

STATE OF GEORGIA

CITY OF HAMPTON

ORDINANCE NO. 2025-27

A RESOLUTION TO ADOPT A REVISED PERSONNEL POLICY; TO PROVIDE FOR WORKPLACE POLICIES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hampton (hereinafter "City") is governed by the Mayor and Council; and

WHEREAS, the City desires to adopt a revised personnel policy to create workplace policies for employees of the City; and

WHEREAS, upon adoption and effective date, all employees shall be given a copy of the revised policy and provided appropriate training; and

WHEREAS, the newly adopted policy may be amended at will by a majority vote of the City Council; and

WHEREAS, the City Manager shall have the authority to create any forms and other necessary and corresponding documents required to ensure proper operation and implementation of the revised policy; and

WHEREAS, the effective date of adoption is July 8, 2025;

AND WHEREAS, it is in the City's best interest to adopt a revision to the personnel policy to govern employment in the City of Hampton.

NOW THEREFORE IT IS HEREBY RESOLVED THAT:

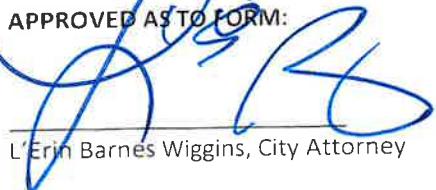
- *There is a newly adopted personnel policy.*
- *The City Manager has the authority to create and implement any forms and other documents necessary to implement the personnel policy.*
- *The effective date of the personnel policy shall be July 8, 2025.*

BE IT HEREBY RESOLVED, this 8th day of July, 2025.

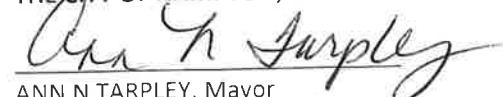
ATTEST:


SUSAN KING, Interim City Clerk

APPROVED AS TO FORM:


L'Erin Barnes Wiggins, City Attorney

THE CITY OF HAMPTON, GEORGIA


ANN N TARPLEY, Mayor

First Reading: June 10, 2025

Second Reading/

Adoption: July 8th, 2025



PERSONNEL POLICY

ADOPTED BY COUNCIL
JULY 08, 2025

RELEASED:
JULY 08, 2025

17 E MAIN ST. SOUTH
Hampton, GA 30228

www.hamptonga.gov

GENERAL GUIDELINES

Welcome to the City of Hampton!

We're excited to welcome you to the City of Hampton! As a valued member of our team, you play a vital role in serving our community with integrity, professionalism, and excellence.

The City of Hampton Personnel Policy is designed to establish a consistent and effective system of personnel administration. Our goal is to:

- Ensure equal opportunity and access to employment for all,
- Recruit and develop the most qualified candidates for every position,
- Provide a clear framework for evaluating job performance, and
- Administer personnel practices that reflect the highest standards of business operations.

Because our positions are created and funded by the public, our employees are entrusted with the public's confidence. It is our expectation that all City employees honor that trust by adhering to our personnel policies, complying with all applicable federal, state, and local laws, and conducting themselves with the highest ethical standards. Employees are also expected to fully cooperate with any City-led investigations regarding misconduct or grievances.

Violations of these policies may result in disciplinary action, up to and including termination. It is the responsibility of each employee to read and understand this policy. If any part is unclear, employees should seek clarification from their supervisor, department head, the Human Resources Department, the City Manager, or an authorized designee.

While this policy provides a broad overview, we recognize it won't answer every question. That's why your supervisor and Human Resources team remain key resources for further guidance.

Please note:

This handbook is not a contract of employment. No statement in this policy—verbal or written—should be interpreted as creating a binding agreement or guarantee of employment or benefits. The City of Hampton operates under an at-will employment policy, meaning either the City or the employee may end the employment relationship at any time, for any reason, with or without cause or notice. Only the City Manager has the authority to alter at-will employment status or make any special arrangements regarding the terms or conditions of employment—and any such change must be made in writing and signed by both parties.

In some cases, detailed policies, such as benefit plan information, are provided in separate documents. Where discrepancies exist, those specific documents will govern the information in this policy.

The City of Hampton follows the best municipal practices of modern personnel administration, including:

1. Recruiting, selecting, and promoting employees based on ability, knowledge, and skill;
2. Maintaining fair and competitive compensation;
3. Offering training and development opportunities to ensure high-quality performance;
4. Treating all applicants and employees fairly, without regard to any legally protected characteristic;
5. Providing a clear and fair process for addressing grievances, particularly those related to discrimination;
6. Promoting better understanding of City policies and procedures;
7. Establishing consistent standards to help employees better serve the citizens of Hampton.

This policy applies to all employees of the City of Hampton unless otherwise stated. Exceptions include elected officials such as the Mayor and City Council, appointed board members, contract workers, volunteers, and others in roles not specifically covered.

We are glad to have you as part of our team and look forward to working together to serve the City of Hampton with pride and purpose.

This policy supersedes all prior policies.

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Section 1 - Policy Definitions and Guidelines

1-1 – City

Refers to the entity known as the City of Hampton, Georgia.

1-2 – Employee

Refers to any working personnel occupying a job identified in the city's classification plan who work for the Hampton.

1-3 – Position

A group of current duties and responsibilities upheld by the employee or employees in a department according to a specific class or job description in the City's Classification Plan.

1-4 – Should

Indicates that an act is mandatory.

1-5 – May

Indicates that an act is permitted but not required.

1-6 – Policy

Refers to the document known as the "City of Hampton Policies and Procedures Policy," also known as the "City of Hampton Personnel Policy."

1-7 – City Premises

Includes all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased, or managed by the City of Hampton or any site on which the city is conducting business.

1-8 – Illegal Drug

A substance whose use or possession is controlled by federal law but not under the supervision of a licensed health care professional (see Schedules I-V of 21 C.F.R. Part 1308).

1-9 – Refuse to Cooperate

Means to obstruct the collection or testing process in any way, such as submitting an altered or substitute sample, failing to appear for testing, refusing to complete forms, or not providing required specimens without valid medical reason. Leaving an accident scene without justification also qualifies.

1-10 – Under the Influence of Alcohol

An alcohol concentration of .04 or greater, or observable behavior that reasonably suggests impairment due to alcohol.

1-11 – Under the Influence of Drugs

A confirmed positive test result for illegal drug use or the misuse of legal drugs without a valid prescription. Prescription containers must identify the patient, substance, dosage, and authorized duration.

1-12 – Artificial Intelligence (AI)

AI refers technologies and systems that perform tasks typically requiring human intelligence, including but not limited to natural language processing, machine learning, data analytics, predictive modeling, image recognition, and autonomous decision-making systems.

1-13 – City Elective Office

Includes offices held by Elected Officials such as the Mayor and Council serving the citizens of the City.

1-14 – Contribution

Any gift, loan, deposit of money, or anything of value given or pledged by any method, including cash, check, draft, payroll deduction, or allotment.

1-15 – Political Entity

Any group, party, committee, or organization formed to influence the outcome of any partisan election, or that receives/expends/transfers anything of value related to political activity.

1-16 – Non-City Public Office

Every federal, state, municipal, or other local office (excluding City Elective Office) to which a person can be elected under the laws of Georgia.

1-2 Policy Conflicts

1-2.1 – Conflict with City Code or Charter

If any provision in the City of Hampton Personnel Policy conflicts with the Code of Ordinances or the Charter of the City of Hampton, the Code or Charter shall prevail.

1-2.2 – Conflict with Other Employment Materials

In the event of a conflict between the Personnel Policy and any other City employment materials (excluding the City Code and Charter), the Personnel Policy shall control.

1-2.3 – Compliance with Federal and State Law

In the event of a conflict between these policies and City ordinances, or State or Federal law, the terms and conditions of the City, State, or Federal policies, regulations, or laws shall prevail.

1-2.4 – Court Orders or Agency Agreements

In cases where the City is subject to a Court Order or Agency Agreement with federal, state, or local agencies, such Orders or Agreements shall prevail over the Personnel Policy.

1-2.5 – Unaddressed Employment Issues

Any employment matter not specifically covered by this policy, or any related questions, shall be resolved at the discretion of the City Manager or their designee.

1-3 Amendments to Policy

1-3.1 – Amendment Procedure

The Personnel Policy may be amended at any regular or special meetings of the Mayor and Council through the adoption of an appropriate ordinance. The amendment shall be added to this policy after adoption by Mayor and Council and with notice to employees.

1-3.2 – Effective Date of Amendments

In accordance with the City Charter, any amendment shall become effective upon second reading and approval, with notice to employees.

Section 2 - Administration and Departments

2-1 Administration

2.1.1 – Establishment of City Policy

The Mayor and City Council have the primary duty to establish city policy.

2-1.2 – Authority Over Operations and Personnel

According to the City Charter and Code of Ordinances, authority over all City employees and day-to-day operations is reserved for the City Manager.

2-1.3 – Responsibility for Policy Administration

The City Manager has sole responsibility for the administration of the Personnel Policy.

2-1.4 – Delegation of Duties

The City Manager may delegate duties and responsibilities related to the Personnel Policy to staff members under their direction as deemed necessary.

2-2 City of Hampton Departments

2-2.1 – Recognized City Departments

The following departments are officially recognized by the City of Hampton:

- Mayor & Council
- City Manager's Office
- City Clerk
- Community Development
- Finance

- Human Resources
- Information Technology
- Police Department
- Public Works
- Utilities

Section 3 - General Policy

3-1 Political Activity

3-1.1 – Declaration, Purposes, and Intent

- a) City employees must appear independent and impartial in political matters to maintain public trust.
- b) The goal is to prevent conflicts of interest between employees' political interests and their public responsibilities.
- c) The policy seeks to balance public service integrity with individual political freedoms, encouraging participation in public affairs without unreasonable restrictions.
- d) Political rules are meant to protect City integrity, not to discourage conscientious public service.

3-1.2 – Rights and Privileges

- a) The Hatch Act limits political activity for employees involved in federally funded programs to protect against political coercion.
- b) City employees must comply with Georgia law and City ordinances.
- c) Employees are prohibited from political activities while on duty, including:
 1. Campaigning
 2. Using their position or work time for political purposes
 3. Soliciting contributions
 4. Publicly endorsing local candidates (e.g., speeches, media statements)
 5. City employees are prohibited from using City resources, such as vehicles and/or uniforms, when engaging in political campaigns while off-duty.

3-1.3 – Running for Office

- a) Employees running for the elected office must resign or take leave of absence if, after review, their candidacy presents a conflict of interest.
- b) Permitted Off-Duty Political Activities: Employees may participate off duty in political activities, including:
 1. Running for and holding non-City public office

2. Supporting candidates (contributions, speeches, literature, signs)
3. Participating in political entities
4. Attending political events (conventions, rallies, fundraisers)
5. Signing political petitions
6. Contributing financially to political entities
7. Participating in nonpartisan issues (e.g., constitutional amendments, referenda)
8. Serving as an Election Judge or Clerk for nonpartisan duties
9. Engaging in public affairs without compromising job integrity or City neutrality

c) These activities must not:

1. Occur during working hours
2. Be conducted as a representative of the City
3. Bring disrepute to the employee's role or the City

3-1.4 – Political Influence Prohibited

No City employee shall:

1. Give the impression of improper influence or favoritism in political activities.
2. Use official authority to interfere with elections or nominations.
3. Coerce or pressure others to contribute to political causes or candidates.

3-1.5 – Violation

- a) Alleged violations may be reported to the Director of Human Resources and the City Manager.
- b) After investigation by Human Resources, the City Manager will determine appropriate disciplinary action.

3-2 Dealing with the Public

3-2.1 – Commitment to Public Service

The City of Hampton is committed to a tradition of excellent public service, recognizing that employee interactions with the public are essential to maintaining community quality of life.

3-2.2 – Expectations for Employee Conduct

Employees are expected to treat the public with the utmost respect and diligence, responding to their questions, demands, and remarks promptly and courteously.

3-2.3 – Professional Communication Standards

Employees should:

- a) Listen actively to the public
- b) Maintain eye contact

- c) Record necessary information
- d) Keep personal feelings or emotions separate from professional duties

3-2.4 – Departmental Knowledge Requirement

All employees are expected to have a basic understanding of each City department to effectively assist or direct members of the public.

3-2.5 – Handling Unfamiliar Requests

If an employee does not understand a request, they must kindly redirect the citizen to the appropriate department or staff member for assistance.

3-3 Publicity/Statements to the Media

3-3.1 – Media Inquiries

All inquiries from the media regarding the City of Hampton's position on any issue must be referred directly to the City Clerk.

3-3.2 – Authorized Spokesperson

Only the City Clerk, with the City Manager's approval, is authorized to make or approve public statements on behalf of the City.

Employees are not permitted to speak for the City unless explicitly designated by the City Clerk.

3-3.3 – Publications and Written Work

Employees wishing to write or publish any article, paper, or other material on behalf of the City must receive prior approval from the City Clerk.

3-4 Open Door Policy

3-4.1 – Main Purpose

The Open Door Policy is intended to ensure prompt handling of employee suggestions, complaints, or concerns, helping improve workplace conditions and encourage shared understanding of policies and decisions.

3-4.2 – Employee Complaint Procedure

- a) Employees are encouraged to first bring issues to their immediate supervisor.
- b) If unresolved, the matter may be escalated to higher management in the Human Resources Department.
- c) All complaints must initially be reported to the immediate supervisor or department head.
- d) If the complaint involves the department head, it should be reported to Human Resources, who will then notify the City Manager or designee.
- e) If the complaint involves the City Manager, it should be reported to the Mayor.

3-4.3 – Management Responsibilities

Supervisors, managers, department heads, and executives are expected to:

City of Hampton Personnel Policy

- a) Encourage use of the Open Door Policy
- b) Welcome feedback from employees
- c) Engage in productive dialogue to gain insights and implement improvements that support the City's operations and success

3-5 Information Technology Policy

3-5.1 – Information Access and Ownership

- a) All technology resources and information transmitted, received, or stored on City systems are property of the City of Hampton.
- b) The City reserves the right to inspect, monitor, and review all systems (including email, voicemail, and computer files) without advance notice.
- c) These actions may be taken to investigate prohibited actions, including, but not limited to:
 - 1. Theft
 - 2. Unauthorized disclosure of confidential information
 - 3. Personal abuse of City systems
 - 4. Workflow and productivity monitoring
- d) Confidential City information must not be transmitted electronically without prior approval from the City Manager or a designee.
- e) When uncertain, employees must consult a supervisor or department director before transmitting sensitive information electronically.

3-5.2 – Internet Usage

- a) Internet use must not involve:
 - 1. Personal gain (e.g., fundraising, partisan political activity, lobbying)
 - 2. Accessing sites promoting hate, pornography, or discrimination based on political beliefs, disabilities, age, sexual orientation, or national origin
- b) Employees may not use the City network to play audio or video streaming unless for City business purposes.
- c) Excessive personal browsing is prohibited and may lead to disciplinary action.

3-5.3 – Business and Limited Personal Use

- a) Limited personal use is acceptable if it does not interfere with City-related work.
 - 1. Acceptable examples: checking local news, weather, insurance info, or driving directions
- b) Proper City business-related internet use includes:
 - 1. Acquiring product quotes
 - 2. Conducting business with outside vendors
 - 3. Researching technologies

4. Accessing databases or training resources
5. Comparing info on other cities' websites

3-5.4 – Monitoring

- a) Primary monitoring occurs at the supervisory level.
- b) The City may use specialized software to monitor network traffic for:
 1. Desktop computer activity
 2. Sites visited
 3. Time spent on those sites
- c) Abusive use (e.g., visiting prohibited or excessive non-work-related sites) will be reported to the employee's Department Head and may result in disciplinary action.

3-5.5 – Enforcement

- a) Any employee who violates the IT Policy may be subject to disciplinary action as outlined in the Personnel Policy.

3-5.6 – Email Usage

- a) Email should not be used to create or send disruptive or offensive content, including:
 1. Comments about race, gender, age, sexual orientation, pornography, religion, political beliefs, or national origin
- b) If such content is received, employees must:
 1. Report it to their supervisor immediately
 2. Not respond or open attachments
- c) City resources must not be used to access personal email accounts (e.g., Gmail, Yahoo), except for City business via web-based systems.
- d) Prohibited email practices:
 1. Sending or forwarding chain letters or joke emails
 2. Broadcasting non-business-related messages
- e) Emails must conform to all applicable statutes and regulations governing public records, records retention, and public disclosure, including but not limited to Georgia's Open Records Act.

3-5.7 – Broadcast Emails

- a) Employees must obtain approval from a supervisor or department head before sending broadcast emails.
- b) Broadcasts must be City business-related or of community interest.
- c) City of Hampton employees may not utilize City of Hampton email systems for high-volume broadcasting email messages across the Internet. City of Hampton resources are not to be utilized to host email listservs without planning and approval by the IT department.

3-5.8 – Personal Use of City Technology and Communication Systems

A. Email Usage – Personal Use

- a) City of Hampton email systems are intended solely for City business purposes.
- b) Personal use is prohibited, including:
 1. Solicitation of any kind
 2. Use for personal gain
 3. Distribution of personal attachments such as photos, graphics, or software
- c) Only City-issued email accounts may be used for official communications.

B. Expectation of Privacy

- a) Employees should not expect privacy when using the City's email or technology systems.
- b) All communications and stored data are subject to monitoring by the City without prior notice.

C. Email Attachments

- a) Attachments with the following file types are blocked and will not be delivered:
.exe, .com, .bas, .vbe, .pif, .url, .zip
- b) Maximum email attachment size is 10 megabytes.
- c) Email is not appropriate for transferring large files. Employees should consult IT for alternative file transfer methods.
- d) Personal attachments are not permitted under any circumstances.

3-5.9 – Social Media and Networking Policy

- a) Use of City Email with Social Media
- b) Employees must not use their City email address to register for personal social media accounts.

A. Identifiable City Representation on Social Media

- a) When employees are identifiable representing the City of Hampton on social media, they must:
 1. Follow all City and Departmental policies
 2. Exercise discretion and professionalism
 3. Avoid discrediting the City or themselves
- b) This policy does not govern an employee's private, personal use of social media outside of work wherein the employee does not identify as an employee of the City of Hampton, Georgia.

B. Prohibited Content Without Approval

Posting the following without the City Manager's permission is not allowed:

- a) Images or content from non-public or safety-sensitive areas
- b) Confidential files or documents not intended for public release
- c) City seals, logos, or trademarks (unless incidental and not the focus of the content)

3-5.10 – Cell Phone Policy

A. Business Use

- a) City-issued mobile phones are for City business purposes only, specifically when:
 - 1. No landline is available
 - 2. Immediate communication is necessary to further City operations
- b) Use must comply with state, city, and local laws.

B. Limited Personal Use and Reimbursement

- a) Limited personal calls may be allowed for:
 - 1. Employee or immediate family well-being
 - 2. Urgent personal matters that cannot be delayed
- b) If personal use incurs additional charges, the employee must:
 - 1. Reimburse the City for any extra costs (including cases where personal use depletes free minutes, causing business calls to incur charges)
 - 2. Reimbursements are due by the end of the month in which the detailed phone bill is received.

C. Incoming Calls

- a) Disclosure of City cell numbers to the public is discouraged as these phones are City property.
- b) Incoming calls should be limited to City business unless:
 - 1. Specifically permitted by the employee's department director
 - 2. Aligned with the employee's job responsibilities

3-5.11 – Telephone Misuse

- a) Monitoring & Audits:
Cellular phone usage and related charges will be regularly monitored by the IT Department and may be audited periodically by the City Manager.
- b) Consequences of Misuse:
Any intentional or deliberate misuse of a City-issued cellular phone may result in one or more of the following actions:
 - 1. Progressive disciplinary action against the employee
 - 2. Requirement to maintain a detailed telephone log

3. Blocking of all incoming calls
4. Revocation of cellular phone privileges
5. Reimbursement by the employee for personal calls and associated charges

3-5.12 – Responsibilities

- a) Monthly Review:
The IT Department is responsible for reviewing the detailed cellular telephone bill for each department on a monthly basis.
- b) Usage Monitoring:
IT should monitor usage patterns for both individual users and entire departments.
- c) Investigation & Action:
The Information Technology Manager will investigate any unusual or questionable usage patterns and take appropriate corrective or disciplinary action as necessary.

3-5.13 – Network Security

- a) Access Control:
All users must have an authorized user profile and password/access code to access the City's IT network.
- b) Confidentiality Requirements:
 1. Passwords and access codes must not be shared with any other person.
 2. Users are responsible for all actions taken using their login credentials.
 3. Logging in on behalf of another person is strictly prohibited.
 4. Passwords must not be written down, posted, or stored in an unencrypted form.
- c) Onboarding Procedures:
Department heads or approved designees must request login credentials for new employees before their first day of work.
- d) Unauthorized File Access:
Except as explicitly provided elsewhere in this policy, examining, modifying, copying, or deleting files or data created by other employees without their prior consent is strictly prohibited.
- e) Internet Access Security:
Users accessing the Internet through the City's IT Network must use IT-approved firewalls and security devices. All Internet use must be conducted through authorized and secured software.
Bypassing these systems—such as by direct modem access or other unauthorized means—is strictly prohibited, unless:
 1. The device is not connected to the City's IT Network, or
 2. Explicit approval has been granted by the City's Information Technology Director.
- f) Workstation Security:
Users must not leave their PC unattended without logging off or locking their desktop.
At the end of each workday, all users are required to log off their computers completely.

3-5.14 – Unauthorized Software/Changes

- a) Prohibition of Unauthorized Software: Installing unauthorized software on City-owned devices is strictly prohibited. This includes non-business-related screen savers, images, videos, audio clips, or other programs that could impact system performance or security.
- b) Installation Procedures: Only the IT Department can download and install software on City-owned computers. Unauthorized software is defined as any program not expressly approved by IT for conducting official City business.
- c) Enforcement and Removal: The IT Department reserves the right to immediately remove unauthorized software when discovered. Routine checks will be conducted. If questionable software is found, IT will collaborate with the user's department before removal.
- d) System Settings Restrictions: Users are prohibited from changing advanced settings such as:
 - 1. Control panel configurations
 - 2. System registry entries
 - 3. Any other technical settings that might alter the computer's performance

3-5.15 – Data Storage and Transfer

- a) Server Storage Requirement: All electronic files, documents, images, and data must be stored on designated City servers, as directed by the Information Technology Department.
- b) External Device Use: Use of local hard drives, USB drives, CDs, DVDs, or any external storage is not allowed unless explicit written authorization is granted by IT.
- c) Temporary Storage Exception: Temporary use of portable storage is permitted for:
 - 1. Off-site work
 - 2. Training sessions
 - 3. Business presentations
 - 4. Other events where server access is unavailable

3-5.16 – Monitoring of IT Network and Internet Usage

- a) City Rights and Authority: The City of Hampton may monitor all aspects of its IT Network without prior notice. This includes, but is not limited to:
 - 1. Websites visited
 - 2. Chat/newsgroup activity
 - 3. File downloads
 - 4. Email and other communications
- b) Guidelines have been established for staff authorized to perform monitoring. These policies are subject to change at any time, without notice.

3-5.17 – Blocking Sites with Inappropriate Content

- a) Right to Block Access: The City of Hampton reserves the right to use filtering software to block access to Internet sites and email content deemed sexually explicit or otherwise inappropriate for the workplace.

3-5.18 – Expectation of Privacy

- a) No Privacy Guarantee: Employees should not expect privacy for any activity conducted on the City's IT Network, including:
 1. Emails (sent, received, stored)
 2. Files and documents
 3. Internet browsing and downloads
- b) City Ownership of Content: All data, including personal messages, transmitted through the City's IT Network is the property of the City, regardless of designation as "confidential" or "private."
- c) Right to Monitor and Disclose: The City reserves the right to access, review, copy, delete, or disclose all materials on its IT Network, without notice.

3-5.19 – Password Policy

- a) Password Requirements:
 1. Must be changed at least every 120 days
 2. Must include uppercase and lowercase letters, a number, and a special character
 3. Must be at least eight characters long
 4. Must be different from other personal or professional accounts
 5. Must not contain personal information (e.g., names, birthdates)
- b) Restrictions:
 1. Passwords must not be shared with anyone.
 2. Must not be stored electronically or written down.
 3. Should not be reused across different City systems.

3-5.20 – Password Protection

- a) Confidentiality Enforcement:
 1. Do not share passwords with supervisors, co-workers, or family members.
 2. Do not email, hint, or discuss passwords in any context.
 3. Never write down passwords or store them in accessible locations.
- b) Compromised Credentials: If a password is suspected to be compromised:
 1. Report immediately to the Information Technology Director
 2. Change all passwords associated with the account(s)

3-5.21 – Backup Procedures

- a) Server Backups: All City servers are backed up daily by the IT Department.

- b) Local Computer Data: Local PCs are not backed up. Users are responsible for ensuring that important data is stored on City server resources.

3-5.22 – New Employee Procedures

- a) Initial Setup: Upon hiring, HR notifies the IT Department, who then sets up:
 1. Network username
 2. Email account
 3. Computer system access
 4. Initial password

3-5.23 – Terminated Employee Procedures

- a) Immediate Notification: The department head must notify IT immediately upon employee termination.
- b) Actions Taken:
 1. Disable and/or change the user's password
 2. Disable network and building access
 3. Recover ID card and all City-issued devices and equipment

3-5.24 – Video/Audio Surveillance

- a) Coverage Areas: Surveillance applies to public areas inside and outside all City facilities.
- b) Exclusion Zones: Surveillance does not include:
 1. Break rooms
 2. Restrooms
 3. Private offices, unless they involve financial transactions (e.g., customer service suite, police department admin area)

3-5.25 – Access/ID Cards

- a) Access Cards Issued: All City of Hampton employees will be issued an Access ID Card that provides entry to Hampton facilities.
- b) Loss or Theft:
 1. If a card is lost or stolen, employees must immediately notify their supervisor.
 2. Failure to report a missing access card may result in disciplinary action up to termination.

3-5.26 – Cameras in the Workplace Policy

3-5.26.1 Purpose

To protect employee privacy and prevent the unauthorized disclosure of proprietary or sensitive City information, the use of audio and video recording devices by employees is strictly limited.

Prohibited Recording:

- a) Employee Privacy:
 - 1. No audio or video devices are permitted in areas where employee privacy is expected (e.g., Wellness Fairs, restrooms, or private offices involving confidential matters).
- b) Confidential & Proprietary Information:
 - 1. Recording is prohibited in any area where proprietary municipal information may be discussed or disclosed.
- c) Consent Requirement:
 - 1. All parties must consent to any recording of conversations or meetings.
 - 2. Secret or unauthorized recordings are prohibited in all City facilities.

Permissible Recording:

- a) Employees may record workplace activities only when:
 - 1. It is not prohibited by law
 - 2. It does not compromise private or confidential information

3-5.27 – City of Hampton Monitoring

- a) Use of Security Cameras:
 - a) The City may install cameras in work areas for:
 - 1. Security and theft prevention
 - 2. Protection of proprietary or municipal information
- b) Conditions for Monitoring:
 - a) Monitoring will only be conducted in compliance with state and federal laws
 - b) Employees should not expect privacy in work-related areas
- c) Respecting Non-Work Areas:
 - a) Employee privacy will be respected in non-working areas (e.g., break rooms, restrooms)
 - b) Exceptions may apply in cases involving:
 - 1. Drug use
 - 2. Physical abuse
 - 3. Theft
 - 4. Other serious misconduct
- d) Questions & Clarifications:
 - a) Employees should contact HR or their supervisor for any questions regarding this policy.

3-6 Use of Communications and Computer Systems

3-6.1 – Purpose and Acceptable Use

The City of Hampton's communication and computer systems—including voice mail, e-mail, and Internet access—are primarily intended for business use. However, limited personal use is permitted as long as it:

- a) Does not interfere with job duties.
- b) Does not violate any City policy.
- c) Is conducted in a responsible and ethical manner.

Employees have no expectation of privacy when using City systems.

3-6.2 – Access and Monitoring

The City reserves the right to access and monitor all communication and data stored or transmitted using City systems without notice, including:

- a) Past and present voice mail and email messages.
- b) Internet activity using City equipment or connections.

Monitoring may be conducted to:

- a) Maintain and secure systems.
- b) Investigate misuse or abuse.
- c) Ensure compliance with copyright and licensing laws.
- d) Respond to legal or regulatory inquiries.
- e) Ensure continuity of operations during employee absences.

Electronic communications may be stored temporarily and may be deleted as needed.

3-6.3 – Harassment and Inappropriate Use

All usage of the City's communication and computer systems is subject to the City's anti-harassment policies. It is strictly prohibited to use these systems in any way that may be considered:

- a) Harassing
- b) Discriminatory
- c) Offensive based on race, sex, age, disability, religion, national origin, sexual orientation, or any other protected category under the law.

3-6.4 – Security and Confidentiality

- a) Employees must provide access codes and passwords to management upon request.
- b) Unauthorized duplication of copyrighted software is illegal and prohibited.
- c) Employees may not access another employee's systems or files without proper authorization.

3-6.5 – Disciplinary Action

Any violation of this policy may result in disciplinary action, up to and including termination.

3-7 Portable Communication Devices

3-7.1 – Use of City-Issued Devices

Portable Communication Devices (PCDs), including cell phones and personal digital assistants, provided by the City of Hampton are to be used primarily for official business purposes.

- a) Employees have no reasonable expectation of privacy while using City-issued devices.
- b) Use of these devices is subject to monitoring to the extent permitted by law, including personal communications if sent over City networks.
- c) Professionalism is required in all conversations, texts, and emails conducted via PCDs.
- d) Personal use of a City-issued PCD for texting is strictly prohibited.
- e) Personal use during work hours should be limited to emergencies only.

3-7.2 – Use of Personal Devices for Business

Some employees may be permitted to use their personal PCDs for City business under the following conditions:

- a) The IT Department must configure the device for business use.
- b) Communications via a personal PCD may be subject to monitoring if transmitted through City networks.
- c) All business use is subject to City policies on harassment, conduct, confidentiality, and equipment use.
- d) Upon termination of employment, the employee must submit the device to the IT Department for a reset and removal of all City information.
 - 1. The IT Department will remove all data, including City and personal content.
 - 2. Efforts will be made to return personal data in another format, when practicable.
- e) Use of a personal PCD for City business implies consent to submit the device for data removal upon termination.

3-7.3 – Compliance with Communication Policies

All use of PCDs—whether personal or City-issued—is governed by the City of Hampton's electronic communications and acceptable use policies.

3-7.4 – Portable Communication Device Use While Driving

Employees driving on City business must adhere to all applicable laws and this policy regarding PCD use:

- a) Use of PCDs while driving is discouraged. If necessary and permitted by law:
 - 1. Pull over to a safe location before using the device.
 - 2. If a call must be accepted, use a hands-free device and end the call quickly.
- b) Texting and emailing while driving are strictly prohibited.
- c) Employees are responsible for any traffic violations resulting from illegal or unsafe PCD use.

3-8 Use of Social Media

3-8.1 – General Expectations

The City of Hampton recognizes employees' rights to maintain personal blogs, web pages, and participate in social media platforms, such as Facebook, Twitter, LinkedIn, and similar sites. However, employees must ensure their actions do not interfere with City operations or violate policies.

3-8.2 – Use During Work Time and with City Property

- a) Employees may not use City property (computers, phones, Internet access, etc.) or City time to post or participate in social media.
- b) Social media use must be limited to personal time and non-City resources.

3-8.3 – Confidentiality and Proprietary Information

- a) All confidential and proprietary information policies apply to content shared on social media platforms.
- b) Sensitive or internal information may not be disclosed in any form, including blogs or social media posts.

3-8.4 – Opinions and Disclaimers

If an employee mentions the City of Hampton and expresses:

- a) A political opinion, or
- b) An opinion on City actions that could present a conflict of interest.

They must include a disclaimer clearly stating:

“The views expressed are my own and do not reflect the views of the City of Hampton.”

This disclaimer helps protect the City's reputation and brand.

3-8.5 – Prohibited Conduct on Social Media

Employees may not post content that is:

- a) Discriminatory
- b) Obscene
- c) Defamatory
- d) Libelous
- e) Violent

Such conduct is prohibited regardless of the platform or medium, and the City's policies on harassment and professional behavior still apply.

3-8.6 – Responsibility and Enforcement

Employees must use good judgment in their online communications. Due to the speed and reach of social media, messages may be easily misunderstood or misrepresented.

- a) Employees are encouraged to consult their manager or HR if unsure about the appropriateness of a post.
- b) Violations of this policy may result in disciplinary action, up to and including termination.

3-9 Artificial Intelligence

3-9.1 – Overview

The City of Hampton acknowledges the potential benefits of Artificial Intelligence (AI) tools in supporting job performance. However, due to significant security and confidentiality risks, employees must adhere to the following policy and receive prior management approval before utilizing any AI tools in the workplace.

The goal is to ensure that all employees, contractors, departments, and third-party vendors of the City of Hampton use AI tools ethically, and transparently in order to uphold the public trust and to comply with all relevant laws and regulations.

Departments using AI must include disclosures on how data is used and decisions are made and identify AI-generated content when used in communications to the public.

3-9.2 – Evaluation of AI Tools

Before using any AI tool, employees must:

- a) Evaluate the tool's utility and security, including:
 - 1. Reviewing security features
 - 2. Analyzing the terms of service and privacy policy

3. Researching the reputation of the developer
4. Verifying any third-party integrations or services

b) Obtain management approval, detailing:

1. The intended use
2. Expected business benefits

No AI tool may be used without this approval.

3-9.3 – Protection of Confidential Data

Employees are strictly prohibited from:

a) Uploading or sharing confidential, proprietary, or protected data without prior written approval from the Designated Director of Information Technology

b) Using AI tools to process:

1. Customer information
2. Employee records
3. Partner or third-party data
4. Decisions affecting residents' rights such as eligibility for services, fines, or enforcement actions without human review.
5. To violate state or federal privacy laws, such as using facial recognition without authorization.
6. To generate content that is discriminatory, biased, or misleading.

c) Sharing or using any third-party confidential or copyrighted materials

3-9.4 – Access Control

- a) Do not share access to any approved AI tool with external parties.
- b) Do not distribute login credentials or sensitive data without:
 1. Approval from the Designated Director of Information Technology
 2. Meeting security compliance protocols

3-9.5 – Security Compliance

When using AI tools, employees must:

- a) Follow all existing City of Hampton security policies
- b) Apply best practices for:
 1. Strong password use
 2. Software updates

3. Data retention and disposal
4. Human oversight and documented review procedures for any automated decision system
5. Compliance with municipal IT and data governance policies
6. Using only vendor platforms that meet security, procurement and data protection standards

Failure to comply with this policy may result in disciplinary action and/or revocation of access to AI tools.

3-10 Solicitation and Distribution

3-10.1 – Employee Solicitation

- a) Employees are strictly prohibited from soliciting during work time.
- b) “Work time” is defined as the time when employees are engaged or expected to be engaged in the performance of their job duties for the City of Hampton.
- c) Examples of prohibited solicitation activities include:
 1. Selling items
 2. Requesting donations
 3. Promoting external organizations or causes

3-11 Use of Facilities, Equipment, and Property

3-11.1 – General Use and Care

- a) Employees must exercise care and diligence when using City of Hampton property and equipment.
- b) All usage must follow operating instructions, safety standards, and maintenance guidelines.
- c) Equipment should be used only for job-related duties unless otherwise authorized.

3-11.2 – Reporting Issues

- a) Employees must promptly notify their supervisor if equipment, machines, or tools are:
 1. Damaged
 2. Defective
 3. In need of repair
- b) Prompt reporting helps prevent further damage or injury.

3-11.3 – Intellectual Property

- a) Employees are strictly prohibited from unauthorized use of City intellectual property, including:
 1. Audio and video materials

2. Print publications
3. Software and digital assets

3-11.4 – Misuse and Disciplinary Action

- a) Improper, careless, negligent, destructive, or unsafe use of City property may lead to disciplinary action, up to and including termination.

3-11.5 – Personal Property

- a) The City of Hampton is not responsible for damage to an employee's personal property unless:
 1. Prior written approval was given by a supervisor to bring the personal item into the workplace.

3-12 Pregnant Workers Fairness Act (PWFA)

3-12.1 – Purpose and Coverage

- a) The Pregnant Workers Fairness Act (PWFA) requires the City of Hampton to provide reasonable accommodation for a qualified employee known limitations related to:
 1. Pregnancy
 2. Childbirth
 3. Related medical conditions
- b) Accommodation must be supported by documentation from a healthcare provider.

3-12.2 – Prohibited Practices

Under the PWFA, the City may not:

- a) Fail to provide reasonable accommodation unless it causes undue hardship
- b) Require accommodations not determined through the interactive process
- c) Deny employment or opportunities due to the need for accommodation
- d) Mandate leave if other reasonable accommodation is available to keep the employee working
- e) Retaliate or punish employees or applicants for:
 1. Requesting or using accommodations
 2. Reporting or opposing discrimination

a) The City of Hampton does not discriminate against pregnant employees.

3. Participating in investigations or proceedings under PWFA

f) Coerce or intimidate individuals by exercising their rights or helping others exercise theirs under PWFA

3-12.3 – City of Hampton Policy

- b) Upon employee request and proper medical documentation:
 - 1. The City will engage in the interactive process to determine appropriate accommodation.
 - 2. Accommodations will be granted unless they cause undue hardship to the City.

Section 4 - The Hiring Process

4-1 Equal Employment Opportunity (EEO)

- a) The City of Hampton is an Equal Opportunity Employer.
- b) Employment-related decisions are made without regard to:
 - 1. Race, color, national origin
 - 2. Sex (including pregnancy)
 - 3. Disability, age, genetic information
 - 4. Political or religious affiliation
 - 5. Any other protected characteristic under federal, state, or local laws

4-1.2 – Application of EEO Policy

- a) Non-discrimination applies to:
 - 1. Recruitment, hiring, placement
 - 2. Promotion, transfer, training
 - 3. Compensation and benefits
 - 4. Employee activities and access to programs
 - 5. All aspects of employment

4-1.3 – Reasonable Accommodations

- a) The City provides reasonable accommodations to:
 - 1. Qualified individuals with disabilities (under ADA)
 - 2. Employees with pregnancy-related limitations (under PWFA)
 - 3. Individuals observing religious beliefs and practices
- b) Accommodation is considered unless they create undue hardship on operations.

4-1.4 – Process for Requesting Accommodations

- a) Employees needing accommodation should contact their Department Head, the Department Head will contact the Director of Human Resources and City Manager.
- b) Requests should include:
 - 1. Description of accommodation needed
 - 2. Supporting documentation when requested by a manager or Human Resources

- c) The City will:
 - 1. Use an interactive process to evaluate the request
 - 2. Consider alternative accommodation if needed
 - 3. Respond within a reasonable time frame
- d) All medical information is kept confidential in accordance with law.

4-1.5 – Anti-Retaliation Policy

- a) No retaliation is permitted against individuals who:
 - 1. Raise equal employment opportunity concerns
 - 2. Participate in related investigations or processes
- b) Violations, including retaliatory conduct, will result in disciplinary action up to discharge.
- c) All employees are expected to cooperate with investigations under this policy.

4-2 Job Postings

4-2.1 – Filling Vacancies

Vacant positions may be filled through various appointment methods, including:

- a) Promotion
- b) Transfer
- c) Demotion
- d) Regular appointment
- e) Reinstatement
- f) Reappointment
- g) Emergency appointment
- h) Temporary appointment
- i) Part-time appointment

4-2.2 – Announcement Period

- a) Public job vacancies are typically posted for at least one (1) week.
- b) Promotional vacancies are posted internally for a minimum of two (2) weeks.
- c) Applications may be submitted by:
 - 1. External applicants
 - 2. Internal employees (for promotion or transfer)

4-2.3 – Selection Process

- a) Selection methods are determined by the Human Resources Director.
- b) If there are insufficient applicants, the City Manager may:
 - 1. Extend the recruitment period
 - 2. Expand outreach/recruitment

3. Extend the application deadline
4. Ensure diverse and adequate applicant representation
5. Cancel the announcement

4-2.4 – Employee Career Development

- a) The City supports internal career growth through promotions and transfers.
- b) Employees may utilize the online job posting platform for available opportunities.

4-2.5 – Employee Eligibility Criteria

Employees must meet the following conditions to apply:

- a) Be a current full-time or part-time employee
- b) Have worked in their current role for at least six (6) months
- c) Maintain a satisfactory or above performance rating
- d) Not be on conduct or performance-related probation/warning
- e) Meet all job qualifications
- f) Notify their current manager before applying

4-2.6 – Application Process

- a) Employees must submit an online job posting application.
- b) Not all vacancies are guaranteed to be posted.
- c) The City reserves the right to:
 1. Recruit externally without internal posting
 2. Post internally and externally simultaneously

4-2.7 – Application Submission

- a) All applications must be:
 1. Submitted on City of Hampton-specific forms
 2. Filed on or before the closing date listed in the job announcement, or
 3. Postmarked by midnight on the closing date
- b) The Human Resources Director serves as the custodian of all applications.
- c) Recruitment activities are planned to meet both the immediate and long-term needs of the City.

4-2.8 – Forms and Submissions

- a) All candidates must submit:
 1. A new employment application
 2. A resume or letter of interest
 3. All documents must be filed with the Director of Human Resources for each individual vacancy

- b) Additional materials beyond the initial application may be requested.

4-2.9 – Examinations and Evaluation Methods

- a) Under the supervision of the Human Resources Director and the department director, the selection process may include:
 1. Oral interviews
 2. Evaluation of experience and training
 3. Written basic skills tests
 4. Physical ability skills tests
 5. Driving history review
 6. Criminal history background check
 7. Truth verification testing
 8. Psychological testing
 9. Work sample assessments
 10. Structured oral examinations
 11. Ratings of training, education, and/or experience
 12. Reference checks and full background evaluations

4-3 Interview Process

- a) Interviews are designed to:
 1. Evaluate job-relevant knowledge, skills, and abilities (KSAs)
 2. Assess the candidate's general background and capacity for the specific role
- b) Interviews will be impartial, practical, and job specific.
- c) Selection methods used must be:
 1. Valid, reliable, and objective
 2. Aligned with job performance indicators and required KSAs

4-3.1 – Notification and Offer Process

- a) Candidates will be notified in person or in writing of their application outcome once all interviews are completed
- b) Selected candidates will be required to undergo pre-employment testing
- c) Employment offers may be rescinded based on results of these tests and conditions specified in the offer

4-4 Application Rejection

The Human Resources Director holds the authority to reject, refuse, rescind, or disqualify any applicant for any of the following reasons:

4-4.1 – Lack of Qualifications

- a) Applicant does not meet the qualifications for the position or for taking the required examination.

4-4.2 – Physical or Mental Unfitness

- a) Applicants have a qualified disability or condition that limits them from performing the essential functions of the job with or without reasonable accommodation.

4-4.3 – Alcohol Use or Abuse

- a) Applicants exhibit signs of alcohol use or abuse.

4-4.4 – Falsification

- a) The applicant has made a false statement of material facts on their application.

4-4.5 – Improper Influence

- a) Applicants have used or attempted to use political pressure or bribery to gain an unfair advantage.

4-4.6 – Unauthorized Access

- a) An applicant has obtained or tried to obtain examination information they were not entitled to.

4-4.7 – Procedural Noncompliance

- a) Applicant failed to submit the application properly or within the required deadline.

4-4.8 – Conflict of Interest

- a) The applicant was involved in creating, administering, or grading the exam for a position they are applying for and as defined in Section 14-2 of this Policy.

4-4.9 – Prior Misconduct

- a) The applicant was previously dismissed from the City or another public employer for misconduct or poor performance.

4-4.10 – Policy Violations

- a) Applicant has willfully violated City Handbook rules or is otherwise barred from employment under City policies.

4-5 Pre and Post Employment Drug Testing

To further the goal of providing a drug-free workplace and protecting the health, safety, and welfare of the employees, citizens, and general public of the City of Hampton, drug testing will be required as follows:

4-5.1 – Pre-Employment Drug Testing as follows:

- a) Applies to: All applicants for full-time, part-time, and temporary safety-sensitive positions.
- b) Timing: Testing occurs after a conditional offer has been extended.
- c) Start of Duties: Applicant may not begin work until test results are received.
- d) Examiner: Physician selected and paid by the City conducts the test, including a medical history questionnaire.
- e) Positive Test Results-Applicant who has an initial screening positive test for an illegal drug or controlled substance will not be hired and will not be reconsidered for any subsequent employment for a period of six months.
- f) Refusal- Applicant who refuses to consent to the test will not be hired.

4-5.2 – Medical Clearance

- a) Fit for Duty: Physician must certify in writing the applicant is able to perform the essential functions of the job.
- b) Unfit for Duty: If deemed unfit, offer is withdrawn, unless reasonable accommodation is possible. The applicant and their medical provider may suggest accommodation.

4-5.3 – Falsification of Information

- a) Consequence: Any false statements regarding application, physical condition, or medical history will render the individual ineligible for hire or subject to dismissal.

4-5.4 – Internal Transfers to Safety-Sensitive Positions

- a) Requirement: Current City employees transferring or promoted into safety-sensitive positions must be drug tested prior to starting duties in the new role.

4-5.5 – Reasonable Suspicion Drug Testing

A. General Policy

- a) Applies to all employees.
- b) Triggered by reasonable suspicion of drug or alcohol use.
- c) Employees are placed on administrative leave without pay pending test results.

B. Procedures for Reasonable Suspicion

City of Hampton Personnel Policy

- a) Documentation: Supervisor must complete the Reasonable Suspicion Incident Checklist and seek confirmation from a trained staff member before transporting employee for testing. The Department Head must notify the Director of Human Resources and the City Manager or his/her designee immediately.

C. Acceptable Grounds for Suspicion:

- 1. Direct Observation by a trained individual of appearance, behavior, speech, or odor.
- 2. Credible Reports from another individual.
- 3. Medical Observation during treatment for a work-related injury.
- 4. Law Enforcement Information provided to the City.
- 5. On-Duty Motor Vehicle Accidents involving drug/alcohol use as a potential factor.
 - a) Considerations include:
 - i. Observable signs (appearance, speech, odor)
 - ii. Attempt to flee scene
 - iii. Violation of safety rules
 - iv. Receipt of citation/arrest
 - v. Injuries resulting from accident
 - vi. Pattern of past accidents
- 6. Accidents Involving Equipment or Machinery with specific observable factors:
 - a) Appearance and behavior before the incident
 - b) Attempt to conceal or avoid reporting the incident
 - c) Violations of safety rules or practices without valid reason

4-6 Reference Check Policy

4-6.1 – Reference Checks of Past Employers

- a) Purpose: Verifies a candidate's work history, qualifications, and character.
- b) Permission Required: Written authorization from the candidate is required before checks are conducted.
- c) Source of References:
 - 1. Must be from former supervisors, managers, or HR representatives.
 - 2. Peer or personal references may be used but will not substitute for professional references.
- d) Confidentiality: All the information collected is stored in the employee's confidential file.
- e) Negative Feedback: Will be verified with multiple sources before influencing hiring decisions.
- f) Candidate Rights: Candidates may respond to or clarify any discrepancies identified during the process.

4-6.2 – Reference Check Response Process

- a) Responsibility: All reference responses are handled exclusively by the Human Resources Department.

- b) Information Provided: Limited to dates of hire/discharge and positions held.
- c) Procedure:
 - 1. Requests must be made in writing.
 - 2. Responses are provided in writing only.
- d) Policy Enforcement: Employees must refer to all external reference requests to the HR Department.
- e) Limitation: Only HR is authorized to provide reference information to outside entities.

4-7 Rehire Policy for Retirees

4-7.1 – Purpose and Scope

- a) Intent: Recognize the value of retirees' knowledge, skills, and experience.
- b) Applicability: Applies to all former employees who have officially retired from the City of Hampton.
- c) Compliance: Administered in accordance with federal, state, and local employment laws, including IRS regulations related to bona fide retirement.
- d) Employment Types: Rehire may occur in full-time, part-time, temporary, or project-based roles.

4-7.2 – Eligibility for Rehire

- a) Must have formally retired under City of Hampton's retirement provisions.
- b) Must have separated in good standing.
- c) Must observe a minimum 30-day break in service, unless waived by the City Manager.
- d) Must not violate any post-retirement benefit agreements or create conflicts of interest.

4-7.3 – Rehire Process

- a) Standard Application Required: Retirees must apply and complete all standard pre-employment steps like any other candidate.
- b) No Guarantee of Prior Terms: Rehired retirees are not guaranteed previous pay, title, seniority, or benefits, though consideration may be given based on circumstances.
- c) Exceptions: Any deviations from the policy must be approved by the City Manager.

4-8 Policy on Hiring Individuals with Prior Convictions

4-8.1 – Purpose

To establish fair and lawful guidelines for evaluating job applicants with criminal convictions, ensuring compliance with EEOC guidance and federal, state, and local laws, while promoting equitable employment practices.

4-8.2 – Scope

City of Hampton Personnel Policy

Applies to all job applicants across all City of Hampton departments, regardless of position or level.

4-8.3 – Policy Statement

A criminal conviction does not automatically disqualify an applicant. The City of Hampton commits to conducting individualized assessments based on the nature of the offense and its relevance to the position.

4-8.4 – Key Guidelines

- a) EEOC Compliance
 - 1. Aligns with Title VII of the Civil Rights Act of 1964.
 - 2. Complies with ban-the-box and related legislation.
- b) Individualized Assessment
 - 1. Factors include:
 - i. Nature and gravity of the offense.
 - ii. Time elapsed since conviction/sentence.
 - iii. Relevance to the job.
- c) Job Relevance
 - 1. Convictions are only considered if directly relevant to job duties.
 - 2. Risk to organization, staff, and public consideration.
- d) Confidentiality
 - 1. Criminal history is handled confidentially and shared only with involved hiring personnel.
- e) Opportunity for Explanation
 - 1. Applicants may present:
 - i. Character references
 - ii. Education records
 - iii. Work experience
 - iv. Evidence of rehabilitation
- f) Non-Discrimination
 - 1. Evaluations are made without bias related to protected categories.
- g) Documentation
 - 1. The HR Director will document all decisions involving convictions for transparency and compliance.

4-8.5 – Procedure

- a) Preliminary Screening
 - 1. Background checks occur post-conditional offer, unless required earlier by law.
- b) Review and Assessment
 - 1. HR reviews background checks to determine conviction relevance.
- c) Decision-Making

1. Final decision made by City Manager and Chief of Police, in consultation with the HR Director.
2. Automatic disqualification for:
 - i. Murder
 - ii. Kidnapping
 - iii. Armed robbery
 - iv. Rape
 - v. Aggravated sodomy
 - vi. Aggravated sexual battery
 - vii. Aggravated child molestation

d) Notification

1. Disqualified applicants will be notified and given an opportunity to dispute inaccuracies.

4-8.6 – Policy Maintenance

- a) Reviewed annually and updated to remain compliant with laws and EEOC guidelines.
- b) Contact Human Resources for further clarification.

4-9 Your Employment Records

4-9.1 – Personnel File Content

Employees provide personal details—such as address, social security number, emergency contacts, and phone numbers—to obtain employment. This information is stored in the personnel file maintained by the Human Resources Department.

4-9.2 – Updating Records

- a) Employees are responsible for informing the Director of Human Resources about changes to:
 1. Address or phone number
 2. Marital status
 3. Emergency contact(s)
 4. Required visa status
 5. Acquired specialized training or skills
- b) Failure to update may:
 1. Affect tax withholdings or benefit eligibility
 2. Lead to safety issues during emergencies

4-9.3 – Employee Access

- a) Active employees have the right to review and request copies of their personnel file.
- b) Requests are processed by the Director of Human Resources.

4-9.4 – Open Records & Confidentiality

- a) Managed according to:
 1. City policies
 2. Georgia Open Records Act
- b) All open records requests should be directed to the City Clerk. Violations of this policy may result in immediate discharge and may result in civil and/or criminal liability.

4-10 – Record Retention

- a) The Director of Human Resources maintains:
 1. Service records for all active employees
 2. Termination records in compliance with record retention laws

Section 5 - The Classification System

5-1 Employee Classifications and The Classification Policy

5-1.1 – Employee Classifications

All City of Hampton employees are classified into the following categories:

Full-Time Employees

- a) Work at least 40 hours per week
- b) Not hired on a short-term basis

Part-Time Employees

- a) Work fewer than 40 hours per week
- b) Not hired on a short-term basis

Short-Term Employees

- a) Hired for specific short-term projects or on a freelance, per diem, or temporary basis
- b) Not eligible for City benefits (except statutory benefits)

5-1.2 – Appointment Types

Temporary Appointment

City of Hampton Personnel Policy

- a) May not exceed 6 months
- b) Extensions (up to 12 months) require written justification and City Manager approval
- c) May be full-time or part-time
- d) Must compete for regular positions
- e) Eligible for FICA and Workers' Compensation only

Seasonal Appointment

- a) Duration: Up to 10 months
- b) Work corresponds to peak periods
- c) May be full-time or part-time
- d) Eligible for:
 1. FICA
 2. Workers' Compensation
 3. Holiday pay during work period
 4. Employee Assistance Program
- e) Not eligible for other fringe benefits

Trainee Appointment

- a) Used for on-the-job training or educational advancement
- b) Maximum duration: 12 months
- c) Must achieve required qualifications or be separated
- d) Considered introductory employment period
- e) Documented terms in a memorandum to the employee

Regular Appointment

- a) Applies to non-seasonal, non-temporary positions
- b) Can be full-time or part-time

Emergency Appointment

- a) Used to prevent service disruption or loss
- b) Duration: Not to exceed 30 calendar days
- c) Must be authorized by the City Manager

5-1.3 – FLSA Classifications

Exempt Employees

- a) Not eligible for overtime or minimum wage protections
- b) Paid fixed salary regardless of hours worked

Non-Exempt Employees

City of Hampton Personnel Policy

- a) Eligible for minimum wage and overtime protection
- b) Overtime pay:
 - 1. Regular employees: Over 40 hours/week
 - 2. Police shift employees: Over 84 hours/biweekly
 - 3. Overtime rate: 1.5× regular pay

The Classification Policy

- a) Applies to all graded employees
- b) Descriptions indicate general duties and responsibilities
- c) Pay ranges are assigned to each classification or position
- d) Pay increases based on merit

Pay Range Administration

- a) Adopted by City Council
- b) Establishes min and max compensation
- c) New hires placed within the pay range based on qualifications
- d) City Manager reviews and recommends changes to pay ranges

Position Description Questionnaire (PDQ)

- a) Used to evaluate:
 - 1. Job duties
 - 2. FLSA classification
 - 3. Pay grade
 - 4. Job classification

Classification Plan

- a) Maintained by Human Resources
- b) Includes:
 - 1. All approved class specifications
 - 2. Adoption and revision dates
- c) Available for employee inspection via:
 - 1. hamptonga.gov

5-2 Classification Procedure

5-2.1 – Use of Official Classification Titles

- a) All approved classification titles must be used in:
 - 1. Budget estimates
 - 2. Payrolls
 - 3. Official records and documents

4. Personnel procedures

5-2.2 – Minimum Qualifications

- a) Represent minimum education, experience, and other standards required for a position.
- b) All applicants and current employees must meet and maintain these standards.

5-2.3 – Creation of New Positions

- a) Human Resources (HR) is responsible for classifying new positions.
- b) Departments must submit a Position Description Questionnaire (PDQ) to HR, detailing:
 - 1. Duties
 - 2. Responsibilities
 - 3. Requirements
- c) HR will:
 - 1. Develop class specifications
 - 2. Allocate a pay range
 - 3. Conduct a desk audit and/or interview, if necessary

5-2.4 – Approval Process

- a) HR Director makes recommendations to the City Manager and/or City Council for:
 - 1. New full-time positions
 - 2. Position allocations or reallocations
 - 3. Abolishment of classes
- b) City Manager:
 - 1. Approves/disapproves HR's recommendations for full-time positions
 - 2. Manage part-time changes within existing budgets

5-2.5 – Reclassification of Positions

- a) Managed by the HR Director
- b) Initiated by Department Head or City Manager, and approved by City Council if funding exists

Types of Reclassifications

- a) Upgrade (Higher Pay Grade):
 - 1. Incumbent may be reclassified without examination
 - 2. Must meet minimum qualifications for the new class
- b) Downgrade (Lower Pay Grade):
 - 1. Incumbent retains current salary
 - 2. No raise unless within the new lower range
 - 3. If salary is above max, no increase until range surpasses current salary

4. Employees may submit written reconsideration requests to HR; City Manager gives final decision

5-2.6 – Abolishment of Positions

- a) Justified by:
 1. Lack of work
 2. Reorganization
 3. Funding issues
 4. Other operational reasons
- b) Recommended by Department Head to HR Director

5-2.7 – Maintenance of Classification Plan

- a) Triggered by departmental reorganizations
- b) Department Heads must submit new PDQs for affected positions
- c) HR may request PDQs if it suspects job duties have changed
- d) HR will periodically review the classification plan

HR Director's Responsibilities

- a) Recommendation to City Manager/Council:
 1. New classifications
 2. Classification revisions
 3. New position creation
 4. Position reclassifications

5-2.8 – Exceptions

- a) Exceptions to the policy must be justified and approved in advance by the City Council

Section 6 - The Timekeeping System

6-1 Timekeeping Procedures

6-1.1 – Recording Time Worked

- a) All employees must accurately record time for payroll and benefits purposes.
- b) Non-exempt employees must document:
 1. Start and end times of the workday
 2. Start and end times of any personal departure from work
 3. Use prescribed electronic forms as directed by management
- c) Exempt employees must:

1. Record daily attendance
2. Report full-day absences (e.g., sick leave, personal business, or leave of absence)

6-1.2 – Time Record Integrity

- a) Altering, falsifying, or tampering with time records (your own or others') is strictly prohibited.
- b) Violations may result in disciplinary action, up to and including termination.

6.1.3 – Work Start Time

- a) Non-exempt employees must not begin work before their scheduled start time.

6-1.4 – Employee Responsibility

- a) Employees must sign time records to confirm accuracy.
- b) Errors should be reported immediately to a supervisor, who will address and correct any valid discrepancies.

6-2 Working Hours

6-2.1 – Standard Operating Hours

- a) The City of Hampton is normally open:
 1. 9:00 a.m. to 5:00 p.m., Monday through Friday.
- b) The drive-through window operates:
 1. 8:30 a.m. to 4:00 p.m., Monday through Friday.
- c) Main Street is normally open:
 1. 9:00 a.m. to 5:00 p.m., Monday through Friday.

6-2.2 – Departmental Variations

- a) Certain departments (e.g., Police, Public Works, Utilities) operate on alternate schedules specific to departmental needs.
- b) Employee shifts may vary based on departmental schedules or operational requirements.

6-2.3 – Work Schedules

- a) Employees will be assigned a designated work schedule and are expected to adhere to it.
- b) Work schedules may be changed temporarily or permanently:
 1. Must be approved by the City Manager.

6-2.4 – Breaks and Rest Periods

- a) Employees will receive meal and rest periods in accordance with applicable law.

City of Hampton Personnel Policy

- b) Supervisors are responsible for providing employees with specific guidance on break times.

6-3 Punctuality and Attendance

6-3.1 – Importance of Attendance

- a) Employees are expected to maintain excellent attendance.
- b) Unnecessary absences or tardiness are:
 - 1. Costly
 - 2. Disruptive
 - 3. Unfair to coworkers and supervisors
- c) Excessive absenteeism or tardiness may lead to:
 - 1. Disciplinary action, up to and including termination.

6-3.2 – Acceptable Absences

- a) Some absences may be unavoidable due to:
 - 1. Illness
 - 2. Extreme weather
 - 3. Emergency situations
- b) In these cases, employees must notify their supervisor:
 - 1. As early as possible
 - 2. No later than one hour before the start of the workday
 - 3. Notification must be made personally by the employee: asking another person to call is not acceptable and may result in discipline.

6-3.3 – Daily Communication Requirement

- a) Employees must call in daily during multi-day absences to:
 - 1. State the nature of the absence
 - 2. Estimate the duration

6-3.4 – Job Abandonment

- a) Any unreported absence of three (3) consecutive workdays will generally be treated as:
 - 1. A voluntary resignation from employment.

6-4 Your Paycheck

6-4.1 – Pay Schedule

- a) Employees are paid bi-weekly.

- b) Pay is issued on the Friday following the end of the pay period.
 - 1. *Example:* If the payroll ends on Sunday, payment will be issued next the next Friday.

6-4.2 – Payroll Deductions

- a) Mandatory deductions include:
 - 1. Social Security
 - 2. Federal income tax
 - 3. Other applicable taxes
 - 4. Court-ordered garnishments (if any)
- b) Payroll stubs will itemize all deductions and show:
 - 1. Regular pay
 - 2. Overtime pay

6-4.3 – Pay Errors

- a) If an employee notices an error in pay:
 - 1. They should notify their supervisor immediately.
 - 2. The City will work to resolve the issue quickly and amicably.

6-4.4 – Paycheck Distribution

- a) Paychecks will only be given to the employee, unless:
 - 1. The employee requests mailing, or
 - 2. Authorizes in writing another person to collect it.
- b) The authorized person must provide:
 - 1. Proper identification (e.g., a state-issued driver's license)
 - 2. Present ID to the Director of Human Resources or designee.

6-5 Overtime and Call-In Pay

6-5.1 – Overtime Pay Policy

- a) Overtime Authorization:
 - 1. Overtime must be authorized in advance by management.
- b) Eligibility:
 - 1. Applies to regular, non-exempt employees (excluding law enforcement).
- c) Rate:
 - 1. Compensated at 1.5 times the normal hourly rate.
 - 2. Applies to time worked more than 40 hours per week (unless otherwise required by law).
- d) Workweek Definition:
 - 1. It begins on Monday at 12:00 a.m. and ends the following Monday at 12:00 a.m.

6-5.2 – Law Enforcement Employees

- a) May accrue compensatory time instead of overtime pay.
- b) Accrual rate is 1.5 hours of comp time per 1 hour of overtime.
- c) Paid out at straight time when used.

6-5.3 – Call-In Pay

- a) Definition:
 - 1. Applies when an employee is called:
 - i. Back to work after leaving.
 - ii. Coming in to work on a day not regularly scheduled.
- b) Minimum Compensation:
 - 1. Guaranteed 4 hours of straight time pay at regular hourly rate.
- c) No-Show Call-In:
 - 1. If called in but cancelled before arrival:
 - i. Still paid 4 hours of regular or minimum wage (whichever is higher).

6-5.4 – Call-In Pay Exceptions

The 4-hour pay guarantee does not apply when:

- a) The employee is already at work and asked to help another crew.
- b) Schedule adjustments are made for employees (e.g., makeup time).
- c) Employees are called in early on a regular workday and continues into regular shift.
- d) Employees are pre-scheduled and informed in advance (e.g., for a 4-hour Saturday shift).

6-5.5 – Timekeeping Requirements

- a) All time worked must be recorded using the electronic timekeeping system.

6-6 Direct Deposit

6-6.1 – Encouragement and Availability

- a) The City of Hampton strongly encourages employees to enroll in direct deposit.
- b) Authorization forms are available from the Director of Human Resources.

6-6.2 – Employee Responsibility

- a) Employees must submit:
 - 1. Proper authorization forms.
 - 2. A voided check or a letter from their bank.
- b) Failure to submit documentation will result in a paper check being issued.

6-6.3 – Account Designation

- a) Employees may designate one or more:
 1. Checking or savings accounts.
 2. At one or multiple banking institutions.
- b) Banks/credit unions must support direct deposit.

6-6.4 – Participation

- a) Direct deposit is not a condition of employment.
- b) An initial paycheck for new employees may be by paper check to allow for processing time.

6-6.5 – Human Resources Support

- a) HR staff will:
 1. Assist with questions or concerns.
 2. Help complete the necessary documentation.

6-6.6 – Payroll Changes and Emergencies

- a) Employees are provided with access to update their payroll information.
- b) In emergencies (e.g., divorce), employees must update their own information.
- c) Neither HR nor Finance will make payroll changes affecting direct deposit on behalf of employees.

6-7 Safe Harbor Policy for Exempt Employees

6-7.1 – Policy Overview

- a) The City of Hampton is committed to:
 1. Accurate compensation for employees.
 2. Compliance with state and federal laws.
- b) Employees must promptly review pay stubs and report any errors.

6-7.2 – Exempt Employee Compensation

- a) Exempt salaried employees receive a predetermined salary:
 1. Not based on hours worked or quality/quantity of work.
 2. Set at hire or classification and reviewed periodically.

6-7.3 – Permissible Salary Deductions

Salary may be reduced under the following circumstances:

- a) Full-day absences for personal reasons.
- b) Full-day absences for sickness/disability when:
 - 1. Covered under a wage replacement plan.
 - 2. Prior to qualifying or after exhausting such plan.
- c) Full-day disciplinary suspensions for policy violations.
- d) FMLA absences (full or partial day).
- e) To offset:
 - 1. Jury/witness fees.
 - 2. Military pay.
- f) First/last week of employment (if partial week worked).
- g) Full work weeks with no work performed.

6-7.4 – Other Permissible Deductions

- a) Insurance premiums (health, dental, life).
- b) Taxes (state, federal, local).
- c) Social Security.
- d) Voluntary contributions to retirement/pension plans.

6-7.5 – Impermissible Salary Reductions

Salary will not be reduced in workweeks where the employee performs any work, for the following:

- a) Partial-day absences (personal, sick, disability).
- b) Facility closure by City on a scheduled workday.
- c) Jury duty, witness attendance, military leave (offsets still apply).
- d) Any deduction prohibited by law.

Note: Deductions from accrued leave (not salary) may be made for full or partial day absences for personal, sick, or disability reasons.

6-7.6 – Reporting Improper Deductions

- a) Report issues to:
 - 1. Your supervisor first.
 - 2. If unavailable/inappropriate, contact:
 - i. The Director of Human Resources.
 - ii. Your department head.

6-8 Remote Work/Telecommuting

6-8.1 – Policy Scope & Eligibility

- a) Remote work is permitted only when duties and performance justify it. The City has absolute discretion to consent to or deny requests to work remotely based on business necessity.
- b) Eligibility is determined on a case-by-case basis.
- c) May be required during public health emergencies per government orders.
- d) This policy provides general guidelines; specific terms are outlined in individual agreements.

6-8.2 – At-Will Employment

- a) Remote work arrangements do not imply a contract.
- b) Employment remains at-will for both the City and the employee.

6-8.3 – Work Hours & Timekeeping

- a) Employees must work full-time from home, with schedules set by supervisors.
- b) Maintain regular contact with supervisors.
- c) Nonexempt employees must:
 1. Record hours using the timekeeping system.
 2. Take the required rest and meal breaks.
 3. Not working overtime without prior written approval.

6-8.4 – Remote Work Location

- a) Employees must provide a secure, dedicated workspace at their own expense.
- b) Responsible for maintaining a safe, nonhazardous, and secure environment.
- c) Must ensure unauthorized access is prevented to City systems.

6-8.5 – Job Duties & Expectations

- a) All existing City of Hampton policies and responsibilities apply.
- b) Employees must:
 1. Remain available and engaged during work hours.
 2. Notify supervisors of unscheduled absences before starting time.
 3. Perform at an acceptable level, or the arrangement may be revoked.

6-8.6 – Accidents & Injuries

- a) Employees must maintain a safe work environment.
- b) Injuries occurring during work hours may be covered by workers' comp.
- c) Must immediately report the incident to your supervisor or department head and provide the necessary documentation.

6-8.7 – Equipment Use & Security

- a) City-provided equipment must:
 - 1. Meet encryption and security standards.
 - 2. Be used only for business purposes
- b) Employees:
 - 1. Must secure City equipment.
 - 2. Do not own any equipment, software, or installations.
 - 3. Must return equipment upon termination or request.
 - 4. Will not be reimbursed for home modifications/repairs.

6-8.8 – Return of Property

- a) All City materials and equipment must be returned:
 - 1. For inspection, repair, or termination.
 - 2. Within five (5) business days of written notice.

6-8.9 – Reimbursement & Expenses

- a) Preapproved business expenses may be reimbursed with receipts.
- b) Utilities and household costs are not reimbursed, unless required by law.

6-8.10 – Confidentiality Requirements

- a) All remote employees are subject to:
 - 1. Confidentiality policies.
 - 2. Secure handling of:
 - i. Client data, business documents, trade secrets, financials, etc.
- b) Confidential materials must be:
 - 1. Locked away when not in use.
 - 2. Separated from personal files.

6-8.11 – Contact for Remote Work Requests

- a) Employees should contact their department director.
- b) Requests are reviewed by HR and the City Manager.

Section 7 - Leaves of Absence

7-1 Family and Medical Leave

7-1.1 – Overview

- a) City of Hampton follows the Family and Medical Leave Act (FMLA).
- b) Policy outlines entitlements, eligibility, and obligations.

City of Hampton Personnel Policy

- c) Questions about FMLA should be directed at the Director of Human Resources.

7-1.2 – Eligibility Requirements

Employees are eligible for FMLA if they:

- a) Have worked for the City of Hampton for at least 12 months (non-consecutive permitted),
- b) Have completed at least 1,250 hours of service in the 12 months before leave starts,
- c) Work at a location with 50+ employees within 75 miles.

7-1.3 – Basic FMLA Leave Entitlement

- a) Provides up to 12 workweeks of unpaid leave in a rolling 12-month period (measured backward from the date leave is used).
- b) Leave may be taken for the following reasons:
 1. Birth or placement (adoption/foster care) of a child;
 2. Care for a spouse, child, or parent with a serious health condition (excludes in-laws).
 3. Employee's own serious health condition, including pregnancy and prenatal care
 4. Qualifying exigency related to a family member's military service (deployment to a foreign country).

7-1.4 – Definition of Serious Health Condition

- a) A condition involving:
 1. Overnight stay in a medical care facility, OR
 2. Continuing treatment by a healthcare provider that prevents work/school/daily activities.
- b) May include:
 1. Pregnancy incapacity due to pregnancy
 2. Chronic conditions require treatment.
 3. Multiple healthcare visits or continued treatment regimen.

7-1.5 – Qualifying Military Exigencies

- a) Includes but is not limited to:
 1. Military events,
 2. Alternative childcare arrangements,
 3. Financial/legal arrangements,
 4. Counseling,
 5. Parental care (for deployed military members),
 6. Post-deployment reintegration briefings.

7-1.6 – Military Caregiver Leave (Injured Servicemember)

- a) Eligible if employee is the spouse, child, parent, or next of kin of a covered servicemember.
- b) Entitled to up to 26 workweeks of leave in a single 12-month period.
- c) Purpose: to care for a service member with a serious injury or illness.
- d) Total leave taken for all FMLA reasons may not exceed 26 weeks in this 12-month window.

7-1.7 – Definition of a Covered Servicemember

- a) A covered servicemember includes:
 - 1. A current member of the Armed Forces (including the National Guard or Reserves) who is:
 - i. Undergoing medical treatment, recuperation, or therapy;
 - ii. In outpatient status; or
 - iii. On the temporary retired list due to a serious injury or illness.
 - 2. A covered veteran:
 - i. Discharged under conditions other than dishonorable.
 - ii. Discharged within the five years preceding the date the employee takes leave;
 - iii. Receiving treatment, recuperation, or therapy for a serious injury or illness.

Note: The definitions of serious injury or illness for servicemembers and veterans differ from the definition of serious health condition for regular FMLA leave.

7-1.8 – Intermittent or Reduced Schedule Leave

- a) FMLA leave can be taken intermittently or on a reduced schedule when:
 - 1. Medically necessary for the employee or covered family member.
 - 2. Caring for a covered servicemember.
 - 3. Taking leave for a qualifying military exigency.
- b) Intermittent leave means leave taken in separate blocks of time.

7-1.9 – Prohibition on Outside Work During Leave

- a) Employees may not work another job while on FMLA or other approved leave.
- b) Violation may result in immediate termination, where permitted by law.

7-1.10 – Group Health Insurance Protection

- a) While on FMLA leave, employees will retain group health benefits.
- b) Coverage will remain the same as if they were actively working.

7-1.11 – Job Restoration

- a) Upon return from FMLA, employees are entitled to:
 - 1. Reinstatement to the same or equivalent job, with equivalent pay, benefits, and terms.
- b) Exception: Restoration may be denied to "key employees" if it causes substantial economic injury to the City.
 - 1. Employees will be notified if classified as a key employee and of their rights.

7-1.12 – Notice of Eligibility and Designation

- a) Upon request for leave, employees will receive written notice of:
 - 1. Their FMLA eligibility and, if ineligible, the reason;
 - 2. Their rights and responsibilities.
 - 3. Whether leave is designated as FMLA-qualifying and how it will be counted.
- b) City may retroactively designate leave as FMLA-qualifying with proper notice, provided no harm results from the delay.

7-1.13 – Employee Obligations During FMLA Leave

Notice Requirement

- a) Employees must provide timely and sufficient notice of the need for leave.
- b) Notice must include:
 - 1. Reason for the leave;
 - 2. Anticipated start and duration of leave;
 - 3. Sufficient detail to determine FMLA-eligibility.
 - 4. Anticipated date of return to work.

Saying "I'm sick" is not sufficient. Employees must provide context to determine FMLA qualification.

- c) Examples of sufficient notice:
 - 1. Pregnancy or overnight hospitalization;
 - 2. Ongoing care by a healthcare provider;
 - 3. Military-related exigency or covered servicemember care;
 - 4. Reference to previous FMLA leave reason if applicable.
 - 5. Failure to provide enough detail may result in denial of FMLA protection.
 - 6. Employees must also respond to follow-up questions from HR or supervisors.

7-1.14 – Employee Notice Timing Requirements

Timing of Employee Notice

- a) Employees must provide 30 days' advance notice when the need for FMLA leave is foreseeable.

- b) If 30 days' notice is not possible:
 - o Employees must notify the City as soon as practicable under the circumstances.
- c) Failure to provide timely notice without reasonable excuse may result in delay or denial of FMLA leave.

7-1.15 – Coordination of Planned Medical Treatment and Leave Scheduling

Cooperation in Scheduling Treatment and Accepting Transfers

- a) For planned medical treatments:
 - 1. Employees must make a reasonable effort to schedule treatment to avoid undue disruption to City operations.
 - 2. Consultation with the City is required before scheduling, subject to the health care provider's approval.
 - 3. If this obligation is neglected, the City may require scheduling coordination.
- b) For intermittent or reduced schedule leave:
 - 1. City may temporarily transfer the employee to an alternative position:
 - With equivalent pay and benefits;
 - Better suited to accommodate recurring leave needs;
 - For which the employee is qualified.
- c) If leave is for non-medically planned reasons:
 - 1. Employees must provide medical necessity rationale upon request.
 - 2. The City and the employee must work together to establish a schedule that:
 - Meets the employee's needs;
 - Minimizes disruption to City operations;
 - Is subject to the health care provider's approval.

7-1.16 – Medical Certification Requirements

Submission of Medical Certifications

- a) Medical certification may be required depending on the type of FMLA leave (except for military family leave).
- b) Three main types of certification:
 - 1. Initial certification
 - 2. Recertification
 - 3. Return-to-work / Fitness-for-duty certification

Employee responsibilities:

- a) Provide timely, complete, and sufficient certification within 15 calendar days of request, unless impracticable.
- b) The City will:
 - 1. Notify employees if certifications are incomplete or insufficient.
 - 2. Allow at least 7 calendar days to correct deficiencies.

Failure to comply may result in denial of FMLA leave.

Clarification/Authentication:

- a) The City (excluding direct supervisors) may contact the health care provider with employee permission.
- b) Refusal to authorize such contact may result in denial of leave if certification remains unclear.

Waiver Option:

- a) The City of Hampton reserves the right to waive its requirement to receive timely, complete, or sufficient certifications at its discretion.

7-1.17 – Initial Medical Certifications

Initial Medical Certifications

- a) Required for FMLA leave related to:
 - 1. The employee's own serious health condition,
 - 2. A covered family member's serious health condition, or
 - 3. Care for a covered servicemember.
- b) Certification must be from the appropriate health care provider.
- c) If 30 days' notice is given, certification should be submitted before leave begins.
- d) Annual resubmission of an initial certification is required for conditions that extend beyond one year.

Second and Third Opinions (at City's expense):

- a) If the City doubts the validity of the initial certification:
 - 1. A second opinion may be required.
 - 2. If the first two opinions conflict, a third opinion—selected jointly by the City and employee—may be required.
 - 3. The third opinion is final and binding.

7-1.18 – Medical Recertifications

Medical Recertifications

- a) May be requested depending on:
 - 1. The duration and nature of the medical condition.
- b) The City will:
 - 1. Notify employees when recertification is required.
 - 2. Provide at least 15 calendar days to submit the recertification.

7-1.19 – Return-to-Work/Fitness-for-Duty Certifications

Return to Work/Fitness for Duty Medical Certifications

- a) Required for employees returning from FMLA leave due to their own serious health condition.
- b) Must confirm:
 - 1. Employee is medically cleared to resume work.
 - 2. Employee can perform essential job functions, with or without reasonable accommodation.
- c) Job restoration may be delayed or denied until certification is received.

7-1.20 – Certifications for Military Family Leave

Certifications Supporting Need for Military Family Leave

- a) When taking leave due to qualifying exigency (active duty or call to duty):
 - 1. The City may request:
 - i. Military orders or official documentation confirming covered active-duty status.
 - ii. A written statement from the employee explaining the nature of the qualifying exigency.
 - 2. If the exigency involves a different military activation or different servicemember, updated documentation is required.
- b) When taking leave to care of a covered servicemember with a serious injury or illness:
 - 1. Certification may be required from an authorized health care provider.
 - 2. The City may request additional information from the employee and/or servicemember to confirm eligibility.

7-1.21 – Substitute Paid Leave for Unpaid FMLA Leave

Substitute Paid Leave for Unpaid FMLA Leave

- a) Employees are required to use accrued paid leave (such as sick leave, vacation leave, or personal leave) concurrently with unpaid FMLA leave.
- b) The use of paid time does not extend the overall FMLA leave entitlement; the paid leave runs concurrently with the FMLA leave period.
- c) Leaves taken under a disability leave plan or due to a workers' compensation injury or illness shall also run concurrently with FMLA leave, where appropriate.

7-1.22 – Payment of Employee's Share of Health Insurance Premiums

Pay Employee's Share of Health Insurance Premiums

- a) Employees on FMLA leave continue to receive group health plan coverage under the same terms as if actively employed.
- b) While employees are receiving pay during FMLA leave, the employee's portion of premiums will be deducted from their paycheck.
- c) If the leave is unpaid, employees must arrange to pay their share of the premium via a "pay-as-you-go" method.

Missed Payments:

- a) If a payment is more than 15 days late, the City will issue a written notice indicating that coverage will be dropped if payment is not received by a specified date (no less than 30 days late).
- b) If the employee fails to return to work within 30 calendar days after the end of the FMLA leave—unless due to serious health conditions or circumstances beyond their control—they will be required to reimburse the City for the premiums paid on their behalf during the unpaid leave.

7-1.23 – Exemption for Highly Compensated Employees

Exemption for Highly Compensated Employees

- a) The City of Hampton may deny job restoration to "key employees" (i.e., those among the top 10% of highest paid employees within 75 miles of the worksite) if restoring the position would cause substantial and grievous economic injury to the City.
- b) In such cases:
 1. The City will notify the employee of their "key employee" status.
 2. The City will inform the employee if it intends to deny reinstatement and will explain the employee's rights in such instances.

7-1.24 – Questions and/or Complaints About FMLA Leave

Questions and or Complaints about FMLA Leave

- a) For any questions regarding this policy, employees should contact the Director of Human Resources.
- b) The City of Hampton is committed to full compliance with the FMLA and will interpret this policy in accordance with federal law.

Unlawful Acts Under FMLA:

- a) It is unlawful for any employer to:
 1. Interfere with, restrain, or deny the exercise of any FMLA right;
 2. Discharge or discriminate against any person for opposing unlawful FMLA practices or for participating in an FMLA-related proceeding.
- b) If employees believe their rights have been violated:

1. They should promptly notify the Director of Human Resources.
2. The City will conduct a prompt investigation and take appropriate action.
3. Employees may also file complaints with the U.S. Department of Labor or pursue private legal action.

7-1.25 – Coordination with Other Leave Policies

Coordination of FMLA Leave with Other Leave Policies

- a) The FMLA does not override any federal, state, or local laws that offer greater leave protections or benefits.
- b) For guidance regarding other types of leave, or in situations where:
 1. FMLA leave is not applicable, or
 2. FMLA leave has been exhausted,

Employees should consult the City of Hampton Employee Handbook or speak with the Director of Human Resources.

7-2 Personal Leave of Absence

7-2.1 Purpose

To outline the conditions under which personal leave may be granted to employees who are ineligible for other forms of leave.

7-2.2 Eligibility

- a) Available to employees who are not eligible for other types of leave (e.g., FMLA, state leave laws).
- b) Leave may be granted at the discretion of the City of Hampton under specific circumstances.

7-2.3 Request Procedure

- a) Written Request
 1. Must be submitted at least two (2) weeks prior to the requested leave start date.
- b) Medical Reason
 1. If for medical reasons and not covered by FMLA/state laws, a medical certificate is required.

7-2.4 Consideration Criteria

Leave requests will be evaluated based on:

- a) Staffing requirements
- b) Reason for the leave
- c) Employee's performance and attendance history

7-2.5 Duration and Extensions

- a) Standard leave duration: Up to eight (8) weeks
- b) Extensions:
 - 1. Must be requested in writing before the approved leave ends
 - 2. Approval is at the City's discretion

7-2.6 Benefits During Leave

- a) No accrual of vacation, personal days, or sick leave during unpaid personal leave.
- b) Health insurance may continue if:
 - 1. The employee submits their share of premiums on time
 - 2. Coverage is subject to the terms of the plan documents

7-2.7 Return to Work

- a) Employees should notify management at least one (1) week before the expected return date.
- b) The City will attempt to reinstate employees to:
 - 1. Their original position, or
 - 2. A similar position, based on business needs
- c) Reinstatement is not guaranteed

7-2.8 Voluntary Resignation

Failure to comply with any of the following may be considered voluntary resignation:

- a) Not notifying the City of readiness to return
- b) Not returning when notified
- c) Extending leave beyond the approved period without authorization

7-3 Bereavement Leave

7-3.1 Purpose

To provide eligible employees with paid time off to address personal matters and attend services following the death of a close relative.

7-3.2 Eligibility

- a) Available to full-time employees only.
- b) Applies upon the death of a close relative.

7-3.3 Definition of Close Relative

Bereavement leave applies to the death of:

- a) Spouse

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- b) Domestic/Civil Union Partner
- c) Child
- d) Parent
- e) Sibling
- f) In-laws
- g) Stepparents
- h) Grandparents
- i) Great-grandparents
- j) Any other relation as required by applicable law

7-3.4 Leave Entitlement

- a) Up to three (3) paid workdays of bereavement leave.
- b) Leave must be used for obligations and commitments related to the death.
- c) Must be taken on regularly scheduled, consecutive workdays, based on eight-hour days.
- d) Leave must begin immediately following the day of death.

7-3.5 Notification Requirements

- a) Employees must inform their supervisor prior to taking bereavement leave.

7-3.6 Verification

- a) The City of Hampton may require documentation (e.g., obituary, death certificate) to verify the death and administer the policy.

7-4 Jury Duty

7-4.1 Purpose

To outline the City of Hampton's policy on employee obligations and entitlements regarding jury duty.

7-4.2 Policy Statement

The City of Hampton recognizes jury duty as a civic obligation and provides time off and compensation in accordance with state law.

7-4.3 Eligibility

- a) All full-time and regular, part-time employees are eligible for jury duty pay.

7-4.4 Employee Responsibilities

- a) Provide proper notice and official verification of jury duty service.
- b) Submit a copy of the jury summons to the supervisor.
- c) Keep management informed of the expected duration of service.

- d) Report to work for the remainder of the day if excused early.
- e) Attempt to postpone jury duty if there is a serious conflict with business needs.
- f) Return to work promptly when excused from service.
- g) Use sick leave or unpaid leave if unable to serve due to illness.

7-4.5 Supervisor Responsibilities

- a) Verify jury duty documentation with the issuing authority.
- b) Adjust employee work schedules to accommodate jury duty.
- c) Submit a copy of court documentation to Human Resources for payroll processing.

7-4.6 Compensation

- a) Employees will be paid in accordance with state law.
- b) Exempt employees will receive full salary for any week in which jury duty occurs if any work is performed.
- c) The City will pay the difference between jury duty compensation and the employee's regular pay for up to five working days.
- d) Jury duty leave beyond five days will be considered case-by-case.

7-4.7 Court Appearances as a Witness

- a) Employees subpoenaed or ordered to appear in court on behalf of the City will receive paid leave for the required duration.

7-5 Voting Leave

7-5.1 Purpose

To provide employees time off to vote in a statewide election if their work schedule does not allow sufficient time outside of working hours.

7-5.2 Eligibility

Employees whose hours of work begin two hours after the polls open, and end within two hours before the polls close are eligible for up to two hours of paid leave for the purpose of voting pursuant to OCGA Section 21-2-204.

- a) Applies to employees who do not have sufficient time outside of work to vote in a statewide election.

7-5.3 Leave Entitlement

- a) Up to two (2) hours of leave may be granted to vote.
- b) Leave must be taken on the last day of regular voting.
- c) Leave will be paid as straight time (regular pay rate).

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- d) Leave should be taken at the beginning or end of the employee's regular work schedule.

7-5.4 Notification Requirements

- a) Employees should notify their supervisor at least two (2) days in advance, where possible.

7-6 The Uniformed Services Employment and Reemployment Rights Act (USERRA)

7-6.1 Purpose

To outline the rights and protections for employees who leave employment to serve in the uniformed services, under the federal USERRA law.

7-6.2 Overview

USERRA protects the job rights of individuals who voluntarily or involuntarily leave civilian employment to serve in the military, including the National Guard and Reserves.

- a) Applies to all employers, regardless of size.
- b) Covers full-time, part-time, and newly hired employees.
- c) The City shall not discriminate against any individual or Employee because of his/her military obligations and/or status.
- d) Employees are to consult with Human Resources with questions concerning actual or potential military duty.

7-6.3 Key Protections Under USERRA

- a) Reemployment Rights
 - 1. Eligible service members have the right to return to their job with the same seniority, status, and pay.
- b) Anti-Discrimination
 - 1. Employers may not discriminate against individuals due to past, present, or future military service.
- c) Health Insurance Continuation
 - 1. Employees may continue employer-sponsored health coverage for up to 24 months while in military service.
- d) Pension & Benefits
 - 1. Time spent in military service is counted toward retirement and other benefits as if the employee had remained employed.

7-6.4 Military Leave of Absence

- a) Employees who are called to active duty or who enlist in the uniformed services are eligible for an unpaid military leave of absence.
- b) Advance notice must be given to management unless prevented by military necessity or impossibility.

- c) Leave must not exceed statutory limits to retain reemployment rights.

7-6.5 Reserve and National Guard Duty

- a) Employees required to attend annual training may request unpaid temporary military leave for the duration allowed by law, including travel time.
- b) Employees must provide as much advance notice as possible to allow the City of Hampton to plan for coverage.

7-6.6 Employee Responsibilities

- a) Provide advance written or verbal notice of military service obligations.
- b) Contact management for detailed information about eligibility and rights under USERRA.

7-7 The Americans with Disabilities Act (ADA)

7-7.1 Purpose

To ensure compliance with the Americans with Disabilities Act (ADA) and to affirm the City of Hampton's commitment to non-discrimination and reasonable accommodation for individuals with disabilities.

7-7.2 Overview of ADA

The ADA is a federal law that prohibits discrimination based on disability in the areas of:

- a) Employment
- b) Public services
- c) Public accommodations

7-7.3 Non-Discrimination Policy

The City of Hampton will not discriminate against qualified individuals with disabilities in any aspect of employment, including:

- a) Application procedures
- b) Hiring
- c) Advancement
- d) Discharge
- e) Compensation
- f) Training
- g) Terms, conditions, and privileges of employment

7-7.4 Reasonable Accommodation

- a) Qualified employees with disabilities will receive reasonable accommodation upon request.
- b) Reasonable accommodation will also be provided to members of the public, if requested.
- c) Accommodation is determined based on the individual's needs and job functions, in compliance with ADA standards.

7-7.5 Absenteeism and Protected Leave

- a) Employees will not be penalized for time away from work if:
 - 1. The absence is protected under the Family and Medical Leave Act (FMLA)
 - 2. The absence is part of reasonable accommodation under the ADA

7-8 Reasonable Accommodations & Interactive Dialogue

7-8.1 Purpose

To ensure compliance with federal, state, and local laws requiring reasonable accommodations for individuals based on protected classifications, and to outline the City of Hampton's procedures for handling accommodation requests and interactive dialogue.

7-8.2 Scope

This policy applies to all applicants and employees, and accommodations may be provided for reasons including, but not limited to:

- a) Disability (physical, medical, mental, psychological, or a history of impairment)
- b) Sincerely held religious beliefs or practices
- c) Status as a victim of domestic violence, sex offenses, or stalking
- d) Pregnancy, childbirth, or related medical conditions
- e) Any other reason required by applicable law

7-8.3 Reasonable Accommodation

- a) The City of Hampton will make reasonable accommodation unless doing so imposes an undue hardship on business operations.
- b) Accommodations may be requested by the employee or initiated by the City upon notice or knowledge of a potential need.

7-8.4 Request Process

- a) Employees should contact their immediate supervisor to request accommodation.
- b) The supervisor must then notify the Director of Human Resources.
- c) Requests may be submitted in writing using a form from the HR Department.
- d) If no initial response is received within five (5) business days, the employee should follow up through the same channels.

7-8.5 Interactive Dialogue Process

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- a) The City will engage in interactive dialogue upon receiving a request.
- b) Dialogue may be conducted in person, by phone, or electronically.
- c) The City will communicate promptly, openly, and in good faith to explore possible accommodation.
- d) Alternative accommodation and/or positions will be explored if alternate open positions are available for which the employee is qualified.
- e) The city is not required to grant the employees' preferred accommodation. The purpose of the interactive process is for the employees' preferred accommodation. The purpose of the interactive process is for the employee and the City to find the least restrictive accommodation that allows the employee to fulfill the essential functions of the job and that do not constitute an undue hardship for the city.

7-8.6 Documentation & Confidentiality

- a) The City reserves the right to request supporting documentation to the extent permitted by law.
- b) All communications and documentation related to accommodation requests will be kept confidential to the extent possible.
- c) Medical documentation should contain the following information:
 - o Verify the employee has a physical or mental impairment that limits a major life activity
 - o That the requested accommodation is related to the disability
 - o A description of the employee's functional limitations (a diagnosis is not required)
 - o How the requested accommodations would help

7-8.7 Non-Retaliation

- a) Retaliation is strictly prohibited against any employee who:
 1. Requests an accommodation
 2. Is perceived to require accommodation
 3. Participates in the interactive dialogue process

7-8.8 Questions & Additional Information

- a) Employees with questions about this policy should contact the Director of Human Resources.

Section 8 - Benefits

8-1 General Benefits Overview

8-1.1 Purpose

To outline the general framework of the employee benefits provided by the City of Hampton, including time-off, insurance, and other supplemental benefit programs.

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8-1.2 Overview of Benefits

The City of Hampton is committed to offering a combination of competitive compensation and supplemental benefits to eligible employees. These benefits include:

- a) Time-off benefits (e.g., vacation, holidays)
- b) Insurance plans (e.g., health, dental, life, AD&D)
- c) Other plans and programs are designed to support employees and their families
- d) Benefits as described in this policy are subject to change from time-to-time. For the most up to date available benefits, employees are urged to consult with Human Resources.

Each benefit is designed and evaluated with employee needs and future planning in mind.

8-1.3 Disclaimer on Plan Descriptions

- a) The information provided is for general guidance only.
- b) Official plan documents and Summary Plan Descriptions (SPDs) contain detailed governing terms and are available upon request from the Director of Human Resources.
- c) In the case of any conflict, official plan documents prevail over summaries or this policy.
- d) The City and designated administrators retain full discretionary authority for interpreting plans and deciding eligibility and benefit entitlements.

8-1.4 Benefits Eligibility

- a) Regular, full-time employees become eligible for benefits coverage on the first day of the month following a 30-day period of continuous full-time employment.
- b) Eligible benefits include:
 1. Sick and vacation leave accruals
 2. Health insurance
 3. Dental insurance
 4. Basic life and Accidental Death and Dismemberment (AD&D) insurance

8-1.5 Cost Sharing and Participation

- a) Some benefits are fully funded by the City.
- b) Other benefits involve cost-sharing, with the employee responsible for their portion of premiums.

8-1.6 Exclusions from Plan Eligibility

The benefits plan does not apply to:

- a) Members of appointed boards, groups, or authorities; City judges and City attorneys
- b) Individuals appointed or employed for temporary duties
- c) Contract workers
- d) Part-time employees

Elected officials may opt-in to insurance coverage at their own expense.

8-1.7 Right to Modify

The City of Hampton reserves the right to modify, amend, or terminate benefits at any time, with or without notice, and for any reason.

8-1.8 Inquiries

Questions about employee benefits should be directed to the Director of Human Resources.

8-2 Paid Holidays

8-2.1 Holiday Eligibility

All full-time employees are eligible for paid time off on designated holidays as outlined below.

8-2.2 Recognized Paid Holidays

The City of Hampton observes the following holidays for full-time employees:

- a) New Year's Day
- b) Martin Luther King, Jr. Day
- c) Memorial Day
- d) Juneteenth National Independence Day
- e) Independence Day
- f) Labor Day
- g) Veterans Day
- h) Thanksgiving Day
- i) Day After Thanksgiving
- j) Christmas Eve
- k) Christmas Day
- l) Day After Christmas
- m) Employee's Birthday

8-2.3 Double Holiday Pay

- a) Non-exempt employees required to work during an observed holiday will receive double their regular hourly rate for each hour worked during the holiday.
- b) This applies to actual hours worked during the observed holiday period.

8-2.4 Partial Holiday Work Shifts

a) If an employee's shift begins before or ends after a recognized holiday (but does not overlap the full holiday period), the hours outside the holiday are paid at straight time, and the employee will accrue annual leave at a rate of one hour of vacation leave per hour worked outside the holiday window.

b) Example: A police officer working 1800–0600 spanning Christmas Eve receives:

1. Straight pay for 1800-0000
2. 6 hours of vacation leave for those hours

8-2.5 Holiday Leave for Non-Working Shifts (Police Department)

- a) Police Department employees not scheduled to work on a holiday will accrue 8 hours of vacation leave for each observed holiday not worked.

8-2.6 Employee Birthday Holiday

- a) Available to full-time employees with at least one year of service

- b) Employees may take their birthday as a paid holiday or select an alternate day within 30 days after their birthday, based on operational needs.

- c) The day off must:

1. Be pre-approved by the employee's supervisor
 2. Be requested at least two weeks in advance using the City's time-off system

- d) If the birthday falls on a weekend or observed City holiday, the next available workday may be used as the birthday holiday

- e) Unused birthday holidays (or other paid holidays) do not carry over to the next year and are not payable upon termination

8-3 Sick and Vacation Leave

8-3.1 Eligibility

- a) Only full-time employees are entitled to be paid sick and vacation leave.

8-3.2 Paid Sick Leave

- a) Full-time employees receive up to 13 paid sick days (equivalent to 104 hours) annually.
- b) Sick leave may be used for personal time off as well.

8-3.2.1 Notification Requirement

- a) Employees must notify their supervisor at least one hour before the start of their shift if they plan to take off due to illness.
- b) If absent for three (3) or more consecutive days, a doctor's note is required upon return.

8-3.2.2 Use of Sick Leave for Personal Time

- a) Sick days used as personal leave must be scheduled at least two weeks in advance and are subject to supervisor's approval.

8-3.2.3 Payout at Separation

- a) Accrued but unused sick time is not paid out at separation unless required by law.

8-3.2.4 Sick Leave Advances

- a) Unaccrued sick leave advanced (up to 160 hours / 20 days) will be deducted from final paychecks and moved into the Sick Bank.

8-3.3 Paid Vacation Leave

- a) Vacation leave is available immediately and may be used for:
 1. Vacation
 2. Emergency absences
 3. Unforeseeable events requiring time off from duty

8-3.3.1 Vacation Leave Requests

- a) Must be submitted at least two weeks in advance to the immediate supervisor.
- b) Subject to approval by:
 1. Supervisor
 2. Department Head
 3. City Manager

8-3.3.2 Vacation Leave Payout Upon Separation

- a) After one year of employment, employees who resign with at least two weeks' notice are eligible for payout of unused vacation leave (maximum 30 days).
- b) Employees who do not give two weeks' notice forfeit vacation payout eligibility.

8-3.4 Accrual Rates

- a) Full-time employees accrue:
 1. 4 hours per pay period for sick leave
 2. 4 hours per pay period for vacation leave

8-3.5 Vacation Scheduling and Approval

- a) The City will try to honor employees' vacation preferences, consistent with operational needs.
- b) If scheduling conflicts arise:
 - o Seniority is generally used to determine priority.
- c) Vacation requests must be submitted electronically or in writing at least two weeks in advance.

8-4 Lactation Accommodations

8-4.1 Legal Background

- a) This policy is based on the Patient Protection and Affordable Care Act (§4207), which amends the Fair Labor Standards Act (FLSA) under 29 USC §207(r).
- b) Federal law mandates that nursing mothers be provided with:
 1. Reasonable break time to express breast milk for one year after childbirth.
 2. A private location, other than a bathroom, that is:
 - i. Shielded from view, and
 - ii. Free from intrusion by coworkers and the public.

8-4.2 Break Time Guidelines

- a) Breaks for expressing milk:
 1. May be taken as often as needed by the employee.
 2. Are unpaid, as permitted by the FLSA.

8-4.3 Facilities and Accommodations

- a) The City of Hampton will provide a designated lactation space that:
 1. Is not a restroom.
 2. Is private, secure, and accessible.

8-4.4 Employer Exemptions

- a) Employers with fewer than 50 employees may be exempt if compliance is caused:
 1. Undue hardship due to size, structure, or financial resources.

8-4.5 City of Hampton's Commitment

- a) The City supports the rights of nursing employees and is committed to a breastfeeding-friendly work environment.
- b) Employees are encouraged to contact the Director of Human Resources with any questions or concerns regarding lactation accommodations.

8-5 Workers' Compensation

8-5.1 Overview

- a) Workers' Compensation is an accident insurance program fully funded by the City of Hampton.
- b) It provides:
 1. Medical, rehabilitation, and income benefits for work-related injuries.
 2. Death benefits for dependents if the injury is fatal.

- c) Note: This is not a leave-of-absence policy for non-workplace injuries—employees must request formal leave in those cases.

8-5.2 Reporting Procedures

- a) Immediately report all work-related injuries to your supervisor.
- b) The supervisor will:
 1. Document the incident.
 2. Report it to the workers' compensation provider or forward the First Report of Injury to Human Resources.
 3. Once reported, a claim number will be issued.

8-5.3 Medical Treatment and Drug Testing

- a) If equipment is involved in the accident:
 1. A post-accident drug test is required. The test for illegal drugs must be done within eight (8) hours of the accident, and testing for alcohol must be done within three (3) hours of the accident.
 2. The injured employee must also visit the occupational medicine clinic.
- b) A Panel of Physicians is available in each department.
 1. Employees can choose a physician from the panel.
 2. One doctor change within the panel is allowed without HR permission.
 3. Supervisors will provide:
 - i. A notice of eligible providers.
 - ii. A 24-hour toll-free number for the managed care organization.

8-5.4 Legal Compliance and Rights

- a) The City of Hampton complies with the Georgia State Council of Workers' Compensation Bill of Rights for the Injured Worker.
 1. These rights and responsibilities are:
 - i. Posted in designated locations.
 - ii. Available online at www.sbcc.georgia.gov.

8-5.5 Fraud Warning

- Anyone who intentionally makes a false or misleading statement to obtain or deny benefits may face civil penalties.

8-6 Short and Long-Term Disability Benefits

8-6.1 Overview

- a) The City of Hampton offers Short-Term Disability (STD) and Long-Term Disability (LTD) benefits to employees who experience non-work-related injuries due to offsite accidents.
- b) These benefits may change from time-to-time and consultation with Human Resources is strongly encouraged.

8-6.2 Eligibility

- a) Coverage becomes effective on the first day of the month following 30 days of full-time employment.
- b) Only full-time employees are eligible to participate.
- c) Eligibility and coverage are subject to all terms and conditions of the insurance agreement between the City and the insurance carrier.

8-6.3 Important Notes

- a) These benefits provide monetary compensation only and are not considered leave of absence entitlements.
- b) Employees must submit a formal leave of absence request if they are unable to work due to injury.
- c) Employees may also qualify for leave under the Family Medical Leave Act (FMLA).

8-6.4 Contact for Support

- a) Employees should contact the Human Resources Department for guidance on eligibility, claims, and coordination with FMLA.

8-7 Sick Bank

8-7.1 Purpose

The Sick Bank Policy is intended to support employees during serious illness or medical emergencies by providing up to 160 hours of additional paid leave once all personal leave has been exhausted. This policy aims to promote compassion while maintaining fairness and operational productivity.

8-7.2 Eligibility Requirements

Employees must meet the following criteria to request leave from the Sick Bank:

- a) Be a full-time employee with at least one year of continuous service.
- b) Have exhausted all available paid sick, vacation, and comp time (e.g., PD Holiday time).
- c) Submit medical documentation verifying a qualifying illness or emergency.

8-7.3 Contributions to the Sick Bank

- a) Employees may voluntarily donate unused sick leave in 8-hour increments.

- b) No maximum donation limit, but donors must retain at least 160 hours of personal leave after donating.
- c) All donations are irrevocable and cannot be designated for a specific individual.

8-7.4 Request Process

Employees requesting Sick Bank leave must:

- a) Submit a Sick Bank Request form to the HR Department.
- b) Await approval from the City Manager or designated Sick Bank committee.
- c) Understand the maximum benefit is 160 hours (10 days) per year, granted in increments.

8-7.5 Administration & Oversight

- a) The HR Department manages contributions, approvals (post City Manager/committee decision), and distributions.
- b) All requests are confidential, and decisions are final.
- c) Sick Bank leave does not count toward service time, benefits accrual, or retirement credits.

8-7.6 Exclusions & Restrictions

- a) Not available for:
 1. Elective procedures
 2. Short-term illnesses (e.g., cold, flu)
 3. Injuries covered under Workers' Compensation
- b) Abuse or misuse of Sick Bank benefits may result in disciplinary action.

8-8 Employee Assistance Program

8-8.1 Purpose

The Employee Assistance Program (EAP) is provided by the City of Hampton to support employees in managing personal and emotional challenges that may impact their well-being or work performance.

8-8.2 Services Offered

The EAP provides qualified counselors to assist with a range of personal concerns, including but not limited to:

- a) Stress and anxiety
- b) Family or relationship issues
- c) Substance abuse
- d) Grief or loss
- e) Workplace conflicts

8-8.3 Access and Confidentiality

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- a) All services are confidential and free of charge to employees.
- b) Employees seeking assistance can obtain more information and access services by contacting the Human Resources Department.

8-8.4 Eligibility

- a) Available to all employees of the City of Hampton.
- b) Family members may also be eligible for certain services, subject to provider terms.

8-9 Retirement Plan

8-9.1 Overview

The City of Hampton provides a defined benefit retirement plan for eligible employees at no cost to the employee.

8-9.2 Eligibility

- a) All full-time, regular employees or employees working at least 20 hours per week on a regular basis are eligible.
- b) No waiting period is required for eligibility.
- c) Employees become vested after five (5) years and one (1) day of service.

8-9.3 Participation Details

- a) Upon eligibility, employees receive a retirement summary from the Georgia Municipal Association outlining the plan.
- b) Early retirement is available:
 1. At age 55 with ten (10) years of service, or
 2. At age 65 with five (5) years of service.

8-9.4 Benefit Calculation

- a) Employees receive 2% of their annual earnings, averaged over their last five (5) years of employment.

8-10 Employee Service Credit

8-10.1 Definition of Length of Service

- a) "Length of service" refers to the duration of time an employee is continuously employed as an active full-time or part-time employee with the City of Hampton.
- b) Service time begins on the first day of full-time or part-time employment.

8-10.2 Application of Service Credit

- a) Service credit may be used to determine eligibility for certain benefits, such as time-off accruals and other employee-related benefits.

8-10.3 Rehired Employees

- a) Employees who left employment with ten (10) or more years of service and return may retain their previous service credit.
- b) Human Resources will review and discuss prior service with rehired employees during the onboarding process.

8-11 Georgia First Responder PTSD Program

8-11.1 Background – The Ashley Wilson Act (HB 451)

- a) This policy implements the Ashley Wilson Act, requiring all public entities in Georgia to offer a supplemental benefit program for eligible first responders diagnosed with PTSD resulting from line-of-duty traumatic events.
- b) The Act creates two one-time financial safety nets for uninsured costs related to PTSD treatment and recovery.
- c) It does not affect existing health plans, which are already required to cover PTSD and mental health conditions.

8-11.2 Eligibility Criteria

- a) Applies to any qualified first responder who:
 1. Has been diagnosed with occupational PTSD under workers' compensation laws.
 2. Has incurred a physical injury in the line of duty.

8-11.3 Action Steps

- a) Eligible employees should contact Human Resources immediately for assistance and to begin the process of benefits, access and support.

Section 9 - Health and Safety

9-1 Workplace Safety and Security

9-1.1 General Policy Statement

- a) The health and safety of all individuals on City of Hampton property are a top priority.
- b) The City aims to comply with all applicable health and safety laws.
- c) Employees are essential partners in keeping the workplace safe and hazard-free.

9-1.2 Employee Responsibilities

- a) Maintain a safe work environment and follow proper operating methods.
- b) Immediately report:
 - o Any unsafe conditions or potential hazards, even if corrected.
 - o Any suspected concealed dangers in City property, products, or procedures.

9-1.3 Safety Guidelines and Rules

- a) The City may periodically release:
 - o Workplace safety rules and health guidelines.
 - o Policies for handling/disposal of hazardous substances and waste.
- b) Strict compliance with all safety protocols is required.

9-1.4 Incident Reporting

- a) All workplace injuries, accidents, or illnesses must be reported to a supervisor immediately, regardless of severity.

9-2 Drug-Free and Alcohol-Free Workplace Policy

9-2.1 Purpose

- a) To ensure a safe, healthy, and productive work environment.
- b) To protect City property and maintain efficient operations.
- c) Applies to all employees and individuals working for the City of Hampton.

9-2.2 Prohibited Conduct

- a) Strictly prohibited activities on or off City premises while on City business:
 1. Unlawful or unauthorized use, abuse, possession, distribution, or sale of controlled substances (including medical marijuana), drug paraphernalia, or alcohol.
 2. Reporting to work under the influence of drugs or alcohol.
- b) Exception:
 1. Use of prescription medication under the guidance of a licensed medical provider—but not including medical marijuana if drug testing is applicable.

9-2.3 Consequences of Violation

- a) Disciplinary action up to and including termination.
- b) May be required to participate in a rehabilitation program, at City discretion, in place of or in addition to disciplinary action.

9-2.4 Employee Responsibility

City of Hampton Personnel Policy

- a) Employees must notify the City within 5 calendar days of a criminal drug conviction in the workplace.
- b) The City must notify any applicable contracting agency within 10 days of such notification or actual knowledge.

9-2.5 Non-Discrimination and Accommodation

- a) The City supports reasonable accommodations for employees in recovery from substance abuse.
- b) No accommodation will be made to avoid disciplinary action for policy violations.

9-2.6 Drug-Free Awareness Program

The City maintains an active education and awareness program, including:

1. Distribution of the policy during employment interviews.
2. Discussion at new employee orientations.
3. Lists of approved assistance programs.
4. Educational materials on drug abuse dangers.
5. Reorientation after drug-related incidents.
6. Inclusion in handbooks and policy guides.
7. Lectures by local drug abuse experts.
8. Safety discussions led by City safety experts.
9. Videotape presentations on drug abuse hazards.

9-3 Prescription Medication

9-3.1 Use of Prescription Medication

- a) Employees may use legally obtained prescription drugs while on duty, but only as directed by a physician and/or the manufacturer.
- b) It is the employee's responsibility to:
 - o Inform the prescribing physician of their job duties.
 - o Confirm the physician's approval for using the medication while performing job tasks.

9-3.2 Storage and Labeling Requirements

- a) Prescription medication on City or public property, or in City vehicles, must:
 - o Be stored in its original container.
 - o Display employee's name and prescribing physician's name.

9-3.3 Prohibited Behavior

- a) Employees may not take another person's prescription medication under any circumstances.

9-4 Contagious Symptoms and Conditions

9-4.1 Purpose and Overview

- a) The City of Hampton prioritizes workplace health and safety by mitigating the spread of contagious illnesses.
- b) Employees reporting to work while ill may reduce productivity, increase safety risks, and potentially spread disease.

9-4.2 Preventative Measures

Employees are encouraged to take steps to minimize exposure or transmission of illness, including:

- Receiving flu vaccinations.
- Covering mouth/nose during coughs and sneezes.
- Practicing frequent handwashing or sanitizing.
- Sanitizing shared workspaces.

9-4.3 Reporting and Attendance Requirements

- a) The City may prohibit employees with contagious symptoms or conditions from reporting to work, or may send them home.
- b) Employees must notify their supervisor if they are experiencing symptoms and should not report to work.

9-4.4 Definition of Contagious Symptoms/Conditions

A contagious condition or symptoms exist when:

1. Flu-like symptoms are present (fever, vomiting, diarrhea, cough, sore throat, etc.) or symptoms related to known contagious viruses such as COVID-19, SARS, or H1N1.
2. Diagnosed infectious illnesses (e.g., strep throat, tuberculosis, chicken pox, mumps, measles, etc.) are confirmed.
3. Exposure through travel to high-risk areas per CDC Level 2 or 3 advisory, or through confined travel settings (e.g., airplanes, cruise ships), occurs.

9-4.5 Workplace Communication Process

- a) If symptomatic, the employee:
 1. Must call their supervisor to report absence due to illness.
 2. The supervisor will notify Human Resources.
 3. Human Resources will contact the employee to assess if symptoms/conditions meet the contagious criteria.

Section 10 - Performance Management

10-1 Performance and Salary Review Policy

10-1.1 Purpose

- a) The performance appraisal process is designed to facilitate communication about employee contributions, development, and future objectives.
- b) Appraisals affect promotions, transfers, salary decisions, and employee development.

10-1.2 Eligibility

- a) All full-time and part-time employees are subject to annual performance reviews.
- b) Merit-based salary increases may be considered following review.

10-1.3 Review Schedule and Responsibility

- a) Performance evaluations are conducted annually based on the fiscal year.
- b) Supervisors are responsible for timely and fair evaluations.

10-1.4 Salary Increases

- a) Salary increases are not automatic and depend on:
 - o Overall performance
 - o Current salary relative to job duties
- b) Out-of-cycle increases must be requested by a department head or HR Director and approved by the City Manager.

10-1.5 Salary Equity Reviews

- a) Supervisors may request salary equity reviews from HR.
- b) HR compares the employees' compensation with others in similar positions.

10-1.6 Review Process and Procedures

- a) HR sets the format and timing for evaluations.
- b) Completed reviews are stored in the employee's personnel file.
- c) Salary increase requests must be accompanied by a completed performance appraisal.
- d) Written approvals must be obtained before discussing salary changes with the employee.

10-1.7 Discretion and Oversight

- a) The HR Director, with approval from the City Manager and Council, may modify the policy or approve exceptions.

10-1.8 Performance Review Objectives

Performance evaluations are intended to:

- a) Ensure employees understand their roles and performance expectations.
- b) Provide timely feedback and support employee development.
- c) Establish performance goals and benchmarks.
- d) Identify training needs and growth opportunities.

10-1.9 Performance Review Procedure

- a) Compare performance with previously established goals and objectives.
- b) Discuss peer and supervisor feedback.
- c) Review results and set new goals and development targets.
- d) Explore career planning opportunities.
- e) Define actions and timelines to achieve goals.
- f) Document all findings and new objectives in a written report.

10-1.10 Important Notes

- a) A positive review does not guarantee:
 - o A raise
 - o Promotion
 - o Continued employment
- b) Final decisions about compensation and employment terms remain at management discretion.
- c) Ongoing feedback and communication are encouraged beyond formal reviews.

10-2 Salary Advances

10-2.1 Policy Statement

- a) The City of Hampton does not allow salary advances under any circumstances.
- b) This includes advances on paychecks or accrued paid time off (PTO).

10-2.2 Financial Responsibility

- a) Employees are expected to manage personal finances responsibly.
- b) Planning for expenses should align with the City's regular payroll schedule.

10-2.3 Payroll Schedule Adherence

- a) All wages and salaries are disbursed strictly according to the City's standard payroll schedule.
- b) No exceptions will be made to this schedule.

10-2.4 Support for Financial Hardship

- a) Employees facing financial difficulty may be referred to external financial counseling resources, such as the Employee Assistance Program (EAP).
- b) However, no wage advances will be granted as part of this support.

Section 11 - Purchasing and Financial Transactions

11-1 Employee Credit Card Policy

11-1.1 Purpose

This policy outlines the responsibilities and limitations for employees who are issued a City of Hampton credit card to use for business-related expenses.

11-1.2 Eligibility

- a) Only regular, full-time employees may apply for a corporate credit card.
- b) Must obtain prior written approval from a supervisor using the designated form.
- c) Eligible roles include those that involve:
 1. Frequent travel
 2. High-volume purchasing of goods/services for City use
 3. Regular, recurring business expenses suited for credit card use

11-1.3 Prohibited Uses

- a) Personal expenses
- b) Cash advances, bank checks, traveler's checks, electronic transfers
- c) Any unauthorized transactions
- d) Fuel for personal vehicles unless pre-authorized
- e) Gift cards or prepaid debit cards unless approved in writing by the supervisor
- f) Misuse will result in card cancellation and recovery of funds from the employee and may result in disciplinary action up to and including termination.

11-1.4 Spending Limits and Oversight

- a) Each card has a pre-set limit.
- b) Limit increases require approval from the City Manager.

11-1.5 Reconciliation and Reporting Requirements

- a) Expenses must be reconciled with original receipts and submitted to Finance within 30 business days of the date.
- b) Non-compliance will result in:

1. Immediate request for reconciliation
2. Possible card cancellation
3. Additional disciplinary actions as appropriate

11-1.6 Lost or Stolen Cards

- Must be reported immediately to the Director of Finance.

11-1.7 Employee Acknowledgement and Responsibility

By accepting the City-issued credit card, the employee agrees to:

- a) Accept full responsibility for card security
- b) Use the card only for official City business
- c) Refrain from personal use or unauthorized transactions
- d) Repay any misused funds via payroll deduction
- e) Return the card and complete final reconciliation prior to resignation or departure
- f) Report lost or stolen cards immediately

11-2 Business Expense Reimbursement

11-2.1 Purpose

To outline procedures and expectations for reimbursing employees for business-related expenses incurred while performing City of Hampton duties.

11-2.2 Eligible Expenses

Reimbursable expenses may include, but are not limited to:

- a) Air travel
- b) Lodging (hotels/motels)
- c) Meals
- d) Cab fare or rideshare services
- e) Rental vehicles
- f) Gas and mileage for personal vehicle use (in accordance with City mileage rates)

11-2.3 Approval Process

- a) All purchases must be supported by original, itemized receipts and brief description of the business purpose, and approved by the employee's Supervisor.
- b) Receipts must be submitted promptly to the Supervisor along with a summary of expenses.
- c) Employee/Cardholders are responsible for ensuring timely reconciliation/

11-2.4 Expectations for Use

City of Hampton Personnel Policy

- a) Employees are expected to:
 - 1. Exercise restraint when incurring business expenses
 - 2. Follow procurement policies for all purchases
 - 3. Seek pre-approval for any questionable or high-cost expenses
 - 4. Contact their supervisor in advance if uncertain whether an expense qualifies for reimbursement

11-2.5 Audit and Oversight

The Finance Department will review all credit card transactions monthly. An independent audit may be conducted annually to determine compliance.

11-2.6 Policy Acknowledgement

Employee/Careholders must sign a Credit Card Acknowledgement Form stating that they understand and agree to comply with this policy

Section 12 - Traveling on City Business

12-1 Training and Travel Policy

12-1.1 Purpose

To outline policies and procedures for the reimbursement of training and travel expenses incurred by City of Hampton employees while conducting official City business.

12-1.2 Applicability

This policy applies to all City of Hampton employees. Exceptions require approval from the City Manager.

12-1.3 Registration Fees

- a) Employees must seek early registration discounts when available.
- b) Preferred payment method is via City procurement card.
- c) Receipts are required for reimbursement.
- d) Alternative payment methods include a City-issued check.

12-1.4 Transportation

- a) Use the most economical and practical transportation method.
- b) City vehicles must be used when available; if declined by the employee, no mileage reimbursement will be issued.
- c) Receipts are required for fuel or other City vehicle-related expenses.

12-1.5 Privately-Owned Vehicles

- a) Must have City Manager approval if used for travel.
- b) IRS-approved mileage rate applies.
- c) Direct round-trip only is reimbursed; personal detours excluded.
- d) Reimbursement must be submitted with a finalized expense report.
- e) The City assumes no liability for private vehicle incidents.

12-1.6 Airfare and Common Carriers

- a) Use economical/coach fare.
- b) No reimbursement for extras (e.g., refreshments, headsets).
- c) One round trip mileage to/from the airport is reimbursed.
- d) Limousine/taxi services discouraged unless pre-approved and cost justified.

12-1.7 Ground Transportation Allowable reimbursable forms include:

- a) Hotel Shuttle
- b) Airport Shuttle
- c) Public Transportation
- d) Taxi

Receipts required.

12-1.8 Vehicle Rental

- a) Permitted if cost-effective and pre-approved by the City Manager.
- b) Only mid-sized vehicles are allowed unless transporting multiple employees.
- c) City insurance covers rentals—do not purchase additional insurance.
- d) Report accidents to the City's Risk Manager immediately.

12-1.9 Parking

- a) Must be the most economical option.
- b) Receipts required for reimbursement.
- c) Valet parking is reimbursable with documentation if no other option exists.
- d) Airport transit and parking via MARTA are reimbursable.

12-1.10 Lodging

- a) Reimbursed only if travel is more than 50 miles from residence, unless waived by the City Manager.
- b) Use reasonable, cost-effective lodging and request group rates when applicable.
- c) Reimbursement based on receipts/final statements.
- d) Covers only event nights, except when early arrival or late departure is justified.

12-1.11 Hotel/Motel and Sales Tax Exemption

- a) The City of Hampton is exempt from Hotel/Motel and Sales Tax within the State of Georgia.
- b) To qualify for the exemption, payment must be made directly by the City, not by the individual.
- c) Employees must present a Hotel/Motel Tax and Sales Tax Exemption Form upon check-in.
- d) If an employee pays lodging expenses personally:
 - 1. Only the pre-tax amount will be reimbursed.
 - 2. It is the employee's responsibility to request and apply the tax exemption.

12-1.12 Use of Procurement Card

- a) Employees are strongly encouraged to use City-issued procurement cards for:
 - 1. Registration fees
 - 2. Lodging
 - 3. Airfare
 - 4. Parking
- b) Per-diem expenses (e.g., meals) should not be charged to the card unless they fall within the allowable daily per diem rate.

12-1.13 Family Members or Guests

- a) Family guests may accompany employees during travel or training.
- b) Names and total head count of accompanying family members/guests must be included in the expense report.
- c) Employees are responsible for all additional costs related to family/guest travel.
- d) The City will:
 - a) Reimburse lodging at the single occupancy rate only.
 - b) Not reimburse for increased vehicle rental costs due to family guests.
 - c) Not cover any transportation expenses for family/guests.
- e) Finalized expense reports must:
 - a) Clearly distinguish between employee and guest expenses.
 - b) Include documentation of any guest-related costs.

12-2 Travel Time for Non-Exempt Employees

12-2.1 Overnight, Out-of-Town Trips

- Non-exempt employees will be compensated for travel time (excluding meal periods) during:
 - a) Their normal working hours on scheduled workdays.
 - b) Their normal working hours on unscheduled workdays (e.g., weekends).

- Non-exempt employees will also be paid for any work performed during otherwise non-compensable travel time.
 - a) Advance management authorization is required for such work where possible.

12-2.2 Out-of-Town Trips for One Day

- a) Non-exempt employees traveling out of town for a single-day assignment will be paid for all travel time, except:
 1. Travel between home and a local railroad, bus, or plane terminal.
 2. Meal periods.

12-2.3 Local Travel

- a) Local travel is defined as travel within a 25-mile radius of either:
 1. The City of Hampton, or
 2. The employee's home (whichever is applicable).
- b) Travel outside the 25-mile radius is not considered local travel.
- c) Per diem for meals does not apply to local travel.
- d) Non-exempt employees will be compensated for:
 1. Travel between job sites during the workday.
- e) Non-compensable travel:
 1. Commuting from the final job site to home is generally non-compensable, unless:
 - The trip home is significantly longer than the regular commute; if so, the excess time is compensable.

12-2.4 Meal Reimbursement for Local Travel

- a) Meal costs will only be paid for local travel if:
 1. The meal is included in the event's registration fee, or
 2. The meal is part of the official program.
- b) Receipts are required for reimbursement.
- c) Meal cost limits:
 1. Cannot exceed the U.S. General Services Administration (USGSA) per diem rate for the meal.

Section 13 - Employee Dress Code and Personal Appearance

13-1 Appropriate Work Attire

13-1.1 Objective

- a) Employees must report to work well groomed, clean, and dressed appropriately for their role.

- b) Some positions may require uniforms or safety equipment/clothing.
- c) Inappropriate dress or grooming may result in being sent home to change, and nonexempt employees will not be paid for that time.
- d) Appearance impacts the City's culture and reputation, and a professional presentation is always expected.

13-1.2 Supervisor Discretion & Enforcement

- a) Department supervisors may use reasonable discretion to judge appearance.
- b) Employees not meeting professional standards may be:
 1. Sent home to change
 2. Not paid for the time absent if they are nonexempt
- c) Reasonable accommodation will be provided when required.

13-1.3 Business Professional Attire

- a) Traditional, neat, clean business attire is expected.
- b) Unacceptable clothing includes:
 1. Items that are too tight, revealing, or damaged (rips, tears, frays)
 2. Extreme styles in fashion, footwear, hair, accessories, or fragrances
- c) Exceptions may be made for special occasions or inclement weather, with advance notice.

13-1.4 Business Casual Attire (Fridays Only)

- a) Business casual is allowed only on Fridays, unless professional meetings require formal attire.
- b) Acceptable items include:
 1. Shirts: Collared shirts, business casual crew/V-neck shirts, blouses, polos
 2. Pants: Casual slacks, trousers, clean jeans with no damage
 3. Footwear: Dress sandals, clean athletic shoes, casual slip-ons or ties
- c) Unacceptable items include:
 1. Shirts: T-shirts, tank tops, crop tops, muscle shirts, camo, inappropriate slogans
 2. Pants: Shorts, camo, pants sagging below the waist
 3. Shoes: Flip-flops, construction or hunting boots

13-1.5 Grooming Standards

- a) Hair must be clean and professional.
- b) Facial hair must be well-groomed.
- c) Personal hygiene is mandatory to maintain a respectful work environment.

13-2 Personal Hygiene

13-2.1 Purpose

Maintaining a clean and professional work environment is vital to:

- a) Employee well-being
- b) Customer satisfaction
- c) Workplace safety

This policy establishes hygiene expectations for all employees to help ensure a healthy and respectful workplace.

13-2.2 Personal Hygiene Standards

1. Employees must practice good personal hygiene, including:
 - o Regular bathing
 - o Use of deodorant
 - o Wearing clean clothing
2. Handwashing is required frequently, particularly:
 - o After using the restroom
 - o When handling food
 - o After contact with shared surfaces
3. Use of excessive perfumes or colognes should be avoided to protect individuals with sensitivities or allergies.

13-2.3 Compliance and Enforcement

1. Employees are responsible for adhering to hygiene guidelines as part of their professional conduct.
2. Violations may result in:
 - a) Coaching
 - b) Reminders
 - c) Disciplinary action, if necessary

Section 14 - Confidentiality and Ethical Behavior

14-1 Confidential City Information

14-1.1 Purpose

To protect sensitive, proprietary, and confidential information related to the City of Hampton and its clients.

14-1.2 Scope of Confidential Information

Employees may be exposed to confidential data including but not limited to:

- a) City of Hampton financials, pricing, and product development
- b) Software, computer programs, and marketing strategies
- c) Information related to suppliers, customers, and potential customers
- d) Similar confidential information belonging to clients of the City

14-1.3 Employee Responsibilities

- a) Confidential information must be kept secure and not disclosed to unauthorized people, especially competitors.
- b) Employees must not copy, remove, use, or disclose confidential information without proper authorization.

14-1.4 Violations and Consequences

- Improper handling of confidential information may result in disciplinary action, up to and including termination.
- Employees may be required to sign confidentiality agreements reaffirming their responsibilities.

14-2 Conflict of Interest and Business Ethics

14-2.1 Purpose

To protect the honesty, integrity, and reputation of the City of Hampton by avoiding conflicts between employees' personal interests and City interests.

14-2.2 General Policy

Employees must:

- a) Avoid actual or perceived conflicts of interest.
- b) Ensure their personal interests do not compromise or appear to compromise the City's decision-making or business dealings.

14-2.3 Examples of Conflicts of Interest

Conflicts may include, but are not limited to:

1. Holding an interest in or accepting free/discounted goods from an organization doing or seeking to do business with the City, where the employee can influence decisions.
2. Holding any interest in a competitor of the City of Hampton.
3. Employment with or serving on the board of an organization that competes with or does business with the City.
4. Personally profiting from transactions with organizations seeking business with the City (e.g., commissions, loans, reimbursements).

A conflict of interest also applies when an employee's immediate family is involved in these situations.

14-2.4 Acceptable Business Courtesies

- Modest courtesies like occasional meals or promotional items of value less than \$50.00 are acceptable when openly given and customary in business.

14-2.5 Reporting Obligations

- Employees must report any actual or potential conflict of interest involving themselves or their immediate family to management.

Section 15 - Vehicle Safety and Operations

15-1 Vehicle Safety Policy

15-1.1 Purpose & Scope

To establish guidelines for the safe and appropriate use of City of Hampton vehicles and personal vehicles used for City business. Applies to all City-owned, leased, rented, and employee personal vehicles used for official City purposes. Law enforcement vehicles are governed separately.

15-1.2 Vehicle Use Authorization

- a) Employees must receive supervisor approval before operating City vehicles.
- b) Supervisors must check and monitor employee driving records.
- c) Employees must report any changes affecting their ability to drive or insurability.

15-1.3 Driving as a Job Requirement

- Employees whose job requires regular driving must always meet the City's driver approval standards.

15-1.4 Vehicle Assignment

- a) Vehicles may be permanently assigned to departments with ongoing needs.
- b) A motor pool is maintained for shared use.
- c) Employees may use personal vehicles for business with supervisor approval when no City vehicle is available.

15-1.5 Safe Driving Requirements

- a) All drivers must drive safely and maintain the vehicle.
- b) Handheld cellphone use (including texting) while driving is prohibited.

- c) Employees are responsible for any driving infractions or fines.

15-1.6 Passenger Restrictions

- Non-employees, family, and friends are prohibited from riding in City vehicles.

15-1.7 Personal Vehicle Use & Reimbursement

- a) Approved use of personal vehicles for City business is reimbursed at the IRS mileage rate.
- b) Personal vehicles must have business-use insurance endorsement, if required by insurer.

15-1.8 Reporting Accidents or Damage

- a) Accidents, thefts, or damage must be reported to a supervisor and HR within 48 hours.
- b) Employees must cooperate with investigations but refrain from making voluntary statements to others.
- c) See Section 15-3.11 for additional information.

15-1.9 Take-Home Vehicles for On-Call Employees

- 24/7 on-call employees may take home City vehicles for emergency response only and must submit written acknowledgment of non-personal use.

15-1.10 Impairment & Substance Use Prohibition

- Employees must not drive under any physical or mental impairment, or while under the influence of alcohol, illegal drugs, or impairing medications.

15-1.11 Departmental Responsibility

- Department Directors are responsible for policy enforcement and implementation within their departments.

15-1.12 General Guidelines for Vehicle Operation

1. Driver Experience Requirement
 - Operators of non-CDL vehicles must have held a valid driver's license for at least three years prior to operating a City vehicle.
2. Authorized Operators
 - Only City employees may operate City vehicles.
3. Violation & Abuse
 - Intentional abuse, moving violations, reckless or negligent operation may result in suspension of driving privileges and disciplinary action.
4. Compliance with Laws

- Employees must obey all City, County, State, and Federal traffic laws.
- 5. Official Use Only
 - City vehicles are for official business use only---no personal use permitted.
- 6. Authorized Passengers Only
 - Only individuals on official business may ride in City vehicles.
- 7. Cargo Safety
 - Drivers must ensure all cargo, materials, and tools are securely fastened to prevent shifting or falling.
- 8. Prohibited Riding Areas
 - No riding on vehicle exteriors (e.g., fenders, beds), except Solid Waste Division vehicles designed for such use.
- 9. Obstructed Vision
 - Drivers must not operate vehicles when vision is obstructed.
- 10. Alcohol Prohibition
 - No alcoholic beverages may be transported in City vehicles.
- 11. Medication Notification
 - Employees must notify supervisors if taking medications that may impair driving. Failure to do so may result in suspension of driving privileges and disciplinary action.
- 12. Unattended Vehicle Protocol
 - Vehicles must not be left running and unattended unless manufacturer approved. Employees must stop the engine, remove the key, set the parking brake, and lock the doors.
- 13. Distracted Driving Restrictions
 - Employees must avoid using phones, laptops, or other devices while driving unless necessary and the vehicle is safely parked.
- 14. No Smoking Policy
 - Smoking is prohibited in all City vehicles.

15-1.13 Scheduled Maintenance

- a) Maintenance should be conducted every 3,500 miles or per the owner's manual.
- b) Routine checks include:
 - Oil and fluid levels
 - Tire condition
 - Lights and warning devices
- c) All maintenance must be documented, and each vehicle must have its own maintenance file.

15-1.14 Pre-Operation Inspection

- a) All operators must inspect vehicles daily before use:
 1. Check headlights, brake lights, turn signals, horn, and fluid levels.
- b) For CDL vehicles:
 1. Ensure compliance with DOT CDL pre-operation inspection requirements.

- c) Report any safety defects or abnormal damage to a supervisor immediately.
- d) Unsafe vehicles may not be operated.

15-1.15 Operator's License Requirements

- a) Employees must carry a valid Georgia operator's license while operating a City vehicle.
- b) Employees operating commercial vehicles must have the appropriate CDL in their possession.
- c) If a license is suspended or revoked, the employee must immediately report this to the appropriate Director.

15-1.16 Take Home Vehicles

- a) Assignment Authority
 - 1. Vehicle take-home privileges are granted at the Director's discretion and are subject to City Manager review.
- b) Eligibility Examples:
 - 1. Employees with 24-hour on-call status or irregular work hours.
 - 2. One vehicle each may be taken home by the Public Works, Electric, Utilities, Water, and Wastewater Departments.
 - A maximum of two vehicles may be taken home without prior written City Manager approval.
 - 3. Employees involved in post-disaster response preparation.
- c) Storage Requirements:
 - 1. Vehicles must be locked and secured overnight at the employee's residence or designated parking area.
- d) Limited Personal Use:
 - 1. Employees may make brief personal stops (e.g.. grocery store, pharmacy) while commuting.
- e) Accident Responsibility:
 - 1. Employees must pay the insurance deductible if involved in an accident without another driver found at fault.

15-1.17 Out of Town Travel and Meeting Attendance

- a) With Director approval, employees may:
 - 1. Take home a City vehicle prior to out-of-town travel, or
 - 2. Use a vehicle for late evening/early morning meetings.
- b) Vehicle use must be limited to official City business purposes only.

15-1.18 Trailers and Towing Guidelines

- a) Hitch and Safety:
 - 1. Trailer hitches must be:
 - Securely latched

- Properly installed
 - Adequate for the load
- 2. Safety chains must be properly attached.

b) Lighting Requirements:

1. Trailers must have functional brake lights, turn signals, and running lights.

c) Overhanging Loads:

1. Loads extending more than four (4) feet beyond the rear must be marked with a 12-inch red flag.

15-1.19 Leased and Rented Vehicles

a) When renting for official City business:

1. Use a City-approved leasing agency.
2. The City will purchase comprehensive/collision damage coverage at the time of rental.

15-1.20 Parked Vehicles

a) Vehicles must be:

1. Legally parked in designated spaces.
2. Keys removed when unattended.

b) For emergencies or job site parking:

1. Vehicles must be parked with due regard for safety and security.

15-1.21 City Vehicle Security (Non-Take Home Vehicles)

a) During non-Duty Hours:

1. City vehicles not taken home must be:
 - i. Secured in designated City parking lots
 - ii. Locked, with keys removed

b) Job Site Parking Overnight:

1. Vehicles left overnight at job sites must be:
 - i. Parked in areas offering reasonable security
 - ii. Properly secured by the operator

15-1.22 Accident Reporting Requirements

a) Immediate Actions in an Accident:

1. Summon medical care for injuries
2. Notify law enforcement
3. Notify immediate supervisor
4. Do not admit fault or offer settlements
5. Cooperate with law enforcement and medical personnel
6. Collect names and contact info of witnesses and parties involved

b) Supervisor's Responsibilities:

1. Notify the City Clerk immediately (to contact the insurance carrier)
2. Initiate a departmental investigation
3. Complete all required City reports
4. Recommend preventative follow-up actions

c) If Driver is at Fault:

1. The supervisor must recommend disciplinary action
2. Subject to Director's review and approval

15-1.23 Backing Guidelines for Large Vehicles and Equipment

- a) Avoid Backing When Possible:
 1. Driver should position vehicles to avoid reversing
- b) Pre-Backing Check:
 1. Check rear clearance before entering the vehicle
- c) Backing Procedure:
 1. Only back up if it can be done safely and without traffic interference
 2. Use a spotter whenever possible
- d) During Backing:
 1. Driver and spotter must:
 - i. Check blind zones
 - ii. Watch both sides for clearance
 - iii. Maintain low speed
 - iv. Be ready to stop fully

15-1.24 Personally Owned Vehicles for City Business

- a) The City does not provide liability or physical damage coverage for employee-owned vehicles.

15-1.25 Use of Safety Restraints

- a) Seat belts/safety restraints must be worn by all occupants in City vehicles whenever in motion.
- b) Operators of off-road equipment (construction, excavation, etc.) must use provided occupant restraint systems.
- c) Tampering with or disabling manufacturer-installed restraint systems is strictly prohibited, unless approved/instructed by the manufacturer.

15-1.26 Motor Vehicle Driving Record Review and Points Restriction Policy

- a) Driving record expectations:
 1. Employees who operate City or personal vehicles for work must maintain safe driving records.
 2. Driving habits on and off the job are considered.
- b) Annual MVR Review:

1. City requests annual driving record transcripts from the Georgia DDS for applicable employees.
- c) Points Thresholds for Disciplinary Action:
 1. 8 or more points in 12 months
 2. 10 or more points in 18 months
→ May result in disciplinary action up to suspension of driving privileges.
- d) Escalated Actions:
 1. DUI conviction, plea of guilty/nolo contendere, or refusal of a roadside sobriety test → Grounds for disciplinary action, including possible driving privilege suspension.
 2. Employees with a suspended license may not drive City vehicles.
 3. Temporary or hardship licenses do not permit the operation of vehicles for City business.
 4. At-fault in 2+ accidents in 24 months → Subject to disciplinary action and possible driving privilege suspension.
- e) Consequences of Driving Privilege Suspension:
 1. If driving is an essential job function, suspension may result in:
 - i. Job reassignment (to a position without driving duties and with adjusted pay)
 - ii. Termination if no alternative position is available or accommodation creates undue hardship
- f) Ongoing Monitoring:
 1. Employees may be required to submit a Motor Vehicle Report (MVR) at any time during employment.

15-2 Hands-Free Law (HB 673)

15-2.1 Policy:

House Bill 673, known as the "Hands-Free Law," became effective on July 1, 2018. This law prohibits certain uses of wireless devices while driving. The City of Hampton requires all employees—except law enforcement officers—to comply with this law while on or off City premises, particularly when conducting City business or operating a City vehicle.

15-2.2 Policy Requirements:

- a) Drivers may not hold or support a phone with any part of their body.
- b) Phone use is allowed only through:
 1. Speakerphone
 2. Earpiece
 3. Wireless headphones
 4. Vehicle-integrated systems or smart watches
- c) GPS navigation devices are permitted.
- d) Headsets/earpieces may only be used for communication—not for entertainment or music.
- e) Sending or reading text-based communication is prohibited unless:

1. It uses voice-to-text conversion.
2. It is used for navigation/GPS purposes.

f) Drivers may not:

1. Write, send, or read text messages, emails, or social media content.
2. Watch videos (except for navigation).
3. Record videos (continuous dash cams are exempt).

g) Music streaming apps:

1. Must be activated/programmed only when parked.
2. Cannot be controlled manually while driving.
3. Must not stream videos.
4. Can be used if controlled via vehicle radio.

15-2.3 Exempt Devices (Permitted While Driving):

- Traditional radio
- CB radios and hybrids
- Commercial two-way radios
- Subscription-based emergency devices
- Prescribed medical devices
- Amateur/ham radios
- In-vehicle systems (security, navigation, diagnostics)

15-2.4 Exceptions to the Law:

- a) It is acceptable to use a device when reporting a:
 1. Traffic crash
 2. Medical emergency
 3. Fire
 4. Criminal activity
 5. Hazardous road conditions
- b) City employees responding to utility emergencies within the scope of employment.
- c) First responders during performance of official duties.
- d) Use while in a lawfully parked vehicle (not at stop signs or red lights).

15-2.5 Additional Rules for Commercial Motor Vehicle Operators:

1. May only use one button to initiate or end a call.
2. May not reach for a device in a way that removes them from a seated or properly restrained position.

15-3 Hampton Police Vehicle Assignment/ Maintenance

15-3.1 Purpose

- a) Establish guidelines for the operation of police vehicles assigned to individual officers.

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- b) Off-duty vehicle use (to/from work) is a revocable privilege, not an entitlement.
- c) Applies to all members of the Hampton Police Department using a city vehicle.

15-3.2 Policy Statement

- Officers must set an example of good driving at all times.

15-3.3 Assignment of Vehicles/ Eligibility and Approval

- Only members approved by the Chief of Police may participate in the Assigned Vehicle Program.

15-3.3 Vehicle Issuance Procedures

- a) A Shift Supervisor may assign a vehicle with prior approval from the Chief.
- b) Authorized drivers must:
 1. Hold a valid Georgia driver's license.
 2. Comply with Georgia traffic laws.
 3. Undergo annual driver's license status checks.

15-3.4 License Suspension or Revocation

- a) Members must:
 1. Immediately notify their supervisor if their license is suspended/revoked.
 2. Submit a written notification through the Chain of Command to the Chief, explaining the incident.
- b) Members with a suspended/revoked license:
 1. Will be removed from driving status.
 2. Cannot operate departmental vehicles even with a limited driving permit (e.g., "to/from work" permits).

15-3.5 Restoration of Driving Privileges

- Driving privileges may only be restored with approval from the Chief of Police.

15-3.6 Inspections

Supervisors will inspect the vehicle at least bimonthly to check for cleanliness, service, and appropriate equipment.

- a) Any vehicle which does not conform to the standards of the department will be noted and steps will be taken to ensure compliance.
- b) Consistent violations of these regulations will result in termination of the off-duty privilege and/or other appropriate disciplinary action.

15-3.7 Maintenance Regulations

Responsibility for maintaining vehicle cleanliness and scheduled vehicle service shall rest with the employee to whom the vehicle is assigned.

- a) Officers are responsible for the maintenance and proper care of the vehicle and shall refrain from:
 1. Making anything but minor adjustments;
 2. Altering the body, general design, or appearance (i.e., non-departmental-issued tags or special plates) or marking of the vehicle;
 3. Using fuel, oil, lubricant, or other additives in the vehicle other than those approved by the Chief of Police;
 4. Tampering with prescribed legal pollution control devices;
 5. Oil changes are required at 5,000-mile intervals.
 6. Tires shall be checked daily for damage or excessive wear and kept properly inflated.
- b) If service is to be performed in the officer's assigned vehicle while on duty, the officer may utilize a pool vehicle. A pool vehicle may not be used in an off-duty capacity without the approval of the Chief of Police.
- c) All repairs will be reported to the officer's supervisor, and a maintenance request form will be filled out explaining the problem. When service is required, the vehicle will be taken to the designated facility.
- d) No equipment shall be installed in or affixed to an agency vehicle (i.e., radios, CB radios, tape decks, etc.) without prior approval. Requests and authorization must be in writing.
- e) The spare tire in the trunk will be bolted securely. All other loose items will be properly secured. Gasoline will not be carried under ordinary circumstances. An exception would be to assist stranded motorists.

15-3.8 General Regulations for Vehicle Operations

15-3.8.1 Marked vehicles of the Hampton Police Department shall be equipped with emergency lights, siren/public address system, and/or alley lights. Officers will ensure that these items are functioning properly at the beginning of their shift.

15-3.8.2 In addition to the above equipment, Patrol Officers are required to carry the following equipment in all marked police vehicles, including pool cars:

- First Aid Kits
- Fire Extinguishers

15-3.8.3 All Hampton Police Department vehicles shall always display the issued authorized license tag unless otherwise authorized by the Chief of Police. No unauthorized tags shall be mounted on the front of any assigned vehicle without prior authorization.

15-3.8.4 Officers shall inspect their assigned vehicle for any visible damage (e.g., dents, broken glass) prior to use and report any unreported damage in writing to their Supervisor.

15-3.8.5 All personnel operating a Hampton Police Department vehicle must wear a safety belt with a shoulder harness. The operator must ensure that all passengers also wear a safety belt and shoulder harness in compliance with O.C.G.A. 40-8-76 and 40-8-76.1.

Note: Officers and employees are strongly advised not to transport children under twelve (12) or small adults (under five feet tall) in the front seat of vehicles equipped with passenger-side airbags.

15-3.8.6 Officers operating vehicles in routine situations shall comply with all traffic laws and set an example of good driving behavior.

15-3.8.7 Drivers shall not leave their assigned vehicles unattended with the keys in the ignition unless the doors are locked. They should also not leave the engine idling while unattended, except when on a call for service or using emergency equipment.

If the outside temperature is 85°F or higher, the vehicle may be left running for up to 30 minutes to maintain the operability of electrical equipment. Drivers are responsible for adhering to fuel-saving practices, including:

- Maintaining proper air pressure;
- Strictly observing speed limits (except where departmental directives provide exceptions);
- Reducing unnecessary idling.
- Avoiding over-acceleration when starting.

15-3.8.8 Officers living outside a 25-mile radius of the City of Hampton with an assigned vehicle must park the vehicle at a secure location (e.g., fire station or precinct) before leaving city limits. Officers must report this location to the Chief's office and provide updates in writing if the location changes.

15-3.9 Additional Vehicle Operation Regulations and Exceptions

15-3.9.1 Officers assigned to a specialized unit and other exceptions, upon approval of the Chief of Police, may drive their assigned vehicle outside the designated boundaries.

15-3.9.2 Officers must adhere to parking regulations and shall not park in restricted or reserved spaces. Illegally parked vehicles reflect poorly on the department, and officers may lose off-duty privileges. Parking on the street outside their homes is discouraged.

15-3.9.3 Officers on temporary limited duty will have their assigned vehicles removed until they return to full duty status.

15-3.9.4 All valuable items (e.g., weapons, portable radios, gas cards, personal property) must be removed from vehicles left at a repair facility.

15-3.9.5 Department vehicles may only be used outside the City of Hampton for official business and with supervisory authorization.

15-3.9.6 Vehicles shall not be used to carry heavy or excessive loads unless designed or equipped for such use. Objects shall not protrude from trunks or windows unless necessary for police operations.

15-3.9.7 Use of Hampton Police Department vehicles for off-duty employment is limited to within city limits and requires written approval from the Chief of Police. Any exceptions must also be approved by the Chief.

15-3.9.8 Vehicle abuse or willful negligence will result in immediate revocation of assigned vehicle privileges and may lead to disciplinary action.

15-3.9.9 After a second avoidable accident within a 12-month period, and following completion of disciplinary action, the officer will lose eligibility for an assigned vehicle for one year. Vehicle privileges may also be suspended per the recommendation of the Accident Review Board and approval by the Chief.

15-3.9.10 Officers under disciplinary suspension must relinquish their assigned vehicle to their Shift Supervisor. The vehicle will then be available for reassignment.

15-3.9.11 Officers must exercise sound judgment when using departmental vehicles and avoid actions or locations that could discredit the department.

15-3.9.12 Officers driving departmental vehicles must carry approved firearms and wear attire appropriate for effectively performing police functions while maintaining a professional public appearance.

15-3.9.13 Only authorized personnel may operate Hampton Police Department vehicles.

15-3.9.14 Off-duty officers operating marked vehicles must monitor Police Radio communications and restrict usage to Hampton Police Department business.

15-3.9.15 Department vehicles should not be used to push disabled vehicles unless equipped with a push bumper. Any resulting damage requires an Incident Report and Supervisor's Accident Report.

15-3.9.16 Officers operating agency vehicles while off-duty must adhere to all General Orders and Directives. All Hampton Police Department personnel—sworn or non-sworn—must follow the agency's dress code. Sworn officers from other agencies riding with a Hampton officer must also follow the dress code and carry proper identification and a firearm.

15-3.10 Dress Code While in the Assigned Vehicle

15-3.10.1 While operating an agency-owned vehicle, officers must wear proper attire that allows them to perform law enforcement duties effectively and promotes a professional public image.

15-3.10.2 While on duty, officers shall wear the agency's standard uniform or an approved utility uniform.

15-3.10.3 When off duty, officers must be appropriately dressed. The following attire is prohibited:

- a) Cut-off T-shirts
- b) Tank tops
- c) T-shirts with inappropriate slogans

15-3.10.4 Shorts are permissible only when the vehicle is being washed, serviced, or during other non-duty-related activities. All clothing must be clean, neat, and free from holes, excessive fading, or ragged appearance.

15-3.10.5 Proper footwear must be always worn when operating an agency vehicle.

15-3.10.6 Sworn members must have their approved-issued firearm and official identification in their immediate possession when operating an agency vehicle.

15-3.11 Accidents and Incidents of Vehicle Damage

15-3.11.1 All accidents or incidents involving Hampton Police Department vehicles must be reported immediately to the officer's supervisor.

15-3.11.2 The immediate supervisor will notify the Georgia State Patrol or Henry County Police Department to respond and investigate the accident.

- In minor accidents (no other vehicles involved, no injuries, no criminal activity), the supervisor may exercise discretion and handle the accident personally.

15-3.11.3 The supervisor must complete an incident report using the agency's Records Management System (RMS), including attached photographs of the accident scene. The officer involved will complete a supplemental narrative to accompany the supervisor's report.

15-3.11.4 All accident reports must be forwarded to the Chief's office, which will then forward the report to the Accident Review Board.

15-3.11.5 Any officer or employee found to be at fault in a vehicle accident will be required to appear before the Accident Review Board for a case review.

15-3.11.6 The Accident Review Board shall be composed of the following six (6) members, appointed by the Chief of Police:

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- 1 Detective
- 1 Professional Standards Sergeant
- 2 Shift Sergeants
- 2 Patrol Officers

15-3.11.7 A quorum must be present for the Accident Review Board to conduct case reviews. A quorum is defined as four (4) or more voting members appointed by the Chief of Police being in attendance.

Section 16 - General Standards of Conduct

16-1 Personal Visits and Telephone Calls

16-1.1 Personal telephone calls must be kept to a minimum. Such calls should only be made or received during non-working hours, including lunch or designated break times, to prevent workplace disruptions that can cause errors and delays.

16-1.2 For safety and security reasons, employees are not permitted to have personal guests visit or accompany them in any area of the City of Hampton facilities beyond the designated reception areas.

16-2 Hiring Relatives/Employee Relationships

16-2.1 The City of Hampton enforces a strict Nepotism Policy to uphold merit-based employment standards.

16-2.2 All job applicants must disclose any familial relationships with current City of Hampton employees on their application.

- Failure to disclose such relationships will result in disqualification from consideration or termination if discovered post-hired.

16-2.3 For this policy, "relatives" are defined as:

- Spouses
- Parents, stepparents
- Siblings, stepsiblings, half-siblings
- In-laws of any of the foregoing

16-2.4 No individual may be employed in a department or unit where a subordinate-superior relationship would exist with any relative through any line of authority.

16-2.5 A familial or close relationship among employees may present actual or potential conflicts of interest, especially in supervisory roles. To prevent this:

- Applicants will not be hired into departments where immediate family members (spouse, child, parent or stepparent, grandparent, great-grandparent, sibling or stepsibling, son or stepson, daughter or stepdaughter) are already employed.
- Relatives may not work within the same department or division.

16-2.6 If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting or influential employment relationship.

- The City will attempt to find alternative roles but retains the right to determine which employee, if either, remains employed if no suitable position is available.

16-3 Employee Dating Policy

16-3.1 Objective

The City of Hampton values a professional work environment where employees maintain clear boundaries between personal and business interactions. While friendships and romantic relationships among co-workers are not prohibited, appropriate conduct must be maintained during working hours and within the workplace.

16-3.2 Supervisory Relationships

Employees in supervisory, managerial, or otherwise influential roles are held to stricter standards due to their ability to impact the employment conditions of others, access to sensitive information, and role model responsibilities.

16-3.3 NLRA Compliance

This policy respects employee rights protected by the National Labor Relations Act and other applicable statutes concerning employment relationships.

16-3.4 Procedures

- a) 16-3.4.1 During work hours and in work areas, all employees must maintain appropriate workplace behavior that does not disrupt productivity or others.
- b) 16-3.4.2 During nonworking times (e.g., breaks, lunch), employees should still conduct themselves appropriately in nonworking areas to avoid discomfort or offense.
- c) 16-3.4.3 Physical contact deemed inappropriate by a reasonable person is strictly prohibited on company premises at any time.
- d) 16-3.4.4 Personal relationships that negatively affect the workplace will be addressed through disciplinary measures, including counseling. Repeated or serious issues may lead to further discipline.
- e) 16-3.4.5 Off-duty conduct is typically private unless it causes workplace issues, particularly in supervisor-subordinate romantic or sexual relationships.

- o 16-3.4.6 Supervisors, managers, executives, or officials must disclose any romantic or sexual relationship with a co-worker to their immediate supervisor or department director for review of potential conflicts of interest.

16-3.5 Conflict Resolution

- a) 16-3.5.1 If a conflict of interest or risk is identified, the City may:
 1. Separate the individuals in matters involving hiring, firing, evaluations, compensation, etc.
 2. Reassign one or both individuals to other roles and departments.
- b) 16-3.5.2 If the parties refuse a reasonable resolution, it will be considered a voluntary resignation.

16-3.6 Policy Enforcement

- 1. 16-3.6.1 Failure to cooperate with conflict resolution efforts may be considered insubordination and can result in termination.
- 2. 16-3.6.2 This policy applies equally regardless of the sexual orientation of the individuals involved.

16-3.7 Interpretation and Questions

When uncertainty arises regarding this policy, employees are encouraged to consider its overall spirit and intent. Any concerns should be directed to the City Manager or their designee.

16-4 Inclement Weather

16-4.1 Essential Services

As a government employer, the City of Hampton provides essential services that must continue regardless of weather conditions. Demand for these services may increase during inclement weather, and therefore, City operations do not fully close.

16-4.2 Reporting Expectations

If no changes are made to normal City operations by the City Manager or designee, all employees are expected to report to work as originally scheduled. Each employee must evaluate their own ability to travel safely.

16-4.3 Options for Employees Unable to Report

Employees unable to safely commute must contact their immediate supervisor and may request one of the following options:

- a) 16-4.3.1 Use of Leave: Employees may request sick leave, vacation, or accrued compensatory time.

- b) 16-4.3.2 Make-Up Time: Employees may request to make up missed hours within the same work week.
- c) 16-4.3.3 Telecommuting: Employees may request to work from home if meaningful work is available and technical connectivity is sufficient. Approval is required. See Section 6-8 of this Policy for additional information

16-4.4 Notifications and Communication Channels

When a decision is made by the City Manager or designee regarding modifications to City operations during inclement weather, employees will be notified through the following official communication channels:

- City of Hampton intranet
- City of Hampton Facebook page
- Nixle Alerts

Local television and radio may provide additional information, but the above sources are the official methods. It is each employee's responsibility to check for updates and clarify their reporting obligations with their supervisor if needed.

16-5 General Guidelines Regarding ID Badges

16-5.1 Issuance and Usage

All employees will be issued a City of Hampton ID badge, which serves as a key component of the City's security system. The badge grants access to common areas and secured locations as required by the employee's role.

16-5.2 Possession Requirement

Employees are required to always have their ID badge on their person while on duty.

16-5.3 Lost or Stolen Badges

1. Lost or stolen badges must be reported immediately to the I.T. Department.
2. A replacement badge must be obtained as soon as possible.
3. Repeated loss or damage of ID badges may result in disciplinary action due to the security risk posed by unauthorized possession.

16-5.4 Badge Return Upon Termination

Employees are required to return their ID badges to the I.T. Department upon termination of employment.

16-6 Social Functions Policy

The City of Hampton acknowledges that employees may wish to host social functions on City premises during regular business hours to commemorate special occasions (e.g., baby showers, retirements). This policy outlines the procedures for arranging such events and does not restrict

employee rights under applicable labor laws. The City retains the right to enforce valid no-solicitation and no-distribution policies consistent with federal labor laws.

16-6.2 Policy Guidelines

a) 16-6.2.1 Special Occasion Limitations

Social events during business hours on City property are restricted to special occasions only.

b) 16-6.2.2 Birthday Celebrations

Departmental birthday celebrations should be limited to the department area or held off City premises during regular lunch periods. These celebrations must not exceed the normal lunch break time unless prior approval is granted by the City Manager.

c) 16-6.2.3 Event Planning and Approval

1. All special events must be planned at least 10 days in advance.

2. Prior approval from the Human Resources (HR) Department under the direction of the City Manager is required.

3. HR will announce approved events at the next management meeting to coordinate departmental schedules and lunch period adjustments.

d) 16-6.2.4 Timing and Customer Service

Events should occur during lunch breaks or after business hours. These events must not interfere with or reduce customer service within any department or division.

e) 16-6.2.5 Use of City Funds

1. City funds may be used only with prior approval from the City Manager.

2. Pre-approved, budgeted events do not require additional authorization.

f) 16-6.2.6 Employee Responsibility

1. All arrangements for non-City-sponsored events must be made voluntarily by employees.

2. Planning must occur during break time or other non-working hours.

16-7 Office Supplies Policy

16-7.1 Purpose

This policy ensures proper use and management of office supplies within the City of Hampton to support daily business operations.

16-7.2 Supply Availability

- a) Basic office supplies (e.g., pens, paper clips, staples, notepads) are maintained for daily employee use.

- b) Supplies are stored at City Hall or in designated areas within each facility.

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16-7.3 Ordering Additional Supplies

- a) Employees needing items not regularly stocked must:
 - 1. Create a purchase order
 - 2. Obtain approval from their immediate supervisor
 - 3. Place the order through:
 - i. The City's purchasing system
 - ii. Directly calling the vendor
 - iii. A designated staff member
 - iv. Online ordering platforms

16-7.4 Departmental Charges

- a) The cost of additional supplies will be charged to the employee's department or division.
- b) Supervisor approval is required prior to placing any order.

16-7.5 Business Use Only

- a) All supplies are strictly for City business purposes.
- b) Supplies must not be removed from the office for personal or non-business use.

16-7.6 Policy Enforcement

- Noncompliance with this policy may result in disciplinary action in accordance with City procedures.

16-8 Housekeeping

16-8.1 Purpose

To promote a safe, clean, and efficient work environment by encouraging all employees to take personal responsibility for maintaining their workspace and shared areas.

16-8.2 Personal Workspaces

- a) Employees are expected to maintain cleanliness and order in their own work areas.
- b) Establish a daily routine to:
 - 1. Reorganize workspaces
 - 2. Sanitize commonly used areas
 - 3. Reduce clutter and confusion

16-8.3 Shared Spaces

- a) Break rooms must be kept tidy:
 - 1. Clean up crumbs and spills
 - 2. Pick up all trash

3. Wash personal dishes to keep the sink clean

16-8.4 Materials and Supplies

- a) Store materials safely to avoid blocking doorways or hallways.
- b) Dispose of loose materials and trash immediately.
- c) Return tools, equipment, and supplies to their proper storage after use.

16-8.5 Employee Responsibility

- a) Do not rely solely on custodial staff for cleanliness.
- b) Maintain a respectful environment by being mindful of others.

16-9 Smoke and Tobacco Free Workplace

16-9.1 Purpose

To ensure a healthy, safe, and professional environment for all employees, visitors, and the public.

16-9.2 Policy Statement

- a) Smoking, Vaping, and the use of tobacco products is strictly prohibited on all City of Hampton Premises, including:
 1. Inside all buildings and facilities
 2. On City owned property
 3. In all City of Hampton vehicles

16-9.3 Scope

- a) Applies to all forms of smoking, including:
 1. Traditional tobacco products (e.g., cigarettes, cigars)
 2. Electronic cigarettes (e-cigarettes)
 3. Vaping devices

16-9.4 Enforcement

- Violations of this policy may result in disciplinary action in accordance with City personnel policies.

16-10 Bulletin Boards

16-10.1 Purpose

To ensure effective communication of important information and updates within the City of Hampton.

16-10.2 Policy Statement

- a) Bulletin boards are designated for posting:
 1. Official notices
 2. Items of general interest to employees
 3. City-related announcements and updates

16-10.3 Employee Responsibilities

- Employees are encouraged to review bulletin boards frequently to stay informed about current City information and notices.

16-10.4 Restrictions

- a) Employees are not permitted to post or remove materials on/from bulletin boards.
- b) Only authorized personnel may manage bulletin board content to maintain accuracy and prevent confusion.

16-11 Incident Reports

16-11.1 Purpose

To establish a standardized procedure for reporting incidents involving the loss, damage, or destruction of City or resident property.

16-11.2 Reporting Responsibilities

- a) Employees charged with:
 1. Loss of equipment
 2. Damage to or destruction of goods/property

Must report the incident immediately to their supervisor.

16-11.3 Incident Report Procedure

- a) An Incident Report Form must be completed, detailing the situation.
- b) The completed report is submitted to the Human Resources Director.
- c) The report will be filed in the employee's personnel folder.

16-11.4 Criminal Activity Reporting

- Theft or vandalism or any criminal activity on City grounds must be reported directly to the Hampton Police Department without delay.

16-11.5 Accountability

- a) Employees are expected to take responsibility for any loss or damage involving:
 - 1. City property
 - 2. Property belonging to City residents

Any more questions can be answered by the Human Resources Director.

16-12 Inspections

16-12.1 Purpose

To maintain a secure and accountable work environment and safeguard City of Hampton property.

16-12.2 Search and Inspection Rights

- a) Employees of the City of Hampton do not have an expectation of privacy at their place of work. The city controls its space, furnishings, and equipment. The City of Hampton reserves the right to conduct inspections if there is reasonable and articulable suspicion.
- b) Inspections may involve:
 - 1. Employee's person
 - 2. Personal possessions and property
 - 3. Personal vehicles parked on City or client property
 - 4. Work areas, including:
 - Lockers
 - Vehicles
 - Desks
 - Cabinets
 - Workstations
 - Packages
 - Handbags
 - Briefcases
 - Other places of concealment
 - 5. Mail sent to the City or clients
 - 6. Internet activity, including:
 - Sites visited
 - Uploaded/downloaded material

16-12.3 Employee Cooperation

- Employees are expected to fully cooperate with any inspection or search.

16-12.4 Unauthorized Use or Removal of Property

- a) Employees shall not take City property without prior authorization.
- b) Use of City property for personal gain or non-official purposes is strictly prohibited.

16-12.5 Disciplinary Action

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- Unauthorized possession or misuse of City property may result in disciplinary action, up to and including termination, in accordance with the City of Hampton disciplinary policy.

Section 17 - Prohibited Conduct

17-1 Non-Discrimination/ Anti- Harassment Policy

17-1.1 Policy Statement

The City of Hampton strictly prohibits harassment, whether intentional or unintentional, against any individual based on:

- a) Actual or perceived:
 - o Race
 - o Color
 - o Creed
 - o Religion
 - o National origin
 - o Ancestry
 - o Citizenship status
 - o Age
 - o Sex or gender (including pregnancy, childbirth, and related conditions)
 - o Gender identity or expression (including transgender status)
 - o Sexual orientation
 - o Marital status
 - o Military service or veteran status
 - o Physical or mental disability
 - o Genetic information
 - o Any other characteristic protected under federal, state, or local laws

17-1.2 Scope of Coverage

Applies to:

- a) Job applicants
- b) Contractors
- c) Interns
- d) Volunteers
- e) Employees

17-1.3 Sources of Prohibited Conduct

Harassment is prohibited when committed by or against:

- a) Another employee
- b) Supervisor

- c) Vendor
- d) Customer
- e) Any third party

17-1.4 Purpose of the Policy

To maintain a safe, respectful workplace and ensure harassment does not occur:

- On City of Hampton property
- While conducting City business (on or off premises)
- While representing the City of Hampton

17-1.5 Legal Implications

- a) Harassment and retaliation are not only violations of this policy but may also be unlawful under federal, state, or local law.
- b) Example: Sexual harassment and retaliation against someone who:
 1. Files a complaint
 2. Assists or testifies in an investigation or proceeding are prohibited by law.

17-1.6 Harassment Defined

Definition

Harassment is generally defined as unwelcome verbal, visual, or physical conduct that:

- a) Denigrates or shows hostility or aversion toward an individual due to an actual or perceived protected characteristic, and/or
- b) Has the purpose or effect of:
 - Unreasonably interfering with an individual's work performance
 - Creating an intimidating, hostile, or offensive working environment

Forms of Harassment:

- a) Verbal:
 1. Slurs, jokes, insults, epithets, gestures, teasing
- b) Visual:
 1. Offensive:
 - i. Posters
 - ii. Symbols
 - iii. Cartoons
 - iv. Drawings
 - v. Computer displays
 - vi. Text messages
 - vii. Social media posts
 - viii. Emails

- c) Physical Conduct:
 - 1. Threatening behavior
 - 2. Blocking someone's way
 - 3. Other physical intimidation

Policy Scope:

Such conduct is prohibited under City of Hampton policy even if it does not constitute a violation of applicable federal, state, or local laws.

Behavioral Expectations:

Due to the subjective nature of harassment definitions, all employees are expected to act in a way that always aligns with the spirit and purpose of this anti-harassment policy.

17-1.7 Sexual Harassment Defined

Definition

Sexual harassment includes any unwelcome or unsolicited conduct of a sexual nature, such as:

- a) Sexual advances
- b) Requests for sexual favors
- c) Conversations regarding sexual activities
- d) Other verbal, visual, or physical conduct of a sexual nature

Sexual harassment occurs when:

- a) Quid Pro Quo
Submission to such conduct is made explicitly or implicitly a condition of employment.
- b) Employment Decisions
Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.
- c) Hostile Work Environment
The conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive work environment.

Examples of Prohibited Conduct:

- 1. Unwelcome flirtations, leering, whistling, touching, pinching, assaulting, blocking movement
- 2. Requests/demands for sexual favors in exchange for favorable treatment
- 3. Obscene or vulgar gestures, posters, or comments
- 4. Sexual jokes or comments about a person's body, sexual prowess, or deficiencies
- 5. Propositions or suggestive/insulting sexual remarks
- 6. Derogatory cartoons, posters, or drawings
- 7. Sexually explicit emails, texts, or voicemails
- 8. Uninvited sexual touching

9. Unwelcome sexually related comments
10. Conversations about personal or others' sex lives
11. Conduct or remarks consistently targeted at a single gender, even if not overtly sexual
12. Gender-based teasing or inappropriate conduct

17-1.9 Reporting Procedures

Employees who believe they have been subjected to or have witnessed conduct that violates the City of Hampton's Non-Discrimination/Anti-Harassment Policy are expected to report the matter promptly:

- a) Initial Report: Report the incident to the employee's immediate supervisor.
- b) Escalation: If the supervisor is unavailable, or if there is no response within five (5) business days, the employee should escalate the matter to the Director of Human Resources.
- c) Alternative Reporting: If the complaint involves any of the individuals listed above, the employee may contact any higher-level manager in the reporting hierarchy.

These procedures are designed to ensure that all complaints are taken seriously and addressed in a timely, confidential, and effective manner.

17-1.10 Investigation Procedures

- a) Thorough Investigation: Every report of perceived harassment will be fully investigated by the City of Hampton.
- b) Corrective Action: Appropriate corrective action will be taken if harassment or misconduct is substantiated.
- c) Confidentiality: Complaints will be kept confidential to the extent possible, although complete confidentiality cannot be guaranteed.
- d) Employee Cooperation: All employees are required to cooperate fully with investigations conducted under this policy.

17-1.11 Retaliation Prohibited

- a) No Retaliation Permitted: The City of Hampton strictly prohibits retaliation against individuals who:
 1. Report unwelcome conduct to management, or
 2. Cooperate in the investigation of such reports.
- b) Reporting Retaliation: Employees who believe they have been subjected to retaliation should report it using the same procedures outlined for reporting harassment.
- c) Consequences of Retaliation: Any violation of this policy, including retaliatory conduct, will result in disciplinary action, up to and including termination.

17-2 Workplace Conduct

17-2.1 Purpose:

To foster a positive, safe, and productive work environment based on honesty, fairness, and common sense. All employees are expected to follow these standards of conduct.

17-2.2 Unacceptable Conduct (Examples Include, but Are Not Limited To):

1. Providing false or misleading information to obtain employment.
2. Theft, property damage, or disclosing confidential information.
3. Completing another employee's time records.
4. Violating safety rules or policies.
5. Violating the Drug and Alcohol Policy.
6. Fighting, threats, disruptions, or workplace violence.
7. Ignoring lawful instructions from supervisors.
8. Making unauthorized promises that bind the City.
9. Failing to perform job duties.
10. Irregular attendance, habitual lateness, or unexcused absences.
11. Gambling on City property.
12. Secretly recording conversations without consent.
13. Willful or careless damage to City or employee property.
14. Wasting City work materials.
15. Doing personal work during business hours.
16. Violating the Solicitation and Distribution Policy.
17. Violating Harassment or Equal Employment Opportunity Policies.
18. Violating the Communication and Computer Systems Policy.
19. Unsatisfactory job performance.
20. Any other policy violations.

17-2.3 Disciplinary Action:

- a) Misconduct may result in disciplinary action, up to and including termination, at the City's sole discretion.
- b) Progressive discipline may be applied but is not guaranteed.
- c) Employment is at-will, and disciplined decisions are made on a case-by-case basis.

17-3 Workplace Violence

17-3.1 Policy Statement:

The City of Hampton is committed to providing a safe workplace for all employees and minimizing risks of injury or damage to people and property.

17-3.2 Key Guidelines:

- Employees are not expected to be experts in psychology or to physically intervene during violent situations.
- The City discourages physical confrontation with violent or potentially violent individuals.
- Employees are expected to use reasonable judgment in recognizing potential threats and report concerns immediately.

17-3.3 Warning Signs of Potential Violence (*based on expert guidance*):

- Extreme resentment, anger, or hostility
- Ominous threats (e.g., suggesting something bad will happen)
- Sudden decline in work performance
- Irrational, irresponsible, or aggressive behavior
- Antagonistic or negative attitude when questioned
- Discussion or display of weapons in the workplace
- Overreaction to changes in City policy
- Conflicts or obsessions with coworkers or supervisors
- Sabotage of work or equipment
- Frequent blame-shifting
- Irrational or erratic behavior patterns

Section 18 - Discipline and Termination

18-1 Key Classifications of Disciplinary Action

18-1.2 Purpose:

To establish a structured and consistent approach for addressing employee performance and conduct issues through progressive corrective disciplinary action.

18-1.3 Policy Overview:

- a) Disciplinary action is necessary when:
 - 1) An employee's performance fails to improve after prior actions.
 - 2) Conduct or performance violates critical policies, rules, or procedures.
- b) The City of Hampton supports progressive discipline, applying increasingly severe corrective actions for repeated offenses.
- c) Severity-based discipline: In cases of serious violations, higher levels of discipline may be applied immediately, by passing lower steps.

18-1.4 Classification of Disciplinary Actions:

Disciplinary actions can be positive, neutral, or corrective, depending on the context. Approved forms include:

1. Verbal Warning * Counseling Session

2. First Written Warning
3. Second Written Warning
4. Suspension / Leave (with or without pay)
5. Disciplinary Demotion
6. Termination Track Letter Issued
7. Dismissal

18-2 Progressive Discipline Procedures and Policy

Purpose:

To establish a clear and fair process for addressing employee behavior and performance issues through structured disciplinary actions aimed at correction and improvement, not punishment.

Definitions of Disciplinary Actions

A. Verbal Warning / Counseling Session

- A structured conversation about performance or behavioral concerns.
- Appropriate for less serious or first-time issues.
- Documented in the supervisor's/local file.
- Employees are advised it is a formal warning.

B. First Written Warning

- Issued for recurring or more serious conduct.
- Placed in the employee's official personnel file.
- Distributed to the employee, HR, and department file.

C. Second Written Warning

- Issued if issues continue despite previous warnings.
- Placed in the employee's official personnel file.
- Distributed as above.

D. Suspension (With or Without Pay)

- Temporary removal from work.
- With Pay: Pending investigations.
- Without Pay: Clear evidence of serious misconduct.
- Documented in official personnel file.

E. Disciplinary Demotion

- Reassignment to a lower-level position (if available).
- Results in a permanent pay reduction.

- Used when performance in current role is unsatisfactory.
- Documented in personnel file.

F. Termination Track Letter Issued

- Final warning before dismissal.
- No further warnings issued after this letter.
- Valid for up to 6 months.
- Does not imply contract or employment guarantee.

G. Dismissal / Termination

- Ends employment with the City.
- May occur without prior steps for serious violations.

Procedures for Administering Disciplinary Action

- a) Authority
 - 1. Supervisors or Department Heads administer discipline based on level/severity.
- b) Factors Considered
 - 1. Nature, severity, frequency of offense.
 - 2. Employee's overall record and consistency of discipline across cases.
- c) Application of Discipline
 - 1. Steps may vary depending on the situation.
 - 2. Not all steps are required—serious misconduct may lead directly to suspension or termination.

18-2.1 Garrity Warning Policy

A) Purpose

The purpose of this policy is to establish procedures for issuing a Garrity Warning to City of Hampton employees during internal investigations where the employee may be required to answer questions that could implicate them in criminal conduct. This policy ensures compliance with the employee's constitutional rights under the Fifth Amendment while protecting the City's interest in maintaining discipline and accountability in the workplace.

B) Applicability

This policy applies to all employees of the City of Hampton when:

1. They are the subject of an internal administrative investigation.
2. The subject matter may also be of interest to criminal investigators or prosecutors.

City of Hampton Personnel Policy

3. 3. The employee is being compelled to answer questions under threat of discipline or termination.

C) Garrity Warning Statement

Before questioning an employee under circumstances where Garrity protections apply, the assigned person investigating shall provide the following statement, preferably in writing:

"Garrity Warning

You are being asked to provide information as part of an internal administrative investigation by the City of Hampton. This is not a criminal investigation, and you are not under arrest.

You are required to answer questions truthfully and completely as a condition of your continued employment.

However, any statements you provide and any information derived directly or indirectly from those statements cannot and will not be used against you in any criminal proceeding.

Your failure to answer questions truthfully may subject you to disciplinary action, including termination."

The employee shall sign and date a copy of this warning prior to questioning. A refusal to sign does not invalidate the warning if it is read aloud and witnessed.

D) Documentation and Records

A copy of the signed Garrity warning and any statements made shall be retained as part of the internal investigative file. These records are subject to applicable public records laws, confidentiality requirements, and disciplinary procedures.

18-2.2 Douglas Factors

The following relevant factors must be considered in determining the severity of the discipline:

1. The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated

2. The employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and prominence of the position
3. The employee's past disciplinary record
4. The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability
5. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's ability to perform assigned duties
6. Consistency of the penalty with those imposed upon other employees for the same or similar offenses
7. Consistency of the penalty with any applicable agency table of penalties
8. The notoriety of the offense or its impact upon the reputation of the agency
9. The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question
10. Potential for the employee's rehabilitation
11. Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice or provocation on the part of others involved in the matter
12. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

18-3 Termination of Employment

Section 18-3: Termination of Employment

Employment with the City of Hampton may end under various circumstances, including retirement, voluntary resignation, involuntary termination, reduction in force, or death. Regardless of the reason, the City ensures that all terminations are handled with respect, confidentiality, and professionalism. Employees should understand the related procedures, especially those impacting final pay and eligibility for appeals.

a) Voluntary Resignation

1. Employees are encouraged to provide at least two (2) weeks' written notice to their department director.
2. The notice must include the last working day or shift.
3. Employees may be asked to leave immediately, but if so, they will be paid through their stated final date.
4. Vacation leave is not permitted during the notice period, unless pre-approved before the notice was given.
5. All City-issued property (e.g., keys, ID badges, uniforms, electronics) must be returned before separation.
6. Confidential information must also be returned.
7. The City may deduct the value of unreturned or damaged items from final pay, as allowed by law.

b) Retirement

1. The City provides a defined benefit retirement plan to all full-time regular employees through the Georgia Municipal Employees Benefit System (GMEBS).
2. Employees are vested after five (5) years of service.
3. Early retirement may be taken at age 55 with at least ten (10) years of credited service but may result in reduced benefits.
4. Employees must submit a written notice of intent to retire at least thirty (30) days in advance of the retirement date.
5. The notice should include the employee's last working day or shift.
6. The department director must notify Human Resources upon receiving retirement notice.

c) Exit Process

1. Upon notice of resignation or retirement, the department director must inform the Director of Human Resources.
2. Final compensation will include accrued paid leave (if the employee completed probation).
3. City-owned property must be returned in good condition prior to the final paycheck being issued.
4. The cost of unreturned items may be deducted from the final payout where legally permissible.

d) Pending Disciplinary Action

- Employees who resign or retire after disciplinary proceedings have begun forfeit the right to appeal the disciplinary action.

e) Involuntary Termination

1. Employees who are dismissed will receive:
 - i. A written notice stating the reason(s) for dismissal
 - ii. The effective date of termination
 - iii. Details regarding continuation or cessation of benefits

f) Lay-Off

1. A lay-off occurs due to reorganization, budget reductions, or other non-disciplinary factors.
2. Lay-offs are not performance-related and do not imply misconduct or incompetence.
3. Affected employees will be notified in writing and provided with applicable resources.

g) Death of an Employee

- Employment ends on the date of death.
- All compensation earned, including accrued vacation time, will be processed.
- Payment will be made to the employee's designated beneficiary, estate, or surviving spouse as required by law.

18-4: Exit Interviews

18-4.1 Employees who choose to resign are encouraged to participate in an exit interview with the Director of Human Resources, if possible.

18-4.2 The purpose of the exit interview is to:

- Gain feedback on the employee's experience working with the City of Hampton
- Identify potential areas for organizational improvement
- Ensure all separation procedures are completed, including the return of City property and discussion of final pay and benefits

Participation in the exit interview is voluntary but highly encouraged.

a) Voluntary Resignation

8. Employees are encouraged to provide at least two (2) weeks' written notice to their department director.
9. The notice must include the last working day or shift.
10. Employees may be asked to leave immediately, but if so, they will be paid through their stated final date.
11. Vacation leave is not permitted during the notice period, unless pre-approved before the notice was given.
12. All City-issued property (e.g., keys, ID badges, uniforms, electronics) must be returned before separation.
13. Confidential information must also be returned.

- 14. The City may deduct the value of unreturned or damaged items from final pay, as allowed by law.

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11. The notice should include the employee's last working day or shift.
12. The department director must notify Human Resources upon receiving retirement notice.

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d) Pending Disciplinary Action

- Employees who resign or retire after disciplinary proceedings have begun to forfeit the right to appeal the disciplinary action.

e) Involuntary Termination

2. Employees who are dismissed will receive:
 - i. A written notice stating the reason(s) for dismissal
 - ii. The effective date of termination
 - iii. Details regarding continuation or cessation of benefits

f) Lay-Off

4. A lay-off occurs due to reorganization, budget reductions, or other non-disciplinary factors.
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- Ensure all separation procedures are completed, including the return of City property and discussion of final pay and benefits

Participation in the exit interview is voluntary but highly encouraged.

Non-Discrimination/Anti-Harassment Policy

It is the City of Hampton's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the City of Hampton.

The purpose of this policy is not to regulate any employee's morality, but to ensure that no one harasses another individual in the workplace, including while on the City of Hampton premises, while on City of Hampton business (whether on City of Hampton premises) or while representing City of Hampton. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws is also unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

City of Hampton Personnel Policy

Harassment is generally defined in this policy as unwelcome verbal, visual, or physical conduct that is severe or pervasive, and that denigrates or shows hostility or aversion towards an individual because of race, color, religion, age, national origin, marital status, political affiliation, familial status, sexual orientation, gender identity, disability, or retaliation for protected activity, and has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.). The City of Hampton requires its employee to comply with the applicable federal and state laws regarding harassment at all time.

Sexual Harassment Defined

Sexual harassment based on the recipient's protected category as defined above, can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct of advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include but not limited to:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assaulting, or blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters, or comments;
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters, and drawings;
7. Sexually explicit e-mails, text messages, or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually related comments;
10. Conversation about a person's own or someone else's sex life;
11. Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct that violates this policy, the employee should immediately report the matter to their immediate supervisor, who will then report the incident to the Employee's Supervisor. If the employee is unable for any reason to contact this person or if the employee has not received an initial response within five (5) business days of reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person to whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted according to this policy.

Retaliation Prohibited

In addition, the City of Hampton will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports under this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same way the employee would report a claim of perceived harassment under this policy.

Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

Non-Discrimination/Anti-Harassment Policy Acknowledgement

I have read and I understand City of Hampton's Non-Discrimination/ Anti-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

City of Hampton Handbook Acknowledgment

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.