PERSONNEL POLICIES FOR THE CITY OF HAMPTON

ORDINANCE #44

WHEREAS, the City of Hampton employs persons to perform services for the City; and

WHEREAS, the employees for the City are classified as either salaried employees or hourly employees; and

WHEREAS, the City of Hampton desires to enact a written policy or policies regarding said employees;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE CITY OF HAMPTON, AND IT IS HEREBY ORDAINED BY AUTHORITY THEREOF, AS FOLLOWS:

1.

DEFINITIONS

"Salaried employee" is an employee who is paid a monthly wage set by the Mayor and Council for services performed by the employee for and in behalf of the City. Salaried employees work for certain time periods set by the Mayor and City Council and are subject to render additional services to the City on an as need basis without additional compensation.

"Hourly employee" is an employee who works on an hourly basis and is paid an hourly wage for his or her services performed by the employee for and in behalf of the City. The hourly employee is paid such hourly rates as may be set by the Mayor and City Council for the time the employee works and such hourly rate set by the Mayor and Council for overtime services.

2.

No employee of the City of Hampton shall be entitled to any leave stated in paragraph 3 hereof from the City until he or she has met the following qualifications:

(a) Salaried employees must have had twelve (12) months of continuous employment with the City before he or she will be entitled to any of the benefits hereinafter stated.

(b) Hourly employees must have accumulated sixteen hundred(1600) hours of employment over a twelve (12) month period before he or she will be entitled to any of the benefits hereinafter stated.

An employee who leaves the employment of the City after qualifying for the benefits hereinafter stated and then returns to the employment of the City will start as a new employee and will have to be requalified as provided above.

Once an employee has qualified to recieve benefits as above stated, the employee shall be entitled to the following:

VACATION LEAVE (see ordinance # 44-B for amendment)

One to two years continuous employment entitles an employee to five working days of vacation each year. Two years to ten years continuous employment entitles an employee to ten working days of vacation each year. From ten years to twenty years of continuous employment entitles an employee to one day per year for a maximum of twenty working days of vacation each year. Salaried employees shall recieve one-thirtieth of his of her monthly salary for each day of vacation time taken. Hourly employees shall recieve his or her hourly rate times 8 hours for each day of vacation time taken. Only years of continuous service will be used to dtermine the amount of vacation time to which an employee is entitled. The time of vacation leave shall be approved in advance by the Mayor and City Council.

SICK LEAVE (see ordinance #44-B for amendment)

Sick leave may be granted only for (a) actual illness of the employee; (b)visiting a physician or dentist by the employee; (c) legal quarantine; and (d) illness in the immediate family. imediate faimly in this case will be spouse, child, parent or any relative living under the same roof.

An employee must establish to the satisfaction of the Mayor and City Council that he or she is entitled to sick leave benefits before the commencement of the payment of benefits as hereinafter provided. One year to two years of continuous employment with the City entitles an employee to five (5) days of paid sick leave. Two years to five years of continuous employment with the City entitles an employee to ten (10) days of paid sick leave. Five years to ten years of continuous employment with the City entitles an employee to fifteen (15) days of paid sick leave. Ten years of more of contiuous employment with the City entitles an employee to twenty (20) days of paid sick leave.

Salaried employees shall recieve one-thirtieth of his or her monthly salary for each day of paid sick leave taken. Hourly employees shall recieve his or her hourly rate times 8 hours for each day of paid sick leave taken.

If the illness or disability continues beyond the periods of time provided above, the employee will be granted a leave of absence without pay for an additional six (6) weeks. If the illness of disability continues beyond said period of time and said employee is unable to return to his or her normal work activity, then the city will be authorized to terminate said employee.

Once an employee has qualified to receive benefits as above stated, the employee shall be entitled to the following:

VACATION LEAVE (see ordinance # 44-B for amendment)

One to two years continuous employment entitles an employee to five working days of vacation each year. Two years to ten years continuous employment entitles an employee to ten working days of vacation each year. From ten years to twenty years of continuous employment entitles an employee to one day per year for a maximum of twenty working days of vacation each year. Salaried employees shall receive one-thirtieth of their monthly salary for each day of vacation time taken. Hourly employees shall receive pay for their hourly rate times 8 hours for each day of vacation time taken. Twenty years of continuous service will be used to determine the amount of vacation time to which an employee is entitled. The time of vacation must be approved in advance by the Mayor and City Council.

SICK LEAVE (see ordinance #44-B for amendment)

Sick leave may be granted only for (a) actual illness of the employee, providing a physician or dentist by the employee; (b) legal quarantine; and (c) illness in the immediate family. Immediate family in this case will be spouse, child, parent or any relative living under the same roof.

An employee must establish to the satisfaction of the Mayor and City Council that he or she is entitled to sick leave benefits before the commencement of the payment of benefits as hereinafter provided. One year to two years of continuous employment with the City entitles an employee to five (5) days of paid sick leave. Two years to five years of continuous employment with the City entitles an employee to ten (10) days of paid sick leave. Five years to ten years of continuous employment with the City entitles an employee to fifteen (15) days of paid sick leave. Ten years of more of continuous employment with the City entitles an employee to twenty (20) days of paid sick leave.

Salaried employees shall receive one-thirtieth of his or her monthly salary for each day of paid sick leave taken. Hourly employees shall receive pay for their hourly rate times 8 hours for each day of paid sick leave taken.

If the illness or disability continues beyond the period of time provided above, the employee will be granted a leave of absence without pay for an additional six (6) weeks. If the illness or disability continues beyond said period of time and said employee is unable to return to his or her normal work activity, then the city will be authorized to terminate said employee.

PERSONAL LEAVE

An employee may take a personal leave of absence without pay for a period of two(2) weeks. If employee does not return to work after the exhaustion of his personal leave of absence, the City will be authorized to erminate said employee.

MATERNITY LEAVE

Maternity leave shall be granted to employees upon request and shall be treated as sick leave.

MILITARY SERVICE LEAVE

Any regular employee in the service of the City shall be entitled to military leave of absence without financial loss for active duty in the National Guard or a military reserve force of the United States for the purpose of attending annual field training. Military training leave shall not exceed fifteen (15) working days in any one calendar year. When an employee has been called to active duty or inducted into the military forces of the United States, he/she shall be granted leave of absence with pay for the duration of such active military service as prescribed by U.S.Public Law 93508.

CIVIL LEAVE SEE ORD. # 44A

An employee who is subpoenaed as a witness or is called to serve on a jury in a court of law will be granted paid leave for that period of time which he/she is actually required to be away from City government. If payment is received for his/her court service, the amount shall be endorsed over to the City or an equivalent deduction shall be made from his/her regular rate of pay.

4.

Except as herein provided, no other benefits shall accrue to an employee of the City of Hampton unless specifically authorized by the Mayor and City Council. The benefits granted above shall not be cumulative and can not be accrued from year to year.

5.

All other ordinances in conflict herewith are hereby repealed.

ADOPTED THIS 12 TH DAY OF OCTOBER, 1982.

FIRST READING SEPTEMBER 14, 1982
SECON READING OCTOBER 12, 1982

Sammy N Smith
MAYOR

Gary H Hall
David Crosby
Glenn C Boyer
J. C. Chaffin
Ervin B. Clayfield

ATTEST:

Martha A. Barnette
CITY CLERK

DISABILITY LEAVE

An employee may be entitled to disability leave for the periods of time hereinafter set out if the employee qualifies for said leave as hereinafter set out. In order for an employee to qualify for disability leave, he must meet the following requirements:

(1) be totally disabled from performing the job which the employee was performing at the time of his disability.

(2) must submit to the Mayor and City Council a medical report from a physician authorized to practice in the State of Georgia certifying that the employee is totally disabled to perform said job.

(3) must have exhausted his/her sick leave and vacation leave.

The period of disability leave will be determined as follows:

(a) zero to one year of continuous employment with the City entitles an employee to no disability leave;

(b) one full year to three years of continuous employment with the City entitles an employee to 20 days disability leave;

(c) three years to ten years of continuous employment with the City entitles an employee to thirty days of disability leave;

(d) over ten years of continuous employment with the City entitles an employee to forty days of disability leave.

The salary to be received by employee for disability leave granted will be as follows:

(a) Salaried employees shall receive one-half of one-thirtieth of his/her monthly salary for each day of disability leave taken.

(b) Hourly employees shall receive one-half of his/her hourly rate times eight hours each day of disability leave taken.

ADOPTED THIS 9 DAY OF NOVEMBER, 1982 TO BECOME PART OF PERSONNEL POLICY ADOPTED THE 12TH DAY OF OCTOBER 12, 1982.

ATTEST:

Martha A. Barnette
CITY CLERK

Tommy N Smith
MAYOR