

3.1-PROBATIONARY STATUS

Probation as Part of the Selection Process. Each individual offered employment with the city must serve a probationary period during which employment with the city is terminable at the will of the department head with the consent of the human resources director. Continued employment with the city is contingent upon successful completion of the probationary period.

Employees of the Police Department shall serve a probationary period of eighteen (18) months.

All other classified employees shall serve a probationary period of twelve (12) months.

Probation as a Disciplinary Action. An employee may be placed on probationary status as a corrective action for misconduct or unsatisfactory job performance. Failure on the part of the employee to improve performance or correct the conduct that brought about the probationary status may result in the dismissal of the employee or other disciplinary measures.

3.2-ATTENDANCE

Absence. When an employee knows in advance that he or she will be late for or absent from work, it is the employee's responsibility to inform his or her supervisor prior to the absence. If the later arrival or absence is unanticipated, the employee should notify the supervisor within the first hour of scheduled work or as soon as possible. Failure to report according to city policy may result in disciplinary action.

Employees may not leave the work place without first notifying their supervisor and accounting for the time absent and/or arranging for the appropriate leave.

Absenteeism/Absent Without Leave. An employee shall incur an unexcused absence when he or she is absent from a scheduled period of work without having arranged for appropriate leave according to the personnel policies of the city, or without having notified the appropriate supervisory personnel.

Unexcused time may also result in lower ratings in other sections of the employee performance evaluation.

Repeated absence from work without leave will be grounds for disciplinary action including suspension.

An employee who is absent from work without leave for three consecutive days will be subject to dismissal.

An unexcused absence during the probationary period or before the employee's next anniversary of employment will constitute grounds for dismissal for cause.

This policy shall not be interpreted or applied to conflict with the ability of a supervisor to assign an employee off with no pay.

Tardiness. It is the responsibility of every employee to report prepared to work at their designated times. Tardiness is disruptive and costly because it delays work, creates planning and scheduling problems, and prevents efficient use of resources. Supervisors will use counseling, corrective and disciplinary actions including dismissal to correct tardiness.

Clocking-In/Marking of Time Sheets. Employees must fill in their own time sheets or punch their own time cards when they start or stop work. Anyone attempting to sign or punch any sheet or card other than his/her own may be dismissed. If an employee forgets to sign in or out on time sheet or neglects to punch a card, they should notify their supervisor immediately. Disciplinary action will be administered to any and all employees involved in falsifying time cards or time sheets.

3.2.1

3.3-DRESS CODE

City employees who are not required to wear a uniform shall dress in an appropriate, professional manner giving due consideration to the following factors, public confidence in the organization, and the reputation of the organization, safety, and nature of the work responsibilities. Also, refer to Personal Protective Equipment outlined in the safety policies of this handbook.

3.4-EMPLOYEE IDENTIFICATION BADGE POLICY

The intent of the Employee Identification Badge Policy is to better assure that individuals working in behalf of the City are readily identified by the general public and by each other. It is believed that creating a work environment of general accountability by the consistent use of identification badges for all employees will increase personal security and overall public safety.

1. Except as otherwise provided herein, the identification badge shall be worn by all public employees working for or in behalf of the City, including Constitutional Officers employees, and employees of other public agencies who work in facilities owned or otherwise provided by the City. The badge shall be worn at all times that the employee is serving in his or her official capacity as a representative of the City (i.e., in the office, in the field, attending meetings, site visits, in court, etc.).
2. Employees are not required to wear the badge while attending training, meetings, conferences, etc. outside the City.
3. Except as otherwise provided herein, the identification badge shall be worn on the front torso, between the waist and the neck, and shall be plainly visible at all times.
4. It is expected that special protocols will be developed and implemented for public safety employees, specifically those in the Sheriff's Office, the Department of Fire, Rescue, and Emergency Services, the Department of Emergency Communications and the Police Department. Such special protocols, when implemented, will address employee identification on standard issue uniforms. Further, the protocols will address the need to protect undercover employees and the need to provide a means to identify public safety volunteers working in behalf of the City.
5. It is expected that, where appropriate, department directors will develop and implement special protocols for those employees who engage in specific activities involving equipment, tools, and/or machinery in which the wearing of an identification badge constitutes a legitimate safety hazard. Protocols should address occasions when the employee is actually involved in such activities.
6. An employee who inadvertently forgets to wear the identification badge to work shall wear a replacement badge issued on a daily basis by the employee's immediate supervisor.
7. Identification cards are issued by the Police Department. Lost or stolen cards must be replaced. The charge for the replacement of the identification card is \$10.00 and is the responsibility of the employee. Employees must contact the Human Resources office for initial issue at the time of hire, or for replacement of cards. Payment will be made at the Treasurer's Office and a receipt provided to Human Resources for the replacement.

EMPLOYEE IDENTIFICATION BADGE POLICY (cont'd)

8. Identification cards remain the property of the City of Waynesboro and must be returned upon separation or upon request of the employee's supervisor/director. Supervisor/directors are to forward the identification badge to Human Resources.
9. Identification badges for all employees shall be similar in general appearance and may not be modified, altered or otherwise displayed in a way that detracts from its appearance as issued by the City.
10. "Visitor" or other appropriate badges may be issued to non-employees at the discretion of the department director in those facilities or offices which access is limited strictly to "authorized" personnel. In addition, it is anticipated that appropriate identification badges will be issued, at the discretion of the department director for any non-employee under extended contract to perform work for the City within City facilities.
11. Blatant disregard for the provisions of this policy shall be grounds for disciplinary action in accordance with the Personnel Policies and Procedures Manual.

3.5 - EMPLOYMENT OF FAMILY MEMBERS

Candidates for employment with the city of Waynesboro shall be evaluated, considered, and selected for employment based on their individual qualifications including but not limited to education and training, job-related knowledge, skill and abilities, previous work experience, their ability to contribute to the effectiveness and efficiency of the particular department in which they are applying for work, and their ability to contribute to the overall efficiency, effectiveness, and reputation of the organization.

No individual shall be considered eligible for employment with the city in a department in which a close family relative by birth, marriage, or adoption is an employee, nor shall an individual be eligible for employment in a position in which a close family relative by birth, adoption, or marriage would have supervisory responsibility over the candidate. This policy applies to employment actions taken after the adoption and implementation of this policy. Individuals currently employed and in a prohibited capacity are exempt. However, current employees not in violation would not be exempted from a change in their family status that would violate the policy, e.g. a single man and woman currently employed in the same department who marry. (For purposes of this policy, "close family" means parent/child, husband/wife, or brother/sister.)

3.6-GIFTS, GRATUITIES OR DISCOUNTS

Below is a table that provides a few scenarios of offerings of gifts or gratuities to City employees or the offering of the City’s governmental discount or price break to vendors or City employees. The term “Acceptable” means that it is permissible for the city employee or vendor to receive the discount, price break or tangible item. The term “Not Acceptable” means that acceptance of the discount, price break or tangible item by the City employee or the vendor is NOT permissible.

Scenario 1		Opinion
	An area business, vendor, prospective vendor or past vendor offers <u>all</u> employees of the City a nominal discount (value of \$25.00 or less) on their purchase of tangible items as a demonstration of appreciation for service to the community.	Acceptable
Scenario 2		
	While attending a trade show or conference, vendors offer “giveaways” of promotional items such as pens, calendars, ball caps and similar items.	Acceptable
Scenario 3		
	An area business, vendor, prospective vendor or past vendor offers an item, pre-paid expense, money, discount or price reduction (valued more than \$25.00) to all City employees.	Not Acceptable
Scenario 4		
	An area business, vendor, prospective vendor or past vendor offers a discount or price reduction (of any value) to certain City employees who hold intermediate or final authority to initiate, approve, or disapprove a contract or procurement.	Not Acceptable
Scenario 5		
	An area business, vendor, prospective vendor or past vendor is afforded the privilege of purchasing items from other vendors at retail or discounted price using the City’s account or credit status.	Not Acceptable
Scenario 6		
	A city employee is afforded the privilege of purchasing items from an area business or vendor at a retail or discounted price using the City’s account or credit status.	Not Acceptable

3.7-SEVERE WEATHER/EMERGENCY SITUATIONS

It is the City's policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to and from work impossible or dangerous. In the event of an emergency situation (power outage) or severe weather (e.g. snow, ice, storms, flooding), employees are still expected to arrive to work promptly unless otherwise announced by City Manager. Employees should listen to local radio stations for any announcements by the City Manager regarding closings or modifications to the work schedule. Information will be announced on WBOP FM 106.3, WTON FM 94.3, AND AM 1240, WSVO FM 93.1, WKDW AM 900, and WINF AM 970. Notification will also be made utilizing the Emergency Operations Center (E.O.C.) call back system to employees.

When weather conditions make it hazardous for employees to report to work, a liberal leave policy will be implemented by each department if possible, depending on mission requirements. This does not mean a free day off. Employees who cannot report for duty on time are required to contact their department chief or designated representative within the first hour of scheduled work, or as soon as possible, to inform them of their particular status. Individuals who do not report for duty will have their absence charged against annual leave, sick leave, or leave without pay. Employees should exercise these options only in cases of extreme inclement weather. The requirement for a doctor's slip in the case of sick leave will be left to the discretion of the employee's supervisor. Repeated reliance on this policy will be reflected on the employee's performance evaluation and may result in disciplinary action. Employees who report for work and are later sent home because of weather problems or an emergency situation will be paid for the entire day without charge to leave.

A department director or chief may assign the employee off if they determine it is reasonable and proper to do so.

If an employee is late to work because of transportation difficulties caused by bad weather, the lost time need not be made up or deducted from his or her leave balance, if agency management judges it to be a justifiable reason.

SEVERE WEATHER/EMERGENCY SITUATIONS (cont'd)

The City Manager may require department chiefs and supervisors that are designated “essential personnel” to report for work when other employees are not required to do so.

Public Safety Agencies, EOC, Police, and Fire. Because the City provides public safety services to the citizens 24 hours a day, 365 days a year, employees of the Fire and Police Departments, and the DEM, are required to work regardless of weather conditions, and therefore are not covered by the inclement weather policy. Modifications to the work schedule necessitated by severe weather will be determined by the respective department chief or director.

Public Works Operations. The City is committed to maintaining the roads and utility services during periods of inclement weather and emergency situations; therefore, employees of Public Works Operations may be required to work during severe weather. Work assignments and schedules shall be determined by the Superintendent of Public Works or his or her designee.

3.8-SOLICITATION

Distribution of written or printed materials, vending, selling, soliciting, or collecting, contributions, for any purpose during work hours on city premises is prohibited at all times unless approved by management.

The City of Waynesboro as an organization participates in the Waynesboro-East Augusta United Way Campaign. Because of the size and visibility of the organization, Waynesboro city government employees have traditionally played leadership roles in the campaign with various departments distinguishing themselves through their generosity and participation. The achievement in participation and contributions are something in which all city employees can take pride and something the organization can strive to continue.

Please keep in mind that the decision whether or not to make a contribution to the campaign is a personal one for each employee. The United Way has an official policy which prohibits employers from coercing an employee to contribute to the United Way against his or her will. The city of Waynesboro respects the individual decisions of the employees and strictly abides by the United Way's policy against coercion.

United Way Policy Against Coercion:

“United Way knows that fund-raising success depends on how much potential donors know and understand about organizations seeking support. Fund raising always should be conducted in a voluntary manner; coercion creates animosity, hinders communication and understanding, and eventually leads to decreased support.

United Way has been concerned for years about the use of undue pressure in fund raising and is opposed to any type of coercion. A semblance of pressure—whether real, implied, or perceived—is contradictory to the operating standards of United Way. United Way continually tries to prevent use of coercion in their campaigns by encouraging peer solicitation, rather than solicitation of employees by managers. In addition, they conduct training programs for fund raisers that stress information and education, and discourage the practice of seeking 100 percent participation in a campaign, as that may inadvertently encourage coercion.

To underscore their conviction about this policy, United Way of America's Board of Governors adapted the following policy statement:

The Board of Governors of United Way of America believes that the most responsive contributors are those who have the opportunity to become informed and involved. A well-planned campaign with an effective communications program, conducted by committed volunteers, will ensure responsive contributors. While we have always been unalterably opposed to coercion, we do recognize a responsibility to state our beliefs formally, as freedom of choice is a basic tenet of our democratic society.

Giving is as personal matter and decision; no form of coercion is acceptable to United Way of America.”

3.9-WORK HOURS

Regular Business Hours for City Offices and Departments. (Monday through Friday)

Charles T. Yancey Building	8:00 a.m. to 5:00 p.m.
Public Works & Engineering	7:00 a.m. to 3:30 p.m.
Public Library	9:00 a.m. to 9:00 p.m. (Monday through Friday)
	9:00 a.m. to 5:00 p.m. (Saturday)
Parks and Recreation	8:00 a.m. to 5:00 p.m. (Business hours)
	Facility and program hours vary
Parks and Recreation Maintenance Staff	7:00 a.m. to 3:30 p.m.
All Other Departments	8:00 a.m. to 5:00 p.m. (Normally)

Public Safety Agencies. The Public Safety Departments below provide service 24 hours per day, 7 days per week, 365 days per year, and maintain business hours from 8:00 a.m. to 5:00 p.m.

Police
Fire
Department of Emergency Management (DEM)

Not all positions of employment with the city work according to “normal business hours.” When an individual is selected for and accepts employment with the city, he or she accepts as conditions of employment the work schedule required of his or her position which may involve shift work, call-in and on-call, and weekend work.

3.10-WORKING A SECOND JOB

The city will not prohibit an employee from working a second job provided that:

- the second job does not create a conflict of interest with the employee's professional and work responsibilities with the city;
- the second job does not create the appearance of, or opportunity for a conflict of interest;
- the second job does not compromise or adversely affect, in any way, the employee's ability to perform his or her city job, including but not limited to scheduling conflicts, preparedness for work, and conflicts with other agencies or organizations with which the city works, or to which the city provides services.

The employee's department head will make the initial determination regarding the second job. If there is a question or dispute regarding the department head's determination, the human resources director will make a determination. The city manager will answer final appeals and make a final determination.