



CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
TELEPHONE: (912) 510-4000
FAX: (912) 510-4012

PERSONNEL COMMITTEE MEETING
December 16, 2008
5:00 p.m.
Economic Development Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

QUORUM: YES___ NO___

III. BUSINESS:

A. PAID LEAVE

B. DISCIPLINARY POLICY

C. GRIEVANCE POLICY

D. REDUCTION IN FORCE POLICY

E. PART-TIME POSITIONS: DISCUSSION

F. PART-TIME POSITION: *City Clerk's Office*

G. ANY OTHER CONCERNS PRESENTED BY THE COMMITTEE

IV. ADJOURNMENT:

Paid Leave

Included are two draft paid leave policies. Please keep in mind these two policies are for discussion purposes and further revisions may be needed. Once we know which direction we need to go in (combined leave with catastrophic bank or split sick/vacation) we can focus more on fine tuning the final policy.

Donna M. Folsom
Human Resources Director

Paid Leave with Catastrophic

Purpose: To establish how paid leave is earned by employees of the City of St. Marys.

Policy Statement: The City has a combined paid leave policy, which provides for paid leave due to illness, temporary disability or pre-approved personal and vacation leave. Employees are encouraged to use their accrued leave time.

Application: All full-time employees

Responsibilities:

- (1) Employees must request leave of more than four (4) hours, except in case of emergency, at least two weeks before such leave is taken.
- (2) The immediate supervisor may approve leaves of less than four (4) hours.
- (3) The Department Head must approve employee's leave if it is more than four (4) hours.
- (4) Department Heads shall approve employee requests as quickly as possible with consideration to scheduling and fairness to other employees.
- (5) Department Heads must request approval of their vacation time from the City Manager.

Provisions:

(A) ACCRUALS

- (1) Paid leave is accrued as follows:

Years of Service	Accrued per Month
0 to 2 years	10 hours
2 up to 5 years	12 hours
5 up to 10 years	16 hours
Over 10 years	20 hours

- (2) Employees shall continue to accrue paid leave while on authorized paid leave.

(B) SCHEDULING

- (1) Paid leave shall be taken in units of whole days, half days and quarter days only.
- (2) Employees will be encouraged to take at least one week of vacation, or total amount earned if less than one week, during each year.
- (3) The City allows a maximum accumulation 240 hours paid leave to be carried over into the following calendar year. If any employee has accrued more than 240 hours, any additional hours accrued may be put in a catastrophic leave bank.
- (4) The Department Head will schedule vacation times for the department and try to accommodate employee's vacation time requests. In cases where employees in the same work unit have requested the same vacation times, the employee's seniority will be considered.
- (5) The supervisor must receive approval from the Department Head regarding any exceptions made from this procedure.
- (6) Upon termination, employees shall receive pay for all accrued leave at the employee's current rate of pay.

(C) CATASTROPHIC LEAVE

Catastrophic leave is paid time that eligible employees can use if they need to be absent from work for an extended period of time and have no paid leave remaining.

- (1) Catastrophic leave may be used for any of the following:
 - a. an employee's own serious and/or chronic health condition
 - b. to care for a child, spouse or parent with a serious and/or chronic health condition
- (2) Certification of illness or injury by a physician is required.
- (3) Employee will not accrue paid leave while on catastrophic leave.
- (4) Catastrophic leave shall be used solely for non-work related injuries or illnesses.
- (5) Employees will not be paid for unused catastrophic leave when they terminate employment.

Combined Sick/Vacation

In order to be effective in an employee's job, the City has established vacation days to ensure that employees have rest and relaxation which contributes to his/her quality of life. It is important to maintain a balance between work and family/personal time.

Annual leave time is calculated as a function of the hours that are assigned on a regularly scheduled basis. Annual leave does accrue on duly authorized annual leave, sick leave, military leave, and other compensated leave categories. In compliance with the Fair Labor Standards Act, annual leave is not used for the purpose of calculating overtime.

Annual leave is calculated so that the following amounts are accrued by years of continuous service.

First Year through Fifth Year of Employment:	Two Weeks
After The Fifth Year:	Three Weeks

Under the provision of the Fair Labor Standards Act:

Fire-fighters may be assigned a maximum of 212 standard duty hours during each 28 day cycle for a total of 2922 standard duty hours per year, and

Police officers may be assigned a maximum of 171 standard duty hours each 28 day cycle for a maximum of 2223 standard duty hours per year, and

All other employees may be assigned a maximum of 40 standard duty hours during each 7-day cycle for a total of 2080 standard duty hours per year.

One week of leave time equates to the following:

Fire Fighters working the 28-day cycle:	56 hours
Police Officers working the 28-day cycle:	42 hours
Other Employees	40.00 hours

Monthly Accrual Rates are as follows:

Position	Length of Service 0-5 Years	Length of Service Over 5 Years
Fire Fighters/EMT	9.37 hours	14.05 hours
Police Officers	7.13 hours	10.69 hours
Other Employees	6.67 hours	10.00 hours

Annual leave may not be taken during any probationary period. When the probationary period is completed, an employee may use accrued annual leave with the approval of the Department Head or the City Manager. A Department Head or the City Manager shall not refuse requests for accrued annual leave without just cause necessary for the orderly operation of the City. Payment in lieu of personal leave is authorized only when an employee is separated from the City employment by resignation, death or disability and further provided that the employee has completed at least six months of satisfactory services. The City of St. Marys realizes there may be extenuating circumstances in which the employee may need or want to receive payment in lieu of accrued annual leave. It may be possible to accommodate an employee's request and to do so will require the approval of the City Manager. Each case will be considered on its own merits and no one case will set a precedent for any future case that may arise. In any event, the maximum amount of leave to be considered for payment is one (1) weeks leave during any calendar year. Authorized payment of annual leave will be paid at a rate of one hour for every hour of leave accrued.

Annual Leave Scheduling

Annual leave shall be scheduled with particular regard to seniority of employees, departmental operating requirements, and in so far as possible, the requests of the employees. Employees shall submit in writing a request for annual leave to their Department Head at least two weeks prior to the desired date. Annual leave may not be taken in increments of less than one hour.

Maximum Accrual

An employee may carry over a maximum of one year's accrued annual leave at his current rate of accumulation.

Sick Leave

The City grants the accrual of sick leave for the use of an employee's personal illness, disability, injury, doctor's appointment, or to attend to the personal illness of an immediate family member. Sick leave can first be used after an employee has completed, at a minimum, six months of employment. (Immediate family member is limited to spouse, parent, or child — see Family and Medical Leave Act.)

Sick leave is given to employees for sound and valid reasons. It is designed to meet necessary, emergency conditions of illness. Each Department Head has the authority to approve or disapprove sick leave applications.

An employee may be eligible for sick leave for the following reasons:

- Personal illness
- Quarantine of an employee by a physician
- Illness in the immediate family requiring the employee to remain at home

Sick Leave Accrual Rates are as Follows:

Position	Hours Per Month
Fire Fighters	9.37
Police Officers	7.13
Other Employees	6.67

Employees are allowed to carry over a maximum number of sick leave hours from one year to another as outlined in the following table:

Position	Maximum Hours
Fire Fighters	506
Police Officers	385
Other Employees	360

An employee will begin earning sick leave immediately upon beginning service with the City, but will not be allowed to use the leave until the probationary period is completed.

If an employee does not report for work because of illness, the employee must, at the earliest possible convenience on that date, notify the appropriate Department Head. Sick leave may be withheld unless such a report has been made. A physician's statement may be required for absences of three or more consecutive days.

The employee must sign a sick leave form giving the date(s) the employee was absent from work. This must be completed promptly upon the employees return to work. The Department Head is charged with the responsibility of reporting the necessary information to the payroll department.

Once an employee has exhausted accrued sick leave, time off may be charged against annual leave to the extent available if scheduled in advance, or may, at the option of the employee, be taken without pay.

When an employee resigns in good standing from the City, and has completed at least one year of satisfactory service, the employee will be paid for sick leave at the rate of one-fourth (1/4) day for each day of accumulated sick leave.

Sick Leave Use and Notification

It is the employee's responsibility to notify his/her supervisor prior to beginning employee's normally scheduled workday of his/her absence. Depending upon the employee's work schedule, his/her department may establish a specific policy for calling in his/her absence. An employee should make sure he/she is familiar with your department's specific call-in practices. Failure to call in an employee's absence from work will result in supervisory review and/or disciplinary action. Failure to call an employee's supervisor and report his/her unavailability for work for three consecutive days will result in the City accepting the employee's voluntary resignation of employment.

When calling in an absence, an employee should be prepared to tell your supervisor the reason for the absence, and the estimated return to work date. It will be up to the supervisor to determine if an employee's need to call in daily to advise of his/her return to work status.

Sick days may be taken in increments of one hour. Sick leave taken for three or more consecutive days may be subject to the Family and Medical Leave Act, which is detailed later in this section.

Exhausting An Employee's Sick Leave Bank

In the event the employee's absence from work exhausts his/her sick leave bank, an employee may use earned and unused vacation and/or compensatory time. In the event the absence extends beyond this available pool of time off, an employee may request sick leave from the citywide sick leave pool. Borrowing or donation of any accrued leave time is subject to the approval of the City Manager.

Employees who require more leave and have exhausted all time-off benefits will need to obtain approval from his/her supervisor and Human Resources Department. An employee's reinstatement, continuation of insurance benefits, and other conditions of employment will be determined based upon the reason for and length of the leave.

Release to Work

An employee's supervisor may request verification of the circumstances surrounding his/her use of sick leave, or require periodic medical reports concerning his/her status and availability to return to work. It is the employee's responsibility to provide the information promptly.

When the employee is able to return to work, he/she may be required to furnish a statement from their physician that indicates that he/she is physically and/or mentally able to return without endangering himself/herself or another employee's health or welfare.

Disciplinary Policy

Included is the draft disciplinary policy with the recommended changes incorporated. Also, I grouped items with the same steps, which I feel improves the appearance.

Donna M. Folsom
Human Resources Director

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1	Gambling, lottery or engaging in any game of chance at City work stations at any time.	Written reprimand	Reprimand & 3 days suspension	Dismissal
2	Tardiness (Guide: three (3) times in a thirty day period)	Written reprimand	Reprimand & 3 days suspension	Dismissal
3	Excessive unexcused absenteeism.	Written reprimand	Reprimand & 3 days suspension	Dismissal
4	Productivity or workmanship not up to required standard of performance.	Written reprimand	Reprimand & 3 days suspension	Dismissal
5	Taking more than specified time for meals or rest periods.	Written reprimand	Reprimand & 3 days suspension	Dismissal
6	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 reprimand	Reprimand & 3 days suspension	Dismissal
7	Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.	Written reprimand	Reprimand & 3 days suspension	Dismissal
8	Failure to keep the department and/or Human Resources notified of proper address or telephone number (if any).	Written reprimand	Reprimand & 3 days suspension	Dismissal
9	Habitual failure to punch your own time card (Guide: three (3) times in a thirty (30) day period.	Written reprimand	Reprimand & 3 days suspension	Dismissal
10	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 reprimand	Reprimand & 3 days suspension	Dismissal

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
11	Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, workers' compensation benefits.	Written reprimand	Reprimand & 3 days suspension	Dismissal
12	Unauthorized possession of firearms, explosives, or weapons on City property.	Written reprimand	Reprimand & 3 days suspension	Dismissal
13	Use of bribery or political pressure to secure appointment or advantages.	Written reprimand	Reprimand & 3 days suspension	Dismissal
14	Engaging in any act(s) of sexual harassment.	Written reprimand	Reprimand & 3 days suspension	Dismissal
15	Violation of the City's Code of Ethics.	Written reprimand	Reprimand & 3 days suspension	Dismissal
16	Violation of dress code or failing to follow hygiene practices.	Written reprimand	Reprimand & 3 days suspension	Dismissal
17	Smoking in non-smoking areas; including buildings and vehicles.	Written reprimand	Reprimand & 3 days suspension	Dismissal
18	Sleeping during working hours unless otherwise provided as in the Fire Department	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
19	Wasting time, loitering or leaving assigned work area during working hours without authorization.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
20	Unauthorized distribution of written or printed material of any description.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
21	Unauthorized use, possession or operation of any City property or any City property or equipment or the property and equipment of any employee.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
22	Failure to report an accident or personal injury in which the employee was involved while on the job.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
23	Posting or removing any material on bulletin boards or City property at any time unless authorized.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
24	Refusal to give testimony in accident investigations or cooperating in administrative hearings or investigations.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
25	Failure to report an accident or personal injury in which the employee was involved while on the job.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
26	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 reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
27	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 reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal
28	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, slow-down, refusal to return to work at the scheduled time for the scheduled shift.	Written reprimand	Reprimand & 3to 5 days suspension or dismissal	Dismissal

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
29	Threatening, intimidating, coercing, or interfering with fellow employees or supervisors at any time, including abusive language.	Reprimand & 3-5 days suspension or dismissal	Instruction & 3-5 days suspension or dismissal	Dismissal
30	Deliberately destroying, misusing, or damaging public property or any City property or equipment or the property and equipment of any employee.	Reprimand & 3-5 days suspension or dismissal	Instruction & 3-5 days suspension or dismissal	Dismissal
31	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.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
32	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.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
33	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	Reprimand & 3-5 days suspension or dismissal	Dismissal	
34	Theft or removal from City locations without proper authority any City property or property of any employee.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
35	Carelessness with equipment, tools, or property, which causes materials, parts, or equipment to be damaged or scrapped.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
36	Willful neglect in their performance of assigned duties.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
37	Willful violation of statutory authority, rules, regulations or policies, including departmental policies.	Reprimand & 3-5 days suspension or dismissal	Dismissal	

RULE NUMBER	OFFENSES & DEFICIENCIES ON/OFF JOB	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
38	Failure to work overtime, holidays, special hours or special shifts after being scheduled according to overtime and on-call/stand-by duty policies or failure to respond to call during adverse weather conditions or emergencies.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
39	Violating a safety rule or safety practice.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
40	Making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the City or its operations.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
41	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.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
42	Failing to comply with licensure and certification requirements.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
43	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.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
44	Has favored or discriminated against any applicant or employee because of political, religious, or labor affiliations, or because of sex or marital status.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
45	Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
46	Active political endorsement while on duty.	Reprimand & 3-5 days suspension or dismissal	Dismissal	
47	Violation of two or more rule offenses within a one year period	Reprimand & 3-5 days suspension or dismissal	Dismissal	
48	Willful misuse or embezzlement of city funds.	Dismissal		

Grievance Policy

I have included the only two comments I have received to date. The period for comments from employees ends December 16th at 5:00 pm. If I should receive additional comments, I will forward them to you via e-mail, soon after I receive them.

Donna M. Folsom
Human Resources Director

CITY OF ST. MARYS	Number: Policy 26
REVISED: DRAFT	Page 1 of 3
SECTION: Employee Relations	Original Date: January 12, 2004
TITLE: Grievance/Appeals	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.

CITY OF ST. MARYS	Number: Policy 26
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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.

CITY OF ST. MARYS	Number: Policy 26
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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.

From: Chad Kinzly [Chad.Kinzly@ci.st-marys.ga.us]
Sent: Tuesday, December 02, 2008 2:28 PM
To: 'Bobby Marr'
Subject: FW: Proposed Personnel Policy Changes
Importance: High

Bobby,

The following are my comments regarding the attached;

Par. A POLICY If the policy is not applicable to disciplinary matters what recourse does an employee have if they feel they are being treated unfairly or unduly disciplined and items mentioned in # 1 are not being alleged (discrimination, race, color, sex ect.)?

"This process is the exclusive procedure available to the affected employee to obtain review of the action." This is not clear to me. By "action" do they mean the alleged complaint? I would recommend some re-wording here for easier understanding by all employees.

Par. C. NON-GRIEVABLE ISSUES

Item # 1. Performance reviews. What is an employee supposed to do if they feel they are not getting a accurate evaluation?

Item # 3. Does not allow concerns for Budget, organizational structure to be heard. Why would they not want to hear concerns on such important issues?

Item # 4. Termination and Demotion. These items are addressable in our current Policy. Why are they not in the new policy? I would think that the majority of the issues in the past fell in this category along with discipline issues.

Respectfully Submitted

Chad W. Kinzly
Operations & Safety Manager
Public Works
City of St. Marys
418 Osborne St.
St. Mary's, GA. 31558
Phone: (912) 882-4415
Fax: (912) 673-6681
Proud%20Member%20Green%20Logo

From: Donna Folsom [donna.folsom@tds.net]
Sent: Tuesday, December 02, 2008 9:52 AM
To: Alyce Thornhill; Amanda Blackledge; bill.shanahan@tds.net; Bobby Marr; Chief Tim Hatch; Darlene Roellig; Donna Folsom ; gene.rudy@ci.st-marys.ga.us; Jane Drake; 'Janet'; jennifer.brown@tds.net; Judy Armantrout; 'Rindy'; roger.weaver@tds.net; 'Shavon'; smfd200@tds.net; 'Wiley King'
Cc: 'Chad Kinzly'; 'Connie Miller'; '145-Kelly Kotson'; 'Lori Whitlow'; 'Amber Shellenberger'
Subject: Proposed Personnel Policy Changes
Importance: High

Please be sure all employees have access to the attached information, either by posting in a conspicuous location in your department or by email. Also, please be sure if you receive any comments, they are directed to my office.

Thank you for your assistance!

Donna M. Folsom
City of St. Marys
Human Resources
912.510.4036-voice
912.510.4015-fax

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The information contained in this electronic mail transmission (including any accompanying attachments) is intended solely for its authorized recipient(s), and may be confidential and/or legally privileged. If you are not an intended recipient, or responsible for delivering some or all of this transmission to an intended recipient, you have received this transmission in error and are hereby notified that you are strictly prohibited from reading, copying, printing, distributing or disclosing any of the information contained in it. In that event, please contact me immediately by telephone (912) 510-4036 and delete the original and all copies of this transmission (including any >attachments) without reading or saving in any manner.



Date: Thursday, December 11, 2008 4:09 PM
From: Donna Folsom <donna.folsom@tds.net>
To: 'Donna Folsom' <donna.folsom@tds.net>
Subject: FW: Proposed Personnel Policy Changes

Thanks,

Donna

From: Robert Horton [smfd200@tds.net]
Sent: Wednesday, December 03, 2008 12:55 PM
To: 'Donna Folsom'
Subject: RE: Proposed Personnel Policy Changes

Donna,

I have been asked a question and I think we need to get an answer before we proceed with this.. Under Non-Grievable items it identifies Budget and organizational structure. However, under greivable it states Unsafe or unhealthy working conditions. NOW the question, which I have already been asked "What if there is a change to a budget or organizational chart that creates a "unsafe working condition?"

Let me know what you think? Robby

From: Donna Folsom [donna.folsom@tds.net]
Sent: Tuesday, December 02, 2008 9:52 AM
To: Alyce Thornhill; Amanda Blackledge; bill.shanahan@tds.net; Bobby Marr; Chief Tim Hatch; Darlene Roellig; Donna Folsom ; gene.rudy@ci.st-marys.ga.us; Jane Drake; 'Janet'; jennifer.brown@tds.net; Judy Armantrout; 'Rindy'; roger.weaver@tds.net; 'Shavon'; smfd200@tds.net; 'Wiley King'
Cc: 'Chad Kinzly'; 'Connie Miller'; '145-Kelly Kotson'; 'Lori Whitlow'; 'Amber Shellenberger'
Subject: Proposed Personnel Policy Changes
Importance: High

Please be sure all employees have access to the attached information, either by posting in a conspicuous location in your department or by email. Also, please be sure if you receive any comments, they are directed to my office.

Thank you for your assistance!

Donna M. Folsom

City of St. Marys

Human Resources

912.510.4036-voice

Reduction in Force

Included is wording for a draft policy dealing with layoffs, reorganizations or changing full-time employees to part-time employees. The title of this policy would change from Reduction in Force Policy to Layoff/Reorganization Policy.

Donna M. Folsom
Human Resources Director

Layoff/Reorganizations

The City may layoff an employee, transfer an employee to another position, change from full-time to part-time, or demote an employee because of changes in assigned duties, organizational restructuring, lack of funding, or lack of work. Whenever possible, an employee will be transferred to a suitable position elsewhere. Further, whenever possible, the City will give the employee at least two weeks' notice before the layoff, transfer, or demotion.

The City will determine individuals for layoff or reorganization based on job performance and efficiency, retaining the most proficient employees the longest. Seniority will only be used to determine a layoff or reorganization among employees with substantially equivalent job performance records, retaining the most senior employee the longest. The City will lay off temporary employees before regular employees doing similar job duties.