



CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
TELEPHONE: (912) 510-4000
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PERSONNEL COMMITTEE MEETING

November 19, 2008

5:00 p.m.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

QUORUM: YES___ NO___

III. BUSINESS:

A. GRIEVANCE POLICY

B. PAID LEAVE

C. DISCIPLINARY POLICY

D. BEREAVEMENT POLICY

E. PART-TIME ASSISTANTS: *Discussion*

F. ANY OTHER CONCERNS PRESENTED BY THE COMMITTEE

IV. ADJOURNMENT:

This is a tentative agenda and is subject to change. Please check with City Hall prior to the Meeting for any revisions.

CITY OF ST. MARYS	Number: Policy 26
REVISED: DRAFT	Page 1 of 2
SECTION: Employee Relations	Original Date: DRAFT
TITLE: Grievance	Approved By: St. Marys City Council

Purpose: To establish procedures for employees of the City of St. Marys to use when they feel that they have been treated unfairly and wish an opportunity to have their concerns addressed.

Policy Statement: It is the intent of the City to treat all employees fairly and consistently in matters related to their employment and to provide employees the opportunity to have their complaints fairly heard and answered.

Application: All full-time and part-time City employees.

A. POLICY

This grievance procedure is provided to employees as a guideline for expressing concerns about employment and the application of the City of St. Marys Personnel Policy. This procedure is not applicable to disciplinary matters and does not alter the employment at-will relationship between the City and its at-will employees. This process is the exclusive procedure available to the affected employee to obtain review of the action.

B. GREIVABLE ISSUES

1. Allegations of unlawful discrimination because of race, color, sex, national origin, disability, age, or religious or political opinions or affiliations.
2. Retaliation for using this grievance procedure.
3. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation.
4. Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, holidays, salary or seniority.
5. Unsafe or unhealthy working conditions.
6. Selection of an individual to fill a position that is in direct violation of the City of St. Marys Personnel Policy

C. NON-GRIEVABLE ISSUES

1. Performance responsibilities, expectations, and performance reviews.
2. Temporary work assignments.
3. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
4. Termination, demotion, reassignment, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

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D. PROCEDURE

Any complaint filed shall follow the procedure outlined below, shall refer to the provision or provisions of the Personnel policy, practice, procedure, rule or regulation alleged to have been violated and shall adequately set for the facts pertaining to the alleged violation.

If the complaint is against the Human Resources Director, the employee shall present a complaint in writing to the City Manager, within five (5) working days of the alleged grievable issue. The City Manager or his/her designee shall reach a decision and communicate it in writing to the complaining employee, generally within five (5) working days from the date the complaint was presented. If the grievance is against the City Manager, the employee shall present a complaint in writing to the Human Resources Director, within five (5) working days of the alleged grievable issue. The Human Resources Director will present the complaint to the Mayor & Council at the next scheduled City Council Meeting during Executive Session.

Step 1: The employee shall present a complaint in writing to his/her immediate supervisor, within five (5) working days of the alleged grievable issue. Discussions shall be informal for the purpose of settling differences in the simplest and most direct manner. The immediate supervisor shall reach a decision and communicate it in writing to the complaining employee generally within five (5) working days from the date the complaint was presented.

Step 2: If the complaint is not resolved in Step 1, the complaining employee shall, within five (5) working days, forward the written complaint to the Department Head. The Department Head shall, within a reasonable time frame (generally five (5) working days), meet with the complaining employee to determine the facts of the case. The Department Head will notify the complaining employee of his decision, in writing, within a reasonable time frame (generally five (5) working days) following the date of the meeting, unless such time is mutually extended in writing. If the Department Head is the immediate supervisor and responded to the complaint in Step 1, the complaining employee may proceed to Step 3.

Step 3: If the complaint is not settled at Step 2, the complaining employee shall, within five (5) working days, forward the written complaint to the Human Resources Director. The Human Resources Director shall meet with the complaining employee within five (5) working days after receipt of the complaint. The Human Resources Director shall ascertain the facts and forward to the City Manager or his/her designee within a reasonable time frame (generally five (5) working days) after the meeting. The City Manager or his/her designee will have five (5) working days to consult with any of the parties involved and render a decision in writing to the employee, unless this period is extended in writing by mutual agreement. The decision of the City Manager or his/her designee shall be the final authority to the grievance process.

E. WITHDRAWAL OF GRIEVANCE

An employee may withdraw a grievance at any time. Any withdrawal should be put in writing and submitted to the Human Resources Director. Once withdrawn, however, it may not be reinstated. If the employee does not meet the time constraints outlined in this policy, the appeal will be considered withdrawn.

HUMAN RESOURCES CONSULTATION

Employees should note that the Human Resources Department is available to provide employees consultation on a problem and any other assistance at any time prior to or during the grievance procedure.

DRAFT

City/County	Type	Max Vacation Accumulation	Max Sick
City of Forrest Park	Unsure	304 hours	Unsure
Dawson County	Split	80 hours	1000 hours
City of Duluth	Split	240 hours	Unlimited
City of Rome	Split	2 years	Unlimited
City of Columbus	Split	160 hours-1st 15 yrs, 240 hours thereafter	480 hours
City of Gainesville	Split	200 hours	720 hours
City of Brunswick	Unsure	400 hours or 50 shifts	Unsure
Franklin County	Combined	240 hours- once reached, up to 120 hrs transferred to catastrophic	120 hours in catastrophic leave bank
City of Hinesville	Split	96 hours	400 hours
Peach County	Split	240 hours	Unlimited
City of Sky Valley	Split	28 hours	Unlimited
City of Norcross	Split	80 hours	800 hours
Cobb County	Split	Regular emp-480 hours; Firefighters-720 hours	Unlimited
Gilmer County	Split	120 hours	40 hours
Roswell	Split	80 hours	1120 hours
Jackson County	Split	240 hours	480 hours
City of Douglasville	Split	360 hours	Unlimited
Catoosa County	Split	240 hours	160 hours
City of Kennesaw	Split	280 hours	240 hours
City of Suwanee	Split	200 hours	320 hours
Douglas County	Split	280 hours	Unlimited
Dougherty County	Split	600 hours	600 hours
Camden County	Split	240 hours	Unlimited
City of Glennville	Split	160 hours	Unlimited
Newton County Water/Sewer Authority	Split	320 hours	720 hours
Jones County	Split	504 hours	192 hours
City of Cornelia	Split	40 hours	480 hours

CITY OF ST. MARYS	Number: Policy 25
REVISED: DRAFT	Page 1 of 5
SECTION: Employee Relations	Original Date: DRAFT
TITLE: Disciplinary Process	Approved By: St. Marys City Council

Purpose: To establish policy and related procedures to help ensure that unacceptable behavior is corrected.

Policy Statement: In order for the City to function effectively toward accomplishment of its objectives, it is necessary that all employees conduct themselves in a manner that promotes the attainment of these objectives. Accordingly, the City has established this policy to identify unacceptable behaviors and measures to correct those behaviors in order to provide involved employees with the opportunity to continue working for the City. The City's policy on discipline is a progressive process, and disciplinary actions of lesser severity than discharge should be taken in an attempt to correct an employee's unacceptable behavior or incorrect attitude whenever possible, before proceedings for discharge are initiated. However, the City reserves the right to impose whatever discipline it deems appropriate from those categorized in the disciplinary actions. Additionally, no employee has the right or guarantee to any progressive disciplinary actions as a prerequisite to the initiation of proceedings of his or her discharge.

Application: All employees of the City

Provisions:

Disciplinary action may take any of the following forms:

1. **Reprimand** - A reprimand shall be defined as written documentation to the employee from the supervisor where the employee is advised and cautioned about his/her unsatisfactory work performance or misconduct. Reprimands will be placed in the employee's official personnel file in the Department of Human Resources.
2. **Suspension** - A suspension shall be defined as temporarily prohibiting an employee from performing his/her duties as a result of the employee's unsatisfactory work performance or misconduct. The suspension period shall be without pay.
3. **Involuntary Demotion** - An involuntary demotion shall be defined as a reduction of the pay range of an employee and a change in job duties and responsibilities as a result of the employee's unsatisfactory work performance or misconduct.
4. **Discharge** - A discharge shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1	Gambling, lottery or engaging in any game of Chance at City work stations at any time.	Written instruction & cautioning	Instruction & 3 days suspension or dismissal	Instruction & 5 days suspension or dismissal	Dismissal
2	Engaging in horseplay, scuffling, wrestling, Throwing things, malicious mischief, distracting the attention of others, catcalls or similar type of disorderly conduct.	Written instruction & cautioning, 3 days suspension or dismissal	Instruction & 3 to 5 days suspension or dismissal	Dismissal	
3	Sleeping during working hours unless otherwise provided as in the Fire Department	Written instruction & cautioning	Instruction & 3to 5 days suspension or dismissal	Dismissal	
4	Wasting time, loitering or leaving assigned work area during working hours without authorization.	Written instruction & cautioning	Instruction & 3 to 5 days suspension or dismissal	Dismissal	
5	Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including abusive language.	Written instruction & cautioning, 3-5 days suspension or dismissal	Instruction & 3-5 days suspension or dismissal	Instruction & 5 days suspension or dismissal	Dismissal
6	Unauthorized distribution of written or printed material of any description.	Written instruction & cautioning	Instruction & 5 days suspension or dismissal	Dismissal	
7	Deliberately destroying, misusing, or damaging public property or any City property or equipment or the property and equipment of any employee.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		
8	Unauthorized use, possession or operation of any City property or any City property or equipment or the property and equipment of any employee.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
9	Tardiness (Guide: three (3) times in a thirty day period)	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
10	Excessive unexcused absenteeism.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension	Dismissal
11	Productivity or workmanship not up to required standard of performance.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension	Dismissal
12	Fighting, provoking or instigating a fight	Instruction & 3-5 days suspension or dismissal	Dismissal		
13	Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she comes in contact while in the performance of his/her duties.	Instruction & 3-5 days suspension or dismissal	Dismissal		
14	Immoral, unlawful, or improper conduct or indecency, whether on or off the job which would tend to affect the employee's relationship to his/her job, fellow workers' reputations or good will in the community.	Instruction & 3-5 days suspension or dismissal	Dismissal		
15	Falsification of personnel or City records including but not limited to: employment applications, accident records, purchase orders, time sheets, or any other report, record or application.	Instruction & 3-5 days suspension or dismissal	Dismissal		

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB.	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
16	Absence without authorized leave or permission. If the absence is for 3 consecutive workdays, the employee will have been deemed to have abandoned the position and resigned from City employment	Instruction & 3-5 days suspension or dismissal	Dismissal		
17	Theft or removal from City locations without proper authority any City property or property of any employee.	Instruction & 3-5 days suspension or dismissal	Dismissal		
18	Carelessness which affects the safety of personnel, equipment, tools, or property or causes materials, parts, or equipment to be damaged or scrapped.	Instruction & 3-5 days suspension or dismissal	Dismissal		
19	Willful neglect in their performance of assigned duties.	Instruction & 3-5 days suspension or dismissal	Dismissal		
20	Willful violation of statutory authority, rules, regulations or policies, including departmental policies.	Instruction & 3-5 days suspension or dismissal	Dismissal		
21	Continual and willful failure to pay just debts or continual and willful failure to make provision for the payment of just debts.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
22	Failure to work overtime, holidays, special hours or special shifts after being scheduled according to overtime and stand-by duty policies or failure to respond to call during adverse weather conditions or emergencies.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
23	Taking more than specified time for meals or rest periods.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
24	Where the operations are continuous, an employee shall not leave his/her post at the end of his/her scheduled shift until he/she is relieved by his/her supervisor or his/her relieving employee on the incoming shift.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
25	Violating a safety rule or safety practice.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension	Dismissal
26	Failure to report an accident or personal injury in which the employee was involved while on the job.	Written instruction & cautioning	Instruction & 5 days suspension or dismissal	Dismissal	
27	Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
28	Failure to keep the department and/or Human Resources notified of proper address or telephone number (if any).	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
29	Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the City or its operations.	Instruction & 3-5 days suspension or dismissal	Dismissal		
30	Posting or removing any material on bulletin boards or City property at any time unless authorized.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		
31	Refusal to give testimony in accident investigations or cooperating in administrative hearings or investigations.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
32	Habitual failure to punch your own time card (Guide: three (3) times in a thirty (30) day period.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
33	Knowingly punching the time card of another employee; having one's time card punched by another employee or unauthorized altering of a time card.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension	Dismissal
34	Failure to report an accident or personal injury in which the employee was involved while on the job.	Written instruction & cautioning	Instruction & 5 days suspension or dismissal	Dismissal	
35	Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, workers' compensation benefits.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
36	Unauthorized possession of firearms, explosives, or weapons on City property.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
37	Concerted curtailment or restriction of production or interference with work in or about the City's work stations, including, but not limited to, instigating, leading, or participating in any walkout, strike, sit-down, stand-in, slowdown, refusal to return to work at the scheduled time for the scheduled shift.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		
38	Pleading guilty or nolo contendere to, or being found guilty by a jury or court of a misdemeanor involving physical violence, theft, driving under the influence of alcohol or drugs or possession or sale of drugs, regardless of whether or not adjudication is withheld and probation imposed.	Written instruction & cautioning	Instruction & 3-5 days suspension or dismissal		
39	Failing to comply with licensure and certification requirements.	Instruction & 3-5 days suspension or dismissal	Dismissal		

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
40	Pleading guilty or nolo contendere, or being found guilty by a jury or court of a felony, regardless of whether or not adjudication is withheld and probation imposed.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
41	Use of bribery or political pressure to secure appointment or advantages.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension	Dismissal
42	No employee shall request, use, or permit the use of, whether directly or indirectly, any publicly owned, public-supported property, vehicle, equipment, or labor service, or supplies (new, surplus, scrap or obsolete) for the personal convenience or the private advantage of said employee or any other person.	Written instruction & cautioning	Instruction & 5 days suspension or dismissal	Dismissal	
43	Engaging in any act(s) of sexual harassment.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
44	Violation of the City's Code of Ethics.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
45	Violation of Drug Free Workplace Program and/or Addenda thereto by any covered employee. This rule/penalty is in addition to any other action required by the Program or Addenda and supersedes any other Rules of Conduct applicable to the same conduct.	Written instruction & cautioning	Instruction & 5 days suspension or dismissal	Dismissal	
46	Any violation of two or more offences within a 1-year period.	Instruction & 3-5 days suspension or dismissal	Dismissal		
47	Has favored or discriminated against any applicant or employee because of political, religious, or labor affiliations, or because of sex or marital status.	Instruction & 3-5 days suspension or dismissal	Dismissal		

CODE OF CONDUCT AND MINIMUM DISCIPLINARY ACTIONS

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
48	Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.	Instruction & 3-5 days suspension or dismissal	Dismissal		
49	Willful misuse or embezzlement of city funds.	Dismissal			
50	Violation of dress code or failing to follow hygiene practices.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
51	Smoking in non-smoking areas; including buildings and vehicles.	Written instruction & cautioning	Instruction & 3 days suspension	Instruction & 5 days suspension or dismissal	Dismissal
52	Active political endorsement while on duty.	Instruction & 3-5 days suspension or dismissal	Dismissal		
54	Violation of two or more rule offenses within a one year period	Instruction & 3-5 days suspension or dismissal	Dismissal		



MEMORANDUM

DEPARTMENT OF PUBLIC WORKS

To: H/R Director
From: Asst. Public Works Director
Date: 3 November, 2008
Subject: Review of (DRAFT) Disciplinary Process Policy

The following comments are offered for consideration during the revision and approval process of the above policy.

Rule # 7 Deliberately destroying..... City property. I would like the option of dismissal for a first offence. Especially considering it is an option for Rule # 2 "Hoursplaying". I personally see Rule # 7 being a more serious violation than Rule # 2.

Rule # 8 Unauthorized use, possession.....of City property. I interpret this as theft, but the item has not been physically removed from City property. Dismissal should be an option for the first offence.

Rule #'s 7,8,30, & 31 Dismissal is an option for a second offence, however if it results in a suspension, does the third offence automatically qualify for dismissal? If so, it should read as such.

Rule # 9 Tardiness. This is too vague and allows too much room for interpretation. More specific guidance is needed. I can see the issue of "the policy not being enforced equally across the board" being brought up by an employee after having been held accountable due to each Supervisor or Department Head's definition of tardiness being different.

Rule # 10 Excessive unexcused absenteeism. The same comment above applies here. What is the definition of "excessive" and of an "unexcused absenteeism"?

Rule # 11 Productivity or workmanship not up to required standard of performance. Dismissal should be an option for the third offense.

Rule # 16 Absence without authorized leave or permission. This is the same as & conflict with Rule # 10 Excessive unexcused absenteeism. Rule # 16 lists dismissal as an option for first offense. Rule # 10 lists dismissal as an option for a third offense and the only option for a fourth offense. These two conflict each other and need revising.

Rule # 18 Carelessness.... The words "*which affect the safety of personnel*" conflicts with Rule # 25. Anything which meets that definition should be applicable under Rule # 25. Therefore, it is recommended that "*which affect the safety of personnel*" be removed from this rule and that it is rewritten.

Rule # 22 Failure to work overtime..... Add the words *“on-call”* between *“stand-by”* and *“duty”*. Additionally, I would like to see dismissal as an option for a first offense. This is in keeping with City Policy # 8 Titled Hours of Work, Paragraph C. (5).

Rule # 25 Violating a safety rule or safety practice. I would like to see dismissal as an option for a second offense instead of only after a fourth offense. A strong message needs to be clear starting at the top the Safety is a priority. This will allow termination if the severity of the violation warrants it after a second offense.

Rule # 30 Posting or removing any material on bulletin boards or City property at any time unless authorized. I see problems arising from this rule. We hear at PW and I believe other departments have bulletin boards that employees are allowed to post notices, items for sale ect. Revision should be considered here.

Rule # 38 & 40 Should allow for dismissal as a first offense option. Additionally 38 allows dismissal on 2nd offense (misdemeanor) while 40 allows on a 3rd offense (felony). This does not make sense.

General comments -

I recommend that “Reprimand” as stated in paragraph 1. Be used in the tables in place of instruction @ cautioning. Additionally, with relatively minor violations in which dismissal is not an option under first offense the current chart uses the term “written instruction”. In more serious violations in which dismissal is an option for a first offense only “instruction” is listed. I recommend we use the terms “oral reprimand” and “written reprimand” respectively. This also coincides with the terms used on our disciplinary action forms.

I like how the new policy gives room for discretion to be used by the Supervisors & Departments Heads by allowing options in some circumstances; however as with my comments about Rule # 9, I believe this opens us up for accusations of “unfair or unequal treatment/enforcement” that we need to be prepared for.

Donna Folsom

From: Robert Horton [smfd200@tds.net]
Sent: Thursday, November 06, 2008 3:00 PM
To: donna.folsom@ci.st-marys.ga.us
Subject: Personnel Policy Review

Importance: High

I agree with the items that Chief Lackner and Capt. Haney brought up. There are a couple of other items I want to give input to.

- First being that I believe that Four offenses are way too many opportunities for an employee, three is more than a plenty.
- And I believe that rule number 21 needs to be removed. People sometimes cannot help financial happening in the life. And a good employee could be dismissed because of hard times. This does not make sense. I understand that this may be critical in some jobs but those departments can write this type of requirement into their Departmental policies to cover it..
- Rule number 46 throws out all other offenses, by the way it is written. Two offenses and you are gone. We are not being consistent. Maybe two second offenses in one year would work better. And with 46 do we need 54?

Questions please let me know.

Robby Horton

Donna Folsom

From: Tom Lackner [smfd201@tds.net]
Sent: Tuesday, November 04, 2008 10:07 AM
To: 'Donna Folsom'
Cc: 'Robby Horton'
Subject: New Disciplinary Process

Ms. Donna

Tim and myself have a few questions on the new Disciplinary Process.

- 1) No definition of terms, (written instruction, cautioning).
- 2) What is excessive unexcused absenteeism.
- 3) Are #46 and #54 the same and if not how are they different.
- 4) Is verbal counseling gone.
- 5) Do we have to go by first offense and move up second and so on, or by the extreme of charge. Old policy has that you can go by the severity of the offence. See section #3 of old policy on page 48.
- 6) First page has reprimand not in any other section.
- 7) Do we need to have actions grouped.

Thank you

Asst. Chief Lackner
912-882-6289
Smfd201@tds.net

CITY OF ST. MARYS	Number: Policy 13
REVISED:	Page 1 of 1
SECTION: Leaves of Absence	Original Date: January 12, 2004
TITLE: Bereavement Leave	Approved By: St. Marys City Council

Purpose: To establish the provisions for leave taken by employees to attend funeral services for the death of an immediate family member.

Application: All full-time employees of the City of St. Marys

Provisions:

(1) Bereavement leave of three working days will be granted, with pay, for an employee absent from duty as a result of death in the immediate family. For purposes of this policy, immediate family means spouse, child, parent, parent-in-law, sibling, grandparent, **step-child, grandchild, sibling-in-law, grandparent-in-law, great-grandparent** or any relative who is domiciled in the employee's household. A regular employee may receive up to three (3) days pay while off attending funeral services. It is understood that these days will be any three (3) consecutive days which include the day of the funeral, and further that these days must be regularly scheduled work days for the employee. In order to be eligible for this pay, the employee must be on the active payroll at the time of death.

Donna Folsom

From: Darlene Roellig [darlene.roellig@ci.st-marys.ga.us]
Sent: Thursday, October 30, 2008 1:51 PM
To: donna.folsom@tds.net
Cc: bill.shanahan@tds.net
Subject: FW: Proposed Bereavement Policy

Donna,

Please consider the proposed request from the City Clerk's part-time employee.

Thank you,
Darlene M. Roellig
City Clerk

City of St. Marys
418 Osborne Street
St. Marys Georgia 31558
912.510.4039 Telephone
912.510.4013 Fax
darlene.roellig@tds.net

From: Kathy Johnson [mailto:kathy.johnson@tds.net]
Sent: Thursday, October 30, 2008 11:28 AM
To: Darlene Roellig
Subject: Proposed Bereavement Policy

I wish to comment on the proposed bereavement policy.

I feel that the bereavement leave should also apply to permanent part-time employees. Granting bereavement leave is a sign of respect to the employee who has lost a loved one. One of the purposes of such leave is to alleviate the worry about loss wages at a difficult time.

I hope that this will be considered when approving the final policy.

Respectfully,

Kathy Johnson

Deputy City Clerk
City of St. Marys
418 Osborne Street
St. Marys, GA 31558
Phone: (912) 510-4019
Fax: (912) 510-4013
Email: kathy.johnson@tds.net