Finance Committee Meeting

AGENDA

April 23, 2018
City Hall

I **CALL TO ORDER**

II. **MATTERS BEFORE COMMITTEE**

1. Personnel & Operational Policies & Procedures

III. **ADJOURN**

Finance Committee Meeting

AGENDA

April 23, 2018

Item:

Personnel and Operational Policies and Procedures

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. Click here to download.

Attachments / click to download

- Personnel & Operational Policies & Procedures

To: Finance Committee, City Council

From: Chris Bailey, Central Services Manager

Department: Central Services

Date: 03/26/18

Description: A request is being made for the approval of changes to the Personnel, Drug and Alcohol, Travel, Procurement, and Fixed Asset policies; along with the approval of the newly added Dress Code policy. These policies will all become part of one master Personnel and Operational Policies and Procedures for easier reference for all internal policy and procedure references. All additions are in red, and removals are in red with strikethrough lines.

Recommendation:

Staff recommends the approval of changes to the Personnel, Drug and Alcohol, Travel, Procurement, and Fixed Asset policies; along with the approval of the newly added Dress Code policy. These additions, removals, and changes are needed to make policies match with other laws and policies that have changed throughout the years, with many of the policies being changed not having been updated since 2008-2009. The Dress Code policy will be implemented and then allow for adjustments as all departments will have different needs and requirements, which may require additional approvals from Council in the following months.

Background:

It is the practice of the City of Monroe to continually work towards the update of all policies and procedures to better explain and allow for reference for personnel and operational situations. This combination of policies into one master internal document will allow for the ease of location, with external policies coming before Council at a later meeting in the year for the same process.

Attachment(s):

Personnel and Operational Policies and Procedures – 195 pages
Policy Update Brief – 2 pages

Personnel Policy

- Changes in Duties of Position – request for updates to job description can be requested by Personnel Administrator as needed.
- Newly appointed position can be designated as a 'trainee' position until the chosen applicant meets minimum qualifications over a set period of time, and the salary level can be below minimum of the salary range.
- Promotion can change salary range per Personnel Administrator.
- Demotion can be an alternative to reduction in force.
- Employees eligible to salary increases upon completion of undergraduate, graduate, licenses, and certifications that are job related and determined to further benefit the City service.
- Internal announcements can take place for vacancies for a maximum of 10 days, prior to posting external vacancies for a minimum of 10 days.
- Promotional appointments are allowable per approval of Personnel Administrator with proper budgeted appropriations.
- Probationary periods may be extended or reclassified per approval of the Personnel Administrator as an extension to new appointments or as disciplinary action.
- Inter-Departmental Transfers may take place without the posting of vacant positions when qualifications and requirements are met.
- Full-time positions may be made by the combination of 2 part-time positions.
- Disciplinary Process Standards complete layout of disciplinary actions to create a standard of process.
- Termination clarification and appeal process adjustments.
- More clearly outlined grievance process for clarity.
- Full-time and Part-time leave accrual clarifications, and general accrual clarifications.
- Health Bank clarification to explain donation of hours and usage of those donated hours.
- Military leave updated to reflect The Uniformed Services Employment and Reemployment Rights Act (USERRA).
- FMLA clarification update for leave reasons per state law.
- Benefit payments clarification for those on leave of absence without pay explained.
- The addition of Fraternization for the addressing of internal and external relationships by employees and elected officials.
- The addition of Outside Employment to address the impracticality of outside employment situations that inversely affect the availability and effectiveness of City employment, or how it may conflict with current City employment and possible leave of absence situations.

Drug and Alcohol Policy

- City employees who operate equipment and/or vehicles owned, leased, or rented by the City are subject to drug testing.

Dress Code

- New policy addition for a general beginning of a standard uniform policy that will be updated and adjusted over the course of the upcoming months to be more inclusive to all departments based on responsibilities and duties. The policy will current address the overall guidelines of dress code as it pertains to employment with the City.

Travel Policy

- Per Diem rates adjusted for uniformity for employees and elected officials. The change will reflect a new rate of $40.00 per day.
- Deletion of the section stating if meals are provided then Per Diem is not to be claimed so that now Per Diem may be claimed regardless if meals are provided.
- Should meeting meals be a requirement to attend, no overage above Per Diem limits will be reimbursed by the City, as the overage is the responsibility of the attending individual.
- No additional rates exceeding Per Diem for out-of-state travel will be given as adjustments to the Per Diem rates.

Procurement Policy

- Addition of Federal Grant Procurement Guidelines as provided for by the state and federal government for any procurement activities that involve federal funds or grants.
- Addition of Professional Services that follow state procurement law and guidelines that do not require competitive bids when the service provided is of the professional level. This addition allows for the quality of such professional services be exempt from the bid for lowest priced services.
- Blanket Purchase Orders are now acceptable and open for a year, instead of per month.
- Purchase Orders are to accompany any purchase not made with a P-Card, and the elimination of Check Requests for those without a Purchase Order or P-Card payment. This change allows for accounting efficiency and increased audit tracking accuracy.
- Budgetary and Capital Improvement Program items already approved in the budget through a more detailed approval process are then not required to have additional council approval at later meetings as long as the purchase follows already specifically approved guidelines upon submission to the Purchasing and Finance departments, and City Administrator.
- Standing Approved Purchases of any system critical equipment or services for plants and utility operations that may affect the ability to provide service.

Fixed Asset Policy

- Firmly states that GovDeals is the method of choice for the sale and/or surplus of all assets no longer in use or usable by the City.
- The addition of procedural guidelines for the sale and/or surplus of assets based on value, theft risk, and DOAS status are clarified.
- Procedural inclusion for the Trade-In process of assets.

PERSONNEL AND OPERATIONAL POLICIES AND PROCEDURES

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Personnel Policy
Original – June 1994
1st Update – September 1994
2nd Update – April 1995
3rd Update – April 1998
4th Update – October 1998
5th Update – December 2002
6th Update – October 2008
7th Update – April 2018

Retirement Policy
Original – November 2017

Drug and Alcohol Policy
Original – June 2009
1st Update – April 2018

Dress Code
Original – April 2018

Media Relations Policy
Original – September 2017

Travel Policy
Original – June 2009
1st Update – August 2016
2nd Update – April 2018

Workplace Safety Policy
Original – April 2017

Vehicle, Equipment, and Facility Maintenance Policy
Original – April 2017

Procurement Policy
Original – June 2009
1st Update – August 2016
2nd Update – April 2018

Procurement Card Policy
Original – August 2016
1st Update – December 2016

Elected Officials Procurement Card Policy
Original – August 2016
1st Update – December 2016

Asset Inventory Records Policy
Original – November 2014

Fixed Assets Policy
Original – November 2014

Intangible Assets Policy
Original – November 2010

Technology Policy: PCI Compliance
Original – November 2014

Incident Response Policy: PCI-DSS Compliance
Original – November 2014

Information Technology Policy
Original – November 2014

Internet Use Policy
Original – November 2014

Intellectual Property Rights Statement Policy
Original – November 2014

City Weblinks Policy
Original – November 2014

PERSONNEL POLICY

Original June 1994

1st Update September 1994

2nd Update April 1995

3rd Update April 1998

Amended Section 6. Appointments, paragraph (a) Initial Appointments

4th Update October 1998

Amended Section 16. Attendance and Leave, paragraph (C) Holidays
(Added Martin Luther King, Jr. Holiday)

5th Update December 2002

Amended Section 16., 3. Family and Medical Leave, paragraph (a)
(… may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:)

6th Update October 2008

Amended Section 10. Separations, Paragraph I. Retirement
(Deleted: After age 65, an employee will no longer be eligible for insurance coverage and must elect Medicare as their primary carrier. If an employee elects to retire at age 62 and such employee has twenty-five (25) years of service, the City or the Water, Light & Gas Commission will continue to pay insurance for the retired employee until the employee reaches age 65.)

7th Update April 2018

Overall policy update to reflect current needs, with additions where appropriate and the removal of items as determined to allow for more efficient approaches to operational functions within the City of Monroe.

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Section 1. General

A. Purpose. The purpose of this Handbook is to provide employees of the City of Monroe with general information regarding the personnel guidelines the City of Monroe attempts to follow in most cases, but NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT NOR ANY OTHER TYPE OF CONTRACT. Due to the nature of City of Monroe operations and variations necessary to accommodate individual situations, the guidelines set out in this Handbook may not apply to every employee or in every situation. The City of Monroe reserves the right to rescind, modify or deviate from these or other guidelines, policies, practices or procedures relating to employment matters from time to time as they consider necessary in their sole discretion, either in individual or City-wide situations with or without notice. All employees of the City of Monroe are employed for an indefinite term, and employment may be terminated, with or without cause, at any time, at they will of either the employees or the City of Monroe. This status can only be altered by a written contract of employment which is specific as to all material terms and is signed by both the employee and the Personnel Administrator of the City of Monroe.

B. Administration. The City Council will designate the Personnel Administrator for the City of Monroe.

C. Employees Covered

1. Personnel Policies and Procedures apply to all employees of the City of Monroe. Personnel Policies and Procedures do not apply to employees specifically excluded by these Policies and Procedures or ordinances.
2. The following employee(s) is not covered by these policies and procedures:
   City Administrator

Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Appeal - The right of an applicant or employee to appear before the grievance committee to be heard on matters of discrimination, unfair practices or other grievances of such person in the manner prescribed in these policies and procedures.

Classified Service - The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the Mayor and City Council.

Classification and Pay Plan - The system of assigning jobs to classes and to appropriate pay grades based on the similarities of positions.

Continuous Service - Continuous service is employment that is uninterrupted except for authorized leaves of absence.

Demotion - Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.

Department Head - The position with overall administrative responsibility for a department.

Dismissal - An involuntary termination initiated by the City.

Eligible - A person who has made a passing score on any examination required under these regulations and who has qualified to be employed by the City.

Employee - A person appointed to a position in the city government for which he or she is compensated on a full-time or part-time basis.

Grievance - Any dispute concerning the interpretation or application of these personnel policies and procedures or any decision relative to any disciplinary action, dismissal, demotion or charge of discrimination.

Immediate Family - A spouse, child, step-child, father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, or anyone the employee claimed as a dependent on their last tax return.

Lay-Off - The separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position, or for other material changes in duties or organization.

Merit Increase - An increase in pay based on an employee's job performance.

Overtime - Applies to non-exempt employees only. Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.

Part-Time Employee - An employee who works on a continuing basis but does not work the full or regular work schedule.

Performance Evaluations - A method of evaluating each employee's job performance on a consistent periodic basis.

Personnel Administrator - The employee responsible for ensuring the policies and procedures in this plan are carried out in a fair and consistent manner. The Mayor and City Council shall appoint the Personnel Administrator for the City of Monroe employees.

Probationary Employee - An employee serving the first six (6) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the six (6) months probationary period. The probationary period can be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.

Promotion - A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Promotion List - A list of persons who have been found qualified for appointment to a higher position. They may be qualified either by a written examination or other evaluation techniques.

Provisional Employee - An employee appointed to a position without competition pending the establishment of an eligibility list. Such employee may serve for a limited time only and must compete with other applicants to qualify for a probationary appointment (if applicable).

Public Hearing - A meeting of the Mayor and City Council, open to the public, at which any interested party may appear and be heard.

Regular Employee - An employee who has completed the probationary period.

Reprimand - A reprimand is a formal means of communicating to an employee that problem exists and that it must be corrected.

Resignation - The termination of an employee by action or request of the employee.

Salary Increase - An increase in the regular salary, within the salary pay range, prescribed for each class by the Classification and Pay Plan.

Suspension - An enforced leave of absence as a result of a disciplinary purpose or a pending investigation of charges against an employee.

Section 3. Position Classification and Pay Plan

A. Establishment. The Personnel Administrator shall be responsible for developing, maintaining, and administering a position classification and pay plan covering all employees in the classified service of the City of Monroe, Georgia. Such plan shall be approved and amended by the Mayor and City Council. The Plan shall constitute the approved system of grouping positions into appropriate classes and pay scales.

B. Definitions. For the purpose of this section, the following words shall have the meanings respectively ascribed to them below.

1. To "Allocate" a position shall mean assigning the position to an appropriate class on the basis of the similarity of work performed and level of responsibility inherent in the position.

2. A "Class" shall mean a group of positions (or one position) that:
- **a.** has similar duties and responsibilities;
- **b.** requires like qualifications; and
- **c.** can be equitably compensated by the same salary range.

3. The "Class Title" shall be the official designation or name of the class as stated in the job description. It shall be used in all personnel records and actions. Class Titles may be changed for purposes of internal administration.

4. A "Position" shall mean a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

5. "Reclassification" shall mean the assignment of an existing position from one class to a

different class due to a significant change in duties or responsibilities.

C. Allocation of Positions.

1. Initial Allocation. The Personnel Administrator for the City shall be responsible for the initial allocation of a position of every employee of the City.

2. New Positions. When a new position is established and approved by the Mayor and City Council, the Department Head involved shall complete a position description covering the duties and responsibilities of the new position. The Personnel Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, the Personnel Administrator shall recommend that the Mayor and City Council establish a new class. Upon the recommendation and approval of such new class by the Mayor and City Council, the Personnel Administrator shall allocate the new position to this class.

3. Allocation Appeals. If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head, request the Personnel Administrator review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification. If not resolved to the employee's satisfaction, the employee may appeal to the Grievance Committee in the manner provided in Section 12.

D. Maintenance of Plan.

1. Vacancies. Each time a vacancy occurs, the Department Head shall submit a description of the vacant position to the Personnel Administrator for a review of the allocation of the position. The Personnel Administrator may waive this requirement for cases in which he/she has determined that no material changes have occurred.

2. Departmental Reorganization. Each time a department or division under the jurisdiction of a Department Head is significantly reorganized, such Department Head shall submit new position descriptions for all affected positions to the Personnel Administrator.

3. Changes in Duties of Position. The Personnel Administrator may require departments or employees to submit position descriptions on a periodic basis or any time the Personnel Administrator has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

4. New and Abolished Positions. Each time a new position is established, a position description shall be written and incorporated into the existing plan. Likewise, an abolished position shall be deleted from the classification plan.

E. Official Copy of the Plan. The Personnel Administrator shall be responsible for maintaining an official copy of the Position Classifications and Pay Plan. The official copy shall include a list of class titles and job descriptions, plus all amendments. A copy of the official plan shall be made available to the public for inspection under reasonable conditions during normal business hours.

F. Amendments to the Plan. When there is a need for the establishment of new positions where

there is an increase to the existing budget, the Personnel Administrator shall submit findings and recommendations to the Mayor and City Council, which shall take such actions as deemed appropriate. Any abolishment of existing positions shall be approved by the Personnel Administrator, with the recommendation submitted by Department Heads. All changes in the Position Classifications and Pay Plan shall be in the form of amendments to the plan approved by the Personnel Administrator, or in case of additional budget appropriations by the Mayor and City Council.

Section 4. Rate of Pay

A. New Appointees. New appointees shall be paid the minimum rate of pay for the class to which they are assigned, subject to the following exceptions which require the approval of the Personnel Administrator and the Mayor and City Council.

1. If an appointee to a particular position does not meet the minimum qualifications stated in the job description or if certain classes of work require a formalized training period which is of unusual duration, and the needs of the City can best be met by placing an individual in a training capacity, the Personnel Administrator may designate such position as a "trainee" position. Appointment to a "trainee" position shall be at a salary range below the minimum rate established for the classification and at a rate not more than ten (10) percent below the established minimum rate.

2. If an appointee exceeds the minimum qualifications for the position, such employee may be started at a rate above the starting salary for the classification. Written approval of the Personnel Administrator is required in such instances.

B. Promotion.

1. An employee shall be promoted when:
- **a.** The employee is transferred to a position classified in a higher salary range.
- **b.** The employee's position is reclassified to a classification having a higher salary range.

2. Promotions may occur within a department or between departments, with approval by the Personnel Administrator.

3. At the time an employee is promoted to a previously established position in a classification with a higher salary range the following salary increases may be granted:
- **a.** Up to five (5) percent above the employee's current salary; or
- **b.** Up to the minimum salary range of the new classification, whichever is greater.
- **c.** Up to a salary level classification approved by the Personnel Administrator that matches the qualifications of the appointee in the established classification.

C. Demotion.

1. An employee shall be demoted when:
- **a.** The employee is placed in a different classification having a lower salary range.
- **b.** The employee's position is reclassified to a classification in a lower salary range.
- **c.** As an alternative to a reduction in force of the employee base.

2. When an employee receives a demotion of the type stated in C.1.a., such employee's salary may remain unchanged or be reduced at the discretion of the Department Head and City Administrator.

3. When an employee receives a demotion of the type in 1.b., such employee's salary shall not be reduced. The employee shall be permitted to continue at their present salary but shall not be entitled to a salary increase when their current salary exceeds the maximum pay range of the new assigned classification.

D. Reinstated Employees. A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated. The rate of salary at appointment shall be in accordance with Section 4.A.1. and 4.A.2.

E. Part-Time Employment. Salaries for part-time employment shall be equivalent to the hourly salary rate for full-time employment in similar positions. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.

F. Temporary Employment. Salaries for temporary employment shall be determined by the Personnel Administrator. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.

G. Overtime. Only non-exempt employees are eligible for overtime. Overtime is time worked in excess of the regular work schedule. Overtime must be authorized by the Department Head. Compensation for overtime will be in accordance with the provisions of the Fair Labor Standards Act, as amended.

H. Increases in Salaries. Increases in pay for City employees shall be governed by the following principles.

1. Any employee shall be initially employed for a probationary period of six (6) months. This probationary period may be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.

2. The pay plan consists of various pay grades. The Personnel Administrator ~~Mayor and City Council~~ may add or delete pay grades as deemed necessary.

3. Each pay grade shall have a salary range with minimum and maximum rates. The range between the minimum rate and the maximum rate is approximately fifty (50) percent.

4. After an employee reaches the maximum rate within a salary grade, such employee shall only be entitled to across-the-board salary adjustments and merit increases may be awarded in bonus form only.

5. Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's personnel file and shall be used to determine merit increases, if any.

6. In order for an employee to move to a higher salary grade, the employee must:
    a. Apply for a new position within a higher salary grade;
    b. Be an incumbent in a position which has been reclassified to a higher salary grade; or
    c. Receive a promotion to a classification with a higher salary grade.

7. Every three (3) years, at Budget Meetings, the Mayor and City Council will consider increasing the percentage of employees' salaries within all salary grades on an equal percentage basis. The percentage for cost-of-living pay increases will change the minimum and maximum rates for each salary grade of the salary schedule.

8. Merit increases may be granted upon the recommendation of the Department Head, administrative approval of the Personnel Administrator, and budgetary approval of the Mayor and City Council, and may be granted to all employees.

9. Employees may be eligible for salary increases upon the successful completion of undergraduate and graduate degrees that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head, and approved by the Personnel Administrator, and can be retroactive for up to six (6) months from the adoption of this policy.

10. Employees may be eligible for salary increases upon the successful completion of licenses and/or certifications that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head and approved by the Personnel Administrator. Any licenses and/or certifications obtained should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation.

Section 5. Applications and Examinations

A. Announcement of Vacant Positions. Except as otherwise provided below, all vacancies in the classified service shall be publicized by posting announcements at City Hall, on the City of Monroe website, on area bulletin boards, and by such other means deemed advisable by the Personnel Administrator. The announcements shall specify the job title, salary range, qualification requirements, job description, manner of making application, and other pertinent information; and shall specify the date, time, and place of examinations (if required) for the position. Postings must be open for application for a minimum of ten (10) business days.

B. Announcement of Vacant Positions. Except for the appointment of Mayor and Council approved positions, such as City Administrator and Department Heads, all vacancies in the classified service shall be publicized by posting internal announcements at all City operated departmental facilities for a period of no more than ten (10) business days. This will follow Section 5.H, through the promotion of internal employees as set forth in this policy. Should no applicants meet minimum qualifications or not be selected, the vacancies for classified service shall then be publicized by posting external announcements at City Hall, City website, local organs of choice, and other suitable locations as determined by the Personnel Administrator for a period of no less than ten (10) business days and/or until the vacancy is filled.

C. Application Form. All applicants for positions in the classified service of the City of Monroe shall

submit an application to the proper Human Resource Department, on forms provided by the City of Monroe. Such forms shall require information concerning training, experience, education, and other pertinent information; and shall be signed by the applicant.

D. Employment Requirements. All positions in the classified service shall be open only to persons who meet the requirements that are listed in the public announcement of the vacant position. Such requirements may include but are not limited to the following factors: experience, education, and training.

E. Receipt and Duration of Applications. Applications from all persons desiring employment with the City of Monroe shall be accepted during regular business hours and placed on file. Applicants must complete a new application for every job opportunity posted.

F. Rejection of Applications. The Department Head or Personnel Administrator may reject an application that indicates the applicant is deficient in any or all of the requirements as specified in the public announcement. An applicant may also be rejected for fraud or deception in the completion of the application, or if his or her past employment record is determined to be unsatisfactory by the Department Head or Personnel Administrator.

G. Open Competitive Appointments. Positions shall be filled through a competitive process as referenced in Section 5.A and 5.B. This process may include but shall not be limited to: ratings of training, experience, job-related tests, or any combination of these as determined by the Department Head or Personnel Administrator. Factors such as education, job-related qualifications, and experience will be taken into account in making employment decisions. The Department Head or Personnel Administrator may require the applicant to submit proof of education and military service, or any other such documentation as is deemed necessary.

H. Promotional Appointments. Promotional appointments shall be open to all employees who meet the training, education, and experience requirements included in the job description; or who have an equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities. Promotional appointments may be made at the discretion of the Department Head, with approval by the Personnel Administrator, without posting the job vacancy.

Section 6. Appointments

A. Initial Appointments. All employees, except for the Department Heads, of the City shall be appointed upon the recommendation of the appropriate Department Head, and approval of the Personnel Administrator.

B. Types of Appointments. When initially hired, persons employed by the Mayor and City Council shall be given one of the following types of appointment by the City of Monroe.

1. Probationary. A probationary appointment, consisting of six (6) months, is an appointment to a position in the classified service. An employee serving a probationary period may be discharged or returned to his or her previous position at the discretion of the Department Head and shall not have the right to utilize the grievance and appeal procedure set forth in this policy.

2. Regular. A classified employee shall be given a regular appointment upon completion of the probation period.

3. Part-Time. A classified employee with a regular work schedule that does not exceed thirty (30.0) hours exactly per week on a consistent basis. A classified part-time employee given an initial probationary appointment shall be given a regular part-time appointment upon completion of the probationary period.

4. Temporary. Temporary appointments may be made to fill positions which are authorized in the budget and established for a specified period of time, when the work of a department requires the services of one or more employees on a seasonal or intermittent basis, or in cases of emergency. Temporary appointments shall not exceed one hundred twenty (120) calendar days and not exceed thirty (30.0) hours exactly per week; however, extensions to such appointments may be granted by the Personnel Administrator. The Personnel Administrator can authorize the creation of Temporary or Seasonal appointments not in the budget when proven documentation is provided and the appointment is proposed by the Department Head.

5. Promotional. A regular or part-time employee may be given a promotional appointment to a classification having a higher minimum salary and carrying a greater scope of discretion and responsibility by the Department Head or Personnel Administrator.

Section 7. Probation Period

A. Objective. The probation period is to allow new employees time to train and learn their jobs. During an employee's probation period, the employee may be released or returned to his or her previous position without notice.

B. Duration. The probation period shall be six (6) months in duration.

C. Probation Period for Promotional Appointments. The probation period shall be used in connection with promotional appointments. If a person is removed during the probation period following a promotion, such person shall be entitled to receive the benefits of his or her former class. The period may require job related certifications and licenses to be achieved as a basis for job requirements as listed in job descriptions. The employee may utilize the grievance procedures contained in Section 12.

D. Demotion During Probation Period. A Department Head may demote an employee during the probation period. A written report of such demotion must be filed with the Personnel Administrator within three (3) days after the effective date of the demotion.

E. Probation Period Completion. Failure to provide written report of demotion or completion to the Personnel Administrator within five (5) working days of the completion date of the probation period shall be construed as completion of the probation period.

F. Probation Period Extension. A Department Head or Personnel Administrator may choose to extend the probation period of an employee upon initial appointment if determined the employee

should be allowed more time for completion of training, certification or license attainment, or other situations that prove beneficial to the City of Monroe. A written report should be provided to the Personnel Administrator and placed on file within five (5) business days of the completion date of the probation period.

G. Probation Period Reclassification. A Department Head or Personnel Administrator may reassign a probation period to an employee at any time during employment should there be justification and a written report filed with the Personnel Administrator. Reasons for reclassification should be disciplinary, work absenteeism, certification or license related, or other job-related functions.

Section 8. Promotions and Transfers

A. Policy. It shall be the policy of the City to fill vacancies in the classified service, as considered practicable, by promotion from within the existing employee base. To this end, closed examinations and job vacancy postings may be held internally at the call of the Department Head, and under the direction of the Personnel Administrator.

B. Political or Partisan Endorsement Prohibited. Promotions to positions in the classified service shall be based only upon merit and fitness for promotion. No consideration shall be given to political or partisan endorsement.

C. Promotional Examinations. The Department Head and/or Personnel Administrator may conduct competitive promotional examinations in accordance with these regulations. In competitive promotional examinations, the Department Head and/or Personnel Administrator shall admit to the examination all employees who meet the published minimum qualification requirements.

D. Intra-Departmental Transfers. A Department Head may, at any time, transfer an employee in the classified service under his or her jurisdiction from one position to another in the same class in the same department, without posting any job vacancies for public advertisement. An intra-departmental transfer of an employee to a position in another class shall be made only with the approval of the Personnel Administrator. ~~and only between classes within the same pay range~~.

E. Inter-Departmental Transfers. A transfer of an employee from one department to another shall require the approval of both Department Heads involved and the Personnel Administrator. Requests for such transfer shall support how the employee meets the qualification requirements of the class to which the transfer is proposed and may move the employee to another pay grade and classification. This type of transfer does not require posting of job vacancies for public advertisement.

F. Employment Status Adjustment. A full-time employment position may be created by the combination of two (2) existing part-time employment positions already approved within the budget, when the salary adjustment does not exceed the combined salaries for the two (2) part-time employment positions. An employee may be promoted to this new full-time employment position with the recommendation of a Department Head, and approval by the Personnel Administrator.

G. Salary Grade After Transfer. An employee who is transferred shall continue at the same rate of pay; or as specified in the classified service of the new position; or a new rate of pay deemed

appropriate and approved by the Department Head and Personnel Administrator.

Section 9. Employee Performance Evaluation

A. Objective. The purpose of the Employee Performance Evaluation shall be primarily to inform employees of how well they are performing their work and how they can improve their work performance. Such performance evaluation may also be used in determining merit raises or bonuses, as a factor in determining order of lay-off, as a basis for training, promotion, demotion, transfer, or dismissal, and for such other purposes as set forth in these policies.

B. Period of Evaluation. All employees, except temporary workers shall be evaluated at the end of six (6) months of service and evaluated annually thereafter. An employee shall not be eligible for a merit pay raise until the performance evaluation form has been completely processed. Employees may also be evaluated at the time of separation.

C. Evaluations. Evaluations shall be prepared by the Department Head and immediate Supervisor of each employee and reviewed by the Personnel Administrator. An employee in a supervisory position who is leaving the position shall be required to submit Employee Performance Evaluation forms on all the employees under his or her supervision who have not been evaluated within the previous six (6) month period.

D. Review with Employees. The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with statement(s) in an evaluation, such employee may submit, within ten (10) days following the conference with his or her supervisor, a written statement that shall be attached to the evaluation form and forwarded to the Personnel Administrator.

E. Performance Evaluations Confidential. Performance evaluations shall be confidential and shall be made available only to the employee evaluated, the employee's Department Head, the Personnel Administrator, and the Mayor and City Council.

F. Licenses and Certifications. Any licenses and/or certifications obtained during the period of evaluation should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation. Upon completion of any licenses and/or certifications deemed to provide greater value to the City, such employee may be eligible for a salary increase as submitted by the Department Head to the Personnel Administrator for approval. Please refer to Section 4.H.10.

Section 10. Disciplinary Actions

A. Intent. Effective supervision and good employee relations should reduce to a minimum those instances necessitating disciplinary action. The establishment of rules and regulations and the imposition of disciplinary action for a violation thereof are not intended to restrict the rights or to punish any employee but are for the purpose of ensuring the rights of all employees, securing cooperation and uniformity throughout the classified service, and correcting deficient job performance. The severity of the disciplinary action imposed should be related to the gravity of the offense, the employee's record of disciplinary action, and the disciplinary action imposed in similar cases. Nothing in these procedures alters the fact that employment with the City of

Monroe is for an indefinite term; however, these procedures should provide guidance on practices the City will follow in all situations when verbal instructions or counseling is not effective.

B. Conduct Subject to Disciplinary Action. Since it is not possible to anticipate the circumstances under which every conceivable infraction could take place, employees should not view the following list as exhaustive nor as specifying the appropriate discipline for an infraction.

1. The conviction of a felony, or of a misdemeanor involving moral turpitude.
2. Excessive absenteeism.
3. Absence without leave, or failure to report after the expiration of a leave of absence.
4. Excessive tardiness.
5. Abuse of sick leave.
6. Insubordination or serious breach of proper discipline.
7. Inefficiency or incompetency.
8. Abuse or theft of City property.
9. Assault, battery, or fighting with a fellow employee.
10. The borrowing of City equipment for personal use.
11. The loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
12. The willful making of false statements to supervisors, officials, the public, boards, commissions, or agencies.
13. The violation of City policies, ordinances, administrative regulations, departmental rules, or these rules and regulations.
14. The consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work, or being intoxicated on the job, or being otherwise affected on the job because of the prior use of some illegal substance.
15. The discovery of a false statement in an application.
16. Acceptance of gratuities in conflict with state law or City ordinance.
17. Political activity in conflict with Section 21 of these Policies and Procedures.
18. Engaging in offensive conduct or using offensive language toward the public, supervisory personnel, or a fellow employee.
19. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability.

C. Types of Disciplinary Action. The Personnel Administrator and a Department Head, subject to the employee's right of appeal as provided in Section 12, shall have the following alternatives when disciplining an employee.

1. Oral Reprimand. An oral reprimand is a progressive disciplinary measure which may be issued for an incident, action, or behavior which does not warrant more severe disciplinary action. In the oral reprimand, the Supervisor will verbally and privately explain to the employee that he or she is being reprimanded, describe the problem, and indicate what must be done to correct the problem. In certain instances, the Department Head should include a written memo in the employee's personnel file describing the nature and resolution of such reprimand.

2. Written Reprimand. Where the incident, action, or behavior of the employee is such as not to initially warrant a more severe type of disciplinary action, a written reprimand may be issued

for first or second offenses. Written reprimands shall be issued by the Department Head to the affected employee, a copy of the reprimand shall be forwarded to the Personnel Administrator and filed in the personnel folder of the employee.

3. Suspension without Pay. A Department Head with the prior approval of the Personnel Administrator may suspend without pay any employee under his or her supervision. Prior to notification to employee, the Personnel Administrator shall review the proposed action of the Department Head. The Personnel Administrator shall render a decision after a review of the recommendation of the Department Head. The Personnel Administrator shall take such action he or she deems appropriate in the matter. A suspension may be imposed for a length of time of one (1) to three (3) working days by the Department Head with prior approval of the Personnel Administrator. A written statement specifically setting forth the reasons for such action and the length of time of such suspension shall be furnished by the Department Head to the affected employee, a copy of same shall be sent to the Personnel Administrator and filed in the personnel folder of the employee within one (1) working day of the effective date of the action.

4. Suspension with Pay. When an employee has been accused of serious misconduct or criminal behavior, the employee may be suspended with pay for a period of five (5) days, during which the Personnel Administrator will conduct an investigation to determine whether the pending charges will affect the employee's job performance or whether the conduct which resulted in the arrest is the basis for disciplinary action. Where the Personnel Administrator determines that an employee's return to work would not be in the best interest of the City, the employee will be given notice of his or her proposed indefinite suspension without pay, including the reasons for the suspension and the employee will be given an opportunity to respond to the Personnel Administrator concerning those reasons. After the employee has had an opportunity to respond, the Personnel Administrator will issue a decision on the indefinite suspension.

5. Demotion. A Department Head may reduce the salary of a regular employee within the range provided in the pay plan or demote the employee to a lower-graded position. The Department Head shall take such action after consultation with the Personnel Administrator. A written statement specifically setting forth the reasons for any such action shall be furnished by the Department Head to the affected employee, and a copy of same shall be forwarded to the Personnel Administrator and filed in the personnel folder of such employee within one (1) working day of the effective date of the action.

6. Dismissal or Termination. When a regular employee is charged with misconduct, the Department Head shall place the employee on a three (3) day, paid administrative suspension with a recommendation for dismissal or termination. A written statement specifically setting forth the reasons for suspension with a recommendation for dismissal shall be furnished by the Department Head proposing the dismissal to the affected employee, a copy of the report shall be furnished to the Personnel Administrator within one (1) working day of the effective date of the action. The Personnel Administrator shall ensure that a written notice of the charges is furnished to the affected employee and shall conduct an investigation to verify that the charges are substantiated and that no errors relevant to the charges were made. The Personnel Administrator shall hold a meeting after the three (3) working day suspension where the employee shall be authorized to present information which is pertinent to the

charges on his/her behalf. The Personnel Administrator shall render a decision on the proposal for dismissal based on all of the relevant information. The Personnel Administrator shall advise the employee of his/her right to appeal the decision under the grievance procedure.

7. Notification of Right of Appeal. Any written notification submitted to a regular employee who is being subjected to disciplinary action shall set forth the right of the employee to appeal such action to the Grievance Committee in the manner set forth in Section 12. Oral and written reprimands are not eligible for review by the Grievance Committee.

D. Disciplinary Process Standards. This list of disciplinary actions is to be taken by a Department Head, to then be reviewed by the Personnel Administrator, when circumstances require such action. These steps should serve as a guideline, and not absolute, as certain situations will need more or less disciplinary action based on the situation, and may through written documentation by Department Head, and approval by the Personnel Administrator be progressed to properly gauge the circumstance and situation.

1. First Violation – Oral reprimand, notation made in employee file, and instruction on proper actions.
2. Second Violation – Written reprimand, and instruction on proper actions with notated steps for improvement.
3. Third Violation – One (1) to three (3) day suspension with or without pay, written reprimand, and instruction on proper actions.
4. Fourth Violation – Demotion, Dismissal, or Termination.

Section 11. Separations

A. Types of Separation from the Classified Service. Separation from positions in the classified service shall be designated as one of the following:

1. Resignation. An employee shall submit to the Department Head written notice of resignation at least fourteen (14) days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the Personnel Administrator. Time off for sick leave, personal time, or vacation time is not considered proper notice of resignation and will result in default of payment of unused leave. Failure to comply with this rule shall be entered on the service record of the employee.

2. Abandonment of Job. An employee not on authorized leave of absence as defined in Section 16.F., and who fails to report to work for three (3) consecutive days may be terminated from the service of the City for job abandonment. Any employee terminated for job abandonment shall have the right of appeal to the Grievance Committee in the manner set forth in Section 12.

3. Quitting. An employee that fails to submit a written notice of resignation at least fourteen (14) days in advance of the date of resignation will be classified under quitting. As stated in Section 16, authorized time off for sick leave, personal time or vacation time is not considered proper notice of resignation.

4. Lay-off or Reduction in Force. Any involuntary separation not related to an employee's

conduct shall constitute a lay-off or reduction in force.

a. Basis. Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in the duties or organization, or related reasons beyond the employer's or the employee's control which do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.

b. Notice to Department Head. Whenever the lay-off or reduction in force of any employee shall become necessary, the Mayor and City Council shall notify the Personnel Administrator and Department Head at least thirty (30) calendar days in advance of the intended action, of the necessity for such lay-off and the reasons therefore. The Department Head shall thereupon furnish to the Personnel Administrator the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.

c. Order of Lay-Off. Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three (3) factors to be weighted equally: job performance, length of service in class, and length of service with the City. If an employee believes that an error has been made in determining lay-off order, he or she may request an administrative review by the Personnel Administrator.

d. Special Cases. Should a Department Head determine that the retention of a certain employee is essential to the effective operation of the department because of the fact that such employee possesses special skills or ability and should the Department Head wish to retain an employee in preference to another with a higher rating, then the Department Head shall submit a written request to the Personnel Administrator. Such notification shall set forth in detail the specific skills and abilities possessed by the employee and the reasons why such employee is essential to the effective operation of the department. With the approval of the Personnel Administrator, the individual may be retained.

e. Notice to Employees. Regular employees to be laid off shall be notified in writing by the Personnel Administrator at least fourteen (14) calendar days prior to the effective date of the lay-off.

f. Demotions. Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists and such employee is qualified to fill the position in the lower classification, or at the discretion of the Personnel Administrator.

5. Termination. Terminations are dismissals initiated by the City, that may or may not allow for an appeal pursuant to Section 12, Grievance and Appeal Procedure.

6. Inability to Perform. If an employee suffers from a physical or mental disability which prevents him or her from performing the essential functions of their current position, even with reasonable accommodation, the employee may be reassigned to a different position, if the

employee is qualified for the re-assigned position and if such position is vacant or will be vacant within a reasonable amount of time. Such a reassignment will be made to a position equivalent to the one presently held in terms of pay or job status. If there are no accommodations that would enable the employee to remain in the current position and there are no positions soon to be vacant for which the employee is qualified, the employee may be reassigned to a lower graded position or be terminated due to inability to perform the job. In all such cases, the employee will cooperate with the City or to determine the limitations imposed by the disability and to design accommodation for the essential functions of the job. Termination due to an inability to perform essential functions shall be subject to an appeal pursuant to Section 12, Grievance and Appeal Procedure.

7. Loss of a Job Requirement. Any employee who is unable to perform the essential functions of his or her job adequately because of loss of a necessary license or other necessary requirement shall be separated by lay-off from employment in that position until such license or requirement is re-obtained, or by termination should the failure of such license affect the ability of the City to maintain services. The license or requirement should be reacquired within a reasonable length of time, determined by the Department Head, or the employee will be terminated.

8. Dismissal or Discharge. Dismissals or discharges are involuntary terminations initiated by the City.

9. Retirement. The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service.

10. Death. Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, and funds set aside from payroll deductions due to such employee as of the effective date of separation shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

Section 12. Appeal and Grievance Procedures.

A. Intent. City employee grievances should receive prompt consideration and equitable resolution. Wherever possible, grievances should be resolved or adjusted informally, and both supervisors and employees shall be expected to make every effort to do so. Any regular employee in the classified service who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee (regular or probationary) who has been subjected to any alleged discriminatory action that is prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.

B. Treatment of Process. These procedures governing the processing of grievances and providing the right of appeal are established for the purpose of eliminating or correcting justifiable complaints or dissatisfaction of regular employees or certain complaints of probationary employees and applicants; ensuring that all employees shall be afforded fair, equitable, and expeditious review

of their grievances without fear, coercion, or discrimination; and providing a systematic and orderly method for resolving complaints and differences between employees and supervisory or management personnel.

C. Grievance Committee. The Grievance Committee for City employees is the Mayor and City Council. The Grievance Committee shall hear all matters brought before it under procedures set forth below, and after a hearing may, by a majority vote of the Committee, take such action concerning an affected employee as it deems appropriate, including but not limited to: reinstatement with or without full compensation for lost wages, reprimand, suspension, or dismissal from the service of the City. If either the employee or the employer is dissatisfied with the decision of the Grievance Committee, a final appeal may be made in writing within ten (10) working days, to be brought before the Mayor and City Council.

D. Procedure for Grievance Resolution.

1. A formal grievance shall not be initiated unless the employee has discussed the grievance with their Department Head and Personnel Administrator, or in the case of an applicant, with the Personnel Administrator. Such discussion shall be held within ten (10) working days after the occurrence ~~or within ten (10) working days after the employee becomes aware of the occurrence~~ of a grievance matter. The Personnel Administrator shall render a decision on the matter within ten (10) working days after the grievance has been discussed.

2. Should the employee or applicant not be satisfied with the decision of the Personnel Administrator, the employee or applicant, within five (5) working days, shall state the grievance in writing to the Personnel Administrator, setting forth the reasons for the appeal. ~~The Personnel Administrator shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the grievance to the satisfaction of the Department Head and the employee, or the applicant.~~

3. ~~Should no decision resulting in the settlement of the grievance be reached within ten (10) working days after the filing of the written grievance, the employee or applicant, within five (5) working days, may appeal~~ to the Grievance Committee. Such appeal ~~shall be submitted through the Personnel Administrator and~~ shall be accompanied by all of the facts and information concerned with the grievance ~~as well as any written responses of the Department Head.~~

4. The Grievance Committee shall, within thirty (30) working days after the receipt of an appeal, hold a hearing upon same and consider the action complained of in the grievance.

a. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, applicants, their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the Grievance Committee shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.

b. At the hearing before the Grievance Committee, technical rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation. Any member of the Committee shall have the power to ~~administer oaths and call witnesses and may~~ compel the production of relevant books, records, and

documents.

c. A copy of the decision of the Grievance Committee shall be given to the affected employee and the Department Head of same, or to the applicant, within three (3) working days following the completion of the hearing.

5. The failure of management to follow the steps outlined above shall result in conferring upon the employee the right automatically to proceed to the next step in the grievance procedure. The failure of the employee to follow the steps outlined above may result in the dismissal of the grievance at any step.

6. In those cases where dismissal of an employee is involved, the Personnel Administrator shall immediately notify the affected employee that, if requested, a hearing before the Grievance Committee will be set up and held within thirty (30) working days of the action taken. At all such hearings, the Department Head shall be required to appear and explain the reasons for the dismissal.

E. Outline of Grievance Process.

1. Discussion of grievance with Department Head and Personnel Administrator. Must happen within ten (10) business days of occurrence of a grievance matter.
2. Appeal of grievance decision by Department Head and Personnel Administrator made in writing to Personnel Administrator. Must be with five (5) business days of decision from Step 1.
3. Grievance Committee hearing to be held for final decision. Must be within thirty (30) business days of Step 2.

Section 13. Employee Development

A. In-Service Training. Department Heads and the Personnel Administrator shall be responsible for fostering and promoting in-service training of employees for the purpose of improving the quality of service and to assist employees in preparing themselves for advancement. Department Heads and the Personnel Administrator through proper development of job descriptions will notify employees under any such conditions where attendance of training seminars is required as a condition of employment.

B. Licenses and Certifications. Training and development as it relates to particular job requirements per job descriptions will be encouraged and provided by the City upon employment. Additional licenses and certifications that may be available to provide growth and development will also be allowed and funded by the City with prior Department Head and Personnel Administrator approval.

Section 14. Records and Reports

A. Personnel Transactions. All appointments, separations, and all other personnel transactions shall be recorded on forms provided by the Personnel Administrator. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.

B. Personnel Files. Personnel files are business records of the City and are property of the City.

C. Public Inspection. Information relative to employees and former employees shall be available for public inspection at reasonable times in the Personnel Department in the presence of a Personnel Representative and in accordance with Title 50, Chapter 18 Official Code of Georgia Annotated.

D. Destruction of Records. Employee service records shall be kept in accordance with State and Federal regulations after separation of employment. Such records may be kept in their original form or in any other duplicate the Personnel Administrator deems appropriate. All other records including correspondence, applications, and examinations may be destroyed after three (3) years.

E. Attendance Records. Regular attendance reports shall be prepared and submitted by each Department Head as requested by the Personnel Administrator and in the form designated by the Personnel Administrator.

Section 15. Payroll.

A. Initial Appointments. Upon the appointment of any employee to a classified service, the Department Head shall submit to the Personnel Administrator, or designee such information as is necessary to certify the employment status, title or position, and salary or wage of such employee.

B. Payroll Adjustments.

1. Each Department Head shall be responsible for immediately notifying the Personnel Administrator for approval of any occurrences or actions to be taken which require an adjustment in the salary or wage of any employee or employees under the supervision of such Department Head.

2. Upon the receipt of such notice, or action by the Grievance Committee, which requires an adjustment in the salary or wage of any employee or employees, the Personnel Administrator shall make such payroll adjustments for such employee or employees as may be required.

C. Recovery of Salaries Improperly Paid. Employees may be held liable for the return of salaries improperly, erroneously, or illegally paid to employees.

D. Voluntary Deductions. Upon the request in writing of any employee, the City shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions, insurance, or other personal financial investment plans.

Section 16. Attendance and Leave

A. Hours of Work. The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the City and the reasonable needs of the public who may be required to do business with various City Departments. The work schedule for each department shall be established by the Department Head with the advice and approval of the Personnel Administrator.

B. Attendance. Each Department Head shall be responsible for the attendance of all persons in his or her department. The Personnel Administrator shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, personal leave, and others, as provided in Section 16.

C. Holidays. All full-time employees ~~with the exception of temporary employees~~ shall be eligible for holiday leave for the following days and other days as designated by specific action of the Mayor:

New Year's Day
Martin Luther King, Jr.
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day after Christmas Day
Personal Preference Day (must have two-week prior approval)

(i.e., President's; Valentine's; St. Patrick's; Good Friday; Confederate Memorial; Flag; Yom Kippur; Halloween; Election; Columbus; Veterans; Chanukah; Christmas Eve; or New Year's Eve Day)

1. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.

2. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary employees will not be paid for holidays not worked.

~~**3.** The Personnel Administrator will determine, in advance, the appropriate compensation in instances where an employee is scheduled to work on a holiday. If an alternate holiday is to be taken, it must be taken within a six (6) month period or be forfeited.~~

D. Birthday. All full-time employees with fifteen (15) or more years of service shall be eligible for a paid holiday on their birthday, after completion of the fifteenth year of service.

E. Annual (Vacation) Leave.

1. General. Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.

2. Eligibility. All full-time employees in the classified service shall be entitled to earn and accrue annual leave. ~~Regular part-time employees shall be entitled to annual leave in proportion to the number of hours worked.~~ Probationary employees accrue but may not take vacation leave

during first six (6) months of employment. Part-time and temporary employees shall not be eligible for annual leave.

3. Rate of Leave Accrual. Full-time ~~and part-time~~ employees begin to accrue annual leave immediately upon employment. Employees under part-time, temporary, provisional, emergency appointments, and employees not deemed to be in the classified service will not be granted annual leave under these policies. Annual leave shall be accrued according to the following schedule:

Number of Years of Continuous Employment		Number of Leave Hours Accrued per Month	
0 - 12	Months	4	Hours
1 – 4	Years	8	Hours
5 – 10	Years	10	Hours
11 – 24	Years	12	Hours
25+	Years	14	Hours

1. Accrual of annual leave will cease during the time period an employee is out of work on "leave" as described in Section 16-G. Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.

4. Notice of Leave. A request for annual leave shall be submitted to the employee's immediate supervisor. Annual leave may be taken only after approval by the Department Head so that, insofar as practicable, the department can function without the hiring of additional temporary help. Annual leave shall be authorized in units of days or hours only.

5. Maximum Allowable Accumulation. Unused annual leave not exceeding three hundred sixty (360) hours may be carried into the next calendar year. ~~It is the intent of these rules to have employees take their annual leave yearly. Therefore, no payment shall be made for non-use of annual leave except as provided in section 16.E.6. unless approved by the Mayor and City.~~

6. Payment for Unused Leave. When an employee is separated from service, such employee shall be paid for all unused annual leave ~~(up to 360 hours)~~ unless he or she fails to give and serve proper notice of resignation, of no less than ten (10) working days without leave.

F. Sick Leave.

2. General. Sick leave shall be allowed to an eligible employee in the following instances:

- **a.** In the case of actual sickness or disability of the employee, or for medical, dental, eye examination, or treatment for which arrangements cannot be made outside of working hours; and
- **b.** When the employee is required to care for a sick or injured immediate family member, ~~spouse, child, or member of the immediate family.~~ the employee shall report the illness prior to his or her scheduled work time.

3. Eligibility. Those employees entitled to earn annual leave shall also be eligible to earn sick leave as described in Section 16.E.2.

4. Rate of Leave Accrual. Full-time employees begin to accrue sick leave immediately upon employment at the rate of eight (8) hours ~~one (1) day~~ per month. Accrual of sick leave will cease during the time period an employee is out of work on "leave" as described in Section 16.G. Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.

5. Certification by Physician. A medical certificate signed by a licensed physician may be required by a Department Head or the Personnel Administrator to substantiate a request for sick leave.

6. Workers Compensation Benefits. Sick leave is not available to employees who are receiving wage replacement ~~covered under~~ as part of worker's compensation benefits, except to supplement difference between benefit and weekly wages.

7. Maximum Allowable Accumulation. A maximum of four hundred eighty (480) hours of sick leave may be accumulated. For time accumulated in excess of four hundred eighty (480) sick leave hours, the employee will be paid regular salary in addition to his or her normal pay as a one (1) time payment at the end of the calendar year of accumulation.

8. Personal Leave. Up to sixteen (16) hours per year of accumulated sick leave can be used for personal leave.

9. ~~No~~ Payment of Unused Sick Leave. When an employee is separated from the service, ~~no~~ payment shall be made for any unused sick leave in excess of 480 hours.

10. Health Bank. An employee may voluntarily assign his or her sick leave to another employee in an extraordinary or unusual circumstance to be approved by the Personnel Administrator (i.e., catastrophic illness) to a sick bank approved by the Personnel Administrator. Donations are limited to 40 hours per employee. Resigning and retiring employees may donate 40 hours. Donations will be held for two (2) years and if not used for approved reason, revert to the employee who donated the hours. The employee using time from the health bank must have used all of their own accrued leave before using leave from the health bank.

G. Other Types of Leave.

1. Military Leave.
   a. Any regular employee who leaves the classified service to join the military forces of the United States during time of war or other national emergency, or is inducted by Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date ninety (90) days after which such service terminates. Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Personnel Administrator within ninety (90) days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable

accommodation.

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

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

d. Any regular employee who is a member of the National Guard or an organized military reserve of the United States will be allowed leave of absence with pay to attend training camps upon presentation of orders concerning such training for up to eighteen (18) days or in the event the Governor declares a State of emergency up to thirty (30) days in any one (1) calendar year. Subsequently, employees may charge their accrued annual leave to time off for military duty.

e. Employees on leave of absence for military service have ~~the same~~ rights with regard to continuation of benefits, ~~including group health coverage, as do employees on "leave" as described in Section 16~~ as provided in The Uniformed Services Employment and Reemployment Rights Act (USERRA).

2. Funeral Leave. In the event of death in an employee's immediate family, he or she will be granted paid leave up to three (3) scheduled working days. This three (3) day period will begin on the day of death ~~and extend through the day of the funeral~~. The employee will receive his or her normal pay for any scheduled workday that occurs during this period.

3. Family and Medical Leave.

a. Under the Family and Medical Leave Act, a full-time employee, with at least twelve (12) continuous months of service and has worked a minimum of 1,250 hours during that twelve (12) continuous month period, may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:

i. Bond with a newborn baby within one year of birth;

ii. Placement of a child for adoption or foster care;

iii. Serious health condition making someone unable to perform the functions of his or her job;

iv. Care for the employee's spouse, son, daughter, or parent who has a serious health condition;

v. Qualifying exigency for a family member arising from active military duty.

~~**vi.** Birth, adoption or foster care of a child;~~

~~**vii.** Care of a child after birth or adoption;~~

~~**viii.** Care of a seriously ill close family member (spouse, child, parent, foster parent); or~~

~~**ix.** Care for the worker's own serious health condition.~~

b. All employees eligible for leave under the FMLA will be required to provide the City with a written certification of the serious health condition. Employees must give the Personnel Administrator (PA) a completed Certification Form, a Department of Labor (DOL) Form—"Certification of Physician or Practitioner", within fifteen (15) days after the employee requests leave under the FMLA. The PA may require the employee to obtain a second or third medical opinion regarding the condition and treatment. The PA may require the employee to provide periodic progress reports regarding "leave status."

c. During the twelve (12) week leave period under FMLA, the City will maintain the employee's current health benefits.

d. Upon reinstatement of employment, the City will return the employee to the previous or an equivalent position at the same level of pay, benefits, and other terms of employment.

e. The employee may elect to use their accrued annual or sick leave during the twelve (12) week unpaid leave period.

f. In the case of an employee's own serious health condition or to care for a family member who has a serious health condition, unpaid leave may be taken on an intermittent or reduced leave basis. Both the employee and employer must agree to the intermittent leave schedule. The employee must make an effort to schedule intermittent leave so that the employee's absence has minimal effect on the day-to-day business of the City.

g. The employee must give their best estimate of when they expect to return to work. Except for medical reasons, if an employee does not return to work after the twelve (12) week leave period, the employee may be held liable for any health premiums paid by the City during the leave period.

4. Temporary Disabilities Covered by Worker's Compensation. An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of his or her work may be covered by the provisions of the State Workers' Compensation Act.

5. Temporary Disabilities Not Covered by Workers' Compensation. An employee who becomes temporarily disabled shall be eligible for leaver under the terms and conditions of the Family & Medical Leave Act in Section 16-3. If necessary, further extension of leave (either with or without pay) must be specifically authorized by the Mayor and City Council, upon recommendation of the Department Head and approval of the Personnel Administrator.

6. Civil Leave. An employee shall be given necessary time off without loss of pay, when performing jury duty, or when required by proper authority to be a witness in legal proceedings, provided such call to duty is reported in advance to the employee's Department Head or Personnel Administrator.

7. Maternity Leave.

a. Maternity leave is a period of approved absence related to pregnancy, confinement, and recovery.

b. The employee desiring maternity leave should report the pregnancy to the Department Head or Personnel Administrator. Such notification shall include a written statement from the attending physician specifying the approximate date of birth.

c. An employee will be permitted to continue work, with reasonable accommodation, so long as the conditions of the pregnancy do not adversely impair work performance or health.
d. A regular female employee shall be granted leave for maternity purposes with full pay for up to six (6) weeks.
e. A female employee may extend maternity leave beyond six (6) weeks under the terms and conditions of the Family Leave Act PL103-3.

8. Leave of Absence Without Pay. A Department Head, with the approval of the Personnel Administrator, may grant a regular employee a leave of absence without pay for a period not to exceed six (6) months. Leave of absence without pay for a period exceeding six (6) months and not more than one (1) year may be granted with the approval of the Mayor and City Council. All departments are required to adhere to the following regulations.
   a. Leave without pay shall be granted only when it will not adversely affect the interests of the City services.
   b. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
   c. Any employee who has been granted leave of absence and plans to return before the leave period has expired shall be required to give his or her Department Head at least a one (1) week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.
   d. The City will maintain the employees' current benefits. The employee is required to make premium payments to the City by each payroll date. If premiums are 30 days late, a written notice will be sent allowing 15 days to catch up unpaid premiums. Failure to pay premiums will result in the cancellation of coverage.
   e. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her Department Head in writing within three (3) days of accepting such employment.

9. Absence Without Leave.
   a. An absence of an employee from duty, including any absence for one (1) day or part of a day, that is not authorized by a leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
   b. When an employee has taken leave of any kind or is absent without leave, his or her Department Head shall notify the Personnel Administrator in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates, hours, and other pertinent data.

10. Administrative Leave. An employee may be placed on administrative leave with pay at the discretion of the Department Head and approval of the Personnel Administrator when such action is deemed to be in the best interest of the City.

Section 17. Fraternization

A. Internal Relationship. Romantic or sexual liaisons that develop among employees or between employees and elected officials in the workplace may be potentially disruptive to our

business. The City will intervene and discuss the romantic or sexual liaisons with involved employees and/or elected officials. The City may also take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

B. External Relationship. You are expressly prohibited from dating or becoming similarly involved with (for example a romantic or sexual relationship) anyone doing business with the department within which you are employed. Further, no employee may engage in such relationship with any contractor, vendor, or other person or persons doing business with the City if such relationship is deemed by the City to pose or present in any manner a conflict of interest or potential liability. The City may take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

Section 18. Nepotism

A. It is the policy of the City of Monroe that no Department Head, member of the Mayor and City Council, or Personnel Administrator shall appoint or employ any person who is a member of the immediate or extended family of such officer to any regular classified position in the City if such appointment or employment would cause a relative of such officer to come under the direct supervision of such officer.

B. The employment of relatives is not prohibited by the City as long as none of the related persons are employed in a supervisory role in which they might have an effect on a relative's progress, performance, or welfare as an employee.

C. An employee may not be promoted into a position in which they would have supervisory responsibility over a relative, unless the relative can be transferred to another position that would not be under the supervision of the relative that is being promoted.

D. Under this nepotism policy, "relatives" are defined as spouse, mother, father, stepmother, stepfather, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, brother, brother-in-law, sister, sister-in-law, half-brother, half-sister, grandchild, grandparent, and grandparents of spouse.

E. This section does not apply to person employed by the City prior to the election of the Mayor and City Council respective of relatives already maintaining employment.

Section 19. Equal Opportunity and Non-Discrimination

A. Policy. All applicants for positions and employees of the City shall be assured of fair and equitable treatment in all aspects of personnel administration, including training, promotion, and disciplinary action; without regard to political affiliation, race, color, national origin, sex, age, disability, or religious creed; and with proper regard for their privacy and constitutional rights as citizens.

It is and shall continue to be the policy of the City that its employees and their work environment be free from all forms of sexual harassment and intimidation. Verbal and physical conduct of a sexual nature by an employee, supervisor, or manager including sexual advances, requests for

sexual favors, or other conduct which tends to create an intimidating, hostile, or offensive work environment, is strictly prohibited.

An employee who believes he or she is being subjected to sexual harassment by a co-worker, manager, supervisor, or other individual (whether or not employed by the City); or who believes his or her employment is being adversely affected by such conduct, should report such incidents to his or her supervisor as soon as possible. A prompt and thorough investigation of his or her complaint will be conducted. If he or she is not satisfied with the conclusion or results of the investigation, he or she should present his or her complaint to the Personnel Administrator. If circumstances require, incidents of sexual harassment may be reported directly to the Mayor and City Council.

It is also the City's policy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City will also make reasonable accommodations whenever necessary for all employees or applicants with disabilities, provided that the individuals are otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations do not require significant difficulty or expense."

B. Publicity. The Personnel Administrator shall see that information about job opportunities and the equal employment policies of the City is readily available to all citizens of the City and especially to all potential job applicants.

C. Appeals Based on Alleged Discrimination. Any applicant or employee who believes that he or she has been discriminated against shall have the right to counsel with the Personnel Administrator and to avail himself or herself of the appropriate Grievance Procedure outlined in Section 12.

D. Affirmative Action Plan. The Mayor and City Council may adopt an affirmative action plan to formulate actions to correct employment practices which have, or potentially could have, a negative impact upon minority groups or females.

Section 20. Outside Employment

Other than for our Public Safety employees who work special shifts, the City considers other employment or “moonlighting” impractical given most employees full-time duties with the City. In the event you have other employment, you should be careful that extra hours of work do not affect the safe performance of your regular job with the City by leaving you tired and slow to react. You must notify your supervisor of any second job or outside employment. Of course, any outside employment may not create a conflict of interest with your work at our City. Likewise, you may not perform any work for another company or venture during your working time for the City.

Employees who are on a leave of absence from employment with the City generally must be on leave from any other employment as well unless the nature of the City leave is unrelated to the outside employment. For example, if an employee’s essential job duties require the ability to stand for long periods and the employee is on leave due to an inability to stand, the employee would not be allowed to engage in outside employment that required standing.

Section 21. Political Activities

No employee in the classified service shall engage in political activities at the work place or during business hours. No City employee shall hold an elective office in the city government, nor shall they solicit any contributions or assessments, or services, nor publicly endorse any candidate for any City elective office. Any such activity will result in the termination of employment by the City.

RETIREMENT POLICY

Original November 2017

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Section 10 General

Section 1. Your Retirement Plan

Retirement appears to be far in the future to employees in their twenties, thirties, and even forties. However, those in their fifties and older realize how quickly time passes as the retirement years arrive. Hence, a successful retirement requires advanced planning so that life will be pleasant and secure when the time arrives.

Accordingly, the City of Monroe has adopted a defined benefit retirement plan. This plan provides for payment of monthly benefits to you for life after you retire. The City manages the plan and invests plan assets through the Georgia Municipal Employees Benefit System (GMEBS). The City engages Georgia Municipal Association (GMA) to conduct day-to-day administration of the plan.

This plan is designed to help you prepare for financial security in later years. It supplements your Social Security benefits and personal savings by providing additional income in retirement.

Please read this booklet and become familiar with the benefits afforded in the plan. Understanding how these benefits enrich your retirement can give you and your family greater personal assurance.

The full terms and conditions of the plan are set forth in the plan's text which is available for inspection in the office of your Pension Committee Secretary. The plan text will govern any issues which may arise concerning the plan. Your entitlement to benefits is dictated by the terms of the retirement plan text as adopted by the City. ***This booklet is for information and illustration purposes only and is not a part of the City's retirement plan text.***

Section 2. Retirement Plan

A. Purpose. The purpose of the City's retirement plan is to provide additional income to make it easier for you and your family to be secure and independent in your retirement years. The plan is designed for career employees to supplement Social Security and personal savings to provide adequate retirement income.

B. Eligibility. Regular, full-time employees who work at least 30 hours per week on a regular basis are eligible for the plan.

Section 3. Cost

A. It does not cost you anything; the City pays the entire cost of the plan.

Section 4. Benefits

A. After you retire, the plan pays you a monthly retirement benefit for as long as you live. You may choose an option that will reduce your monthly benefit and leave a benefit to a beneficiary.

Section 5. Determination of Benefits

A. The amount of your benefit is based on four items:

1. Credited Service. Normally, your credited service will be the total years and months that you have worked for the City. You may also have the option to purchase additional credited service for previous military service, full-time service performed for a government other than the City of Monroe, or part-time service performed for the City of Monroe.

2. Final Average Earnings. Your final average earnings are the average of your earnings for the period of 60 consecutive months in which they are highest. In most cases it will be your last 5

years of employment prior to retirement.

3. Benefit Formula. The benefit formula is a percentage that is multiplied by your final average earnings and your years and months of credited service to produce your annual normal retirement benefit. Your annual benefit is calculated as follows:

   a. 2.00% times your Final Average Earnings
   b. times your years and months of Credited Service

4. Age at Retirement. Normal retirement age is 65 provided you have at least 5 years of credited service.

   Alternatively, you may retire with a normal unreduced retirement benefit if you are at least age 55 and have at least 25 years of credited service. You do not have to be actively employed with the City in order to qualify for this alternative normal retirement.

   An early, reduced retirement benefit is available between ages 55 and 65 provided you have at least 10 years, but less than 25 years of credited service. If you retire under the early retirement provision, your benefit will be reduced to compensate for your longer life expectancy after retirement. The earlier you retire, the lower your benefit. (The early retirement reduction factors are shown on page 8 of this handbook.)

Section 6. Benefits Paid

A. Your retirement benefits are paid to you each month for as long as you live. Retirement begins on the first day of a month. You can choose one of three ways to receive your benefits:

1. Lifetime Monthly Benefit for Retiree Only; No Lifetime Monthly Survivor Benefit. Under this option, you will receive the maximum lifetime monthly retirement benefit amount (i.e., no actuarial reduction is applied). The benefit is paid to you every month for as long as you live. However, no monthly lifetime survivor benefit will be payable after your death. You may not designate a beneficiary to receive a monthly lifetime survivor benefit after you die. When you die, monthly retirement benefit payments stop and no further monthly benefits are payable to any beneficiary or your estate. Note that if you die before 36 months of retirement payments have been paid to you, a lump sum death benefit in the amount of 36 times your initial monthly retirement benefit minus any retirement benefits paid to you will be payable to your surviving spouse if:

   a. You are married at the time of your death,
   b. Your spouse survives you by at least 32 days; and
   c. Your spouse submits to GMEBS proof of marriage within 6 months after your death. If you do not have a spouse at the time of your death, or if your spouse does not survive you by at least 32 days, or if your spouse does not provide proof of marriage within 6 months after your death, then the lump sum amount will be paid to your estate.

2. Reduced Lifetime Monthly Benefit for Retiree (with Pop-Up feature); Lifetime Survivor Benefit. If you choose this option, you will receive an actuarially reduced lifetime monthly retirement benefit, and upon your death your designated beneficiary will receive a monthly benefit equal to a percentage of your monthly retirement benefit for as long as he or she lives after your death. You may designate any living person as your beneficiary. You select the percentage of your monthly benefit (100%, 75%, 50%, or 25%) that you want your beneficiary to receive for as long as he or she lives after your death. Under this option, your lifetime monthly benefit amount will be actuarially reduced to take into account the fact that benefits

will be paid over two lifetimes (yours and that of your beneficiary after your death). The amount of the reduction in your monthly retirement benefit depends on the age difference between you and your beneficiary, and on the percentage, you choose to leave to your beneficiary. In the event that your designated beneficiary predeceases you (after you have begun to receive benefit payments), your monthly benefit will "pop up" or increase to what it would have been if you had elected Option A above (single life annuity), provided you submit to GMEBS proof of the beneficiary's death. If your designated beneficiary is your spouse at the time of your retirement, and if you become legally divorced from your designated beneficiary following retirement, then you are permitted but not required to request a pop-up following divorce. You must submit sufficient proof of your divorce with your application for the pop-up. GMEBS may deny an application for pop-up following divorce if it determines that denial is warranted based upon the terms of the divorce decree or other factors. If your application for pop-up following divorce is approved, then your monthly benefit will "pop up" or increase to what it would have been if you had elected Option A above (single life annuity), and your former spouse will no longer be eligible to receive any survivor benefit following your death. Please note that you cannot change your beneficiary after retirement. The pop-up provision does not allow you to name a new beneficiary if your beneficiary predeceases you or if you become divorced from your beneficiary.

3. Reduced Lifetime Monthly Benefit for Retiree; Survivor Benefit for Designated Period. This option provides an actuarially reduced lifetime monthly retirement benefit for you (you choose the period – 5, 10, 15 or 20 years). In the event of your death within a certain period of time after retirement, your designated beneficiary will continue to receive the same monthly retirement benefit that you did, if the beneficiary is living at your death. Payments to your beneficiary cease at the end of the designated period (i.e., they do not continue, even if your beneficiary lives beyond the designated period). The amount of the reduction in your monthly benefit depends on the length of the period you select. Please note that if you live beyond the designated period, your beneficiary will not receive a benefit. Also, you cannot change your beneficiary after your retirement date. If your designated beneficiary predeceases you, no survivor benefit will be payable and your benefit will not increase.

Section 7. Death Benefits

A. As an Active Employee - After you become vested in the plan, you may name one person as your primary beneficiary and one person as your secondary beneficiary. Your primary beneficiary will receive an immediate monthly lifetime benefit if you die while you are employed by the City. If your beneficiary is your spouse, he or she may elect to wait until they retire to begin receiving the benefit.

If your primary beneficiary does not survive you by at least 32 days, your secondary beneficiary will receive the benefit. This benefit would be equal to the decreased monthly retirement benefit that would have otherwise been payable to you as a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

If you die before becoming vested no benefits are paid.

B. As a Terminated Vested Employee – If you terminate employment with a vested benefit and you die before you begin receiving retirement benefits, then a monthly terminated vested death benefit will be payable to your designated primary beneficiary (or your secondary beneficiary, if

the primary beneficiary does not survive you by at least 32 days.) This benefit would be equal to the decreased monthly retirement benefit that would have otherwise been payable to you a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

C. As a Retiree – Death benefits after retirement depend on which form of payment you choose when you retire. If you choose Option B or Option C at retirement, your designated beneficiary should receive benefits after your death based on the plan selected. If you choose Option A, you cannot name a beneficiary.

Section 8. Disability Benefits

A. You **may be** entitled to disability retirement benefits from the City's plan provided you are a participant in the plan, your employment terminates as a result of total and permanent disability, you apply and qualify for Social Security disability benefits within one year from your termination date, and the date of disability determined by Social Security was during your employment. Disability benefits are paid as long as you live, assuming that you remain disabled for life. Verification of the continuance of your disability is required each year.

The amount of the disability retirement benefit depends on your earnings and credited service only up to the date your employment terminates due to disability. In either case, the amount of the disability retirement benefit is never less than 20% of your average monthly earnings from your last 12 months of employment. There is no reduction for age even though disability retirement may occur before your normal retirement date.

In order to receive both retroactive and prospective GMEBS Disability benefits, a Participant must: apply for disability benefits with the Social Security Administration within one year of termination due to disability and submit a GMEBS retirement application and the SSA Disability award letter to the Pension Committee Secretary within six months of receipt of the award letter. Participants who fail to meet these timing requirements but are otherwise eligible for Disability benefits under the plan can receive prospective benefits following submission of a retirement application and SSA Disability award letter to GMEBS.

Section 9. Early Exit Before Retirement

A. After you have 5 years of credited service, you have a full vested benefit in the plan. The benefit you earned while you were working is then held for you, or vested, until you are old enough to retire and receive your monthly benefits. You may apply for your benefits at any time after you qualify for retirement. Examples of Benefit Calculations include:

1. Example 1 - Option A (Maximum Benefit with No Beneficiary)

The following steps are necessary to calculate a monthly normal retirement benefit under the City's plan. Our sample participant has final average earnings of $35,000, has 30 years and 0 months of credited service, and terminates employment due to retirement at age 65.

		Sample Participant	**Your Retirement**
1	Final average earnings.	$35,000.00	_____
2	Multiply line 1 by 2.00% (.02).	$700.00	_____
3	Credited service (years and months).	30,0	_____
4	Multiply line 2 by line 3 to find annual normal retirement benefit.	$21,000.00	_____
5	Divide line 4 by 12 to find monthly normal retirement benefit.	$1,750.00	_____

Remember, the resulting amount will change if Options B or C is chosen or if retirement is before age 65 or age 55 to 65 with at least 10 but less than 25 years of credited service. Remember also to count Social Security benefits and your personal savings when estimating your total retirement income.

2. Example 2 - Option B (Joint and Survivor Option with Pop-Up)

If you decide to take Option B so that after your death a percent (100%, 75%, 50%, 25%) of your monthly benefit will continue to be paid to a beneficiary, you will receive a reduced benefit.

The benefit is reduced because the benefit must be spread out to cover the expected lifetimes of two persons instead of one. The amount of the reduction depends on the age difference between the retiree and the beneficiary, the younger the beneficiary, the greater the reduction.

However, if the participant's beneficiary predeceases the participant after retirement payments have begun, then the participant's monthly retirement benefit "pops-up" to what he would have received if he had chosen Option A.

3. Example 3 – Option C (Term Certain Option)

If you decide to take Option C, payment to a beneficiary is limited to the Term Certain number of years chosen (5, 10, 15, 20). The term begins on your date of your retirement. If you die before the end of the term, your beneficiary will receive a benefit equal to yours until the end of the term. If you live beyond the term chosen, your benefit will continue until your death but there is no survivor benefit.

4. Example 4 – Early Retirement Benefit – Option A

Early retirement, as we mentioned before, is possible if a participant is between ages 55 and 65 and has at least 10 years of credited service, but less than 25 years of credited service. A participant will have less credited service and undoubtedly lower final average earnings when he retires early, so his accrued benefit is lower than if he had worked until normal retirement age. Then, because he is expected to receive more monthly payments than someone who retires at age 65, his accrued benefit is reduced to compensate for his longer life expectancy. That's why early retirement benefits are lower than normal retirement benefits.

Suppose that our participant takes early retirement at age 55. He is taking the maximum payment himself with no beneficiary (Option A). For simplicity, we will use the same final

average earnings and years of service for this example as we used in Example 1. But as stated earlier, an employee's final average earnings and credited service will actually be lower when he retires early.

We follow all the steps in Example 1 and then must apply an early retirement reduction factor. His accrued normal retirement benefit at age 65 was $1,750.00 per month. However, to find the amount he can draw at age 55, we must multiply the accrued benefit at age 65 by the early retirement reduction factor for age 55.

The Early Retirement Reduction Table shows that a participant retiring at age 55 gets 50% of his accrued normal retirement benefit. 50% of $1,750.00 yields a monthly benefit of $875.00 starting at age 55 and continuing for the rest of his life.

Early Retirement Reduction Table (To be used when calculating early retirement benefits)

Find the age at early retirement, and then look across to the percentage of the accrued normal retirement benefit that will be paid at that age.

Retirement Age	Percentage of Your Normal Retirement Income
65	100.0%
64	93.3%
63	86.7%
62	80.0%
61	73.3%
60	66.7%
59	63.3%
58	60.0%
57	56.7%
56	53.3%
55	50.0%

Section 10. General

A. Information Availability. Your Pension Committee Secretary will be glad to answer any questions that may occur to you after you have read this booklet. The pension committee is responsible for administration of the plan and will consider issues between the City and its employees in relative matters.

B. Employment After Retirement. Your retirement income will continue just the same if you take a part-time or full-time job with another employer after retiring from the City. If you become re-employed with the City as an eligible employee, your benefits will be suspended as long as you remain an eligible employee with the City. If you are under age 62 and become re-employed as an ineligible employee or as an independent contractor, your benefits will be suspended as long as you remain employed or until age 62. If you are age 62 or older and become re-employed as an ineligible employee or independent contractor, your retirement benefit will continue.

C. You Cannot Borrow or Pledge Money from the Fund. The purpose of the retirement plan is to ensure that participants will receive the intended rate of income upon retirement. Therefore, the State of Georgia statute creating GMEBS contains provisions to prevent the sale, assignment, pledge, or attachment of benefits.

D. Social Security and Your Retirement Benefits. Your benefits from the City's retirement plan are

separate from Social Security benefits. For employees whose year of birth is before or through 1937, full benefits from Social Security are payable at age 65. For others, see the following table:

Date of Birth	Retirement Age for Full S.S. Benefits
1938	65 years, 2 months
1939	65 years, 4 months
1940	65 years, 6 months
1941	65 years, 8 months
1942	65 years, 10 months
1943 – 1954	66 years, 0 months
1955	66 years, 2 months
1956	66 years, 4 months
1957	66 years, 6 months
1958	66 years, 8 months
1959	66 years, 10 months
1960 – later	67 years, 0 months

DRUG & ALCOHOL POLICY

Original June 2009

1st Update April 2018

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Section 1. Introduction

A. It is the intent of the City of Monroe to provide a working environment as free from the use of non-prescribed drugs and alcohol, and the abuse of prescribed drugs as reasonably possible. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, the City of Monroe has adopted the following policy regarding drugs and alcohol which applies to all employees of the City. All employees must abide by the statements within this policy.

Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Accident - An unexpected and undesirable event resulting in injury or damage to person or property.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol Use - The consumption of any beverage, mixture, or preparation including medication, containing alcohol.

GDOT - Georgia Department of Transportation

Drug - Any substance (other than alcohol) that has known mind or function- altering effects on a person, specifically including any psychoactive substance, and including, but not limited to, controlled substances.

Collection Site - A place designated by the employer where individuals present themselves for providing a specimen of their urine or saliva, and/or taking a Breath Alcohol Test to be analyzed for the presence of drugs and alcohol.

Medical Review Officer - A licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving laboratory results generated by an employer's Drug and Alcohol Testing Program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual confirmed positive test result together with his or her medical history and any other relevant biomedical information.

PHMSA - Pipeline and Hazardous Materials Safety Administration

Random Selection Testing - Unannounced testing.

Reasonable Suspicion/Cause Testing - Testing performed when an employer believes the actions, appearance, or conduct of an employee are indicative of drug and/or alcohol use.

Subscribed Regulatory Compliance Service (S.R.C.S.) - A service of the Municipal Gas Authority of Georgia which offers an alcohol and drug misuse prevention plan that is updated as needed to provide continuous compliance with PHMSA requirements.

Substance Abuse Professional - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified Psychologist, Social Worker, Employee Assistance Professional, or an Addiction Counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol related disorders.

Section 3. Who May Be Tested

A. Who Is Included. All City employees that operate equipment and/or vehicles are subject to testing under this policy. Some employees will also be covered and tested under other plans (i.e.: PHMSA as presented by S.R.C.S. or DOT). Due to the nature of the City operations and variations necessary to accommodate individual situations, the provisions of this policy may not apply to every employee in every situation. The City reserves the right to rescind, modify or deviate from this or any other policy, guideline or practice as it considers appropriate in its sole discretion, either an individual or city-wide situation with or without notice.

B. At Will Employment**.** Nothing in this policy or any other policy alters the fact that all employees of the City of Monroe are employed for an indefinite period and that such employment may be terminated with or without cause or notice at the will of either the employee or the employer. Neither this policy nor any related policies, guidelines or practices are employment contracts or parts of any employment contract.

Section 4. Prohibited Drug-Related and/or Alcohol - Related Conduct

A. Involvement. The manufacture, distribution, dispensation, sale, purchase, use, possession, or reporting to work under the influence of non-prescribed drugs or alcohol is prohibited while on City property or during working hours. The sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances also is prohibited while on City property or during working hours. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed controlled substances in blood, urine, or saliva is prohibited. Reporting to or being at work with a measurable quantity of prescribed narcotics or over-the-counter drugs in blood or urine or use of prescribed narcotics or over-the-counter drugs is also prohibited where in the opinion of the City such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property.

B. Alcohol Concentration of 0.02 or Greater. Employees are prohibited from reporting for duty or remaining on duty requiring the performance of job functions while having an alcohol concentration of 0.02 or greater.

C. Pre-Duty Use of Alcohol Within Four (4) Hours. Employees may not use alcohol within four (4) hours prior to performing job functions or, if an employee is called to duty to respond to an emergency within the time period after the employee has been notified to report for duty. If a City of Monroe representative has actual knowledge that an employee has used alcohol within four (4) hours prior to performing job functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform job functions.

D. On-Duty Use of Drugs and/or Alcohol. Employees may not use drugs and/or alcohol while performing job functions. If a City of Monroe representative has actual knowledge that an employee is using drugs and/or alcohol while performing job functions, the employee will not be permitted to perform or continue to perform job functions.

E. Abuse of Prescription Drugs or Over-The-Counter Drugs.

1. Employees using prescription medication while on the job shall do so in strict accordance with medication directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing their duties.

2. Employees using over-the-counter drugs are responsible for reading the warning labels or otherwise knowing any potential effect such drugs might have on their ability to perform their jobs.

3. The abuse and/or inappropriate use of legally prescribed drugs or over-the-counter drugs is prohibited. Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to reasonable suspicion/cause that the employee is abusing or inappropriately using prescription medication or over-the-counter drugs, the employee may be required to submit to drug testing and to take leave until such time as the employee is cleared to return to work by the employee's physician, the Medical Review Officer and the personnel director.

F. Illegal Use of Prescribed Drugs. Any prescription drug use that is not prescribed to the employee is considered illegal drug use. (Ex.: Use of wife's, husband's, or someone else's prescription)

G. Employee Request for Help. In compliance with Georgia State Law 45-23-7, if an employee notifies the City of Monroe of a drug problem and agrees to attend an approved treatment program, that employee will not be terminated solely for the drug dependence for one year if the employee adheres to the treatment program. This option is available only one time during any five-year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.

H. Convictions. In compliance with Georgia State Law 45-23-4, following a first conviction for the manufacture, distribution, sale or possession of drugs, an employee shall be suspended for two months and the employee must attend an approved drug abuse treatment and education program. Following a second such conviction, the employee shall be terminated and shall be ineligible for public service for five years.

Section 5. Tests Administered

A. Pre-employment Drug and Alcohol Testing. All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired. All job applicants shall be informed in advance that such testing shall be required. The prospective employees will be drug and alcohol tested post job offer but pre-employment. Job applicants will be denied employment if they have a confirmed positive test result or refuse the drug and/or alcohol test.

B. Post-Accident Testing. Following an accident, as defined in the Definitions Section, the City of Monroe will promptly test each surviving covered employee for drug and/or alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The decision not to administer a Drug and Alcohol Test under this section will be based on the City of Monroe's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. This also applies to any employee involved in an accident driving his or her private vehicle while on City business. An employee who is subject to Post-Accident Testing and who fails to remain readily available for such drugs and/or alcohol testing, including notifying the supervisor of his/her location if he/she leaves the scene of the accident prior to submission to a Drug and/or Alcohol Test, may be deemed to have refused to submit to testing.

C. Reasonable-Suspicion/Cause Testing.

1. Reasonable Suspicion/Cause Testing is designed to identify drug and/or alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors shall receive training directed toward helping to recognize the conduct and behavior giving rise to reasonable suspicion of drug or alcohol misuse. Supervisors who suspect an employee is under the influence of drugs and/or alcohol shall immediately report their observations. The department head or the highest ranking supervisory staff on duty will make a decision as to whether there is a reasonable suspicion/cause to believe an employee is using or has used drugs and/or alcohol.

2. A determination by the City of Monroe that reasonable suspicion/cause of drug and/or alcohol use exists and to require the employee to undergo a drug and/or alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. Following the determination, the employee shall be transported to the testing site by the employee's supervisor or a designee. Following the test, the employee shall be transported home by the employee's supervisor or designee.

3. The City of Monroe will not permit an employee to report for duty or remain on duty requiring the performance of job functions while the employee is under the influence of or impaired by drugs and/or alcohol, as shown by the behavioral, speech, or performance indicators of drug and/or alcohol misuse.

4. Written documentation of specific facts, symptoms or observations that formed the basis for suspicion of drug and/or alcohol use must be completed within the next working day and forwarded to the personnel department.

D. Return-To-Duty Testing. If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty. Before an employee may return to duty after engaging in prohibited conduct, the City of Monroe will ensure that the employee undergoes a Return-To-Duty Alcohol Test with a result indicating an alcohol concentration of less than 0.02.

E. Follow-Up Testing. An employee who returns to duty following the determination that assistance in resolving problems associated with drug and/or alcohol misuse will be subject to a reasonable program of Follow-Up Drug and/or Alcohol Testing, without prior notice, for up to sixty (60) months after his or her return to duty. Follow-Up Testing will be conducted just before the employee is to perform, while the employee is performing, or just after the employee has ceased performing a job function.

F. Random Testing. Employees shall be required to submit to a drug and/or alcohol screening test at random. The City of Monroe shall test at a rate of at least 50% of the employees every calendar year. All persons will be subject to be randomly tested during each random testing date. A person may be randomly tested more than once or not at all during the annual period. All employees will be placed in the random pool. The random test list will be done by computer.

Section 6. Substances for Which Tests May Be Conducted

A. The selection of drugs for which an employee may be tested include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolite, opiates, phencyclidine, marijuana, methadone propoxyphene creatinine

Section 7. Where Drug and/or Alcohol Tests Will Be Performed

A. All drug and/or alcohol specimen collections for the City of Monroe will be conducted by a trained professional at a collection site selected by the City of Monroe. All drug and/or alcohol testing for the City of Monroe will be conducted by a qualified and approved laboratory selected by the collection site.

Section 8. Penalty for Not Submitting to A Drug and/or Alcohol Test

A. Any job applicant who refuses to consent to a drug and/or alcohol test shall be denied employment. Any employee who refuses to submit to a Post-Accident, Reasonable-Suspicion/Cause, Return-To-Duty, Follow-Up or Random Drug and/or Alcohol Test will be terminated from employment.

Section 9. Disciplinary Actions

A. Positive Tests. An employee with a positive test result is subject to disciplinary action up to and including termination.

B. Positive Alcohol Test Less Than 0.04.

1. When an employee has tested for alcohol in a concentration of 0.02 or greater, but less than 0.04, that employee will be removed from performing any job function and suspended without pay for the remainder of his or her shift and referred to a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.

2. An employee who has been tested for alcohol and had a concentration greater than 0.02 but less than 0.04 will not be permitted to perform job functions or continue to perform

job functions until:

a. An Alcohol Test is administered and the employee's alcohol concentration measures less than 0.02.

b. The start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions as contained in this procedure.

3. If an employee, after assessment, is rehabilitation and the employee refuses successfully complete a Rehabilitation Program, he or she will be terminated from referred for to enter or Assessment employment.

C. Positive Alcohol Test Of 0.04 Or Greater. An employee who has tested for alcohol with a concentration of 0.04 or greater will be terminated.

D. Positive Drug Tests. If an employee, after assessment, referred rehabilitation, and the employee refuses to enter or successfully complete a Rehabilitation Assessment Program, he or she will be terminated from employment.

Section 10. Required Recordkeeping

A. Records. The person assigned to manage the City of Monroe's Drug and Alcohol Testing Program will maintain the Drug Testing and Alcohol Testing Records in accordance with the provisions set out in this policy.

1. Rules on the Disclosure of Drug and/or Alcohol Information and Records

a. The City of Monroe will maintain all drug and/or alcohol related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.

b. The City of Monroe will not release drug and/or alcohol testing information on employees except by law or when expressly authorized by the employee.

APPENDIX A1 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET
POST OFFICE Box 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in “For-Cause” or “Reasonable-Suspicion”, to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

Employee	Witness
Social Security Number	Screening Test Number
Date	

APPENDIX A2 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET POST OFFICE BOX 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in "For-Cause" or "Reasonable-Suspicion", to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

Employee	Witness
Social Security Number	Screening Test Number
Date	

DRESS CODE POLICY

Original April 2018

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Section 1. General

A. While in uniform an employee of the City of Monroe shall adhere to the acceptable standards of dress and grooming as set forth in this policy, as well as maintain a professional standard of cleanliness and personal hygiene.

B. If uniforms are required, they will be provided by the City of Monroe.

C. Uniformed personnel are required to be in uniform attire during the assigned working hours as a condition of employment.

D. Wearing of uniforms are limited to in route to and from work, while on the job, meal breaks during the work day, or at official departmental or City of Monroe functions.

E. While it may be accepted for the employee to make brief stops in route to or from work, employees are not allowed to purchase or consume alcoholic beverages while in uniform at any time. While on a meal break to avoid negative appearance, employees in uniform shall not eat at the bar area of a restaurant if alcohol is sold.

F. All uniforms shall be properly sized for a professional fit and appearance and shall be worn appropriately as determined by the supervisor, or Personnel Administrator.

G. Uniforms shall not be altered in any way to change their general appearance or function, or to set them apart from other personnel in uniform.

H. Any type of shirts or outerwear should be tastefully decorated and/or with logos that are not generally considered offensive or disruptive to others in a work environment or reflect personal beliefs while in a City of Monroe work setting.

Section 2. Uniform Procedures

A. All uniforms must be approved by the Supervisor and shall be leased or purchased from a vendor approved by the Department Head and/or Personnel Administrator.

B. It is the responsibility of the Supervisor or designee to keep track of items issued to each employee.

C. Ownership of all uniforms purchased by the City is considered City property.

D. All uniforms will require the City logo, approved department patch or wording distinguishing employment with the City of Monroe.

E. It is the responsibility of all supervisors on a daily basis to ensure uniform standards are upheld.

Section 3. Headgear/Hats

A. Field personnel are allowed to wear headgear/hats to protect themselves from the weather while out in the field in accordance with department policy.

B. Headgear/hats should always be in good condition and/or replaced when needed.

C. If headgear/ hats are provided by the City, the employee shall wear the headgear/ hat provided by the City and shall refrain from wearing a personally owned/non-City hat. If a non-City of Monroe hat is authorized, unprofessional/offensive logos and/or wording may be restricted.

D. Employees may not wear headgear/hats while inside a City building when working in an administrative position (primarily assigned to working inside a City building).

Section 4. Footwear

A. Employees required to wear safety footwear or a specific uniform footwear for their essential job duties, shall be issued footwear. No beach type footwear or flipflops will be allowed.

B. In the event a uniformed employee is provided a footwear allowance in lieu of being issued footwear, the allowance shall be capped at $100.00 annually. Departments may place footwear guidelines for reimbursement and a receipt shall be provided to the finance department along with all other required documents.

C. If footwear becomes unserviceable due to normal wear and tear, replacement items can be obtained during the fiscal year if funds are available.

D. Open-toe shoes/sandals are generally okay for office personnel.

Section 5. City Logo and Department Patch

A. When the City Logo is used on a uniform or other item of clothing the logo shall not be altered.

B. If a department desires to vary the approved uniform patch in color or style, approval must be received by the city administrator.

Section 6 Cleaning of Issued Uniform and Negligence

A. Upon starting a shift, uniforms shall be free of stains; no holes, rips, or fraying; free of excessive pet hair or lint; and free of excessive wrinkles.

B. Employees shall be responsible for the cleaning and care of their respective uniforms.

C. The employee shall be responsible for reimbursing the City for replacement uniforms lost or damaged due to negligence by the employee.

Section 7. Tattoos, Jewelry, and Piercings while in Uniform

A. Visible jewelry that pierces or is attached to the eyebrow, tongue, nose or other exposed part of the head or face may not be worn while in uniform. Departments may allow female employees to wear earrings provided the following is adhered to:

B. No dangling or over-sized earrings shall be worn.

C. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.

D. Uniformed employees shall be restricted to one ring per hand provided the size of the ring does not hinder the employee's performance or presents a distraction.

E. If worn, jewelry around the neck shall not be visible

F. Eyeglass frames and cords/chains must be of a color and pattern not to be considered a distraction from the uniform.

G. Any lost or damaged jewelry voluntarily worn by the employee, shall be the responsibility of the employee.

H. Tattoos are acceptable; however, facial tattoos are prohibited.

Section 8. Grooming

A. Fingernails shall be groomed and have a clean appearance. The length of the fingernails shall not inhibit the performance of the duties assigned or cause a distraction. Any fingernail polish (if permitted by the department) shall be a non- distracting color and professional in appearance.

B. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance.

C. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with safety and effectiveness of the employee.

D. If facial hair is permitted by department policy, the length of the facial hair shall not interfere with professional responsibility.

Section 9. Administrative Personnel and Non-Uniformed Employees

A. Administrative personnel that are not required to wear a uniform shall comply with the department's dress code. When no department dress code policy exists, the non- uniform policy shall be business causal.

B. When authorized in the City's budget, non-uniformed personnel may be issued a shirt or jacket with a city or department logo, to be worn during work hours.

C. Fridays, or other days as designated by Department Heads, will be casual days. This will allow for a more casual appearance to include nicer jeans and tennis/canvas shoes are acceptable. All other policy guidelines are to be followed.

D. No tank tops, unless worn under another shirt are allowed. No sleeveless shirts where the shoulder strap is not at least two (2) inches wide is allowed. No tops that show excessive cleavage or midriff are allowed. Skirts should be no more than four (4) inches above mid-knee

when standing. No pants that are loungewear, sweats, jogging, exercise, or extremely tight fitting are allowed. No shorts, skorts or anything that appears like shorts (Capri pants are okay) are allowed. Tights are not acceptable unless worn under appropriate length skirts and dresses, or longer tops. Attire that is too sheer for office wear or that is extremely tight-fitting is not allowed.

Section 10. Discipline

A. If an employee is found to be outside of the acceptable uniform standards, the employee will be requested to correct the deviation. In the event the employee must leave work to make the necessary corrections, the employee may use accrued vacation leave during their absence for their first violation of policy. Additional violations will be subject to disciplinary actions.

Section 11. Exceptions

A. Exceptions to these guidelines may apply where the position warrants and must be recommended by the department head and approved by the Personnel Officer.

B. Exceptions may be made to comply with laws related to disability accommodation, medical conditions, or accepted religious beliefs identified in accordance with Federal law, on a case-by-case basis. Medical exceptions shall be presented to the Human Resources Department along with a medical certification from their primary care physician or licensed specialist. Inability to wear safety equipment will not be considered if noted as a requirement of the position.

Section 12. Separation and Responsibility of Cost

A. All uniform clothing items bearing the City of Monroe logo or department patch issued to an employee are considered City owned property and must be returned in good and usable condition no later than the last day of employment.

B. If the uniform item(s) cannot be returned or returned in good condition, the cost associated shall be seventy percent (70%) of the cost associated with the replacement of the item or the original cost (the lower of the two-associated cost will be used).

MEDIA RELATIONS POLICY

Original September 2017

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Section 1. General

A. The purpose of the City of Monroe Media Relations Policy is to establish a set of guidelines regarding media relations, including all interactions with the media, and responses to media requests for information. Media Relations is defined as communication with or information provided to all media in any form, especially information that has the potential to generate numerous inquiries or ongoing interest from the media or public.

B. It is the policy of the City of Monroe to respond to news media questions or inquiries effectively, accurately and quickly to inform residents, businesses and visitors.

C. The City Spokespersons are responsible for the City's media relations. The City Spokespersons will serve as the sole liaisons with the media, either by responding to requests for information or facilitating contact with the appropriate department managers or personnel for response. Specific guidelines for responding to media requests follow.

Section 2. City Spokespersons

A. Unless otherwise authorized, the City Spokespersons are:

1. The Mayor;
2. Customer/Community Relations Liaison;
3. The City Administrator and City Clerk insofar as matters are within their authority;
4. The Economic Development Specialist and Main Street Coordinator insofar as matters are within their authority and subject purview;
5. Police Department and Fire Department Public Information Officers as designated by the respective department's specific media policies governing their procedures to address matters within their authority and as related to public safety issues or incidents;
6. The City Attorney.

Section 3. Media Inquiries

A. Except for media inquiries related to public safety issues involving police, fire or emergency services, all City employees must notify their Department Director or the City Administrator about all television, radio, newspaper or other media inquiries they receive and provide their Department Director or the City Administrator with the reporter's name, phone number, subject of the inquiry, deadline and other relevant information.

B. The Department Director or City Administrator will then contact the Customer/Community Relations Liaison and the City Attorney to coordinate a response, including designating a spokesperson if needed after consultation with the City Attorney and the appropriate Department.

C. City staff who are not City Spokespersons or serving as a designated spokesperson after consultation with the City Administrator, Customer/Community Relations Liaison, City Attorney or appropriate Department and who are contacted by a news or media representative shall: (1) treat the reporter as a customer and interact in a courteous and professional manner; (2) explain that they are not a City Spokesperson or designated spokesperson, but will pass along the request to someone who will respond as soon as possible; and (3) forward the journalist's name and organization, contact number, deadline and topic of interview along with the request.

Section 4. City-Initiated Information

A. Media contact shall be initiated only by the Customer/Community Relations Liaison or the City Attorney. This includes contacting reporters, editors and other newspaper or other publication staff, and issuing press releases and media advisories. Departments seeking publicity for events or activities should contact the Customer/Community Relations Liaison as early as possible.

B. City employees or Departments, with the exception of Fire and Police as specifically outlined in their departmental policies regarding media relations, shall not initiate news media contacts or arrange news conferences and the like without prior approval from the City Administrator and in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 5. Litigation, Personnel and Elections Issues

A. As a matter of general practice, the City and its Departments therein do not discuss any active, pending or threatened litigation, personnel-related information, and/or election related information.

Section 6. Personal Points of View

A. All employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City's official policy. Therefore, City employees who write letters to the editor of any newspaper or transmit such letters electronically may not use official City stationary or email. If an employee chooses to identify himself or herself as a City employee in any personal letter or email to any editor or any other media on a matter related to city business, he or she must include language which states that the views expressed do not represent the views of the City, but rather are the employee's personal opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the City as a City Spokesperson or a designated spokesperson so appointed after consultation with the City Attorney and appropriate Department regarding such designation.

B. Such disclaimer is not required by employees expressing views or commenting on personal, social media postings in regard to general observations of news, events or undertakings in the City, as long as said commentary or postings do not appear as official commentary by the city or as official commentary on City Policy.

C. Employees who represent the City in any of the above forums must identify themselves as an official spokesperson for the City after obtaining prior approval from the City Administrator in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 7. Electronic and Social Media Communication

A. The City communicates to taxpayers, businesses, residents and the general public by way of its website, monroega.com. Social media managed by the Customer/Community Relations Liaison includes such sites as Facebook, Twitter, YouTube and others. The City recognizes that taxpayers, residents, businesses and the general public increasingly gather information though these sites

and other forms of social media. The best and most appropriate use of social media generally falls into three categories: (1) to disseminate time-sensitive material; (2) to enhance the City's ability to put its messages before the widest audience possible; and (3) to initiate transparent conversations between the City, taxpayers, residents, businesses, the media and general citizenry.

B. The City recognizes that the instantaneous yet permanent nature of these electronic tools can pose risk without effective controls. Information and statements posted on websites and through social media reflect directly on the City and require great care. Communication by way of electronic and social media on behalf of the City can be done only by the Customer/Community Relations Liaison, City Administrator, Department Heads, or the designated staff of those respective offices.

Section 8. Public Safety Issues

A. Because the City Police and Fire Departments operate during off-hours and weekends, and their work has the potential to generate a high volume of media calls, those departments have designated sworn personnel as media spokespersons and shall follow specific inter-departmental guidelines when releasing information to address matters within their authority and as related to public safety issues or incidents.

B. Any media calls to other City employees regarding incidents involving police, fire or emergency services should be referred immediately to the Police Department or the Fire Department as appropriate. All information released to the media by the Police and Fire Departments should be provided immediately to the City Administrator, the Customer/Community Relations Liaison and the City Attorney. The City Administrator, Customer/Community Relations Liaison and the City Attorney should be contacted at the time of major incidents when appropriate.

Section 9. Crisis or Emergency Issues

A. During a crisis or major emergency, the procedure for handling the media shall follow procedure as highlighted in the City's Emergency Plan or shall follow procedure as designated by the Mayor upon consultation with the City Attorney.

TRAVEL POLICY

Original	**June 2009**
1st Update	**August 2016**
2nd Update	**April 2018**

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Section 1. General

A. It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations. Any out of state travel or training by employees and/or council members, must be properly budgeted and approved by the City Council.

B. Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse's meals that are included as a part of a registration fee will be an allowable expense.

Section 2. Definitions

Business Travel – Travel for the purpose of conducting official City business.

Professional/Educational Travel – Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

Requesting Party – Any individual who will be traveling and requesting approval or reimbursed for travel costs incurred while conducting Business Travel and/or Professional/Educational Travel.

Authorizing Party – An individual authorized to approve or disapprove all travel-related requests. This individual is to be in a level of authority that enables them to evaluate the need, the cost, and the benefit of such travel. This individual must submit the Travel/Expense Voucher prior to employee travel.

Travel Expense Report Form – (Form A) A form used to authorize payment for the reimbursement of travel related expenses.

Reimbursement – Any cost that is required for the purpose of conducting official City business in addition to pre-approved travel expenses that may be eligible for repayment to the traveling employee.

Section 3. Guidelines

A. Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.

B. Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.

C. Prior to approving a travel request, the authorizing party *(listed below)* is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.

D. Requests for travel costs, travel advances, and any actual expense reimbursements should be authorized as follows:

Requesting Party	→	Authorizing Party
Employees		Department Director
Department Director		City Administrator
City Administrator		Mayor
Mayor/City Council		Budget Adoption

Section 4. Travel Expenses

A. The following guidelines are intended to set forth maximum standards for travel expenses. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

Section 5. Subsistence

A. Lodging. Payment for lodging is authorized when the individual's travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.

1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at 'government rates' if possible, only if cheaper than rates obtained by the conference attended.

2. Employees are responsible for obtaining a tax-exempt certificate (Form B) and Hotel/Motel Excise Tax Form certificate (Form C) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.

B. Meals. Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

Per Diem	Employee	Elected Official
Breakfast	$8.00	$8.00
Lunch	$10.00	$10.00
Dinner	$22.00	$22.00

1. The above limits are expected maximums and should be sufficient in most areas traveled.

2. For a single day trip:

- **a.** Breakfast – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
- **b.** Lunch – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
- **c.** Dinner – Reimbursement will be authorized if trip return is after 7:00 p.m.

3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.

4. ~~Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference or Event agenda must be provided when requesting reimbursement/per diem for meals.~~

5. Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem rates for meals.

6. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meal expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.

7. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost. ~~Occasionally meeting circumstances dictate presence at a meal exceeding allowable limits. If this occurs circumstances should be documented and the cost of the meal will be reimbursed if supported by receipts and proper approval from the Authorizing Party.~~

8. ~~Expenses and reimbursements exceeding per diem will be considered to certain out of state locations if prior request is submitted and amount was budgeted.~~

C. Business Meals. Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:

1. The requesting party is an elected official or member of management staff for the City of Monroe.

2. If the requesting party is a member of management staff (Department Director), the request must be <u>cleared</u> at least 48 hours in advance by the City Administrator.

3. The total meal party is no greater than three (3) members including the City of Monroe staff member.

4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.

5. It is submitted on a Travel Expense Form (FORM A) after returning from travel.

Section 6. Travel

A. Air, Rail, and Bus Fares

1. Receipts and Travel Expense form are required for expense or reimbursements of these transportation costs.

2. Transportation reservations shall be obtained at the most economical rate available and prior to travel with proper paperwork and approval submitted.

B. City Vehicles

1. The use of a City vehicle is authorized for travel to destinations up to four hundred (400) miles from the City of Monroe. Operation of the City vehicle outside the state of Georgia requires the prior approval by the City Administrator and City Council.

2. Ridesharing will be required, if possible, when more than one employee attends same conference/meeting/training.

3. Receipts must be obtained and submitted for all City vehicle expenses upon return from travel.

4. City vehicles are to be driven and occupied only by City employees, elected officials, or other authorized representatives.

C. Personal Vehicles

1. Use of a personal vehicle is allowed only if one of the following conditions is met:
    - **a.** No City vehicle is available at the time of travel.
    - **b.** Requesting party has a physical handicap which requires the use of a specially equipped vehicle.
    - **c.** An employee's family member(s) accompany the employee on the trip.

2. Advance approval must be obtained from Authorizing Party.

3. When more than one employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4) persons.

4. The expense or reimbursement rate for personal vehicle mileage is based on IRS per mile allowance as issued each year.

5. Requested mileage expenses or reimbursements must be supported by printed travel map and reported by odometer readings upon return from travel. This does not apply to daily mileage allowance of staff using personal vehicles in normal day to day business.

6. Mileage expense is to be calculated from City Hall, 215 North Broad Street, Monroe, GA 30655 to the destination address based on the shortest and most economical route available.

7. Employees who use their personal vehicles on City business and request mileage allowance or reimbursements must prepare their requests on a monthly basis.

D. Rental Vehicles

1. A rental vehicle may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, subway) for travel.

2. Rental vehicles shall be limited to 'mid-size' automobiles with standard accessories unless special circumstances dictate a larger vehicle or more effective rate.

3. Rental vehicles shall be covered by appropriate insurance as required by applicable state laws.

4. All current City policies/procedures governing the use of vehicles shall apply to rental vehicles.

5. Receipts are required for the use of any rental vehicle costs, including gas and other services.

E. Local Ground Transportation

1. Local transportation costs incurred while on out-of-town travel will be reimbursed, upon submittal of proper Travel Expense form and documentation.

2. Receipts for services must be obtained and submitted with travel Expense form for reimbursement. No reimbursement will be given without proper receipt submittal.

Section 7. Registration

A. Approval for registration must be given by Authorizing Party prior to registration.
B. Purchase Orders must be obtained prior to registration.
C. Advance registration must be used whenever possible to meet discount early registration rates.
D. Registration fees are acceptable when supported by receipt.

Section 8. Miscellaneous

A. Parking will be reimbursed when supported by a receipt upon return from travel.
B. Personal items, alcoholic beverages and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.
C. When an advance is submitted prior to travel a final Travel/Expense Voucher (Form A) should be submitted as soon as possible in order to verify all funds advanced.

Form A – Travel Expense Report Form

CITY OF MONROE EXPENSE REPORT

Name: _____ Department: _____

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other (Rail or Bus)								-
Airfare								-
Transportation Total	-	-	-	-	-	-	-	-
Lodging & Meals Total								-
Other								-
Breakfast								-
Lunch								-
Dinner								-
Sub-Total Meals	-	-	-	-	-	-	-	-
Lodging & Meals Total	-	-	-	-	-	-	-	-
Supplies/Equipment								-
Phone, Fax								-
Food Charged								-
Gas Charged								-
Other								-
Entertainment								-
Total Expenses/Day	-	-	-	-	-	-	-	-

Detailed Entertainment Record

Date	Item	Persons Entertained/ Business Relationship	Place Name & Location	Business Purpose	Amount
					-
					-
					-
					-

PURPOSE OF TRIP	SUMMARY	
	Total Expenses	-
	Less Cash Advance	-
	Less Amount Charged To City	-
	Amount Due Employee	-
	Amount Due City	-

Prepared By _____ Date _____

Approved By _____ Date _____

Form B – Tax Exemption Certificate Form

Form **ST-5** (Rev. 11/2012)

STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER

To: _____ _____, _____
(SUPPLIER) (DATE)

_____ _____ _____ _____
(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

THE UNDERSIGNED DOES HEREBY CERTIFY that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this certificate. (Check appropriate box.)

[ ] 1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.

[×] 2. For use by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. Payment must be made by warrant on appropriated Government funds. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).

[ ] 3. Purchases or leases of tangible personal property or services for **RESALE ONLY** by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15),(39),(41),(56),(59),and(71).

[ ] 4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. O.C.G.A. § 48-8-3(94). A Georgia sales and use tax number is not required for this exemption.

[ ] 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).

[ ] 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A).

[ ] 7. For use by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia sales and use tax number is not required for this exemption. 12 U.S.C.S. 1768; O.C.G.A. § 48-6-97.

MUNICIPALITY _____
PURCHASER'S BUSINESS ACTIVITY

Under penalties of perjury I declare that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: CITY OF MONROE Sales Tax Number: N/A

Business Address: 215 N. BROAD ST City: MONROE State: GA ZIP Code: 30655

Purchaser's Name: CONNIE H.DAVIS Signature: Connie H. Davis Title: AP CLERK

A dealer must secure one properly completed certificate of exemption from each buyer making tax exempt purchases. Certificates of exemption must be obtained by the dealer within 90 days of the exempt sale being completed. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.

Form C – Hotel/Motel Excise Tax Form

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

STATE OF GEORGIA

CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee _____ Date _____

PRINT OR TYPE

Name of Official or Employee _____

Title of Official of Employee _____

Agency Represented City of Monroe

Accounting/Fiscal Office Contact Connie Davis Phone No. 770-266-5117

Date(s) of Lodging _____

WORKPLACE SAFETY POLICY

Original April 2017

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Section 1. General

The purpose of this policy is to provide all departments of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Workplace Safety Policy, that complies with the Occupational Safety and Health Administration (OSHA) standards to maintain a safe and injury free workplace. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, that accident prevention be a prime concern, and to maintain a safe and healthy working environment for all employees, contractors, and customers. It is a best management practice to provide for efficient, productive, and damage free results to all property and equipment. All daily activities shall follow strictly developed guidelines set forth in this Policy, and subsequent procedures as added, for the safe operation of all working environments. The Workplace Safety Policy of the City of Monroe is designed to follow the overall standards of the Occupational Safety and Health Administration (OSHA) as a guideline, and to develop organizational safety procedures to maintain a safe and injury free workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. Exceptions may be present when greater departmental policies exist, and are provided as documentation, such as the National Fire Protection Association (NFPA) Safety Standards. The authorization and responsibility for enforcement has been given to the Program Administrator, Safety Coordinator, and Safety Committee.

Section 2. Definitions

Benching System – a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or more horizontal steps, usually with vertical or near-vertical surfaces between levels.

Competent Person – a person who has been trained to identify hazards in the workplace or working conditions that are unsafe for employees, and who has the authority to have these hazards corrected.

Confined Space – an area large enough and so configured that an employee can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

Controlled Access Zone – a work area designated and clearly marked in which certain types of work may take place without the use of conventional protection systems to protect the employees working in the zone.

Guardrail System – a barrier erected to prevent employees from falling to lower levels.

Program Administrator – the individual who oversees operational procedures and is responsible for assuring compliance with this Policy.

Protective System – systems that include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection to protect employees from cave-ins, material that could fall or roll from an excavation face into an excavation, or from the collapse of adjacent

structures.

Safety Committee – a committee of employees charged with the overall execution, implementation, and review of the Workplace Safety Policy.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters in concurrence with the Workplace Safety Policy.

Safety Monitoring System – a system in which a competent person is responsible for recognizing and warning employees of hazards.

Shoring System – a structure that is built or put in place to support the sides of an excavation to prevent cave-ins.

Sloping System – sloping the sides of an excavation, which will vary with soil type, weather, and surface or near surface loads that may affect the soil in the area of the trench, away from the excavation to protect employees from cave-ins.

Section 3. Policy Provisions

A. Implementation. This Policy supports five (5) fundamental means of maximum employee involvement.

1. Management and employees at all levels commitment to safety, and this Policy as a mandatory guideline.
2. Regularly held safety meetings by foremen or supervisors at all worksites and facilities.
3. Effective job safety training for all categories of employees, as provided by the Georgia Utility Training Academy (GUTA).
4. Quarterly safety presentations at GUTA or jobsites given by the Safety Coordinator.
5. Incentive rewards program for exemplary safety performance.

B. Administration. This Policy will be carried out per guidelines established and published in this and other procedures provided as supplements. Specific instructions and assistance will be provided by the Safety Coordinator as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Workplace Safety Policy, and for maintaining an effective accident prevention effort within his/her area of responsibility.

C. Inspection. The provisions and guidelines set forth in this Policy will provide for inspection and enforcement by a Program Administrator, Safety Coordinator, and the Safety Committee. Inspections will be performed as routine and random inspections for worksites, facilities, equipment, vehicles, and personnel. When inspection finds evidence of any violation of policy, the violation will be addressed based on the severity and corrected onsite, or as appropriately determined. Self-inspection is expected before the operation of any vehicles and equipment, and on job sites prior to work being performed. Written documentation must be kept of all inspections performed where observations are reported and kept on file.

D. Reporting of Injuries. All employees must report the injury to their foreman, supervisor, department head, or member of management staff, who must then notify the Safety Coordinator of the incident on the same day of the occurrence. No casual mentioning of the injury will be sufficient. Statements from witnesses will be taken, and, signed by witnesses, and include the time and date. Photographs of the area where the incident occurred and any other relevant items may be recorded as evidence of the occurrence. The Safety Coordinator will assist in the investigation of the occurrence. Documentation of the incident, and all other items of interest are to be turned into the Program Administrator or Safety Coordinator. Failure to report an injury in a reasonable amount of time is a violation of this Policy and may result in disciplinary action.

E. Basic Safety Rules.

1. Compliance with applicable Federal, State, County, City, Client, and Organizational safety rules and regulations is a condition of employment.
2. All injuries must be reported to your supervisor immediately, and then reported to the Safety Coordinator. An employee who fails to notify supervisor personnel of an injury or accident may be issued a safety violation notice and may be subject to disciplinary action, in accordance with this Policy. In the event of an accident involving personal injury or damage to property, all persons involved are required to submit to drug testing.
3. All personnel will be required to attend safety meetings as stipulated by project requirements to meet safety standards, or as scheduled by the Safety Coordinator or Safety Committee.
4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City equipment at any time.
5. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day. Please refer to the Vehicle, Equipment, and Facility Maintenance Policy for more details.
6. "*Horseplay*" on City property, or on the worksite is strictly prohibited.
7. Report all unsafe conditions to the Safety Coordinator immediately.
8. Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.

F. Assignment of Responsibility.

1. It is the responsibility of City of Monroe to provide safe working conditions and procedures to all employees, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.

2. It is the responsibility of the Program Administrator and Safety Coordinator to implement this program by:
    - **a.** Performing routine and random safety checks of worksite operations.
    - **b.** Enforcing the City of Monroe Workplace Safety Policy, and any additional procedures.
    - **c.** Correcting any unsafe practices or conditions immediately.
    - **d.** Training employees and supervisors in recognizing possible safety issues and the proper steps for making the workplace a safer workplace.
    - **e.** Maintaining records of employee training, equipment issue, and safety systems used at City of Monroe jobsites.

f. Investigating and documenting all incidents that result in employee injury.

3. It is the responsibility of all employees to:

a. Understand and adhere to the procedures outlined in this Safety Program.

b. Follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.

c. Bring to the attention of management any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees, as contained in this Policy.

d. Report any incident that causes injury to an employee, regardless of the nature of the injury.

e. Report any incident that causes damage to property, regardless of the nature of the damage.

G. Disciplinary Procedures.

1. Discipline. Employees are expected to use good judgment when doing their work and to follow established safety rules. An established disciplinary procedure to provide appropriate consequences for failure to follow safety rules, along with a timeline of record have been developed that will govern this Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a safer working environment.

2. Timeline of Record. After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew, unless the violation is determined to be more serious and repeated in nature. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Workplace Safety Policy guidelines and protect other employees.

3. Disciplinary Process. This is the list of disciplinary actions to be taken in the event of violation of any part of the Policy, as determined by the Program Administrator.

a. **First Violation** – verbal warning, notation made in employee file, and instruction on proper actions.

b. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.

c. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.

d. **Fourth Violation** – Termination.

4. Accident Investigation. All incidents that result in injury to workers shall be reported to the Safety Coordinator and investigated further by the Safety Committee upon presentation. All incidents shall be investigated as soon as possible by the Safety Coordinator to identify the cause and means of prevention to prevent future occurrences. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future, and any disciplinary measures to be taken.

5. Enforcement. Constant awareness of and compliance with all safety rules, are considered conditions of employment with City of Monroe. The Program Administrator is given the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Section 4. Confined Space Entry Program

A. Procedure Standards. This applies to any work that requires City of Monroe employees to enter a confined space. Confined spaces include, but are not limited to: manholes, tanks, towers, electrical vaults, boilers, sewers, tunnels and vessels. This policy will state practices to identify confined spaces and their respective hazards. Methods to evaluate confined spaces and the required procedures necessary for working in and around confined spaces will also be addressed.

B. Training Requirements**.** Training will be conducted by GUTA, and will be provided prior to any entry into confined spaces. Methods of training may include, but not be limited to, videos, booklets, simulated confined spaces training sessions, lectures, and online resources. Additional training might be necessary when an employee's work duties change, the hazards of a confined space change or inadequacies in an employee's knowledge is apparent. Areas of training will include:

1. Types of confined spaces.
2. Signs, symptoms, and resulting dangers of hazards in the confined spaces.
3. Atmospheric testing.
4. Procedures for entry into permit spaces.
5. Ventilation of confined space.
6. PPE (Personal Protective Equipment).
7. Communication procedures.
8. Use of retrieval systems.
9. Emergency exit and rescue procedures.
10. Protective barriers.
11. First aid and CPR.
12. Testing equipment.
13. Testing methods.
14. Atmospheric conditions.

C. Program Guidelines. GUTA will maintain all records pertaining to this Policy. GUTA will perform annual program reviews, utilizing canceled permits, and any other information available, to ensure that employees participating in entry operations are protected from permit space hazards.

1. Evaluating Confined Spaces. Confined spaces must be located, identified, and documented with the Safety Coordinator at GUTA. The Safety Coordinator will be responsible tracking the location and conditions of confined spaces.

2. Reevaluation of Confined Spaces. All confined spaces must be reevaluated/retested prior to any scheduled work. If the confined space hazards have changed in any way, the space must be reclassified accordingly.

D. Worksite Requirements.

1. Confined Space Entry Permit. A Confined Space Entry Permit (Appendix A) must be completed prior to entry. This permit documents the location, purpose of entry, authorized attendant(s), authorized entrant(s), existing hazards, special requirements, test results, testing equipment, communication measures, and emergency procedures. The permit is filled out by the entry supervisor for that particular job. The permit is valid only for the date and time listed which corresponds to the time required to complete the purpose of entry. It is expected that most permits will be valid for no more than eight (8) hours. Permits must be retained GUTA and used to review this confined space annually.

2. Atmospheric Testing. Entry personnel must test the atmosphere of the confined space and record the results on the entry permit. The test must be performed using a calibrated direct-reading instrument with remote sampling ability. The atmosphere must first be tested for oxygen content, then for flammable gases and vapors and for potential toxic air contaminants (test must be performed in this order). Attendant must perform additional tests at specified intervals as determined by the Safety Coordinator. Testing equipment must be:
    a. Calibrated according to manufacturer's specifications.
    b. Field checked prior to use.
    c. Calibrated annually by the manufacturer or their authorized representative.

3. Isolation. The space must be isolated from all energy sources. Refer to the Lockout/Tagout section of this Policy for correct procedures for controlling hazardous energy sources.

4. Ventilation. Permit space must be purged, flushed, cleaned, and ventilated to eliminate or control atmospheric hazards.

5. Barriers. Place necessary pedestrian, vehicle, and/or other barriers to protect entrants from external hazards.
6. Personal Protective Equipment. The City of Monroe will provide all necessary personal protective equipment (PPE) to ensure the safety of employees. PPE for each job will be determined and listed on the confined space entry permit.

7. Tools and Equipment. The City of Monroe will provide all necessary tools and equipment for the job as determined by the supervisor. These items will be stated on the confined space entry permit and include such items as:
    a. Communication equipment.
    b. Ladders.
    c. Testing equipment.
    d. Lighting.
    e. Rescue and emergency equipment.

8. Duties of Attendant. An authorized attendant must be stationed outside the permit space for the duration of the entry operations. Attendant must:
    a. Know the hazards of the confined space.
    b. Know how many entrants are in the space at all times and be able to identify them.
    c. Monitor and maintain communication with entrants.

d. Monitor activities inside and outside the space and determine the continued safety of entrants.
e. Contact emergency and rescue services when necessary.
f. Be able to perform non-entry rescue. Attendant should NEVER enter a space to attempt rescue of another employee.
g. Never attempt to perform any other duties that might interfere with primary duty to monitor and protect entrants.
h. Order immediate evacuation of space when a prohibited condition is detected, entrant exhibits behavioral effects of hazard exposure, situation outside of space becomes dangerous or they are unable to effectively and safely perform all duties required.

9. Duties of Entrant**.** Authorized entrant(s) have duties beyond the work required inside the confined space. They must:
a. Know the hazards of the confined space.
b. Properly use all equipment (PPE, tools, and equipment) required.
c. Communicate with attendant concerning space conditions
d. Exit as quickly as possible when ordered by the attendant, any symptom of exposure to dangerous situation becomes apparent, a prohibited condition is detected, or if an evacuation alarm is activated.

Section 5. Fall Protection Requirements

A. Procedure Standards. The guideline of procedures to follow will be based on Occupational Safety and Health Administration (OSHA) Fall Protection Standard, 29 CFR 1926, Subpart M.

B. Training Requirements.
1. All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after initial employment as possible, and before they are required to work in areas where fall hazards exist.

2. A record of employees who have received training and training dates shall be maintained by the Safety Coordinator at GUTA. The details of record of employees shall include:
a. Nature of the fall hazards employees may be exposed to.
b. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.
c. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.
d. Role of each employee in the Safety Monitoring System (if one is used).
e. Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable).
f. Correct procedures for equipment and materials handling, storage and erection of overhead protection.

3. Additional training shall be provided on an annual basis, or as needed when changes are made to the Fall Protection procedures, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

4. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around fall hazards, or when changes to this program are made.

C. Program Guidelines.

1. The following are minimum guidelines that must be followed in accordance with this Policy:
    - **a.** Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
    - **b.** Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of two (2) inch diameter wire rope. Vertical lifelines shall be three-quarter (3/4) inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
    - **c.** Structural steel erectors are required to "hook up" with full body harness and lanyard.
    - **d.** Employees using lanyards to access the work or position themselves on a wall or column, must use an additional safety lanyard for fall protection.
    - **e.** Man-lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift.

D. Worksite Requirements.

1. Guardrail Systems.
    - **a.** Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by a Competent Person that erecting such systems will not cause an increased hazard to employees.
    - **b.** Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.
    - **c.** Excavations that are six (6) feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
    - **d.** Walkways that allow employees to cross over an excavation that is six (6) feet or deeper shall be equipped with guardrails.

2. Covers.
    - **a.** All covers shall be secured to prevent accidental displacement.
    - **b.** Covers shall be color-coded or bear the markings “HOLE” or “COVER”.
    - **c.** Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
    - **d.** Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.

3. Personal Fall Arrest Systems. Personal fall arrest systems shall be issued to and used by employees as determined by the Safety Coordinator and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:
    - **a.** limit the maximum arresting force to 1800 pounds.

b. Be rigged so an employee cannot free fall more than six (6) feet or contact any lower level.
c. Bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½) feet.
d. Be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet or the free fall distance permitted by the system, whichever is less.
e. Be inspected prior to each use for damage and deterioration.
f. Be removed from service if any damaged components are detected.

4. Safety Monitoring Systems. In situations where no other fall protection has been implemented, a Competent Person shall monitor the safety of employees in these work areas.

5. Falling Objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.
a. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
b. Excess debris shall be removed regularly to keep work areas clear.
c. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
d. Stacked materials must be stable and self-supporting.
e. Canopies shall be strong enough to prevent penetration by falling objects.
f. Toe-boards erected along the edges of overhead walking/working surfaces shall be capable of withstanding a force of at least 50 pounds; and solid with a minimum of three and a half (3 ½) inches tall and no more than one-quarter (¼) inch clearance above the walking/working surface.
g. Equipment shall not be piled higher than the toe-board unless sufficient paneling or screening has been erected above the toe-board.

Section 6. Fire Prevention and Protection

A. Procedure Standards. The following Fire Prevention and Protection plan is provided only as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard.

B. Training Requirements. The Safety Coordinator, along with Public Safety officials, shall present basic fire prevention training to all employees upon employment. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills, or when changes to this program are made. and GUTA shall maintain documentation of the training, which includes:
1. Review of Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39.
2. This Fire Prevention and Protection plan, and safety practices to be implemented.
3. Good housekeeping practices, to be followed by all facilities, also referenced in the Vehicle, Equipment, and Facility Maintenance Policy.
4. Proper response and notification in the event of a fire.

5. Instruction on the use of portable fire extinguishers, as determined by City of Monroe policy in the Emergency Action Plan.
6. Recognition of potential fire hazards.

C. Program Guidelines. To limit the risk of fires, employees shall adhere to the following precautions and guidelines:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, and metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. ***The Natural Gas Supervisor*** shall ensure that all gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Turn off electrical equipment when not in use.

D. Worksite Requirements. The following sections address the major workplace fire hazards at City of Monroe facilities and the procedures for controlling the hazards.

1. Electrical Fire Hazards. Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:
    - **a.** Make sure that worn wires are replaced.
    - **b.** Use only appropriately rated fuses.
    - **c.** Never use extension cords as substitutes for wiring improvements.
    - **d.** Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
    - **e.** Check wiring in hazardous locations where the risk of fire is especially high.
    - **f.** Check electrical equipment to ensure that it is either properly grounded or double insulated.
    - **g.** Ensure adequate spacing while performing maintenance.

2. Portable Heaters. All portable heaters shall be approved by their supervisor. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials always.

3. Office Fire Hazards. Fire risks are not limited to City of Monroe's industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:
    - **a.** Avoid overloading circuits with office equipment.
    - **b.** Turn off nonessential electrical equipment at the end of each workday.
    - **c.** Keep storage areas clear of rubbish.
    - **d.** Ensure that extension cords are not placed under carpets.
    - **e.** Ensure that trash and paper set aside for recycling is not allowed to accumulate.

4. Cutting, Welding, and Open Flame Work**.**
    - **a.** All necessary hot work permits have been obtained prior to work beginning.
    - **b.** Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
    - **c.** Adequate ventilation is provided.
    - **d.** Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
    - **e.** Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
    - **f.** Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
    - **g.** Cutting or welding is prohibited in sprinkler covered areas while sprinkler protection is out of service.
    - **h.** Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
    - **i.** Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
    - **j.** Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
    - **k.** Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

Smoking is prohibited at all City of Monroe buildings, vehicles, and equipment. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Section 7. Excavation Safety

A. Procedure Standards. This Excavation Safety plan has been developed to protect employees from safety hazards that may be encountered during work in trenches and excavations. This program is intended to assure that:

1. Employees who perform work in excavations are aware of their responsibilities and know how to perform the work safely.

2. The City of Monroe has appointed one or more individuals within the company to assure compliance with the requirements of this program through Competent Person training.

3. The responsibilities of management, supervisors, Safety Coordinator and workers are clearly detailed.

4. All persons involved in excavation and trenching work have received appropriate training in the safe work practices that must be followed when performing this type of work.

B. Training Requirements. All personnel involved in trenching or excavation work shall be trained in the requirements of this program by the Safety Coordinator with assistance from the appropriate supervisors. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around excavations, or when changes to this program are made.

C. Worksite Requirements.

1. Utilities and Pre-Work Site Inspection. Prior to excavation, the site shall be thoroughly inspected by a Competent Person or Safety Coordinator to determine if special safety measures must be taken.

2. Surface Encumbrances. All equipment, materials, supplies, permanent installations (i.e., buildings or roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to employees working in the excavation shall be removed or supported as necessary to protect employees.

3. Underground Installations. The location of sewer, gas, telephone, fuel, electric, water, or any other underground installations or wires that may be encountered during excavation work shall be determined and marked prior to opening an excavation and all excavation laws will be followed. Arrangements shall be made as necessary with the appropriate utility entity for the protection, removal, shutdown, or relocation of underground installations. If it is not possible to establish the exact location of these installations, the work may proceed with caution if detection equipment or other safe and acceptable means are used to locate the utility. Excavation shall be done in a manner that does not endanger the underground installations or the employees engaged in the work. Utilities left in place shall be protected by barricades, shoring, suspension, or other means as necessary to protect employees.

4. Protection of the Public. Barricades, walkways, lighting, and posting shall be provided as necessary for the protection of the public prior to the start of excavation operations. Guardrails, fences, or barricades shall be provided on excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares. Warning lights or other illumination shall be maintained as necessary for the safety of the public and employees from sunset to sunrise. Wells, holes, pits, shafts, and all similar hazardous excavations shall be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type shall be backfilled as soon as possible. Walkways or bridges protected by standard guardrails shall be provided where employees and the public are permitted to cross over excavations. Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toe-board shall be used to prevent the hazard of falling objects. Information on the requirements for guardrails and toe-boards may be obtained by contacting Tommy Arnold/Safety Coordinator.

5. Warning System for Mobile Equipment. A warning system shall be used when mobile equipment is operated adjacent to the edge of an excavation if the operator does not have a clear and direct view of the edge of the excavation. The warning system shall consist of barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

6. Hazardous Atmospheres. Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or forced ventilation of the workspace.
   - **a.** Competent Person representative will test the atmosphere in excavations over six (6) feet deep if a hazardous atmosphere exists or could reasonably be expected to exist. A hazardous atmosphere could be expected, for example, in excavations in landfill areas, areas where hazardous substances are stored nearby, or near areas containing gas pipelines.
   - **b.** Forced ventilation or other effective means shall be used to prevent employee exposure to an atmosphere containing a flammable gas more than ten (10) percent of the lower flammability limit of the gas.
   - **c.** When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, continuous air monitoring will be performed by Competent Person representative. The device used for atmospheric monitoring shall be equipped with an audible and visual alarm.
   - **d.** Atmospheric testing will be performed using a properly calibrated direct reading gas monitor. Direct reading gas detector tubes or other acceptable means may also be used to test potentially toxic atmospheres. Each atmospheric testing instrument shall be calibrated by Safety Coordinator on a schedule and in the manner recommended by the manufacturer. In addition: Any atmospheric testing instrument that has not been used within 30 days shall be recalibrated prior to use. Each atmospheric testing instrument shall be calibrated at least every six (6) months. Each atmospheric testing instrument must be field checked prior to use to ensure that it is operating properly.
7. Protection from Water Accumulation Hazards. Employees are not permitted to work in excavations that contain or are accumulating water unless precautions have been taken to protect them from the hazards posed by water accumulation. Precautions may include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines. If water is controlled or prevented from accumulating using water removal equipment, the water removal equipment and operation shall be monitored by a person trained in the use of that equipment. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation. Precautions shall also be taken to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains shall be respected by Competent Person Representative after each rain incident to determine if additional precautions, such as special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines, should be used.

8. Stability of Adjacent Structures. The Safety Coordinator or Competent Person will determine if the excavation work could affect the stability of adjoining buildings, walls, sidewalks, or

other structures. Support systems (such as shoring, bracing, or underpinning) shall be used to assure the stability of structures and the protection of employees where excavation operations could affect the stability of adjoining buildings, walls, or other structures. Sidewalks, pavements, and appurtenant structures shall not be undermined unless a support system or other method of protection is provided to protect employees from the possible collapse of such structures.

9. Sloping and Benching. Employees in an excavation shall be protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system. The only exceptions are:
   - **a.** Excavations made entirely in stable rock.
   - **b.** Excavations less than five (5) feet in depth where examination of the ground by Competent Person provides no indication of a potential cave-in.

10. Materials and Equipment. Materials and equipment used for protective systems shall be free from damage or defects that might affect their proper function. Manufactured materials and equipment used for protective systems shall be used and maintained in accordance with the recommendations of the manufacturer, and in a manner, that will prevent employee exposure to hazards.

Section 8. Respiratory Protection

A. Procedure Standards. The City of Monroe Respiratory Protection plan is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program will also follow certain guidelines as found with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

B. Training Requirements. The Safety Coordinator will provide training to respirator users and on the contents of the City of Monroe Respiratory Protection plan and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators. The training course will cover the following topics:

1. The City of Monroe Respiratory Protection plan.
2. The OSHA Respiratory Protection Standard (29 CFR 1910.134).
3. Respiratory hazards encountered at City of Monroe and their health effects.
4. Proper selection and use of respirators.
5. Limitations of respirators.
6. Respirator donning and user seal (fit) checks.
7. Fit testing.
8. Emergency use procedures.
9. Maintenance and storage.
10. Medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

Respirator training will be documented by the Safety Coordinator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

C. Program Guidelines.

1. NIOSH Certification. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.
2. Voluntary Respirator Use. The Safety Coordinator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.
3. Medical Evaluation. Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by City of Monroe before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

D. Worksite Requirements.

1. Hazard Assessment and Respirator Selection. The Safety Coordinator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Competent Person will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Competent Person. The hazard evaluations shall include:
    - **a.** Identification and development of a list of hazardous substances used in the workplace by department or work process.
    - **b.** Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
    - **c.** Exposure monitoring to quantify potential hazardous exposures.
    - **d.** The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions. A list of employees and appropriate respiratory protection will be maintained by the Competent Person.

2. Updating the Hazard Assessment. The Safety Coordinator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during an activity, he/she is to contact his/her supervisor or the Competent Person. The Competent Person will evaluate the potential hazard and arrange for outside assistance as necessary. The Competent Person will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.

3. General Respirator Use Procedures.

a. Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

b. All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.

c. Positive Pressure Test: This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

d. Negative Pressure Test: This test is performed by closing of the inlet openings of the cartridge with the palm of your hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.

4. Air Quality. For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air. The Competent Person will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.

5. Change Schedules. Respirator cartridges shall be replaced as determined by the Competent Person, supervisor(s), and manufacturers recommendations.

6. Cleaning. Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use. The Competent Person will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Competent Person.

7. Maintenance. Respirators are to be properly maintained always to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere supplying respirators will be conducted by the manufacturer. All respirators shall be inspected routinely before and after each use.

8. Storage. After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer’s recommendations. Each employee will clean and inspect their own air-

purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in the designated area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that purpose, be quickly accessible always, and be clearly marked.

9. Respirator Malfunctions and Defects. For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee either receives the needed parts to repair the respirator or is provided with a new respirator. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator.

Section 9. Control of Hazardous Energy (Lockout/Tagout)

A. Procedure Standards. The objective of this procedure is to establish a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced. This program serves to:

1. Establish a safe and positive means of shutting down machinery, equipment and systems.
2. Prohibit unauthorized personnel or remote-control systems from starting machinery or equipment while it is being serviced.
3. Provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
4. Establish responsibility for implementing and controlling lockout/tagout procedures.
5. Ensure that only approved locks, standardized tags and fastening devices provided by the company will be utilized in the lockout/tagout procedures.

B. Training Requirements. Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control. Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

C. Program Guidelines.

1. Preparation for Lockout or Tagout. Employees who are required to utilize the lockout/tagout procedure must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means. The four types of energy sources are:

a. Electrical (most common form).
b. Hydraulic or Pneumatic.
c. Fluids and Gases.
d. Mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed to identify energy sources and lockout/tagout accordingly.

2. Removal of an Authorized Employee's Lockout/Tagout. Each location must develop written emergency procedures that comply with 1910.147(e)(3) to be utilized at that location. Emergency procedures for removing lockout/tagout should include the following:
   - **a.** Verification by employer that the authorized employee who applied the device is not in the facility.
   - **b.** Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).
   - **c.** Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.

3. Procedures for Outside Personnel/Contractors. Outside personnel/contractors shall be advised that the company has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

4. Release from Lockout/Tagout. The following are steps to be taken when removing lockout/tagout designation from a controllable hazard.
   - **a.** Inspection: Make certain the work is completed and inventory the tools and equipment that were used.
   - **b.** Clean-up: Remove all towels, rags, work-aids, etc.
   - **c.** Replace guards: Replace all guards possible. Sometimes a guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
   - **d.** Check controls: All controls should be in their safest position.
   - **e.** The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
   - **f.** Remove locks/tags. Remove only your lock or tag.

D. Worksite Requirements.

1. Electrical.
   - **a.** Shut off power at machine and disconnect.
   - **b.** Disconnecting means must be locked or tagged.
   - **c.** Press start button to see that correct systems are locked out.
   - **d.** All controls must be returned to their safest position.
   - **e.** Points to remember:
     - **i.** If a machine or piece of equipment contains capacitors, they must be drained of stored energy.
     - **ii.** Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.
     - **iii.** Some equipment may have a motor isolating shut-off and a control isolating shut-off.

iv. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.

2. Hydraulic/Pneumatic.
   a. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.
   b. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
   c. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

3. Fluids and Gases.
   a. Identify the type of fluid or gas and the necessary personal protective equipment.
   b. Close valves to prevent flow, and lockout/tagout.
   c. Determine the isolating device, then close and lockout/tagout.
   d. Drain and bleed lines to zero energy state.
   e. Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.
   f. Check for zero energy state at the equipment.

4. Mechanical Energy.
   a. Block out or use die ram safety chain.
   b. Lockout or tagout safety device.
   c. Shut off, lockout or tagout electrical system.
   d. Check for zero energy state.
   e. Return controls to safest position.

5. Service or Maintenance Involving More than One Person. When servicing and/or maintenance is performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

Section 10. Vehicle Safety and Accident Requirements

A. Procedure Standards. Vehicle safety is of complete importance for the health and wellbeing of employees, and citizens. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.

B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of vehicle maintenance and safety. All vehicles should be operated in accordance with law, used as outlined by manufacturer specifications, and should never be operated in any way not specified by the operating manual.

C. Program Guidelines. All employees are required to adhere to the following minimum rules of when operating city vehicles:

1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion.
3. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.
4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
5. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
6. Maintenance responsibilities will be assigned to the Department of Streets and Transportation, Maintenance Division.
7. Tobacco usage will at no time be authorized or allowed in a city vehicle.
8. Vehicles should contain only those items for which the vehicle is designed. The city shall not be liable for the loss or damage of any personal property transported in the vehicle.
9. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
10. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
11. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Safety Coordinator.

Section 11. Equipment Safety Requirements

A. Procedure Standards. Equipment safety is of complete importance for the health and wellbeing of employees, and citizens. Equipment will be required to be inspected prior to use, and in some cases, be a part of a log kept with the equipment in order to insure proper inspection, use, and maintenance for safety purposes. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.

B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of equipment maintenance and safety. All equipment should be used as outlined by manufacturer specifications and should never be operated in any way not specified by the operating manual.

C. Program Guidelines.

1. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.

2. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
3. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI=s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
4. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to Safety Administrator to be recharged immediately. Use of welding blinds is required in high traffic areas.

Section 12. Facility Safety

A. Procedure Standards. Facility safety is of complete importance for the health and wellbeing of employees, and citizens. Facility maintenance and organization is a representation of responsibility and respect for City of Monroe as presented to others. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.

B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of facility maintenance and safety. All facilities should be kept in an organized, clean, and well-maintained manner. Facilities will have developed expectations and rules that should be followed as a mandatory requirement of employment. Any changes in facility requirements will come with notification to employees.

C. Program Guidelines. Basic guidelines of concern are as follows, but for more detailed program guidelines please refer to Vehicle, Equipment, and Facility Maintenance Policy.

1. All facilities must be kept clean of debris, well organized, and presentable to the public.
2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.

D. Requirements. It is the requirement of all employees to adhere to the organization, appearance, and maintenance of all facilities.

Section 13. Employee Health, Wellbeing, and Safety

A. Procedure Standards. Employee safety and wellbeing is of the utmost importance to the City of Monroe. The standards set forth in this Policy are for the protection of all employees and are to be monitored by all employees.

B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of all employees during City of Monroe related activities. All employees are expected to follow the guidelines set forth in policy and provided during training. Training will be mandatory and will be provided on a regularly scheduled timeline.

C. Requirements.

1. Hard hats will be worn by all employees on the project site; where the project site involves excavation, overhead hazards, or other hazards as determined by the Safety Coordinator. The bill of the hard hat will be worn in front always. Alterations or modifications of the hat or liner are prohibited. Equipment operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
2. Safety glasses will be worn as the minimum-required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required. Employees performing welding, cutting, or brazing operations, or are exposed to the hazards produced by these tasks, shall wear approved spectacles or a welding face-shield or helmet, as determined by a Competent Person or Safety Coordinator.
3. Employees using or working in the immediate vicinity of hammer drills, masonry saws, jackhammers, or similar high-noise producing equipment shall wear suitable hearing protection, as determined by the Safety Coordinator.
4. Clothing must provide adequate protection to the body. Natural Gas and Electric Employees will not be permitted to wear polyester or nylon clothing. Suitable clothing will be provided and must be worn as required.
5. Employees shall wear, as determined by the Safety Committee approved gloves or other suitable hand protection.
6. The jobsite speed limit is 10 MPH.
7. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion.
8. Seatbelts must be worn at all times while a vehicle or equipment is in operation.
9. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
10. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
11. Stairs, ladders, or ramps shall be provided at excavation sites where employees are required to enter trench excavations over four (4) feet deep. The maximum distance of lateral travel (along the length of the trench) necessary to reach the means of egress shall not exceed 25 feet.
12. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
13. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
14. Employees exposed to vehicular traffic shall be provided with, and shall wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

Emergency lighting, such as spotlights or portable lights, shall be provided as needed to perform work safely.

15. No employee is permitted underneath loads being handled by lifting or digging equipment. Employees are required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles provide adequate protection for the operator during loading and unloading operations.

16. Each employee is responsible for wearing a respirator when and where required and in the proper manner.

17. Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.

Appendix A

CONFINED SPACE ENTRY PERMIT

Permit Start Date: _____ Time: _____ Location: _____

Permit End Date: _____ Time: _____ Description of Space: _____

Purpose of Entry: _____

PERSONNEL - Your signature indicates you have been trained on the hazard of this space, your duties, and precautions you must take for this entry.

Position	Printed Name	Signature
Entry Supervisor		
Attendant		
Attendant		
Entrant		
Entrant		
Entrant		
Entrant		

Entrant Sign-In	Time In	Entrant Sign-Out	Time Out

Atmospheric Testing	Permissible Levels	Pre-Entry Levels	Levels After Ventilation	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____
Oxygen	19.5% - 23.5%							
Carbon Monoxide	<35ppm							
Hydrogen Sulfide	<10ppm							
Lower Expolsive Limit	<10%							

Multigas Detector(s) Used:

Model: _____ Serial Number: _____ Date Last Calibrated: _____

Model: _____ Serial Number: _____ Date Last Calibrated: _____

Model: _____ Serial Number: _____ Date Last Calibrated: _____

Model: _____ Serial Number: _____ Date Last Calibrated: _____

EMERGENCY PROCEDURE: **DO NOT ATTEMPT TO ENTER SPACE**

Alert 911 Center before making a confined space entry. Notify 911 Center when confined space entry has been cancelled.

Additional Information: _____

CONFINED SPACE ENTRY PERMIT

PERMIT SPACE HAZARDS:

- ☐ Oxygen Enriched Atmosphere (>23.5%)
- ☐ Oxygen Deficient Atmosphere (<19.5%)
- ☐ Flammable Atmosphere
- ☐ Toxic Gases or Vapors
- ☐ Energized Equipment
- ☐ Electrical
- ☐ Entrapment
- ☐ Engulfment
- ☐ Hazardous Chemicals
- ☐ Other: _____

SPECIAL REQUIRMENTS:

- ☐ Tripod Retrival Unit
- ☐ Full Body Harness with "D"Ring
- ☐ Emergency Escape Retrival Equipment
- ☐ Fall Protection
- ☐ Self-Contained Breathing Apparatus
- ☐ Explosion Proof Lighting
- ☐ Hot Work
- ☐ Lockout/Tagout
- ☐ Ventilation
- ☐ Barricades
- ☐ Respirators
- ☐ Fire Extingushers
- ☐ Ladders
- ☐ Other _____
- ☐ Head Protection
- ☐ Eye/Face Protection
- ☐ Protective Clothing
- ☐ Hearing Protection
- ☐ Communication
  - ☐ Visual
  - ☐ Voice
  - ☐ 2-way Radio
  - ☐ Cell

PERMIT CANCELLATION:

Permit Cancelled By: _____ Date: _____ Time: _____

Permit was cancelled because: ☐ Work Completed ☐ Permit Expired

☐ Emergency _____

Authorization By Entry Supervisor:

I certify that all required conditions and/or actions have been performed and/or taken to provide safe entry and work in this confined space.

Signature _____ Printed Name _____

VEHICLE, EQUIPMENT, AND FACILITY POLICY

Original April 2017

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Section 1. General

The purpose of this policy is to provide all facilities of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Vehicle, Equipment, and Facility Maintenance Policy, that provides a minimum set of standards for the organization, housekeeping, and maintenance of all assets owned by the City of Monroe. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, provide for the upkeep and preservation of vehicles and equipment, that facility maintenance and organization be a major concern, to maintain a responsible and well-kept appearance of all vehicles, equipment, and facilities. All operations and activities shall follow the guidelines set forth in this Policy, and subsequent procedures as added, for the proper maintenance and upkeep of all assets and facilities. The Vehicle, Equipment, and Facility Maintenance Policy of the City of Monroe is designed to develop organizational housekeeping and maintenance procedures to maintain an organized and well-kept workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. The authorization and responsibility for enforcement has been given to the Program Administrator. All foremen, supervisors, department heads, and management staff share in the responsibility of administration of this Policy as well.

Section 2. Definitions

Asset – all vehicles, equipment, and buildings owned and/or operated by the City of Monroe or used to perform daily operations.

Facility / Property – any location, asset, or building owned and/or operated by the City of Monroe where functional operations are performed.

Program Administrator – the individual within the company who oversees excavation work and is responsible for assuring compliance with this program.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters.

Section 3. Policy Provisions

A. Implementation. This Policy supports five (5) fundamental means of maximum employee involvement and adherence.
   1. Management and employees at all levels commitment to responsible housekeeping of property and equipment.
   2. Responsible actions of all employees and management regarding the upkeep of all vehicles, equipment, and facilities.
   3. Planned practices for the upkeep and maintenance of all vehicles, equipment, and facilities.
   4. Regular inspections of vehicles, equipment, and facilities by the Program Administrator.
   5. Incentive rewards program for exemplary performance.

B. Administration. This Policy will be carried out per guidelines established and published in this Policy and other procedures provided as supplements. Specific instructions and assistance will be provided by the Program Administrator, as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Vehicle, Equipment, and Facility Maintenance Policy and his/her area of responsibility. Each foreman, supervisor, department head, and member of management staff must also ensure that all maintenance issues and damages to vehicles, equipment, and facilities are properly addressed and repaired.

C. Reporting of Damages. All employees will be held accountable for inspection, notification, and reporting of any damage to assets or facilities. Employees must report the damage to their foreman, supervisor, department head, or member of management staff, who must then notify the Program Administrator of the incident. *No casual mentioning of the damage will be sufficient*. Statements from witnesses will be taken and should be signed by witnesses and include the time and date, when major damages occur. Failure to report damage in a reasonable period of time *(meaning at or near the time of the damage)* is a violation of the Vehicle, Equipment, and Facility Maintenance Policy, and may result in disciplinary action, as described in section II of this Policy.

D. Basic Rules.

1. Compliance with applicable Federal, State, County, City, Client, and Organizational rules and regulations is a condition of employment.
2. In such cases where already existing policies and procedures exist covering more specific guidelines or possible working exceptions, those policies and procedures supersede these provided for guidelines provided the appropriate documentation and conditions are met.
3. All personnel will be required to attend facility meetings as stipulated by the Program Administrator to meet Policy standards.
4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City vehicles or equipment at any time.
5. Tobacco use is prohibited inside any City vehicle or equipment, and inside any City facility.
6. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day.
7. “Horseplay" on City property, or while in use of any vehicle, equipment, or facility is strictly prohibited.

E. Assignment of Responsibility.

1. It is the responsibility of all City of Monroe personnel to provide for well maintained, organized, and well-kept vehicles, equipment, and facilities, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator.

2. It is the responsibility of the Program Administrator to implement this program by:
    - **a.** Performing routine inspections of vehicles, equipment, and facilities.
    - **b.** Enforcing the City of Monroe Vehicle, Equipment, and Facility Maintenance Policy, and any additional procedures.
    - **c.** Correcting any damages or errors in practices or conditions immediately.

d. Training employees and supervisors in improper practices, issues and the proper steps for properly maintaining vehicles, equipment, and facilities.

e. Maintaining records of employee damage or misuse of vehicles, equipment, and/or facilities.

3. It is the responsibility of all employees to:

a. Understand and adhere to the procedures outlined in this Vehicle, Equipment, and Facility Maintenance Policy.

b. Follow the instructions of the Program Administrator and Safety Coordinator.

c. Bring to the attention of management any damages or practices that may be in violation of this Policy by themselves or any other employees.

d. Report any incident that causes damage to any vehicle, equipment, and/or facility, regardless of the nature of the damage.

e. Report any incident that causes damage to property, regardless of the nature of the damage.

Section 4. Disciplinary Procedures

A. Discipline. Employees are expected to use good judgment when doing their work and to follow established Policy rules. An established disciplinary procedure to provide appropriate consequences for failure to follow rules, along with a timeline of record have been developed that will govern the Vehicle, Equipment, and Facility Maintenance Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a more respected working environment.

B. Timeline of Record. After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Vehicle, Equipment, and Facility Maintenance Policy guidelines, and respect the working environment.

C. Disciplinary Process. This is the list of disciplinary actions to be taken in the event of violation of any part of the Vehicle, Equipment, and Facility Maintenance Policy.

1. **First Violation** – verbal warning, notation made in employee file by Program Administrator, and instruction on proper actions.
2. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.
3. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.
4. **Fourth Violation** – Termination.

D. Inspection of Facilities and Assets. The Program Administrator is responsible for, or assignment of the routine and random inspection of vehicles, equipment, and facilities. Any discoverable violations of this Policy will be documented and further investigated for disciplinary action, and corrective actions will be taken to correct the violation and/or issue. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future. A written log of inspections will be maintained by the Program Administrator.

E. Enforcement. Constant awareness of and respect for all assets and facilities, as well as compliance with all Policy rules, are considered conditions of employment with City of Monroe. Supervisors, as well as Program Administrator, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Note: An employee may be subject to immediate termination when a violation places the employee or co-workers at risk of permanent disability or death.

Section 5. Vehicle Maintenance Safety and Accident Requirements

A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of vehicles owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.

B. Program Guidelines.

1. All vehicles must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on vehicles.
2. All vehicles must carry an updated insurance card.
3. All vehicles must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, or as needed.
4. All vehicles must be kept in a clean and presentable level of presentation, both inside and outside.
5. All trash and waste debris must be removed from vehicles on a daily basis.
6. Only those tools required for the assigned work to be performed should be kept in the vehicle.
7. Any material, tools, or equipment being transported in a vehicle must be secured, and stored in an organized fashion in the vehicle. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
8. All lights, signals, bin doors, doors, tailgates, wipers, and other features must be in good working order. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
9. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
10. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
11. Any City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city vehicles:

1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
2. Speed limits on jobsites should not exceed 10 mph at any time.
3. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion, exceptions allowed per specific requirements for Public Safety, (NFPA).
4. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.

5. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
6. Tobacco usage will at no time be authorized or allowed in a city vehicle.
7. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.

D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Program Administrator.

E. Reporting of Damages. All damage to vehicles should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the vehicle should be taken for repair immediately.

Section 6. Equipment Maintenance Procedures

A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of equipment owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.

B. Program Guidelines.

1. All equipment must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on equipment.
2. All equipment must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, as provided by the manufacturer, or as needed.
3. All equipment must be kept in a clean and presentable level of presentation, both inside and outside.
4. No trash or waste debris should be kept on any equipment.
5. Only those tools required for the assigned work to be performed should be kept with the equipment.
6. Any material, tools, or equipment being transported on equipment must be secured, and stored in an organized fashion on the equipment. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
7. All operable and functional components of equipment must be kept in a working fashion. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
8. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.

C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city equipment:

1. Equipment should be operated at reasonable and recommended speeds to ensure the safety of employees and facilities at all times.

2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the operator at all times when the equipment is being operated, unless in a fully enclosed cab.
3. All traffic, driving, and road regulations are to be strictly observed when equipment is being driven on the road. Courtesy is to be extended to all entering and exiting traffic at all times.
4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
5. Tobacco usage will at no time be authorized or allowed on city equipment.
6. Employees are expected to keep city equipment clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
7. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.

D. Reporting of Accidents. Whenever city equipment is involved in an accident, or subject to damage, the employee operating the equipment is required to immediately notify his/her immediate supervisor. All accidents, or damages must be reported to the Program Administrator.

E. Reporting of Damages. All damage to equipment should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the equipment should be scheduled for repair immediately.

Section 7. Facility Maintenance Procedures

A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of facilities owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.

B. Program Guidelines.
1. All facilities must be kept clean of debris, well organized, and presentable to the public.
2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.

C. Facility Standards. All employees are required to adhere to the following minimum rules of the facilities owned and operated by the City of Monroe:

1. City Hall Building & Parking Area

- **a.** The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowing in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- **b.** The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- **c.** The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
  - **i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
  - **ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
  - **iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
  - **iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- **d.** Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- **e.** Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- **f.** Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- **g.** Customer service areas should be kept well organized and presentable to the public at all times.
- **h.** Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- **i.** Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- **j.** Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- **k.** Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- **l.** Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- **m.** City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- **n.** City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

2. Public Works Facility

- **a.** The employee parking lot is for employee personal vehicles and work vehicles only.

b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

- **i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
- **ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
- **iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
- **iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

e. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

f. Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.

g. Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.

h. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

i. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

j. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

k. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

l. City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.

m. City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.

n. All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.

o. Public Works grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.

p. Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.

q. Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.

r. Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

3. Fire Department

a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowing in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.

b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.

c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)

ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)

iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)

iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.

f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.

g. Customer service areas should be kept well organized and presentable to the public at all times.

h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.

j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.

k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point, unless being used in emergency operations.

4. Police Department

a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowing in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.

b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.

c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)

ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)

iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)

iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.

f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.

g. Customer service areas should be kept well organized and presentable to the public at all times.

h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.

j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.

k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

5. Utility Warehouse

a. The employee parking lot is for employee personal vehicles and work vehicles only.

b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)

ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)

iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)

iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

d. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

e. Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.

f. Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.

g. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

h. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

i. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

j. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

k. City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.

l. City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.

m. Buildings (D) Headend, (E) Inventory Warehouse, (F) Water Sewer Gas, (G) Electric Cable, and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.

n. All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.

- **o.** Utilities warehouse grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.
- **p.** The headend must remain clear and free of debris, and the building (D) must remain clean and organized.
- **q.** Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.
- **r.** Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.
- **s.** Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

6. Water Treatment Facility

- **a.** Buildings (A, B, & C) and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- **b.** The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
  - **i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
  - **ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
  - **iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
  - **iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- **c.** Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- **d.** Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- **e.** Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- **f.** Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- **g.** Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- **h.** Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- **i.** Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- **j.** Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- **k.** City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

7. Wastewater Treatment Facility

a. Buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.

b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)

ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)

iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)

iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.

e. Basement areas should be kept well organized, clutter free, and be free of any excess debris.

f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

g. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.

h. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.

i. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

j. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

k. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

8. Georgia Utility Training Academy

a. The employee parking lot is for employee personal vehicles and work vehicles only.

b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:

- **i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
- **ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
- **iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
- **iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)

c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.

d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.

e. Customer service areas should be kept well organized and presentable to the public at all times.

f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.

g. Equipment and material kept at the Georgia Utility Training Academy is ONLY for use by the Georgia Utility Training Academy.

h. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.

i. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.

j. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.

k. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.

l. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

m. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

n. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

o. Training areas shall be kept free of material not involved in training, and shall not be used for storage.

p. No smoking is allowed in the training areas surrounded by fencing.

PROCUREMENT POLICY

Original	**June 2009**
1st Update	**August 2016**
2nd Update	**April 2018**

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Section 1. General

A. The purpose of this policy is to require all City of Monroe officials and employees to initiate all purchases of products and services through the centralized purchasing office. The policy is to require all purchases be preceded by the methods required by the City for all purchases. The following policies and any accompanying procedures shall be strictly adhered to when making all purchases.

B. All purchases shall follow strictly developed guidelines set forth in this policy and be within acceptable funding through previously approved budgets. A shown frequency of not obtaining purchases in the method set forth in this policy will result in revocation of purchasing privileges.

Section 2. Definitions

Sealed Bids – bids submitted where specifications or design are known and set forth, and pricing is the determining factor for award.

Request for Proposals – bids submitted where specifications or design are unknown, and thus pricing as well as scope of the project are the determining factors for award. Require a predetermined grading scale and committee to score and recommend award.

Purchase Orders – issued numerical contracts creating agreements between vendors and the City of Monroe.

Purchase Order Request Form – (Form A) form to be submitted in request of a Purchase Order.

Section 3. Procurement Provisions

A. Bids or Price Quotations. The following dollar amounts shall be followed in determining the process to be used in obtaining bids and price quotations:

1. $0.00 to $1,500.00 – verbal quotation;
2. $1,500.01 to $3,000.00 – at least one (1) written quotation;
3. $3,000.01 to $10,000.00 – at least two (2) written quotations;
4. $10,000.01 to $99,999.99 – at least three (3) written quotations;
5. Over $100,000.00 – sealed bids.

B. Approval. Lists shall be provided to the Purchasing Agent of authorized employees allowed to request Purchase Orders and will be updated each fiscal year. The following approval authority shall apply to the City for all purchases:

1. Up to $1,500.00 – Authorized Employees;
2. Up to $3,000.00 – Department Heads;
3. Up to $10,000.00 - City Administrator and Purchasing Agent;
4. Over $10,000.00 – Mayor, Committee and Council.

C. Emergency Purchases. Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.

D. State/National Contract Purchases. The Purchasing Agent may use state or national contracts for purchasing any products or services that are available to local governments. By using this method of purchase, the requirement of bidding items over one hundred thousand ($100,000.00) will be exempted due to the state or national agency having already bid the item.

E. Federal Grant Procurement Guidelines. When using federal funds and grants, federal procurement guidelines are to be followed as accompanied by or in some cases overruling state and local procurement guidelines. Uniform guidance when using federal funds and grants for procurement are as follows for obtaining bids and price quotations:

1. $0.00 to $3,500.00 – micro purchase, no price quotes are required;
2. $3,500.01 to $150,000.00 – small purchase, simple & informal procurement methods, price or rate quote must be obtained from an adequate number of qualified sources;
3. Over $150,000.00 – construction projects requiring seal bids, fixed price or cost reimbursement requiring competitive sealed proposals, unique goods/services requiring sole-source or non-competitive solicitations.

F. Brand Name Purchases. The Purchasing Agent may elect the purchase of brand name products or services when those goods comprise a major brand system, program, service previously selected by the city and due to operational effectiveness, future enhancements or additions, or maintenance and storage of spare parts preclude the mixing of brands, manufactures, etc.

G. Sole Source Purchases. A contract may be awarded or a purchase made without competition when the city determines that there is only one source for the required products, supply service, or construction item. The Purchasing Agent shall conduct negotiations as appropriate, as to price, delivery and terms of such purchase. A separate file of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each purchase order or contract.

H. Professional Services. Exempt from bidding requirements are professional services which are limited to those services as defined by statute as a profession or professional service are included. Examples of such services are certified public accountancy, actuarial services, architecture, landscape architecture and installation, interior design, janitorial, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, *optometry, and osteopathy.*

I. Modification of Specifications. Once a contract is bid and awarded by City Officials in accordance with this section, the City reserves the right to further negotiate all terms of the contract if the City determines that it is in the City's best interest to do so without the necessity of rebidding any such contract; provided, however, that any negotiations permitted hereunder shall not result in a variance of the price term exceeding ten (10) percent of the original bid price.

J. Operational Policies/Procedures. Consistent with this section and with the approval of the City Administrator, the Purchasing Agent shall develop and adopt written operational

policies/procedures relating to the execution of this section, the functioning of the centralized purchasing offices, and which shall also include but not be limited to polices/procedures for:

1. The procurement of all supplies, services and construction needs by the City of Monroe;
2. The establishment of programs for specifications development, contract administration and inspection and acceptance;
3. The selling, lending or disposal of goods, supplies and equipment belonging to the City.

K. Purchase Orders (PO): This section sets forth the methods for which purchase orders are to be requested, approved and issued. Purchase Orders are to accompany any purchase not made on a P-Card.

1. Only authorized personnel, as stated above may request or obtain a PO number;
2. Purchase Order requests must be submitted and include all of the following information on the Purchase Order Request Form (Form A);
3. Purchase Order requests will then be reviewed to confirm all requirements are met as set forth in the purchasing policy;
4. Purchase Order numbers will then be issued.

L. Blanket Purchase Orders. Purchase Orders will be issued monthly or yearly to vendors for small items purchased on a regular basis, or as determined by the Purchasing Agent.

~~**M.** Check Request. In such cases where a Purchase Order cannot or is not obtained prior to a purchase, a check request must be filled out immediately and submitted to the Purchasing Agent for review. Documentation should be included with explanation as to the nature of the purchase and reasoning for failure to obtain a Purchase Order.~~

N. Purchasing Cards/P-Cards. Cards may serve as Purchase Orders in certain cases as outlined in the Purchasing Card/P-Card policy. All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required for all P-Card transactions.

O. Documentation. Accounts Payable will process Purchase Orders after proper supporting documentation is received. A receipt or invoice must support every purchase. Failure to support all purchases with an original invoice may result in revocation of purchasing privileges.

P. Vendor Approval. All purchases must be with vendors that are pre-approved by the Purchasing Agent or designee. Proper documentation must be submitted for all vendors prior to Purchase Orders being issued. Vendors must have all information properly provided before Purchase Orders are issued. All E-Verify and required information must be completed prior to any purchase agreement with vendors.

Q. Capital Improvement Projects (CIP). Projects that are created and approved by fiscal year for the improvement of services and systems. All CIP projects require the approval of City Council if the overall project expense is anticipated to be over $10,000.00. CIP projects are required to include a material list with budgetary numbers when submitting approval requests. All purchases for CIP projects are required to have a Project Number prior to the issuance of a Purchase Order.

R. Credit Card/Store Card. All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required to be turned in promptly following all purchases. In all cases where a Procurement Card can be used, it should be used.

S. Taxable/Tax Exempt. All employees must exhibit a conscious effort to provide all applicable tax-exempt documentation prior to making purchases.

T. Grant Approval/Purchases. All purchases using funds from Council approved grants may be made without requiring further Council approval. All purchasing policies are to be followed completely, as well as any additional required grant specific policies and requirements.

U. Budget/Capital Improvement Program (CIP) Approved Purchases. Any items included in an already approved fiscal year budget and/or already approved CIP budget are not required to then be reapproved by City Council. Any items, material, and/or projects in this category must have been approved with detailed lists and budgeting allocations by City Council in the year prior to the current fiscal year. All items, material, and/or projects require the approve of the Purchasing Agent, Finance Director, and City Administrator prior to entering budget or CIP submission for City Council approval. Any items, material, and/or projects not covered in original approval submission must be presented to City Council for additional approval.

V. Federal Aid Highway Program (FAHP) Funding Procurement. The competitive negotiation method for the procurement of engineering and design related services shall be used when FAHP funds are involved in the contract as specified in 23 U.S.C. 112(b)(2)(A). The solicitation, evaluation, ranking, selection and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act. (Appendix A)

W. Standing Approved Purchases. Items approved for purchase going forward by City Council without additional per purchase approval required.

1. Any chemicals or System Critical Equipment or Services for Treatment Plants and Utility Systems;
2. Fuel for Public Works storage/consumption;
3. Fuel for Airport resale;
4. Transformers for Electric, not to exceed $25,000.

FORM A

CITY OF MONROE
XXX DEPARTMENT

REQUEST BY: _____ PO# _____ PROJECT# _____

DEPARTMENT: _____ VENDOR: _____

EXPENSE ACCOUNT: _____

REQUEST DATE: _____ ORDER DATE: _____

QTY	ITEM DESCRIPTION		UNIT	TOTAL
				$0.00
	Ship: City of Monroe, xxxxx, Monroe, GA 30655			
	Bill: City of Monroe, PO Box 1249, Monroe, GA 30655			
	Contact: xxxxx, xxxxx, xxxxx			
	Term: Net 30 Days			

TOTAL	$0.00

Appendix A

City of Monroe Policy for Competitive Negotiation Qualifications-based Selection for Projects Using Federal Aid Highway Program (FAHP) Funding

1.0 Summary of Requirements of Brooks Act.

Except as provided in **2.0 Small Purchases** and **3.0 Noncompetitive** below, the City of Monroe shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act.

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

1.1 Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

1.2 Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

1.2.1 Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;

1.2.2 Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;

1.2.3 Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;

1.2.4 Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;

1.2.5 Identify any special provisions or contract requirements associated with the solicited services;

1.2.6 Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and

1.2.7 Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

1.3 Evaluation Factors.

1.3.1 Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.

1.3.2 Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.

1.3.3 In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.

1.3.4 The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

1.3.4.1 A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as

establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

1.3.4.2 The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the City of Monroe's FHWA-approved DBE program.

1.4 Evaluation, Ranking, and Selection.

1.4.1 Consultant proposals shall be evaluated by the City of Monroe based on the criteria established and published within the public solicitation.

1.4.2 While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.

1.4.3 Following submission and evaluation of proposals, the City of Monroe shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Monroe written policies and procedures (as specified in § 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.

1.4.4 From the proposal evaluation and any subsequent discussions which have been conducted, the City of Monroe shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.

1.4.5 Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.

1.4.6 The City of Monroe shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

1.5 Negotiation.

1.5.1 Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City of Monroe shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.

1.5.2 Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.

1.5.3 If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

1.5.4 The City of Monroe shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11(c)).

2.0 <u>Small Purchases.</u>

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold of $150,000.00. The City of Monroe may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). The State of Georgia has established a lower threshold of $75,000.00 for use of small purchase procedures, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

2.1 The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.

2.2 A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.

2.3 Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

2.4 The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

3.0 <u>Noncompetitive.</u>

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

3.1 The City of Monroe may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.

3.2 The City of Monroe shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.

3.3 Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:

3.3.1 The service is available only from a single source;
3.3.2 There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
3.3.3 After solicitation of a number of sources, competition is determined to be inadequate.

3.4 Contract costs may be negotiated in accordance with the City of Monroe noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

4.0 <u>Additional Procurement Requirements.</u>

4.1 <u>Common Grant Rule</u>.

4.1.1 The City of Monroe must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).
4.1.2 When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City of Monroe must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

4.2 <u>Disadvantaged Business Enterprise (DBE) program</u>.

4.2.1 The City of Monroe shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Monroe's FHWA approved DBE program through either:

4.2.1.1 Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a)(1)(iii)(D)); or
4.2.1.2 Establishment of a contract participation goal.

4.2.2 The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

4.3 <u>Suspension and Debarment</u>.

The City of Monroe must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

PROCUREMENT CARD POLICY

Original August 2016

1st Update December 2016

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Section 1. General

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for the employees of the City of Monroe. All purchases should follow the same rules and guidelines set forth in the City of Monroe Purchasing Policy. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. Individual department directors must monitor, and may impose more stringent or additional guidelines within their department. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.

Department Procurement Card Liaison – Department Director or his/her delegate who is responsible for overseeing the Procurement Card Program within his/her Department.

Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

A. Department Directors. Department Directors are responsible for insuring that all expenditures incurred by his/her department comply fully with the requirements of this and other policies or procedures adopted by the City of Monroe. The Department Director is responsible for approval of all transactions authorized on Procurement Cards to his/her assigned department. The Department Director is responsible for the actions of designated Department Procurement Card Liaison for his/her department. The Department Director directly or through the designated Department Procurement Card Liaison expressly authorizes individual cardholders and establishes individual cardholder credit limits, to then be approved by the Procurement Card Administrator.

B. Employees/Cardholders. Employees or Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement *(Form A)* in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.

C. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also responsible for training all Department Procurement Card Liaisons and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.

D. Department Procurement Card Liaison. The Department Procurement Card Liaison must review the charges, credits and returns for all the Procurement Cards assigned to the responsible Department. Additionally, the Department Procurement Card Liaison must review the supporting documentation submitted by the Cardholder to assess the validity and completeness of the transaction as well as compliance with this policy, the Purchasing Policy, and other applicable policies or procedures. Any lack of documentation or support must be communicated immediately to the Cardholder and resolved in a timely manner. The Department Procurement Card Liaison is responsible for the approval of periodic transactions posted in the Procurement Card system. The Department Procurement Card Liaison is also responsible for coordination, instruction and guidance for all Cardholders under their supervision. Any misuse of the Procurement Card must be reported in written form to the Department Director.

E. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.

F. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder's

Department Director and Department Procurement Card Liaison. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 4. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

A. Safekeeping. Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.

B. Authorization. The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.

C. Card Cancellation. All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder, cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.

D. Dollar Limits. The Procurement Card may have up to a maximum initial limit of $10,000.00 unless otherwise approved higher by the Purchasing Card Administrator. A single transaction is restricted to limits as outlined in the Purchasing Policy approval limits. A Department Director may authorize individual cardholders with credit limits and single transaction limits lower than the standard limits. Any request to raise the limit must be submitted in writing from the Cardholder's Department Director to the Procurement Card Administrator for review and approval by the Finance Director.

E. Procurement Card Use. Allowable uses for the Procurement Card will generally be goods and services within a Department's delegated authority granted by the Purchasing Policy for which the Purchasing Division has not already obtained competitive pricing. Check with your Department Procurement Card Liaison for clarification on any purchase prior to the transaction.

F. Excluded Usage and Charges**.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.

1. Alcoholic beverages of any kind.
2. Personal vehicle charges.
3. Gifts, tickets or other personal items for any employee or their family members.
4. Long term leases or equipment rentals.
5. Meals unless specifically related to City sponsored events or exceptions as approved by the City Administrator.

6. Property leases including short term or long term storage.
7. City authorized cell phone payments.
8. Employee classes not related to their employment with the City of Monroe.
9. Sales Tax.
10. Any purchases made for grant funded projects require Finance Department approval prior.

Check with your Department Procurement Card Liaison prior to the purchase if you have any questions about whether a charge is valid or not allowed under the Procurement Card Program.

G. Receipt Documentation. All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.

1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attach the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

H. Procurement Card Statement Distribution.

1. Internet inquiry access to all Cardholders.
2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.

I. Dates/Deadlines. Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.

J. Lost Procurement Card. If a card is lost or stolen, immediately notify the following:

1. Card Issuer
2. Department Procurement Card Liaison
3. Procurement Card Administrator

K. Procurement Card Violations. The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.

1. Unacceptable purchases.
2. Unacceptable documentation.
3. Missed deadlines for submitting the procurement card supporting documentation.
4. Unresolved credits or disputes.
5. Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
6. Splitting transactions to avoid the single transaction limit.

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

Signature of Cardholder:	
Print Name:	
Title:	*Procurement Card Number:*
Department:	*Date:*

PROCUREMENT CARD POLICY *FOR ELECTED OFFICIALS*

Original April 2016

1st Update December 2016

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Section 1. General

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated (O.C.G.A.) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to Elected Officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such Procurement Cards for Elected Officials of such municipal corporation.

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for Elected Officials of the City of Monroe. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for Elected Officials using such Procurement Cards. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. At no time should a city issued Procurement Card or credit card be used for personal purchases regardless of the circumstances. Utilizing the Procurement Card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a Procurement Card must be in accordance with these guidelines and with state law.

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.
Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.
Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.
Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.
Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.
Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Policy. It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. This Purchasing Card Policy, as required by state law under O.C.G.A. 36-80-24(c), applies to the use of Procurement Card used by Elected Officials authorized to be issued such Procurement Cards. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

A. Authorized Elected Officials. The following section provides which Elected Officials are to be authorized to be issued Procurement Cards.

1. Mayor
2. City Council member

B. Public Inspection. In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using Procurement Cards incurred by Elected Officials shall be available for public inspection.

C. Transaction/Dollar Limits. Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than $3,000.00. The established monthly card limit is based upon the City's budgetary constraints and is not to exceed $10,000.00 per month. Any exceptions to the standardized limits must have express written approval by the City of Monroe and must be added to this policy by amendment or addendum.

Section 4. Purchasing Card Usage. State law provides that the required policy must include a description of purchases which are authorized for use of such cards and those purchases which are not authorized for use of such cards.

A. Excluded Usage and Charges. No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.

1. Any purchases of items for personal use.
2. Alcoholic beverages of any kind.
3. Personal vehicle charges.
4. Cash refunds or advances.
5. Gifts, tickets or other personal items for any employee or their family members.
6. Long term leases or equipment rentals.
7. Meals unless specifically related to City sponsored events.
8. Property leases including short term or long-term storage.
9. City authorized cell phone payments.
10. Employee classes not related to their employment with the City of Monroe.
11. Sales Tax.
12. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
13. Any purchases made for grant funded projects require Finance Department approval prior.

B. Acceptable Usage and Charges. Elected Officials may use Procurement Cards to purchase goods and/or services not prohibited by this policy or state law.

1. Purchases of items for official city use which fall within the transactional restrictions of this policy.
2. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
3. Emergency purchases necessary to protect city property.

Section 5. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

A. Cardholders. Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement *(Form A)* in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.

B. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also the liaison between Cardholders and the issuers of such cards. The Procurement Card Administrator is also responsible for training all Cardholders and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.

C. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.

D. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 6. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

A. Safekeeping. Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.

B. Authorization. The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.

C. Card Cancellation. All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder,

cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.

D. Receipt Documentation. All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.

1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attached the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

E. Procurement Card Statement Distribution.

1. Internet inquiry access to all Cardholders.
2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.

F. Dates/Deadlines**.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.

G. Lost Procurement Card. If a card is lost or stolen, immediately notify the following:

1. Card Issuer

2. Department Procurement Card Liaison
3. Procurement Card Administrator

Section 7. Accounting/Auditing. The Procurement Card Administrator, along with the Finance Director, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews and audits of all Procurement Card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly/quarterly review and audit should happen within fifteen (15) days of the start of a new month/quarter. After completing the monthly/quarterly audit the Procurement Card Administrator shall notify Cardholders of any violations or questions that occurred within that previous month/quarter. Depending on the severity of the violation, the Finance Director may suspend or revoke the use of the Procurement Card after notification to the Cardholder and to the municipal governing authority, but only after consultation with the City Attorney. Any unresolved violations should be reported to the City of Monroe and the City Attorney in writing within five (5) business days.

Section 8. Procurement Card Violations

A. The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.

1. Unacceptable purchases.
2. Unacceptable documentation.
3. Missed deadlines for submitting the procurement card supporting documentation.
4. Unresolved credits or disputes.
5. Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
6. Splitting transactions to avoid the single transaction limit.

The use of a Procurement Card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the Procurement Card. The Procurement Card shall be revoked whenever a Cardholder is removed from office with the city and shall be suspended if such Elected Official has been suspended from office.

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

Signature of Cardholder:	
Print Name:	
Title:	*Procurement Card Number:*
Department:	*Date:*

ASSET INVENTORY RECORDS POLICY

Original November 2014

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Section 1. General

It is the policy of the City of Monroe to maintain control and accountability over all fixed, capital or attractive assets to ensure legal and contractual compliance (e.g., items acquired through grant contracts), to protect public safety and avoid potential liability (e.g., police weapons), to compensate for a heightened risk of theft ("walk-away" items), or because they are easily transportable and readily marketable, or readily diverted to personal use (e.g., telephones, cameras, laptops, other electronic equipment or tools of the trade).

Section 2. Definitions

Fixed Assets (Capital Assets) – Assets that are real or tangible with a value of five thousand ($5,000) or more and has a useful life of two (2) or more years. Examples include, but are not limited to; land, buildings, and improvements other than buildings or any piece of equipment that are purchased or gifted to the City.

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one (1) year. Examples include, but are not limited to; easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Small and Attractive Assets – Assets so identified that fall below the City's capitalization policy of five thousand ($5,000) are considered small and attractive assets. Small and attractive assets may include, but are not limited to; electronic devices, radios, cellular phones; computers, laptops, appliances, televisions, audio/video equipment, weapons, rescue or safety equipment, and any other item deemed by management to be at risk. Attractive assets are not to include items that are very small in nature or of minimal monetary value such as shovels, wrenches, hammers, staplers, etc. In addition, do not include items that are consumed or exhausted.

Section 3. Policy. It is the policy of the City of Monroe to control and account for all assets whether fixed, capital, or attractive. Assets of the City of Monroe and component units should be inventoried and/or cataloged according to the following:

- **A.** All assets meeting the City's Fixed Asset Capitalization Policy of at least five thousand ($5,000).
- **B.** Small and attractive assets as defined and/or identified by management.
- **C.** Intangible assets meeting capitalization requirements of at least one hundred thousand ($100,000).

Section 4. Procedures. Where practical, and as determined by policy, all assets that can be labeled shall be identified and tagged with the following guidelines:

- **A.** Numerically assigned labels will be supplied by the Purchasing Agent for all assets. When labeling is not possible due to the nature of the asset (e.g., weapons), or labeling could hinder the operation of the asset (e.g., lubricants undermining label adhesive), serial numbers or other

identifying records must be supplied. When labels cannot be attached to the asset, the label reserved for that asset will be retained by the Purchasing Agent, or designated individual and kept with the record of the asset.

B. All items will be assigned an asset number upon receipt, and before the item is placed into service. These items will be recorded and tracked in a database managed by the Purchasing Agent.

C. Tags will remain on, or with the asset throughout the life of the asset. Damaged tags must be reported and replaced as needed and are the responsibility of those individuals with possession of items.

D. When an asset is relocated to another department, both the transferring and receiving department shall inform the Purchasing Agent. The transferring and receiving department directors will approve interdepartmental transfers. Identification numbers must be transferred accordingly with the asset and department.

E. Assets cannot be traded, sold, auctioned, gifted, surplused, or junked without authorization from the Finance Director or Purchasing Agent under policies specifying the surplus of property.

F. At a minimum, verification of asset inventory shall be done annually on a sampling basis by performing a physical inspection, confirming the existence and location of the selected items. Maintaining control of all assets and accurate reporting is the responsibility of the Department Manager of the department where the assets are assigned.

G. All items are to be checked into a central location designated by the Purchasing Agent. Whenever possible, items identified as requiring numerical tags must be shipped directly to the Purchasing Agent before being placed into use.

H. Any item that is purchased and "picked up" by a city employee, that requires a numerical identification according to policy must be brought to the Purchasing Agent for tagging. Failure to have items tagged may result in the employee bearing responsibility for the cost of purchased item.

I. All small or attractive assets that are permanently assigned to personnel must be presented for inventory and verification upon request.

J. Should reconciliation of the asset count and the database reveal discrepancies, it will be the responsibility of the Department Director to locate assets promptly and reconcile all discrepancies.

Section 5. Accounting

A. Fixed Assets shall be capitalized and purchased from a capital outlay (54XXXX) object general ledger account. Prior to the purchase, budgetary approval is required. In the case of Capital Improvement Project purchases, project numbers are to be acquired prior to purchase.

B. Attractive assets shall be expensed and purchased from the Small Asset < 5,000 (532835) object general ledger account.

C. Capital assets purchased in proprietary funds will be recorded as capital expenditures for budget purposes in those funds at the time of purchase. The capital expenditures will be closed to the appropriate asset account in the balance sheet through a working capital journal entry.

FIXED ASSETS POLICY

Original November 2014

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Section 1. General

The Finance Department is responsible for the proper recording, acquisition, transfer, and disposal of all assets city wide. *City property may not be acquired, transferred, or disposed of without first providing proper documentation*. A fixed asset information form must accompany each step. Each Department Head is ultimately responsible for reporting all changes in a timely manner to the Finance Department.

Section 2. Fixed Asset Criteria. A fixed asset is defined as a financial resource meeting all of the following criteria:

- **A.** It is tangible in nature.
- **B.** It has a useful life of greater than two years.
- **C.** It is not a repair part or supply item.
- **D.** It has a value equal to, or greater than, the capitalization threshold of $5,000.

Keeping an accurate record of the City's fixed assets is important for a myriad of reasons. Some of the most important reasons that the City needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

Section 3. Fixed Asset Procedures

A. Recording of Fixed Assets

1. Unless otherwise approved by the Finance Director, or assigned personnel, all recordable fixed assets must be recorded within thirty (30) calendar days after receipt and acceptance of the asset.
2. Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use.
3. Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.
4. The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three pieces of identical equipment items were acquired simultaneously at $5,000 each, this would not be an asset of $15,000 consisting of 3 pieces of equipment. Instead, it would be 3 separate acquisitions of $5,000. Each item would be recorded as a separate controllable item.
5. For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.
6. Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all the construction contracts.

B. Acquisition of Fixed Assets. There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

1. New purchases
2. Donations
3. Transfers from other City departments
4. City surplus
5. Internal/external construction
6. Lease purchases
7. Trade-in
8. Forfeiture or condemnation

C. Lease Purchases. Assets may be lease-purchased through installment purchases (an agreement in which title passes to the City) or through lease financing arrangements (an agreement in which title may or may not pass). Departments considering a lease purchase must consult with the City Administrator.

D. Disposal of Fixed Assets. When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City's Finance Department, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS) or other guidelines initially used. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remains in the possession of the department, are considered surplus property and not a disposal. Fixed assets may be disposed of in any of the following methods:

1. Sale or Surplus. Sale of fixed assets by a department must be to the highest, responsible bidder and must be conducted by GovDeals auction. The sale must be publicized in accordance with state laws. The following guidelines apply to the surplus of assets. All assets will be auctioned on GovDeals as approved by City Council. Any asset with a value of one thousand ($1,000.00) dollars or less does not need City Council approval for surplus. Any assets with a value greater than one thousand ($1,000.00) dollars must be approved by City Council for surplus. The following steps are to be followed for surplus:

    a. Assets with a value greater than one thousand ($1,000.00) dollars, following City Council approval.

        i. Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title.

        ii. Assets will then be grouped and placed on display at the City of Monroe Public Works facility.

        iii. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty

(60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.

iv. Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.

v. Notifications of award will be sent by automation to successful bidders and City of Monroe.

vi. Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Terms and Conditions of GovDeals and City of Monroe.

b. Assets with a value less than one thousand ($1,000.00) dollars.

i. Assets must be submitted by Department Director to Purchasing Agent with documentation confirming proof of a value less than one thousand ($1,000.00) dollars and description. All owned vehicles must be submitted with title.

ii. Purchasing Agent will then make the determination as to the appropriate value and follow surplus guidelines, should the asset be determined to have a low value the appropriate means of disposal of the asset will be provided.

iii. Assets for surplus will then be grouped and placed on display at the City of Monroe Public Works facility.

iv. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.

v. Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.

vi. Notifications of award will be sent by automation to successful bidders and City of Monroe.

vii. Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Term and Conditions of GovDeals and City of Monroe.

c. Assets that are deemed to be of a high theft risk and not appropriate for advertisement may also be approved for surplus.

i. Assets must be submitted by Department Director to Purchasing Agent with documentation providing reason for high theft risk, description of the assets and alternative method for surplus.

ii. Purchasing Agent will then seek approval from City Administrator.

iii. Assets will then be granted surplus approval for alternative method provided by Department Director, or placed into the process for surplus by means of GovDeals.

d. Assets that are purchased from federal, state or agencies such as Department of Administrative Services (DOAS) must follow those particular agency requirements for the use and disposal of assets.

2. Seized Assets. The following guidelines apply to the surplus or disposal, and accounting of seized assets. All assets will be auctioned on GovDeals as approved by City Council on December 5, 2006. All seized assets must be approved by City Council for surplus.

i. Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title, any acquisition or seizure details and description.

ii. Assets will then be grouped and placed on display at the City of Monroe Public Works facility.

iii. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.

iv. Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.

v. Notifications of award will be sent by automation to successful bidders and City of Monroe.

vi. Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Terms and Conditions of GovDeals and City of Monroe.

Note: All funds resulting in the surplus or disposal of seized assets must be returned to the proper seized fund accounts as provided by federal, state and local law.

3. Trade-In. Trade may be appropriate for the disposal of assets. Trade of an item must be approved by City Council. Trade of seized assets and properties may result in received assets being used only for Police activity in accordance with federal, state and local law.

a. Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title, any acquisition or seizure details and description.

b. Assets must then be assigned a fair market value (FMV) to determine trade-in value.

c. Assets, accompanied with a Purchase Order may be used as a trade-in on new or used assets.

4. Abandonment/Retirement – Assets are “abandoned” or “retired” when there is no longer any use for them in the Department, they are of no use to any other City department, and they

cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus, meaning that, there is no safe and appropriate use for the abandoned goods to the City or for others.

5. Lost or stolen – Stolen items must be reported to Monroe Police and a police report filed. A copy of this report must accompany the disposal record.

6. Transfer – A transfer between departments will be treated as a transfer rather than sale. That is, the asset is recorded under the new Department with original acquired date and funding amount. A fixed asset form must be sent to the Finance Department for all transfers

7. Cannibalization (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance). – Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the Finance Department, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.

8. Casualty loss – Casualty losses must be documented within 24 hours of loss and reported to the Finance Department immediately for follow-up with the City's insurance carrier.

E. Physical Inventory. An annual physical inventory of all fixed assets will be performed by the Finance Department in conjunction with each department. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

INTANGIBLE ASSETS POLICY

Original November 2010

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Section 1. General (Source Data: GASB Statement 51). All intangible assets meeting the capitalization requirements above will be amortized unless the intangible asset has an indefinite life. Intangible assets with a cost equal to or greater than the threshold and a useful life of two or more years should be capitalized. Assets costing below the threshold should be expensed. When an internally generated computer project spans more than one year, the total application development costs of the project should be considered when applying the capitalization threshold, not the outlays incurred in individual years (Note: a project would include a modification to existing software). Intangible assets of the City of Monroe and component units should be capitalized according to the following:

1. The acquisition cost is at least One Hundred Thousand ($100,000).
2. The intangible asset has a useful life greater than one year.
3. The department has the ability to sell, transfer, license, or rent the asset to another party or the asset arises from a contractual or legal right.
4. The asset is nonfinancial in nature and not acquired or created primarily for the purpose of generating income or profit, the result of a capital lease transaction, or goodwill.

Example: Intangible assets are considered internally generated if they are created or produced by the government or an entity contracted by the government, or if they are acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve their expected level of service capacity. Computer software is a common type of intangible asset that is often internally generated. Computer software should be considered internally generated if it is developed in-house by the government's personnel or by a third-party contractor on behalf of the government. Commercially available software that is purchased or licensed by the government and modified using more than minimal incremental effort before being put into operation also should be considered internally generated. Any of the following activities would satisfy the "modified using more than minimal incremental effort" criterion: changing code, changing fields, adding special reporting capabilities, data entry/conversion and testing any changes.

Section 2. Definitions

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one year. Examples include, but are not limited to, easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Easements – The right to use land belonging to another for a particular use.

Water Rights – The right to access or use water from a water source (i.e., a river, stream, pond or source of groundwater).

Timber Rights – The right to claim trees on property belonging to another.

Patents – The legal protection granted to an individual, company, or organization from the United States federal government or a foreign government giving the owner the exclusive right to produce and sell an invention for a given period of time.

Copyrights – The legal protection granted to authors or artist for their works from the federal government. This gives the owner the exclusive rights to produce or sell the artistic or published work for a specified period of time.

Trademark – A name, word, phrase, logo, symbol, design, or image that identifies that the product is from a unique source.

Purchased Software – Purchased software is software that the City of Monroe pays an upfront cost in order to use. This may be software that we pay for initially and then pay an additional annual maintenance fee in order to receive upgrades and support from the vendor.

Licensed Software – Licensed software is software that the City of Monroe has the right to use for a specified period of time based on an agreement with the vendor.

Internally Generated Software – Internally generated software is software developed by City of Monroe staff or an entity contracted by the City of Monroe, or acquired from an external entity but requiring more than minimal incremental effort on the part of the City of Monroe to begin to achieve its expected level of service capacity.

Section 3. Program Guidelines

A. Retroactive Reporting: Retroactive reporting is required for intangible assets, except as follows. Retroactive reporting is not required for 1) internally generated intangible assets, including those in development as of the effective date of this policy and 2) intangible assets with an indefinite estimated useful life as of the effective date of this policy.

B. Accounting Guidance: Intangible assets should be classified as capital assets, except that intangible assets acquired or created primarily for the purpose of directly obtaining income or profit should be classified as investments (e.g. copyright donated to a university to generate income). Existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to intangible assets, as applicable. Additionally, before an intangible asset can be recognized in the financial statements, it must meet one or both of the following criteria:

1. The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset, or liability.
2. The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.
3. If the types of intangible assets reported by a government differ in nature and usage, then they should not be reported collectively as a single major class of capital assets (e.g., intangible assets). For example, the nature and usage of patents differs from that of right-of-way easements such that they should not be aggregated in the same major class of capital assets.

C. Internally Generated Intangible Assets: Capitalization of internally generated capital assets can only occur after ALL of the following conditions has been met:

1. Determination of the specific objective of the project and the nature of the service capacity that is expected to be provided by the intangible asset upon the completion of the project,
2. Demonstration of the technical or technological feasibility for completing the project so that the intangible asset will provide its expected service capacity, and
3. Demonstration of the current intention, ability, and presence of effort to complete or, in the case of a multiyear project, continue development of the intangible asset.

Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.

D. Specific Application to Computer Software: The activities involved in developing and installing internally generated computer software can be grouped into the following stages:

1. Preliminary Project Stage (expense)
    - **a.** Conceptual formulation and evaluation of alternatives
    - **b.** Determination of existence of needed technology
    - **c.** Final selection of alternatives

2. Application Development Stage (capitalize)
    - **a.** Design of the chosen path
    - **b.** Coding
    - **c.** Installation to hardware
    - **d.** Testing and parallel processing
    - **e.** Data conversion, if necessary to make operational

3. Post-Implementation/Operation Stage (expense)
    - **a.** Application training
    - **b.** Software maintenance
    - **c.** Data conversion, if not necessary to make operational

4. Reporting of activity outlays should be based upon nature of activity, not timing of its occurrence and should follow these guidelines:
    - **a.** Preliminary project stage - expense as incurred
    - **b.** Application development stage – capitalize once criteria is met; cease capitalizing when software is operational
    - **c.** Post-implementation/operation stage – expense as incurred

5. An improvement to existing computer software must do at least one of the following to qualify for capitalization:
    - **a.** Increase the software's functionality,
    - **b.** Increase the software's efficiency, or
    - **c.** Extend the software's estimated useful life.

If the modification does not result in any of the above outcomes, the modification should be considered maintenance, and the associated outlays should be expensed as incurred. If a maintenance contract covers all required maintenance and any unspecified upgrades issued during the year by the vendor, the unspecified upgrades should be considered maintenance. For commercially available software acquired through a licensing agreement requiring multi-year

payments, a long-term liability representing the agency's obligation to make payments under the contract should also be reported. If no interest rate is stated in the licensing agreement, the long-term liability does not have to be discounted.

E. Amortization: An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset (e.g., permanent right-of-way easement). Intangible assets with indefinite useful lives should not be amortized. Intangible assets with limited useful lives (e.g., by legal or contractual provisions) should be amortized over their estimated useful lives. Amortization of computer software should begin when the program is placed into service. Renewal periods related to such provisions may be considered in determining the useful life of the intangible asset if the government expects to exercise the renewal option and any anticipated outlays to be incurred as part of achieving the renewal are nominal (in relation to the level of service capacity obtained through the renewal).

TECHNOLOGY POLICY: PCI COMPLIANCE

Original November 2014

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Section 1. General. PCI DSS stands for Payment Card Industry Data Security Standard, and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC). The PCI DSS, a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking, and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data. The standards are designed to protect cardholder information of customers and any individual or entity that utilizes a credit card to transact business with the City. This policy is intended to be used in conjunction with the complete PCI-DSS requirements as established and revised by the PCI Security Standards Council.

Section 2. Definition

Merchant Account - A relationship set up by the Controller's office between the City and a bank in order to accept credit card transactions. The merchant account is tied to a general ledger account to distribute funds appropriately to the organization (owner) for which the account was set up.

Coordinator – The City official who has oversight responsibility for the regulation/standard. Regulation monitors stay abreast of updates to their respective regulations, ensure policies are up to date and notify the Information Security Officer and Data Managers about changes.

Credit Card Data - Full magnetic strip or the PAN (Primary Account Number) plus any of the following: cardholder name, expiration date, and service code

PCI-DSS - Payment Card Industry Data Security Standard

PCI Security Standards Council - The security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI-DSS.

Self-Assessment - The PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.

PAN - Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called Account Number.

Section 3. Program

A. Compliance. All departments that collect, maintain, or have access to credit card information must comply with the PCI policy. The City of Monroe currently has no third-party vendors that process and store credit card information using the City of Monroe's merchant accounts. The City of Monroe does have a relationship with both Smith Data (QS/1) and Courtware Solutions who process utility bill payments and traffic fines by credit card. However, the City of Monroe's merchant accounts are not used and no credit card information is received from either vendor.

B. Responsible Parties. All persons who have access to credit card information, including:

1. Every employee that accesses handles or maintains credit card information. City of Monroe employees include full-time, part-time, salaried, and hourly staff members as well as intern workers who access, handle or maintain records.
2. Employees who contract with service providers (third-party vendors) who process credit card payments on behalf of the City of Monroe
3. IT staff responsible for scanning the City systems to insure no credit card numbers are stored electronically.

C. Prohibited. City of Monroe policy prohibits the storing of any credit card information in an electronic format on any computer, server, or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Based on this policy, compliance with a number of the PCI Compliance requirements do not apply. The following list communicates the full scope of the compliance requirements but based on the City policy that prohibits storing of credit card information electronically and utilizing third-party vendors for web based credit card processing, some may not be relevant.

D. Program Requirements.

1. Build and Maintain a Secure Network
2. Maintain a Vulnerability Management Program
3. Implement Strong Access Control Measures
4. Regularly Monitor and Test Networks
5. Maintain an Information Security Policy
6. Insure Third Party Compliance
7. Training

E. Recommendations:

1. Complete an annual self-assessment
2. Perform a quarterly Network scan
3. Without adherence to the PCI-DSS standards, the City would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to:

    a. Any fines imposed by the payment card industry
    b. Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees
    c. Suspension of the merchant account.

F. Section Procedures. The City of Monroe requires compliance with PCI standards. To achieve compliance, the following requirements must be met by departments accepting credit cards to process payments on behalf of the City.

G. General Requirements

1. Credit card merchant accounts must be approved by the City.
2. Management and employees must be familiar with and adhere to the PCI-DSS requirements of the PCI Security Standards Council.

3. Management in departments accepting credit cards must conduct an annual self- assessment against the requirements. All employees involved in processing credit card payments must sign a statement that they have read, understood, and agree to adhere to Information Security policies of the City of Monroe and this policy.
4. Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the City.

H. Storage and Disposal

1. Credit card information must not be entered/stored on network servers, workstations, or laptops.
2. Credit card information must not be transmitted via email.
3. Web payments must be processed using a PCI-compliant service provider approved by the City.
4. Although electronic storage of credit card data is prohibited by this policy, the City will perform a quarterly Network scan to ensure that the policy has not been violated.
5. Any paper documents containing credit card information should be limited to only information required to transact business, only those individuals who have a business need to have access, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
6. All credit card processing machines must be programmed to print-out only the last four or first six characters of a credit card number.
7. Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal
8. Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

I. Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)

1. The City must approve each merchant bank or processing contact of any third- party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of the City of Monroe—regardless of the manner or duration of such activities.
2. Insure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
3. Contractually require that all third parties involved in credit card transactions meet all PCI security standards.

J. Self-Assessment. The PCI-DSS Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the Finance Department.

K. Training. Ongoing training and awareness programs will be offered to train employees on PCI DSS and importance of compliance.

L. Responsible Organization/Party: The Finance Utility Billing Administration Division Manager shall serve as the Coordinator of the policy which includes responsibility for notifying the City Administrator, Department Heads, and other Managers about changes to the policy. S/he will be assisted by the Director and Assistant Director of the Finance Department, and other employees as needed.

M. Enforcement: The IT Administrator will oversee enforcement of the policy. Additionally, this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches, and may terminate access to protected information of any users who fail to comply with the policy. S/he will be assisted by the City Administrator, Department Heads, Managers, Supervisors, and other employees as needed.

INCIDENT RESPONSE POLICY: PCI-DSS COMPLIANCE

Original November 2014

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Section 1. General

The City of Monroe Information Technology Administrator is responsible for responding to reports of incidents, compromises, and breaches of City of Monroe computers, data, and network resources. The purpose of the Incident Response Plan is to establish procedures in accordance with applicable legal and regulatory requirements to address instances of unauthorized access to or disclosure of City information. The Incident Response Plan defines the policy, roles and responsibilities for the involved personnel when reacting to an information security threat.

The primary emphasis of activities described within this plan is the return to a secure state as quickly as possible, while minimizing the adverse impact to the City. Depending on the circumstances, the Information Technology Administrator (IT Administrator) may decide to modify or bypass one or more of the procedures outlined in this plan in response to a particular security incident, with the understanding that the IT Administrator will take all reasonable steps to investigate and resolve any security issues. The capture and preservation of incident relevant data (e.g., network flows, data on drives, access logs, etc.) is performed primarily for the purpose of problem determination and resolution, as well as classification of the incident.

The City shall provide timely and appropriate notice to affected individuals and departments when there has been a security incident, a compromise, or a breach involving city data, computers, or networks. The IT Administrator, Finance Department Director, and the City Administrator shall be responsible for reviewing breaches to determine whether notification is required, and directing responsible departments in complying with the notification obligation. All known or suspected security incidents must be reported to the IT Administrator. Suspected incidents can be reported at administrator@monroega.gov or through the City of Monroe Call Center.

Section 2. Definitions

Security Incident - A vulnerability which may compromise the security of city resources has been discovered and is underway. Generally, this means a weakness in intrusion prevention has been found, an attempted exploit has taken place, or reconnaissance by a hacker has been thwarted. Examples include systematic unsuccessful attempts to gain entry, a PC or workstation infected with a virus, worm, Trojan, botnet, or other malware that has been discovered and removed.

Security Compromise – An escalation of a security incident where the attacker has gained control of a city account, system, or device, and is leveraging that position to control and utilize compromised resources for the purpose of unauthorized acquisitions. At this point, it has been determined that data has not been compromised or stolen.

Security Breach – A confirmed, unauthorized acquisition, modification or destruction of city or private data has taken place. At this point, a breach has been forensically determined and evidence supports that data was compromised.

Private Data - Data about individuals that is classified by law as private or confidential and is maintained by the city in electronic format or medium. “Private data” means data classified as not public and available to the subject of the data, and "confidential data" means data classified as not public but not available to the subject of the data.

Unauthorized Acquisition - For the purposes of this plan, this means that a person has obtained city data without statutory authority or the consent of the individual who is the subject of the data, and with the intent to use the data for non-city purposes

Systematic Unsuccessful Attempts - continual probes, scans, or login attempts where the perpetrators obvious intent is to discover a vulnerability and inappropriately access and compromise that device.

City of Monroe Resources or Systems – includes all city-owned computers, peripherals, networks, and related equipment and software, and the voice and data communications infrastructure.

Section 3. Program Response

A. Intrusion attempts, security breaches, or other technical security incidents perpetrated against city-owned computing or networked resources must be reported to the IT Administrator. Functional unit managers and/or supervisory personnel must:

1. Report any security incidents in order to obtain assistance, advice, or to file the incident.
2. Report any systematic unsuccessful attempts (e.g., login attempts, probes, or scans).
3. Where feasible given the circumstances, reports should be sent as soon as the situation is detected; minimally the report should be sent as soon as possible thereafter.

B. Upon receiving a report of a security incident, the IT Administrator will:

1. Ensure that appropriate information is collected and logged per applicable procedures.
2. Immediately assess actual or potential disclosure or inappropriate access to institutional or personal information.
3. Report the situation to the Finance Director and/or City Administrator.
4. Consult with and/or assign the incident to other personnel for further investigation as necessary.
5. Provide preliminary advice or comment to the functional unit as required.
6. Initiate steps to warn other City of Monroe systems personnel if it appears that the situation has the potential to affect other city systems as well.
7. Perform or assist in any subsequent investigation and/or perform computer forensics as required.
8. If circumstances dictate, report and/or consult with city Legal Counsel, city Police, Internal Auditors, city Public Relations, or other appropriate agencies.
9. Ensure that appropriate records are filed.
10. Confirm actual or probable disclosure or inappropriate access to institutional or personal information.
11. Invoke formal incident response procedures commensurate with the situation.

Section 4. Security Measures and Responsiveness

A. In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may block, or place restrictions on technology services provided using any city owned systems and networks. Specifically:

1. Limitations may be implemented through the use of policies, standards, and/or technical

methods, and could include (but may not be limited to) usage eligibility rules, password requirements, or restricting or blocking certain protocols or use of certain applications known to cause security problems.

2. Restrictions may be permanently deployed based on a continuing threat or risk after appropriate consultation with affected constituents, or they may be temporarily deployed, without prior coordination, in response to an immediate and serious threat.
3. Restrictions deployed temporarily will be removed when the risk is mitigated to an acceptable level, or where the effect on city functions caused by the restriction approaches or exceeds risk associated with the threat, as negotiated between the affected constituents and the IT Administrator.

B. In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may unilaterally choose to isolate a specific city system from other city or external networks, given:

1. Information in-hand reasonably points to the system as having been compromised.
2. There is ongoing activity associated with the system that is causing or will cause damage to other city systems and/or data, or the assets of other internal or external agencies, or where there is a medium-to-high risk of such damage occurring.
3. All reasonable attempts have been made to contact the responsible systems personnel or department management, or such contact has been made where the technician or department managers are unable to (or choose not to) resolve the problem in a reasonable time.
4. Isolation is removed when the risk is mitigated to an acceptable level, or where loss of access or function caused by the isolation approaches or exceeds risk associated with the threat, as negotiated between the responsible functional manager and the IT Administrator.
5. Advance consultation with the appropriate security contractor, or Legal Counsel, where practical and where circumstances warrant.

C. The reaction to a reported security vulnerability directly corresponds to the potential for damage to the local system (or adjacent systems) or inappropriate disclosure or modification of data. The risk levels are characterized as:

1. Very High Risk, response is immediate:
    - **a.** Damage to the system or data is occurring, or
    - **b.** Attempts to exploit the vulnerability on that system are occurring, or
    - **c.** The vulnerability is currently being actively exploited against other similar technologies within the City; probable damage to systems and data is being experienced in those other incidents.

2. High Risk, response is within 1 hour:
    - **a.** The vulnerability is known to exist on the system;
    - **b.** The exposure is currently being actively exploited against other similar technologies external to the City;
    - **c.** Damage to systems and data are being experienced in those other incidents.

3. Medium Risk, response should be within 4 hours:
    - **a.** The system is susceptible to the vulnerability given that the system is configured

incorrectly;

b. The exposure is currently being actively exploited against other similar technologies external to the City;

c. There is some potential for damage to systems and data.

4. Low Risk, response should be within 8 hours:

a. The system is susceptible to the vulnerability given that the system is configured incorrectly;

b. The exposure is currently being actively exploited against other similar technologies external to the City;

c. Damage to systems and data is possible but is not considered likely.

In the event of a significant series of incidents, a compromise, or a breach, the entire episode and response are reviewed to determine which parts of the incident response plan worked correctly. The "lessons learned" will be part of an After-Action Review to determine areas that need to be changed (policies, system configurations, etc.).

Section 5. System Users and Administrator Guidelines

A. Do a quick assessment. Do not immediately shut down the machine, as you may lose important information. If the machine is being used to attack others, or if the attacker is actively using or damaging the machine, you may need to disconnect it from the network. If this does not appear to be the case, leave the system intact for the moment.

B. Report the problem. Call the IT Administrator or the City of Monroe Call Center, and request an emergency system security check. Every effort will be made to respond as quickly as possible, as well as, respect the confidentiality of incident information.

C. Gather all the relevant information you can find. This may include, but is not limited to, system logs, directory listings, electronic mail files, screen prints of error messages, and activity logs. Copy them to a safe location (that will not be deleted or over-written), so that we can study them later.

D. Take notes. Have your partner record all relevant information, including things you observed, actions you took, dates and times, and the like. It is best to log your activities as they occur. Over time, your actions and the order in which they were executed will not be easily remembered. The preservation of information is critical to any legal action that may take place at a later date.

E. Change account passwords. All system accounts that were involved with the incident should have new passwords requested. Exceptions to this rule are accounts which are authenticated with tokens or certificates, in which case the PIN or pass- phrase for them should be changed. Never share your password (pin, or pass- phrase) with anyone, for any reason.

F. Change the status of accounts, if necessary. In the event that a system administrator detects a problem with a system, or user activity on a system, a quick way to stop the unwanted activity is to "disable" an account, by restricting logins to it. This is not deleting the account, but is merely making the account temporarily unusable through Active Directory.

G. Stop rogue service(s), if necessary. In the event that a system compromise or denial-of-service

attack is underway, and you are unable to stop or kill the service(s), you may need to disconnect the machine from the network to get them stopped.

INFORMATION TECHNOLOGY POLICY

Original November 2014

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Section 4 Acceptable Use

Section 1. General

This policy covers the overall security of the information technology division and best practices for the City of Monroe.

Section 2. Definitions

Availability – Information shall be available and delivered to the right person, at the time when it is needed.

Confidentiality – Access to Data shall be confined to those with appropriate authority.

Integrity – Information shall be complete and accurate. All systems, assets and networks shall operate correctly, according to specification.

Section 3. Information Security

A. The aim of this section is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or held by City of Monroe by:

1. Ensuring that all members of staff are aware of and fully comply with the relevant legislation as described in this and other policies.
2. Describing the principals of security and explaining how they shall be implemented in the organization.
3. Introducing a consistent approach to security, ensuring that all members of staff fully understand their own responsibilities.
4. Creating and maintaining within the organization a level of awareness of the need for Information Security as an integral part of the day to day business.
5. Protecting information assets under the control of the organization.

B. Responsibilities for Information Security. Ultimate responsibility for information security rests with the Chief Executive of City of Monroe, but on a day-to-day basis the Network Administrator shall be responsible for managing and implementing the policy and related procedures. Supervisors are responsible for ensuring that their permanent and temporary staff and contractors are aware of:

1. The information security policies applicable in their work areas
2. Their personal responsibilities for information security
3. How to access advice on information security matters

All staff shall comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action. The Information Technology Policy shall be maintained, reviewed and updated by the Network Administrator. This review shall take place annually. Supervisors shall be individually responsible for the security of their physical environments where information is processed or stored. Each member of staff shall be responsible for the operational security of the information systems they use. Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity and availability of the information they use is

maintained to the highest standard. Agreements with external contractors that allow access to the organization's information systems shall be in operation before access is allowed. These agreements shall ensure that the staff or sub-contractors of the external organization shall comply with all appropriate security policies.

C. Information Security Awareness Training. Information security awareness training shall be included in the staff induction process. An ongoing awareness program shall be established and maintained by the Network Administrator in order to ensure that staff awareness is refreshed and updated as necessary.

D. Security Control of Assets. Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset (i.e., if you are assigned a specific piece of equipment/software, you are responsible for it). All assets not so designated shall be the responsibility of the Network Administrator

1. Access Controls: Only authorized personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.
2. User Access Controls: Access to information shall be restricted to authorized users who have a bona-fide business need to access the information unless otherwise provided for by law.
3. Computer Access Control: Access to computer facilities shall be restricted to authorized users who have business need to use the facilities.
4. Application Access Control: Access to data, system utilities and program source libraries shall be controlled and restricted to those authorized users who have a legitimate business need (i.e., systems or database administrators). Authorization to use an application shall depend on the availability of a license from the supplier.
5. Equipment Security: In order to minimize loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.
6. Computer and Network Procedures: Management of computers and networks shall be controlled through standard documented policy and procedures that have been authorized by the Mayor and/or City Council.
7. Information Security Events and Weaknesses: All information security events and suspected weaknesses are to be reported to the Network Administrator. All information security events shall be investigated to establish their cause and impacts with a view to avoiding similar events.
8. Protection from Malicious Software: The organization shall use software countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with this policy. Users shall not install software on the organization's property without permission from the Network Administrator. Users breaching this requirement may be subject to disciplinary action.
9. System Change Control: Changes to information systems, applications or networks shall be reviewed and approved by the Network Administrator.
10. Intellectual Property Rights: The organization shall ensure that all information products are properly licensed and approved by the Network Administrator. Users shall not install software on the organization's property without permission from the Network Administrator.

Section 4. Acceptable Use. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP; are the property of the City of Monroe. These systems are to be used for

business purposes in serving the interests of the government, and of our citizens in the course of normal operations. Effective security and efficient operation is a team effort involving the participation and support of every City of Monroe employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The purpose of this policy is to outline the acceptable use of computer equipment and systems at the City of Monroe. These rules are in place to protect the employee and the City of Monroe. Inappropriate use exposes the City of Monroe to risks including virus attacks, compromise of network systems and services, and legal issues. This section applies to employees, contractors, consultants, temporaries, and other workers at the City of Monroe, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Monroe.

A. General Use and Ownership. While the City of Monroe's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the government systems remains the property of the City of Monroe. Because of the need to protect the City of Monroe's network, and the availability of information to the public under the Open Records Act, we cannot guarantee the confidentiality of information stored on any network device belonging to the City of Monroe. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. Any information that users consider sensitive or vulnerable should be encrypted. For security and network maintenance purposes, authorized individuals within the City of Monroe may monitor equipment, systems and network traffic at any time. The City of Monroe reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

B. Security and Proprietary Information. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. All PCs, laptops and workstations are secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off (control-alt-delete for Win2K+ users) when left unattended. Because information contained on portable computers is especially vulnerable, special care should be exercised. Postings by employees from a City of Monroe email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the City of Monroe, unless posting is in the course of business duties. All hosts used by the employee that are connected to the City of Monroe Internet/Intranet/Extranet, whether owned by the employee or the City of Monroe, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

C. Unacceptable Use. The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of the City of Monroe authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Monroe-owned resources. The lists contained herein below are by no means exhaustive but attempt to provide a framework for activities which fall into the category

of unacceptable use.

D. System and Network Activities. The following activities are strictly prohibited unless required by the scope of your assigned job duties:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Monroe.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Monroe or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done from home.
6. Using a City of Monroe computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
7. Making fraudulent offers of products, items, or services originating from any City of Monroe account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to the Network Administrator is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, the City of Monroe employees to parties outside the City of Monroe.

INTERNET USE POLICY

Original November 2014

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Section 1. General
This policy will cover the acceptable and unacceptable uses for the internal internet usage by employees and officials. This should be used as a best practices guideline to the usage of the internet.

Section 2. Definitions

Blogging – Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Social Networking – Membership and participation in a social structure made of nodes (which are generally individuals or organizations) that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, sexual relationships, kinship, dislike, conflict or trade. (i.e.: MySpace, Facebook, Twitter, eBay).
Voice Mail Policy

Section 3. Internet Usage Guidelines.

A. Internet Use Limited to City Business. The City's Internet capabilities may be used for City business purposes only. The term "Internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "City's Internet Capabilities" means any and all access to the Internet obtained through City sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of the City. The term "City business purposes" means the official work of City government undertaken for public benefit, as opposed to activities undertaken for personal, non-City or private purposes. Unacceptable sites or uses include, but are not limited to the following:

1. Pornographic sites and access to pornographic materials.
2. Use of the City Internet to harass employees, vendors, customers, and others.
3. Sports or games.
4. Online wagering or gambling sites.
5. Use of the City Internet for partisan political purposes.
6. Unauthorized transfer of copyrighted materials utilizing City Internet capabilities.
7. Any site that charges a fee (unless there has been prior written approval of justified City expense item by supervisor).
8. Vendor sites to purchase personal items.
9. Marketing of personal or private business.

B. Access. Employees may be provided with access to the Internet to assist them in performing their jobs. Use of the Internet, however, must be tempered with common sense and good judgment. To that end, employees' use of the internet shall not in any way interfere with their job performance; therefore, employees shall not waste time on the Internet.

C. Duty not to waste computer resources. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of

documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

D. Disclaimer of liability for use of Internet. The City of Monroe is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.

E. Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

F. Blocking of inappropriate content. The City may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

G. Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors. The City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

H. Games and entertainment software. Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

I. Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to copy or download. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written

permission of your supervisor.

J. Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the City's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the City's network.

K. Virus detection. Files obtained from sources outside the City, including disks brought from home; files downloaded from the Internet, newgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from sources outside of the City of Monroe, without first scanning the material with City-approved virus checking software. If you suspect that a virus has been introduced into the City's network, notify your supervisor immediately.

L. Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

M. Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Section 4. Email and Communications Activities

A. Unless otherwise stated, all directives below apply to use of city government provided email accounts. Limited occasional use of personal email accounts is acceptable during business hours and using city resources. However, the email system shall not be used for:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the City of Monroe's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Monroe or connected via the City of Monroe's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
8. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

B. No expectation of privacy. The email accounts given to employees are to assist them in the performance of their jobs. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe's email system. The City of Monroe, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent over the email system, for any

reason and without the permission of any employee. Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe email system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the City of Monroe as email files may need to be accessed by the company in an employee's absence.

C. Harassment. The City of Monroe's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

D. Approval. Management approval is required before anyone can post any information on commercial online systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the City of Monroe to act as an official representative of the City of Monroe, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the City of Monroe."

E. Conduct. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Because email records and computer files may be subject to discovery in litigation, the City of Monroe employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise.

Any employee who discovers misuse of the email system should immediately contact their supervisor.

Section 5. Blogging and Social Networking. Blogging and Social Networking by employees, whether using the City of Monroe's property and systems or personal computer systems attached to the city network, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of the City of Monroe's systems to engage in blogging and social networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the City of Monroe's policy, is not detrimental to the City of Monroe's best interests, and does not interfere with an employee's regular work duties. Blogging and social networking from the City of Monroe's systems is also subject to monitoring.
The City of Monroe's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any City of Monroe confidential information. Employees shall not engage in any blogging or social networking that may harm or tarnish the image, reputation and/or goodwill of the City of Monroe and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging and social networking or otherwise engaging in any conduct prohibited by the City of Monroe's Non-Discrimination and Anti-Harassment policy. Employees may also not attribute personal statements, opinions or beliefs to the City of Monroe

when engaged in blogging or social networking. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the City of Monroe. Employees assume any and all risk associated with blogging and/or social networking. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the City of Monroe's trademarks, logos and any other the City of Monroe intellectual property may also not be used in connection with any blogging or social networking activity.

Section 6. Voice Mail System. Every City of Monroe employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor. The Voice Mail system is the property of the City of Monroe. It has been provided by the City of Monroe for use in conducting official business. All communications and information transmitted by, received from, or stored in this system are official records and property of the City of Monroe. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe Voice Mail system. The City of Monroe, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice. Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. The City of Monroe may request employee's passwords as Voice Mail messages may need to be accessed by the City in an employee's absence. Even though the City of Monroe reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. The City of Monroe's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the City of Monroe to outside callers. Because Voice Mail records and messages may be subject to discovery in litigation, City of Monroe employees are expected to avoid making statements in Voice Mail that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise. Any employee who discovers misuse of the Voice Mail system should immediately contact your supervisor.

INTELLECTUAL PROPERTY RIGHTS STATEMENT POLICY

Original November 2014

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Section 1. General

Intellectual properties (IP) are legal property rights over creations of the mind, both artistic and commercial, and the corresponding fields of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Intellectual property rights are a bundle of exclusive rights over creations of the mind, both artistic and commercial. The former is covered by copyright laws, which protect creative works, such as books, movies, music, paintings, photographs, and software, and gives the copyright holder exclusive right to control reproduction or adaptation of such works for a certain period of time.

The second category is collectively known as "industrial properties", as they are typically created and used for industrial or commercial purposes. A patent may be granted for a new, useful, and non-obvious invention and gives the patent holder a right to prevent others from practicing the invention without a license from the inventor for a certain period of time. A trademark is a distinctive sign which is used to prevent confusion among products in the marketplace.

An industrial design right protects the form of appearance, style or design of an industrial object from infringement. A trade secret is an item of non-public information concerning the commercial practices or proprietary knowledge of a business. Public disclosure of trade secrets may sometimes be illegal.

The term intellectual property denotes the specific legal rights described above, and not the intellectual work itself.

Section 2. Policy

It shall be the policy of the City of Monroe, Georgia that all employees agree in writing that they will not use previous employers or clients intellectual property in a manner or degree which would violate Federal, State, or Local laws during the official discharge of their associated duties with the City of Monroe.

CITY WEBLINKS POLICY

Original November 2014

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Section 1. General. The City of Monroe has made every effort to insure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website, or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its web site and is not liable for reliance on this information. Please contact the City of Monroe at 770-267-7536 to verify the accuracy of the data.

Section 2. Submission. When submitting forms over the internet, there is always the risk that information provided can be viewed by someone else. The City of Monroe takes normal precautions to protect data, and we only ask for the minimal information necessary to process your request. However, you are submitting this data with the understanding that we cannot guarantee this information will not be intercepted.

Section 3. Website. The City of Monroe website is designed to provide residents and interested parties access to government departments, services and programs, events and activities where and when possible. From time to time, departments may wish to provide links to other sites that provide state or federal government information or additional information about the community, including festivals, cultural events and related matters. The City of Monroe does not provide open links to its website or from the City's site to an outside website without documented approval by the City of Monroe's Network Administrator. The City of Monroe's website does not provide an open forum. The City of Monroe's website is a non-public forum site. Through implementing this policy, the City of Monroe does not discriminate based upon the viewpoint contained in any proposed link or destination. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.

Section 4. Political. In order to avoid the appearance of City endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office or elected official, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal shall not be linked. The City may, from time to time, approve links to outside web services that provide an approved service for either/both the City of Monroe and/or the citizens of Monroe. Formation and continuation of such link(s) are at the discretion of the City of Monroe and not to be considered a right to or a right for doing business with or providing a service for the City of Monroe and/or its citizens.

Section 5. External Links. Some links made available through the City of Monroe's website allow visitation outside the City website. Be aware that the internet sites available through these links, and materials that may be found at such sites, are not under the control of the City of Monroe. Therefore, the City of Monroe cannot and does not make any representation to you about these sites or the materials available there. The fact that the City of Monroe has made these links available to you is not an endorsement or recommendation to you by the City of Monroe of any of these sites or any material found there. The City is providing these links only as a convenience to you.

All links must meet at least one or all of the following viewpoint neutral criteria:

- **A.** Partnering or collaborative non-profit organization actively participating in one or more public programs.
- **B.** Approved sponsor(s) of one or more official City event(s) (access subject to the terms of sponsorship level, generally for sponsorships at the top tier.) Sponsorships arranged through outside contractors are not automatically eligible for this benefit. Determination of sponsorship link(s) is a right reserved by the City of Monroe and City event staff.

C. Official site of state, local, or federal governmental agency, or local school system or library board/system (or approved library resource/research service).

D. Regularly updated website maintained by an organization that receives direct financial support from the City. The City of Monroe reserves the right to add and/or drop links to such organizations at City's discretion. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.