

2B. **Outreach:** Please provide the following: N/A

- Total Number of Employees: N/A
- Total Number of Employees Who Work the Grant? N/A
- Do you have other partners that you work with? If so, which partners? N/A
- Plan for Proposed Outreach Activities for FY14: N/A

Proposed Project Staff:

Personnel Title	% of Time	Hourly Salary	# of Hours	Sub-total	Fringe	Line Total
Overtime Officer	100.00%	\$23.50	1488	\$34,968.00	\$9,231.55	\$44,199.55
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
TOTALS					\$0.00	\$44,199.55

Additional Information:

3. **Prosecutions and Adjudication.** Please submit information for the program area in which you are applying. Agency citation conviction rate to include DUI, hazardous moving violations, child restraint, etc. dependent upon request for funding source/area. (Outreach-Where Applicable)

Type of Citation	Conviction Rate
Impaired Driving	84%
Seatbelt Violation	77%
Child Restraint Violation	77%

Additional Information:

4. **Public Information and Education.** Please describe your plans for public information and education, to include but not limited to media campaigns, public events, school presentations, etc. Please give information on how many per quarter.

Additional Information:

The police department's traffic safety coordinator will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes, Presentations/ demonstrations will be conducted at the local high school and community college to educate students on the dangers of driving after consuming alcoholic beverages or other chemical substances that impair judgment and motor function. The presentations will be completed once per quarter.

5. **Policy.** Please check and attach a current copy of the policies listed below. If you do not have the policy, please explain in the additional information section.

<u>Current Policy:</u>	<u>Yes & Attached:</u>	<u>No:</u>
Seatbelt Policy	X	
Pursuit Policy	X	
Written Warning Policy		X*
Check Point Policy		X*
Saturation Patrol Policy		X*
DUI Enforcement Policy		X*
Payroll Policy-Overtime	X	
Payroll Policy-Payroll Schedule (Payroll Period begin/end dates & check date)	X	
Payroll Policy-Leave Time (vacation, sick leave, holiday and compensation time)	X	
Seatbelt Survey Procedure Policy		X*
Banning Text Messaging While Driving		X*

6. **Additional Information:**

X*- Our department has appointed a new Chief of Police who is currently implementing these policies. The policies will be submitted to you as they are approved during the course of the grant fiscal year.

Fire Department: Shift personnel shall refer to Article 13, Compensation of Injured Employees/Safety, Item A1, A2, and A3 between the City of Gautier and Local 3290.

35.5 Safety Equipment and Devices

The City will provide proper and necessary safety equipment and devices for employees engaged in work when such equipment and devices are necessary. When safety equipment and devices are provided, they must be used. Failure to utilize provided safety equipment or devices will be subject to disciplinary action. If equipment or devices are reported to be worn or damaged; the City will replace them.

Personally purchased/owned safety devices shall not be utilized without written approval from the department head.

35.6 Vehicle Safety

All city employees' using city vehicles or personal vehicles on city business must abide by all state and federal traffic laws including seatbelt requirements. Activities such as eating, drinking, texting, emailing, personal grooming, or other distractions shall be refrained from while the vehicle is in motion.

Any driver determining that the vehicle assigned is unsafe to operate must report the unsafe condition(s) to his or her immediate supervisor. The department director or division supervisor must then take action to rectify the unsafe condition(s).

SECTION 36. Grievances.

An employee may make a request for resolution of any dissatisfaction arising from the interpretation and the application of work rules, policies, procedures, or practices (*i.e.*, a "grievance"). Dissatisfactions involving job classifications, grade, salary, and other wage issues, benefit determinations, payroll procedures, or any matter outside the control of the immediate supervisor are not included for resolution under this procedure for grievances.

Disciplinary actions involving verbal and written reprimands are included within this grievance process and procedure. As to grievances pertaining to harassment and discrimination, employees are referred to other provisions and sections contained in this personnel manual and the policies and procedures referred to or incorporated in this manual.

Compliance with the time frames outlined in each step of the procedure must be followed in order that the request for resolution is considered timely. If the employee does not follow the prescribed time frame, the request becomes outdated and the last response made will become final. If the party responding to the employee's request does not follow the time frame, the response becomes outdated and the employee may proceed to the next step of the procedure. Such time frames may be extended by written mutual agreement that must be entered into before expiration of the applicable time frame as outlined in each step. To insure compliance with time frames involving written requests and written responses, all correspondence should be copied to the City Clerk. All responses will be hand-delivered to the recipient or their representative or sent by certified mail to the most recent address in the personnel record of the employee making the request. When presenting the dissatisfaction and requested remedy at each step, all prior requests, responses, and documentation must be provided by the employee.

personnel file of record in the City Clerk's office is admissible for disciplinary or meritorious purposes.

Changes of address, telephone number, or other changes in personal information, should be brought to the attention of Personnel by the employee as soon as the change is known or effective so personnel records will be accurate and up-to-date.

Medical information and similar documents will be filed separately from the official personnel file in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

SECTION 20. Hours of Work/Absenteeism/Tardiness.

Business hours for the following departments are:

Administration & Planning Departments: Mon. – Thurs., 7:30 A.M. – 5:00 P.M. 2

Friday, 8:00 A.M. – 12:00 P.M.

Public Works Department:

Mon. – Thurs., 7:00 A.M. – 4:30 P.M.

Friday, 7:00 A.M. – 11:00 A.M.

These are nine (9) hour work days, Mondays – Thursdays, with an unpaid lunch period of thirty (30) minutes designated by the employee's supervisor. Fridays' normal work hours, other than some public safety positions, is a four (4) hour work day.

Police Department: Open 24 Hours a day and employee hours are assigned according to the Pay Grade Schedules.

Fire Department: Shift personnel shall refer to Article 29, Hours of Work of labor agreement between City of Gautier and local 3290.

Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. To the extent possible, the lunch period will be scheduled to allow for continuous staffing of offices with at least one person.

Occasions may arise when service to the citizenry can be improved through the adjustment of an employee's work hours. The Department Director shall approve adjustment in work hours.

Employees are expected to report to work each workday, at the designated time and place, unless there is a valid reason for absence. Tardiness must not generate overtime. Employees are required to notify the appropriate supervisor or official within their Department of each anticipated absence before it occurs. Such advance notice is only excused due to exigent or emergency circumstances. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification. Unexcused or excessive absence from work and/or improper notification of such absence may subject employees to disciplinary action, including termination of employment. Following any absence, the employee may be required to provide a validated excuse for each such absence.

SECTION 14. Sick Leave.

Sick leave shall be granted to regular full-time employees at the rate of eight (8) hours for each calendar month of service. Sick leave rates for Fire and Police Departments are as follows:

Fire Department: Shift personnel shall refer to Article 16, Leaves of Absence, Item A, Sick Leave of labor agreement between City of Gautier and Local 3290.

Police Department: All full-time employees shall earn eight (8) hours, ten (10) hours, or twelve (12) hours sick leave depending on the shift assigned.

Sick leave is not available for use until the end of the month following thirty (30) days of employment for employees of the Schedule 2080. Sick leave shall be charged in quarter-hour increments rounded to the nearest quarter hour on the employee's time sheet. Sick leave accrual during leaves of absence without pay will be on a pro-rata basis based on the number of hours worked during the month.

Sick leave is authorized for use by employees for absences due to personal illness or physical incapacity, sickness of an immediate family member, doctor or dental appointments for self or immediate family, FMLA covered absences, and requests for the employee's presence by immediate family, doctor or clergy due to family illness.

An employee desiring to use sick leave must notify his/her immediate supervisor of the illness no later than fifteen (15) minutes before the beginning of the work shift or as otherwise required by the applicable Department's Standard Operating Procedures. Failure to do so may result in denial of such paid leave and/or disciplinary action, including but not limited to termination of employment. The employee should also let the supervisor know when he/she expects to return to work.

Sick leave exceeding three (3) consecutive work days or three (3) scheduled shifts; must be confirmed by a qualified doctor's statement submitted to the supervisor after the third (3rd) consecutive day of absence. The doctor's statement must contain a statement that the employee is fit to return to work including any limitations the employee may have relating to their particular job classification; or a statement as to when the employee will be fit to return to work. A qualified doctor shall be defined as a duly licensed doctor of medicine, osteopathy or dentistry. If sick leave is not confirmed by a doctor's statement after the third consecutive day of absence, the employee may be placed on unpaid leave for the period of absence until the excuse is submitted or may be required to use vacation time for the absence. Employees who abuse sick leave will be subject to disciplinary action which may include but is not limited to termination.

Sick leave usage during an employee's last two (2) weeks of employment must be documented by a qualified doctor.

Unused sick leave shall accrue to the credit of each employee with no maximum and, subject to conditions and terms of the Public Employees Retirement System (PERS) or any other governing or applicable regulations or requirements, may be certified to PERS for retirement credit upon separation of employment. Sick leave cannot be cashed out or paid as money upon separation of employment.

Sick leave that is used on the "working day" before and/or sick leave used the first "working day" after an observed holiday; must provide documentation by a qualified physician. In lieu of a medical

SECTION 6. Overtime/Compensatory Time.

An employee who is not exempt from the provisions of the Fair Labor Standards Act (FLSA) who works unscheduled hours and/or works hours beyond the threshold of FLSA for their job will be paid one and one-half times their regular rate of pay for each overtime hour worked. Paid or unpaid time off for holidays, annual leave or sick leave will be counted as hours worked for the purposes of overtime calculations. *Council directive to Interim City Manager*

All overtime must be pre-approved by the department head and documented; working unauthorized overtime may be grounds for discharge even though compensation for those hours will be paid in accordance with FLSA.

The City compensates overtime for all employees as follows:

- a) Non-Exempt – Non Public Safety: Overtime is compensated at a rate of one and a half (1.5) times the normal rate of pay for hours worked in excess of forty (40) hours per week.
- b) Non-Exempt – Fire Department: Shift personnel (Schedule 2808) shall refer to Article 24, Hours worked – Overtime of labor agreement between the City of Gautier and Local 3290.
- c) Police Officers. The scheduled hours worked for uniformed sworn personnel with powers of arrest, shall be 168 hours per 28-day work cycle. Overtime shall be paid at a rate of time and a half (1.5) the normal rate of pay for those police officers working more than 168 hours in a 28-day work cycle.
- d) Detectives and Non-Uniformed. The scheduled hours worked for non-uniformed sworn personnel with powers of arrest, shall be 160 hours per 28-day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay for those Detectives working more than 160 hours in a 28-day work cycle.
- e) Dispatchers. The scheduled hours worked for uniformed dispatchers, covered by this agreement, vary from 36 hours to 48 hours per seven (7) day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay for those Dispatchers actually working more than 40 hours in a seven (7) day work cycle.
- f) Office and other. The scheduled hours worked for office and other employees, including the Animal Control Officer, shall be 40 hours per seven (7) day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay to office and other employees actually working more than 40 hours in a seven (7) day work cycle.

Compensatory time: The City of Gautier does not use Compensatory time.

Exempt employees are expected to work the hours required to accomplish their jobs, which may be in excess of forty (40) hours per week. Exempt employees may take short periods of leave (four (4) hours or less without charge to their accruals, if approved by the Department Director and City Manager. Leave exceeding four (4) hours or more must be charged against the appropriate leave accrual.

all the requirements of the position. It is not to be inferred that a temporary assignment will carry the position's higher salary.

Fire Department: Shift personnel shall refer to Article 10 Promotions, Removal, Temporary Discharge, Reinstatements and Lateral Transfers of labor agreement between the City of Gautier and Local 3290.

Police Department: Except in the case of relief during vacation, employees shall receive six (6%) above their present pay rate when filling any higher rank in which he or she may serve for more than three (3) consecutive work shifts. Out of Rank pay shall be retroactive to the first (1st) shift worked. The Chief of Police shall notify the employee of every temporary assignment.

SECTION 9. Holidays.

The City celebrates the following holidays off with pay for probationary and regular full-time employees:

NEW YEAR'S DAY	January 1
MARTIN LUTHER KING, JR.	3rd Monday of January
PRESIDENT'S DAY	3rd Monday of February
GOOD FRIDAY	Friday before Easter
MEMORIAL DAY	Last Monday of May
INDEPENDENCE DAY	July 4
LABOR DAY.....	1st Monday of September
VETERAN'S DAY	November 11
THANKSGIVING DAY	4th Thursday of November
CHRISTMAS DAY	December 25

These holidays, or the dates when they occur or are observed, may change by proclamation of the Governor or the City Council or federal, state, or local law and such change(s) govern and override the listings contained in this employee handbook. Holidays are observed from 12:00 a.m. (midnight) the eve of the holiday to 12:00 a.m. (midnight) the day of the holiday. Employees will not be required to work on a day designated as a holiday and will receive their normal pay. Employees who are required to work on a day designated as a holiday will receive straight time for all hours actually worked on the holiday, in addition to their regular pay. Holiday pay for the Fire Department will be paid under terms of their union contract.

The City compensates holiday pay for all employees as follows:

- 1) All employees who normally work a 40 hour week shall have the above listed days off with no reduction in pay. Any 40 hour per week employee who is required to work on one of the days listed above shall receive straight time pay for each hour actually worked in addition to their regular pay.
- 2) *Police Department* employees who normally work shifts (168 hours in a 28 day cycle) shall receive eight (8) hours straight time pay in addition to their normal pay for each of the days set out above.