

- c) If policy guidelines are met and figures are correct, the request for funds will be placed on the next City Docket of Claims for approval.
- d) Following approval of the Docket of Claims, accounting will issue checks to the employee requesting travel advance pay.

Employees that do not meet the policy guidelines will be contacted immediately for proper compliance.

**SECTION 18.2. Travel While on City Business.**

1) Emergency Overnight Trips

a) Lodging. All authorized travel receipts must be signed and submitted to the Accounts Payable Generalist within five (5) working days upon return from an authorized trip. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipts. Failure of an employee to turn in receipts and complete documentation within five (5) working days after employee returns to work may result in the employee personally paying for travel and being reimbursed upon return.

b) Meals. Meal reimbursements for all overnight trips are to be itemized on the reimbursement form. Reimbursement rates for meals will not exceed the maximum rates set by the MS Department of Finance for the applicable location. If per diem advances are received, the amount will not exceed the maximum daily rate set by the Mississippi Department of Finance for the applicable location. Alcoholic beverages and gratuities are not reimbursable.

c) Mileage Allowance. The City encourages the use of City vehicles for authorized travel when possible. Employees who must utilize their personal vehicles on travel assignments will be allowed the current rate per mile as set by the Internal Revenue Service (IRS).

1. No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the coach rate on a licensed common carrier, plus approved auto rental or taxi fare at point of destination.
2. When two (2) or more employees are attending the same seminar, convention, or meeting, car-pooling shall be practiced whenever possible. The actual odometer reading from City of Gautier to destination and return to City of Gautier will be used.
3. If an employee for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.
4. Out-of-State Travel. Requires prior written approval by the employee's Department Director and a completed Request for Out

of State Travel Authorization signed by the City Manager.

5. When city vehicle transportation is available for travel on City business, but an employee elects to take their own vehicle for personal reasons; he/she must receive written authorization by the City Manager in order to receive mileage reimbursement.

2) Local Travel and Expenses

a) Local Meals. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference outside the county as a representative of the City for a specific purpose, or where the employee's attendance will directly benefit the City, provided the meal is included in the registration package. No reimbursement will be allowed for meetings that are of a social nature. The request for reimbursement of local meals should include the following information: date, place, the meeting attended, and the specific reason for attendance.

b) Local Mileage. Local mileage will be reimbursed as found in paragraph (1) (c), above.

- 3) Parking fees and shuttle cab fees will be reimbursed by actual cost and receipts must be presented to verify usage.

The following are expenses that will not be reimbursed by the City: (1) laundry, cleaning, or valet services; (2) tobacco; (3) alcoholic beverages; (4) entertainment; (5) personal telephone calls; (6) first class travel accommodations when economy or coach class are available; (7) meals and lodging in lieu of other meals and/or lodging, the expense of which is included in the registration fee; (8) fines, forfeitures or penalties; (9) rental vehicles except as pre-approved by the City Manager; (10) expenses of a spouse or other non-employee; (11) loss or damage to personal property; (12) barber, beauty parlor, shoe shine or toiletries; (13) personal postage; (14) food (other than meal allowance); and (15) personal items.

The following are expenses that may be reimbursed by the City: (1) hotel/motel; (2) registration; (3) book fees; (4) gas for city vehicles if not available from city gas card (Fuel man card) and/or mileage reimbursement; (5) repairs to city vehicle if out of town; (6) car rental (if approved); (7) air fare.

**SECTION 19. Employee Personnel Records.**

The City Clerk is responsible for establishing and maintaining an official personnel file for each employee of the City. Access to the official personnel files may be allowed if the City Manager, applicable Department Director, and/or City Clerk find access would be helpful, necessary or warranted for administrative purposes.

Employees may review their individual files by making an appointment with the Personnel Generalist. An employee may not remove his/her personnel file or copies thereof from the office nor may the employee remove anything from the file or add anything to the file without the approval of his or her Department Director and the City Manager. Official personnel files and their contents are the property of the City of Gautier.

Department Directors are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their Department. Only documentation included in the official 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.

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. (Pending Negotiation)~~

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.

Advance notice of anticipated tardiness must be provided 15 minutes prior to the beginning of the employee's shift, or the earliest possible time thereafter. Tardiness may only be made up during the pay period in which it occurs, if approved by the employee's supervisor or Department Director.

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.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Director with concurrence of the City Manager. Any leave without pay must be approved in advance by the Department Director to qualify as an excused absence.

## **SECTION 21. Nepotism.**

Employees and officials are required to adhere to and abide by all applicable and governing laws, ordinances, and regulations pertaining to nepotism (e.g., Miss. Code Ann. §§ 25-1-53, 25-4-101, 25-4-103, and 25-4-105, as amended). It is further the City's policy that the Department Directors shall take every precaution to avoid circumstances in violation of Miss. Code Ann. §§ 25-1-53, 25-4-101, 25-4-103, and 25-4-105, as amended.

For the purpose of this Section, "immediate family" shall be defined as the following Relationships whether established by blood, marriage or other legal actions:

- a) Parents, grandparents, step-parents, step-grandparents, brothers, sisters, half-brothers, half-sisters, step-brothers, step-sisters, children, children's spouse, grandchildren, step-children, step-grandchildren.
- b) Spouse and spouse's parents, grandparents, step-parents, step-grandparents, brothers, sisters, half-brothers, half-sisters, step-brothers, step-sisters, children, children's spouse, grandchildren, step-children, step-grandchildren.

Intentional failure to report an existing relationship subject to this policy by a probationary employee may result in immediate termination.

## **SECTION 22. Employee Ethics/Political Activity.**

Employees and officials are required to adhere to and abide by all applicable and governing laws, ordinances, and regulations pertaining to ethics, conflicts of interest, and political activity (e.g., Miss. Code Ann. § 25-4-101, et seq., as amended). In addition, employees:

1. Must always conscientiously perform all assigned job duties.
2. Must be tactful, patient and courteous when conducting City business.
3. Shall not grant special consideration to any citizen or group of citizens.
4. Shall not engage in any outside employment or have a financial interest that will conflict with his or her duties or be detrimental to the City or otherwise violate the provisions of any federal, state, or local law.

- a) ~~Fire Department shift personnel shall refer to Article 15, Employment in Second Jobs of labor agreement between the City of Gautier and Local 3290. (Pending Negotiation)~~
- b) Police Department employees who work second jobs and use equipment issued by the department for the purpose of performing the duties of a second job; shall do so with the understanding that such outside employment must not affect the employee's attendance, efficiency, or the reputation of the City service.

Prior to beginning employment on a second job, the employee must first notify, in writing, the Chief of Police who shall have the right to disapprove any second jobs and/or the use of City issued equipment (i.e. badge, weapon, Taser, vehicle, etc.).

5. Shall not request or permit the use of City vehicles, equipment, materials or property for personal convenience or profit. (Sworn police officers with arresting powers shall be excluded from this item.)
6. Shall not accept or ask for any gift or consideration from any person or firm doing, or seeking to do, business with the City or intending to influence the employee to provide preferential treatment.
7. Shall not report to work or attend any work related function, including official meetings even if not on duty or seeking compensatory time for the meeting, in a condition which is unsafe for the employee, others or physical property, or a condition which renders one incapable of performing job responsibilities, or a condition which creates an unfavorable public image. Such conditions include, but are not limited to, physical illness, or being under the influence of alcohol, narcotics or other mood- or mind-altering substances or medications.
8. Shall not abuse, misuse, neglect, or waste government property, materials or equipment, including City owned or leased vehicles, computers, printers, mobile phone, faxes and telephone lines.
9. Shall not use the City's name or tax exempt status for his or her personal advantage on any purchases.
10. Shall not discuss or reveal confidential City information to anyone, under any circumstances, except within the scope of his or her job duties.

Employees have a civic duty to cast their votes for candidates and issues as they choose and to support candidates and issues with their personal efforts and voluntary contributions. No City employee may actively participate in any political activity in any City primary or City election. Failure to adhere to this policy shall be deemed cause for removal in accordance with Miss. Code Ann. §§ 21-31-27.

An employee's failure to adhere to Section 22 of this Policy may result in disciplinary action and may include termination.

**SECTION 23. Personal Appearance.**

It shall be the responsibility of all employees to represent the City to the public in a manner that shall be courteous, efficient, and helpful.

City employees should always be well groomed and dressed in a manner suitable for the public service environment and which favorably reflects the City's image. Skin tight apparel, miniskirts, shorts with a hemline reaching more than 2 inches above the knee, jogging suits, sweat pants, torn clothing, and clothes exposing bare midriffs are not suitable. Tank tops or camisole tops are allowable when covered by an appropriate jacket, sweater or over-shirt. Tongue, cheek, eyebrow, nose and eyelid piercing are unacceptable. All employees provided uniforms are required to wear them. In addition, Police and Fire Department employees as well as other City employees are expected to further conform to any reasonable departmental dress and personal appearance codes.

**SECTION 24. Personal Use of Telephone and Mail Systems.**

City telephones, including FAX machines, are to be used for City business. Personal calls, when necessary, must be local, of short duration, and on an infrequent basis. It is the employee's responsibility to insure that no cost to the City results from personal telephone or FAX calls.

The use of City supplies or postage for personal correspondence is not permitted. Receipt of personal mail at the City's post office box or address is also not permitted.

**SECTION 25. Payroll and Deductions.**

The following deductions are required by law from each employee's pay:

1. Federal and State Income Tax withholding.
2. Social Security.
3. Retirement contributions (eligible employees only).
4. Deductions authorized by law, such as garnishments.
5. Medicare deductions.

Additional deductions that are optional and may be requested by the employee include:

1. United Way contributions.
2. Deferred compensation.
3. Payment of health insurance premium (if applicable).
4. Payment of dental insurance premium (if applicable).
5. Other City approved employee plans.

It is the employee's responsibility to maintain current payroll deduction information with the City Clerk. Employees wishing to add or change their payroll deductions should contact the Personnel

Generalist for the appropriate forms.

**SECTION 26. Time Sheets/Preparation of Payroll.**

A bi-weekly time sheet shall be completed by each employee, submitted by the employee in accord with department policy, no later than the department's deadline for submission of same and then signed by one of the employee's supervisors.

All hours of work must be accurately recorded. Your signature on your Time Sheet certifies that the time reflected was the actual time that you worked during that particular workweek.

The Accounting Supervisor/Deputy City Clerk computes earnings as well as deductions pertaining to City payroll. Changes in rate, position, and status are to be supported by a Status Change Form verified by the Accounting Supervisor and signed by the Department Director and City Manager. No salary change shall be implemented unless accompanied by an approved Status Change form containing stated signatures and indicating a salary increase is being granted. Salary increases other than transfers to vacant positions with budgeted salaries shall be made only after specific City Council authorization.

If a payday falls on a holiday, payday shall be the last working day before the holiday.

Employees should direct inquiries concerning payroll matters to the Personnel Generalist or Accounting Supervisor in the Administration Department.

**SECTION 27. Garnishment.**

The City expects each employee to keep his personal affairs in a good condition and meet his financial obligations promptly. Garnishments and attachments create an administrative burden on the City. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action up to and including termination.

**SECTION 28. Deferred Compensation.**

The City, through the State of Mississippi Public Employees Retirement System (PERS), presently provides an option to any full-time employee to invest a portion of his/her present earnings in a deferred compensation plan. This is a supplemental retirement savings plan where a certain dollar amount (minimum investment is \$25.00) may be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to federal income taxes until such time as the employee receives payment from the plan. The plan is voluntary and the City makes no guarantee or recommendation of specific investments under the plan.

Enrollment can be arranged through the Personnel Generalist or through the online link located on the PERS website. Contributions to the program are financed solely by the employee through payroll deduction. Benefits received through this program are in addition to any Social Security or PERS benefits for which the participating employee would be eligible.