each approved day of leave will not exceed the number of hours the employee would have been scheduled to work for that day.

3.9 CIVIL OR LEGAL LEAVE

Leave will be granted an eligible employee for jury duty and court attendance as a witness in a case not involving personal litigation. Attendance in court by an employee who is acting in an official capacity will not be considered as administrative leave but as regular work time. Any fee provided an employee who is attending court in an official capacity is to be turned into the City. In other situations, the employee in addition to his/her administrative leave pay may retain any fees paid an employee.

3.10 BEREAVEMENT LEAVE

Employees shall be allowed three (3) consecutive working days off with pay when there is a death in his/her immediate family. Immediate Family in this instance would be defined as an employee's Spouse, Child, Stepchild, Foster Child, Legal Ward, Grandchild, Parent, Grandparents, Brother or Sister and the like relationships of one's spouse. The employee will have his/her choice to use accrued sick leave, vacation leave, or leave without pay, at the discretion of the employee.

3.11 HAZARDOUS WEATHER

When considered necessary, the City of Oxford may authorize the closure of City offices and activities and/or a late arrival or early departure time for employees assigned to the classified category of service. When a hazardous weather situation occurs, those employees whose presence is required to accomplish essential operations may be required to work as determined by the City. Any hours worked over normal scheduled hours will be at the rate of time and one-half. Emergency closing and/or late arrival times will normally be broadcast over the local radio station. However, it is the responsibility of each employee to contact his/her supervisor, if he/she is uncertain as to the situation. If a hazardous weather condition and authorized late arrival time is not declared, each employee will be expected to make a good faith effort to get to work during inclement weather conditions. An employee who is unable to get to work under such conditions will notify his/her supervisor. Any employee who misses time due to the closure of City offices or their inability to get to work due to weather conditions will be placed on vacation leave, sick leave, or leave without pay, at the discretion of the employee. If the employee is placed on leave without pay, he/she may be authorized by his/ her supervisor to make up the missed time so long as feasible work is available and the time can be made up in the same workweek or work period, as the case may be.

3.12 FAMILY MEDICAL LEAVE AND LEAVE WITHOUT PAY

Eligible employees may be entitled to leave without pay in certain situations as described herein. All requests for leave without pay will be administered in accordance with the following guidelines and state and federal laws where appropriate. When an employee is granted leave without pay, he/ she will be placed in a non-pay status.

(1) Family and Medical Leave Eligibility: In order for an employee to request FML, the employee must have worked for the City for at least twelve months and for at least 1250 hours during the previous twelve month period prior to request for leave. However, the City may grant six weeks medical leave for the birth or adoption of a child prior to satisfying the eligibility requirements listed above. If while on medical leave for childbirth or adoption the employee meets the twelve month requirement, any time spent on such leave shall be counted toward the twelve week family medical leave benefit period. In the event that leave is granted during the probationary period, the probationary period will be extended by the length of the leave period. Leave shall be granted for twelve workweeks of leave in a twelve month period for:

- The birth of a child and to care for the newborn child within one year of the birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member in "covered active duty";
- Twenty-six workweeks of leave during a single twelve month period to care for a covered service member with a serious injury or illness if the eligible employee is the service members spouse, son, daughter, parent, or next of kin (military caregiver leave)

a. Leave Requests: An employee will submit a request for leave through the Mayor and the Civil Service Board. The employee must submit a completed Request for Leave Form to his/her Supervisor or designee to initiate approval of such a request. Each request will be supported by a statement from the employee's or family member's physician or other recognized authority. (Forms may be attained through the Civil Service Office.)

b. Coordination with Accrued Leaves with Pay: A leave that is approved in accordance with the Family and Medical Leave Act will be charged against the employee's accrued leaves with pay in the following order: (1) available sick leave; and (2) available vacation leave (after the employee's available sick leave is exhausted). When an employee is on sick or vacation leave during FML, he/she will receive his/her regular pay and benefits.

c. Exhaustion of Accrued Leaves with Pay: After an employee's accrued leave with pay are exhausted, or if he/she does not have any leave accrued, he/she will be placed in a leave without pay status for the remainder of the family and medical leave. When an employee is placed in a leave without pay status, he/she will receive no pay, but the City will continue to pay its portion of any insurance premiums (such as medical) that it normally pays on behalf of the employee. The employee will also continue to earn seniority and credit for continuous years of service.

(2) General Leave without Pay: An employee may be granted a general leave without pay for a period not to exceed one hundred eight (180) days. A request for a leave of absence due to

childbirth or other reason associated with the FMLA will be administered in accordance with FMLA eligibility.

- a. **Administrative Requirements for General leave Without Pay:** The following requirements will apply for the approval of any general leave without pay: (a) the leave will be for a justifiable reason; (b) the leave will not cause an undue hardship on the employee's department; (c) the employee understands that he/she may be required to return to work before his/her leave expires; (d) the employee understands that his/her failure to report for duty promptly when requested or at the end of the leave will be considered a resignation and he/she will be separated; and (e) the leave has been approved by the employee's appointing authority.
- b. **Expiration of a General Leave Without Pay:** When an employee's leave of absence expires, he/she will be reinstated to the position held at the time the leave was granted or to a similar position, if his/her previous position is no longer available due to organization changes.
- c. **Benefits While on Leave without Pay Status:** No paid benefits (vacation leave, sick leave, etc.) or seniority will be earned by any employee for any month in which he/she is on general leave without pay. Insurance retainage for single or family coverage will be dependent upon payment of premiums by the employee. An employee in a leave without pay status will be provided any pay increase that other employees receive, upon returning to work, provided he/she would have otherwise been eligible for the increase.
- d. **Military Duty and Reemployment Rights:** An employee that leaves the service of the City to enter into the armed services may, under certain conditions as contained in the Uniform Services Employment and Reemployment Rights Act (USERRA), return to employment with the City.
- e. **Attendance and Leave Records:** An attendance and leave record will be prepared for each employee covered by the City's Civil Service system in accordance with guidelines to be established by the Civil Service Board. All required information will be kept up to date and will be posted on a timely basis.
- f. **FLSA Requirements:** The record for each employee will contain that information required by the FLSA for hours worked, wages earned, and wages paid. All the time that an employee is scheduled to work during his/her established workweek, or work period as the case may be, will be accounted for on a departmental time and attendance report that shows the employee's work schedule, work time, and the time that he/she is absent during the workweek or work period.
- g. **Leave Records:** A record of all absences will also be prepared for all employees by their department head in accordance with procedures to be established by the Civil Service Board. Each record will include the following information: (1) the employee's approved workweek or work period; (2) the employee's scheduled hours of duty during the

established work week or work period; (3) the time that the employee worked for each day during the work week or work period; (4) the time that the employee was absent from work during the scheduled work day in the work week or work period; and (5) reason for absence. All absences will be recorded to indicate whether they were authorized or unauthorized and the type of absence to include: vacation leave, sick leave, administrative leave, military leave, leave without pay, and compensatory time taken or earned. An employee's attendance and leave record will be made available for inspection upon his/her request.

3.13 RETIREMENT

All full-time employees of the City of Oxford participate in the Retirement Systems of Alabama. The amount of contribution by the employee and the City is determined by the Retirement Systems of Alabama and is subject to change.

3.14 RETIREE INSURANCE PROGRAM

The City of Oxford offers a Retiree Health Insurance Plan to employees that retire from service with the City. The policy terms and rates are subject to change. The details of the program may be obtained from the Human Resources Department.

3.15 AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act 42 US Code Chapter 126: Any employee who has a disability as that term is defined by the Americans with Disabilities Act has a right to seek reasonable accommodations to ensure proper job performance. The employer will provide reasonable accommodations for the employee provided that with those accommodations he/she is able to perform the essential functions of their job.

Notice to Employer: Any employee seeking reasonable accommodations as that term is defined, shall notify the Mayor (preferably in writing) the nature of the disability and the reasonable accommodations the employee is seeking from the city.

Documentation: The City reserves the right to seek specific medical information concerning the employee to insure that the employee can with reasonable accommodations perform the essential functions of their job. This request may include the employee issuing a Limited Power of Attorney to seek specific medical information concerning the nature and extent of the disability and any limitations that may exist as a result of that disability.

CHAPTER 4: COMPUTER AND INTERNET

4.1 COMPUTER USAGE POLICY

All transactions conducted on city computers are subject to audit and are the property of the City of Oxford.

The following guidelines should help you with determining the proper use of city computers.

Installing or Removing Software: Do not install or remove any software from departmental computers without approval from the I. T. System Administrator.

E- Mail & Instant Messaging: The purpose of this policy is to ensure the proper use of City of Oxford e-mail system. All messages distributed via the City of Oxford's e-mail system, even personal e-mails, are City property. You have no expectation of privacy in anything that you create, store, send or receive on the City's e-mail system. Your e-mails can be monitored without prior notification if the Department Head or I. T. Administrator deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the City/Department reserves the right to take disciplinary action, including termination and/or legal action.

All e-mails conducted on city computers will be professional in nature. All e-mails conducted on city computers are subject to audit and are the property of the City of Oxford. E-mails should not breach the Departmental/City harassment or equal opportunities policies and should not be defamatory. E-mails and instant messaging can be used as a smoking gun in court against you and the City if the proper usage is not adhered to.

Strictly Prohibited E-Mail Information:

- Send and/or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited e-mail messages or chain mail.
- Forge or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when sending mail.
- Do not open attachments you receive from others, unless you have spoken to them and they confirm that they sent you the attachment.
- If in doubt, "DON'T OPEN IT".

Pornography / Hatred / Harassment / Threatening: City of Oxford resources are not to be used to create, transmit, store or copy information that is obscene, threatening or harassing.

There are zero tolerances for inappropriate activities on City computers.

All employees are to report any perceived occurrences of offensive material involving City computers to the Department Head and the I. T. Administrator immediately.

4.2 SOCIAL MEDIA

Social Media provides a valuable means of assisting the City of Oxford and its employees in meeting community education, community information, and other related organizational and community objectives. The City of Oxford recognizes the role that social media tools may play in the personal lives of city employees. The use of social media and electronic transmissions has become challenging for public agencies and their personnel throughout the country. The proper use of social media can be beneficial to the city, personnel, and the public. However, improper use can potentially undermine the confidence of the public in the integrity of the city departments and its personnel. There is no presumption of privacy when information is posted on social media websites and/or transmitted electronically.

Professionalism is the most significant factor in dealing with anything, but especially when it comes to social media. While employees have the right to use personal/social networking pages or sites, as employees of this city, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics.

This policy applies to the use of social media sites and the use of social media in general by all City of Oxford employees, with the understanding that new communication modalities and technology will continue to evolve. This policy is not meant to address one particular form of social media; rather social media in general as technology will outpace our ability to discover emerging technology and create policies governing its use.

Oxford City Employees shall abide by the following rules when using Social Media:

1. Employees shall not engage in speech, acts, statements or postings containing obscene or sexually explicit language or images.
2. Employees shall not engage in any type of unlawful activity on social media sites.
3. Employees shall not criticize or ridicule the City, its policies, its Department Heads or other employees or any City Elected Official by speech, writing or other expressions.
4. Employees, while speaking as a private citizen on a matter of public concern regarding the city, shall not speak in a way that may cause harm or disruption to the operations of city departments.
5. Employees shall not without approval of their Department Head, Assistant Department Head or Shift Supervisor, post, transmit or otherwise disseminate any information that they have access to as a result of their employment including:
 - Protected or confidential matters of the city
 - Matters under investigation
 - Patient or employee information protected by HIPAA/medical confidentiality laws
 - Personnel matters that are protected from disclosure by law
 - Photographs/images of emergency scenes
 - Video or audio files related to any emergency scene

6. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of City Departments.
7. Political involvement during any period of time the employee is being compensated by the city is strictly prohibited.

The City of Oxford reserves the right to monitor their employee's use of any social media, and to take appropriate actions to prevent any misuse or misconduct that may be harmful to the City of Oxford image or reputation. This may include asking employees to take down certain postings or taking disciplinary action against employees.

The City of Oxford reserves the right to discipline employees, up to and including termination, for any commentary, content or images that are pornographic, harassing, defamatory, libelous, and anything that may or does create a hostile work environment or disrupts the efficient operations of the City Departments.

CHAPTER 5: EMPLOYEE TRAINING

5.1 CITY REQUIRED TRAINING

All employees of the City of Oxford must undergo training on the policies and procedures of the City. The training should include the following:

- Employee Handbook
- Safety Procedures specific to his/her job
- Department specific Rules and Regulations
- Job specific Rule and Regulations
- Job specific training

5.2 CONTINUING EDUCATION TRAINING

The City of Oxford is committed to providing our citizens the best employees and is committed to providing job related training and continuous education to assist employees in their job performance. With this concept in mind, the City provides a program to assist employees with:

- Safety in the workplace
- Helping employees meet the minimum requirements for job responsibilities
- Expand job knowledge and upgrade skills

Each Department Head or designee shall provide a minimum of twelve (12) documented hours per year of job related continuous education for all full/part-time employees. It will be the Department Head's responsibility to ensure that the training is completed and documented. Examples of Training: Computer Training, Driving Training, Departmental Procedures, Safety, Specialized Job Specific Training, etc.

Any employee that fails to complete the required training is subject to disciplinary action.

Seasonal Employees are required to have a minimum of two (2) documented hours of Safety Training.

All continuous education training will be provided by the City, but must be pre-approved by the Department Head.

A copy of all diplomas or certificates received for and training must be given to the Department Head and kept in the employees personnel file.

CHAPTER 6: DISCIPLINARY PROCEDURES

6.1 GENERAL PROVISIONS FOR DISCIPLINARY ACTION

The maintenance of high standards of honesty, integrity, and conduct by individuals employed by the City of Oxford is essential. Therefore, all employees are expected to maintain high standards of cooperation, efficiency, and economy in their work and to display conduct both on and off the job in such as to reflect credit on the employee, the City of Oxford, and the offices for which he/she works. Normally, disciplinary action will be taken only against full-time employees. Temporary or part-time employees serve at the pleasure of the appointing authority and may be separated in lieu of being disciplined. However, nothing should be interpreted herein to prevent the disciplining of any employee, when the circumstances warrant.

- A. **Reason Taken:** An employee may be disciplined for violations of established City of Oxford rules and regulations; Department procedures and guidelines; unacceptable job performance; failure to qualify or maintain qualifications for job-related licenses, insurance or certifications; unauthorized absences; or inability to perform job requirements. If disciplinary action is taken against an individual, it will be fairly, promptly, and consistently applied.
- B. **By Whom Taken:** Disciplinary action will be administered by the Department Head or Supervisor. Any disciplinary action resulting in suspension without pay, demotion, or termination will be administered by the Department Head under the direction of the Mayor.

6.2 TYPES OF DISCIPLINARY ACTION

The following types of disciplinary actions are authorized to correct unacceptable employee conduct or the employee's inability to perform his/her job:

- A. **Counseling Sessions:** Counseling sessions will be used to attempt to correct unacceptable conduct or job performance. Counseling sessions should be documented by the Supervisor performing the session.
- B. **Oral Reprimand:** An oral reprimand may be used by an employee's supervisor at any time he/she determines that an employee's conduct or job performance is unacceptable or does not meet City of Oxford requirements.
- C. **Written Reprimand:** An employee's supervisor will normally use a written reprimand when he/she determines the employee's conduct or performance does not meet City of Oxford requirements and such conduct or performance requires more than an oral reprimand but does not warrant more serious disciplinary action.
- D. **Suspension without Pay:** A suspension without pay will normally be administered when an employee's conduct or performance continues to be unacceptable after the employee has been given a written reprimand. However, nothing herein should be interpreted to prevent the suspension without pay of any employee by his or her appointing authority at the first occurrence involved warrant such action.

- E. **Demotion:** A demotion to a position assigned to a lower classification than the employee's existing classification may be used when the appointing authority determines that the employee's conduct or performance continues to be unacceptable after the employee has previously been reprimanded and or suspended without pay. However, nothing herein shall be interpreted to prevent the demotion of any employee by the appointing authority at the first occurrence of unacceptable conduct when the circumstances warrant such action.
- F. **Termination:** Termination will be used when the appointing authority determines that the employee's conduct or performance is such that the employee should be separated from city employment. Normally, such action will be administered when the employee's conduct or performance continues to be unacceptable after previous reprimands and/or disciplinary action, or for any other reasons for termination provided in these rules. However, nothing herein should be interpreted to prevent the termination of an employee by his or her appointing authority at the first occurrence of unacceptable conduct or performance, when the circumstances involved warrant such action.
- G. **Documentation:** If any of the above mentioned disciplinary actions are taken a record of such action should be kept in the employees personnel file at the department as well as a copy given to the employee and placed on file in the Human Resources Office and the Oxford Civil Service Office.

6.3 EMPLOYEE ATTENDANCE POLICY

Absences: Defined as time away from work (excluding authorized leave) and will be called occurrences.

Authorized leave: Defined as vacation days, holidays, military leave, disability, FLMA, civil or legal leave, bereavement leave, administrative leave, excused sick leave, or any preauthorized time off.

Un-Excused Absences: Any absence from work that is not authorized or doesn't follow the procedures set forth in the Employee Handbook or the Department Rules and Regulations.

6.4 CLASSIFICATION OF OFFENSES

Examples of conduct that are considered to be unacceptable for employees of the City of Oxford are grouped into two (2) groups. The offenses and disciplinary actions, as described are neither all inclusive nor automatic. Each situation should be treated individually and according to the circumstances and facts involved in accordance with the guidelines established herein.

Department Heads shall document infringements with particularity citing the nature of the offense, the date or dates involved and the name of any individual who possess personal knowledge of the offense.

GROUP ONE OFFENSES: Group one offenses are defined as instances of unacceptable conduct by an employee which, while serious, do not normally merit a suspension without pay, demotion, or termination upon the first occurrence, and may be addressed with a lesser action. Examples of group one offenses include, but are not limited to, the following types of situations:

- A. **Improper Notice of Absence:** Failure to give prior notice of an absence.
- B. **Absenteeism:** Irregular attendance and/or absenteeism.
- C. **Tardiness:** Not at his/her assigned workstation at the beginning of the first hour of his/her workday. What constitutes tardiness will be at the discretion of the Department Head.
- D. **Work Interference:** Interfering with the work of others to include offensive personal habits which interfere with efficient operations.
- E. **Inefficiency:** Excessive inefficiency to include waste, loafing, leaving the work area without permission, and defective workmanship.
- F. **Safety Violations:** Violation of normal safety practices to include failure to report a work-related accident or injury, accident proneness, or failure to attend safety classes when directed.
- G. **Abuse of Property:** Improper use and/or care of city property.
- H. **Political Activities:** Political activities during the employee's working time.
- I. **Refusal of Required Overtime:** Failure to respond to any requirement to work outside his/her normal scheduled work day when directed by his/her supervisor.
- J. **Court Judgments:** Willful and/or repeated failure to honor court judgements.
- K. **Horseplay:** Dangerous horseplay on the job.
- L. **Other Misconduct:** Similar conduct that meets the intended definition of a group one offense.
- M. **Profane Language:** Use of profane language deemed unacceptable by the Department Head.

DISCIPLINARY ACTIONS FOR GROUP ONE OFFENSES

Disciplinary action for group one offenses will be administered according to the 6.2 Types of Disciplinary Actions, depending on the severity and frequency of the offenses.

GROUP TWO OFFENSES: Group two offenses are defined as instances of unacceptable conduct by an employee, which are very serious and normally constitute grounds for termination, demotion, or suspension without pay, of the employee upon the first occurrence of such conduct. However, nothing is intended herein to prevent an appointing authority from administering a lesser disciplinary action when mitigating circumstances warrant such action to be more appropriate. Examples of group two offenses include, but are not limited to the following:

- A. **Drugs and Alcohol:** Possession and/or use of alcohol, un-prescribed drugs, or similar intoxicants while on city property or on the job.
- B. **Driving a City Vehicle under the Influence:** Operation of a city vehicle or motorized equipment while under the influence of intoxicants such as alcohol, un-prescribed drugs, and/or prescribed drugs which induce an unsafe mental and/or physical state.
- C. **Firearm Possession:** Unauthorized possession and/or use of a firearm, other weapon, explosive, or other dangerous material while on/in city property or at a work site.
- D. **Falsification:** Deliberate falsification of records and/or personal misrepresentation of statements given to a supervisor, an official, Civil Service Board, Accident Review Board, the public, or any duly authorized committee.
- E. **Dishonesty:** Dishonesty as related to an individual's job duties and/or profession, or use of one's position for personal advantages.
- F. **Fighting:** Fighting, except when the employee is a victim of an unwarranted assault.
- G. **Serious Leave Offenses:** Excessive tardiness or absenteeism, unauthorized absence, or fraudulent or abusive use of sick leave.
- H. **Conviction of a Crime:** Conviction of a felony or misdemeanor involving moral turpitude, or conviction during employment of a misdemeanor which affects the employee's effectiveness on the job.
- I. **Theft or Abuse of Property:** Theft, destruction, careless or negligent use, or willful damage of city property or property of others.
- J. **Promiscuity:** Promiscuous behavior on city property or at work sites.
- K. **Flagrant Safety Violations:** Flagrant violation of safety practices that might endanger the life or health of the employee or others.

- L. **Serious Rule Violations:** Serious violation of administrative rules, regulations, lawful orders or directions made or given by a supervisor.
- M. **Proponent of Violent Overthrow of Government:** Membership in any organization, which advocates the overthrow of the government of the United States by force or violence.
- N. **Bribes or Rewards:** Acceptance of any consideration of value or gratuity, which was given to improperly influence the employee in the performance of his/her duties.
- O. **Refusal of Medical Exam:** Refusal to be examined by an authorized, fully licensed physician when so directed by the appointing authority, Mayor or supervisor.
- P. **Gross Violations of Allowed Political Activities:** Political activities that are gross violations of federal and/or state laws or the City of Oxford rules and regulations.
- Q. **Harassment:** Any form of harassment, including sexual, racial, political, or religious, or another employee or the public.
- R. **Sleeping:** Sleeping on the job unless specifically authorized to do so.
- S. **Abusive Conduct:** Abusive personal conduct or language toward the public or fellow employees, or abusive public criticism of a superior or other official.
- T. **Willful Violation of Rules or Law:** Willful violation of any duly adopted policy, rule or regulation, or any state/federal law in the performance of one's duties.
- U. **Conduct Un-becoming an Employee:** Conduct un-becoming an employee, which tends to bring discredit upon the city or its employees, or which otherwise threatens order, safety or health.
- V. **Insubordination:** Acts of insubordination, including refusal to obey legitimate orders, disrespect, insolence, and like behavior and delay/failure to carry out assigned work.
- W. **Unauthorized Use of Property:** Unauthorized use, misappropriation, destruction, theft, or conversion of city or public property.
- X. **Refusal to Cooperate:** Refusal to fully and truthfully answer questions of a supervisor, Mayor, Safety Review Board, Civil Service Board, or other designated individual during any inquiry, interrogation, hearing, or court proceeding.
- Y. **Unauthorized Release of Information:** Unauthorized release of privileged or confidential information.

- Z. **Conflicts of Interest:** Conduct or actions determined to be a conflict of interest or ethics violation as defined by state law, city rules and regulations, or guidelines.
- AA. **Fraud in Personnel Matters:** Fraudulent misrepresentation or omission in securing an appointment or promotion with the City of Oxford or other personnel matters.
- BB. **Failure to Obtain or Keep up Required Licenses or Certifications;** or
- CC. **Other Serious Misconduct:** Similar conduct listed herein that meets the intended definition of a group two offense.

DISCIPLINARY ACTIONS FOR GROUP TWO OFFENSES

Disciplinary action for group two offenses will be administered according to the 6.2 Types of Disciplinary Actions, depending on the severity and frequency of the offenses.

6.5 HEARINGS AND APPEALS OF DISCIPLINARY ACTIONS

Any employee that is suspended without pay for more than 5 days, demoted, or terminated may appeal such disciplinary action to the Oxford Civil Service Board according to the policies set forth by the Civil Service Board.

CHAPTER 7: REVIEW OF EMPLOYEE HANDBOOK

7.1 REVIEW COMMITTEE

The Review Committee will consist of 5-7 members appointed by the Finance Director.

7.2 REVIEW PROCESS

The Employee Handbook shall be reviewed annually prior to the beginning of each fiscal year. The Review Committee will recommend any changes to the Mayor and City Council after consultation with other Department Heads. The Mayor and Council may make changes to the Employee Handbook at any time they deem necessary. Any and all changes must be approved by a Resolution of the City Council.