

CITY OF HANCEVILLE ALABAMA

EMPLOYEE HANDBOOK



Updated July 2025

MISSION STATEMENT

The City of Hanceville is committed to its employees by prioritizing the safety and well-being of our staff and team members, by enhancing economic opportunities, and promoting positive stewardship. We are committed to providing excellent services and ensuring a safe and welcoming environments for all.

PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of this Employee Handbook is to give the employees of the City of Hanceville a guide to the behavior that is expected of each employee by the Mayor, City Council, and the department heads of Hanceville. While it is impossible to cover every situation that might arise, the rules and regulations contained in this handbook will give the employees guidance in how to conduct their jobs effectively and within the boundaries of policies set forth by the Hanceville City Council, Human Resource and the Department Heads. Each Department within the City may create its own set of Procedures and Guidelines that are specific to the function of that department.

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Chapter 1: General Employment Provisions

1.1 EQUAL EMPLOYMENT POLICY

The City of Hanceville recognizes that, as a public body, it is responsible for the general well-being of its residents. The City of Hanceville shall take necessary action to eliminate equal opportunity barriers and to prohibit discrimination and/or preferred treatment concerning any individual on the basis of political or religious affiliations; on the basis of race, creed, color, disability, national origin, sex or age (except where age or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job); and, on the basis of any other non-merit factor. All employment decisions and actions, including recruitment, interviewing, hiring, classifying, training, promotion, demotion, discipline, transfer, termination, compensation and benefits, will be based on merit and qualifications without regard to race, sex, sexual orientation, gender identity, religion, creed, color, national origin, disability, age, genetic information, or any other protected status. Public notices shall be given for all regular, full-time vacancies, except those vacancies to be filled by intra-city transfer or promotion of current City employees, by properly advertising such vacancies within the community. Such notice shall be distributed to various education and training centers, as well as other organizations, agencies, institutions, and services that may reasonably provide sources of personnel. The methods of advertising will depend upon the nature and requirements of the position being filled. Notices of promotional vacancies may be limited to circulate only within an organizational unit of the City, may include competition from all organizational units in the City, or may be circulated to the general public.

All full-time employee appointments shall be probationary for a period of 6 months from the date of hire.

1.2 EMPLOYEE ATTIRE

All employees are expected to dress appropriately for work. Each Department Head may establish an appropriate dress standard for his/her department, to include wearing uniforms, as required. In setting such a standard the following criteria will be considered:

- a) Nature of the work being performed
- b) Safety considerations
- c) Nature of the employee's public contact
- d) Prevailing practices of other workers in similar jobs
- e) Type of image that the City of Hanceville wishes to project.
- f) The dress standard for men and women will be comparable when practical.

1.3 POLITICAL AND RELIGIOUS ACTIVITIES

No individual shall be appointed, promoted, demoted, dismissed, or otherwise harassed because of his/her political or religious opinions or affiliations. No individual connected with the City of Hanceville will use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to affect employment, promotions, increase in pay, or other advantages in employment for any individual for the purpose of influencing his/her vote,

political action, or any other consideration. No employee will be denied the right to participate in city, county, state, or federal political activities or religious activity, except as limited by federal or state law. No Employee should participate in any political activity while on the clock. Employees who are scheduled to work the entire time that the polls are open will be given the opportunity to participate in the voting process if they so desire.

1.4 DRUG AND ALCOHOL USE

The City desires to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Employees are to report to his/her supervisor any medication he/she takes which may diminish their capacity to safely and accurately perform his/her duties. While on the City's premises and while conducting business related activities off Hanceville premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may result in the loss of Worker's Compensation benefits and/or other legal consequences.

To inform employees about important provisions of this policy, the City has established a Drug-free Awareness Program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources provided. They may also wish to discuss these matters with their supervisor or Department Head to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program.

Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all City policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City's Department Head of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) calendar days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should speak with his/her supervisor or Department Head without fear of reprisal.

Random Testing: Employees may be tested on a random selection basis, which means that each employee from a group of employees subject to the selection mechanism has an equal probability of being selected and the City has no discretion to waive the testing of any employee tested.

1.5 DISCRIMINATORY HARASSMENT

1.5.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent City of Hanceville Employees from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1.5.2 POLICY

The City of Hanceville is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The City of Hanceville will not tolerate discrimination against an employee in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The City of Hanceville will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the City of Hanceville may be more comprehensive than state or federal law. Conducts that violate this policy may not violate state or federal law but still could subject an employee to discipline.

1.5.3 DEFINITIONS

Definitions related to this policy include:

1.5.3.1 DISCRIMINATION

The City of Hanceville prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or employee and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include, but is not limited to, making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or City of Hanceville equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to the City of Hanceville policy and to a work environment that is free of discrimination.

1.5.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed discriminatory practice. Retaliation will not be tolerated.

1.5.3.3 SEXUAL HARASSMENT

The City of Hanceville prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or an employee because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the employee.
- (c) Such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

1.5.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and guidelines.
- (b) Bona fide requests or demands by a supervisor that the employee improves the employee's work quality or output, that the employee reports to the job site on time, that the employee complies with the City of Hanceville rules or regulations, or any other appropriate work-related communication between the supervisor and the employee.

1.5.4 RESPONSIBILITIES

This policy applies to all City of Hanceville Employees, who shall follow the intent of these guidelines in a manner that reflects the City of Hanceville policy, professional standards, and the best interest of the City of Hanceville and its mission.

Employees are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any employee who is not comfortable with reporting violations of this policy to the employee's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the office of the Mayor, Human Resources, or the Department Head.

Any employee who believes, in good faith, that the employee has been discriminated against, harassed, or subjected to retaliation or who has observed harassment, discrimination, or retaliation is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors receiving information regarding alleged violations of this policy shall document and determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1.5.4.1 QUESTIONS OR CLARIFICATION

Employees with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a Department Head, or Human Resources for further information, direction, or clarification.

1.5.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of Supervisors shall include but are not limited to:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that Employees who make complaints or who oppose any unlawful employment practices are protected from retaliation, and such matters are kept confidential to the extent possible.
- (d) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (e) Notifying the Department Head in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1.5.4.3 SUPERVISOR'S ROLE

Supervisors and Department Heads shall be aware of the following:

- (a) The behavior of Supervisors and Department Heads should represent the values of the City of Hanceville.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent Employees.

Nothing in this section shall be construed to prevent Supervisors or Department Heads from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating, or counseling Employees, or issuing discipline in a manner that is consistent with established procedures.

1.5.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved employee should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the City of Hanceville that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

1.5.5.1 SUPERVISOR RESOLUTION

Employees who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that their behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the employee feels uncomfortable or threatened or has difficulty expressing the employee's concern, or if this does not resolve the concern,

assistance should be sought from a supervisor or Department Head who is a rank higher than the alleged transgressor.

1.5.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint, and no employee will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrence, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs. Employees who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the office of the Mayor or Human Resources. If the complaint involves the Mayor, the employee reports to Human Resources who will promptly report a claim to the Mayor Pro-Tem.

1.5.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any employee from seeking legal redress outside the City of Hanceville. Employees who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Employees are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1.5.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Mayor of the City of Hanceville. The outcome of all reports should be:

- (a) Approved by the Department Head, the Mayor, or Human Resources, depending on the ranks of the parties involved.
- (b) Maintained in accordance with the established records retention schedule.

1.5.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1.6 WORKPLACE VIOLENCE

The City of Hanceville will not tolerate violence in the workplace or disorderly conduct on City property. The City of Hanceville defines violence as but is not limited to fighting, attempted bodily injury, the use of abusive or threatening language towards others, abuse or deliberate destruction of city property, intimidation, or bullying, discourteous or disrespectful verbal abuse, sabotaging city equipment, etc. Employees are encouraged to report incidents to his/her supervisor or Human Resources. The City adheres to all state and federal laws concerning the possession of firearms in city owned buildings. Each Department Head may establish policies that restrict the carrying of firearms by employees while working even in buildings or vehicles not designated by the City Council.

1.7 PRESS RELEASES AND MEDIA INTERACTION

The City of Hanceville will comply with all laws regarding the release of information to the public or press. All public records will be made available to the public or press in a timely manner upon request. The city may charge a fee for the copying of city records as allowed by law.

No city employee is to make a statement to the press pertaining to any department or function of the city unless they have clearance from the Mayor, Department Head, or his/her designee.

1.8 EMPLOYEE EVALUATIONS

Employees will be subject to an employee evaluation before giving a merit raise increase. The head of each department shall be responsible for having made an employee evaluation on each employee in his/her department. Employee evaluations will be performed by the immediate supervisor and approved by the Department Head. The evaluation shall be discussed with the employee and signed by the employee, supervisor, and department head. A copy of the evaluation shall be placed in the employee personnel file maintained by the Human Resources Department. If two (2) or more areas are below expectations or needs improvement no merit raise will be given.

CHAPTER 2: SAFETY

2.1 PERSONAL PROTECTIVE EQUIPMENT

Protective clothing and equipment are provided to employees to protect them from the hazards associated with his/her individual jobs. Each department head in consultation with the Human Resource Director and Department Head shall develop guidelines concerning the use of specific equipment. The failure to use the protective equipment assigned to an employee may result in disciplinary action being taken.

2.2 CITY VEHICLES INVOLVED IN TRAFFIC CRASH

The Department Head has the authority to remove vehicles or equipment from service until repairs can be made.

Traffic Crashes:

Anytime a City vehicle is involved in a traffic crash, the following procedures should be followed:

1. Notify 911 of the incident and request the police, EMS if needed, and your department supervisor. These steps should be done immediately. Do not move the vehicle until instructed by your department supervisor or police.
2. If another vehicle is involved, render aid to the victims of the other vehicle and attempt to make the scene secure and safe. Do not discuss the accident with the other vehicle driver or anyone else except the Department Head, Supervisor, Police or Human Resources.

The employee shall also fill out a detailed explanation of what happened on the form "Notice of Incident or Claim." This form should be submitted to the Department Head within 24 hours of the incident. The driver must submit to an alcohol and drug test immediately following a crash. Any damage to a city vehicle shall be reported to the Department Head within 24 hours.

Non-Traffic Incidents:

Anytime a piece of property is damaged or lost, the immediate supervisor should be notified, and a full report should be forwarded to the Department Head within 24 hours. Any damage to any motorized equipment shall be reported to the Department Head within 24 hours. May result in disciplinary action being taken.

2.3 WORKERS COMPENSATION CLAIMS AND EMPLOYEE INJURIES

Any employee requiring medical attention in relation to an on-the-job injury should seek treatment at the recommended preferred provider per the Workers Compensation Medical Protocol. Treatment at any other provider may not be covered under Workers Compensation.

Workers' Compensation prescriptions should be filled according to the Medical Protocol at the preferred provider. Prescriptions from another provider may not be covered under Workers Compensation.

All employees are subject to drug and alcohol screening after any on the job injury. First Report of Injury form should be filed with the Department Head within 24 hours of the injury.

2.4 ACCIDENT/INCIDENT/CRASH REVIEW BOARD

All reportable accidents/incidents/crashes shall be presented by the Department Head. The crash review team shall consist of the following: Human Resource Director or his/her designee, Public Works Superintendent, Chief of Police or his/her designee, Fire Chief, or his/her designee.

The Department Head can take immediate disciplinary action if he/she feels that it is necessary. If disciplinary action is taken, a report of such should be sent to Human Resources to be reviewed by the Accident/Incident/Crash Review Board.

The Accident/Incident/Crash Review Board will make a recommendation to the Department Head, who can accept, increase or decrease the recommended actions. The Department Head shall report to the Human Resources Director about any disciplinary actions.

CHAPTER 3: EMPLOYEE BENEFITS

3.1 HEALTH INSURANCE

Health insurance is offered by the City for each full-time employee, defined as an employee who works at least an average of 30 hours per week. The covered employee will have the option to purchase coverage for eligible family members for an amount determined by the City. The open enrollment period coincides with the annual contract renewal.

3.2 LIFE INSURANCE

A basic life insurance policy is provided by the City for each full-time employee. The covered employee will have the option to purchase additional coverage and/or coverage for eligible family members for an amount determined by the underwriting insurance company. The open enrollment period coincides with the annual contract renewal.

3.3 VACATION

All full-time employees shall be entitled to vacation leave. Service will be computed from an employee's anniversary date of employment in the first year, and in subsequent years on one year anniversary of full-time status.

(A) Purpose: Vacation is an earned benefit designed to provide rest and relaxation for employees. Therefore, the City requires the employees to take at least 48 hours of vacation per year. Vacation leave may accrue and roll-over to 300 hours. Full time employees may use vacation time after their probationary period is complete upon request and department head approval. Full time employees that have completed their probationary period may opt to receive their vacation time in pay when approved by the Mayor.

(B) Rate of Earnings: All employees assigned to full time employees shall earn vacation time according to the following schedule:

- (a) One (1) year to (2) yearsforty-eight (48) hours
- (b) Two (2) years to five (5) yearsninety-six (96) hours
- (c) Five (5) years to ten (10) years.....one hundred twenty (120) hours
- (d) Over ten (10) yearsone hundred sixty-eight (168) hours.

(C) Vacation period is elective pending the approval of his/her department head and shall begin with an employee's anniversary date of any given year.

3.4 SICK LEAVE

Sick leave is a benefit provided only to full-time employees. Sick leave is provided to ensure that an eligible employee who is unable to work due to illness or injury does not feel compelled to do so for financial reasons. Abuse of sick leave privileges by any employee will be severely dealt with up to and including dismissal. In addition, accrued sick leave may be used due to the short-term illness of a member of the employee's immediate family. The Family Medical Leave Act defines Immediate Family to include an employee's Spouse (husband or wife); Child (a biological son or daughter, adopted or foster child, or a stepchild); a Legal Ward under the age of 18 or above 18 years of age incapable of self-care due to mental or physical condition; Parent (the biological mother or father or an individual who stood in loco parentis to an employee when the employee was a son or daughter), and also includes a grandchild who is a son or daughter of an employee's child, as defined above.

(A) Accrual of Sick Leave: Full-time employees shall begin accruing sick leave on their full-time date of hire or change to full-time status. Sick leave will be accrued at a rate of four hours per bi-weekly paycheck. Sick leave hours will be carried over from year to year for a maximum total of nine hundred and sixty (960) hours.

(B) Use of Sick Leave: Sick leave with pay will be granted to full time employee for any of the following types of reasons: (1) When he/she is unable to work due to personal illness; injury incurred off-duty, or when his/her presence may endanger the health of fellow workers; (2) Keeping a doctor, dentist, chiropractor, or optometrist appointment; (3) Any impairment related to pregnancy, and/or actual confinement; (4) To care for any family member as stated in 3.4. A female employee who requests time away from work for pregnancy, maternity and childbirth will be treated equally to other employees with other forms of disability or sickness who request leave.

(C) Requirements for Use Generally: To be granted sick leave, an employee will notify his/her supervisor of his/her inability to report to work at least 30 minutes before his/her normal work begins or as soon as possible thereafter. Failure to do so may be cause for denial of sick leave for the period of absence. Denial of sick leave may result in an employee being charged with vacation leave.

(D) Requirements for Extended Use: Employees may use sick time for two consecutive scheduled workdays off without a doctor's excuse. Three consecutive scheduled workdays off will require a doctor's excuse.

(E) Separation: Any sick time unused by a retiring employee may be used to retire early according to RSA Guidelines or by normal pay cycle. Upon separation of employment other than retirement full-time employees shall be paid 10% of their remaining sick hours for every five years of full-time service. In the event of any employee's death their beneficiary will receive their final paycheck including accrued sick hours.

(F) Fraudulent Use Prohibited: Any unjustified or fraudulent use of sick leave may result in loss of pay, may be charged as vacation leave, and/or may be punished by disciplinary action (to include dismissal when appropriate).

(G) Emergency Sick Leave Policy: The Mayor is hereby authorized to declare an “employee sick leave emergency” whenever an employee of the city has an extended period of illness. The employee or his/her Department Head must submit a completed Emergency Sick Leave Form to the Mayor. If approved by the Mayor, the Department Head shall notify each department of the sick leave emergency for employees to voluntarily donate sick leave. A sick leave donation form shall be filled out. No employee shall be penalized for non-participation. Donated sick leave will be used on a first come basis. If the employee ceases employment with the city or is deceased, the un-used donated sick leave shall return to the employees who donated the time.

1. **Employee Transfers:** When an “employee sick leave emergency” is declared as provided within this policy, any employee may transfer to another employee all or part of his/her accumulated sick leave (in eight (8) hour increments) to any employee designated by the Department Head as provided in the preceding paragraph by completing Leave Donation Request Form. (Form may be obtained from the Department Head or Human Resources.
2. **Department Approval:** The “Leave Donation Request Form” must be completed and approved by the employee donating leave, his/her immediate supervisor, Department Head, and the Mayor. The Mayor will submit the form along with the leave adjustment to be made to the Payroll Department.
3. **Use of Donated Hours:** Each “Leave Donation Request” will be processed in the order they are received with the total donated hours for any one incident restricted to 120 days. The donation of leave hours is voluntary. No employees will be penalized for his/her non-participation in the process. Donated hours are for the sole purpose of enduring a serious illness. No employee or the estate of a deceased employee will receive compensation for any unused portion of donated leave upon his/her separation from employment with the City. This policy is for the benefit of regularly classified employees of the City of Hanceville. Normal sick leave accrual will continue during the time the employee is utilizing donated sick leave. In the event of an employee’s employment separation, if any balance of donated hours remains, those remaining hours will be returned to the original donor(s); the donations will be returned to each original donor in the appropriate ratio to the total donations.

If the employee is unsuccessful in getting donated leave hours, the Mayor may appropriate additional sick leave on a case-by-case basis.

(H) Holidays: Sick time used for the scheduled workday before or after a holiday will result in the employee losing that holiday pay.

3.5 Supplemental Vision: All full-time employees may elect to participate in supplemental vision plan offered through LGHIP or another Vision Carrier that is approved by the City of Hanceville. The vision benefit is 100% employee elected and paid by employee through a payroll deduction.

3.6 Direct Deposit: All City of Hanceville employees are required to have their paycheck directly deposited into his or her personal bank account(s) each pay period.

3.7 AirMedCare: The City of Hanceville has partnered with AirMedCare (AMCN) to offer all full-time employees Air Med Care. If you or a household member experience a life or limb-threatening emergency requiring medically necessary air transport, AMCN's alliance of air ambulances can provide medical transport with no out-of-pocket expenses.

3.8 Education: Any employee who provides a diploma and/or transcript from a legitimate institution certifying receipt of an associate degree will be entitled to an additional (5) percent over the employee's rate of pay; a bachelor's degree (10) percent or if associate previously recognized an additional five (5) percent; a master's degree fifteen (15) percent or an additional five (5) if associate degree and/or bachelor's degree previously recognized.

3.9 HOLIDAYS

The City of Hanceville recognizes twelve paid holidays. New Years Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the Friday following, Christmas Eve and Christmas Day. Any holiday which falls on Saturday will be observed on the preceding Friday. Any holiday which falls on Sunday, will be observed on the following Monday. You must be a full time employee that has completed your new hire probationary period, to receive holiday pay. The Mayor can designate extra holidays as they deem necessary.

3.10 MILITARY LEAVE

The City does not want employees to suffer any loss of employment status if they perform military training or service in the United States Armed Forces or as a member of the U.S. Reserves or National Guard. A full time employee will be granted a leave of absence without pay for required active military service or training as required by law. Upon completion of active military service, the employee will be reinstated to his or her former position or to a substantially equivalent position without loss of employment status if the employee makes a timely application for reinstatement after the date he or she is discharged from military duty.

A full time employee who returns from military leave will be eligible for any paid sick leave or paid vacation accumulated before entering military service. Alternatively, the employee may request to be paid for an accumulated vacation when the employee leaves employment to enter into active military service. Employees do not accrue paid leave while on active military service.

If the employee will be on active military duty for longer than 30 days, the City will not continue group health insurance coverage. However, the employee may continue the coverage at COBRA group rates, at his or her expense, as provided by law.

A full time employee who is a member of the National Guard or the United States Reserves will be granted leave of absence with pay for up to 168 working hours each calendar year to attend mandatory training with his or her unit. If an employee is called to active military duty, the City will pay the difference between the employee's lower military pay and the higher City pay during the period of active duty, up to a period of five years, and will maintain other employee benefits to the extent required by law. The employee's lower military pay in this case means basic pay and does not include special and incentive pay nor allowances that the employee may be receiving in addition to their basic pay (AGO 2002-270).

An employee must provide the Division of Human Resources formal documentation of military assignment(s), and any military compensation pay vouchers prior to the City approving employee compensation during military leave.

An employee should give his or her Department Head as much notice as practicable if the employee will be absent from work for military service.

3.11 ADMINISTRATIVE LEAVE

A full time employee may be granted administrative leave with pay provided the absence is on the day that the employee is scheduled to work. The number of hours of leave that may be granted for each approved day of leave will not exceed the number of hours the employee would have been scheduled to work for that day.

3.12 JURY DUTY

Leave will be granted to a full time employee for jury duty and court attendance as a witness in a case not involving personal litigation. Attendance in court by an employee who is acting in an official capacity will not be considered as administrative leave but as regular work time. Any fee provided by an employee who is attending court in an official capacity is to be turned into the City. In other situations, the employee, in addition to his/her administrative leave pay may retain any fees paid by an employee.

3.13 BEREAVEMENT LEAVE

Full time employees who have completed their probationary period shall be allowed three (3) consecutive working days off with pay when there is a death in his/her immediate family. Immediate Family in this instance would be defined as an employee's Spouse, Child, Stepchild, Foster Child, Legal Ward, Grandchild, Father, Mother, Grandparent, Brother, Sister, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law. Additional time off may be granted by the Department Head on a case-by-case basis, however the employee must use sick, vacation or comp time for additional days needed.

3.14 HAZARDOUS WEATHER

When considered necessary, the City of Hanceville may authorize the closure of City offices and activities and/or a late arrival or early departure time for employees assigned to the classified category of service. When a hazardous weather situation occurs, those employees whose presence is required to accomplish essential operations may be required to work as determined by the City. Any hours worked over normal scheduled hours will be at the rate of time and one-half. Emergency closing and/or late arrival times will normally be broadcast over the local radio station. However, it is the responsibility of each employee to contact his/her supervisor if he/she is uncertain about the situation. If hazardous weather conditions and authorized late arrival time is not declared, each employee will be expected to make a good faith effort to get to work during inclement weather conditions. An employee who is unable to get to work under such conditions will notify his/her supervisor. Any employee who misses time due to the closure of City offices or his/her inability to get to work due to weather conditions will be placed on vacation leave, sick leave, or leave without pay, at the discretion of the employee. If the employee is placed on leave without pay, he/she may be authorized by his/her supervisor to make up the missed time so long as feasible work is available and the time can be made up in the same workweek or work period, as the case may be.

3.15 FAMILY MEDICAL LEAVE ACT

The City provides family leaves of absence without pay to eligible employees to take time off from work due to care for a spouse, dependent child, or parent who has a serious or chronic health condition or for the birth, adoption, or placement of a child. For purposes of this policy, serious health conditions means an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; continuing treatment by a health care provider which includes a period of incapacity of more than three consecutive days, temporary disabilities associated with pregnancy and childbirth, and chronic conditions requiring treatments.

Full-time employees may request medical leave as described in this policy only after completing twelve (12) months and at least 1250 hours of service.

Eligible employees may request up to maximum of (12) weeks of family medical leave within any twelve (12) month period. Eligible employees should make requests for family medical leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. The employee's supervisor should then direct the employee to Human Resources for appropriate forms and instructions. A health care provider's certification from the family member's provider must be submitted verifying the need for the medical leave and its beginning and expected ending dates. All forms and certifications must be submitted to Human Resources within fifteen (15) calendar days of receipt or requested maybe delayed. Employees are required to use any accrued paid leave time before taking unpaid family medical leave.

While covered under this leave, eligible employee's health insurance coverage will continue provided the employee's portion of the premiums is paid. Upon return from leave, the employee

will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms. Sick leave, vacation leave, and holiday leave do not accrue while covered under this plan as the employee is considered to be on a "leave of absence without pay" status.

So, the employee's returns to work can be properly scheduled, an employee on family leave is requested to provide the employee's Department Head and Human Resources with at least two (2) days' advance notice by submitting in writing the date the employee intends to return to work.

If an employee fails to report to work promptly at the end of the approved leave period, the City may take appropriate disciplinary measures.

3.16 RETIREMENT

All full-time employees of the City of Hanceville shall participate in the Retirement Systems of Alabama. The amount of contribution by the employee and the City is determined by the Retirement Systems of Alabama and is subject to change.

3.17 AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act 42 US Code Chapter 126: Any employee who has a disability as that term is defined by the Americans with Disabilities Act has a right to seek reasonable accommodations to ensure proper job performance. The employer will provide reasonable accommodation for the employee provided that with this accommodation he/she is able to perform the essential functions of his/her job.

Notice to Employer: Any employee seeking reasonable accommodations as that term is defined, shall notify the Mayor (preferably in writing) the nature of the disability and the reasonable accommodations the employee is seeking from the city.

Documentation: The City reserves the right to seek specific medical information concerning the employee to ensure that the employee can, with reasonable accommodation, perform the essential functions of his/her job. This request may include the employee issuing Limited Power of Attorney to seek specific medical information concerning the nature and extent of the disability and any limitations that may exist as a result of that disability.

3.18 TRAVEL

From time to time, employees may be required to travel outside of the City to conduct City business or to attend meetings and conferences, or to take part in job-related training. Employees should adhere to the City's current Travel Policy, Credit Card Usage Policy, and general Purchasing Policy when arranging travel. Employees should contact the Department Head if they have questions related to travel and/or to ensure they have the current policies prior to making their travel arrangements.

(a) Authorized Attendance: The number of employees authorized to make any

trip for City business, or to attend a work-related meeting or conference, will be limited to the number of employees necessary to achieve the City's business purpose. The Department Head and/or designee is responsible for determining how best to achieve this objective.

(b) Transportation Cost: Transportation costs for travel are reimbursable. Transportation costs will be reimbursed in accordance with the City's Travel Policy and Procedures in effect at the time of employees' travel.

(c) Use of Personal Vehicle: If transportation by automobile is required by City business, travelers should make use of City-owned vehicles whenever possible. When transportation is by City-owned vehicle, all operating expenses such as gas and oil are allowable. If a City-owned vehicle is not available and a personal vehicle is used, employees must follow the guidelines for use of a personal vehicle outlined in the City's Travel Policy and Procedures.

(d) Lodging and Meals. The costs of lodging and meals incurred while traveling on City business is reimbursable if the trip requires the employee to stay overnight. To be eligible for reimbursement, expenses must be reasonable business class for the area. For example, a business-class hotel room in Washington D.C. could be expected to cost more than a similar room in Montgomery, Alabama. All expenses must be documented with receipts in accordance with the City's Travel Policy and Procedures. Overnight lodging should be pre-approved by Department Head.

(e) Entertainment Cost. In accordance with the City's Travel Policy and Procedures entertainment cost shall not be reimbursable unless expenses are related to economic or sports tourism development.

(f) Request for Reimbursement: All travel expenses and requests for reimbursement must be properly documented and submitted to the Department Head in accordance with the City's Travel Policy and Procedure. Questions regarding the Travel Policy and/or travel procedures should be referred to the City's Department Head. Failure to follow these policies may result in denial of reimbursement for travel expenditures. The City will not reimburse the cost for alcohol beverages.

CHAPTER 4: COMPUTER AND INTERNET

4.1 COMPUTER USAGE POLICY

All transactions conducted on city computers are subject to an audit and are the property of the City of Hanceville.

RULES FOR USE OF CITY TECHNOLOGICAL RESOURCES

- City technological resources are installed and maintained by members of the Technology Department. Employees shall not attempt to perform any installation or maintenance without the permission of the Department head or designee.
- Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Employees may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Employees may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to the city technological resources. Employees may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Employees are prohibited from using another individual's ID or password for any technological resource without permission from the individual.
- Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
- Views may be expressed on the Internet or other technological resources as representing the view of the City or a department of the City only with prior approval by the Mayor/Council or designee.
- Without permission from the Department Head or designee, employees may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a city owned and maintained local or wide area network. Connection of personal devices such as iPods, smartphones, PDAs, and printers are permitted but not supported by Hanceville City technical staff. The city is not responsible for the content accessed by employees who connect to the Internet via **his/her** personal mobile telephone technology.
- Those who use city owned and maintained technologies to access the internet at home are responsible for both the cost and configuration of such use.

PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using city technological resources or stored on services or hard drives of individual computers will be private. Individuals designated by the mayor/council may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with city policy and applicable laws and regulations.

Under certain circumstances, the city may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the city, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

DISCLAIMER

The city makes no warranties of any kind, whether express or implied, for the service it provides. The city will not be responsible for any damage suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the cities or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The city specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

POSTING TO THE WEB

The city prohibits posting the following to city websites:

- Personal information of any kind including but not limited to:
 - Home address.
 - Home or personal phone numbers.
 - Social security number
- Materials that infringe on any copyright held by others without Permission and acknowledgement.
- Any obscene, harassing, or threatening materials.

The city does permit the posting of staff listings with **his/her** dept contact information (phone extension, e-mail address, etc.) In addition, webmasters may link to other web sites provided the content on the linked site(s) meet, the safety and professional standards set out in city policies, and the linking page contains a disclaimer for the downstream website content and links.

USE OF PERSONAL EMAIL ACCOUNTS

Personal e-mail may not be used to conduct official City business. Under the Federal Records Act, e-mail is not considered a category of records, but a tool to create and transmit records. E-mails may be considered a temporary or permanent record depending on the content of the e-mail. E-mail is subject to both FOIA and e-discovery requests. If use of personal email to conduct official city business is needed, the employee must seek permission from the mayor/council for additional guidelines that will be required.

PORNOGRAPHY/HATRED/HARASSMENT/THREATENING

City of Hanceville resources are not to be used to create, transmit, store, or copy information that is obscene, threatening or harassing.

There are zero tolerances for inappropriate activities on City computers.

All employees are to report any perceived occurrences of offensive material involving City computers to the Department Head and the I. T. Administrator immediately.

4.2 SOCIAL MEDIA

Social media provides a valuable means of assisting the City of Hanceville and its employees in meeting community education, community information, and other related organizational and community objectives. The City of Hanceville recognizes the role that social media tools may play in the personal lives of city employees. The use of social media and electronic transmissions has become challenging for public agencies and **his/her** personnel throughout the country. The proper use of social media can be beneficial to the city, personnel, and the public. However, improper use can potentially undermine the confidence of the public in the integrity of the city departments and their personnel. There is no presumption of privacy when information is posted on social media websites and/or transmitted electronically.

Professionalism is the most significant factor in dealing with anything, but especially when it comes to social media. While employees have the right to use personal/social networking pages or sites, as employees of this city, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics.

This policy applies to the use of social media sites and the use of social media in general by all City of Hanceville employees, with the understanding that new communication modalities and technology will continue to evolve. This policy is not meant to address one particular form of social media; rather social media in general as technology will outpace our ability to discover emerging technology and create policies governing its use.

Hanceville City Employees shall abide by the following rules when using Social Media:

1. Employees shall not engage in speech, acts, statements, or postings containing obscene or sexually explicit language or images.
2. Employees shall not engage in any type of unlawful activity on social media sites.
3. Employees shall not criticize or ridicule the City, its policies, its Department Heads or other employees or any City Elected Official by speech, writing or other expressions.
4. Employees, while speaking as private citizens on a matter of public concern regarding the city, shall not speak in a way that may cause harm or disruption to the operations of city departments.
5. Employees shall not, without approval of his/her Department Head, Assistant Department Head or Shift Supervisor, post, transmit or otherwise disseminate any information that they have access to as a result of his/her employment including:
 - Protected or confidential matters of the city
 - Matters under investigation.
 - Patient or employee information protected by HIPAA/medical confidentiality laws.
 - Personnel matters that are protected from disclosure by law
 - Photographs/images of emergency scenes
 - Video or audio files related to any emergency scene.
6. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of City Departments.
7. Political involvement during any period of time the employee is being compensated by the city is strictly prohibited.

The City of Hanceville reserves the right to monitor employees' use of any social media, and to take appropriate actions to prevent any misuse or misconduct that may be harmful to the City of Hanceville image or reputation. This may include asking employees to take down certain postings or taking disciplinary action against employees.

The City of Hanceville reserves the right to discipline employees, up to and including termination, for any commentary, content or images that are pornographic, harassing, defamatory, libelous, and anything that may or does create a hostile work environment or disrupts the efficient operations of the City Departments.

CHAPTER 5: EMPLOYEE TRAINING

5.1 CITY REQUIRED TRAINING

All new employees of the City of Hanceville must undergo paid training on the policies and procedures of the City. The training should include the following:

- Employee Handbook
- Safety Procedures specific to his/her job
- Department specific Rules and Regulations
- Job specific Rule and Regulations
- Job specific training
- Discriminatory Harassment

5.2 CONTINUING EDUCATION TRAINING

The City of Hanceville is committed to providing our citizens with the best employees and is committed to providing job related training and continuous education to assist employees in his/her job performance. With this concept in mind, the City provides a program to assist employees with:

- Safety in the workplace
- Helping employees meet the minimum requirements for job responsibilities.
- Expand job knowledge and upgrade skills.
- Employee Handbook

Each Department Head or designee shall provide a minimum of six (6) documented hours per year of job-related continuous education for all full/part-time employees. It will be the Department Head's responsibility to ensure that the training is completed and documented. Examples of Training: Computer Training, Driving Training, Departmental Procedures, Safety, Specialized Job Specific Training, etc.

Any employee that fails to complete the required training is subject to disciplinary action.

All continuous training will be provided by the City but must be pre-approved by the Department Head.

A copy of all diplomas or certificates received for and training must be given to the Department Head and kept in the employee's personnel file.

CHAPTER 6: DISCIPLINARY PROCEDURES

6.1 GENERAL PROVISIONS FOR DISCIPLINARY ACTION

The maintenance of high standards of honesty, integrity, and conduct by individuals employed by the City of Hanceville is essential. Therefore, all employees are expected to maintain high standards of cooperation, efficiency, and economy in his/her work and to display conduct both on and off the job in such as to reflect credit on the employee, the City of Hanceville, and the offices for which he/she works. Normally, disciplinary action will be taken only against full-time employees. Temporary or part-time employees serve at the pleasure of appointing authority and may be separated in lieu of being disciplined. However, nothing should be interpreted herein to prevent the disciplining of any employee when the circumstances warrant.

- A. **Reason Taken:** An employee may be disciplined for violations of established City of Hanceville rules and regulations; Department procedures and guidelines; unacceptable job performance; failure to qualify or maintain qualifications for job-related licenses, insurance, or certifications; unauthorized absences; or inability to perform job requirements. If disciplinary action is taken against an individual, it will be fairly, promptly, and consistently applied.
- B. **By Whom Taken:** Disciplinary action will be administered by the Department Head or Supervisor. Any disciplinary action resulting in suspension without pay, demotion, or termination will be administered by the Department Head and shall be reviewed by the Department Head and Human Resources, which reports their findings to the Mayor.

6.2 TYPES OF DISCIPLINARY ACTION

The following types of disciplinary actions are authorized to correct unacceptable employee conduct or the employee's inability to perform his/her job:

- A. **Counseling Sessions:** Counseling sessions will be used to attempt to correct unacceptable conduct or job performance. Counseling sessions should be documented by the supervisor or Department Head performing the session.
- B. **Oral Reprimand:** An oral reprimand may be used by an employee's supervisor at any time he/she determines that an employee's conduct or job performance is unacceptable or does not meet City of Hanceville requirements.
- C. **Written Reprimand:** An employee's supervisor will normally use a written reprimand when he/she determines the employee's conduct or performance does not meet City of Hanceville requirements and such conduct or performance requires more than an oral reprimand but does not warrant more serious disciplinary action.
- D. **Suspension without Pay:** A suspension without pay will normally be administered when an employee's conduct or performance continues to be unacceptable after the employee has been given a written reprimand. However, nothing herein should be interpreted to prevent the suspension without pay of any employee by his/her appointing authority at the first occurrence involved warrant such action.

- E. **Demotion:** A demotion to a position assigned to a lower classification than the employee's existing classification may be used when the appointing authority determines that the employee's conduct or performance continues to be unacceptable after the employee has previously been reprimanded and or suspended without pay. However, nothing herein shall be interpreted to prevent the demotion of any employee by the appointing authority at the first occurrence of unacceptable conduct when the circumstances warrant such action.
- F. **Termination:** Termination will be used when the appointing authority determines that the employee's conduct or performance is such that the employee should be separated from city employment. Normally, such action will be administered when the employee's conduct or performance continues to be unacceptable after previous reprimands and/or disciplinary action, or for any other reasons for termination provided in these rules. However, nothing herein should be interpreted to prevent the termination of an employee by his/her appointing authority at the first occurrence of unacceptable conduct or performance, when the circumstances involved warrant such action.
- G. **Documentation:** If any of the above-mentioned disciplinary actions are taken a record of such action should be kept in the employee's personnel file at the department as well as a copy given to the employee and placed on file in the Human Resources Office.

6.3 HEARINGS AND APPEALS OF DISCIPLINARY ACTIONS

All disciplinary actions shall be sent to Human Resources for review. Any employee who has been discipline may appeal to the mayor. The Mayor shall appoint a three-member Disciplinary Review Board. Any employee that the Department Head deems to be suspended or terminated shall be placed on Administrative Leave with Pay pending the outcome of the actions of the Disciplinary Review Board. If the Disciplinary Review Board upholds the suspension or termination, the employee has the right to appeal to the Mayor.

CHAPTER 7: REVIEW OF EMPLOYEE HANDBOOK

7.1 REVIEW COMMITTEE

The Review Committee will consist of Department Heads and Human Resources Director.

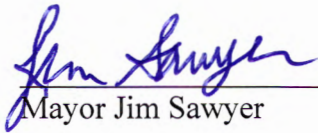
7.2 REVIEW PROCESS

The Employee Handbook shall be reviewed annually prior to the beginning of each fiscal year. The Review Committee will recommend any changes to the Mayor and City Council. The Mayor and Council may make changes to the Employee Handbook at any time they deem necessary. All changes must be approved by an ordinance of the City Council.

EFFECTIVE DATE

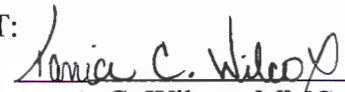
This ordinance shall become effective after its publication as required by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HANCEVILLE, ALABAMA THIS
9th DAY OF OCTOBER, 2025.



Mayor Jim Sawyer

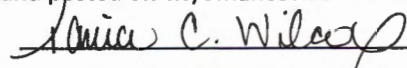
ATTEST:



Tania C. Wilcox, MMC

Certificate of Publication

I, Tania C. Wilcox, certify that this ordinance was posted in the following public places: Hanceville City Hall, Hanceville Public Library, Hanceville Post Office on October 20, 2025 and posted on cityofhanceville.net as soon as possible.



Tania C. Wilcox