

| | | | | | |
|---------------------------------|-----------|-----------|--|--|---|
| Custodian | 2080 | 6 | 1 | | |
| Multi-Craft Maintenance Worker | 2080 | 10 | 1 | | |
| | | | | | |
| <i>Fleet Maintenance</i> | | | | | |
| Mechanic II | 2080 | 11 | 1 | | |
| Mechanic I | 2080 | 10 | 1 | | |
| | | | | | |
| Total Funded | | | 6 | | |
| Total Non-Funded | | | | | |
| | | | | | |
| | | | | | |
| <u>CITY CLERK DEPT</u> | | | | | |
| City Clerk | 2080 | 21 | 1 | | |
| DCC / Executive Assistant | 2080 | 11 | 1 | | |
| Purchasing Agent | 2080 | 10 | 1 | | |
| Administrative Clerk | 2080 | 8 | 1 | | |
| | | | | | |
| <i>Court Division</i> | | | | | |
| Court Clerk II | 2080 | 10 | 1 | | |
| Deputy Court Clerk | 2080 | 8 | 1 | | |
| | | | | | |
| Total Funded | | | 6 | | |
| Total Non-Funded | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Pay Scale | Pay Grade | Number of Full-Time Authorized Positions | Number of Part-Time Authorized Positions | Number of Reserve Authorized Positions (Not Paid) |
| <u>POLICE DEPT</u> | | | | | |
| Police Chief | 2080 | 22 | 1 | | |
| Admin Assistant | 2080 | 9 | 1 | | |
| | | | | | |
| <i>CID</i> | | | | | |
| Detective Captain | 2080 | 15 | 1 | | |
| Detective Lieutenant | 2080 | 14 | 1 | | |
| Detective Sergeant | 2080 | 13/14 | 1 | | |
| Detective | 2080 | 11/13 | 3 | | |
| FBI Task Force Officer | 2080 | 13 | 1 | | |
| Narcotics Officer | 2080 | 11 | 1 | | |
| Crime Prevention Officer | 2080 | 11 | 1 | | |
| Records Clerk II | 2080 | 7 | 1 | | |
| | | | | | |
| <i>Patrol</i> | | | | | |
| Patrol Captain | 2080 | 15 | 1 | | |
| Patrol Lieutenant | 2184 | 11 | 4 | | |
| Patrol Sergeant | 2184 | 10S | 4 | | |
| Patrol Officer ** | 2184 | 9/10 | 14 | | |
| Dispatcher / TAC Officer | 2080 | 10 | 1 | | |
| Dispatcher | 2184 | 7 | 7 | | |
| | | | | | |
| <i>Traffic/Admin</i> | | | | | |
| Traffic/Admin Captain | 2080 | 15 | 1 | | |
| K9 Officer | 2080 | 13 | 1 | | |
| Traffic Sergeant | 2184 | 10S | 1 | | |
| Traffic Officer | 2184 | 10 | 4 | | |
| Animal Control Officer | 2080 | 6 | 1 | | |

| | | | | | |
|-------------------------|-----|-----|-----------|----------|-----------|
| School Guards | N/A | N/A | | 4 | |
| Patrol Officer | N/A | N/A | | | 21 |
| | | | | | |
| | | | | | |
| Total Funded | | | 51 | 4 | 21 |
| Total Non-Funded | | | | | |

** Probationary officer 9
Certified officer 10

| | Pay Scale | Pay Grade | Number of Full-Time Authorized Positions | Number of Part-Time Authorized Positions | Number of Reserve Authorized Positions (Not Paid) |
|-------------------------|-----------|-----------|--|--|---|
| FIRE DEPT | | | | | |
| Fire Chief | 2080 | 22 | 1 | | |
| Fire Marshall | 2080 | 15 | 1 | | |
| Admin Assistant | 2080 | 9 | 1 | | |
| Fire Captains | 2808 | 10 | 3 | | |
| Fire Lieutenant | 2808 | 9 | 6 | | |
| Firefighters *** | 2808 | 9/10 | 18 | <u>3</u> | |
| | | | | | |
| Total Funded | | | 30 | <u>3</u> | |
| Total Non-Funded | | | | | |

*** Probationary firefighter 9
Firefighter 10
PT Firefighters (\$10.00/hr.)

| | Pay Scale | Pay Grade | Number of Full-Time Authorized Positions | Number of Part-Time Authorized Positions | Number of Reserve Authorized Positions (Not Paid) |
|---------------------------------|-----------|-----------|--|--|---|
| ECONOMIC DEV DEPT | | | | | |
| Director | 2080 | 22 | 1 | | |
| Administrative Bookkeeper | 2080 | 10 | 1 | | |
| Administrative Clerk | 2080 | 8 | 1 | | |
| | | | | | |
| Building & Zoning | | | | | |
| Building & Zoning Administrator | 2080 | 13 | 1 | | |
| GIS Analyst/Draftsman | 2080 | 11 | 1 | | |
| | | | | | |
| Neighborhood Services | | | | | |
| Grants and Projects Manager | 2080 | 13 | 1 | | |
| Code Enforcement Officer | 2080 | 10 | 1 | | |
| Planning Tech | 2080 | 11 | 1 | | |
| Neighborhood Improv Coord | 2080 | 10 | unfunded | | |
| Cultural Services | | | | | |
| Cultural Services Manager | 2080 | 14 | 1 | | |
| Recreation Coordinator | 2080 | 11 | 1 | | |
| Parks Supervisor | 2080 | 11 | 1 | | |
| Equip Operator | 2080 | 8 | 1 | | |
| | | | | | |
| | | | | | |
| Total Funded | | | 12 | | |
| Total Non-Funded | | | 1 | | |
| | | | | | |
| | Pay Scale | Pay Grade | Number of Full-Time Authorized Positions | Number of Part-Time Authorized Positions | Number of Reserve Authorized Positions (Not Paid) |
| PUBLIC WORKS DEPT | | | | | |
| Utility Services | | | | | |

| | | | | | |
|-------------------------|------|----|----------|--|--|
| Division Manager | 2080 | 14 | 1 | | |
| Field Supervisor | 2080 | 13 | 1 | | |
| | | | | | |
| Total Funded | | | 2 | | |
| Total Non-Funded | | | | | |
| | | | | | |
| | | | | | |

| Summary of Authorized Positions | Number of Full-Time Authorized Positions | Number of Part-Time Authorized Positions | Number of Reserve Authorized Positions (Not Paid) |
|---------------------------------|--|--|---|
| Judicial Dept: Funded | | 2 | |
| Executive Dept: Funded | 2 | | |
| Finance Dept: Funded | 3 | | |
| Human Resources Dept: Funded | 6 | | |
| City Clerk Dept: Funded | 6 | | |
| Police Dept: Funded | 51 | 4 | 21 |
| Non-Funded | | | |
| Fire Dept: Funded | 30 | 3 | |
| Econ Dev Dept: Funded | 12 | | |
| Public Works Dept: Funded | 2 | | |
| Non-Funded | 1 | | |
| | | | |
| Total | 112 | 9 | 21 |
| Total Non-Funded | 1 | | |

SECTION 2. The City Manager is authorized and encouraged to supplement authorized personnel strength with voluntary workers, community service workers, and prisoners labor from any available source.

SECTION 3. The City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve Amended Schedule of Authorized Positions and Amended Organizational Chart.

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the Amended Schedule of Authorized Positions and Organizational Chart.

DISCUSSION:

Upon council approval of part time firefighter positions and a part time firefighter program, the Schedule of Authorized Positions and Organizational Chart should be updated and approved by Council. The attached Schedule of Authorized Positions and Organizational Chart reflects the addition of three (3) part time firefighter positions as well as two (2) residual changes for internal consistency as adopted in the 2013 budget.

FINANCIAL IMPACT: The creation of the part time firefighters is established to reduce overtime expenses. The residual changes relating to grade modification for city clerk and comptroller positions is a nominal change of less than \$300 annually.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the amended Schedule of Authorized Positions and Organizational Chart.

ATTACHMENT(S):

Amended Schedule of Authorized Positions
Amended Organizational Chart

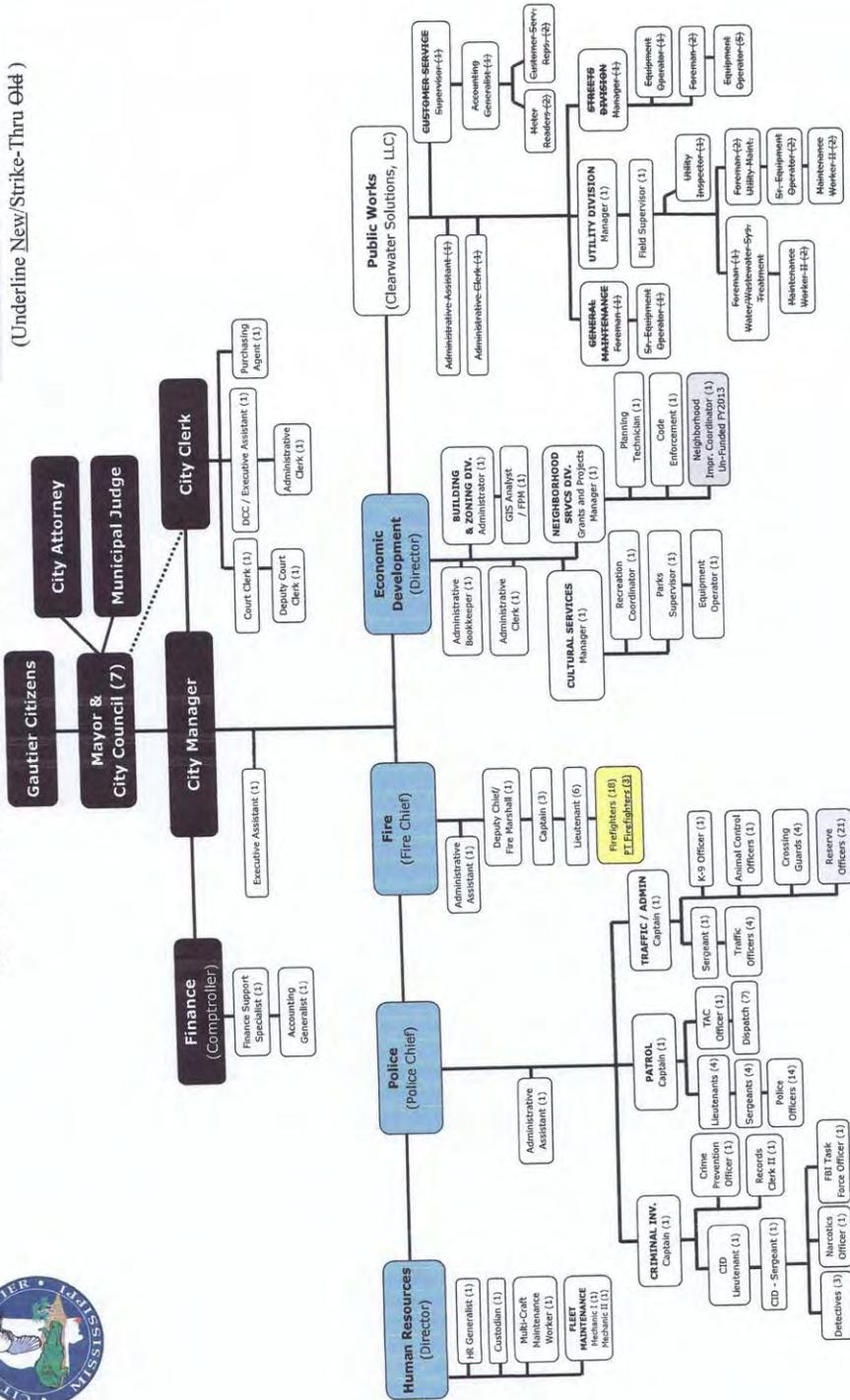


CITY OF GAITHER ORGANIZATION CHART

FY 2013

Presented for Approval February 5, 2013

(Underline New/Strike-Thru Old)



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 025-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Employee Handbook be amended to include new city policies on Fuelman Fleet Cards, Social Media, Sick Leave Abuse and Overtime is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve New City Policies

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving three (3) new policies to be added to the Employee Handbook. Additionally, it is requested that the Gautier City Council consider revising the city Overtime policy (Adopted April 17, 2012) of the Employee Handbook.

BACKGROUND:

The Human Resources Department has reviewed the current employee handbook and determined that additional policies are needed and should be added. Additionally, a change to the approved Overtime policy is requested, (See Attachment 4).

DISCUSSION:

The Human Resources Department has researched and developed three (3) additional policies which should be considered for addition to the Employee Handbook. A change to the Overtime policy (adopted April 17, 2012) is also requested.

- | | |
|------------------------------|--|
| Fuelman Fleet Cards - | Establishes proper use and procedures for fueling city vehicles under the Fuelman Program, (Attachment 1). |
| Social Media - | Provides for the benefits of social media in the workplace and establishes provisions for City sponsored sites, (Attachment 2). |
| Sick Leave Abuse - | Establishes sick leave abuse and provides directors a safeguard to control overtime costs due to sick leave abuse, (Attachment 3). |
| Overtime - | Improves budget practice for fiduciary control. FLSA establishes that only <u>actual hours worked</u> count when calculating overtime. With the city's austerity measures, it's necessary to revise the city's past policy of counting paid or unpaid time off for holidays, annual leave or sick leave when calculating overtime, (Attachment 4). |

Upon approval, these new policies will be evaluated periodically to determine their effectiveness in meeting the city's goals.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the three (3) new policies (Fuelman, Social Media, Sick Leave Abuse) and authorize the City Manager and Human Resources Department to add these policies to the Employee Handbook. Additionally, the Human Resources Department recommends the Gautier City Council approve the requested change to the city Overtime policy.

ATTACHMENT(S):

1. New Fuelman Fleet Card Policy
2. New Social Media Policy
3. New Sick Leave Abuse Policy
4. Revised Overtime Policy

Fuelman Fleet Cards

Standards and Guidelines

The City of Gautier has developed this Fuelman policy to establish minimum standards for use of the Fuelman fuel card. This policy will be the official document governing the City of Gautier Fuelman program.

General Information

It is important that the City of Gautier properly safeguard and account for purchases of gasoline and diesel fuel for city owned vehicles. Under the direction of the City Clerk, Fuelman cards will be used by designated City of Gautier employees to make authorized fuel purchases for city vehicles. The City Clerk's office will track and review fuel transactions to maintain records for each city vehicle; these records will track vehicle and driver purchasing and reflect any misuse of the cards.

Procedures

Except when delegated, the authority to issue Fuelman cards resides exclusively with the City Manager. Fuelman cards shall be issued to vehicles, not individuals, and are restricted to use with the vehicle to which it was issued. Only one Fuelman card shall be issued to a vehicle. An additional Fuelman card may be issued to employees for the purchase of fuel for gas powered lawn maintenance equipment where applicable. Employees required to drive vehicles and operate equipment will receive a Personal Identification Number (PIN) that can be used with any Fuelman card assigned to vehicles owned and operated by the city. The issuance of PINs will be managed by the City Clerk or his/her designee. PIN creation, assignment and usage must comply with the following requirements:

- A. PINs shall not be shared by employees.
- B. Use of the PIN serves as an electronic "signature" of the person to whom it is issued.
- C. PINs can be used by the individual with any card on the account.
- D. Generic PINs are prohibited (e.g. one PIN for an entire office or department)

- E. Vehicle numbers, employee numbers and other easily obtained or guessed numbers shall not be used as PINs
- F. PINs shall not be written on the card or on the protective card sleeve.
- G. Compromised PINs must be cancelled immediately and a new PIN issued.
- H. Lost, stolen or damaged cards shall be reported to the City Clerk or his/her designee and the card replaced immediately.

Responsibilities

Employees will be held personally liable for all unauthorized and/or unallowable Fuelman card purchases. Under no circumstances is an employee permitted to use the Fuelman card for personal purchases, including fuel for personal vehicles or other non-city owned or operated vehicles. Such use will be considered theft and will result in disciplinary action, up to and including termination, and may result in criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as fuel card users.

Other Requirements

In order to assist the city in monitoring its fleet costs, card users shall completely fill the fuel tank at each fill up and shall make every reasonable effort to enter the accurate vehicle odometer reading at the time the fueling transaction takes place to ensure detailed vehicle mileage data is calculated.

Social Media

Purpose

The City of Gautier will employ the use of social media web sites to reach citizens it might not otherwise reach through other traditional means. It is understood that social media sites provide an excellent resource for communicating the city's various messages and promoting the city's services, programs and initiatives. Social media allows real time interaction with citizens, and increases efficiency as it pertains to news, special events and advertising, and also provides a nontraditional support device to internal departments and divisions.

General Provisions

The city, through the City Manager's office, may create and operate a web site on Facebook, Twitter and any other reputable social networking site. The creation of additional sites by individual city departments is allowed with City Manager approval (e.g. Police Department, Fire Department). All sites representing the City of Gautier must strictly adhere to city policy. Content posted to any City of Gautier social media site must be approved by the Director of the department establishing the site. Content posted to city managed social media sites may include news releases, approved photos and videos, agendas, announcements, promotional tools, and similar material.

Guidelines

- The City Manager's designee will create and maintain the city's official social media accounts.
- Under certain circumstances, individual city departments may want to create and maintain social media sites that are separate from those maintained by the City Manager's designee. Departments are required to obtain approval from the City Manager before implementing separate social media sites.
- Department Directors must provide specific justification and reasons for maintaining separate social media sites. If approved, the City Manager or his/her designee will periodically review each city managed social media site. Those sites that do not meet the city's intended goals and objectives may be removed at any time.