

DISCLAIMER

Neither this Handbook nor any other Jackson County Water and Sewer Authority publication is an employment contract between the Authority and any of its employees. The provisions of this Handbook and language do not constitute a contract of employment nor are they covenants or contracts. They are guidelines only and may be disregarded when, in the opinion of the Board of Directors, circumstances so require.

The employment of any employee can be terminated by either the Authority or the employee, with or without cause and with or without notice, at any time.

No Authority representative and/or employee has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the above statements.

This Handbook supersedes and replaces all prior published or unpublished policies, manuals, handbooks, or other publications or representations relating to personnel matters.

**JACKSON COUNTY
WATER & SEWERAGE AUTHORITY**

PERSONNEL POLICIES

SECTION 1 INTRODUCTION

- 1.100 Authority Personnel System
- 1.200 Establishment
- 1.300 Purpose
- 1.400 Coverage
- 1.500 Administration
- 1.600 Handbook
- 1.700 Policy Change

SECTION 2 DEFINITIONS

- 2.101 Adverse Action
- 2.102 Adverse Effect
- 2.103 Anniversary Date
- 2.104 Covered Employees
- 2.105 Days
- 2.106 Exempt Employees
- 2.107 Governing Authority
- 2.108 Grievance
- 2.109 Disabled
- 2.110 Immediate Family
- 2.111 May
- 2.112 Non-Exempt Employee
- 2.113 Regular Employee
- 2.114 Shall - Will
- 2.115 Unlawful Discrimination
- 2.116 Working Test

SECTION 3 EMPLOYEE RELATIONS

- 3.100 Work Environment
- 3.101 Channel of Communication - Grievance

SECTION 4 CONDITIONS OF EMPLOYMENT

- 4.100 Work Hours
- 4.101 Overtime
- 4.102 Compensatory Time - Exempt Employees
- 4.200 Holidays
- 4.201 Observation
- 4.202 Pre - Post Holiday Work
- 4.300 Prohibited Activities
- 4.301 Political Activities
- 4.302 Solicitation of Charity

- 4.303 Outside Employment
- 4.304 Conflicts of Interest
- 4.305 Employee Conduct and Work Rules
- 4.306 Drug and Alcohol Abuse
- 4.307 Sexual and Other Unlawful Harassment
- 4.308 Attendance and Punctuality
- 4.309 Personal Appearance
- 4.310 Abuse and Misuse of Equipment and Supplies
- 4.311 Garnishments
- 4.312 Vehicle Use
- 4.313 Use of Equipment and Vehicles
- 4.314 Hiring of Relatives
- 4.315 Immigration Law Compliance
- 4.316 Recruitment - Appointments
- 4.317 Pre-Employment Physical Examinations

SECTION 5 EMPLOYMENT PRACTICES

- 5.100 Objectives
- 5.200 Types of Appointments
 - 5.201 Competitive Appointments
 - 5.202 Non-Competitive Appointments
- 5.300 Announcements
- 5.400 Working Test
- 5.500 Job Mobility
 - 5.501 Transfer
- 5.600 Performance Appraisal
 - 5.601 Instrument
 - 5.602 Frequency
 - 5.603 Private Interview
 - 5.604 Signature
- 5.700 Separations
 - 5.701 Voluntary Resignation
 - 5.702 Job Abandonment
 - 5.703 Reduction-in-Force
 - 5.704 Retirement
 - 5.705 Return of Property

SECTION 6 EMPLOYMENT STATUS AND RECORDS

- 6.100 Employment Categories
- 6.200 Personnel Data Changes
- 6.300 Employment Applications
- 6.400 Employment Reference Checks
- 6.500 Notice of Personnel Actions
- 6.600 Voting Rights

SECTION 7 PAY PLAN

- 7.100 Pay Plan
- 7.200 New Appointees
- 7.201 Promotions
- 7.202 Demotions
- 7.203 Transfers
- 7.204 Reappointment
- 7.205 Part-time Employment
- 7.206 Salary Adjustments

SECTION 8 LEAVE

- 8.100 Types of Leave
- 8.200 Anniversary Date
- 8.300 Annual Leave
- 8.301 Eligibility
- 8.302 Accumulation Rate
- 8.303 Maximum Accumulation
- 8.304 Request for Leave
- 8.400 Sick Leave
- 8.401 Eligibility
- 8.402 Accumulation Rate
- 8.403 Maximum Accumulation
- 8.404 Reporting
- 8.405 Approval
- 8.406 Physician's Certificate
- 8.500 Reserve and National Guard
- 8.501 Ordered Duty
- 8.502 Declared Emergency
- 8.503 Leave-of-Absence
- 8.504 Military Leave
- 8.505 Other Leave of Absence
- 8.600 Court Leave
- 8.700 Temporary Disability
- 8.800 Leave Without Pay
- 8.801 Suspension Without Pay
- 8.802 Administrative Leave
- 8.900 Other Types of Leave
- 8.901 Maternity Leave
- 8.902 Family and Medical Leave
- 8.903 Time Off to Vote
- 8.904 Educational Assistance

SECTION 9 RESERVED

SECTION 10 TIMEKEEPING - PAYROLL

- 10.100 Time Reporting Accuracy
- 10.200 Paydays

- 10.300 Administrative Pay Corrections
- 10.301 Pay Deductions and Setoffs
- 10.302 Salary Adjustments
- 10.400 Rest and Meal Periods
- 10.500 Emergency Closings

SECTION 11 WORKING CONDITIONS

- 11.100 Safety
- 11.101 Workers' Compensation Insurance
- 11.200 Use of Telephone
- 11.300 Smoking
- 11.400 Security Inspections
- 11.500 Purchases

SECTION 12 DISCIPLINE

- 12.100 Progressive Discipline
- 12.200 Cause of Action
- 12.300 Types of Actions
- 12.310 Reprimands
- 12.311 Oral Reprimand
- 12.312 Written Reprimand
- 12.320 Adverse Action
- 12.321 Suspension Without Pay
- 12.322 Salary Reduction
- 12.323 Demotion
- 12.324 Dismissal
- 12.400 Notification and Response
- 12.401 Notice of Proposed Adverse Action
- 12.402 Employee Response to Proposal
- 12.403 Notice of Final Action
- 12.500 Emergency Action

SECTION 13 GRIEVANCE

- 13.100 Grievance Procedure
- 13.200 Purpose
- 13.201 Definitions
- 13.202 Filing
- 13.203 Steps
- 13.204 Notification and Scheduling
- 13.205 Hearing
- 13.206 Review and Reporting
- 13.300 Non-Grievable Areas

SECTION 14 UNIFORMS

- 14.100 Appearance
- 14.200 Uniform Appearance

- 14.300 Uniform Distribution
- 14.400 Uniform Replacement

SECTION 15 VEHICLE AND TRAVEL POLICY

- 15.100 General
- 15.200 Authorized Travel Within Jackson County in Personal Vehicles
- 15.300 Authorized Travel Outside Jackson County and Within the State
- 15.400 Authorized Travel Outside the State of Georgia by Employees

SECTION 16 DAILY OPERATING PROCEDURES

- 16.000 Leaving the Office
- 16.100 Handling of Finances
- 16.200 Paying of Invoices
- 16.300 Meeting Minutes
- 16.400 Cooperation of Employees
- 16.500 Affiliation with Other Organizations
- 16.600 Confidential Matters
- 16.700 Budget Control
- 16.750 Publicity
- 16.800 Staff Meetings
- 16.900 Request for Un-Budgeted Service

SECTION 17 EQUAL EMPLOYMENT OPPORTUNITY

EMPLOYMENT AT WILL

It must be remembered that the employment relationship is based on the mutual consent of the employee and the Jackson County Water and Sewerage Authority. Accordingly, at any time, either the employee or the Water and Sewerage Authority can terminate the employment relationship at-will, with or without cause or advance notice. There is no implied promise that employment will continue for a set period of time, or that your employment will be terminated only under particular circumstances. No one, other than the Board of Directors of the Jackson County Water and Sewerage Authority, has the authority to make representations, either expressed or implied, that are inconsistent with this policy. The Board of Directors may amend the policy in a written statement, at any time. This policy supersedes all written and oral representations to the contrary.

**JACKSON COUNTY
WATER AND SEWERAGE AUTHORITY**

PERSONNEL POLICIES

SECTION 1. INTRODUCTION

Throughout this Handbook the Jackson County Water and Sewerage Authority will be referred to as the Authority.

1.100 Water and Sewerage Authority Personnel System

The Jackson County Water and Sewerage Authority established a system of employment which recognizes that the employees covered by the system should be selected and promoted according to their skills, knowledge, and abilities.

1.200 Establishment

The Personnel System has been established by the Authority to provide a fair, equitable and productive work environment for those employees covered by the system.

1.300 Purpose

The purpose of the Personnel System is to establish policies of employment that implements and perpetuates the five (5) recognized merit principles of public employment. Those principles are:

1. recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment;
2. providing equitable and adequate compensation;
3. training employees, as needed, to assure high-quality performance;
4. retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected;
5. assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or handicap and with proper regard for their privacy and constitutional rights as citizens.

1.400 Coverage

These policies apply to all employees in all departments under the administration of the Authority.

1.500 Administration

The Authority Manager is responsible for administering these policies.

1.600 Handbook

This Handbook is not an employment contract, but is designed to acquaint you with the Authority and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read (or have read to you), understand, and comply with all provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Authority to benefit employees. One of the Authority's objectives is to provide a work environment that is conducive to both personal and professional growth.

1.700 Policy Change

No employee handbook can anticipate every circumstance or question about policy. As the Authority continues to grow, the need may arise to change policies described in this Handbook. The Authority therefore reserves the right to revise, supplement, or rescind any policies or portion of this Handbook from time to time as it deems appropriate, in its sole and absolute discretion.

SECTION 2. DEFINITIONS

2.101 Adverse Action

An action taken against an employee, by the Authority, for cause, that results in a suspension without pay, salary reduction, demotion, or dismissal.

2.102 Adverse Affect

The results of any adverse action or decision which affects the income of an employee.

2.103 Anniversary Date

For record keeping purposes, the anniversary date will be twelve (12) months from the date of employment appointment or assignment in a new position.

2.104 Covered Employees

Employees who work for the Authority.

2.105 Days

When the word “days” is used as a method of counting, it means calendar days unless stated otherwise.

2.106 Exempt Employee

An employee who is exempt from the coverage of the federal Fair Labor Standards Act. The Authority will determine which positions are not covered by the act.

2.107 Governing Authority

The Board of Directors are the governing authority of the Jackson County Water and Sewerage Authority.

2.108 Grievance

A grievance may be filed as outlined in this Handbook. A grievance has no monetary value, except when applicable salary may be affected.

2.109 Disabled

Any person who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such impairment.

2.110 Immediate Family

Included are the employee’s spouse, children, parents, grandparents, brothers and sisters. The definition is extended to any other person(s) who resides in the employee’s household and who is recognized by law as a dependent of the employee.

2.111 May

The word may is conditional, and implies that there is discretion as to whether a condition exists or an act or action will take place.

2.112 Non-Exempt Employee

An employee who is not exempted from coverage of the federal Fair Labor Standards Act.

2.113 Regular Employee

A regular full-time covered employee who has achieved permanent status by completing all employment requirements including the working test.

2.114 Shall - Will

These terms are unconditional and imply that a condition exists or an act or action will take place.

2.115 Unlawful Discrimination

Employment practices which are prohibited by state and federal laws, and which include discrimination because of race, color, sex, religion, national origin, age, mental or physical handicap, and political affiliation.

2.116 Working Test

A period of time, usually three (3) months, during which a new employee or an employee who has been promoted to a higher position or transferred to a different position is being tested on job capability and performance. For employees who must obtain state certification for their job, the working test shall be extended to coincide with the time limit for certification set by the state, if the employee is not certified at the time of employment. The Manager may at his discretion extend the working test, not to exceed a total of twelve (12) months.

SECTION 3. EMPLOYEE RELATIONS

3.100 Work Environment

The Authority believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers, and other municipalities in the Jackson County Water and Sewerage Authority area. If employees have concerns about working conditions or compensation, they are expected to voice these concerns through the chain of communications.

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

3.101 Channel of Communications - Grievance.

For personnel matters to go before the Board of Directors from any employee,

the policy of communications “through channels” shall be followed. The employee shall pass any concerns to the Manager for appropriate action.

In extraordinary circumstances where an employee feels that the channel of communication is not sufficient, then he/she may send a copy of such communication directly to the Board of Directors with additional copies sent to the Manager, except in cases of extreme confidentiality.

SECTION 4. CONDITIONS OF EMPLOYMENT

4.100 Work Hours

The minimum work week will be forty (40) hours. Because of the differences in job requirements in the different department, the required work week varies from job to job and department to department.

4.101 Overtime

Non-exempt employees whose work period is one (1) week will be paid at the rate of one and one-half (1 1/2) the normal rate for all hours worked over forty (40) hours per week, unless given compensatory time pursuant to 4.102. Exempt employees will receive their regular salary for any work period. All overtime provisions follow the guidelines of the Fair Labor Standard Act (FLSA).

4.102 Compensatory Time - Exempt Employees

Compensatory time will be given for hours worked over the maximum number of hours permitted by the Fair Labor Standards Act. Compensatory time will be earned at the rate of one and one-half (1 1/2) the actual overtime hours worked.

4.200 Holidays

The following are the official holidays that will be observed:

1. New Years Day (January 1)
2. Good Friday
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Thanksgiving Day and the following Friday
7. Christmas Eve and Christmas Day (December 24th, 25th)

4.201 Observation

Employees may be required to work during the above holidays. [Those employees who are required to work may be paid time and one-half (1 ½) or may be given compensatory time pursuant to section 4.102.]

If a holiday falls on a Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday.

4.202 Pre -Post Holiday Work

In order to receive pay for an official holiday, the non-exempt employee must either:

1. be at work on the work days immediately preceding and succeeding the holiday, or
2. must be on approved paid leave on those days, or
3. actually work on the holiday

4.300 Prohibited Activities

Because public employees are in positions created for the public and funded by the public, the public has a right to expect that employees in these positions will not abuse the trust placed in them by the public. As a result, the employees of the Authority are expected to observe and honor the laws of the State of Georgia. The following are some of the activities that are specifically prohibited. Employees violating any prohibited activity may be subject to disciplinary action.

4.301 Political Activities

In an effort to assure a productive and harmonious work environment, persons employed by the Authority may not solicit or distribute literature in the work place at any time for any purpose.

The Authority recognizes that employees may have interests in events and organizations outside the work place. However, employees may not solicit or distribute literature concerning these activities during working hours. (Working hours do not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on Authority bulletin boards is restricted. These bulletin boards display important Authority information, and employees should refer to them frequently for:

Employee Announcements
Internal Memoranda
Openings
Payday Notice
Safety Bulletins
Required Legal Posters, etc

If an employee has a message of interest, he or she may submit it to the Manager for approval. All approved messages will be posted by an Administrative Assistant.

4.302 Solicitation of Charity

Employees are also prohibited from soliciting funds for any purpose from the public or from other employees during on-duty hours, except such charitable causes that have been pre-approved the Manager.

4.303 Outside Employment

No employee shall engage in any business, occupation, or profession which would affect or interfere with his or her duty as an Authority employee. Outside employment must be pre-approved by the Manager.

No employee shall engage in any other employment, in any private business or in the practice of a profession during any hours in which the employee is required to be present at his/her post, or when the employee is scheduled to perform his/her duties by the terms of his/her employment with the Authority.

4.304 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Authority wishes to operate. The purpose of these guidelines are to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position of influence that may result in a personal gain for that employee, or for a relative as a result of the Authority's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to the Authority Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Authority does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Authority.

No employee shall accept any gift, favor, gratuity, or reward other than his/her regular salary, or as provided for by law, for any service rendered as an employee of the Authority or from anyone who might expect to receive return favors from the Authority. Gifts, favors or gratuity must not serve to induce or influence.

The materials, products, designs, ideas, and data of the Authority are the property of the Authority and should never be utilized for personal benefit or given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of materials or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge.

4.305 Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, the Authority expects employees to follow rules of conduct that will protect the interests and safety of all employees of the Authority.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct:

Theft or inappropriate removal or possession of Authority property.

Falsification of Timekeeping Records.

Working under the influence of alcohol or illegal drugs.

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating Water and Sewerage Authority owned vehicles or equipment.

Fighting or threatening violence in the work place.

Boisterous or disruptive activity in the work place.

Negligence or improper conduct leading to damage of Authority owned or customer owned property.

Violation of safety or health rules.

Smoking in prohibited areas.

Sexual or other unlawful harassment.

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place.

Excessive absenteeism or any absence without notice.

Unauthorized absence from work during the workday.

Unauthorized use of telephones, mail system, or other Authority owned equipment.

Unauthorized disclosure of confidential information.

Violation of personnel policies.

Unsatisfactory performance or conduct.

Employees of the Authority are subject to standards of performance not only for their specific job functions but for their general conduct. The public nature of their employment requires that Authority employees adhere to high standards of ethical and moral behavior in their job functions and in their personal conduct. The citizens must have confidence in the diligence, honesty, and discretion of all Water and Sewerage Authority employees.

When contacting the public in any manner, especially on Authority business, employees must do so in a courteous manner. No employee shall use profane language nor show any sign of ill feeling, anger or disrespect. No employee shall engage in unnecessary conversation or gossip while on duty. Every employee shall, at all times, conduct themselves in a manner that reflects credit upon his/her department and the Jackson County Water and Sewerage Authority.

Authority employees are expected to comply with all laws of the State of Georgia. While the Authority is not normally concerned with the off duty conduct of its employees, when off duty conduct has a bearing on Authority operations or brings discredit to the Authority, then such conduct becomes a concern and could result in appropriate disciplinary action against the employee.

Again, the standards set forth in these policies and procedures cannot be exhaustive of all appropriate responses and actions of employees in all situations. Employees should exercise good judgment in carrying out their duties in a businesslike manner. These policies should be used by employees to provide guidance as to the principles and standards they should strive for in every situation.

The Authority advocates the process of progressive discipline as the fairest method of administering discipline. Progressive discipline is a process in which discipline may be applied in steps of increasing severity, depending on the reason for disciplinary action, up to and including termination. The sequence is generally oral reprimand, written reprimand, suspension and/or termination. The steps are designed to encourage a change in behavior so that an employee may correct his/her behavior and perform as expected without the need of severe discipline. It may be impossible because of the nature of the employee's behavior to apply progressive discipline; therefore, the Authority reserves the right to apply discipline in certain situations that do not follow the progressive steps as set forth above.

4.306 Drug and Alcohol Abuse – Refer to page 47

4.307 Sexual and other Unlawful Harassment

The Authority is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally-protected characteristic will not be tolerated. As an example, sexual conduct (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Manager. If the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Chairmen of the Board of Directors. Employees can raise valid concerns and make truthful reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Manager, who will handle the matter in a timely and in as confidential a manner as possible, as prescribed by the Authority Board of Directors.

Anyone engaging in sexual or any other form of unlawful harassment will be subject to disciplinary action, up to and including discharge.

4.308 Attendance and Punctuality

To maintain a safe and productive work environment, the Authority expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Water and Sewerage Authority. An employee shall be considered tardy when reporting to his/her work station one (1) minute after the department's established beginning workday hour, or assigned shift hour, or upon returning from the employee's lunch/supper hour. For example, if a department's regular opening hour is 8:00 a.m., the employee will be considered tardy if he/she is not at the work station at 8:00 a.m.

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify his/her immediate Supervisor as soon as possible in advance of the anticipated tardiness or absence. Excused late arrivals may be permitted if the employee has advised his/her immediate Supervisor of a need to arrive late, based on a valid need. The Supervisor will be responsible for controlling late arrivals.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided (see section 8.300 Personal Leave and 8.400 Sick Leave). Not reporting for work at the end of any specified leave will result in disciplinary action, including possible discharge.

Excessive absenteeism and tardiness is defined as three (3) violations within a thirty (30) day period, or six (6) in a twelve (12) month period. Only excused absenteeism will be permitted. Failure to report to work for three (3) consecutive days without notifying the Manager is considered a resignation.

Absenteeism and tardiness are very disruptive. Either may lead to disciplinary action, including termination of employment.

4.309 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public's image of the Authority.

Refer to Section 14 for further explanation.

4.310 Abuse and Misuse of Equipment and Supplies

Employees are entrusted with the use of Authority equipment and supplies. Disciplinary actions will be taken against employees who abuse or misuse Authority equipment or supplies, including possible dismissal.

4.311 Garnishments

Employee indebtedness is a personal concern of the employee, but garnishments of multiple debts can create administrative difficulties that may lead to disciplinary action.

Disciplinary Action - First notification of a garnishment action may result in a verbal warning and counseling from the Manager. Documentation of the counseling session will be made and placed in the employee's personnel file.

A second separate garnishment action, within six (6) months of the first may result in a written warning to the employee stating that (1) the employee is required to seek financial counseling, and (2) one additional separate garnishment received during the original six (6) months could result in dismissal.

4.312 Vehicle Use

Authority vehicles and equipment are to be used for official Authority business only. State, county and municipal laws shall be observed by Authority employees at all times while operating Authority vehicles or equipment. As a condition of employment, all employees will be required to authorize the Manager of the Authority to obtain a three year Georgia Department of Driver Services Motor Vehicle Report. Employees assigned to vehicles for take home use shall be subject to emergency call out by the Authority and as authorized by the Board of Directors.

4.313 Use and Care of Equipment and Vehicles

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

Employee shall notify the immediate Supervisor if any equipment, machines, tools, or vehicles 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 and others. The Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

No employee shall take or use for personal purposes any Authority property, equipment, or supplies. All employees shall use Authority property, equipment and supplies only in the manner authorized by the Board of Directors. Emergency use is authorized in case of sickness or injury. Any member of any department on call may be authorized to take an Authority vehicle to his/her residence, but only after having received permission from the Manager.

No employee shall use Water and Sewerage Authority telephone facilities for personal calls where such use interferes with the employee's duties or the conduct of official business. No employee shall make personal long distance calls that are charged to the Authority.

4.314 Hiring of Relatives

It is well accepted that employment of relatives in the same area can cause serious conflicts and possible problems with favoritism and employee morale. In these circumstances, all parties leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, performance evaluations,

promotions, demotions, disciplinary actions, and discharge.

In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

It is the Authority's policy that no department shall hire or assign any member of a family to a position within a department of the Water and Sewerage Authority, if the employee would be supervised by a relative.

If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the Manager will decide who is to be transferred within thirty (30) calendar days.

Relatives shall be defined as immediate family by blood or marriage to include spouse, parent, or guardian, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, stepmother, stepfather, stepson, stepdaughter, stepsister, stepbrother, or other relative living in the employee's household.

For the purpose of this rule, the interpretation of the word "spouse" is to include a person who lives in an espoused relationship.

The Board of Directors shall reserve the right to review the rule in specific situations pertaining to Authority business necessity; e.g. responsibility for auditing the work of the other relative, control of classified or confidential information, or other circumstances which would place one in a situation of actual or reasonably foreseeable favoritism or conflict, between the Authority's interest and the employee's own interest.

4.315 Immigration Law Compliance

Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9.

The Authority will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the I-9 form.

4.316 Recruitment - Appointments

Every reasonable action will be taken to attract every qualified applicant to job openings including posting notices at the Authority's Administrative Building and advertising in newspapers.

4.317 Pre-Employment Physical Examinations

Final applicants must undergo a pre-employment physical examination performed at the expense of the Authority. The examining physician will be supplied with job descriptions for all classifications and the determination of physical capabilities is to be established by the attending physician. Employment is contingent upon satisfactory completion of the physical examination. A physical examination will never be used to discriminate against disabled persons covered under the Americans with Disabilities Act.

SECTION 5. EMPLOYMENT PRACTICES

5.100 Objectives

The objectives of establishing the following employment practices are (1) to comply with the accepted personnel principles of the Authority listed in Section 1, and to (2) enhance the employment conditions with the belief that fair and equitable employment practices lead to greater job satisfaction and productivity.

5.200 Types of Appointments

The Authority recognizes two (2) types of appointments that apply to both original appointments and to promotions. They are competitive and non-competitive appointments.

5.201 Competitive Appointments

Competitive appointments are the normal practice of the Authority. When a vacancy occurs, a recruitment plan will be developed and implemented by the Authority. An applicant must be considered qualified for the job to which he/she is to be employed, and generally, the best qualified applicant will be employed.

5.202 Non-Competitive Appointments

The Authority may promote from within. Non-competitive promotions shall be consistent with fair employment practices. This type of appointment applies to temporary and part-time employees who are not covered by these policies.

5.300 Announcements

Except when employee development needs take priority, and as long as these needs do not deprive protected groups of an equal opportunity, job opening announcements will be posted in conspicuous places and announced in appropriate communications media.

5.400 Working Test

As a final test of employability, the first ninety (90) days of employment, promotion, or transfer to a position that has different qualifications shall be a working test. During this period, the grievance and appeal procedures described in Section 13 are not available if the employee is disciplined, unless there are allegations by the employee of unlawful discrimination.

5.500 Job Mobility

It is possible for employees to voluntarily move upward, downward, or laterally. It is also possible for the employee to be involuntarily moved in any of the three directions.

5.501 Transfer

If a position is open at an equivalent pay rate, an employee may request transfer to that position. If the knowledge, skill, and abilities required for that job are not the same as for the present job, the employee may be tested and interviewed for the new position, and will be on working test for the new job if transferred. The Authority may transfer an employee to any position, at the same pay rate, if the employee is qualified to do the work and if their salary is not changed. A temporary transfer to a higher position may be made for up to ninety (90) days without giving a salary increase.

5.600 Performance Appraisal

The Authority will implement a performance appraisal system. Increases in salaries will be based on performance appraisals.

5.601 Instrument

The Authority will select performance appraisal instruments for all jobs.

5.602 Frequency

A performance appraisal will be performed on working test employees at the end of their working test period. For regular full-time employees, a performance appraisal will be performed annually. Non-performers will receive performance appraisals more frequently than annually.

5.603 Private Interview

Each time a performance appraisal is performed for an employee, the employee's Supervisor and/or Manager will hold a private interview with the employee to explain the rating and the reason for the rating.

5.604 Signature

After the interview, the employee will sign the appraisal instrument, indicating that the appraisal and rating has been explained. The signature does not necessarily indicate that the employee agrees with the appraisal or rating.

5.700 Separations

An employee may voluntarily resign, abandon the job, be separated in a reduction-in-force, or be dismissed for any legal reason, including those set forth in Section 4.305 and elsewhere in these policies.

A regular full-time employee may resign, in writing to the Manager at any time. A regular full-time employee may be terminated at any time if initiated by the Manager of the Authority. Any employee may be laid off in the event of a shortage of work or funds. Laid off employees shall be given preference in recall.

In every instance other than death or retirement, upon the separation of a regular employee from a position, the Manager shall specify on the Separation Notice provided by the State of Georgia Department of Labor whether or not the employee's performance has been sufficiently satisfactory for him/her to be considered for re-employment. An answer of "no" disqualifies the employee from further employment under the system provided it is supported by the reasons for such an answer.

5.701 Voluntary Resignation

An employee may voluntarily resign from employment with the Authority. When possible, the resignation should be in writing, and should be submitted at least fourteen (14) calendar days prior to the effective date of the resignation to be considered a resignation in good standing.

5.702 Job Abandonment

Employees who are absent from work for three (3) or more consecutive days without having received leave approval or without having called in to report the absence will be considered as having voluntarily abandoned their jobs. The separation will not be in good standing, and may affect their ability to be rehired.

5.703 Reduction in Force

A reduction-in-force may be necessary when a position or group of positions must be closed because of reorganization, lack of work, or lack of funds. Employees who are separated in a reduction-in-force will be treated as if they were on leave-of-absence without pay for one (1) year and will receive preference in rehiring should a position for which they are qualified opens within that year.

5.704 Retirement

Voluntary retirement from active employment status initiated by the employee.

Employee benefits will be affected by employment separation in the following manner. All accrued, if any, vested benefits that are due and payable at separation will be paid.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued, and of the terms, conditions, and limitations of such continuance.

5.705 Return of Property

Employees are responsible for all property, uniforms, materials, or written information issued to them or in their possession or control. Employees must return all property of the Authority that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. These items should be turned into the Manager's office when requested and the employee will be required to sign a certification to that effect.

Where permitted by applicable laws, the Authority may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Authority may also take all action deemed appropriate to recover or protect its property.

SECTION 6. EMPLOYMENT STATUS AND RECORDS

6.100 Employment Categories

It is the intent of the Authority to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NON-EMEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one (1) of four (4) other employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work the Authority's full-time schedule. Generally, they are eligible for the Authority's benefit package, if any, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or working test status and who are scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as workers' compensation coverage, and Social Security benefits), they may be ineligible for all of the Authority's other benefit programs, if any.

PROBATIONARY - WORKING TEST employees are those whose performance is being evaluated to determine whether further employment in a specific position is appropriate. Employees who satisfactorily complete the working test period will be notified of their new employment classification. While they do receive all legally mandated benefits (such as workman's compensation coverage and Social Security benefits), they may be ineligible for some of the Authority's other benefit programs, if any.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation coverage and Social Security), they may be ineligible for all of the Authority's other benefit programs, if any.

6.200 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Authority of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times.

6.300 Employment Applications

The Authority relies upon the accuracy of information contained on the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Authority's exclusion of the individual from consideration for employment or, if the person has been hired, termination of employment.

6.400 Employment Reference Checks

To ensure that individuals who join the Authority are qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the prior employment of all applicants.

The Authority will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Authority's records. Unless required to be released under the Open Records Laws of the State of Georgia, no employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

6.500 Notice of Personnel Actions

Written notice of all personnel actions (e.g., hiring, promotions, demotions, transfer, separation, suspension, pay increases) will be furnished to the Payroll Department by the Manager.

6.600 Voting Rights

No employee shall be given or refused employment, suspended, or discharged because of his/her vote or failure to vote in any primary or general election. Employees are encouraged to exercise their individual right to vote, but must not become otherwise involved in partisan activity.

SECTION 7. PAY PLAN

7.100 Pay Plan

A pay plan is that method of awarding pay under a variety of circumstances affecting employment. Pay determinations will be made in reference to the pay range of the Authority.

7.200 New Appointees

The minimum rate established for a position is the normal hiring rate. Appointments may be paid above the minimum rate when such action is determined to be necessary and in the best interest of the Authority. Approval by the Manager will be based on such conditions as qualifications of the applicant being in excess of the requirements for the position.

7.201 Promotions

When an employee is promoted his/her salary shall be adjusted to the step of the new range which will affect the increase in salary.

7.202 Demotions

When an employee is demoted, he/she shall be paid at a rate which is within the approved range for the lower class position. The rate of pay shall be recommended by the Manager, taking into consideration the circumstances necessitating the demotion.

7.203 Transfers

An employee who is transferred from some department or section to another shall continue at the same pay rate except as otherwise provided. (Also, see Section 5.501)

7.204 Reappointment

A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which he/she is reinstated. The rate of pay shall be recommended by the Manager.

7.205 Part-Time Employment

When employment is on a part-time basis, the appropriate hourly rate of pay shall be paid for the hours worked at the rate approved and depending on experience.

7.206 Salary Adjustments

- A. Annual Increases: Annually, employees performing satisfactory work as reflected by a report of performance may be eligible for performance pay increases as authorized by the Authority Manager.

- B. Performance Increases: Exceptional performance may warrant additional salary consideration upon recommendation by the Authority Manager. The level of performance must clearly indicate a consistently exceptional quality and quantity of work.

- C. Cost of Living Increases: The Authority may grant an across the board cost of living increase at any time it is warranted and if funds are available to support the increase. A cost of living increase may not cause increments on the pay step schedule to be increased.

- D. Pay Plan Updates: When justified by a comprehensive study of internal and external factors affecting pay rates for classes of jobs, an employee's salary may be increased by the amount closest to his/her current salary as a result of the findings of such a study.

SECTION 8. LEAVE

8.100 Types of Leave

The Authority recognizes eleven (11) types of leave that are available to qualified employees. They are: annual leave, sick leave, military leave, court leave, leave-without-pay, leave-of-absence, administrative leave, time off to vote, medical leave, maternity-related absences, and bereavement leave. Bereavement leave will be subject to the approval of the Authority Manager. A maximum of three (3) days of paid bereavement leave may be given. Additional days must be pre-approved by the Manager.

8.200 Anniversary Date

In calculating the accrual of annual and sick leave, accrual begins on the day of original appointment in a covered position. If an employee takes regular leave-of-absence, the anniversary date will be moved forward by as many calendar days as the employee was on leave-of-absence.

8.300 Annual Leave

Annual leave is leave that is earned to be used for vacation, personal business activities and other personal activities. Accrual of annual leave is an earned right. Taking annual leave is a privilege that must be approved by the immediate Supervisor.

8.301 Eligibility

All covered employees, both regular full-time and working test, shall accrue annual leave from the date of employment in a covered position.

8.302 Accumulation Rate

The accumulation rate for annual leave is determined by the length of continuous service of the employee. The following is the accumulation schedule:

YEAR OF EMPLOYMENT	WEEKLY RATE	YEARLY ACCUMULATION
1st through 4th	1.54 hours	80.08 hours
5th through 14 th	2.31 hours	120.12 hours
15th through 24th	2.77 hours	144.04 hours
25th and above	3.69 hours	191.88 hours

8.303 Maximum Accumulation– See New Policy in Revision Section

8.304 Request for Leave

Employees must request the use of all annual leave, and the leave must be approved by the immediate Supervisor before the leave is taken.

8.400 Sick Leave

Sick leave is accumulated to be taken for a bona fide illness or injury, and other medical related necessities such as physician's appointments, medical examinations, and dental appointments. Sick leave is available for all regular full-time employees' personal health care as well as for the care of members of the immediate family. Sick leave shall not be transferred, swapped or traded between employees unless approved by the Authority Manager in cases of extreme hardship.

8.401 Eligibility

All covered employees, both regular full-time and working test, shall accrue sick leave from the date of employment in a covered position.

8.402 Accumulation Rate

Sick leave will be accumulated at the rate of eight (8) hours per month for a total of ninety six (96) hours per year.

8.403 Maximum Accumulation

Sick leave may not be accrued in excess of 480 hours. Employees will not be paid for accumulated sick leave upon separation for any reason.

8.404 Reporting

The employee shall report any sick leave absence prior to his or her scheduled work shift if possible, and if not, the employee should see that his or her absence is reported within one (1) hour after the scheduled time for the employee to begin work.

8.405 Approval

Sick leave requires the approval of the immediate Supervisor.

8.406 Physician's Certificate

A medical statement signed by a licensed physician may be required to substantiate sick leave for:

- a. absence of three (3) or more consecutive work days

- b. to support a request for sick leave during annual leave
- c. at any time when an absence occurs frequently or habitually provided the employee has been warned

8.500 Reserve and National Guard

Georgia law requires that paid leave be granted to members of the Reserve and National Guard under certain conditions, and a leave-of-absence is required under other conditions.

The Authority's policy is to grant leave in compliance with the law.

8.501 Ordered Duty

In compliance with Georgia Code 3 8-2-279, any employee ordered to military duty shall be placed on military leave with pay for a period of time not exceeding a total of eighteen (18) days in any one calendar year and not exceeding eighteen (18) days in any one continuous period of absence.

8.502 Declared Emergency

According to Georgia Code 3 8-2-279, in the event the Governor declares an emergency and orders any employee to active duty for the State as a member of the National Guard, the employee shall receive pay for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty (30) days in any one continuous period of active duty service.

8.503 Leave of Absence

According to Georgia Code 38-2-279, any voluntary member of the Reserve or National Guard shall be entitled to a leave-of-absence as an employee while in attendance at any service school conducted by the armed forces of the United States for a period up to six (6) months during any four (4) year period, without pay.

8.504 Military Leave

Any regular full time employee who leaves the Authority to join the military forces of the United States during time of war or other national emergency, or is inducted by the Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date 90 days after which such service terminates.

Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Manager within 90

days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable accommodation.

The returning employee shall be entitled to any increases in salary (including cost-of-living increases) or any advancement in grade which would normally be accorded to the incumbent of the position, with the exception of any increases or advancement in grade which would normally be dependent on meritorious performance of the duties of the position.

In the event a position vacated by a person entering the military service as stated above no longer exists at the time he or she qualifies to return to work, such person shall be entitled to be re-employed in another position of the same status, class and pay with the Authority, provided such re-employment does not necessitate the laying off of another employee.

8.505 Other Leave of Absence

Leave-of-absence may be granted in cases of temporary disability and possibly other emergency situations. In the case of a regular leave-of-absence (non-military), no benefits such as leave shall accrue during leave-of-absence. For military leave-of-absence, federal guidelines on benefits will be followed.

8.600 Court Leave

If an employee is notified to serve on jury or witness duty, that employee shall be granted leave of absence, upon presentation of subpoena from the Court. For hourly or salaried non-exempt employees, jury duty shall be unpaid. For salaried exempt employees, jury duty shall be unpaid only for complete weeks of absence.

8.700 Temporary Disability

When a disabled employee has exhausted all accrued sick and annual leave, the employee may be placed on leave-of-absence, depending on the duration of the absence and the need to fill the position. A doctor's statement will be required to determine the length of leave necessary.

Maternity and other temporarily disabling conditions associated with pregnancy will be treated as any other disability.

8.800 Leave Without Pay

Leave-without-pay is normally short term leave similar to annual and sick leave. Leave-without-pay may be requested for (1) illness when the employee does not have sufficient accumulated sick leave, (2) for annual leave when the employee either does not have sufficient accumulated leave, or when (3) the employee prefers to take leave without

pay to avoid taking accumulated annual or sick leave. In addition to the above, an employee may be placed on leave-without-pay when leave is taken without prior approval or when an employee is absent without authorization. Leave-without-pay must be pre-approved by the Manager.

8.801 Suspension Without Pay

In lieu of dismissal, the Manager may elect to discipline an employee by suspension without pay for an appropriate period to time as a means of correcting objectionable employee conduct.

8.802 Administrative Leave

Administrative leave is leave-with-pay that is ordered by the Board of Directors to meet a need of the Authority. An employee may be ordered to be absent from the work place, with pay, while an internal investigation is being conducted, while awaiting further communications or hearings, or any other conditions where the Board of Directors considers administrative leave appropriate.

8.900 Other Types of Leave

RESERVED

8.901 Maternity Leave

1. Maternity leave is a period of approved absence for incapacitation related to pregnancy and confinement. Maternity leave may be charged to sick leave or any combination of sick, annual heave, and leave without pay.
2. The employee desiring maternity leave should report the pregnancy to the Manager. Such notification shall include a written statement from the attending physician specifying the approximate date of birth.
3. An employee will be permitted to continue work, with reasonable accommodations, so long as the conditions of the pregnancy do not adversely impair work performance or health.
4. An employee shall be granted heave without pay for maternity purposes in accordance with these policies and procedures.

8.902 Family and Medical Leave

Family and medical leave shall be granted in accordance with the Family and Medical Leave Act of 1993. The Manager may require that accrued but unused annual or sick leave be charged against leave available under the Act.

RETURNING FROM LEAVE OF ABSENCE

When you are placed on a leave of absence, every effort will be made to hold your position open for the period of the approved leave. However, due to business needs, it is not possible to guarantee reinstatement. Every effort will be made to place you in a comparable position for which you are qualified. If one is available and you do not accept the position offered, you will be considered to have voluntarily terminated your employment, effective the day such refusal is made. If no comparable position becomes available within thirty (30) calendar days after you are ready to return, it will be treated as an involuntary termination.

A doctor's release may be required for you to return to work if you are absent for medical reasons for three (3) consecutive days or more. Please give the note to the immediate Supervisor immediately upon your return to work.

Acceptance of outside employment while on leave of absence without prior approval will be considered a voluntary termination. Falsification of the reasons for going on leave will result in your termination.

Return from Family and Medical Leave (FMLA) will be handled in accordance with FMLA policy and Federal Law.

REQUEST FOR ADDITIONAL LEAVE

If you are unable to return from a leave of absence within the required time, you must contact the immediate Supervisor at least five (5) days prior to your return date to determine if policy permits granting you additional leave. Failure to contact the Authority prior to the end of your scheduled leave may result in your termination.

8.903 Time off to Vote

Georgia law states that employees are not entitled to time off to vote if employee's hours of work commence at least two hours after polls open or end at least two hours before polls close. Since the Authority's normal hours of operation end at least two hours before polls close, no employee will be allowed to take time off from work to vote.

8.904 Educational Assistance

The Authority recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Authority.

The Authority will provide educational assistance to all eligible employees who have completed 180 calendar days of service in an eligible employment classification.

To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance.

REGULAR FULL TIME EMPLOYEES

Employees should contact the Manager for more information or questions about educational assistance.

While educational assistance is expected to enhance employee performance and professional abilities, the Authority cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

To be considered for advancement, re-assignment or a pay increase, employees must successfully complete the course in which they were enrolled.

SECTION 9. RESERVED

SECTION 10. TIMEKEEPING - PAYROLL

10.100 Time Reporting Accuracy

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Authority 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.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Time should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including discharge.

If corrections or modifications are made to the time record, both the employee and the immediate Supervisor must verify the accuracy of time changes by initialing the time record.

The immediate Supervisor shall be responsible for accurate record keeping of time and attendance. Individual's time sheets shall be maintained by the Water and Sewerage Authority.

10.200 Paydays

All employees are paid every Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive pay on the last day of work before the regularly scheduled payday.

10.300 Administrative Pay Corrections

The Authority takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the immediate Supervisor so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck unless this presents a burden to the employee, in which case the Manager will authorize action to correct the shortfall of payment immediately.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In this case, the Authority will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

10.301 Pay Deductions and Setoffs

The law requires that the Authority make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Authority also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The Authority matches the amount of Social Security taxes paid by each employee.

Pay setoffs are pay deductions taken by the Authority, usually to help pay off a debt or obligation to the Authority or others, such as garnishments and child support requirements. If you have any questions concerning why deductions were taken from your paycheck or how they were calculated, the Accounting Administrator can assist in having your questions answered.

10.302 Salary Adjustments

Whenever a new or different step of salaries is made applicable to a class of positions, persons employed in positions of that class, at the effective date of the adjustment, shall be placed at the salary corresponding to that step which they had reached under the

step formerly applicable to that class of positions, unless otherwise specified by the Authority.

The salary of an employee whose position is reclassified from one class to another having a higher pay range shall be adjusted to the minimum step of the new pay range. If the salary of such an employee is at or above time minimum step of the new pay range, the salary of the employee shall be increased to the new pay step above the existing salary of the employee which will result in an increase in salary for the reclassified employee, provided the increase does not exceed the maximum salary rate of the new salary range.

The reclassification of an employee's position to a class having a lower pay range shall not result in a reduction of the salary of the reclassified employee. But if the employee's salary, after the reclassification, is above the maximum of the lower pay range, then the employee will be entitled to only longevity increases in salary while remaining in such lower class unless the pay plan is subsequently amended to provide a maximum salary for such class in excess of the incumbent's current salary.

The salary of an employee who is promoted to a position having a higher classification shall be moved to that salary step of the new pay grade which will result in an increase in salary for the promoted employee as determined by the Manager.

An employee who is demoted shall have his/her salary reduced to the step of the new range which corresponds to the step he/she had attained in the higher class. The Manager may authorize an employee to retain the same salary after a demotion, provided the amount is not in excess of the maximum salary for positions in the new class.

An employee who is transferred shall be paid the same salary that he/she received prior to the transfer.

An employee required to act in a higher classification and perform the actual duties normally performed by an employee assigned to the vacant position for a period of ninety (90) working days or more, shall thereafter be compensated at the minimum rate of the higher classification or at a rate immediately above the employee's current salary, whichever represents an increase in the pay rate of the employee serving in an acting capacity. A personnel action form shall be completed on all employees placed in an acting capacity and upon termination of that employee functioning in an acting capacity.

10.400 Rest and Meal Periods

Each workday, the Authority will provide rest periods and lunch breaks according to scheduled time worked. For each scheduled eight (8) hour workday, rest periods will not exceed two (2) periods of fifteen (15) minute intervals. To the extent possible, rest periods will be provided in the middle of the work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

Meal periods will be 30 minutes in length each workday. The immediate Supervisor will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

For employees scheduled to work less than eight (8) hours per day, the immediate Supervisor will schedule rest periods and breaks according to total hours worked.

10.500 Emergency Closings

Emergency conditions, such as severe weather, fire, flood, can disrupt Authority operations and interfere with work schedules, as well as endanger employees' well-being. These extreme circumstances may require the closing of the work facility.

If the hazardous conditions make it impossible for an employee to report to his/her place of work, or the employee arrives late or leaves early, the employee shall be allowed, at the discretion of the immediate Supervisor to:

1. Make up the time lost from work at a time scheduled by the immediate Supervisor
2. Use any accrued annual leave
3. Take leave without pay

If a federal highway or local highway is closed, or if the Manager declares the Authority closed, employees will not be required to use leave.

When unable to report to work due to weather conditions, employees will notify the immediate Supervisor as soon as possible.

SECTION 11. WORKING CONDITIONS

11.100 Safety

The Authority provides information to employees about work place safety and health issues through regular internal communication channels such as the work place safety meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the immediate Supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the immediate Supervisor. Such reports are necessary to comply with laws and initiate workers' compensation benefits procedures.

11.101 Workers' Compensation Insurance

As an employee of the Authority, you are covered with Workers' Compensation Insurance. The process is one that needs to be accomplished with efficiency and expediency. Please inform the Supervisor of any accident or injury so that proper medical attention can be provided if necessary. Failure to report any accident and/or injury may result in your assuming any and all treatment related costs. A panel of doctors has been posted on a bulletin board located at all facilities owned and operated by the Authority and should be reviewed by each employee. Only the doctors posted are authorized for treatment of worker compensation injuries. If an employee visits an unapproved facility or doctor, that employee may be responsible for all related costs.

11.200 Use of Telephones

Employees shall be required to reimburse the Authority for any charges resulting from their personal use of the telephone.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

11.300 Smoking

The Authority maintains a smoke-free environment. As a result, no employee shall smoke or use any tobacco related products at times or in situations where it would interfere with the work, would interfere with the rights of non-smokers, while talking to visitors, and in areas where smoking is prohibited by law or in violation of common safety regulations. No smoking or use of any other tobacco related products is allowed in the Authority's Administration Building, except in a designated area if such a designated area has been established.

11.400 Security Inspections

As previously stated, the Authority wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Authority prohibits the control, possession, transfer, sale, or use of such materials on its premises. The Authority requires the cooperation of all employees in administering this policy.

Desks, lockers, computers, Authority vehicles and other storage devices may be provided for the convenience of employees but remain the sole property of the Authority.

Accordingly, they, as well as any articles found within them, can be inspected by any authorized agent or representative of the Authority at any time, either with or without prior notice.

The Authority likewise wishes to discourage theft or unauthorized possession of the property of other employees, the Authority, visitors, and customers. To facilitate enforcement of this policy, the Authority or its authorized representative may inspect not only desks and lockers but also packages located within an Authority facility or worksite and persons entering and/or leaving the premises. Any employee who wishes to avoid inspection of any articles and materials should not bring such items onto Authority worksites or premises.

11.500 Purchases

No employee shall buy or charge any purchase to the account of the Water and Sewerage Authority without first receiving permission from their immediate Supervisor. Employees shall never buy or charge any purchase to the account of the Authority which is for personal use.

SECTION 12. DISCIPLINE

12.100 Progressive Discipline

Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity. The Authority advocates progressive discipline when applicable. The action taken will depend on the degree and the circumstances of the violation. An employee who violates any performance or behavior code, policy, standard or reasonable expectation will be disciplined. The Authority recognizes six (6) degrees of progressive actions.

12.200 Causes of Disciplinary Actions

The causes of disciplinary action include, but are not limited, to the following:

1. chronic tardiness or absenteeism
2. negligence in performing assigned duties
3. inefficiency in performing assigned duties
4. inability or unfitness to perform assigned duties
5. insubordination
6. misconduct
7. commission of a felony or a crime involving moral turpitude

8. conduct reflecting discredit on the Authority
9. failure to report to work without justifiable cause
10. violations of these policies or jurisdiction or departmental rules, policies, or procedures, including rules set forth in 4.305.

12.300 Types of Actions

The six (6) disciplinary actions fall into two (2) general categories; reprimands and adverse actions.

12.310 Reprimands

A reprimand is a formal means of communicating to the employee, a warning, that a problem exist and that it must be corrected. There are two (2) degrees of formality, the oral reprimand and the written reprimand.

12.311 Oral Reprimand

In an oral reprimand, the Supervisor will verbally and privately explain to the employee that he or she is being reprimanded and describe the problem and what must be done to correct the problem. The immediate Supervisor will insure a report of the oral reprimand is placed in the employee's personnel file.

12.312 Written Reprimand

In the written reprimand, the employee will receive a written statement describing the problem and what must be done to correct the problem. The reprimand will also contain a statement describing the probable consequences of not correcting the problem. If the employee is at work the written statement will be given to the employee during an interview with the Supervisor.

12.320 Adverse Action

An adverse action taken against a regular employee, by the Manager, for cause, that results in a disciplinary suspension without pay, disciplinary salary reduction, disciplinary demotion, or disciplinary dismissal.

12.321 Suspension Without Pay

An employee may be suspended without pay for any, or any combination of the above causes. The suspension without pay shall not exceed thirty (30) days.

12.322 Salary Reduction

An employee's salary or rate of pay may be reduced from one pay step to a lower step for any, or any combination of the above causes, on a going forward basis. The salary reduction does not constitute a demotion in pay grade.

12.323 Demotion

An employee may be demoted from one pay grade to a lower grade for any, or any combination of the above causes, if a lower position is open and if the employee is qualified to perform the work at the lower position. A disciplinary demotion will include a decrease in salary.

12.324 Dismissal

An employee may be dismissed for any, or any combination of the above causes.

12.400 Notification and Response

Once it has been determined that an adverse action should be taken, the following notification and response procedure will be observed.

12.401 Notice of Proposed Adverse Action

The Manager will give the employee a written notification of the proposed adverse action. The notification will contain the following:

1. the effective date of the action
2. the specific charges or reasons for the action
3. a statement informing the employee that he or she may respond to the Manager within ten (10) days of the notice of proposed adverse action;
4. a warning that failure to respond to the Manager will result in a waiver of all further appeal rights
5. (to be included only in the case of dismissal) a statement informing the employee that he or she has the right to appeal to the Hearing Officer appointed by the Board of Directors

12.402 Employee Response to Proposal

The employee may respond in person or in writing to the Manager within ten (10) days of receiving the notice of proposed adverse action.

12.403 Notice of Final Action

The Manager and/or Hearing Officer (in the case of dismissal), after considering the employee's response, will give the employee a written notification of the decision of the action to be taken within two (2) days.

12.500 Emergency Action

The Manager may take immediate action against an employee under emergency situations. The immediate action will be to suspend the employee with pay until an investigation can be conducted. If the employee is unable to communicate or respond, the employee will be placed on leave-without-pay until it is determined that the employee cannot return to work or until the employee can respond. Examples of emergency situations are: when crimes of moral turpitude are committed; when an employee may be injurious to himself or herself, fellow workers or the general public; or when an employee may damage Authority property.

SECTION 13. GRIEVANCE

13. 100 Grievance Procedure

The grievance procedure is a communication process for hearing Grievable claims of employees.

13.200 Purpose

The purpose of the employee grievance procedure is to provide an orderly process for hearing the Grievable claims of regular employees and working test employees alleging discrimination. The object of the process is to reach a fair and equitable decision in a timely manner. The employee and immediate Supervisor should make every effort to resolve any grievance informally before initiating a formal procedure.

13.201 Definition

A grievance is a claim by a regular employee alleging:

- a. that his or her employment has been adversely affected by unfair treatment
- b. unsafe or unhealthy working conditions
- c. unlawful discrimination; or a claim by a working test employee alleging the same

13.202 Filing

An employee may file a written grievance within fifteen (15) days after the occurrence of the event being grieved, or within fifteen (15) days after becoming aware of the event. The grievant's statement must be submitted to the Manager in writing, and it must state the specific claim and the specific relief desired.

13.203 Steps

The employee grievance procedure shall provide for a two (2) step process for review, for covered employees below the position of Supervisor. Normally, the Supervisor will hear the grievance in the first step and the Manager will hear the grievance in the second step. For Supervisors and other employees reporting directly to the Manager, the Manager will hear the grievance in the first step and the Hearing Officer (appointed by the Authority Board) will hear the grievance in the second step.

13.204 Notification and Scheduling

If the claim is Grievable, the first hearing will be held within twenty (20) days after the grievance is filed.

The first hearing officer must notify the grievant of his or her decision in writing within ten (10) working days of the hearing. If the grievant wishes to have a second hearing, he or she will notify the second hearing officer within fifteen (15) days after receiving the initial decision. The second hearing officer will notify the grievant of his or her decision within fifteen (15) days of the hearing.

13.205 Hearing

The grievance hearing is intended to create a formal means for the grievant to communicate his or her complaint in an informal setting. The hearing officer will listen to the grievant's presentation and question the grievant to obtain pertinent facts about the claim and the situation relevant to the claim. The employee will represent him or herself, but may bring witnesses to the hearing to testify. Both the grievant and the hearing officer may question the witness. A disabled employee may be accompanied by an interpreter when that is necessary.

13.206 Review and Reporting

After the hearing, the hearing officer will review the claim, evidence, and requested relief, and will report his or her decision in writing to the grievant. The decision of the hearing officer will be the final decision in each step of the grievance process.

13.300 Non - Grievable Areas

The following areas are not Grievable:

- a. issues which are pending or have been concluded by the administrative or judicial procedures
- b. work assignment which does not result in a demotion or salary reduction
- c. budget allocations and expectations, and organizational structure, including the persons or number of persons assigned to particular jobs or units
- d. the content of rating of a performance appraisal except when the employee can show that his or her employment has been adversely affected by the appraisal
- e. the selection of an individual by the Manager to fill a position through appointment, promotion or transfer
- f. any matter which is not within the jurisdiction or control of the Manager
- g. Internal security practices established by the Manager or the Board of Directors
- h. decisions, policies, practices, or resolutions made or passed by the Board of Directors or the Manager which are not job or work related and which do not contradict these policies

SECTION 14. UNIFORMS

The Authority provides uniforms to its employees who are required to wear uniforms as a condition of employment. The Authority will launder and maintain these uniforms at no cost to its employees. The employee is expected to exchange the uniform at least weekly, or more frequently as needed, to maintain proper appearance and cleanliness. The employee is also personally responsible for the safekeeping of their uniforms.

When the employee's employment terminates for any reason, all Authority uniforms in the employee's possession must be returned before they pick up their final check. The employee may be charged the current replacement value for any uniform not returned and that amount may be deducted from the employee's final paycheck.

This uniform policy applies to all employees unless otherwise stated below.

14.100 Appropriate Dress

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire.

Under such circumstances, employees will not be compensated for the time away from work. Uniforms should be worn when provided and/or required.

Consult the Manager if you have any questions as to what constitutes appropriate attire.

14.200 Uniform Appearance

1. Employees will report to work with uniforms that are clean and unwrinkled and that are a complete set.
2. Shirts will be worn at all times.
3. No hats other than Authority issued hats will be worn at any time.
4. Beards, mustaches and long hair will be clean and neat. Employees with long hair must have their hair banded or restrained in some manner, such that it does not present a safety hazard around moving parts or equipment.
5. All personnel at a construction site will wear a hard hat.

14.300 Uniform Distribution

1. Water Distribution, Collection System, Water Treatment, Buildings and Grounds, Meter Readers, Meter Installers, Field Service Representatives, Inspectors and Maintenance Mechanic personnel will wear safety boots and hard hats except where noted below.
2. All women required to wear uniforms will be issued women's uniforms.
3. Supervisors shall wear white shirts/blouses. All other personnel will wear blue shirts/blouses.
4. Directors, Engineers, Managers, Business Office Staff, Secretaries, and Clerks are exempt from uniforms. All staff may requisition uniform parts on an "as needed" basis with approval of the Manager.

Employees may choose long and/or short sleeve style shirts and regular cut trousers or jeans. All uniform shirts, coveralls and jackets will have a name emblem and Authority emblem sewn on (except where specifically excluded). It is the employee's responsibility to keep these patches sewn on securely at all times. Long sleeve shirts may be altered to short sleeve shirts; however, the alteration must be neatly performed and hemmed. There will be no ragged sleeves.

14.400 Uniform Replacement

1. All employees will be asked to sign a document certifying the amount and type of equipment and uniforms that they have been issued and/or have in their possession. It is the employee's responsibility to inform their Supervisor of any changes (damage beyond repair or lost uniforms, boots, etc.). All parts of the uniform that are inspected and determined to need replacement will be turned in upon receipt of the new item.
2. If the employee loses any part of his/her uniform, boots or other equipment, he/she will be required to replace the lost article.
3. Uniforms, Boots, Jackets, Hard Hats, Safety Glasses, etc. that are in usable condition will not be replaced.
4. Inspections may be held twice a year. Employees will be notified of the date and that a representative of the uniform/boot vendor will be present for measurement and choice selection of their uniform category. Employees are required to attend these inspections and measurement meetings. Failure to attend will cancel any order.
5. If any employee fails to appear for any inspection that employee will not be considered for any replacement items until next inspection.
6. Criteria for replacement:

Uniforms:

- a. torn
- b. thin "see through"
- c. severely stained
- d. no longer proper size

Boots:

- a. leather is cut or severely deteriorated
- b. sole is loose from upper
- c. sole is worn out

Uniforms and boots still in usable condition will not be automatically replaced.

7. Employees are not to wear newly issued uniforms/boots that do not fit. If the employee does not report a sizing/fitting problem within 24 hours of receipt of any issued item, the Authority will not replace such item. The employee may replace this item at cost. Therefore, it is advisable that all employees try on their uniforms and boots as soon as possible upon receipt. No item that is to be replaced by the Authority shall have been worn (beyond trying on), washed, or used.

SECTION 15. VEHICLE AND TRAVEL POLICY

15.100 General

All authority vehicles and equipment are to be used for approved business purposes only. Unauthorized use of Authority vehicles shall result in disciplinary action.

Whenever possible, Authority vehicles are to be used for outside Jackson County business travel. If a personal vehicle is used on these trips, the Authority will reimburse only for mileage incurred during performance of Authority sponsored duties. A travel advance may be requested for a trip outside Jackson County.

15.200 Authorized Travel Within Jackson County in Personal Vehicles

All authorized business travel within Jackson County by salaried employees in personal vehicles must be approved by the Manager. Reimbursement shall be at the maximum mileage rate allowed by the Internal Revenue Service.

Hourly employees may be reimbursed for mileage in personal vehicles when not on overtime status with Manager approval.

Hourly employees will be paid overtime from the time that a service call is received; however, these employees will NOT receive reimbursement for travel in Jackson County in personal vehicles to and from the Authority and/or job site while on overtime status.

15.300 Authorized Travel Outside Jackson County and Within the State

The Authority will reimburse employees for authorized expenses during the performance of duties outside Jackson County subject to the following limitations:

1. Meals (food, tips, etc.)Actual Expense
2. Parking, Taxi, etc.,Actual Expense
3. Lodging @ single room rateActual Expense
(Documentation & Receipt Required)
4. Mileage
 - 1) Personal vehicle when approved - at the maximum Internal Revenue Service allowed rate per vehicle.
 - 2) Authority vehicle -- expenses only -- receipt required.

5. Fees necessary for attendance Actual Amount - e.g., - registration, materials, tuition, etc. (receipt required).

15.400 Authorized Travel Outside the State of Georgia by Employees

The Authority will reimburse travel expense during the performance of duties by employees when traveling outside the State of Georgia subject to the following limitations:

1. All out of state travel must be approved by the Manager.
2. The Supervisor will prepare a cost estimate for each trip.
3. The Manager will advance funds for airline travel sixty (60) days prior to departure and for all other purposes thirty (30) days prior to departure if funds are available.
4. Each person traveling at Authority expense shall prepare a travel expense report within thirty (30) days of completion of travel and submit same to the Accounts Payable Clerk.
5. All travel expense reports shall be reviewed and approved by the Supervisor.
6. No travel advance shall be issued to any person while a travel expense report is outstanding.
7. Documentation shall be furnished for hotel bills, airline, train or bus tickets and any extraordinary items claimed.

SECTION 16. DAILY OPERATING PROCEDURES

16.000 Leaving the Office

When an employee is carrying out assigned duties outside the office, he or she must make certain that a member of the staff (generally the receptionist) knows of the absence, the destination, and the approximate time of return.

16.100 Handling of Finances

All funds received by the Authority, whether cash or check, shall be accounted for in the fund accounting system utilized by the Authority and verified on an ongoing basis by the Finance Director.

16.200 Paying of Invoices

The Authority seeks to maintain its credit standing at the very highest level at all times. This is accomplished by the prompt paying of its bills.

Staff members should see that all bills are delivered to the Accounts Payable Clerk for prompt processing.

16.300 Meeting Minutes

Adequate minutes are required of all official meetings of the Authority's Board of Directors where a quorum is established according to the Open Meetings Law of Georgia.

16.400 Cooperation of Employees

The Authority, by its nature, is an example of teamwork. A high degree of teamwork is necessary at the staff level. Employees having a slack period are expected to offer their assistance to others when needed. In turn, any employee confronted with an emergency assignment can expect cooperation from all other employees.

16.500 Affiliation with Other Organizations

Authority staff members should consult with the Manager before accepting any offices or making any public statements that might have an adverse effect on the Authority.

The Authority may pay membership dues in certain recognized organizations if provided for in the Authority's budget and approved in advance by the Manager. Any other organizational dues should be paid for by the employee.

16.600 Confidential Matters

Since the Authority is entrusted with many confidential matters, employees must keep such matters in strictest confidence.

16.700 Budget Control

The Authority operations are geared to anticipated periodic receipts and expenditures. Income estimates are made at the beginning of each fiscal year. Expense estimates are made at the same time. From these estimates, an annual budget is prepared and ultimately adopted by the Board of Directors.

16.750 Publicity

The Authority Manager will approve all publicity referring to the Authority, its officers, directors, and personnel. Staff should release no information about the Authority to the media without prior clearance.

16.800 Staff Meetings

All members of the staff will participate in a monthly staff meeting scheduled by the Manager. The purpose of these meetings is to permit staff members to recommend

improvements, discuss problems, exchange ideas, and make a brief report on current projects, as well as receiving information about current and upcoming projects.

16.900 Requests for Un-Budgeted Service

The Authority will try to serve everyone as best it can. However, there are certain requests for service that will require so much time and money that it is impractical to provide such service for any individual or firm.

All such requests must be approved by the Manager or Board of Directors depending on the scope of the request before any definite decision is given.

SECTION 17. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Jackson County Water and Sewerage Authority that employment decisions shall be based on merit, qualifications, and competence. The Authority, in recognition of its responsibility, wishes to reaffirm its policy regarding all matters relating to employment including hiring qualified applicants and treatment of employees during their employment.

The Authority, does not, and will not, discriminate in the hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. The Authority will fulfill all legal obligations to all its employees and shall provide equal opportunities to all applicants on the basis of job qualifications without regard to race, color, creed, national origin, sex, age, or physical handicap.

In addition, it is the Authority's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic. The Authority is a firm believer in equal opportunity for all and has developed this policy to ensure the practice of this belief. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. The Manager shall be responsible for administering and complying with the policy as it concerns employees.

**PLEASE PLACE ANY
REVISIONS, CHANGES,
OR ADDITIONS
TO THIS HANDBOOK
IN THIS SECTION
FOR
FUTURE REFERENCE**

Revision to 8.303 Maximum Annual Leave

Annual leave may not be accrued in excess of 240 hours. The Authority Manager shall grant up to 40 hours of pay in exchange for 40 hours of annual leave per employee per year providing the employee has accrued the maximum allowable of 240 hours of annual leave. This can be done once per year only during the last month of the fiscal year. Upon separation, the employee will be paid for all accumulated annual leave up to 240 hours if separated in good standing.

Revision to 4.306 Drug Policy

Addendum 1; Drug Free Work Place Policy

EMPLOYEE ACKNOWLEDGE FORM

I understand that the Personnel Policies and Procedures Handbook describe important information about the Authority and that I should consult the Superintendent regarding any questions not answered in the Handbook.

Since provisions of the Handbook are subject to change, I further understand that revisions to the Handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

My employment relationship with the Authority is voluntarily entered into and is subject to termination by me or the Authority at will, with or without cause; at any time either party believes such action to be appropriate.

I acknowledge that the Handbook is neither a contract of employment nor a legal document. I have received, read or have had read to me, understood, and will comply with both the policies contained in the Handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)

MANAGER'S SIGNATURE

DATE

MANAGER'S NAME (PRINTED)

EXHIBITS

EXHIBIT "A"

BACKGROUND RESEARCH RELEASE

Authorization and General Release:

The undersigned, _____,
in connection with this application, authorizes all corporations, companies, credit agencies,
education institutions, persons, law enforcement agencies, military services, and former
employers to release information they may have about me to the Jackson County Water and
Sewerage Authority or its agents, and releases them from any liability or responsibility for
doing so. Further, I authorize the procurement of an investigative consumer report and
understand that such a report may contain information about my background, character and
personal reputation. I understand that this notice will also apply to any future update reports
that may be requested.

Applicants Signature

Date

EXHIBIT "B"

TRAVEL AUTHORIZATION REQUEST FORM

Date: _____

Name of Employee: _____

Signature: _____

Location

Visited: _____

Dates of Travel: From _____ To _____
(Day & Time) (Day & Time)

Purpose of Trip:

Estimated Expenses:	Public Carrier	\$ _____
	Private Automobile	\$ _____
	Lodging	\$ _____
	Meals	\$ _____
	Car Rental	\$ _____
	Tips	\$ _____
	Entertainment	\$ _____
	Taxi	\$ _____
	Telephone	\$ _____
	Parking & Tolls	\$ _____
	Other Expenses	\$ _____
	(Explain on Reverse)	

Total Expenses \$ _____

If a travel advance is requested, attach a completed Travel Advance Request Form.

Approval:

Name: _____

Signature: _____

Date: _____

EXHIBIT "C"

ADVANCE TRAVEL REQUEST FORM

Name: _____

Signature: _____

Date: _____

Location to be visited: _____

Purpose of trip:

Dates: From _____ To _____
(Day & Time) (Day & Time)

Estimated Expenses:

Air Fare	\$ _____	Lodging	\$ _____
Train	\$ _____	Meals	\$ _____
Private Auto	\$ _____	Taxi	\$ _____
Parking	\$ _____	Tips	\$ _____
Rental Car	\$ _____	Telephone	\$ _____
Other	(Any Details on Reverse)		

Total Estimated Expenses: \$ _____

Maximum Advance X _____ %
Advance Amount \$ _____

Approval:

Name: _____

Signature: _____

Date: _____

EXHIBIT "D"

TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Date: _____

Name of Employee: _____

Location Visited: _____

Dates of Travel: From _____ To _____
(Day & Time) (Day & Time)

Expenses: Public Carrier \$ _____
Private Automobile \$ _____ miles at _____
Lodging \$ _____ (Receipt Required)
Meals \$ _____ (Detail on Reverse)
Car Rental \$ _____ (Receipt Required)
Tips \$ _____ (Detail on Reverse)
Entertainment \$ _____ (Detail on Reverse)
Taxi \$ _____ (Receipt Required)
Telephone \$ _____ (Detail on Reverse)
Parking & Tolls \$ _____ (Receipt Required)
Other Expenses \$ _____ (Detail on Reverse)

Total Expenses \$ _____
Less Travel Advance \$ _____
Total Due Employee \$ _____

Approved by: Name: _____

Signature: _____

Date: _____

For Accounting Use:

<u>Account #</u>	<u>\$Amount</u>	<u>Account#</u>	<u>\$ Amount</u>

EXHIBIT "F"
I
INDEPENDENT CONTRACTOR AGREEMENT

Name: _____

Social Security #: _____

Address: _____

Home Telephone: _____

I understand that I qualify as an independent contractor under criteria established by the Internal Revenue Service.

As an independent contractor I understand that I am responsible for payment of my own taxes, and employment related taxes will not be withheld from any payments to me.

I understand that I am not entitled to any employee related benefits including, but not limited to Employer's share of FICA taxes, holiday payments, annual or sick leave payments, insurance benefits, unemployment benefits, workers' compensation benefits and any other benefits of employment not noted.

I understand that by signing this agreement I also agree not to take any future action against the Jackson County Water and Sewerage Authority with regard to failure to provide employment benefits not paid due to my independent contractor status.

Independent Contractor:

For the Authority:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT "G"

**LOG OF VENDOR
FEDERAL IDENTIFICATION NUMBERS**

<u>VENDOR NAME</u>	<u>ADDRESS</u>	<u>FEDERAL IDENTIFICATION II</u>

EXHIBIT “H”

PERFORMANCE EVALUATION

The Supervisor is continuously evaluating your job performance. Day-to-day interaction between you and the Superintendent should give you a sense of how the Superintendent perceives your performance.

Written performance reviews (appraisals) are conducted annually by the Superintendent. New employees are reviewed more frequently during their working test period of employment within the Authority. A review may also be conducted in the event of a promotion or change of duties and responsibilities.

During formal performance reviews (appraisals), the Supervisor and/or Manager will consider the following

- * Attendance, initiative and effort
- * Knowledge of your work
- * Behavior
- * The quality and quantity of your work
- * Willingness to follow established policies and procedures

The primary reason for performance reviews (appraisals) is to identify your strengths and developmental needs in order to reinforce your good habits and develop ways to improve your performance. This is a good time to discuss your interests and to share your ideas for improving the process. The Supervisor and/or Manager is interested in helping you to progress, grow and perhaps recommend further training or additional opportunities for you.

EXHIBIT "T"

EMPLOYEE COUNSELING REPORT

Employee Name

Department

Review Date

Why you are receiving this report: Facts Rule Discipline (Circle One)

How you should correct this problem:

Action which will be taken if you do not correct this problem:

Past Employee Reports Issued By: _____

Date: _____ **Follow-up Date:** _____

Copy Provided to Employee: Yes _____ No _____

Copy to Personnel File: Yes _____ No _____

Employee's Signature

Employee's Comments (Use Reverse Side, if needed:)

Supervisor's Signature

JOB DESCRIPTIONS

**JACKSON COUNTY
WATER AND SEWERAGE
AUTHORITY AUTHORITY**

**Drug-Free Workplace
Policy and Procedures**

Table of Contents

Section	Title	Page
I.	Policy Statement.....	3
II.	Consequences of Refusing to Submit to a Drug or Alcohol Test	4
III.	Types of Drug or Alcohol Tests.....	4
	A. Job Applicant Testing.....	4
	B. Reasonable Suspicion Testing.....	4
	C. Post-Injury Testing.....	4
	D. Post-Accident Testing	4
	E. Routine Fitness-for-Duty Testing.....	5
	F. Post-Rehabilitation Testing.....	5
	G. Random Testing.....	5
	H. Other Types of Testing.....	5
IV.	Types of Samples Collected.....	5
V.	Employee Education	5
VI.	Supervisory Training	6
VII.	The Consequences of a Positive Drug or Alcohol Test Result.....	6
VIII.	Confidentiality of All Drug-Free Workplace Information	6
IX.	How to Challenge Test Results	6
X.	Requirement to Report Criminal Drug Statute Convictions	7
XI.	Amendments.....	7
XII.	Substances Subject to Test.....	7
XIII.	Date of Implementation.....	7
XIV.	Definitions of Terms	8
XV.	FORMS	
	* Notification to Employees.....	11
	Over-the-Counter and Prescription Drugs that Could Alter or	
	Affect the Outcome of a Drug or Alcohol Test (Form # 1).....	12
	Drug-Free Workplace Policy Summary (Form # 2).....	13
	Supervisors Referral for Drug Testing (Form #3).....	14
	Mandatory/Supervisory Referral Letter (Form # 4)	15
	Last Chance Agreement (Form # 5).....	16
	* Notification of Positive Test Result Job Applicant (Form # 6)	18
	* Notification of Positive Test Result Employee (Form # 7)	19

* Required for Drug Free Workplace Certification

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

DRUG FREE WORKPLACE POLICY

I. Policy Statement

While THE AUTHORITY, hereinafter referred to as THE AUTHORITY, does not intend to intrude into the private lives of its employees, it recognizes the problem of drug and alcohol abuse within our society. Its causes are many and complex but some things are certain: the use, sale, purchase or possession of illegal drugs, the abuse of prescription drugs, and the use of alcohol or being under the influence of alcohol in the workplace are inconsistent with our commitment to provide a safe and productive environment for our employees. THE AUTHORITY is addressing this problem by implementing a Drug-Free Workplace Policy. As such, THE AUTHORITY is subject to the Official Code of Georgia Annotated (OCGA) 34-9-410. Our Drug-Free Workplace Program is certified by the Georgia Workers' Compensation Board in accordance with Title 34, Chapter 9, Article 11 of the Official Code of Georgia Annotated.

The Authority is concerned with the well being of its employees. The Authority recognizes that a drug free work place encourages productivity and promotes the accomplishment of THE AUTHORITY 'S mission and goals. In accordance with the Drug-Free Work Place Act of 1988 and the state Drug Free Public Workforce Act of 1990, the Authority hereby declares that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, marijuana illegal or prohibited prescription drug or alcohol is prohibited by Authority employees on AUTHORITY property, in AUTHORITY vehicles, on AUTHORITY time or representing the AUTHORITY.

For purpose of this policy, the following definition shall apply: A controlled substance is defined as those drugs or substances listed in schedules I through V of the Federal Controlled Substance Act, including but not limited to, marijuana, heroin, opiates and methamphetamines/amphetamines. Not included are substances used in accordance with a *valid* prescription. The work place is defined as any location at which an employee performs work pursuant to his or her employment with the Authority, including any travel while in travel status. A dangerous drug is any drug or substance defined as such in O.C.G.A. 16-13-7 1. Violation or conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of the federal and state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use of possession or any possession of any controlled substance, marijuana or dangerous drug. Employee includes all employees of the Authority directly engaged in the performance of work, full time or part time.

While THE AUTHORITY understands employees and job applicants under a physician's care must use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal drugs. Additionally, if any prescribed medication employees are taking can affect their job performance (i.e., there are warning labels about driving or operation machinery on the container) they are required to inform their supervisor prior to beginning work.

The ultimate goal of this Drug-Free Workplace Policy is to balance respect for our employees' privacy with the need to provide a safe, productive, drug-free workplace. Our intention is to prevent drug or alcohol abuse among our employees. If an employee is using illegal drugs, abusing prescription drugs, or abusing alcohol the employee is encouraged to seek help by calling the Employee Assistance Program or consult THE AUTHORITY 's company listing of helping agencies where they may seek to remedy their problem(s).

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

DRUG FREE WORKPLACE POLICY

With these basic objectives in mind, THE AUTHORITY has established this Drug-Free Workplace Policy for all of our employees with regard to use, sale, purchase or possession of illegal drugs, the abuse of prescription drugs and the use or being under the influence of alcohol in the workplace. A copy of a policy summary and a list of the drugs which may alter or affect a drug or alcohol test is given to job applicants prior to their taking a job application drug test and to all employees. A complete copy of the Drug-Free Workplace Policy is available to all employees or job applicants who request a copy. The Drug Free Workplace Policy for THE AUTHORITY became effective XX. All advertisements for employment will indicate that job applicant drug testing is required.

II. Consequences of Refusing to Submit to or of tampering with a Drug/Alcohol Test

A job applicant who refuses to take a job applicant drug test or tampers with a drug test will not be hired. An employee who refuses to take a drug or alcohol test or tampers with a drug test specimen or result will be subject to disciplinary action up to and including discharge.

If an employee is injured and requires medical attention beyond first aid, the employee will be required to take a drug and, if indicated, alcohol test to be completed within three (3) hours of the injury. Failure to do so will be deemed as a refusal to take the drug and alcohol test and the employee will be discharged.

III. Types of Drug or Alcohol Tests

Prior to being tested employees will be given an approximate list of the drugs that could alter or affect a drug or alcohol test.

A. Job Applicant Testing

All job applicants, upon receiving a conditional offer of employment, will be given a job applicant drug test. Employment is conditioned upon a negative test result.

B. Reasonable Suspicion Testing

If there is reasonable suspicion to believe that an employee is using or has used illegal drugs, is using or is under the influence of alcohol or drugs while at work, was arrested for a drug related crime, is in possession of illegal drugs or alcohol while at work, is distributing or has distributed drugs or alcohol at work or is avoiding medical attention following an injury to avoid being tested for drugs and alcohol, the employee will be tested for drugs and/or alcohol. If an employee is required to take such a test, transportation to and from the testing site will be arranged. After the reasonable suspicion testing the employee will be suspended pending the results of the drug and alcohol tests. Within 24 hours of the reasonable suspicion drug test, the employee will be sent a completed copy of the supervisory referral for drug and alcohol testing form.

C. Post-Injury Testing

If the employee is injured on the job and the injury results in a loss of work time, the employee must submit to a drug and/or alcohol test. If the employee caused, could have caused or contributed to the cause of an injury which resulted in a loss of work time the employee must submit to a drug and/or alcohol test.

D. Post-Accident Testing

If the employee caused, could have caused, or contributed to the cause of an accident where total property damage exceeds the total amount set by the employer, the employee must submit to a drug and/or alcohol test.

E. Routine Fitness-for-Duty Testing

If the employee is required to have a Fitness-for-Duty physical on an annual or bi-annual basis because of Federal, State, or other requirements a drug test will be included as a part of the physical.

F. Post-Rehabilitation Testing

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY DRUG FREE WORKPLACE POLICY

If the employee enters the Employee Assistance Program or an alcohol or drug rehabilitation program because of a positive confirmed drug or alcohol test result, the employee must submit to drug or alcohol testing at least once per year for a period of two years. However, if the employee voluntarily enters an alcohol or drug rehabilitation program, follow-up testing is not required. Advance notice of testing shall not be given to the employee.

G. Random Testing

All employees may be subject to random testing on an annual basis. Being selected once does not exempt an employee from being selected again during the annual testing period.

H. Other Types of Testing

If mandated by Federal, State or other regulatory agencies, or if the company deems it appropriate other types of testing including periodic testing for certain employees or company wide testing may be required.

IV. Types of Samples Collected

A urine sample will be used to test for drugs other than alcohol and a blood or breath sample will be used to test for alcohol. However, THE AUTHORITY reserves the right to administer other acceptable types of tests when and if specific situations may deem such testing methods appropriate or due to changes in Federal or State requirements. Additionally, the type of test administered is subject to change if the Department of Transportation's drug testing rules, regulations, or guidelines change. In the event that the Department of Transportation promulgates new procedures governing such testing, then this provision of this Policy shall automatically be amended to comply with any such new testing procedures.

V. Employee Education

THE AUTHORITY will provide education on substance abuse in general, and its effects on the workplace, annually. The educational sessions will include the explanation of the disease model of addiction for alcohol and drugs; the effects and danger of the commonly abused substances in the workplace and THE AUTHORITY policies and procedures.

VI. Supervisory Training

THE AUTHORITY will also provide supervisory training. The training program will include how to recognize the signs of drug or alcohol abuse, how to document and collaborate the signs of drug or alcohol abuse, and how to refer those who abuse drugs or alcohol.

VII. The Consequence of a Positive Drug or Alcohol Test Result

If an employee has a confirmed positive test result, THE AUTHORITY will send the employee a letter within five days of the receipt of notification from the Laboratory and/or Medical Review Officer notifying THE AUTHORITY of the positive test result. The letter will outline the consequences for violation of the company substance abuse/Drug Free Workplace Policy, explain the employee's rights and the manner in which the employee may challenge the positive test result. The employee is responsible for any costs associated with the challenge.

VIII. Confidentiality of All Drug-Free Workplace Information

All information, interviews, reports, statements, memoranda, and drug and alcohol test results, written or otherwise received by THE AUTHORITY through this Policy are

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

confidential communications and will be maintained in a separate confidential file.

THE AUTHORITY, any laboratory, drug or alcohol treatment program or their agents who receive or have access to information concerning drug or alcohol test results shall keep it confidential. Release of such information under any other circumstance shall be solely pursuant to a signed, written informed consent form, unless such release is compelled by a hearing officer or court of competent jurisdiction or if deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

Additionally, THE AUTHORITY, its agent, the laboratory or treatment program shall not be prohibited from releasing this information when consulting legal counsel when such information is relevant to its defense in a civil or administrative matter.

IX. How to Challenge Test Results

The employee has the right to challenge any confirmed positive test result. All challenges must be filed in writing within five (5) working days of receiving notification of such result. The first stage requires that the employee explain or contest the result in writing to THE AUTHORITY. If the explanation is unsatisfactory, the employee will be notified of such in writing within fifteen (15) days of the date the challenge was received. At that time, the employee will be provided with a copy of the positive test result and the name and address of laboratory. If the employee was involved in an accident and denied medical or indemnity benefits, the employee may file an administrative challenge by filing a claim for benefits with a judge of compensation claims. If no workplace injury occurred, the employee may challenge the test result in a court of competent jurisdiction. If the employee decides to challenge the test result, it is the employee's responsibility to notify the employer and laboratory that the test result is being challenged. The employee will be solely responsible for all costs associated with such a challenge. All additional tests must be performed upon the original sample.

X. Requirement to Report Criminal Drug Statute Convictions

If the employee is convicted of any drug related crime (sale, use or possession), the employee must notify THE AUTHORITY in writing within five (5) calendar days of the conviction. Failure to notify THE AUTHORITY of such conviction is grounds for disciplinary action up to and including discharge.

XI. Amendments

THE AUTHORITY reserves the right to amend, change or alter this Policy without the consent of its employees. The employee is not required to enter a drug and alcohol treatment program and is free to enroll in any drug and alcohol treatment program. The employee can consult THE AUTHORITY list for qualified treatment programs available. The employee is solely responsible for any costs associated with treatment.

XII. Substances Subject to Test

Employees may be tested for any or all of the following:

Alcohol	Amphetamines	Barbiturates	Benzodiazepines
Cannabinoids	Cocaine	Methodone**	Methaqualone
Opiates	Methamphetamines	Phencyclidine*	Propoxyphene**

*The only hallucinogen to be tested. **The only synthetic narcotics tested.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

XIII. Date of Implementation

This revised policy supersedes all previous Drug-Free Workplace policies and is implemented on XX.

Chairman

Vice Chairman

Board Member

Board Member

Board Member

Date

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY

XIV. Definition of Terms

The definitions used in this Drug-Free Workplace Policy are those stated in the Official Code of Georgia Annotated (OCGA) 34-9-411. Those definitions are:

Alcohol means ethyl, hydrated oxide of ethyl, or spirit of wine, from whatever source or by whatever process produced.

Chain of Custody refers to the methodology of tracking specified material, specimens, or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials, specimens, or substances and provide for accountability at each stage in handling, testing, storing materials, specimens, or substances and the reporting of test results.

Confirmation Test, confirmed test, or confirmed drug test means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test must be different in scientific principle from that of the initial test procedure. The confirmation method must be capable of providing requisite specificity, sensitivity and quantitative accuracy.

Drug means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substances. An employer may test an individual for any or all of these.

Employee means any person who works for salary, wages, or other remuneration for an employer.

Employer means person or entity that is subject to the provision of this chapter but shall not include the state or any department, agency, or instrumentality of the state; any country; any county or independent school system; any municipal corporation; or any employer which is self-insured for the purpose of this chapter.

Initial Drug Test means a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure, or shall use a more accurate scientifically accepted method approved by the National Institute on Drug Abuse as such more accurate technology becomes available in a cost-effective form.

Job Applicant means a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a substance abuse test and may have begun work pending the results of the substance abuse test.

Nonprescription medication means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments or injuries.

Prescription medication means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

Reasonable Suspicion Drug Testing means drug testing based on a belief that an employee is using or has used drugs or alcohol in violation of the employers' policy, drawn from specific objective and articulable facts and reasonable inferences drawn from these facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- (a) Observable phenomena while at work, such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- (b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- (c) A report of substance abuse, provided by a reliable and credible source;
- (d) Information that an employee has caused or contributed to an accident while at work or;
- (e) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

Rehabilitation Program means an established program capable of providing expert identification, assessment, and resolution of employee drug or alcohol abuse in a confidential and timely service. This service shall in all cases be provided by persons licensed or appropriately certified as health professionals to provide drug or alcohol rehabilitative services.

Specimen means a tissue, blood, breath, urine, or other product of the human body capable or revealing the presence of drugs or their metabolites or of alcohol.

Substance means drugs or alcohol.

Substance abuse test or test means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.

Tampering means any adulteration, addition, masking or other attempt to alter a specimen to affect the final outcome of a workplace drug test. Tampering also includes any effort to have the final test results altered including bribery or manual changes.

Threshold detection level means the level at which the presence of a drug or alcohol can be reasonably expected to be detected by an initial and confirmatory test performed by a laboratory, meeting standards specified in this article. The threshold detection level indicates the level at which a valid conclusion can be drawn that the drug or alcohol is present in the employee's specimen.

XV. Forms (9)

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

NOTICE TO ALL AUTHORITY EMPLOYEES

The illegal use of drugs and alcohol are problems that have invaded the workplace, endangering the health and safety of the abusers and those who work around them. **THE AUTHORITY** is committed maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem we have developed a policy regarding the illegal use of drugs and the abuse of alcohol. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated.

THE AUTHORITY Drug Free Workplace policy is effective **XX**. This means anyone hired to work for **THE AUTHORITY** after **XX** is required to submit to a drug test with a **NEGATIVE** result only before reporting for work.

As of **xx** all employees will be subject to testing under the following conditions:

- **reasonable suspicion specific to work performance or behavior.**
- **after medical treatment for an on-the-job injury.**
- **after a property damage accident or if an employee causes damage or injury.**
- **when employee is in a mandated rehabilitation program.**
- **as part of a "fit for duty" exam or as part of a specific contract.**

In addition, all employees may be required to submit to random and/or periodic drug/alcohol testing for continued employment. In-depth employee education sessions to discuss the policy in detail conducted and mandatory attendance is required. Supervisor training to address workplace issues appropriately according to the policy will also be conducted as required.

An employee whose conduct violates **THE AUTHORITY** Drug Free Workplace policy and does not accept the terms for employment will be discharged.

I believe it is important we all work together to make **THE AUTHORITY** a drug free workplace, and a safe, rewarding place to work.

Sincerely,

Eric Klerk,
Manager

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

Over-the-Counter and Prescription Drugs that Could Alter or Affect The
Outcome of a Drug or Alcohol Test
(Form #1)

Alcohol: All liquid medications containing ethyl alcohol (ethanol). Read labels.

Amphetamines: Obetrol, Biphetamin, Desoxyn, Dexedrine, Didrex

Cannabinoids: (marijuana) Marinol (Dronabinol, THC)

Cocaine: Cocaine HCl topical solution (Roxanne)

Opiate: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), MS contin and Roxanol morphine (sulfate), Percodan, Vicodin, etc.

Phencyclidine: PCP, "Angel Dust"

Barbiturates: Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

Bensodiazepines: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Axanax, Serax, Tranxene, Valium, Verstran, Halcion, Poxipam, Restoril, Centrax.

Methadone: Dolophine, Methadose

Propoxyphene: Darvocet, Darvon N, Dolene, etc.

Methaqualone: Qauludes, "ludes"

Employee and job applicants will be given this list in preparation for a drug or alcohol test. Retain this signed form for your records

When an employee or job applicant goes to the collection site it is imperative for the employee or job applicant to **BRING PICTURE ID**. YOU MUST REPORT FOR TESTING **IMMEDIATELY UPON RECEIPT** OF THE REQUEST TO SUBMIT TO TESTING. If contacted by a Medical Review Officer regarding the test results, report any prescribed or over the counter medications taken during the past thirty days.

I hereby consent to urinalysis or other tests as shall be determined by THE AUTHORITY Drug-Free Workplace Policy. I agree that the collection site selected by THE AUTHORITY may collect the specimens for these tests and may forward them to the testing laboratory designated by THE AUTHORITY for analysis. I further agree to and hereby authorize the release to THE AUTHORITY of the results of said tests. A copy of this completed consent will be retained in THE AUTHORITY Company files.

Signature _____ Printed Name _____ Date _____

Witness Signature _____ Date _____

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY
Drug-Free Workplace Policy Summary
(Form #2)

Read carefully, ask any questions you wish, and initial each items separately.

_____ I have received a summary of my employer's Drug Free Workplace Policy. I have had the opportunity to read it and receive satisfactory answers to any questions that I have I am aware that I can contact a substance abuse professional or Employee Assistance Program to receive confidential answers to any additional questions I might have. I have also received a copy of the list of over-the-counter and prescription drugs that could alter or affect the outcome of a drug or alcohol test.

_____ I know that if I am taking prescription or non-prescription medication that could affect my ability to perform my job (i.e., there are warning labels on the container) I must inform my supervisor before starting work.

_____ I know that if I refuse to submit to or tamper with a job applicant drug test, I will not be hired and my continued employment is conditioned upon a negative drug test result.

_____ I know that total compliance with my employer's Drug-Free Workplace Policy is a condition of continued employment. Testing is to occur immediately upon the request of management.

_____ I know that if I refuse to submit to or tamper with a drug or alcohol test I will be discharged plus my right to receive unemployment and workers compensation benefits may be affected.

_____ I know that if I am injured or cause or contribute to the cause of an injury and refuse to submit, tamper with a test specimen or test positive for drugs or alcohol, I will be disciplined according to the policy including suspension, and discharge. My workers compensation and unemployment benefits could also be affected according to Georgia Law.

_____ I know that if I cause or contribute to the cause of a property damage accident where total damages exceed \$250.00 and test positive for drugs or alcohol, I will be subject to discipline up to and including discharge.

_____ I know that if I enter into a rehabilitation program for drug or alcohol abuse because of a positive drug or alcohol test and test positive for drugs or alcohol following the completion of my rehabilitation program including the "Last Chance Agreement", my employment will be terminated.

_____ I know that employees and their dependents can confidentially contact a substance abuse professional or employee assistance program to receive information for help in overcoming drug or alcohol problems.

_____ I know that I have the right to challenge any positive test result and that I must notify the laboratory that I am challenging the test result. I am aware the cost of a challenge is my responsibility.

_____ I know that if I am convicted of a drug related crime I must notify my employer in writing within five working days.

_____ I agree to comply with the drug and alcohol testing requirements of my employer's Drug-Free Workplace Policy.

_____ I give my informed consent for the release of drug or alcohol test results to my employer.

_____ I know that my employer's Drug-Free Workplace Policy does not constitute an employment contract between the employer and me.

_____ I have read and understood each of the proceeding items. I have had the opportunity to question any item that I did not understand. I have voluntarily signed this form.

Employee Signature

Printed

Date

Witness Signature

Date

Supervisor's Referral for Drug Testing

(Form # 3)

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

I (supervisor's name) _____ am sending
(employee's/job applicant's name) _____ for a drug or alcohol test (required
within a maximum of 24 hours) because: (initial the one(s) that apply.)

_____ the donor is a job applicant presenting for a pre-employment drug test (**drug test only**).

_____ the employee is injured and requires more than first aid (**drug test required, alcohol if indicated**).

_____ the employee caused, could have caused or contributed to the cause of an injury (**drug test required, alcohol if indicated**).

_____ the employee caused, could have caused or contributed to the cause of a property damage accident where total property damages exceed \$250.00 (**drug test required, alcohol if indicated**).

_____ the employee was seen using illegal drugs, abusing prescription drugs or using alcohol in the workplace (**drug and/or alcohol tests are required**).

_____ the employee appears to be under the influence of drugs or alcohol (**drug and/or alcohol tests are required**).

_____ the employee is exhibiting abnormal behavior in the workplace (**drug and/or alcohol tests are required**).

_____ it has been reported by a reliable and credible source that has been independently corroborated, that the employee has been using illegal drugs, abusing prescription drugs, or using or is under the influence of alcohol in the workplace (**drug and/or alcohol test are required**).

Briefly describe the situation (note the time, place, what happened, witnesses and consequences). If you are taking this action based upon the report of a reliable and credible source the source must sign this statement below.

_____ the employee is to report for a “**random**” drug/alcohol test.

Supervisor's Printed Name Signature Date

Witness's Printed Name Signature Date

___ 5 panel non-DOT ___ 10 panel ___Alcohol

a copy of this form must be given or sent to the employee being sent for the drug and alcohol test within 24 hours.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

MANDATORY/SUPERVISORY REFERRAL LETTER

Form # 4

(Post Positive Drug/Alcohol Test)

Date _____

Dear _____, THE AUTHORITY Employee

On _____ you were asked to submit to a drug or alcohol test for the presence of drug and/or alcohol in your system. The results of that test indicate the presence of _____ (name of drug or alcohol) at the time of the test. The test results are certified as "true positives".

In accordance with the Drug-Free Workplace policy of THE AUTHORITY you are hereby referred to professionals for assessment of the situation and to receive the recommendation for treatment of your problem. You must contact one of the recommended professionals within 48 hours of receipt of this letter. Following the initial contact with the Provider, you are required to meet with the Provider (chosen by you from the list provided) within 72 hours (3 working days).

In addition, you are hereby suspended without pay until the Provider has cleared you to return to the work site. At that time, a meeting will be held to determine whether you will be allowed to return to full or alternative duty status. Further, if your position involves safety or security sensitive duties, you may not be allowed to return to those duties until you have tested drug-free and successfully completed a substantial portion of an addiction treatment program on substance abuse. Successful completion of the treatment program may not guarantee return to a safety or security sensitive position. The cost of such treatment will be borne by you.

If you choose to ignore the conditions and requirements stated in this letter, you are subject to immediate termination. If you wish to appeal this action you may do so by contacting THE AUTHORITY's Drug Free Workplace Administrator within 48 hours of receipt of this letter.

THE AUTHORITY AUTHORIZED REPRESENTATIVE

Employee

Employee signature acknowledges receipt and understanding of the terms, conditions, and requirements of this letter.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

**LAST CHANCE AGREEMENT
Form # 5**

The following Agreement is entered into this ____ day of _____, 20__, and is binding for a period of two years from this date. For the sake of this Agreement the following common terms shall be used throughout. _____ shall be referred to as (EMPLOYEE), THE AUTHORITY shall be referred to as THE AUTHORITY. This Agreement is entered into on the premise of establishing the parameters for the continued employment of the (EMPLOYEE) with THE AUTHORITY.

In that the (EMPLOYEE) has been found to have a "true positive" drug test result for the presence of _____(drugs/alcohol) in his/her system at the time of a duly authorized _____ drug/alcohol test for and by THE AUTHORITY, and; that it is a violation of THE AUTHORITY Policy to be found positive for the presence of drugs through the results of such a test, and; that it is the AUTHORITY'S desire to allow for remediation of this violation of THE AUTHORITY Policy at this time; the following conditions are set down as the terms of the Agreement.

The parties hereby mutually agree as follows:

- 1.) The (EMPLOYEE) must, within two working days (48 hours) of the signing of this Agreement, contact a Substance Abuse Professional or EMPLOYEE ASSISTANCE PROGRAM and set an appointment to pursue treatment of the problem(s).
- 2.) The (EMPLOYEE) must, within 72 hours after contacting the Substance Abuse Professional, begin complying with any and all recommendations of the acceptable treatment provider ("Provider"). The (EMPLOYEE) must sign a release of information for the Drug Free Workplace to notify his/her supervisor of the assessment and recommendations; by signing this Agreement, the (EMPLOYEE) does hereby authorize the chosen assessment/evaluation/treatment provider to release such information to THE AUTHORITY.
- 3.) The (EMPLOYEE) must successfully complete all aspects of any program he/she is enrolled in for remediation of the problem(s) determined through the process of evaluation by the Provider to be effecting his/her problem(s).
- 4.) The (EMPLOYEE) will be subject to at random drug and/or alcohol testing for the duration of the Agreement. Failure to comply with a drug testing request or a positive test result will constitute a failure to comply with the terms of this Agreement.
- 5.) The (EMPLOYEE) will be responsible for all treatment program costs and related costs associated with his/her compliance with this Agreement.
- 6.) THE AUTHORITY shall pay the costs for all drug testing requests made by THE AUTHORITY to insure compliance with the Agreement.
- 7.) The (EMPLOYEE) shall however, pay the costs of any subsequent testing related to his/her challenge(s) to drug testing results requested by the AUTHORITY to insure compliance with this Agreement. Additionally, the (EMPLOYEE) shall pay any legal costs incurred by his/her challenge(s) to the results of drug testing requested by THE AUTHORITY to insure compliance with this Agreement.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

LAST CHANCE AGREEMENT
Form # 5

page 2 continued

8.) The (EMPLOYEE) must remain drug free and test "negative" for the presence of drugs and/or alcohol in his/her system for the duration of the Agreement.

This Agreement is effective upon signing. The (EMPLOYEE) agrees to comply with the terms and conditions of this Agreement. The (EMPLOYEE) understands that failure to comply with the terms and conditions set forth above will result in his/her immediate termination.

(EMPLOYEE)

(WITNESS)

THE AUTHORITY AUTHORIZED REPRESENTATIVE

DATE/TIME

Please sign three (3) originals; distribute one to Employee, one to chosen treatment/assessment provider and retain one in Employee Personnel file at THE AUTHORITY.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY
Notification of a Positive Test Result for a Job Applicant**

(Form #6)

This letter must be sent within five days of the receipt
of notification of the positive test result.

Specimen Number: _____

Substance(s): _____

Date: _____

Dear: _____
(Job Applicant's Name)

This is to inform you that your recent drug test was positive. You have five working days to explain or contest the result to THE AUTHORITY in writing.

Because of the positive test result you are not eligible for hire.

You have the right to take any administrative or legal challenge to this decision. This includes the right, within the next one hundred and eighty days, to have a portion of the original sample re-analyzed at your expense, at another qualified laboratory chosen by you. Written notification with the original specimen number, your social security number and payment for the test is to be submitted to the lab via either the employer or the specimen collection site. You will receive instructions and final results within 20 days.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

Notification of a Positive Test Result for an Employee
(Form #7)

This letter must be sent within five days of the receipt
of notification of the positive test result.

Specimen Number: _____

Substance(s): _____

Date: _____

Dear: _____
(Employee's Name)

This is to inform you that your recent drug or alcohol test was positive. You have five working days to explain or contest the result to THE AUTHORITY in writing.

Because of your positive test result, and in accordance with our Drug-Free Workplace Policy, you are subject to discipline up to and including termination of employment.

Because of the positive test result you are now subject to disciplinary procedures pending further investigation. These disciplinary procedures may include suspension without pay, requirement to contact a substance abuse professional for an assessment to qualify for continued employment or termination. If instructed, failure to make contact with this professional or an EAP (Employee Assistance Program) or failure to fully comply with their procedures will result in the termination of your employment. Failure to comply with the any and all of THE AUTHORITY disciplinary procedures as instructed will result in termination. Contacting a substance abuse professional or an EAP does not under any circumstances prevent THE AUTHORITY from exercising its rights to terminate your employment.

You have the right to take any administrative or legal challenge to this decision. This includes the right, within the next one hundred and eighty days, to have a portion of the original sample re-analyzed at your expense, at another qualified laboratory chosen by you. Written notification with the original specimen number, your social security number and payment for the test is to be submitted to the lab via the employer or specimen collection site. You will receive instructions and final results within 20 days.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

ACTIVE EMPLOYEE CERTIFICATE OF AGREEMENT

I do hereby certify that I have received and read THE AUTHORITY Substance Abuse and Testing Policy and have had the Georgia Workers' Compensation Drug-Free Workplace certification program (O.C.G.A. 34-9-410) explained to me.

I understand that if my performance indicates it is necessary, or in the case of random testing, I will submit to a substance abuse test. I also understand that failure to comply with a substance abuse test request or a positive test result may lead to termination of employment and denial of unemployment benefits. I understand that failure to submit to a substance abuse test, or a positive test result may affect my right to receive workers compensation benefits.

I further agree to and hereby authorize the release of the results of said tests to THE AUTHORITY. Nothing in this consent is to be construed as a contract between parties.

Name (please print): _____

Signature: _____

Date: _____

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

**DRUG FREE WORKPLACE POLICY
Addendum A**

Application:

This policy applies to JACKSON COUNTY WATER AND SEWERAGE AUTHORITY, all companies owned and/or operated by JACKSON COUNTY WATER AND SEWERAGE AUTHORITY and their employees/management staff.

Goal:

For JACKSON COUNTY WATER AND SEWERAGE AUTHORITY to have a drug-free, healthy, safe workplace.

Effective Date:

3/10/11

Conditions

Random drug and alcohol testing may be performed with no prior notice

Periodic substance abuse testing may be performed without notice at any time

Disciplinary Procedures:

Any confirmed positive drug test result, evidence of tampering or refusal to submit will result in suspension without pay and a referral to a Substance Abuse Professional (SAP) for an assessment and evaluation.

Any confirmed alcohol test result at or above the level of .04 concentration will result in suspension without pay and a referral to a Substance Abuse Professional (SAP) for an assessment and evaluation.

In addition, due to public safety and liability concerns, any employee designated as a 'driver' or any employee that drives a company owned vehicle would lose all driving privileges. The employee with a positive confirmed drug and/or alcohol test may be terminated, even if cleared as 'fit for duty' by a Substance Abuse Professional in the event the company does not have a current opening that does not require driving as part of their job duties.

The employee must contact the SAP within 72 hours and comply with the SAP recommendation for counseling/treatment/rehabilitation to retain employment with JACKSON COUNTY WATER AND SEWERAGE AUTHORITY. The employee will be returned to work after the assessment with documentation of "Fit for Duty". Post Rehabilitation testing will be required and negative results are a condition of employment. Any further positive drug or alcohol test will result in immediate termination.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

Consequences:

In the event of an accident with damage to AUTHORITY property the employee causing accident/damage to AUTHORITY equipment, supplies or property will be drug and/or alcohol tested. On a confirmed positive test result the employee will be held responsible and liable for total monetary reimbursement of those damages.

In the event of an on-the-job injury, a confirmed positive drug or alcohol test performed after treatment for the injury will result in the possible denial of workers compensation medical benefits according to Chapter 9 of Title 34 of the Official Code of Georgia Annotated.

A refusal to submit to a substance abuse test will first be given an opportunity to resign then terminated. COBRA eligibility and unemployment benefits could be jeopardized upon termination.

In the event of termination due to a positive confirmed drug or alcohol test, tampering or refusal to submit unemployment benefits will be challenged and denied according to Georgia Law.

TAMPERING, ADULTERATION OR SUBSTITUTION OF A SUBSTANCE ABUSE DRUG OR ALCOHOL TEST SPECIMEN, REFUSAL, OR ANY ATTEMPT TO ALTER THE TEST RESULTS will result in immediate termination of employment.

General Information:

A copy of the JACKSON COUNTY WATER AND SEWERAGE AUTHORITY SUBSTANCE ABUSE POLICY Summary and ADDENDUM A will be posted in a visible area. Copies of these policies will be available at the office to any employee upon request. All employees receive a policy summary and are required to sign an acknowledgment and understanding form. Signature rosters will be maintained by management and will become a part of the AUTHORITY's official record. ADDENDUM A will take precedence if a conflict between the POLICY and the ADDENDUM occurs.

There is no limit to the number of substance abuse tests an employee may take during the employment period. For example, an employee may be randomly chosen for testing one day and may also be subjected to a periodic test again the next day.

All test results are the property of JACKSON COUNTY WATER AND SEWERAGE AUTHORITY.

An employee or applicant with a confirmed positive alcohol or drug test result may submit a written rebuttal to the company within five days and a written challenge request to the lab. The original specimen will be re-tested by the lab or by another lab and the results will be forwarded to the employee/applicant.

All costs of a challenge will be the responsibility of the employee/applicant requesting the challenge. In the event of an overturned positive, the employee will be fully reinstated with back pay.

**JACKSON COUNTY WATER AND SEWERAGE AUTHORITY
DRUG FREE WORKPLACE POLICY**

Employees are not required to enter a specific drug and alcohol treatment program. The employee is free to enroll in the drug and alcohol treatment program of their choice and can consult the JACKSON COUNTY WATER AND SEWERAGE AUTHORITY list for qualified treatment programs available. The employee is solely responsible for any costs associated with treatment

Re-Employment Policy:

Applications for re-employment of an employee dismissed for a positive confirmed substance abuse test will NOT be accepted under any circumstances