

SECTION 50. Use of City-Owned and Leased Vehicles.

Each employee who is driving a City vehicle is expected to observe any and all safety and vehicle operation procedures and regulations. At its discretion, the City may assign to any employee the care of a vehicle or other equipment under established policy and procedure. Each employee has the responsibility to use reasonable care to ensure the security and care of all City property entrusted to his use and care.

Smoking in City vehicles is absolutely prohibited. No City vehicle or equivalent may be used by a City employee for his personal use.

SECTION 51. Chain of Command.

The "chain of command" should be observed by all employees within their positions of employment. Such lines of authority should only be crossed in emergencies or if otherwise in accord with other policies, procedures, or provisions herein or elsewhere in the City. In accordance with Miss. Code Ann. § 21-9-31, except for the purposes of inquiring or receiving information or advice, neither the mayor nor any member of the council shall give orders to any subordinate of the City.

SECTION 52. Miscellaneous

Please refer to the appendix section of this handbook for complete policies and additional resources.

It is the employee's responsibility to confirm with the City Clerk any aspect of the policies, procedures, provisions, or regulations which there may be a question.

SECTION 53. Sick Leave Abuse (Approved 02/05/13)

Directors shall closely monitor use of sick leave by their employees. Sick leave shall not be considered as a right which an employee may use at the employee's discretion, but shall be considered a privilege and allowed only in cases of actual sickness or disability of the employee or in circumstances where illness in the employee's immediate family makes it necessary for the employee to be absent. (Authorized uses of paid sick leave are established in the city sick leave policy, Section 14)

It is anticipated that employees using paid city sick time for their own illness/injury or that of a family member will use their sick leave time to recuperate or care for their family member. Trips to the doctor, hospital stays or other justifiable illness related travels which take the employee away from home are acceptable; however, employees who establish a pattern of non-illness related personal pursuits during sick leave may subject themselves to disciplinary action up to and including termination.

Furthermore, employees who consistently use sick leave in any observable pattern may be considered to be abusing sick leave privileges. Examples of patterns that may indicate sick leave abuse include, but are not limited to:

- Consistently using sick leave as soon as it is accrued.
- Consistently using sick leave on Fridays and/or Mondays.

- Consistently using sick leave the day before or after an approved holiday.
- Consistently using sick leave in conjunction with approved vacation.
- Consistently using sick leave during certain days of the week, weeks of the year, seasons of the year, etc.
- Consistently using sick time on days where vacation was denied.
- Consistently using sick leave in any other similar observable pattern.

Employees who abuse sick leave will be subject to disciplinary action up to and including termination and may render themselves ineligible for paid sick leave benefits.

SECTION 54. Social Media (Approved 02/05/13)

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.
- Unless a social media site has been authorized to accept comments, unofficial or public comments may not be posted by followers.
- Some avenues to allow user comments may be turned off, including discussion boards, “walls” and comments sections.

- If the public is allowed to post comments to a social media account or page, the following posts are inconsistent with the city’s policies and will not be allowed:
 - Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libelous statements
 - Private, personal information published without consent
 - Comments totally unrelated to the content of the post
 - Links to material that is not directly related to the discussion
 - Commercial promotions or spam
 - Political activity in any form
 - Pornographic or sexually explicit content
- Anyone may become a “fan” of the city operated sites. However, individuals who display objectionable profile pictures or who do not follow the above guidelines on the city social media sites will not be accepted as “fans” or allowed to “follow” the site(s).

Prohibited Content

Prohibited content on city managed social media sites include political activity, offensive, harassing or sexually explicit imagery or language, endorsements of any product, service or private organization, or commercial or fund-raising activities, except those sponsored or sanctioned by the City of Gautier.

Personal Social Media Accounts

Employees shall refrain from posting information about the City of Gautier using their personal social media accounts. Any person identified as an employee of the City of Gautier on a publicly accessible site is expected to maintain a positive online image and shall avoid conduct that is inappropriate or unbecoming a City of Gautier employee. Any conduct on a social media site that brings discredit upon the City of Gautier, its employees, its services or any of the City of Gautier’s legitimate business interests may result in disciplinary action up to and including termination. (Examples of conduct that may bring discredit upon the city would include discriminatory or derogatory remarks, inflammatory or offensive language, harassment, threats of violence or any other similar inappropriate or unlawful conduct.)

SECTION 55 Fuelman Fleet Cards (Approved 02/05/13)

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.

EMPLOYEE HANDBOOK

Acknowledgement

I hereby acknowledge that I have received and will read the City of Gautier Employee Handbook.

Please Print Name

Signature

Date

EMPLOYEE HANDBOOK

Acknowledgement

I hereby acknowledge that I have received and will read the City of Gautier Employee Handbook.

Please Print Name

Signature

Date