

CITY OF CENTRAL EMPLOYEE HANDBOOK



EXHIBIT A

1. INTRODUCTION

This Employee Handbook contains important information regarding policies applicable to employment by the City of Central. Nothing contained in this Employee handbook is intended to create a contract (express or implied), or any legal enforceable obligation on the part of the City of Central, its agents, employees or officials. All employment at the City of Central is at-will.

1.1 WELCOME

Welcome to the City of Central. I am glad to have you on our team. Our elected officials and staff are proud of being public servants and strive to provide the highest level of customer service in a positive, friendly and efficient environment. Our work standards are high and we work diligently to continually improve our service and the ability to assist our residents.

Every member of our staff has a very important role. All employees are expected to treat staff, residents and others doing business with Central professionally and with respect.

Our focus on ethical conduct is essential. All employees are required to follow the Ethics Code for Public Employees and are requested to avoid the appearance of impropriety.

This Employee Handbook should answer your questions regarding employment with Central. If you need additional information, please contact your supervisor or me.

Thank you for your commitment to Central. I look forward to working with you as we improve our city.

Sincerely,

DAVID BARROW, Mayor

1.2 EQUAL EMPLOYMENT OPPORTUNITY

The City of Central is an Equal Employment Opportunity Employer, which does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, pregnancy, national origin, disability, military status, marital status, or any other legally protected status. All employees and applicants will be treated fairly at all times. All personnel responsible for the supervision of employees or hiring of new employees will be guided by this policy of Equal Employment Opportunity.

If you believe this policy was violated, you **must** report the incident to your supervisor, the mayor or the City Attorney immediately.

The City of Central abides by federal and state employment laws including the Americans with Disabilities Act (ADA). The City of Central will provide reasonable accommodations for qualified employees with disabilities when such accommodations are

necessary for the performance of essential job functions. If you believe you are a qualified individual in need of an accommodation, please notify your supervisor.

1.3 AT-WILL EMPLOYMENT

The City of Central is an at-will employer. At-will Employment means in the absence of a limiting state or federal law or a contract, an employee may resign his/her position at any time for any reason, and likewise, the employer may terminate employment at any time deemed necessary or desirable by employer unless inconsistent with law. All employment with the City of Central is at-will.

There is no expressed or implied contract for employment between employee and Central. Nothing contained in this Employee handbook is intended to create a contract (express or implied), or any legally enforceable obligation on the part of Central, its agents, employees or officials. The language used in this handbook is not intended to nor shall it limit Central's right to terminate any employee at any time, with or without cause.

2. ASSIGNMENTS / SCHEDULES / COMPENSATION / PERSONNEL RECORDS

The City's successes depend on a team effort. All employees, other than employees of the Central Police Department, shall report to the Mayor. Employees of the Central Police Department shall report to the Chief of Police. The Mayor has discretion to assign duties or transfer employees, who report to the Mayor, as deemed necessary for the efficient operation of the City.

2.1 WORK ASSIGNMENTS AND SCHEDULES

Each employee will be assigned a work schedule appropriate for the employee's duties. Each work schedule, will specify the times and days the employee is required to regularly report to work. Employees must follow the assigned work schedule except on holidays, unless on leave or a schedule adjustment is approved.

All employees must be at work on time each scheduled workday to provide the quality of service expected by our citizens and elected officials.

Dependability is essential. Regular attendance ensures smooth, efficient operations and qualify service. Not reporting to work when scheduled places an undue burden on other employees.

Absence or Tardiness puts a hardship on the staff. When you become aware that you will need to be absent or tardy, you must notify your supervisor as soon as possible. If you cannot reach your supervisor, you must notify City Services.

2.2 LUNCH / BREAKS

Each employee is entitled to a 30-minute lunch break during a time-period approved by his/her supervisor each workday when scheduled to work in excess of six hours.

Each employee when scheduled to work at least six hours in a day is entitled to a 15-minute break for every four hours of work during a time-period approved by his/her supervisor.

Supervisors may suspend or change lunch periods or suspend breaks to meet the City's needs.

2.3 OVERTIME

Overtime hours must be authorized by the Mayor in advance. Overtime compensation will be paid only when required by the Fair Labor Standards Act (FLSA).

Full-time non-exempt employees who are approved to work more than 40 hours during a calendar week will receive compensatory time at a rate of 1.5 times the number of hours worked. Full-time exempt employees who are approved to work more than 40 hours during a calendar week will receive compensatory time equal to the number of hours worked in excess of 40 hours. For the purpose of calculating overtime only actual hours worked by an employee will be used to determine the number of hours of overtime.

Certain positions require employees to be on-call. Employees who are required to be on-call will be compensated in accordance with the FLSA.

2.4 PAYROLL

Paychecks are direct deposited into each employee's designated account bi-weekly on the Friday morning of the week following the pay period.

To be paid timely and accurately, time sheets must be completed and forwarded to the Finance Department by noon on the Monday prior to the respective pay period. Failure to do so may result in an incorrect paycheck.

If you believe an error was made in computing your paycheck, contact the Finance Department. If an error was made an adjustment will be made. Any additional amount due will be paid within two business days.

2.5 PERSONNEL RECORDS

Employees are responsible for notifying the Finance Department of any changes in personal data provided to Central including mailing addresses, telephone numbers, dependent information, individuals to be contacted in the event of an emergency, educational accomplishments and other such status changes should be accurate and current at all times.

In accordance with the Public Records Act – La. R.S. 44:1 *et seq.*, records of the City of Central with certain exceptions are public records. A personnel file will be maintained for each employee. Confidential information within personnel records will not be disclosed except by court order or a written waiver signed by the employee. Employees may review their personnel files upon request.

3. POLICIES / PROCEDURES

3.1 ETHICS CODE

City of Central employees are public servants as defined by the Louisiana Code of Governmental Ethics which defines “Public employee” as “anyone, whether compensated or not, who is: (i) An administrative officer or official of a governmental entity who is not filling an elective office. (ii) Appointed by any elected official when acting in an official capacity, and the appointment is to a post or position wherein the appointee is to serve the governmental entity or an agency thereof, either as a member of any agency, or as an employee thereof. (iii) Engaged in the performance of a governmental function; or (iv) Under the supervision or authority of an elected official or another governmental employee.

Employees shall abide by the Code of Governmental Ethics available at <http://ethics.la.gov>. Questions regarding the Code of Governmental Ethics should be directed to the Louisiana Ethics Administration Program at 225-219-5600.

No public employee shall be disciplined or otherwise subjected to acts of retaliation for reporting to their department head, the Ethics Board, or any person of competent authority or jurisdiction, information which they reasonably believe is in violation of any law, order, rule, or regulation within the Ethics Board’s jurisdiction or any other alleged acts of impropriety within any governmental entity.

Ethics Training

La. R.S. 42:1170(A)(3)(a)(i) requires each public employee to receive a minimum of one hour of education and training on the Code of Ethics during each year of public employment. Employees shall complete training during the first week of employment and annually thereafter. On-line training is available at <http://ethics.la.gov>.

Training on Sexual Harassment Prevention

La. R.S. 42:343(A)(1) requires each public servant to receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his/her public employment. Employees shall complete training during the first week of employment and annually thereafter. On-line training is available through the Louisiana Municipal Association.

Employees shall submit copies of certificates of completion for required training to the Mayor’s Office to be placed in their personnel file. Employees who fail to timely complete the required training may be subject to disciplinary action.

3.2 DRESS CODE

This policy is to serve as a broad set of guidelines for attire and appearance of employees. It is not a conclusive set of rules. The City of Central reserves the right to interpret these guidelines, as well as establish and enforce other standards not specifically listed or addressed in this policy.

All employees are required to present a professional appearance when representing Central. This Dress Code establishes acceptable parameters of attire, grooming, and appearance for employees during business hours and when representing Central. Employees must practice appropriate personal hygiene and report to work free of offensive odors on their person or clothing.

Supplemental dress codes, standards, and policies may be adopted for specific positions related to safety requirements.

General Attire:

- a. Clothing must be neat, clean, and of the appropriate size. Tight-fitting, low-cut, or midriff-baring clothing are not acceptable.
- b. Uniforms may be required in some departments or on some days. Employees will be advised of any special requirements
- c. Reasonable requests for accommodations will be considered.
- d. Shoes are to be clean, polished, and in good repair.
- e. Employee may not wear jeans or other clothing with holes or fraying of material.
- f. Requirements for Female Employees in non-uniformed areas:

Professional attire, including dresses, suits, skirts, and ankle-length pants with blouses. Sleeveless blouses and dresses are permitted but not tank tops or strap tops. Denim dresses or skirts are acceptable.

Shoes must be appropriate for the position. Open-toe shoes are permitted for employees who work in the office; however, flip flops are not acceptable.

- g. Requirements for Male Employees in non-uniformed areas:

Professional attire, including slacks and dress shirts. A shirt that has buttons and a collar may substitute for a dress shirt. Denim dress shirts are acceptable.

Shoes must be appropriate to the position. Socks must be worn at all times. Open-toe shoes and flip flops are not acceptable.

The following are examples of inappropriate attire:

- 1. Shorts, skorts, culottes, Spandex, metallic, or leather
- 2. Sweatsuits
- 3. Sweatshirts (unless approved to be worn over an approved uniform)
- 4. T-shirts (unless approved or to be worn under an approved uniform)
- 5. Tank tops
- 6. Halter tops
- 7. Shoulderless garments

8. Visible tattoos or body piercings other than for earrings

Employees who report to work improperly attired, or whose appearance does not meet the standards in this Dress Code may be considered ineligible for work and sent home without pay. Continuous disregard of this policy may result in disciplinary action, including termination of employment.

3.3 REPORTING ACCIDENTS OR INJURIES

All accidents and injuries must be reported by completing an Incident Form and submitted to the Mayor's Office immediately following the incident or as soon as practicable thereafter. If applicable, the accident or injury will be reported to Central's workers' compensation provider.

Any employee involved in an on-the-job accident and/or injury including but not limited to, vehicle accident (regardless of fault), shall immediately be transported by a designee of the Mayor's Office to a designated facility for treatment and a post-accident drug and alcohol test. If the results of the post-accident drug or alcohol test are positive reading the employee is subject to disciplinary action in accordance with Central's Drug Policy.

3.4 COMPUTER USAGE POLICY

This policy shall apply to any and all computer systems and components thereof, e-mail and Internet systems and the business equipment owned by Central and to any personal devices used to access any computer, e-mail or Internet system owned by Central. The equipment and systems and all messages generated by or handled by e-mail, including back-up copies are owned by the City and are not the property of the users of the system. Consequently, e-mail and Internet users have no right to privacy in their use of the computer system or its e-mail and Internet components.

Central reserves the right to monitor, access, audit, review, copy, and store e-mail messages and Internet usage. Although it is not customary for the City to monitor the contents of e-mail communications or Internet usage, it may do so to support operational, maintenance, auditing, security and investigative activities. Users should use e-mail and Internet access with the knowledge that emails and information on any computer system owned by the City may fall within the Louisiana Public Records Act and the content or usage of such may be examined by the public.

Users should restrict use of e-mail and Internet systems to purposes relating to the business of Central. Personal use is discouraged.

Users are prohibited from transmitting confidential or proprietary information belonging to Central and its contractors except as authorized to perform the official business of Central.

Users shall not transmit, or view via the Internet, obscene, pornographic, offensive, defamatory, harassing or hostile information. Employees shall enter, transmit or maintain information with discriminatory remarks regarding an individual's race, creed, age, sex, disability, religion, national origin, sexual preference or otherwise.

Employees shall not enter, maintain or transmit any abusive, profane or offensive language. Transmissions shall not involve any illegal or unethical activity, shall not involve or disclose any activity that could adversely affect the City of Central, its officers, employees or agents.

Transmissions shall not involve solicitation. Employees are prohibited from using the City's e-mail or Internet systems to solicit for outside business ventures, organizational campaigns or political or religious causes.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

3.5 POLICY PROHIBITING WORKPLACE HARASSMENT

It is the policy of Central to provide all employees and volunteers with a workplace that is safe, comfortable and free of harassment. All forms of harassment at work are strictly prohibited, including harassment based on age, race, color, religion, sex, sexual orientation, national origin, disability or veteran status. All employees are responsible for complying with the Policy Prohibiting Workplace Harassment.

Any employee who engages in harassment on the basis of race, sex, gender, religion, color, age, disability, national origin or sexual orientation or any other protected class; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Sexual harassment is prohibited and includes any unwelcome sexual advance, requests for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Harassment, on the basis of protected classifications other includes slurs and other verbal or physical conduct relating to an individual's race, color, religion, sex, gender, age, disability, national origin, or being a member of another protected classification. Harassment is defined as behavior which has the purpose or effect of creating and intimidating, hostile, or offensive working environment, or has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

1. This policy prohibits sexual advances, requests for sex (with or without related threats and promises of favors or other benefits), or other verbal or physical sexual conduct

that could have a harmful effect on any employee's work performance or create a hostile or offensive work environment.

Examples of "sexual harassment" include:

- Obscene or sexually suggestive comments about a person's body;
 - "Off color" language or "dirty" jokes of a sexual nature;
 - Slurs, threats, repeated commands or other offensive verbal or physical conduct relating to a person's sex or sexual orientation;
 - Offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally, by touch, or in writing;
 - Use of sexually degrading words to describe a person or a group of people;
 - Any display of sexually explicit photographs, drawings, greet cards, articles, books, magazines, or other printed items; or
 - Repeated unwelcome or unnecessary touching of any part of another's body.
2. Sexual and other forms of harassment at work are strictly prohibited, whether committed by employees (management or non-management), vendors, citizens, or volunteers. Under this policy, supervisors are prohibited from threatening or implying that giving into or rejecting sexual advances will influence any decision regarding employment.
 3. Sexual and other forms of harassment by an employee will result in disciplinary action up to and including dismissal, and may lead to personal legal and financial liability. An employee who believes he/she has been subjected to any form of harassment at work or during a work-related activity must report any incidents of harassment to the Mayor or Finance Director. If you are uncomfortable reporting the incident to the Mayor or Finance Director, you must report the incident to an elected or appointed official with whom you are comfortable discussing the situation.
 4. Complaints of harassment will be promptly investigated. The investigation may include interviews of the complainant, the person accused of harassment, and other potential witnesses.
 5. If you have concerns about harassment at work by anyone, including supervisors, co-employees, guests, citizens, volunteers or visitors, you must immediately bring those concerns to the attention of the Mayor or Finance Director. If you are uncomfortable reporting the incident to the Mayor or Finance Director, you must report the incident to another elected or appointed official with whom you feel comfortable discussing the situation.
 6. Retaliation against anyone who files a harassment complaint or participates in an investigation is strictly prohibited.
 7. Privacy of the complainant and the person accused of harassment will be maintained to the extent permitted by law.
 8. At the conclusion of the investigation, the findings will be reviewed with the complainant. If the investigation reveals the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again, up to

and including termination of any employees in violation of this policy. In any case, particularly in situations where the investigation is inconclusive or unclear, all employees will be reacquainted with the policy prohibiting harassment.

Regardless of the outcome, the complaint has the option of pursuing a claim under state or federal law. Initiation of such a claim is not dependent upon the outcome nor completion of DOA's administrative investigation.

To initiate a claim under federal or state law, contact:

EEOC District Office
Hale Boggs Federal Building
500 Poydras Street, Suite 809
New Orleans, Louisiana 70130
(800) 669-4000 (Voice)
(504) 589-2958 (TDD)
(504) 595-2844 (Fax)
<https://www.eeoc.gov/>

LA Commission on Human Rights
1001 N. 23rd Street, Suite 268
Post Office Box 94094
Baton Rouge, Louisiana 70804
(225) 342-6969 (Voice)
(888) 241-0859 (TDD)
(225) 342-2063 (Fax)
[http://gov/page/lchr](http://gov.page/lchr)

3.6 POLICY PROHIBITING DRUG AND ALCOHOL / TESTING POLICY

Central is committed to providing an Alcohol and Drug Free Workplace. Every employee is responsible for ensuring an Alcohol and Drug Free Workplace. Abuse of alcohol and/or drugs is both a societal and industrial problem. Not only is such abuse potentially illegal, but it can negatively impact the health and safety of others, as well as, the productivity or the city. As a term or condition of employment, all employees must adhere to the Alcohol and Drug Free Workplace Policy. To ensure compliance with this policy provides for testing for the consumption of alcohol and/or drugs, under certain circumstances.

This policy is applicable to all prospective employees and all employees throughout the duration of employment.

Confidentiality

All information, interviews, reports, statements, memoranda, or test results received by the Central through its drug testing program are considered confidential communications, in accordance with La. R.S. 49:1012. These documents may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug use by the tested individual is relevant.

Drug and alcohol testing shall be performed by a SAMHSA-certified or CAP-FUDT certified laboratory, to be determined by the Mayor's Office as required by La. R.S. 49:1005(A)(1), at the expense of Central, except as otherwise designated herein. Testing pursuant to this policy will detect the presence of the following classes of drugs: amphetamines, barbiturates, benzodiazepines, benzoylecgonine-cocaine metabolite, ethanol, marijuana metabolite, methadone, methaqualone, opiates, phencyclidine, propoxyphene in accordance with La. R.S. 49:1005(A)(2). Testing for alcohol may also be conducted. Testing may require urine, blood, saliva, and/or hair samples.

Requirements

La. R.S. 49:1015, *et seq.* regulates drug testing by employers. Central fully supports these provisions and sets forth the following policy on substance abuse and alcohol and drug testing. In order to maintain a safe and productive work environment, employees are required to:

- Report to work in the physical and emotional condition which maximizes his or her ability to perform assigned tasks in a competent and safe manner
- Report to work free from the influence of alcohol
- Report to work free from the influence of any non-prescribed controlled dangerous substance
- Promptly and cooperatively submit to drug and/or alcohol testing when requested by Administration
- An employee is considered to be "under the influence" when the employee:
 1. Refuses an alcohol and/or drug test when requested
 2. Provides an inadequate, contaminated or substituted sample for testing
 3. Uses or possesses alcohol or an illegal or non-prescribed controlled substance on work premises
 4. Uses alcohol immediately preceding or during the course of the employee's work day or when the consumption of any alcoholic beverage has impaired or is likely to impair the safe and efficient performance by the employee of his or her job duties
 5. Has an alcohol blood level of .08 gm/oz or higher during the employee's scheduled work time
 6. Uses an illegal or non-prescribed controlled substance immediately preceding or during the course of the employee's work day
 7. Tests positive for any non-prescribed controlled substance or the level of the prescribed controlled substance exceeds the amount prescribed
- Notify a supervisor, prior to or immediately upon reporting for duty, when he/she has reason to believe that a prescribed or over-the-counter medication may impair his/her ability to perform customary job duties or otherwise create a safety hazard; however, the employee shall not be required to disclose to his/her supervisor the medication taken nor the condition for which it was prescribed. Upon notification, the supervisor shall immediately notify the Mayor.
- Report violations of this policy by another employee to the employee's supervisor.

In accordance with the "Drug-Free Workplace Act of 1988," every employee must:

- Abide by the terms of this policy.
- Notify his/her supervisor on the first scheduled workday of any arrest or conviction for a violation of any federal, state or local law involving the possession or use of controlled substances including alcohol, occurring either on or off duty.

ALCOHOL AND DRUG TESTING

Prospective employees shall be subject to alcohol and/or drug testing as a condition for employment and employees may be subject to alcohol and/or drug testing for continued employment.

Pre-Employment

Drug testing is required of all prospective employees to whom an offer of employment has been made. Each candidate for employment shall be required to submit to pre-employment drug and/or alcohol testing at the designated time and place following a conditional job offer. A negative test result will be a mandatory condition of employment. Any conditional job offer shall be withdrawn upon a result indicating the presence of an inappropriate level of alcohol or any other controlled substance in the initial screening.

Post-Accident and Incident

Any employee directly involved in an accident or incident occurring during the course and scope of his employment may be required to submit to drug and alcohol testing if:

- The accident or incident involves circumstances giving rise to a reasonable suspicion that alcohol or drug use by the employee may have been a factor in the cause of the accident or incident
- The accident or incident involves damage to property
- The accident or incident results in bodily injury to any individual

When post-accident or incident testing is ordered, a representative of the City shall transport the employee to and from the testing site. Under no circumstances should any employee who is believed to be impaired or under the influence of any drug or alcohol be permitted to operate a motor vehicle.

Random Testing of Safety-Sensitive and Security-Sensitive Positions

Employees whose job duties include the performance of safety-sensitive or security-sensitive functions are subject to both pre-employment and random drug and alcohol testing. Additionally, prior to being placed in a Safety-Sensitive or Security-Sensitive Position, from a non-safety and/or non-security-sensitive position through reassignment, temporary detail, promotion or demotion, an employee is required to submit to drug and alcohol testing. Any employee who operates a vehicle or supervises an employee who operates a vehicle to perform assigned job duties shall be considered to occupy a Safety-Sensitive Position. Any employee who has physical custody or access to evidence, or supervises any employee who has physical

custody or access to evidence to introduced in a proceeding or occupies a Security-Sensitive Position and is subject to random drug and alcohol testing.

Reasonable Suspicion

All employees are subject to testing upon a reasonable suspicion that the employee is under the influence of drugs or alcohol while on duty, on the City's premises or while on call. An employee shall be required to submit to drug or alcohol testing when he or she exhibits behavior or appearance characteristic of drug or alcohol use. The decision to test will be made based on reliable, objective, and articulated facts derived from direct observation made by supervisors of the employee's appearance, behavior, speech, body odor, or physical manifestations. Supervisors shall document observations leading to the recommendation for testing and provide documentation to the Mayor within 24 hours of making the recommendation, unless impractical.

Return-to-Duty/Rehabilitation Monitoring

Any employee who violates this policy and is not terminated shall be required to submit to and complete any and all treatment recommended by a certified substance abuse professional at **the employee's expense** and upon return to work, the employee shall be subject to random drug and/or alcohol testing.

Any employee who participated in a substance abuse rehabilitation program, as a condition of continued employment, shall be subject to random drug testing for a minimum of one (1) year, or longer term as determined by the treating substance abuse rehabilitation professional and shall be required to certify, in writing, his or her understanding and acceptance of a compliance agreement as a condition of returning to work.

Central reserves the right to ensure that any substance abuse treatment program or facility chosen by an employee meets accreditation or certification to conduct such rehabilitation.

ALCOHOL TESTING PROCEDURES

Employees may be required to submit to alcohol testing while on duty under circumstances previously defined. Employees will be advised of the test results. In the event of a negative result, no further testing will be required.

Positive Results

If a test result indicates the presence of alcohol or another intoxicant, a confirmation test will be administered within 15 to 20 minutes of the initial test. Positive results will be reported to the Human Resources Department.

If an employee refuses to complete or sign any form or statements relative to breath alcohol confirmation testing, provide breath or an adequate amount of breath (excluding medical inability), or fails to cooperate with the testing in any way that prevents completion of the test results, the test results will be considered positive.

DRUG TESTING PROCEDURES

Positive Results

Any employee whose test results indicate an unacceptable level of illegal or controlled substances shall be subject to disciplinary action up to and including termination, and/or required to participate in an approved drug or alcohol assistance or rehabilitation program.

Rights of Employees

Upon receipt of a positive test result, an employee has the right to access the records relating to the drug tests as well as any records relating to the review of any relevant certification, review, or suspension/revocation-of-certification proceeding, pursuant to La. R.S. 49:1011 provided the employee submits a written request within 7 working days.

Central has no interest in informing law enforcement authorities of positive drug test results; however, nothing contained in this policy shall preclude the delivery of any illegal drug, controlled substance or other substance prohibited by the policy, discovered in or on Central's property, or upon the person of a Central employee, to law enforcement officials.

Any employee engaged in the sale, attempted sale, distribution or transfer of illegal drugs or controlled substances while on duty or on City property shall be referred to appropriate law enforcement authorities.

PRESCRIPTION MEDICATION

Central reserves the right to have a licensed physician, of its choosing and at its expense, determine if use of any prescription medication produces effects which impair the employee's performance or increase the risk of injury to the employee or others. In cases where the situation is temporary and the business allows, the Mayor may modify the employee's customary job duties or work activities for the period the employee is unable to safely perform his or her customary job duties. Alternatively, the employee may be placed on leave.

TESTING FOR ADDITIONAL DRUGS

Central is not precluded from requiring employees to submit to additional testing for the presence of other controlled substances following a negative test result, pursuant to La. R.S. 49:1002(B). Such tests will be administered when post-accident or reasonable suspicion testing produce negative results and the employee's behavior clearly indicates impairment or other indication of substance abuse. Separate samples will be collected for additional tests and the testing process will fully comply with La. R.S. 49:1001, *et seq.*

ENFORCEMENT

Any employee who tests positive for alcohol or other controlled substances in violation of this policy will be subject to discipline including but not limited to reprimand, suspension

without pay or termination. While Central's position on drug and alcohol abuse is firm, we will resolve any reasonable doubt regarding the testing procedure or results in employee's favor. Disciplinary action will be taken after a complete and thorough review of the applicable data. Employees will be provided notice of the appropriate action and afforded a meaningful opportunity to respond prior to the imposition of the disciplinary action.

Suspension without Pay

An employee in violation of this policy may be suspended without pay. During this period, the employee shall obtain a substance abuse evaluation and commence any and all recommended rehabilitative treatment, at the employee's expense. Refusal to participate in the evaluation and/or treatment process will result in termination.

Suspension without pay will be recommended for the following violations:

- First positive drug test result or confirmed blood alcohol level above the applicable threshold
- Failure to notify a supervisor of the use of prescribed medication when the employee believes or has been advised or presented with information by a physician or pharmacist that medication being used may impair the employee's ability to perform his or her usual duties and responsibilities or otherwise create a safety hazard
- Failure to notify the Chief Deputy or Human Resources Department of an off-duty arrest or conviction of DWI or drug related offense at the beginning of the next scheduled workday

Termination

An employee in violation of this policy may be terminated. Termination will be recommended for the following violations:

- Second positive drug test result or confirmed blood alcohol level above the applicable thresholds
- Refusal to submit to a drug test or alcohol test
- Failure to cooperate with drug or alcohol testing
- Submission of a contaminated or substituted sample for testing
- Buying, selling, dispensing, or possessing any illegal or unauthorized substance while on duty, in a vehicle owned by the Central or any vehicle on Central's premises.
- Operating a vehicle while on duty under the influence of alcohol or drugs confirmed by testing administered by an authorized official
- Refusal to participate in, or failure to complete, an evaluation and rehabilitative treatment process, if participation and completion of such program is a condition of a rehabilitation agreement for returning to work

In the implementation of this policy, and in addition to testing for drugs and alcohol, the City may take the following action:

Any and all property belonging to the City shall be subject to inspection at any time, and without prior warning, by any supervisor or other persons designated or authorized by the Mayor. "City property" shall include, but shall not be limited to, vehicles, desks, files, cabinets, containers, boxes, footlockers, rest rooms and closets.

Any employee who has knowledge that another employee is involved in the manufacture, use or possession of any drugs, alcohol or other substances while on duty, shall inform the employee's immediate supervisor, the Mayor, or Finance Director.

Central may conduct random drug and alcohol testing. Selected employees will be notified of the time and location the morning of testing. All selected employees are required to promptly report to the specified testing location.

If a selected employee is unable to report for testing they must notify the Mayor immediately of the reason(s). Said reason(s) must be of an imperative nature. If the Mayor approves the absence, said employee must submit to random drug and alcohol testing the first date returned to work.

Employees may be required to submit to a random drug test and shall be required to submit to a drug and/or alcohol screen following any on-the-job an accident or injury, and when the employee's supervisor has reasonable suspicion that the employee is under the influence of drugs during work hours.

"Reasonable suspicion" means an articulable belief based upon specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs.

Any employee who refuses to submit to drug and/or alcohol testing may be subject to disciplinary action, up to and including termination.

3.7 USE OF VEHICLES

When operating a vehicle for official City business whether using your personal vehicle or as an operator of a Central owned, rented or leased vehicle or equipment, employees are required to:

- Obey all Louisiana State traffic laws, as well as any applicable ordinances, regulations and Department of Transportation (DOT) regulations.
- Have in your possession your valid Louisiana driver's license.
- Insure that the vehicle registration is in the vehicle.
- Strictly observe safe operating procedures at all times so as not to endanger employees, the public, property or equipment.

Vehicle Use: Vehicles owned or leased by the City are to be used for official business **only**.

Reporting Accidents: Report all accidents **immediately** to the appropriate law enforcement agency. Notify the Mayor of any accident as soon as possible. Any accident, even those involving no injury to the employee or occupants of the other vehicle, or which result in no damage to any vehicle, must be reported. An accident report must be completed by a law

enforcement authority in response to all accidents involving a Central vehicle and submitted to the Mayor.

Tickets or Fines: Payment of any parking or moving violation fines or tickets incurred while an employee has possession of a Central vehicle will be the responsibility of the employee. If you are in a Safety-Sensitive Position which requires driving a Central vehicle or personal vehicle for business, or you are an approved driver, you must notify your supervisor of any and all moving violations involving a Central vehicle as well as your personal vehicle.

Seat Belts: Seat belts must be worn by all passengers at all times while in a Central vehicle or using a personal vehicle for Central business.

Vehicle Condition: Keep the interior of vehicles clean and free of clutter. Keep all lights, reflectors, windows, mirrors and the license plate clean. Report any change in condition of a vehicle to the Mayor's Office. This includes but is not limited to dents or scratches and items needing repair such as replacement of bulbs, fuses, or other malfunctioning parts.

Smoking: Smoking in a Central vehicle is not permitted.

Equipment: Do not remove or add any equipment to a Central vehicle. Do not abuse a vehicle in any manner.

Seating: The driver may only transport the same number of passengers as the number of seatbelts provided. A "non-City" individual may be a passenger in a Central vehicle for Central-related business only.

Parking: Park Central vehicles in designated areas.

Failure to Comply: Failure to comply with any of the above rules and regulations and all traffic laws may result in termination.

3.8 SMOKING POLICY AND CLEAN AIR ACT

Louisiana law prohibits smoking in public buildings, including restrooms. Employees are permitted to smoke in designated areas outside the building. Check with your supervisor regarding designated areas. Smoking materials must be disposed of in a proper receptacle.

4. PERFORMANCE EVALUATIONS

4.1 NEW EMPLOYEES

Each new employee, excluding temporary employees, shall be tested by a working test while occupying the position before being provided a regular schedule. The working test period shall begin immediately upon appointment to the position and shall continue for a period of at least 30 days and not more than 180 days. An initial performance evaluation will be conducted at the completion of the working test period.

4.2 ANNUAL EVALUATIONS

Employees are encouraged to discuss job performance and goals on an informal, day-to-day basis with their supervisors. Formal performance evaluations will be conducted at the on an annual basis after the initial performance evaluation. Performance evaluations give employees an opportunity to discuss job responsibilities, standards and performance requirements, to identify and correct weaknesses, to encourage and recognize strengths and to discuss approaches for meeting Central's goals.

5. BENEFITS

Central provides its full-time employees with paid holidays. Full-time employees are also eligible for benefits provided by state and federal law.

The City of Central observes the following paid holidays for all full-time employees. Employees must be on a paid status on the scheduled workdays immediately preceding and following the holiday to receive holiday pay. In the event New Year's Day or Independence Day falls on a Saturday, the holiday will be observed the Friday prior to the holiday. If New Year's Day, Independence Day or Christmas Day falls on a Sunday, the holiday will be observed the Monday following the holiday.

The following are the official paid holidays for the City of Central full-time employees:

New Year's Day
Martin Luther King's Birthday
Mardi Gras Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and day after
Christmas Eve
Christmas Day

Nonexempt employees, as defined by the Fair Labor Standards Act, who are required to work on a paid holiday will receive holiday pay plus compensatory time equal to 1.5 times the number of hours worked.

Exempt employees who are required to work on a company holiday may coordinate with their supervisor in choosing another day off within the biweekly pay period.

5.1 RETIREMENT PLAN

Full-time municipal employees are required to enroll in Municipal Employee's Retirement System of Louisiana (MERS) upon hire, provided they meet the eligibility requirements. For more questions regarding mandatory participation in MERS, check with the Finance Department or contact MERS.

Municipal Employees' Retirement System of Louisiana
7937 Office Park Boulevard
Baton Rouge, LA 70809
(225) 925-4810

EMPLOYEE LEAVE POLICY

The following Leave Policy applies to full-time non-elected employees who are scheduled to and regularly work at least 36 hours per calendar week beginning on Monday and ending on Sunday.

Vacation Time:

Full-time employees accrue vacation time each biweekly pay period based on years of employment, provided the employee is on paid status for the entire pay period. Employees may carry over a maximum of 240 hours vacation time from one calendar year to the next calendar year. Accrued vacation time in excess of the carryover maximum will be deducted from each employee's vacation time balance at the end of the last day of the calendar year.

Unused vacation time is not considered wages for the purposes of La. R.S. 23:621(D)(2). Full-time employees are not entitled to reimbursement for unused, accrued vacation time except as specifically provided herein.

Upon separation from employment, an employee will be paid for up to 240 hours of unused accrued vacation time after verification of the return of all City of Central property and payment of any amounts owed to the City of Central.

All vacation time to be used must be approved by the Mayor or the Mayor's designee in writing on the appropriate form. An employee who has earned compensatory time must exhaust compensatory time prior to using accrued vacation time.

Length of Employment	Vacation Time Earned Per Pay Period	Annual Benefit
Less than 5 years	4 hours	104 hours
5 – 10 years	4.62 hours	120.12 hours
10 or more years	5.54 hours	144.04 hours

Sick Leave:

Full-time employees shall accrue four hours per pay period provided the employee is on paid status for the entire pay period. Upon separation employees will NOT be paid for any unused sick leave.

Sick Leave is intended to compensate employees when an illness, injury or surgery prohibits an employee from reporting to work. Sick Leave can be utilized for an employee's appointment with a health care provider.

When an employee needs to use sick leave which was not approved in advance, the employee shall inform the Mayor or Mayor's designee as soon as possible but no later than the beginning of the scheduled work period in which the sick leave is to be used. All scheduled sick leave must be approved by the Mayor or Mayor's designee in writing on the appropriate

form. Use of Sick Leave for more than 3 consecutive scheduled work days requires a physician's statement for sick leave used.

Funeral Leave:

In the event of a death of an immediate family member, a full-time employee may take up to two consecutive scheduled work days off with pay to attend and/or make funeral arrangements. No more than four days of paid bereavement is allowed in any one Calendar Year. Should the employee require additional time off, they can utilize compensatory, or vacation leave for the additional time needed. The City of Central may require verification of the need for the leave.

Immediate family is defined as follows: an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Jury and Witness Duty:

If a full-time employee is summoned to serve as a juror or as a witness in a court proceeding, the employee should immediately provide a copy of the jury notice or summons to the Mayor or Mayor's designee. A copy of the court summons and verification of attendance from the court must accompany any timesheet on which jury duty is taken.

A full-time employee will receive full pay while serving on a jury or as a subpoenaed witness. During jury duty or while serving as a witness, employees are expected to work as much of their regular schedule as the court schedule permits. **Public employees may not accept dual remuneration. In order to be compensated for the days off while serving on jury duty or as a subpoenaed witness, the employee must surrender by endorsing any payment received for jury service or as a witness fee to the City of Central Accounting Department.**

If it is determined that the employee's absence due to jury duty would cause a hardship on the City of Central, the City of Central may submit a letter to the Court explaining the circumstances and seeking to have the employee's term of jury duty postponed.

Military Leave:

Military Leave will be granted in accordance with applicable federal laws.

Emergency Leave:

Full-time employees, whose positions are not considered essential to managing the emergency may be granted Emergency Leave for acts of nature which prevent safely reporting to work such as hurricanes, storms, floods, snow or states of emergency for periods as long as deemed necessary to recover. Emergency Leave may be granted by the Mayor on an individual basis or to all employees if declared a city or state emergency depending upon the circumstances. When the declared emergency has ended, all employees must return to work as scheduled.

For any declared emergency which results in office closure, the Mayor or Mayor's designee will notify or all City of Central employees regarding whether they are to report to work.

5.2 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA provides full-time employees, after having served one year of employment and 1,250 hours during that time period, to take unpaid leave of up to 12 work weeks in any rolling 12-month period for the birth or adoption of a child, to care for a family member (spouse, parent or child as specified in the FMLA), or if the employee themselves has a serious health condition. FMLA time can be taken on an intermittent basis. FMLA leave for employees of the City of Central will begin as of the first day of leave taken and continue forward for 12 months.

Any other leave to which an employee is entitled will run concurrent with leave provided under the FMLA.

An employee can return to the same or equivalent position, pay and benefits at the conclusion of FMLA leave. Where predictable, the City of Central requires a 30 day advance notice request for FMLA leave. The City of Central may also require the employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the status of FMLA leave. The City of Central may also require an employee present a certification of fitness in order to return to work when the absence was caused by the employee's serious health condition.

Certain types of earned benefits, such as annual leave, sick leave and annual step increases will not continue to accrue during the time the employee is on uncompensated FMLA leave.

5.3 WORKERS' COMPENSATION AND RETURN-TO-WORK

Any employee injured accidentally while performing job duties must report the injury to his/her supervisor immediately. Central allows an injured employee to utilize any accumulated leave until an employee is eligible for workers' compensation benefits. Additionally, employees may use accumulated leave to receive the difference in regular pay and workers' compensation benefits.

Early recovery from injury has been shown to be closely related to early and effective medical treatment. This requires immediate notification of any injury, however slight. All on-the-job injuries must be reported immediately reported to the Mayor's office. Failure to give the City immediate notice of a job-related injury is a serious violation of policy and may result in disciplinary action, up to and including termination.

Employees are entitled to select a physician for treatment; however, Central may choose another physician and arrange an examination which the employee would be required to attend.

While injuries occur immediately, recovery is a process over time. An employee injured on-the-job shall submit an authorization of the treating physician to return to work. An

employee authorized to return to work with physical limitations shall consult with the Mayor's Office to ensure that limitations can be observed.

RETURN OF PROPERTY

Upon separation from employment, all City property must be returned to the Finance Director including but not limited to any of the following:

- Access cards (Parking and Building)
- Badge
- Office keys
- Office-Issued Clothing
- Laptops and accessories
- Name tags
- Pagers, cell phones and accessories