

# City of Yazoo City



**“Gateway to the Delta...Blues”**

## Employee Handbook



# TABLE OF CONTENTS

**INTRODUCTORY STATEMENT.....5**

**EMPLOYMENT STATUS AND RECORDS.....6**

    “AT WILL” EMPLOYMENT POLICY .....6

    EQUAL EMPLOYMENT OPPORTUNITY .....6

    EMPLOYEE RELATIONS .....7

    DEFINITIONS.....7

**EMPLOYEE SELECTION..... 10**

    APPLICATION PROCESS ..... 10

    PROMOTIONS ..... 11

    CATEGORIES OF EMPLOYMENT ..... 11

    EMPLOYMENT OF RELATIVES..... 12

    EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9 ..... 12

    JOB DESCRIPTIONS..... 12

    HIRE DATE ..... 13

    ANNIVERSARY DATE ..... 13

    EMPLOYEE FILE/PERSONNEL RECORD ..... 13

    NONCITY EMPLOYMENT/CONFLICT OF INTEREST ..... 13

    REHIRING EMPLOYEES WHO HAVE RESIGNED..... 14

**PAYROLL AND HOURS..... 15**

    PAY DAY ..... 15

    PAY SCALES ..... 15

    WORK SCHEDULES ..... 15

    ATTENDANCE ..... 15

    UNEXCUSED ABSENCES ..... 16

    PERSONNEL SUBSTITUTIONS ..... 17

    OVERTIME..... 17

    TIMEKEEPING/PAYROLL ..... 18

    PAYROLL DEDUCTIONS ..... 19

    ADMINISTRATIVE PAY CORRECTIONS..... 19

    WAGE ASSIGNMENTS/GARNISHMENTS/TAX LEVIES/CHILD SUPPORT ORDERS ..... 19

    SALARY ADVANCES/LOANS TO EMPLOYEES ..... 19

    WAGES ..... 20

    SCHEDULED WORK HOURS ..... 20

**EMPLOYEE BENEFIT PROGRAMS..... 21**

    EMPLOYEE BENEFITS ..... 21

    GROUP INSURANCE ..... 21

    RETIREMENT PLAN..... 21

    PERSONAL (VACATION) AND SICK LEAVE ..... 21

    HOLIDAYS ..... 24

    COBRA..... 25

    WORKER’S COMPENSATION INSURANCE ..... 25

    DISABILITY POLICY ..... 26

    UNEMPLOYMENT COMPENSATION..... 26

**CUSTOMER SERVICE ..... 27**

    CITIZEN CARE..... 27

    BUSINESS ETHICS ..... 27

    SAFETY..... 28

WORKPLACE MONITORING .....	28
<b>LEAVE OF ABSENCE .....</b>	<b>29</b>
FAMILY AND MEDICAL LEAVE (FMLA) .....	29
MILITARY DUTY .....	31
JURY DUTY .....	32
PREGNANCY-RELATED ABSENCES .....	32
BEREAVEMENT LEAVE .....	32
LEAVE OF ABSENCE WITHOUT PAY .....	33
EMERGENCY CLOSING .....	33
ACCEPTING OTHER EMPLOYMENT/GOING INTO BUSINESS WHILE ON LEAVE .....	33
<b>WORK PLACE ETHICS/DISCIPLINE.....</b>	<b>34</b>
WORKPLACE ETIQUETTE .....	34
PERSONAL APPEARANCE/DRESS POLICY .....	34
PERSONAL CONDUCT .....	35
A CLEAN ENVIRONMENT .....	35
DEMOTIONS.....	35
INSUBORDINATION.....	36
DISCIPLINE .....	36
SEXUAL AND OTHER UNLAWFUL HARASSMENT.....	37
ALCOHOL AND DRUG FREE WORKPLACE POLICY .....	38
TOBACCO USE POLICY .....	38
WORKPLACE VIOLENCE POLICY .....	38
PERFORMANCE REVIEW .....	39
SECURITY INSPECTIONS .....	39
GRIEVANCE PROCEDURE .....	40
TERMINATION OF THE EMPLOYEE RELATIONSHIP.....	40
EXIT PROCEDURES .....	42
RETURN OF CITY PROPERTY .....	42
<b>SOCIAL MEDIA.....</b>	<b>43</b>
PURPOSE .....	43
POLICY .....	43
<b>MISCELLANEOUS.....</b>	<b>44</b>
PERSONAL ADDRESS AND CHANGE OF STATUS.....	44
ACCESS TO CITY PROPERTY DURING OFF-HOURS.....	44
AUTOMOBILE POLICY .....	44
INVENTORY .....	47
LICENSE/CERTIFICATION RENEWAL.....	47
USE OF MAIL SYSTEM .....	48
CITY EQUIPMENT AND PROPERTY .....	48
TELEPHONE, CELL PHONE, AND OTHER ELECTRONICS.....	48
PARKING .....	48
PERSONAL PROPERTY .....	49
PURCHASING POLICY .....	49
REFERENCE CHECKS/VERIFICATIONS OF EMPLOYMENT.....	49
TRAVEL.....	49
EMPLOYEE TRAINING REIMBURSEMENT POLICY .....	49
VOTING.....	49
<b>EMPLOYEE ACKNOWLEDGMENT FORM .....</b>	<b>50</b>
<b>CONTACT LIST .....</b>	<b>54</b>

# **INTRODUCTORY STATEMENT**

---

This Handbook supersedes all prior employee handbooks of The City of Yazoo City. The provisions of this Handbook should not be construed as repealing, modifying, or changing any order, ordinance, or resolution approved by the governing authorities of the City of Yazoo. If there is a conflict between the provisions contained within this Handbook and an order, ordinance, or resolution approved by the governing authorities of the City of Yazoo, then the provisions of the order, ordinance, or resolution approved and adopted by the governing authorities shall be controlling.

It includes general information and nothing contained in this Handbook or any verbal statement should be construed as creating any type of employment contract, either expressed or implied. The policies and other information contained in this Handbook are subject to change at any time due to business needs. While the City will normally attempt to provide employees advance notice of any change, it reserves the right to alter these policies at any time without advance notice. The official copy of this Handbook will be kept in City Hall where every employee will have access to the official copy.

This Handbook is intended to cover the broad principles of Personnel Policy in effect for the entire City. Contents of this Handbook are not expected to provide guidelines for every situation which may occur on a day-to-day basis, nor do they encompass specific rules within the various departments or facilities. The policies and procedures contained in this Handbook are to be used as guidelines for employees and should not be construed as a guarantee of continued employment, or that a particular policy or procedure will be followed in every case.

Employees shall not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Mayor and Aldermen of The City of Yazoo City may alter or modify any of the policies in this Handbook. No statement or promise by a Supervisor, or Department Head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

You are employed with The City of Yazoo City “at will”, and nothing contained in this Handbook is intended to provide or guarantee your employment for any specific period of time. This “at will” employment relationship can only be modified by a written contract signed by the employee approved by The Board of Mayor and Aldermen. Either you or the City of Yazoo City can terminate the employment relationship at any time for any or no reason.

The City of Yazoo City does not violate the law and does not tolerate those who do. If an employee believes that anyone in or employed with the City has requested or directed him/her to do anything that violates the law or has prohibited the employee from doing what the law requires him/her to do, the employee must report this immediately to the Mayor/Board of Mayor and Aldermen.

# **EMPLOYMENT STATUS AND RECORDS**

---

## **“AT WILL” EMPLOYMENT POLICY**

It is the City of Yazoo City’s policy that all employees who do not have a written employment contract with the City for a specific fixed term of employment are employed at the City’s will and are subject to termination at any time, for any reason, with or without cause or notice. All employees also may terminate their employment at any time for any reason.

This Policy may not be modified by any statements contained in this Handbook or other employee handbooks, employment applications, recruiting materials, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, is intended to create neither an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment. Similarly, the City’s policies and practices with respect to any matter are not to be considered as creating any contractual obligation. The reasons for dismissal and/or disciplinary action set forth in this Handbook are intended as examples only and not as all-inclusive lists and, further, are not intended to restrict the City’s right to terminate “at will.”

## **EQUAL EMPLOYMENT OPPORTUNITY**

The City of Yazoo City is an equal opportunity employer. The City of Yazoo City will recruit, hire, train, and promote persons in all job titles in accordance with all Federal and State statutes and with its own policies of encouraging responsibility and promotion based on job performance, qualifications, and service. It is the policy of the City to employ the best-qualified applicant for the position.

The City of Yazoo City is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

The City of Yazoo City complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. The City considers harassment in all forms to be a serious offense.

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor. Complaints are investigated immediately and handled as confidentially as possible. Any employee following this complaint procedure will be protected against illegal retaliation by the City.

Any reported violations of EEO law or this policy are investigated and any City of Yazoo City employee found to have engaged in discriminatory conduct or harassment is subject to immediate disciplinary action, including possible dismissal.

## EMPLOYEE RELATIONS

We are pleased to welcome you as an employee of the City of Yazoo City. No matter which department you work in, your job is important, because you now share with us the responsibility of conducting City business. Our primary responsibility is to render the best possible service, and we can do this only if there is a dedicated spirit of cooperation among all employees of the City.

You have been selected because the City's governing body believes that you have the qualifications and the spirit to do your job well. Your fellow employees will gladly help you become acquainted with the City's business and learn the duties of your job. A complete history will be kept on your record and your work.

It is hoped that each City employee will read this handbook carefully and refer to it when a policy question arises. Careful reading of its contents will be the first step in becoming a well-informed employee. If you are unclear about a provision or have a question about a provision, do not hesitate to discuss it with a supervisor or department head.

The City of Yazoo City believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and among other municipalities in Mississippi. If employees have concerns about working conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their Supervisors.

Our experience has shown that when employees deal openly and directly with Supervisors, the work environment can be excellent, communications can be clear, and attitudes positive. We believe The City of Yazoo City amply demonstrates its commitment to employees by responding effectively to employee concerns.

## DEFINITIONS

The words and terms to the extent that they are used in this handbook and elsewhere in documents relating to the personnel procedures, shall have, unless the context otherwise requires, the following meanings:

- A. Applicant** - A person who is seeking employment with the City of Yazoo City.
- B. City of Yazoo City** - A Municipal corporation in the County of Yazoo, State of Mississippi.
- C. Certification** - The act of certifying.
- D. Certify** - to attest authoritatively or to verify.
- E. Classification** - The assignment or allocation of a position to a corresponding job description and pay rate commensurate with the duties and responsibilities of the position.
- F. Compensation** - The remuneration of a position, including salary, wages, uniform allowance, food, maintenance and commutation when the same is furnished.
- G. Day Off** - A day during the work week upon which an employee has not been scheduled to work.

- H. Department** - A major subdivision of the Administration of the City, as provided by statute, charter or ordinance. Only the Board of Mayor and Aldermen may create a department in accordance with law.
- I. Division** - A functional unit of a department.
- J. Disability** - Physical or mental impairment that substantially limits one or more major life activities or having a record of an impairment that limits major life activities or being regarded by others as having impairment.
- K. Disciplinary Action** - Demotion, fine, written reprimand, suspension, dismissal, or any combination.
- L. Dismissal** - A termination from employment with the City.
- M. Employee** – Any person appointed to provide services to the City of Yazoo who receives compensation that is subject to income tax withholding.
- N. Holiday** - A day that is observed as paid, but not working by the State and approved by the The Board of Mayor and Aldermen.
- O. Immediate Family** - Except where otherwise defined in this policy. An employee’s spouse, child, parent, brother, sister, grand-parents, in-laws, or any other relative living in the same household with the employee.
- P. Individual Base Rate** - Rate per hour or the rate per month which is paid an employee for work in his/her individual base job.
- Q. Reclassification** – The reassignment of a position from one job description and corresponding pay rate, to another job description and pay rate corresponding to actual duties and responsibilities performed.
- R. Resignation** - When an employee voluntarily withdraws from employment with the City. The City of Yazoo encourages individuals voluntarily separating from employment to provide fourteen (14) days advance notice of the intended separation.
- S. Scheduled Work Day** - A day during the work week that an employee has been scheduled to work.
- T. Separation** - The discharge of an employee from the service of the City either voluntarily or involuntarily.
- U. Suspension** - When an employee is temporarily forbidden to serve in his/her job. When an employee is suspended without pay he shall not enjoy the pay and benefits he/she normally receives for services rendered. If an employee is suspended without pay, the suspension must be approved by The Board of Mayor and Aldermen.
- V. Termination** – Voluntary resignation, dismissal, or discharge from a position or job with the City of Yazoo which is not the result of a reduction in force or layoff.



- W. Work Day** - The hours, during any twenty-four consecutive hours, upon which scheduled working hours may be established.
- X. Work Week** - The days, during any seven consecutive days, upon which scheduled working hours may be established.

# **EMPLOYEE SELECTION**

---

## **APPLICATION PROCESS**

### **Acceptance of Applications**

An application for employment will be accepted during business hours at the Office of the City Clerk. As a result of a single application, a candidate will be considered for all classes of positions in which his/her principal qualifications might profitably be used. Each applicant will answer all questions and furnish all information required in the Application Form. Resumes do not replace completing an Application Form, and all Application Forms should be completely and accurately completed.

### **Recruiting to Fill a Vacancy**

The Department Head (or Mayor and/or Board of Mayor and Aldermen) shall examine the applications on file, new applications, and the records of current City employees eligible for promotion when vacancies arise. The qualifications of the applicants shall be judged against the minimum or desired qualifications stated in the job description for the vacant position. If necessary to determine qualifications, an applicant may be required to undergo a physical examination and/or a performance test. After selecting the best qualified applicant, the Department Head (or Mayor and/or Board of Mayor and Aldermen as appropriate) shall present the application to the Board of Mayor and Aldermen along with the recommended appointment and compensation. All applicants may be required to submit to a background check and will be required to pass a pre-employment drug screening.

### **Residency Requirements**

All employees of the City of Yazoo unless a waiver has been approved by the governing authorities in accordance with law must reside within Yazoo County, Mississippi. All employees shall establish residency in Yazoo County Mississippi within six (6) months of employment and shall maintain residency within Yazoo County during the term of their employment.

### **Disqualification of an Applicant**

The City of Yazoo City relies upon the accuracy of information contained in the application for employment, as well as any other data presented through the hiring process for employment. Any material misrepresentations, falsifications, or omissions in any of this information or data shall be grounds for the City of Yazoo City's rejection of the application or, if the applicant has been hired, for termination of employment.

The Department Head may also reject any application which indicates that the applicant:

1. Does not possess the minimum qualifications required for the particular position.
2. Is physically unfit to perform the duties of the particular position.
3. Is addicted to drugs or intoxicants.
4. Has been convicted of certain crimes, except in cases where The Board of Mayor and Aldermen finds satisfactory evidence of rehabilitation.

## Filing and Disposal of Applications

The City Clerk will maintain a central file for all applications. This file will be available to all Department Heads or other appropriate City officials for screening purposes. All applications, including those permanently rejected or otherwise unqualified, will be preserved for at least six months. Applications of those persons who are hired for a City position will be placed in the employee's personnel file.

## PROMOTIONS

Vacancies in positions in the City service may be filled by the promotion of employees in the service. Promotions in every case must involve a definite increase in duties and responsibilities and will not be made merely for the purpose of affecting an increase in compensation. The Board of Mayor and Aldermen must approve all promotions.

Employees interested in being considered for a vacant position, should inform their Department Heads/Supervisor of their interest and complete a new application with the City Clerk's office.

## CATEGORIES OF EMPLOYMENT

Positions at the City of Yazoo City are categorized for purposes of salary and benefits administration and to generate information and reports on particular job groups and job responsibilities. Positions are categorized as either Exempt or Non-Exempt based on regulations established by the Fair Labor Standards Act that establishes minimum wage and salary criteria and defines whether or not an individual is entitled to overtime compensation.

- A. Non-Exempt:** A Non-Exempt Employee is an employee, whether hourly or salaried, who is entitled to receive overtime pay under the Fair Labor Standards Act or applicable State laws. (See Overtime Policy). Pay is calculated on an hourly basis; overtime pay is calculated at 1.5 times the regular hourly rate for all hours worked beyond 40 a week or as established by the Fair Standards and Labor Act.
- B. Exempt:** An Exempt employee is an employee who is exempt from overtime pay requirements under either the Fair Labor Standard Act or applicable State laws. Generally, salaried employees who are employed in executive, managerial, administrative, professional, or outside sales positions are considered exempt employees. The City of Yazoo City adopted a compensatory time policy for exempt employees on 11-25-2013. This policy may be viewed in the Office of the City Clerk.
- C. Regular, Full-time Employees:** Employees including police and fire personnel who have been assigned to a full-time position and are regularly scheduled to work at least forty (40) hours per week. The regularly scheduled hours of fire and police personnel may be varied and exceed forty (40) hours per week without requiring the payment of overtime based on the Fair Labor Standards Act. Regular, full-time employees are eligible for all benefits provided in this handbook such as insurance, leave, etc.
- D. Regular, Part-time Employees:** An individual whose work schedule consists of less than forty (40) hours per week. Part-time employees are eligible for workers compensation and unemployment benefits. Part-time employees may be eligible for Family Medical Leave Act benefits if they work the requisite number of hours during a twelve (12) month period.

- E. Introductory Employees:** Each newly hired employee, including those previously employed by the City of Yazoo City, will be considered an introductory-period employee during his/her initial six (6) month period of employment. If employment is continued beyond the introductory period, the employee will be placed in a regular status and acquire seniority extending retroactively to her/his most recent employment date.
- F. Temporary, Student, or Seasonal Employees:** Persons employed for a specified time, usually no longer than 4½ months, as approved by the Board of Mayor and Aldermen. These employees are not eligible for employment benefits.

## **EMPLOYMENT OF RELATIVES**

No employee may directly supervise or be supervised by a member of his immediate family. For purposes of this policy, immediate family includes children, step-children, brothers, sisters, aunts, uncles, nieces, nephews, parents, and in-laws of the employee or his/her spouse. All future employees are subject to the provisions of this policy. The hiring of relatives of the Board of Mayor and Aldermen is subject to the state law on nepotism and the ethics in government laws for the State of Mississippi.

## **EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9**

The City of Yazoo City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City of Yazoo City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Clerk. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **JOB DESCRIPTIONS**

The City of Yazoo City makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information, summary (giving a general overview of the job's purpose), essential duties and responsibilities, supervisory responsibilities, qualifications (including education and/or experience, certifications, language skills, mathematical skills, reasoning ability, as well as other necessities), physical demands, and work environment.

The City of Yazoo City maintains job descriptions to aid in orienting new employees to the jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Board of Mayor and Aldermen prepare, or have prepared, job descriptions when new positions are created. Existing job descriptions may also be rewritten periodically to reflect any changes in the

position's duties and responsibilities. All employees are expected to help to ensure that their job descriptions are accurate and reflect the work currently being performed.

You should remember that job descriptions do not necessarily cover every task or duty that might be assigned and the additional responsibilities may be assigned as necessary. Contact your Department Head or Supervisor if you have any questions or concerns about your job description.

## **HIRE DATE**

Your hire date is the date of your most recent continuous employment with The City of Yazoo City. If you have worked at the City before, but have a break in service, your hire date is the beginning date of your most recent hire.

## **ANNIVERSARY DATE**

Your anniversary date is the date you begin your employment with the City of Yazoo City.

## **EMPLOYEE FILE/PERSONNEL RECORD**

A personnel file/record is maintained for every employee and is kept confidential on a need to know basis. This personnel record is the property of the City of Yazoo City.

Information contained in the personnel file/record includes: a completed employment application and possibly a resume, history of employment with the organization, hire date, positions held, salary history and reasons for salary changes, appraisals, discipline, and commendations. Only authorized personnel will be permitted to review individual employee files with the City Clerk or Mayor present.

Employees should not assume that the City of Yazoo City Office of the City Clerk has been notified of changes in employee status. Employees are responsible for notifying the Office of the City Clerk if there is any change in any of the following: name, home address, telephone number, and marital status, number of dependents, Selective Service status, beneficiaries, or health insurance coverage. Also, keep The City of Yazoo City informed of any additional schooling or training that is completed.

You have the right to reasonable access of your own personnel file upon written request. You will be allowed to review your own file during regular business hours with an appointment to do so. You may copy material in the file at the cost of copies at the time of request.

All reference inquiries, written or verbal, are referred to the Mayor and/or City Clerk. Only the City Clerk handles references/inquiries regarding current or terminated employees.

## **NONCITY EMPLOYMENT/CONFLICT OF INTEREST**

City employees are hereby prohibited from accepting or engaging in any employment, occupation or work other than the business of the city, if such outside employment occupation or work, in any way interferes with their duties as employees of the city. Employees are asked to review and adhere to the ordinance adopted by the city. (Section 16-10, Code 1962, § 8-1; Ord. of 2-14-83, § 1).

## **REHIRING EMPLOYEES WHO HAVE RESIGNED**

An employee who terminates (voluntary resignation, dismissal, or discharge) a position or job held with the City of Yazoo shall not be eligible for subsequent hiring by the City of Yazoo until a period of six months have elapsed since the employee first terminated employment. This provision shall not apply to employees who terminated as the result of a reduction in force or layoff. (Section 16-18, Ord. of 12-9-2013, , § § 1,2)

The employee may be rehired under the following conditions:

- The employee left under good terms.
- There is an opening for which the prospective employee is qualified.
- The prospective employee may or may not be paid the wage he/she was being paid at the time he/she quit.
- The prospective employee will be treated as a new hire as far as benefits are concerned.

# **PAYROLL AND HOURS**

---

## **PAY DAY**

Employees are paid bi-weekly on Wednesday.

## **PAY SCALES**

The City of Yazoo City strives to maintain consistent pay practices that comply with federal and state laws, mirror its commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the City of Yazoo City is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Employees should bring their pay-related questions or concerns to the attention of the Department Head.

## **WORK SCHEDULES**

Department Managers/Supervisors are responsible for establishing and informing staff of specific work schedules, including start times, break times, lunch schedules, and normal ending times. When the work schedule must be changed, the Supervisor should give the employee as much advance notice as possible so the employee can make personal arrangements to meet the new scheduling requirements. However, the operating requirements of the department must be the primary consideration in establishing work schedules.

The individual Supervisor makes out schedules. As part of new hire orientation, you and your Supervisor should discuss normal work schedule requirements.

## **ATTENDANCE**

Regardless of the position an employee fills or the duties he/she performs, he/she is needed in order for the City to function properly and efficiently. If for any reason you cannot report to work, you should notify your Supervisor in advance of your scheduled work time in order that a replacement may be secured, if necessary. Calling anyone other than your Supervisor or Department Head is unacceptable. If the absence continues over a number of days, you should keep your Supervisor aware of the situation on a daily basis so that arrangements may be made to distribute your workload among other employees or to arrange for a temporary replacement. You should report immediately to your Supervisor after all absenteeism. A doctor's release is required for any illness or accident requiring you to miss work for more than 3 consecutive days, for any on-the-job injury, or anytime your Supervisor feels that one is necessary.

The following is a list of attendance categories as well as the City of Yazoo City's expectations of its employees:

### **A. Punctuality/Tardiness**

Punctuality is reporting to work on time. A tardy employee is one who fails to report to his/her work station ready to work at the designated starting time or fails to return from lunch or breaks

at the designated time. You must notify your Supervisor if you are going to be unavoidably detained. You may not stay on duty beyond your regular scheduled work time to make up for the lost time without prior authorization from your Supervisor.

### **B. Notification of Absence**

You are required to notify your Supervisor of your absence from work each day that you are absent. You must state the reason for the absence and the anticipated date of return. Notification of absence does not necessarily mean the absence will be excused.

In case of emergency, the employee (or designated family member) should notify the City of Yazoo City immediately. Family or friends may not call in an absence for an employee unless that employee is physically unable to make the call.

### **C. Absenteeism**

Department Heads/Supervisors are responsible for maintaining proper records regarding all types of absences.

### **D. Excessive Absence**

Sick time is a benefit and any abuse will be treated as an unexcused absence, with disciplinary action up to and including dismissal. Excessive absence (excused or unexcused) cannot be tolerated and can lead to disciplinary action.

### **E. Excused Absence**

It may be necessary to be absent from work occasionally. Supervisor or Department Heads approval is necessary to obtain an excused absence.

### **F. Unexcused Absence**

An absence is unexcused if an employee fails to notify the Supervisor or Department Heads of his/her absence or the reason for the absence is unacceptable.

## **UNEXCUSED ABSENCES**

An unexcused absence is whenever the employee fails to show up for work at his/her normal time, and when he/ she does not call their Supervisor or Department Head within fifteen (15) minutes of scheduled start time to inform that they are either too ill to work or have had an emergency arise. Unusual circumstances will be given consideration.

- If an employee has one (1) unexcused absence, he/she will be given a verbal warning by his/her Supervisor and a memo placed in the personnel file for disciplinary action.
- If an employee has three (3) unexcused absences, this will be brought to The Board of Mayor and Aldermen's attention for disciplinary action.
- Should the employee have more than three (3) unexcused absences within a period of 12 months from the first offense, The Board of Mayor and Aldermen will be advised for disciplinary action.
- The unexcused absences will be accumulated over a running 12-month period with the first unexcused absence beginning the 12-month period.



## **PERSONNEL SUBSTITUTIONS**

Certain services provided by the City of Yazoo City, including but not limited to law enforcement, fire protection, and waste collection require that there be sufficient personnel available to provide essential services. Concerns with the adequacy of personnel become paramount when law enforcement, fire, waste collection, and other employees providing essential services are tardy, call in sick, or fail to report when scheduled for any reason. Therefore, directors and supervisors may within their discretion solicit and assign another employee within the department to work as a substitute when an employee is tardy or fails to report to work as scheduled.

The period and duration of performance by a substitute shall be subject to the discretion of the director or supervisor and the employee may be replaced for the full shift at the discretion of his/her supervisor/director. Any substitution for three (3) consecutive days shall be reported to the Board of Mayor and Aldermen.

The assigning of substitute personnel does not preclude the Board of Mayor and Aldermen from implementing disciplinary action for inappropriate conduct related to tardiness and absenteeism.

## ***OVERTIME***

### **General Rules:**

The City has the right to schedule overtime work as necessary to provide essential services to the citizenry. The City of Yazoo City adopted on 11-23-2013 a compensatory time policy for exempt personnel. Employees who are exempt from the overtime compensation provisions of the Fair Labor Standards Act are encouraged to review the policy, which is on file in the Office of the City Clerk.

### **Employees Not Working in Fire Protection and/or Law Enforcement or E-911:**

Each hour worked by Non-Exempt employees in excess of 40 hours in a workweek will be compensable at the overtime rate of 1.5 times the regular hourly rate. A workweek consists of seven (7) consecutive 24-hour periods.

Overtime is paid in accordance with the Fair Labor Standards Act which states that employees will be compensated at a rate of one and one-half their hourly rate for any hours worked in excess of 40 hours WORKED in a single work week. Overtime is not paid for hours worked over 8 hours in any one day. Please note that personal (vacation), sick leave, or any other time away from work is not considered "worked" hours.

### **Fire Protection and Police Enforcement Personnel**

Fire and police personnel will be paid according to the Section 7(k) exemption of the Fair Labor Standards Act which provides an exception to the general overtime rule by allowing work periods of seven to twenty-eight days for purposes of computing overtime compensation due employees engaged in fire protection or law enforcement activities. Civilian law enforcement personnel do not fall under the 7(k) exemption.

**Fire Protection:** Under Section 7(k) overtime compensation is due an employee engaged in fire protection activities only for those hours in excess of 212 in a twenty-eight day period or any proportionate number of hours worked in a fewer number of days.

**Law Enforcement:** Overtime compensation is due an employee engaged in law enforcement activities only for hours worked in excess of 171 in a twenty-eight day period or for a proportionate number of hours worked in a fewer number of days.

The Labor Department's table of work periods and maximum hours found in 29 C.F.R. 553.230 is reprinted as follows:

**Work period**

<b>Days</b>	<b>Fire</b>	<b>Police</b>
28	212	171
27	204	165
26	197	159
25	189	153
24	182	147
23	174	141
22	167	134
21	159	126
20	151	122
19	144	116
18	136	110
17	129	104
16	121	96
15	114	92
14	106	86
13	96	79
12	91	73
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

\*It is the City's intent to comply with federal law related to overtime pay; any changes to federal or state law will modify the City's policy on the payment of overtime to comply therewith.

**TIMEKEEPING/PAYROLL**

Federal law requires the City of Yazoo City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

The employee's Supervisor should accurately record the time the employee begins and ends their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be documented by the Supervisor with an explanation on the employee's time record.

Altering, falsifying, tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including dismissal.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. The Supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Supervisor must verify the accuracy of the changes by initialing the time record.

The Office of the City Clerk will prepare and deliver pay checks via direct deposit on a bi-weekly and/or semi-monthly schedule.

Each Department Head or Supervisor should have their payroll materials, including time records turned into the City Clerk's Office no later than 9:00 a.m. on Thursday for the biweekly payroll processing. Failure to do so may result in the delay of payroll being issued.

## **PAYROLL DEDUCTIONS**

The City is required, by law, to make deductions from your paycheck for certain items; for example, Federal and State taxes, Social Security and Public Employees Retirement contributions. You will be given a W-2 Form on or before January 31<sup>st</sup> of each year for the previous year's earnings. This Form shows total earnings, Social Security, Federal and State taxes and retirement contributions deducted. The Office of the City Clerk will answer any questions on these deductions. The only other deductions from your pay will be for other approved deductions authorized by you in writing or those required by court judgment or levy.

## **ADMINISTRATIVE PAY CORRECTIONS**

The City of Yazoo City takes all reasonable steps to ensure that employees receive the correct amount of pay in each pay check and that employees are paid promptly on the scheduled payday.

If there is an error in the amount of pay, the employee should immediately bring the discrepancy to the attention of the Department Head or Office of the City Clerk so that corrections can be made as quickly as possible.

## **WAGE ASSIGNMENTS/GARNISHMENTS/TAX LEVIES/CHILD SUPPORT ORDERS**

Garnishments, wage withholding orders, and tax levies will be honored when received. You will be notified immediately if the City of Yazoo City receives a writ of garnishment, wage withholding order, or tax levy instructing it to deduct monies from earned.

## **SALARY ADVANCES/LOANS TO EMPLOYEES**

The City of Yazoo City does not provide pay advances on unearned wages to employees nor does it make personal loans to employees.

## **WAGES**

Annual salaries for the various departments and job positions are established by The Board of Mayor and Aldermen and kept on file in the City Clerk's Office. Salaries may be reviewed annually by The Board of Mayor and Aldermen during their budget preparation period.

## **SCHEDULED WORK HOURS**

The City has the right to revise normal scheduled work hours as necessary to provide essential services to the citizenry. Unless authorized for overtime, no employee is to clock in prior to their scheduled start time.

# **EMPLOYEE BENEFIT PROGRAMS**

---

## **EMPLOYEE BENEFITS**

Eligible employees with the City of Yazoo City are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment. It is important for you to understand how and when you become entitled to them.

Benefits eligibility is dependent on a variety of factors, including employee classification. For example, full-time employees are entitled to all fringe benefits and participation in the hospitalization and retirement plans. Seasonal employees and students are not eligible for any of the benefits provided by the City.

Your Supervisor or Department Head can identify the programs for which you are eligible. Details of these programs will be provided when you become eligible for the benefits.

A number of programs (such as Social Security, Worker's Compensation, and Unemployment Insurance) cover all employees in the manner prescribed by law.

## **GROUP INSURANCE**

All elected officials and officers of the City of Yazoo are eligible for participation in the group health insurance plan of the City of Yazoo. Employees of the City of Yazoo who are current participants in the City's group health plan upon the date of approval of this Handbook may continue to participate in the health plan. Following the date of approval of this Handbook, an individual who participates in the City's health plan must be an elected official, officer, a full-time regular employee, or an employee who works a minimum of twenty one (21) hours per week and not be a student, seasonal, or temporary employee. The percentage of the Employee Only premium paid by the City is set by the Board of Mayor and Aldermen. Any additional (dependent) coverage desired by the employee, must be paid by the employee.

In order to continue insurance coverage while on leave without pay, the employee must contact the Clerk within fifteen (15) days of going on leave status and make arrangements to pay his/her insurance premiums.

## **RETIREMENT PLAN**

Employees in regular, full-time positions, and certain part-time positions, as well as the Board of Mayor and Aldermen are required to become members of the (PERS) Public Employee's Retirement System of Mississippi.

When an employee retires, the City Clerk's office will request all necessary forms from PERS and assist the employee in completing the forms.

## **PERSONAL (VACATION) AND SICK LEAVE**

The employees of the City of Yazoo shall earn two types of leave: (1) personal and (2) medical or sick. Employees shall earn personal leave and medical or sick leave benefits in accordance with the provisions of Section 16-103 and 16-104 of the Yazoo City Code of Ordinances. (Ord. of 8-20-2012).

#### **A. General Rules for Personal (Vacation) and Sick Leave**

1. Personal (vacation) and Sick Leave may be used only as it accrues.
2. Whenever possible, employees must schedule Personal (vacation)/Sick Leave and have it approved by his/her Department Heads/Supervisor a week prior to its use to be determined at the discretion of the Department Heads/Supervisors
3. Personal (vacation)/Sick Leave may be used for employee or family illness and the employee must designate its use as such at the time it is taken. Personal leave must be used for illnesses of the employee or the employee's immediate family requiring an absence of one day or less. Personal leave must be used for the first day of an employee's illness requiring an absence of more than one day. (Section 16-101, Ord. of 8-20-2012).
4. While on leave without pay, employees do not accumulate personal (vacation) and/or sick leave, but they do not lose existing accrued personal (vacation) and/or sick leave.
5. Misuse of personal (vacation) and/or sick leave may result in disciplinary action up to and including dismissal.
6. Personal (vacation) and/or sick leave is only used to cover a normally scheduled shift.
7. When an employee is transferred to another position, any unused sick leave which may have been accumulated to his/her credit shall continue to be available for his/her use as necessary.
8. Employees eligible for sick leave will be granted such leave, with pay, upon approval or the appropriate Department Head, for the following reasons;
  - A. Personal illness or injury;
  - B. Family illness or injury;
  - C. Personal medical, dental, or optical examinations
9. Sick leave is not intended to be used as annual leave. It is a gratuity paid to the employee when he/she is sick or ill. Employees who abuse the use of sick leave will be required to present a medical certificate for each period of absence. Abuse of sick leave shall be cause for reprimand, loss of pay, or dismissal of the employee.

Upon voluntary or involuntary termination from employment, an employee may be paid a maximum of 30 days of unused personal leave. Any unused personal leave exceeding 30 days shall be reported as creditable service.

## Medical/Sick Leave

Fulltime employees of the City of Yazoo City, MS, are eligible to earn sick leave. Seasonal and student employees are not eligible to earn such leave.

- (a) Full-time City employees will accrue medical or sick leave benefits in accordance with the following schedule based on length of continuous service.

Continuous Service	Accrual Rate Monthly	Accrual Rate Annually
1 month—3 years (36 months)	8 hours month	12 days
37 months—8 years (96 months)	7 hours month	10.5 days
97 months—15 years (180 months)	6 hours month	9 days
181 months and beyond	5 hours month	7.5 days

- (b) Employees will begin to earn and accumulate medical or sick leave benefits on the first working day of each month that he works or receives paid leave. Medical or sick leave benefits are available for the employee's use on the first day of the month after the leave is earned.
- (c) Part-time and temporary employees will accrue leave on a pro rata basis.
- (d) Medical or sick leave benefits may be used for illness or injury to the employee or the employee's immediate family *after* one day of personal leave is used. If the employee has no personal leave available to be charged, then the first day must be taken as leave without payment. This is a requirement for each absence due to illness.
- (e) Medical leave may be used without prior use of personal leave to cover scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease as certified in advance by a physician.
- (f) For each absence due to illness that requires the employee to be absent from work for 32 hours or four consecutive days, medical leave can be authorized only when certified by the attending physician.

Employees eligible for sick leave will be granted such leave, with pay, upon approval of the appropriate Department Head, for the following reasons;

- i. Personal illness or injury;
  - ii. Family illness or injury;
  - iii. Personal medical, dental, or optical examinations.
- (g) An employee may use up to three days of earned medical or sick leave for the occurrence of death in the immediate family requiring absence.
- (h) An employee is entitled to use all accrued medical or sick leave for illness with appropriate documentation and once it is exhausted, the employer may charge excess days against accumulated personal leave.





- Martin L. King Day
  - President's Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day
  - Thanksgiving Day
  - Christmas Eve
  - Christmas Day
- 3<sup>rd</sup> Monday in January
  - 3<sup>rd</sup> Monday in February
  - Last Friday before Easter Sunday
  - Last Monday in May
  - July 4
  - 1<sup>st</sup> Monday in September
  - November 11
  - 4<sup>th</sup> Thursday in November
  - 4<sup>th</sup> Friday in November
  - December 24
  - December 25

Whenever any of the above holidays fall on Saturday, the holiday will be celebrated on the prior Friday. When any of the above holidays fall on a Sunday, the following Monday will be observed as the holiday.

The City of Yazoo City pays double the ordinary rate of compensation to employees that are required to work on a holiday which includes, but is not limited to law enforcement officers, E911 responders, and fire fighters.

## **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Yazoo City health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

As allowed by the Public Health Services Act, the employee or beneficiary pays the full amount of coverage at the City of Yazoo City group rate plus an administration fee.

The City of Yazoo City provides each eligible employee with a written eligibility notice describing rights granted under the Public Health Services Act as part of the employee new hire packet. The notice contains important information about the employee's rights and obligations.

## **WORKER'S COMPENSATION INSURANCE**

The City of Yazoo City pays 100% of the premiums for this insurance for employees. This coverage is designed to provide you with benefits for any injuries, which you receive arising out of work with the City. Under the law, if you are injured while at work for The City of Yazoo City, the injury must be reported at once to your Supervisor, no matter how slight it may seem. Your Department Head/Supervisor will complete a First Report of Injury Form to record the incident. It is your duty to report all on-the-job injuries to your Department Head/Supervisor immediately in order to protect yourself under Worker's Compensation statutes.

## **DISABILITY POLICY**

The City of Yazoo City is committed to complying fully with the Americans with Disability Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions unless reasonable accommodation would impose undue hardship on the City. All employment decisions are based on the merits of the situation in accordance with defined criteria, and not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progressions, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The City of Yazoo City is also committed to not discriminating against any qualified employee or applicant because they are related to or associated with a person with a disability. The City of Yazoo City will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The City of Yazoo City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **UNEMPLOYMENT COMPENSATION**

The City of Yazoo City absorbs the cost of unemployment compensation. If you are laid off because of lack of work, you may be eligible to draw weekly benefits while unemployed. In case of lay-off, you should contact the local unemployment office or visit the Mississippi Department of Unemployment Security website at <http://mdes.ms.gov> for all necessary information.

# **CUSTOMER SERVICE**

---

## **CITIZEN CARE**

The City of Yazoo City exists because of our citizens. Citizens are The City of Yazoo City's most precious assets. It is your job to assist a citizen as expeditiously and courteously as possible. When dealing with a citizen, attitude is everything. We are dependent on them, not them on us. Competitive arguments with citizens present a no win situation. Treat the citizen the way you would want to be treated.

- Citizens are never an "interruption". They are the ONLY reason we all have jobs. Discourtesy to and/or lack of consideration for any person by an employee of the City will be dealt with immediately by stern disciplinary action.
- We expect you to be helpful and courteous to every citizen, employee, caller, or visitor with whom you come in contact on the job. Always go the extra mile if that is necessary. If you are personally unable to satisfy a citizen's request, provide the citizen help from someone who can.

## **BUSINESS ETHICS**

The successful business operation and reputation of the City of Yazoo City is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City of Yazoo City is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe it to the City of Yazoo City, its citizens, and to co-workers to act in a way that will merit the continued trust and confidence of the public.

The City of Yazoo City will comply with all applicable laws and regulations and expects its Department Heads, Supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, immoral, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Department Heads/Supervisor and, if necessary, the Mayor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City of Yazoo City employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including, dismissal.

## **SAFETY**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their Supervisor. Employees who, in the opinion of management, (a) violate safety standards; (b) cause a hazardous or dangerous situation; (c) fail to report dangerous situations; or (d) fail, where appropriate, to remedy such situation, may be subject to disciplinary action, up to and including dismissal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Supervisor. The Supervisor should then make a written report of the incident and let the injured employee sign it, if possible. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. In the event of any serious injury to an employee as the result of an on the job accident, the Supervisor should then notify the City Clerk and Mayor.

## **WORKPLACE MONITORING**

Workplace monitoring may be conducted by the City of Yazoo City to ensure quality control, employee safety, security, and citizen satisfaction. Employees who regularly communicate with citizens may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our citizens' image of the City of Yazoo City as well as their satisfaction with our service. Computers furnished to employees are the property of the City of Yazoo City. As such, computer usage and files may be monitored or accessed. The City of Yazoo City may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because the City of Yazoo City is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

# LEAVE OF ABSENCE

---

## FAMILY AND MEDICAL LEAVE (FMLA)

### Eligibility

All employees who have been with the City for at least 12 months and have worked at least 1,250 hours within the previous 12 month period are eligible for family and/or medical leave of absence. Employees are eligible to take up to 12 weeks of unpaid leave in any rolling 12 month period for the following circumstances:

#### A. Medical and Family Leave

Leave may be taken:

- Upon the birth of the employee's child s;
- Upon the placement of a child with the employee for adoption or foster care.
- When the employee is needed to care for a child, spouse or parent who has a serious health condition.
- When the employee is unable to perform the functions of his or her position due to a serious health condition.
- For an employee whose spouse, son, daughter or parent is called to active duty or has been notified of an impending call or order to active duty in the Armed forces.

#### B. Military Family Leave

Eligible (as described above) employees whose spouse, son, daughter, or parent is called to active duty or has been notified of an impending call or order to active duty in the Armed Forces are entitled to 12 weeks of unpaid leave in any rolling 12 month period.

In addition, the City grants Family or Medical Leave up to twenty-six (26) weeks within a rolling 12-month period to an employee who is caregiver for a spouse, son, daughter, parent, or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty on active duty. A recovering service member is defined as a member of the Armed Forces who suffers an injury or illness while on active-duty that may render the service person unable to perform the duties of the member's office, grade, rank or rating.

The military "care-giver" leave will be a combined total of 26 weeks of all types of FMLA leave and will have the same stipulations as the 12-week leave described above:

- a. Rolling 12-month period begins on the first day of leave taken.
- b. Leave will be inclusive of all accrued paid time off.
- c. Only those employees who have worked for the city for twelve months and worked twelve hundred fifty (1,250) hours during the previous twelve (12) month period are eligible.

**C. Definitions**

- a. **“Serious Health Condition”** means an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility or:

A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment under supervision of a health care provider; or

Any period of incapacity due to pregnancy or for prenatal care; or

Any period of incapacity or treatment due to a chronic health condition (asthma, diabetes, epilepsy); or

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer’s, stroke, terminal diseases, etc...); or

Any absences to receive multiple treatments including any period of recovery therefrom by or on referral by a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis).

- b. **“Health care provider”** includes doctors of medicine, osteopathy, or any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

**D. Return to work**

When an employee is able to return to active employment, he or she shall be returned to the same or equivalent position with equivalent employee benefits and compensation and other conditions of employment. Equivalent to means substantially the same but not exactly equal.

**E. Coordination with Paid Leave**

Any accrued paid personal (vacation), personal leave or sick leave first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12 week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in receipt of more than 100% of your salary. Your family/medical leave runs concurrently with other types of leave.

**F. Medical Certification**

The City will require medical certification to support a claim for leave for an employee’s own serious health condition or to care for a seriously ill child, spouse or parent. For the employee’s own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent the certification must include an estimate of the amount of time the employee will be needed to provide care. In its discretion, the City may require a second medical opinion and periodic re-certification at its own expense. If the first and

second opinions differ, the City, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the City and the employee.

**G. Scheduling Leave**

Leave may be taken on an intermittent or reduced leave schedule if medically necessary for a serious health condition of the employee or his or her spouse, child or parent. If leave is requested on this basis, however, the City may require the employee to transfer to an alternative position that better accommodates reoccurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

Spouses who are both employed by the City are entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or the care of a sick parent.

When the need for leave is foreseeable, such as the birth of a child, or planned medical treatment, the employee must provide reasonable prior notice and make efforts to schedule leave so as not to disrupt the City operations. In cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

**H. Insurance Coverage**

Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of the approved family and/or medical leave.

Benefit accruals, such as personal (vacation), sick leave, or holiday benefits, will be suspended during leave and shall be restored upon return to active employment

**I. Requesting Leave Procedure**

As soon as eligible employees become aware of the need for medical and/or family leave of absence, they should request a leave of absence from their Department Head, the Department Head will then forward all information to the City Clerk. If possible, the request should be made thirty (30) calendar days in advance of the effective date of the requested leave.

**J. Failure to Return to Work**

If an employee fails to report to work promptly at the end of the medical and/or family leave, the City will assume that the employee has resigned, and it will be reported to the Board of Mayor and Aldermen for appropriate action.

## **MILITARY DUTY**

Military leave will be administered in accordance with federal and Mississippi law including but not limited to Section 33-1-21.

Under the rules of these Acts, employees granted Military Leave may be entitled to be restored to their former jobs or to a position offering the same pay with no loss of service time following their military service.

Additionally, under USERRA, while on a military leave of absence, employees may elect to obtain continued insurance coverage at their own expense for a maximum of 24 months. Even if insurance coverage is not elected, upon reemployment from military leave, the employee will be exempt from insurance waiting periods or limitations on coverage for the employee and all covered family members, except for service-connected injuries or illness. Also, employees reemployed from military leave will be treated as if they have been continuously employed for vesting and benefit accrual purposes.

Employees may apply accrued (personal) to this time off if they wish but are not required to do so.

## **JURY DUTY**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take whatever necessary time off and we wish to help you avoid any financial loss because of such service.

Upon receiving a notice for jury duty, you must provide us with a copy of the notice as soon as possible. You must notify your manager within forty-eight (48) hours of receipt of the jury summons. On any day or half-day you are not required to serve, you will be expected to return to work.

In addition to your jury duty pay, we will pay you eight (8) hours of wages per day for your first five (5) days of service. Should your jury duty extend beyond five (5) days, you will only be entitled to receive jury duty pay from the court and/or you can use any accrued personal (vacation) and/or sick pay to which you are entitled.

## **PREGNANCY-RELATED ABSENCES**

The City of Yazoo City will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy or childbirth. Federal law requires that female employees affected by pregnancy, childbirth or related medical conditions be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other employees not so affected but similar in their ability or inability to work (42 U.S. Code Section 2000e (k)).

Requests for time off that are associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for unpaid or personal leave.

## **BEREAVEMENT LEAVE**

An employee may use up to three days of earned medical or sick leave for the occurrence of death in the immediate family requiring absence.  
(Ord. of 8-20-2012, § 4)



## **LEAVE OF ABSENCE WITHOUT PAY**

In very special circumstances, The City of Yazoo City may grant a leave of absence without pay not to exceed twelve (12) months, without forfeiting previously accumulated continuous service. You should request such a leave in writing and both the Department Head **AND** the Board of Mayor and Aldermen must approve it. Such a leave must not interfere with the operations of your department or the City as a whole.

You will not accrue personal (vacation) and other benefits while on Leave of Absence without Pay and you must notify the City Clerk to make arrangements to continue your medical insurance.

## **EMERGENCY CLOSING**

At times, emergencies such as severe weather, fire, power failures, or natural disasters can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work shall receive regular pay.

In order to fulfill the City's obligation to its citizens, it is imperative that all employees are at their designated jobs on regular workdays. The cancellation of work at the City may be done only by the Mayor or the Board of Mayor and Aldermen when an emergency exists. If work is cancelled, you will only be paid for actual time worked.

If you cannot be at your designated job due to severe weather conditions, you are responsible for notifying your Supervisor so that coverage can be arranged. You will only be paid for actual time worked. You may elect to take VACATION (personal) LEAVE in lieu of losing pay, but your Supervisor must approve this. You are expected to make every reasonable attempt to come to work as required.

## **ACCEPTING OTHER EMPLOYMENT/GOING INTO BUSINESS WHILE ON LEAVE**

If you accept any employment or go into business while on any type Leave of Absence from the City, you will be considered to have voluntarily resigned from employment with the City as of the day you began your leave of absence or your new employment, whichever is earlier.

# **WORK PLACE ETHICS/DISCIPLINE**

---

**When a group of people work together, there must be standards of conduct for teamwork and efficiency. It is impossible to define in detail every standard for every circumstance, and we try to keep rules to a minimum. We hope that your common sense will guide you to do the proper thing in most cases.**

---

## **WORKPLACE ETIQUETTE**

The City of Yazoo City strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his/her attention. In most cases, common sense will dictate an appropriate resolution. The City of Yazoo City encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

## **PERSONAL APPEARANCE/DRESS POLICY**

The public image of the City of Yazoo City is shaped not only by its services, but also by the personal appearance of its personnel and the professional attitude reflected to the public. Employees are expected to be well groomed, clean, neat, and properly attired and to extend every courtesy to the public while on duty. You should dress and groom yourself according to the requirements of your position and accepted business practice.

Employees who dress inappropriately for the workplace will be asked to refrain from such attire. Repeated instances may result in the employee being sent home (without pay) to change into clothing appropriate for the workplace.

All employees are expected to adhere to the following guidelines:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Clothing should be clean and free from rips, tears, and/or excessive wrinkles.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste (City may require employees to cut their hair if the length becomes a safety issue).
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during business hours.

- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

In addition, office personnel should not wear the following articles of clothing: tee-shirts; ragged, torn, or stained jeans/pants; short shorts; mini-skirts; or any other inappropriate business attire.

Department Heads/Supervisors are responsible for reviewing the dress code with each employee and ensuring that it is fully understood. If you have any question regarding the appropriateness of attire, you should check with your Supervisor.

Each of us has a responsibility to keep ourselves as clean as possible, both in our person and in our clothing. We should do this for reasons of health and good manners. Rules of safety and decency dictate that proper clothing be worn in the work place. The City reserves the right to require employees to dress in the manner appropriate for work in a professional environment.

Each employee is expected to be responsible and use care, diligence, and good common sense in each and every situation, and at all times. A safe and healthy environment is of benefit to you and everyone around you.

## **PERSONAL CONDUCT**

The City of Yazoo City believes that its employees should set an example for others in our community to follow to ensure no harm is done to the City's reputation. All employees of the City of Yazoo City are asked and expected to serve as a representative of the City even during times in which you are not serving in an official capacity. Personal conduct issues will be handled on a case by case basis which may result in disciplinary action up to and including immediate dismissal.

As an employee of the City of Yazoo City, you are expected to observe certain standards of behavior including:

- Refraining from exhibiting sexual misconduct of any kind.
- Refraining from bringing personal problems or personal business matters to work.
- Exhibiting generally accepted courteous behavior to citizens, co-workers, and the general public.
- Working safely and reporting hazardous conditions to your Supervisor or Department Head.
- Storing City and personal supplies and equipment in approved areas and taking appropriate security measures.

## **A CLEAN ENVIRONMENT**

Good business practice indicates that an efficient worker is one who is aware of the condition and appearance of his/her work area. Good organization in your work area (including City vehicles) reduces accidents, improves health conditions, reduces fire hazards, and adds to the efficiency of your work. We can all help by placing trash in the containers provided and by applying a few simple rules to tidiness. It is everyone's responsibility to keep our work place, break areas, and restroom clean.

## **DEMOTIONS**

An employee may be demoted for any of the following, but not limited to, reasons:

- A. When an employee would otherwise be laid off because:
  - 1. his/her position is being abolished.
  - 2. lack of funds.
  - 3. he/she occupies a position previously held by another employee who is returning from an approved leave of absence and in accordance with the rules of the leave, must be restored the position he/she held prior to the leave.
- B. When an employee does not possess the necessary qualifications to render satisfactory service in the position he/she holds, or when removed during probation.
- C. When an employee voluntarily requests such demotion
- D. For disciplinary action.

All demotions must receive the approval of the Board of Mayor and Aldermen.

## INSUBORDINATION

Responsibility for assigning duties to employees rests with Supervisors and Department Heads. You will be expected to carry out these assignments to the best of your ability with a cooperative and helpful attitude. Assignments may not be changed without the knowledge and permission of the responsible Supervisor and/or Department Head.

You are expected always to carry out the reasonable directions of your Supervisor. Failure to carry out assignments as given, or neglect in completing assignments properly, will be regarded as a serious disciplinary problem that may result in disciplinary action.

## DISCIPLINE

The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. However, when good leadership and supervision fails, the City of Yazoo City strives to administer equitable and consistent discipline for unsatisfactory conduct in the workplace.

The City of Yazoo City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Although employment with the City of Yazoo City is based on mutual consent and both the employee and the City of Yazoo City have the right to terminate employment "at will", with or without cause or advance notice, the City of Yazoo City may use Progressive Discipline at its discretion.

Progressive Discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- First Step:** Verbal warning (Supervisor will send memo for Personnel File)
- Second Step:** Written reprimand
- Third Step:** An unpaid suspension from 1 to 5 days, during which time the suspended employee must decide whether to continue working for the City, which means following all the rules and meeting the performance expectations of their job description.
- Fourth Step:** Discharge

However, some situations are so serious that they require immediate, stern measure, and thus make the application of Progressive Discipline clearly inappropriate. This Progressive Discipline procedure should be considered only as guidelines, and there is no guarantee that a particular policy or procedure will be followed in every case since circumstances may vary. The City of Yazoo City reserves the right to discipline, suspend, or terminate any employee, at any time, with or without first following a course of Progressive Discipline.

By using Progressive Discipline, the City of Yazoo City hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the City of Yazoo City.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

In order to promote an inclusive, harmonious, and professional work atmosphere, the City of Yazoo City will not tolerate any form of harassment directed at any individual. All forms of harassment including, but not limited to, insulting, intimidating or rude behavior, as well as derogatory jokes or comments relating to race, color, religion, sex, age, disability, national origin, sexual orientation, or other protected status under applicable employment laws is prohibited. The City of Yazoo City insists that it is the responsibility of each employee to create an atmosphere free of harassment.

The Equal Employment Opportunity Commission has issued specific Guidelines defining unlawful sexual harassment as: "Unwelcome sexual advances, requests of sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaints of harassment of any type should be reported to one of the Supervisors listed below (whichever the employee deems most appropriate under the circumstances):

- Immediate Supervisor
- Department Head
- Mayor

Upon the receipt of any complaint, the City of Yazoo City will authorize an investigation and make every effort to ensure confidentiality to the greatest extent possible. Should the investigation determine that an individual violated this policy, disciplinary action, up to and including dismissal will be taken against that employee.

The City of Yazoo City expressly prohibits any form of retaliation against an employee for filing a sexual or other form of harassment complaint or for assisting in an investigation.

## **ALCOHOL AND DRUG FREE WORKPLACE POLICY**

It is the policy of the City of Yazoo City to offer the highest quality of service possible to their customers at all locations. To this end, it is the intent of the City of Yazoo City that services be provided at the highest degree of sobriety. The City of Yazoo City has adopted an Alcohol and Drug Free Workplace Policy that is available for review in the Office of the City Clerk. All employees should review and adhere to this policy.

## **TOBACCO USE POLICY**

It is important to set an example to citizens by providing a comfortable healthy work environment. Therefore, tobacco use is prohibited in all City facilities. The City of Yazoo City has adopted a policy on tobacco use on city property. Please review and adhere to the policy.

Sec. 15-12. - Smoking in city buildings prohibited.

- (a) In order to protect the property of the city from damage caused by fire and smoke that might arise from the smoking of tobacco and other substances; and in order to provide for the public safety and protect the health of persons using the facilities of the city, it is hereby declared to be illegal for any person to smoke tobacco or any other legal substance, except in designated areas, in any building owned or operated by the city or any agency of the city.
- (b) The police department and all other law enforcement officers of the city are hereby authorized and empowered to enforce this section.
- (c) Violation of this section shall be a misdemeanor subject to penalties of a fine not to exceed \$100.00 and/or imprisonment in the city jail not to exceed 30 days.

(Ord. of 2-28-2000)

## **WORKPLACE VIOLENCE POLICY**

The City of Yazoo City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Yazoo City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Yazoo City without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate Supervisor or Department Head. This includes threats by employees, as well as threats by citizens, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to your Supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work vicinity, do not try to intercede or see what is happening.

The City of Yazoo City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including dismissal.

The City of Yazoo City encourages employees to bring their disputes or differences with other employees to the attention of their Supervisors, Department Head, or the Mayor before the situation escalates into potential violence. The City of Yazoo City is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **PERFORMANCE REVIEW**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal basis. Performance expectations may be discussed in person, by phone, or provided to the employee by his/her Supervisor in written form.

Additional formal performance evaluations may be conducted to provide both Supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Each employee may have a review of performance with her/his Supervisor annually based on the appraisal system in effect at the time. Your Supervisor shall verify that you are familiar with your job duties and appraisal criteria. You may be considered for a merit raise depending upon the evaluation and as business conditions warrant. Increases are related to improvements of quality, quantity, and the achievement of performance goals and objectives for the job. You must sign the evaluation form verifying that you participated in the evaluation and you may make any written comments. These comments will be considered as part of and filed with the review form.

The performance of all employees is generally evaluated annually.

## **SECURITY INSPECTIONS**

The City of Yazoo City wishes to maintain a work environment that is free of not only illegal drugs and alcohol as mentioned above, but also firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises. The City of Yazoo City requires the cooperation of all employees in administering this policy.

**Note: This does not apply to items or equipment used by police personnel in their regular course of duty, or any other item approved by the Chief of Police.**

Desks, lockers, computers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City of Yazoo City. Accordingly, they, as well as any articles found within them, can be inspected by any duly authorized agent or representative of the City of Yazoo City at any time, either with or without prior notice.

## **GRIEVANCE PROCEDURE**

Satisfactory working relationships largely depend on a mutual understanding of the City of Yazoo City's goals and objectives. Problems or questions concerning the conditions of employment should be taken up freely with your Supervisor. Dissatisfaction should be expressed immediately so problems may be solved right away rather than permitted to grow. However, if open discussion does not resolve your concerns, then a procedure has been established to protect employee rights and its use will in no way jeopardize your position with the City of Yazoo City.

The following procedure offers a way to settle disputes while safeguarding the rights of both the employee and the City.

### **A. Department Head**

You should first discuss the problem with your Department Head. Department Heads are interested in the welfare of their personnel and welcome the opportunity to help. You may have a co-worker from the same department accompany you when meeting with your Department Head. You must bring your complaint to the Department Head within (10) calendar days of the occurrence. The Department Head will respond to your complaint within ten (10) calendar days.

### **B. Mayor**

If a talk with the Department Head does not solve the problem, it may be presented to the Mayor in writing.

The Mayor will review your complaint. You must bring your complaint to the Mayor within three (3) calendar days of the Department Head's response. The Mayor will respond to your complaint within fourteen (14) days.

### **C. Board of Mayor and Aldermen**

If the response from the Mayor does not resolve the matter to your satisfaction, it may be presented to The Board of Mayor and Aldermen at the next regularly scheduled board meeting.

This City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. (See Sexual Harassment policy in this Handbook.) If at any time you feel that you have been treated unfairly or that some policy of the City of Yazoo City is not being followed, you are encouraged to bring the problem to the City of Yazoo City's attention.

## **TERMINATION OF THE EMPLOYEE RELATIONSHIP**

Neither this Handbook nor any other document or any oral statement should be considered as an employment contract between you and the City of Yazoo City. Rather, all employment with the City is "at will" and may be terminated at any time, with or without cause or notice, either by you or by the City. No person, other than the Board of Mayor and Aldermen, has the authority to enter into any written or



oral employment agreement or contract or to make any written or oral agreement contrary to or inconsistent with this Handbook.

Since employment with the City of Yazoo City is based on mutual consent, either the employee or the employer is privileged to terminate the employment relationship without notice or cause. However, because of the nature of the services provided by the City, the municipality requests that employees give adequate notice of their resignation.

The written notice of resignation (two weeks for most employees) should be presented personally to the Department Head/Supervisor. If the Department Head/Supervisor is not available when the resignation is tendered, the resigning employee must contact the Department Head /Supervisor notifying him/her of the submission of the resignation on the first day of the Department Head/Supervisor's availability. Failure to submit a two (2) week notice and perform duties in a satisfactory manner during the 2-week notice period may result in not being eligible for rehire at the City of Yazoo City.

Whenever a termination of employment is requested by either the employee or the employer, the final paycheck will be obtained from the City Clerk according to the regular payday procedure or sooner if required by state law. No pay will be mailed or released to anyone other than the employee unless arrangements have been made in writing by the employee with the City Clerk. Permanent employees will receive payment for all earned salary or wages; subject to deductions for any indebtedness.

No employee may schedule or take personal (vacation) and/or sick leave once a termination notice is given unless expressly approved, in writing, by the Mayor.

### **EXAMPLES OF BEHAVIOR RESULTING IN DISMISSAL**

Examples of behavior that may subject an employee to immediate discharge are noted below. The list is not all-inclusive, but is illustrative of behavior or acts that may result in dismissal.

- a. Physical, mental, or verbal abuse of any citizen or employee.
- b. Use or possession of intoxicants or illegal drugs on City premises or reporting for work under the influence of intoxicants or with any detectable amount of illegal drugs in your body.
- c. Possession of weapons of any kind on the City's premises or property unless authorized by the municipality.
- d. Gambling on municipal premises or being present where gambling is in progress.
- e. Being engaged in immoral or indecent conduct on the premises.
- f. Taking property of any person without authorization.
- g. Theft, embezzlement, or unauthorized taking of any municipality property.
- h. Falsification of records, employment application, expense voucher, etc.
- i. Insubordination - refusing to follow instructions of a Supervisor.
- j. Failure to comply with City policies and procedures.
- k. Actions on the job that endanger individual safety to such an extent that continued employment of that individual would be too great a risk to the health and well-being of co-workers and citizens.
- l. Failure to report to work or notify your Supervisor of late arrival, or leaving work early without authorization of your Supervisor.
- m. Violation of municipal or departmental work rules, procedures or policies.
- n. Unauthorized use or abuse of the City of Yazoo City's equipment, materials or vehicles.
- o. Violating the City's parking rules and regulations.
- p. Smoking/using tobacco in the City of Yazoo City's offices, vehicles, or other unauthorized areas.

- q. While on the premises, engaging in or encouraging any of the following: horseplay, scuffling, wrestling, throwing things, fighting, attempting any injury to others, practical joking, unnecessary noise, shouting, using profanity, threatening or abusive language to others, acting in a disorderly manner, etc.
- r. Sleeping on the job.
- s. Conduct unbecoming to any employee of the City, either while on or off duty.
- t. Willful and wanton brutality or cruelty to a prisoner or one under arrest or sentence, provided that the act committed was not necessarily lawfully done in self-defense or to protect the lives of others, or to prevent escape of a person lawfully in custody.
- u. Any attempt to induce any employee of the City to commit an illegal act or acts in violation of any law or reasonable departmental regulation.
- v. Taking or receiving of any fee, gift, gratuity, or other valuable thing from any person in the hope or expectation of receiving a favor or better treatment from you than that provided to other persons.
- w. Incompetence or inefficiency in the performance of duties of the position to which you are appointed.
- x. Wantonly offensive conduct or language toward the public, a superior, or a fellow employee.

At the time of termination and prior to final compensation, all records assets, or other items of City property in the employee's custody shall be returned to the Department Head. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation and collected through other appropriate action.

## **EXIT PROCEDURES**

Terminated employees may have certain rights to continued group medical insurance coverage. The City Clerk will forward information regarding the cost and details of continued coverage to you.

If you leave the municipality, you should advise the City Clerk of an accurate forwarding address for tax and benefit purposes.

## **RETURN OF CITY PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all City of Yazoo City property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City of Yazoo City may withhold from the employee's check or final paycheck the cost of any and all items that are not returned when required. The City of Yazoo City may also take all action deemed appropriate to recover or protect its property.

# **SOCIAL MEDIA**

---

## **PURPOSE**

The purpose of this policy is to set a level of expectation for the employees of the City of Yazoo City related to their participation in the taking, editing or disseminating any media that is of activities, emergency or otherwise, that the City may be engage. This policy covers the employees utilizing personal equipment such as cameras, video cameras, cell phones and cell phones capable of taking photographs and videos. It is to ensure that employees who use social media to discuss City related matters, do so in a responsible manner that is not disruptive, disrespectful, offensive to others, or harmful to the City of Yazoo City.

## **POLICY**

The City of Yazoo City has adopted a Social Media Policy and it is available for viewing in the Office of the City Clerk. Employees are charged with becoming familiar with the policy and adhering to its contents.

# **MISCELLANEOUS**

---

## **PERSONAL ADDRESS AND CHANGE OF STATUS**

An employee of the City of Yazoo City shall not give as his/her personal address as the address of the City. Private correspondence and registration of private automobiles must be addressed to each person's home or to an address other than The City of Yazoo City.

Employees shall keep the City advised of their correct address of residence and telephone number and report to the Office of the City Clerk any changes in the same within twenty-four (24) hours after making such changes.

Employees are also to inform the City Clerk's Office of any change of marital or dependent status so that benefits, taxes, beneficiary, and retirement paperwork may be completed and kept current.

## **ACCESS TO CITY PROPERTY DURING OFF-HOURS**

Former and off-duty employees are not permitted access to the interior of the buildings or offices or other working areas except for the purpose of conducting business with the City, such as picking up paychecks, applying for benefits, or returning from medical leave.

## **AUTOMOBILE POLICY**

The City of Yazoo City has adopted a vehicle use policy which may be viewed in the Office of the City Clerk. All employees are asked to adhere to its contents.

### **A. Driver Qualifications**

An employee can operate a City of Yazoo City owned vehicle only if she/he is:

- Acting at the direction, or with the explicit permission, of the City of Yazoo City.
- Aged 18 or older.
- A holder of no more than one driver's license.
- A holder of a valid license for the class of vehicle being driven.
- Otherwise qualified under federal and state regulations to operate the vehicle in question.
- No individual other than an employee of the City of Yazoo City is authorized to operate a City owned or leased vehicle.
- Municipal-owned vehicles are provided for municipal business only and are not to be used for personal reasons.
- Individuals using municipal vehicles must ensure that the City Clerk has a copy of his/her valid drivers' license at all times. It is your responsibility to provide a copy to the City Clerk with each renewal.

## **B. General Driving Requirements**

When operating a personal vehicle on City business or a City owned vehicle at any time, you must:

- Observe all applicable speed limits at all times.
- Obey all traffic rules and regulations.
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers.
- Report any accidents in which you are involved immediately to (1) the police, (2) your Department Heads/Supervisor and (3) the City Clerk.

**Note:** Additional requirements for the operation of Police, Fire, and E911 vehicles will be specifically addressed by the applicable Departmental Policy and Procedure Manual.

## **C. Safety Belt**

In accordance with State Law, safety belts must be worn by drivers and passengers in all vehicles used for City business. The driver is responsible for ensuring compliance by all vehicle occupants. Failure to comply will result in disciplinary action up to and including dismissal.

## **D. Cell Phones**

The City of Yazoo City has adopted a cell phone and other electronic device usage policy which may be viewed in the Office of the City Clerk. Employees are asked to adhere to its contents.

## **E. Maintenance**

The Municipality provides vehicles to employees in certain jobs for use on the job. Employees who have such vehicles are required and expected to maintain these vehicles properly according to manufacturers' standards. Such routine maintenance as an oil change, inspection, or check up after a certain number of miles is the responsibility of the employee who enjoys the use of a City vehicle.

In many cases, the City of Yazoo City's vehicles serve as a business office of sorts for employees. As such they represent the City of Yazoo City's image to the public and are expected to be kept clean and clear of clutter and litter.

Smoking in municipal vehicles is prohibited.

Driver's logs are to be accurate and up-to-date to assure proper and timely maintenance procedures are being done to the vehicle.

**Note:** Please be advised that any abuse of your assigned vehicle due to neglect or mishandling is not tolerated and you may be asked to reimburse the City for damages caused by your failure to properly maintain your vehicle and/or your mishandling of your assigned vehicle. This policy includes Police Department Vehicles.

## **F. Vehicle Tags**

Vehicle tags are specific to each automobile. Tags are not to be transferred from one vehicle to another.

## **G. Reporting and Discipline**

You will be responsible for turning in accurate and timely reports on vehicle usage and maintenance. Your failure to complete required reports may result in disciplinary actions. Employees who drive negligently or fail to comply fully with this Policy are subject to immediate discipline, up to and including dismissal of employment.

## **H. Deductibles**

If an accident is due to gross negligence on the part of the employee, the employee will be expected to pay the deductibles involved with the repair of the City vehicle. Exceptions to this Policy may only be made with the written consent of the Board of Mayor and Aldermen of the City of Yazoo City.

## **I. Municipal Vehicle Use**

The City of Yazoo City allows certain employees to keep municipal-owned vehicles in their possession during non-working hours as authorized by the Board of Mayor and Aldermen.

## **J. Accident Guidelines**

In case of an accident, regardless of who is at fault, the following requirements apply:

- Employees must immediately report traffic accidents to the local law enforcement, to their Supervisor and to the City Clerk.
- Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a City owned vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their Supervisor, or the claims adjuster or attorney for the City's insurance.
- Employees should record all names, addresses, telephone numbers, and license numbers of other driver(s) involved.

No matter how minor the accident, pull safely off the road, call law enforcement, and investigate thoroughly. The only exception is if you believe that your vehicle was deliberately rammed to make you vulnerable to robbery or assault, at which time you should drive immediately to the nearest well-lit occupied business and call law enforcement.

### **1. Prevent further damage and injury**

If possible, drive the car out of the way of traffic. Do not leave the vehicle until it is safely out of traffic or emergency authorities have arrived to help you exit the vehicle safely. Keep yourself out of danger and take steps to prevent further accidents. This can include turning on the warning flashers of your vehicle. Ask people to keep matches and cigarettes away from the scene if there might be spilled gasoline or fumes. As a general rule, you should let law enforcement officers or rescue personnel lay flares. Do not lay flares yourself, since they pose a risk of fire.

### **2. Deal with injuries**

Call for emergency medical help if you or anyone is hurt.

### **3. What to say**

You are prohibited from signing or making any statements regarding your responsibility or fault for the accident. You cannot explain or describe the accident to anyone except public

safety personnel, your Supervisor, or the claims adjuster or attorney for the City's insurance company. Be courteous. Do not engage in arguments at the accident scene.

#### **4. Collect Information**

Record essential facts while you are at the accident scene:

- Get the name, address, telephone number, and driver's license number for each person involved in the accident.
- Collect vehicle registration numbers for all vehicles involved.
- Obtain insurance information for all vehicles involved to include policy number, Owner's name, address, telephone number and agent's name, address, and telephone number.
- Take notes on the extent of damage to the other vehicles and the extent of injuries to people involved in the accident.
- Record the name of the responding or investigating officer and the address and phone number of the law enforcement office where accident report will be completed and filed.
- Name and telephone numbers of any witnesses.

#### **5. Report the Accident**

All accidents must be reported to law enforcement immediately. You also must notify your Supervisor and the City Clerk **immediately**.

**Note: It is fully understood and agreed that at the discretion of the City of Yazoo City's management, an employee may be asked to submit to a drug and alcohol screen immediately following a vehicle accident regardless of fault.**

## **INVENTORY**

Any item purchased by the City of Yazoo City costing five hundred dollars (\$500.00) or more, as well as a specific list of items available from the City Clerk, shall be added to the fixed assets inventory and given a property number or property tag, by the City Clerk's office.

Any employee of the City of Yazoo City found to have tampered with or removed any property tag or property number affixed to a piece of City equipment shall be subject to disciplinary action, up to and including dismissal.

## **LICENSE/CERTIFICATION RENEWAL**

All licensed and/or certified employees are responsible for maintaining current licensure and meeting all requirements of the applicable licensing/certifying agency or entity. Each licensed/certified employee must provide evidence of license renewal to his/her Supervisor at least two (2) weeks prior to the expiration of any license or certification required to perform the job with the City of Yazoo City. Driver's licenses are required for any employee who operates a motor vehicle at any time while carrying out their job duties at the City. Failure to maintain your license and provide evidence of its status may subject you to disciplinary action, including dismissal.

## **USE OF MAIL SYSTEM**

Employees are strictly prohibited from using the City of Yazoo City postage meter or shipping account for personal use. Any charges found of a personal nature will be reimbursed in full to the City of Yazoo City and the abusing employee will be subject to disciplinary action up to and including dismissal.

The City of Yazoo City has no responsibility for personal lost, damaged, or misplaced mail and/or packages.

## **CITY EQUIPMENT AND PROPERTY**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using City property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including dismissal of employment.

At the time of separation and prior to final compensation, all records, uniforms, and/or other items of City property in the employee's custody shall be returned to the Department Head prior to receiving final compensation. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation or collected through other appropriate action.

It is strictly forbidden that any employee borrow any City-owned equipment or property. If any employee becomes aware of a violation of this policy, he/she is expected to report it immediately to the City Clerk. Employees violating this policy are subject to discipline up to and including immediate termination.

Anyone caught deliberately abusing or destroying City property will be terminated.

## **TELEPHONE, CELL PHONE, AND OTHER ELECTRONICS**

The City of Yazoo City has adopted a cell phone policy that is available for viewing in the Office of the City Clerk. Employees are charged with becoming familiar with the policy and adhering to its contents.

## **PARKING**

Parking outside City Hall is permitted in the designated area where available up to 15 minutes for city business. Employees are encouraged to utilize the employee parking lot. The City of Yazoo City does not assume any liability for damages, theft, or vandalism to your car or its contents.



## **PERSONAL PROPERTY**

The City cannot accept responsibility for damage to or loss of personal property.

## **PURCHASING POLICY**

The following is an overview of the Purchasing Policy for the City of Yazoo City, if you have questions, need clarification, or wish to see the entire policy, please see the City Clerk.

- a. Any employee, representative or agent who purchases any item(s) on behalf of the City of Yazoo City must, prior to purchasing said item(s), obtain a Purchase Order number from the City Clerk's Office.
- b. Purchase orders will only be paid for the requested and approved amounts. Any amount in excess (freight, handling, administrative) of the material or supply must be specified at the time of the order.
- c. All Purchases are subject to Miss. Code Ann. § 31-7-1 et seq., (1972), (Public Purchases statutes).

## **REFERENCE CHECKS/VERIFICATIONS OF EMPLOYMENT**

The Mayor or City Clerk will be the only person(s) allowed to respond to reference check inquiries on either current or former employees.

## **TRAVEL**

The City of Yazoo City will adhere to all state travel policy rules and regulations related to travel.

## ***EMPLOYEE TRAINING REIMBURSEMENT POLICY***

It is the policy of the City of Yazoo City to pay all expenses related to training and certification for its employees if that training and/or certification is a requirement for the execution of their duties and responsibilities, and if that training will provide and strengthen knowledge for job related duties.

## ***VOTING***

Employees are asked to vote before or after their working hours if at all possible. However, if they cannot make any other arrangements, employees may be given time off to vote. The decision to allow time off to vote is left to the discretion of the Supervisor and employees will not be paid for the time off.

This page intentionally left blank.

# **EMPLOYEE ACKNOWLEDGMENT FORM**

---

---

The Employee Handbook describes important information about employment with the City of Yazoo City, and I understand that I should consult the Mayor and/or my Department Head/Supervisor regarding any questions not answered in the Handbook. I have entered into my employment relationship with the City of Yazoo City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City of Yazoo City can terminate the relationship "at will", with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the City of Yazoo City policy of employment "at will." All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Mayor and Aldermen of the City of Yazoo City, pursuant to State Law, have the ability to approve any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

---

EMPLOYEE NAME (PRINT)

---

EMPLOYEE'S SIGNATURE

---

DATE

EMPLOYEE COPY  
February 2016

Office of the City Clerk  
662-746-1401

This page intentionally left blank.

# **EMPLOYEE ACKNOWLEDGMENT FORM**

---

---

The Employee Handbook describes important information about employment with the City of Yazoo City and I understand that I should consult the Mayor and/or my Department Head/Supervisor regarding any questions not answered in the Handbook. I have entered into my employment relationship with the City of Yazoo City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City of Yazoo City can terminate the relationship "at will", with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the City of Yazoo City policy of employment "at will." All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Mayor and Aldermen of the City of Yazoo City, pursuant to State Law, have the ability to approve any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

---

EMPLOYEE NAME (PRINT)

---

EMPLOYEE'S SIGNATURE

---

DATE

EMPLOYER COPY  
February 2016

Office of the City Clerk  
662-746-1401

This page intentionally left blank.

# City of Yazoo City

## CONTACT LIST

### Department Heads

Building Inspector, Russell Carter, 662-590-6108  
Cemetery Sexton, Prentice Young, Sr., 662-571-7400  
City Clerk (Interim), Mario Edwards, 662-571-9451  
Fire Chief, Terry Harber, 662-571-0821  
Municipal Court Clerk, Mary Johnson, 662-314-1014  
Police Chief, Jeff Curtis, 662-590-5993  
Safety Coordinator, Danny Miller, 662-571-5370

### Elected Officials

Diane Delaware, Mayor  
Ronald Johnson, Alderman Ward 1  
Jack Varner, Alderman Ward 2  
Gregory Robertson, Alderman Ward 3  
Aubry Brent, Jr., Alderman Ward 4

All names and contact information current at time of distribution February 2016.

City of Yazoo City  
128 East Jefferson Street  
Yazoo City, MS 39194  
Office of the Mayor: 662-746-3211  
Office of the City Clerk: 662-746-1401



City Hall

Erected in 1906 & Restored 1977