Employee Handbook

The City of Greenville

Serving...Protecting...Caring

This Handbook is a summary of the City of Greenville's organization and benefits as well as the policies and procedures you need to know during your employment with the City of Greenville. More complete information is available through the Human Resources Department and the City's Policies and Procedures Manual.

CITY OF GREENVILLE, SOUTH CAROLINA

ACKNOWLEDGEMENT BY EMPLOYEE

OF RECEIPT OF HANDBOOK AND DISCLAIMER OF CONTRACT

DISCLAIMER

THIS HANDBOOK IS INTENDED TO SUMMARIZE DESIGNATED POLICIES, PROCEDURES AND PRACTICES OF THE CITY OF GREENVILLE, SC. THE EMPLOYEE IS ADVISED THAT BECAUSE BUSINESS CONDITIONS AND CONSIDERATIONS MAY CHANGE FROM TIME TO TIME, THE CITY RESERVES THE RIGHT TO MODIFY, AMEND, ELIMINATE OR DEVIATE FROM ANY OR ALL OF ITS POLICIES, PROCEDURES AND PRACTICES IN ITS SOLE DISCRETION AS IT MAY CONSIDER APPROPRIATE FOR ITS BUSINESS PURPOSES. THIS HANDBOOK SUPERCEDES AND REPLACES ANY PRIOR HANDBOOK WHICH IS HEREBY REVOKED, AND DECLARED NULL AND VOID.

ALL EMPLOYEES ARE FURTHER ADVISED THAT THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP BETWEEN THE CITY OF GREENVILLE, SC AND ITS EMPLOYEES IS AT-WILL AND VOLUNTARY. THIS MEANS THAT EITHER THE CITY OR AN EMPLOYEE CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT-WILL AND AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE EMPLOYMENT AT-WILL STATUS OF EACH EMPLOYEE CAN NOT BE ALTERED BY ANY ORAL STATEMENT OR REPRESENTATION, BUT CAN ONLY BE CHANGED BY A WRITTEN CONTRACT WHICH MUST BE SIGNED BY CITY COUNCIL.

ACKNOWLEDGEMENT

MY SIGNATURE BELOW ACKNOWLEDGES RECEIPT OF THE NEW HANDBOOK WHICH TAKES EFFECT IMMEDIATELY. I HAVE READ THE DISCLAIMER WRITTEN ABOVE AND I UNDERSTAND AND ACKNOWLEDGE THAT THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT. I KNOW THAT MY EMPLOYMENT IS “AT-WILL” AND VOLUNTARY AS DESCRIBED ABOVE.

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT NAME

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Welcome

Dear Fellow Employee,

As you begin your employment with the City of Greenville, I would like to welcome you to our organization and invite you to read and become familiar with the contents of this applicant handbook. I hope that you find it full of helpful and valuable information about the policies, benefits, procedures, and opportunities to guide and assist you in performing to the best of your abilities and developing and realizing your potential as one of our valued employees.

Since 1831, the City of Greenville has been serving...protecting...and caring for the citizens of Greenville. With the help of our employees, we are looking forward to continuing growth and prosperity as we find new and better ways to serve the citizens' needs.

The policies, procedures, and programs outlined in this handbook are described to keep you informed of relevant facts about your employment with the City. They are not intended to create any kind of contractual relationship, and they are subject to change at the City of Greenville's discretion, with or without notice. While information presented in this manual should give you answers to most of the general questions you might have about your job, or about the City's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or the Human Resources Department. We also welcome suggestions for improvements to any of the City's policies and procedures covered in this handbook or to other job-related processes or services. Suggestions on ways to improve our administrative operational procedures are important to us and are an ideal way to contribute to the City of Greenville's future growth and our own employees' development.

Once again, I welcome you and wish you success as we turn to face the numerous challenges, opportunities, and potential rewards ahead.

Sincerely,

Knox H. White
Mayor

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Introduction

Community Profile
The City of Greenville is located in the Upstate region of South Carolina and is one of the largest cities in the state with a population just over 60,000. The City is part of the Greenville-Spartanburg-Pickens MSA and has become the economic hub of the southern portion of the Piedmont plateau. The area of the City covers over 25 square miles. Although restricted in its ability to expand, the City draws on a population of over 800,000 within a 30-mile radius of its location.

The City's climate, natural assets, and economic diversity have combined to reinforce its role as a regional center for both the state of South Carolina and the Southeastern region of the United States. The City is recognized as one of the Southeast's most progressive local governments and has amassed a notable record of success. It is characterized by active involvement in support of economic development, provision of high quality services, fiscal conservatism, and a pro-business attitude.

Form of Government
The City of Greenville operates under a Council/Manager form of government. The Mayor and City Council are elected by the citizens of Greenville. The citizens of the City of Greenville are defined as "persons owing loyalty to and entitled by birth or naturalization to the protection of a state or nation and residents of a city or town, entitled to vote and enjoy other privileges there."

The City's elected officials serve four year terms. Two Council members plus the Mayor are elected "at-large," which means all voters in the City limits have an opportunity to vote for these positions. Four Council Members are elected from districts. Only people living in those districts may vote for these positions. All of Greenville's elected positions are part-time positions. The City Council is the governing body of the City of Greenville. The Council represents the interests of citizens by establishing legislative policy and providing direction to the City Manager. The Mayor serves as presiding officer at City Council meetings, represents the City in a variety of functions, holds those emergency powers provided by the City Code, and exercises political leadership necessary to develop consensus or form coalitions among members of council and the community to produce decisions on policy issues. While the Mayor is the most "visible" of all members of the Council, the Mayor still only exercises one of the seven votes on the Council. In essence, the job of the Mayor and City Council is to set the City's policies and priorities. City employees, under the leadership of the City Manager, carry out the Council's policies and priorities.

The City Manager serves as the link between the policy- and priority-setting activities of City Council and the service-delivery work of City employees. The City Manager's actions are guided by Council decisions. These decisions are contained within several documents which the City Manager and other staff members help prepare, including the City Code of Laws, the City's Strategic Plan, the Capital Improvement Plan, and the Annual Operating Budget. These documents are altered from year to year, depending on community needs and/or the community and organizational directions established by the City Council.

Council Appointees
The City Council hires and directly supervises only three positions: the City Manager, the City Attorney and the Municipal Judge. Employees reporting to the City Attorney are administratively responsible to the City Manager. All other employees of the City of Greenville report directly or indirectly to the City Manager.

The City Manager provides the Mayor and Council with professional guidance and advice in formulating City policy, executes and administers those policies in the most effective and efficient manner, and maintains effective relationships with public and private agencies and organizations affecting the City's interests.

The City Attorney's Office provides timely legal counsel to the Mayor, City Council, City Manager, City departments and City boards and commissions; provides litigation services in all state and federal courts; prosecutes cases before Municipal Court; and coordinates the jury trial docket to dispose of cases in a timely and equitable manner. Other legal services include monitoring risk exposure and revising policies and procedures accordingly; verifying property titles and ownerships; conducting contract negotiations; reviewing draft ordinances and resolutions; responding to citizen inquiries and complaints; and processing claims.

Municipal Judges impartially dispense justice on crimes committed within the city limits of Greenville in a fair, equitable, and timely fashion, consistent with the laws, ordinances and regulations of the State of South Carolina and the City of Greenville. The City of Greenville employs one full-time Municipal Judge and several part-time Assistant Municipal Judges.

Staff vs. Line Departments
City employees may work in either staff departments or line departments. Staff departments include Human Resources, Management and Budget, and Economic & Community Development. These departments assist the City Manager and provide support services to the line departments. The line departments include Fire, Police, Parks and Recreation, Public Works, Public Information & Events, and Public Transportation. These departments provide direct services to the public and so comprise the large majority of employees and resources.

Departments/Divisions/Bureaus
The City organization is divided into two to four levels. Departments report directly to the City Manager. Departments are made up of divisions. In some cases, divisions are further divided into bureaus. Bureaus are often divided into work crews.

Staff Departments

Human Resources

Purpose: Provides and maintains systems to attract, motivate, develop and retain employees and to maximize their performance and productivity.

Services: Compensation/Benefits - Provides salary administration and employee benefits coordination to attract and retain qualified employees.

Employment - Recruits and screens employees for all City departments and oversees the City's Equal Employment opportunity commitments.

Employee Health - Provides occupational health services designed to decrease absenteeism, occupational injuries, illnesses and health care costs. Coordinates with Risk Management and the Employee Assistance Program for employees experiencing personal or family crises.

Personnel Records - Keeps perpetual Human Resources Files on all individuals employed by the City, including performance evaluations, pay, and personnel change transactions.

Training and Employee Services - Provides, through internal and external resources, City-wide employee, supervisor and manager development, and administers the City's educational tuition assistance program.

Office of Management & Budget

Purpose: Develops financial strategies and financial policies of the City. Manages cash and investments by monitoring bank balances, investing excess cash, and projecting cash needs to ensure positive cash flow. Responsible for procuring goods and services, contract administration, and grant development.

Services: Accounting - Ensures accurate maintenance of the City's general accounting records in accordance with local, state, and federal regulations; annually prepares over 21,000 payroll checks for all City employees and maintains individual earnings records; prepares approximately 14,000 accounts payable checks; maintains the City's fixed asset inventory records; prepares revenue billings; monitors cash flow and invests the City's funds; ensures sound financial practices; provides financial information to the City Manager and operating departments; and produces the Annual Comprehensive Financial Report.

Administration and Business Licenses - Finance Administration includes the functions of internal audit, risk management, budget administration, grant administration, Palmetto Expo contract administration, and the collection of Business Licenses. The Budget Office prepares the City's operating budget, monitors expenditures to help ensure compliance with appropriated funding levels, compiles a revenue manual, prepares the capital improvement program, develops the use of output and outcome

indicators to evaluate the efficiency and effectiveness of City operations, and prepares operating and capital budget status reports. The internal audit function conducts financial compliance audits that examine the adequacy and effectiveness of financial and operational controls, determines the extent of compliance with established policies and procedures, and recommends improvements.

Budget - Prepares the City's operating budget, monitors expenditures to help ensure compliance with the City's designated funding level, and prepares the City's Capital Improvement Program.

CITS (City Information Technology Systems) - Responsible for services to operate and manage the city's computing, telecommunications, and network environments; conduct long and short-range information systems planning; provide general management of information resources; provide applications software services; manage technical operations; and oversee data network management.

GIS (Geographic Information Systems) - Develops and utilizes a geo-based information system through creation and maintenance of reliable, quality geographic data, thereby providing products and analysis to clients while developing and supporting a distributed network of users throughout the organization.

Internal Audit - Through a partnership with an independent internal auditing contractor, conducts finance-related and specific audits of City departments by reviewing the adequacy and effectiveness of financial and operational controls, thus determining the extent of compliance with established policies and procedures and making recommendations for improvements.

Purchasing - Procures all materials, services, and equipment at the lowest possible cost consistent with the quality and quantity needed; disposes of all confiscated, salvaged, and obsolete material and equipment on a timely basis; and supports a system of accountability for fixed assets, materials, equipment, and supplies.

Revenue - Manages the collection of City revenues including property taxes. Responsible for the daily deposit of City revenues and the distribution of bi-weekly payroll and weekly accounts payable checks.

Risk Management - Ensures the city has adequate insurance protection and/or reserves for personnel, property and equipment; and manages workers' compensation claims, OSHA Safety Policy, and Safety Training.

Business License - Manages the City Business Licenses function including processing renewals, conducting field inspections, and auditing financial records to ensure and monitor proper collections and compliance with City Code.

Economic and Community Development

Purpose: Promotes economic and community development activity in the city with an emphasis on increasing the tax base and providing new jobs, eliminating blight, and improving housing and residential living in the City.

Services: Business Assistance - Creates new programs, assists in financing for development, and administers the Loan Pool Program and Local Development Corporation.

Building & Property Maintenance – Responsible for the enforcement of building and property codes as adopted by ordinances and statutes adopted by the City and the State. Codes are enforced by permit issuance and inspections.

Community Development - Upgrades the living conditions of low- and moderate-income persons in targeted areas of the City. A number of projects are funded by Community Development Block Grant monies, including low-interest rehabilitation loans, new home ownership and other housing assistance programs, and the provision of financial and administrative support to various public improvements and human service projects.

Economic Development - Negotiates with potential developers, acquires property, and promotes annexation.

Historic Preservation - Promotes designation of historic buildings and neighborhoods to enhance the character of the community.

Planning and Zoning – Responsible for comprehensive City Planning in addition to implementing the new Land Use Ordinances.

Sister Cities - Provides staff liaison to Greenville Sister Cities International, a private organization sponsoring people-to-people exchanges between Greenville and its two sister cities.

Westend Market - Through an independent Property Management contracting firm, manages the Westend Market providing project management, tenant recruitment, and unified marketing.

Line Departments

Parks and Recreation

Purpose: Maintains and improves the quality of life for residents through recreational and cultural opportunities, responsible environmental management, and the development of programs which address the health, safety, and welfare needs of City residents.

Services: Athletics - Coordinates year-round athletic programs for all ages, both female and male, in a competitive setting; and promotes sportsmanship, team effort, and positive socialization.

Beautification - Maintains beautification sites and CBD locations, assists Garden Councils and Clubs with horticulture concerns, and oversees the turf maintenance contract for Springwood Cemetery.

Community Centers - Offers general leisure activities and special summer programs at several locations in target neighborhoods.

Parks Maintenance - Maintains public park lands at sports fields, tennis courts, basketball courts, playgrounds, and the Richland Cemetery.

Rights-of-Way Maintenance - Maintains medians and rights-of-way, mowing of community centers, and maintenance of alleyways.

Special Events - Oversees various community events that emphasize family participation, promotes the leisure facilities of the City, and assists in events which occur in Greenville. Also, promotes leisure opportunities through the news media, utilizes co-sponsors to enhance public awareness/participation, and serves as the City's liaison to downtown festivals and City advisory boards.

Tree Maintenance - Maintains trees on rights-of-way and public park land, provides routine pruning and removal of unsafe trees, provides services for emergency tree trimmings or removals, and enforces the City's Tree Ordinance.

Zoo - Located in Cleveland Park, the Greenville Zoo provides citizens of Greenville with varied displays/exhibits, including a lagoon, aviary, reptile house, farm yard, and concession building. Educational programs are offered; the facility also serves as a sanctuary for threatened and endangered species.

Fire Department

Purpose: Protects the life and property of Greenville citizens; promotes a safer community through strict enforcement of existing codes and through the development of programs that enhance the health, safety, and welfare of City residents.

Services: Emergency Management - Coordinates the City's emergency preparedness program.

Environmental Inspections - Enforces the City's Sanitation and Environmental codes through the inspection process and issuance of environmental notices of non-compliance for overgrown property, abandoned and junked vehicles, discarded junk items, litter, etc.

Prevention - Seeks to minimize the loss of life and property through the enforcement of the National Fire Protection Association Life Safety Codes, the Standard Fire Prevention Code and the Commercial Maintenance Code. The division investigates all suspicious fires for cause and origin and provides a public awareness program on fire hazards and safety procedures.

Services - Provides staff support necessary to maintain operations in the areas of supply/equipment management, vehicle and equipment maintenance, departmental training, communications, station maintenance, and budget preparation/execution.

Suppression - Responds to all fire- and non-fire requests for service; inspects commercial and residential buildings for compliance with adopted codes.

Police Department

Purpose: Protects the life and property of Greenville citizens; promotes a safer community through strict enforcement of existing codes and through the development of programs that enhance the health, safety, and welfare of City residents.

Services: Administrative Services - Manages Police support functions including budget, crime analysis and accreditation; administers the animal control contract with the Greenville Humane Society.

Community Services - Provides neighborhood-based police services involving the Community Patrol Officer program and the Community Relations program, which provide crime prevention, school safety, and drug abuse education.

Investigations - Investigates Part I crimes, including arson and crimes against property, misdemeanor crimes and juvenile drug cases. Conducts reverse sting and special surveillance operations on a regular basis. The division provides manpower for a Special Task Force and for crime victim counseling.

Patrol Services - Provides a mobile response to all calls for service on a 24-hour basis, handles special events, provides manpower for stakeouts and surveillance, provides

security for the visits of dignitaries, and investigates misdemeanor cases.

Professional Standards - Investigates all complaints made against police officers for misconduct and questions of ethics, processes and screens applications, oversees inspection services for policy compliance and safety in all areas of the Department, acts as the "Safety Officer" to ensure accidents are reduced, and conducts criminal history checks for Fire Department applicants.

Support Services - Manages the functions of dispatch, training, front desk, and serving of warrants. The warrant officers serve warrants with addresses inside the city, and also transport prisoners and mental patients.

Traffic Enforcement - Monitors and regulates vehicular traffic, investigates traffic accidents, provides directed patrol, and manages parking control.

Public Works

Purpose: Creates and maintains the physical infrastructure in residential and commercial areas at the best possible level of service, taking into account the needs of a maturing city and recognizing the necessity of having a physical infrastructure to accommodate past, present, and future development.

Services: Engineering - Designs, inspects, and administers the construction of City infrastructure and community development projects; ensures that private development and public improvements are in compliance with the City's development ordinances and design criteria; and provides general engineering information to citizens and City departments. Other services include surveying, geoprocessing updates, project inspections, drafting, and building permit reviews.

Fleet Services - Maintains the City's rolling stock.

Sewers - Maintains sanitary sewer lines by cleaning/repairing sewer mains, repairing manholes, pumping septic tanks, maintaining lift stations, installing lines, and administering a comprehensive maintenance schedule.

Solid Waste - Provides consolidated garbage, yard waste and trash collection once per week to homes and small businesses; special pickup services for bulk items; delivery of utility trailers; seasonal collection of leaves; and curbside residential recycling service.

Storm Drains - Controls the flow of surface water through the maintenance of open ditches and piped drainage and through the installation of storm drain pipe.

Stormwater - Develops watershed master plans, coordinates improvements to the City watershed basins, and complies with state/federal mandates related to stormwater management and water quality design.

Streets - Maintains City streets, performs construction/rehabilitation work on sidewalks and curb and gutter sections, and assists in maintenance of State roads within the City.

Traffic Engineering - Provides safe and efficient traffic flow through the use of regulatory, warning and informational signs and pavement markings; traffic signal system operations; street light analysis and management of agreements; and traffic engineering analysis, study and review.

Building Maintenance - Provides maintenance, security, and repair services for all city-owned buildings (including City Hall) for cost-effective operation of facilities, and provides technical support and assistance to departments in facility construction. This division also administers contracts for janitorial service, elevator service, and pest control.

Public Information & Events

Purpose: Encourages, facilitates, and maximizes citizen awareness, input and participation in all aspects of City government through printed publications and management of the City's website and G-TV 15, the City's government access channel. The Public Information & Events Department also assists the media in accessing information about City issues, programs and events, helps coordinate special projects for other City departments, and provides internal communication to City employees.

Services: Greenville Cares and Neighborhood Services – Assists residents in utilizing City services and other community resources and works with established neighborhood associations and emerging organizations to help strengthen and improve Greenville's neighborhoods.

Special Events – The City hosts more than 100 events annually that are enjoyed by both visitors and residents. The events staff strives to provide diversity of events and entertainment choices, ranging from kayaking to a summer concert series.

Public Transportation

Purpose: Maintains downtown parking services, parking enforcement, and mass transportation for Greenville County.

Services: Parking Services – Parking Services is responsible for the oversight and operation of the City's eleven parking garages and seven surface parking lots, as well as enforcement of parking throughout the downtown area.

Transit – Greenlink offers eleven fixed routes to destinations all across Greenville County. All Greenlink buses are wheelchair accessible, and each Greenlink bus is equipped with a bike rack to make commuting easier for bike riders. The Greenlink system also features GAP, a complimentary ADA Para transit service provided for individuals who, because of their disability, are unable to use Greenlink's fixed route bus service.

General Information

Credit Union - All City employees are eligible to join the Greenville Heritage Federal Credit Union. The credit union is a not-for-profit, member owned financial institution chartered by the National Credit Union Administration. It provides many services, including mortgage loans, auto loans, and checking & savings accounts.

Deferred Compensation - The City is a member of the SC State Deferred Compensation System. This system offers programs designed to set aside money through payroll deduction for retirement and to defer payment of federal income taxes until money is withdrawn. These plans offer long-term, tax-deferred savings.

Employee Assistance Program (EAP) - The City has contracted with an EAP provider to offer short-term counseling and referral programs at no cost to City employees. We are all subject to unexpected situations that may require the assistance of a professional counselor. The EAP helps employees and their families who may be experiencing alcohol abuse, drug abuse, stress, marital and family concerns, depression, and anxiety. Any employee experiencing personal problems that are affecting job performance, family life, personal health, morale, or emotional well-being is encouraged to contact the EAP.

Payroll Checks – The check stub for each payroll check is available through the ESS system. The link is located at the bottom of the www.greenvillesc.gov homepage.

Time Sheets - Every two weeks employees will complete an electronic timesheet. The employee fills out the hours worked during that pay period, noting any overtime, comp time, holiday, general leave time, etc. Each employee is responsible for completing and approving his/her own time card. The approval certifies the time is correct. No other employee, including a supervisor, is permitted to fill out a time sheet for another.

Policies and Benefits

Alternative Work Schedules (HR Policy 8.1) - The purpose of this policy is to provide standard parameters for requesting and approving all alternative work schedules. The City of Greenville endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. Therefore, the City supports the use of flexible work schedules that are designed to meet the operating and customer service needs of each department. Creating alternative work schedules serves the additional purposes of attracting and retaining a diverse and talented workforce, improving productivity, and providing employees with greater work/life balance. The availability of flexible work schedules is not intended to change a department's regular hours of operation, nor does it alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules.

At-will Employment (HR Policy 5.1) – No statements in the Human Resource Policies and Procedures Manual or in any of the City's personnel policies or procedures shall be deemed to constitute a contract of employment. All classified regular employees of the City are employees at-will who may quit at any time for any or no reason, with or without notice, and who may be terminated at any time for any lawful reason, or no reason, with or without notice.

Chain-of-Command (HR Policy 5.3) - Employees are expected to honor their chains-of-command when presenting formal recommendations, registering formal complaints, or attempting formal resolution of problems. The City endorses an open door policy in which employees of all levels are encouraged to interact openly with employees of all other levels and stimulate synergy and creativity among one another. Employees are also expected to enjoy the right of formal appeal, without retaliation, of adverse actions to higher levels of management.

Charitable Activities and Solicitation (HR Policy 5.3) - The City of Greenville supports individual employee involvement in charitable activities as long as those activities do not negatively affect normal City operations. Organization-wide charitable campaigns are limited to the United Way, the March of Dimes March for Babies, the Easter Seals Brace-A-Child, the Martin Luther King food and coat drives, and the Salvation Army Angel Tree Program. Departments seeking to solicit charitable contributions on behalf of generally recognized and reputable charitable organizations, either from other City employees or from the general public, must be deemed a "public purpose" or approved by the City Manager. Distribution of literature and/or solicitation of support for campaigns and causes by employees, during work hours and/or in working areas, is prohibited with the exception of City authorized charitable fund drives. Solicitation for campaigns and causes, or distribution of literature by persons other than employees of the City in those areas of government property which are not open to the public, is prohibited with the exception of City authorized charitable fund drives. Solicitation for campaigns and causes, or distribution of literature in those areas of government property which are open to the public, is prohibited to the extent that such solicitation or distribution substantially disrupts, or materially interferes with, governmental, administrative, or operational activities.

Clothing, Personal Appearance & Uniform Policy (HR Policy 5.9) - All City of Greenville employees are required to present a professional image to the public and clients. This policy sets forth clothing, uniform, and personal appearance guidelines as well as addresses procuring City-designated clothing, clothing allotments and allowances.

Dental Coverage (HR Policy 3.1) - Dental insurance is available for all regular, full-time and permanent part-time employees. The City of Greenville contributes to the cost of both employee and dependent coverage. Dental insurance is effective the first of the month following an employee's employment date. Employees will be allowed to change coverage or add/drop dependents at the annual re-enrollment period. In the case of birth, marriage, or divorce, an employee has 30 days from the event to add or drop dependents to coverage.

Direct Deposit (HR Policy 5.1) – The City requires all non-seasonal employees to utilize direct deposit for payment of wages. To enroll in direct deposits initially or when changing or cancelling bank accounts, employees should complete an Authorization Agreement for Payroll Direct Deposit form (Exhibit A) and submit to the Payroll Division. Employees are allowed up to five (5) different direct deposit accounts.

Disciplinary Actions (HR Policy 5.2) - Employees of the City of Greenville are expected to conduct themselves as mature adults and abide by the established rules, regulations and standards of conduct that have been adopted by the City. When employee conduct violates such rules, regulations and standards of conduct, it is the City's policy that corrective disciplinary action is taken. Although disciplinary action is intended to be corrective, in cases of *severe misconduct* the purpose of disciplinary action may be to sever the employment relationship with the offender. Some offenses or violations of work rules and/or policies are more serious than others. For less serious offenses, the discipline will *usually* follow a progression of oral warning, written warning, and suspension with or without pay for up to five (5) working days, and discharge. Serious offenses will normally invoke immediate suspension (with or without pay) or termination, skipping the oral and written warning steps. All disciplinary actions, however, will take into consideration the seriousness of the offense/violation and *may not necessarily* follow a single progression of disciplinary steps. It is the City's intent that most problems between employee and employer be resolved within the normal chain of command without the employee having to resort to a formal appeal. Before filing a formal appeal, therefore, the employee must show evidence of having attempted to resolve the problem within the department through informal means. This includes discussing the issue with at least one level of supervision higher than the immediate supervisor, and with the Department Director or the Director of Human Resources in an effort to resolve the problem. Should a satisfactory resolution not be reached, the employee may invoke the formal appeal procedure.

Driver's Standards (HR Policy 7.8) - All City employees required to drive in the performance of their job responsibilities, whether in a City or personal vehicle, shall maintain an appropriate valid driver's license and adhere to acceptable minimum standards established by HR Policy 7.8. Any conviction for an ordinary or major violation, as defined by HR Policy 7.8, shall be reported by the employee to their supervisor within ten (10) working days of the violation.

Employee Attendance Policy (HR Policy 5.5) - Employees are expected to report for work on time in order to ensure the appropriate delivery of services to the public and other employees. In the event some of the City's operations are unexpectedly canceled or delayed, such as inclement weather, timely announcements will be made by local television and radio stations. It is normal, however, that City services will continue to operate during snow or other severe weather, and employees will normally be expected to report to work or use General Leave. An employee's failure to report in a timely manner for work must be authorized and approved by their supervisor or it must be reported as an unauthorized absence for which no payment will be made. Any employee having at least three (3) consecutive days of unauthorized absences or three (3) occurrences of failure to call in at least thirty (30) minutes prior to the start of the normal work shift is subject to immediate termination.

Employee Recognition & Awards (HR Policy 6.3) - This employee recognition program encourages and rewards exceptional service demonstrated by City employees.

Engaged to Wait (Category 1) On-Call (HR Policy 2.2) – Category 1 employees are those nonexempt employees who are on call for seven (7) consecutive days at a time. Employees receive six (6) hours compensatory time or six (6) hours of pay at their regular hourly rate while holding this on call status. When these employees are called back to work, they shall receive their regular hourly rate of pay (beginning with their arrival at the work site) unless the call to work results in overtime during the pay period. Then, the employee shall receive compensatory time at the rate of one and a half (1 ½) hours or overtime pay for every hour worked. In addition, if the callback occurs on a recognized City holiday, the employee will receive Holiday pay on top of any other compensation earned.

Equal Employment Opportunity (HR Policy 1.2) - The City of Greenville will not itself discriminate against any employee, manager, supervisor, or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, disability or genetic information. The City of Greenville's supervisors and management will make all recruitment, placement, selection, training, promotion, layoff, and termination decisions based solely on job-related qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

Exempt Comp Time (HR Policy 2.2) - In addition to receiving exempt leave for the additional time required to perform the goals and deliverables of their exempt positions, exempt employees may also have to perform work that is above and beyond the normal work day expectations of the exempt positions. In these situations (detailed in Policy 2.2) employees may accrue exempt comp time. Exempt comp time is NOT paid out at termination, and employees may bank up to forty (40) hours at any one time.

Exempt Leave (HR Policy 2.2) - Exempt salaried employees do not accrue overtime hours regardless of the number of hours worked in their normal job duties. In recognition of this, exempt employees are granted forty (40) hours of exempt leave per year, prorated in the first year of employment.

Extended Employee Medical Leave (HR Policy 7.4) - A benefit provided by request to full-time and permanent part-time employees who have exhausted their FMLA entitlement or employees who are not currently eligible for FMLA. This unpaid leave benefit is subject to the terms and conditions identified in HR Policy 7.4. The leave may be granted on a case by case basis, at the sole discretion of the City.

Family & Medical Leave Provisions (HR Policy 4.2) - The purpose of this policy is to provide guidelines to City departments on implementation of the Federal Family Medical Leave Act of 1993 (FMLA) as amended and the regulations thereunder and to inform eligible employees of FMLA provisions and their rights under the Act.

Funeral Leave (HR Policy 4.1) - All regular, full-time employees will be granted up to 24 hours of paid funeral leave for any death in their family for the purpose of making funeral arrangements, attending a funeral, and/or for bereavement. Funeral leave must be approved by the employee's supervisor and recorded as such on the employee's time sheet. Additional time off, if needed, can be allowed by the department, but must be from other paid leave balances, or taken as unpaid leave. For purposes of this policy, immediate family members shall include: spouse, son, daughter, step-son, step-daughter, father, mother, brother, stepmother, stepfather, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandson, and granddaughter. The death of a permanent resident in the employee's home, regardless of legal relationship, will also qualify the employee for funeral leave provisions. Exceptions for other family relations not identified in this list may be granted by the Human Resources Director. Employees who receive funeral leave may be asked to provide a copy of the obituary, or other related documentation, to their Department Director. Funeral leave must be taken within one week of the death.

General Conduct Expectations (HR Policy 5.3) - All employees have the obligation to help ensure pleasant working conditions for all co-workers and a harassment-free, productive work environment. Responsible and courteous conduct in the workplace is essential for the safe, efficient, and professional rendering of public services by the City of Greenville. All employees are expected to carry out their individual responsibilities in a way that respects the obligations of co-workers and which recognizes that teamwork requires diligence in performance of one's own duties and deference to the needs and feelings of other employees. Employees should anticipate disciplinary action, which on occasion may include termination, when they repeatedly and persistently engage in practices which require an excessive amount of supervision from their superiors, or when their demeanor in dealing with co-workers, or the public, generates or exacerbates disputes.

Unprofessional conduct is unacceptable and will not be tolerated. Employees are urged to report incidents of unprofessional and offensive conduct by any employee to their supervisor, department head, or to the Human Resources Director.

Employees ***are required to***, (i.e. "they must") report any known *unethical, and/or illegal*, on-the-job activities of their co-workers or supervisors. Not to do so is itself unethical, constitutes

complicity in the activity, and may be a violation of law subject to criminal penalties. Such reports will be brought to the City Manager by the employee or supervisor receiving the initial report. Each instance will be investigated, and appropriate actions taken based on the investigation's findings.

All employees, whether operating in an official or unofficial capacity, are required to comply with the provisions of privacy legislation. Any personal information recorded about any employee is not to be discussed or released, unless authorized in writing by the employee. This information can include social security number, birth date, compensation, medical treatment and medical records and any other similarly sensitive information.

IN NO EVENT WILL THE REPORTING EMPLOYEE BE DISCIPLINED IN ANY WAY FOR HIS/HER VALID EFFORTS TO REPORT KNOWN OR REASONABLY SUSPECTED ILLEGAL, UNETHICAL, OR UNPROFESSIONAL CONDUCT, NOR WILL RETALIATION BE ALLOWED AGAINST ANY PERSONS REPORTING OR ASSISTING IN THE INVESTIGATION OF A COMPLAINT OF UNPROFESSIONAL, UNETHICAL, OR ILLEGAL CONDUCT.

General Leave (HR Policy 4.1) - General leave shall be earned by all regular, full-time employees during continuous service as follows:

Years of Employment	**Civilian (Except NE Comm. Spec), EX Sworn Police, EX or NE Sworn Fire (Admin, Prev, Svcs)**	**Sworn NE Police & NE Comm. Specialist**	**Sworn NE Fire (Supp.)**	**Sworn EX Fire (Supp.)**
First Year (5% of standard work hours earned as GL)	104	111.80	137.90	146
Second through Tenth Years (6.92% of standard work hours earned as GL)	144	154.73	190.85	202.06
Eleventh through Twentieth Years (8.85% of standard work hours earned as GL)	184	197.89	244.08	258.42
Twenty-first year and beyond (10.77 of standard work hours earned as GL)	224	240.82	297.04	314.48

Permanent part-time employees working twenty (20) hours per week or more are eligible to receive one-half (1/2) of the general leave benefits accrued by regular, full-time employees.

General leave may be used for vacation, illness of the employee, death or illness in the employee's family, or personal business. General leave accrues bi-weekly. The maximum accumulation of general leave hours is 720. Employees who leave or retire from the City will be paid for all accumulated general leave as part of their final paycheck.

All *non-emergency* leave must be prearranged with the employee's supervisor. Permission to take non-emergency general leave is at the sole discretion of the supervisor. Requests for *emergency*

leave, including leave for sickness, must be made as soon as possible by the employee requesting the leave. Employees requesting leave in emergency situations, including sickness, must call their supervisor within thirty (30) minutes of their normal time to report to work. If the employee is unable to call, then a responsible family member or friend should call the supervisor. Supervisors may require doctors' notes or other appropriate certification for emergency leave greater than three (3) consecutive work days.

Grievance Procedure (HR Policy 5.2) - It is the City's intent that most problems between employee and employer be resolved within the normal chain of command without the employee having to resort to a formal appeal to the Peer Review process. Before filing a formal appeal for Peer Review, therefore, the employee must show evidence of having tried to resolve the problem within the department through informal means. This includes discussing the issue with at least one level of supervision higher than the immediate supervisor, and with the Department Head or the Director of Human Resources in an effort to resolve the problem. Should a satisfactory resolution not be reached, the employee may invoke the formal appeal procedure.

This policy does not apply to probationary employees. Any *non-probationary* employee may file a formal appeal for Peer Review of certain management actions taken by the City which adversely impact the employee's employment with the City. Appealable actions may include disciplinary suspensions, termination, unsafe, or hostile work conditions, involuntary or retaliatory transfers, promotions, demotions, and/or failure by a co-worker or supervisor to follow City policies or regulations. Compensation matters and routine performance appraisals are not eligible for appeal to the Peer Review Committee, but may be discussed with the Department Head and/or Human Resources Director in the event a gross injustice or inequity is alleged, and employees may as of right include written objections on such matters in their personnel files.

Holidays (HR Policy 3.3) – The City provides full-time and permanent part-time employees eleven (11) paid holidays per year. Ten (10) of these holidays are designated annually around traditional national holidays. The eleventh is a personal floater holiday to be designated by the employee each year with the approval of supervision. Holidays cannot be carried over from year to year. All holidays will be treated as essential "floater" holidays for employees who occupy positions providing essential services year round, such as Sworn Police and Fire personnel, Communications Specialists, Ministerial Recorders, operational Greenlink personnel, and operational Zoo personnel. An employee can only use an essential floater holiday <u>after</u> the holiday has occurred. Permanent part-time employees will be paid four (4) hours of holiday pay or half the benefit paid to regular full-time employees. Personal floater and essential floater holidays for Sworn Nonexempt Police and Sworn Nonexempt and Exempt Fire personnel will be pro-rated accordingly.

Illness and Injuries (HR Policy 7.1) - If a personal injury or illness arises out of and in the course of employment, normally the injured or sick employee will be taken to the Occupational Health Clinic for treatment. The normal operating hours of the Occupational Health Clinic are 8:00 a.m. to 5:00 p.m., Monday through Friday. If an injury appears to be *non-critical*, and it occurs before or after these hours, the supervisor or his/her designee will make the determination to send the injured employee to an approved medical facility for treatment or wait until he or she can be seen

at the Occupational Health Clinic. If the injury appears to be *critical*, the employee, at the direction of the supervisor or his/her designee, shall be taken to the nearest hospital facility for treatment as expeditiously as possible. The Occupational Health Nurse shall be advised as soon as possible of the incident. Emergency Medical Services (EMS) will be called for seriously-injured or ill employees.

Insurance Coverage (HR Policy 3.1) - Medical, dental, flexible spending accounts, LTD, STD, Basic Life/AD&D, employee supplemental life, cancer/accident/critical care insurance, spouse life insurance, and child life insurance are available to all eligible full-time and full-time equivalent employees according to the provisions of the City of Greenville's medical benefits plans. Medical, dental, and flexible spending accounts are available to all permanent part-time employees. Employees should refer to the Benefits Packet for the outline of the plans. The City of Greenville offers optional cancer/accident/critical care insurance coverage through payroll deduction that pays the employee directly for any treatment related to cancer or a defined accident or condition. Payments are based on a fixed schedule and would be paid in addition to medical benefits.

Jury Duty (HR Policy 4.1) - The City of Greenville will continue normal compensation for employees required to serve jury duty. In the event such duty is for an extended period, it is expected that the employee will provide attention to his/her normal duties as such jury service may permit.

Longevity Bonus (HR Policy 3.1) - All regular, full-time and permanent part-time employees of the City of Greenville are eligible for longevity bonus pay which will be paid in a lump sum. The bonus will be paid every fifth anniversary date in accordance with the schedule in Policy 6.3.

Meal Periods (HR Policies 2.2 and 5.5) – Any regularly scheduled work day of eight (8) hours or more for nonexempt civilian employees should provide the employee with at least a thirty (30) minute unpaid meal break each day. The meal break varies by department from ½ to 1 hour. In order to be unpaid time, the meal break must be a span of at least thirty (30) minutes uninterrupted time where the employee is completely relieved of duty.

Medical Clearance (HR Policy 7.1) - All City employees are required to report to the Occupational Health Nurse for a Return to Work Permit following an absence due to illness or injury of *three (3) consecutive work days or more.* All employees must report to the Occupational Health Nurse after any absence of *less than three (3) days* if the employee sustained an occupational injury or illness, or has had emergency room or hospital care.

Medical Coverage (HR Policy 3.1) - Medical coverage is available for all regular, full-time and part-time employees working more than twenty (20) hours per week. Employees have the choice between two PPO medical plans. The City of Greenville contributes to the cost of both employee and dependent coverage. The employee's portion of the premium may be paid by either pre-tax or post-tax payroll deduction. Medical insurance is effective the first of the month following the employment date. According to Section 125 (pre-tax deductions), employees may only change coverage or add/drop dependents at the annual re-enrollment period. In the case of birth, marriage or divorce, the employee has thirty (30) days from the event to add or drop dependents.

Military Leave (HR Policy 4.3) - The City of Greenville will grant up to fifteen (15) paid work days per year for military leave for temporary military training or duty. An additional thirty (30) paid work days may be granted in the event of activation for emergency service.

Nepotism (HR Policy 1.3) - No applicant, however well qualified, who is a close relative of a member of management may be hired into a position, nor be later assigned or promoted into a position that would place him/her in the direct chain-of-command of the close relative. Close relatives shall be defined as son, daughter, mother, father, brother, sister, grandfather, grandmother, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandson, granddaughter, and spouse.

Outside Employment (HR Policy 5.3) -The City's Code of Ethics prohibits any outside employment which may cause or appear to cause a conflict with the normal discharge of an employee's duties for the City. Any employee holding or planning to hold a second job must provide, in writing, the place, hours, and nature of the secondary employment to their supervisor and department head and obtain approval from the department head prior to beginning work on a second job. Such notice shall be submitted to Human Resources to be placed in the employee's personnel file.

Overtime and Compensatory Time (HR Policy 2.2) - All employees of the City of Greenville may be required to work overtime from time to time. All overtime must be approved by a department head or a department employee who has been designated by the department head to authorize overtime. It is the City's policy to either compensate or grant compensatory time-off (computed at 1 ½ times the regular rate of base pay) to all non-exempt employees for hours worked in excess of their overtime threshold, as detailed in Policy 2.2.

Pay Schedule - The City is on a biweekly pay schedule and direct deposit pay stubs are distributed every other Thursday. In the event a pay stub distribution falls on an official holiday, they will be ready the day before.

Performance Appraisals (HR Policy 6.1) - Documented performance evaluations for all employees are required starting one year after date of hire (employment anniversary) and each year thereafter on October 1st provided their employment is uninterrupted. Performance merit increases in compensation are directly linked to annual performance appraisal scores.

Physical Examinations (HR Policy 7.1) - All employees occupying "Safety Sensitive" positions automatically receive a mandatory annual physical from the City's Occupational Health Center. These employees will be scheduled by the City's Occupational Health Nurse for an annual appointment. All City employees not required to have mandatory physicals are strongly encouraged to contact the City Nurse to arrange voluntary annual physical examinations. Annual physicals and lab tests are a free benefit to City employees. In the case of illness, the Health Center is available for all City employees during regular office hours.

Probationary Periods (HR Policy 5.1) - Probationary periods will be established based in part on training required for the position as determined by the department head and the Human Resources Director. All City employees will serve a minimum six (6) month probation beginning on the

employment date. Some employees may have probation periods up to twelve (12) months where positions require extended training. The Probationary period for any City employee may be extended up to three (3) additional months by providing written notice to the employee. Any such extension must be coordinated with the Human Resources Director prior to being delivered to the employee. Extensions will be granted in those cases where the supervisor feels the employee's performance requires further evaluation and there is a good probability of success if the period is extended.

Promotions (HR Policy 2.1) – A promotion is defined as the assumption of job duties and responsibilities that are higher in character/scope than in the previous position. For the purposes of compensation administration, a promotion occurs when the new job is of a higher pay grade than the prior job. A *promoted* employee shall be paid at least the minimum salary of the new range for the position. Promotional pay increases may range up to ten percent (10%) within the limits of the pay range for the job (or the minimum of the new range, if greater than 10%) and follow the same approval guidelines as starting salaries for new hires. Departments shall consult with Human Resources to conduct internal equity analysis to determine the promotional increase before making a promotion.

Public Records (HR Policy 8.4) – This policy establishes effective guidelines for the retention and destruction as well as storage, retrieval, and return of public records generated and owned by City of Greenville departments.

Reduction in Force (RIF) (HR Policy 1.8) - The purpose of this policy is to establish the process for implementation of a reduction in force (RIF). A RIF may become necessary because of lack of work, lack of funds, a decrease in the need of services of a position, a re-priorization of service needs, reorganization, outsourcing or privatization, or a material change in duties. A RIF decision can also occur when the duties assigned to a position change significantly so that an employee is no longer able to perform the required duties. The City retains the right to make RIF decisions in a fair and equitable manner consistent with this policy.

Retirement Programs (HR Policy 3.2) - The City of Greenville is a member of the South Carolina State (SCRS) and Police Officers (PORS) defined benefit Retirement Systems. Regular, full-time, and permanent part-time employees are required by state law to contribute to the system through payroll deductions.

Employee Contributions of gross pay bi-weekly to retirement system:

	SCRS Class II and III Members	PORS Class II and III Members
Effective July 1, 2017	9.00%	9.75%

Employer Contributions to retirement system:

	SCRS Class II and III Members	PORS Class II and III Members
Effective July 1, 2018	14.56%	17.24%

Benefits of the Retirement System include:

Class II Members (Employees hired on or before June 30, 2012) & Class III Members (Employees hired on or after July 1, 2012):

- A monthly annuity at retirement, vesting after five (5) years of service for Class II members and vesting after eight (8) years of service for Class III members
- Disability retirement eligibility after five (5) years for non-work related injuries for Class II and after eight (8) years of service for Class III members
- Life insurance (if the employee dies in-service) equal to one times the annual salary after at least one year of service credit

Firefighters are covered under the Firemen's Pension Fund. Regular, full-time employees are required to contribute to the system thru payroll deductions. Benefits of the Pension Fund include: monthly income at retirement, ten percent (10%) vesting after ten (10) years, and disability retirement availability if needed. All members of the Firemen's Pension Fund are required to contribute 6.585% to the pension fund through payroll deduction. The City contributes 17.615% of each sworn firefighter's gross wages to the employee's pension plan. The City's Firemen's Pension Board will notify the City of any increases related to the Firemen's Pension.

Salary Basis and Safe Harbor Provisions (HR Policy 2.3) – It is the City of Greenville's policy to comply with applicable wage and hour laws and regulations. Accordingly, the City of Greenville intends that deductions be made from employees' pay only in circumstances permitted by the Fair Labor Standards Act and the U.S. Department of Labor's rules governing the salary basis of pay for exempt employees. These regulations, including those specific to the public sector, can be found in Title 29 of the Code of Federal Regulations (29 C.F.R. 541.602; 29 C.F.R. 541.603;29 C.F.R.541.710).

Service Awards (HR Policy 6.3) -The Service Awards Program recognizes and commends the key role that each individual makes to the City of Greenville's progress by recognizing the growing contribution made through continuous service with the City. Awards in the Service Awards Program are pins having an appropriate designation of service to the City. These awards will be presented after five (5) full years of continuous service and will continue being given every fifth (5th) year thereafter up to fifty (50) years of continuous service. Certificates will also be issued for each five (5) years of recognized service after the completion of ten (10) years of continuous service. All employees will be eligible for Service Pins.

Sexual Harassment (HR Policy 5.6) - The City of Greenville does not tolerate sexual harassment. The City provides procedures for victims of sexual harassment to report such sexual harassment, and the City enforces disciplinary penalties on those who commit sexual harassment. No person, employee or third party, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to commit sexual harassment. The City of Greenville prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, to harass an employee or non-employee participant in the workplace, or to create a hostile or intolerable working environment by exhibiting, committing, or encouraging conduct comprising sexual harassment. The same standards of conduct applicable to employees shall apply to and be expected of contractors, consultants,

customers and visitors conducting business with or on behalf of the City, or using any City facility. All sexual harassment must be reported and must be investigated. All employees, managers and supervisors are expected to cooperate with any investigation of workplace wrongdoing and/or risk termination, and all employees, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they are believed to have committed. No employee, supervisor or manager shall be permitted to retaliate against another employee, supervisor or manager for participating in or cooperating with an investigation of wrongdoing, and, if believed to have retaliated, shall be subject to severe disciplinary action up to and including termination.

Substance Abuse (HR Policy 7.6) - It is the policy of the City of Greenville to provide a work environment which is free of alcohol and illegal drugs. City policy prohibits the possession, use, distribution or sale of illegal drugs, non-prescribed prescription drugs and alcoholic beverages. Moreover, because of the serious safety consequences, employees are prohibited from reporting for work or being at work with a detectable level of any intoxicating or mind-altering substance on their person or in their bodies.

Telecommuting (HR Policy 8.2) - The City enables department heads to promote general office efficiencies by allowing eligible employees to telecommute. This policy applies specifically to those employees whose job responsibilities are amenable to a telecommuting arrangement. This policy does not apply in situations related to telecommuting offered as a result of providing reasonable accommodation for qualified individuals with a disability.

Telephone/Telecommute Employees (Category 3) On Call Status (HR Policy 2.2) – This applies to nonexempt employees who are required to carry communication devices, are subject to call-out for emergencies, and are able/required to perform essential on-call job duties via the telephone or by telecommuting. When on call for seven (7) consecutive days, these employees receive six (6) hours of pay at their regular rate. If they are able to respond to a call via telecommuting devices or by reporting to the job site, their service is compensated at their regular hourly rate of pay unless the call-out results in overtime during the work week. If the call-out results in overtime, the service shall be compensated at the rate of 1½ hours for every hour worked (overtime or compensatory time off earned). If the call-out occurs on a recognized City holiday, the employee shall receive the holiday pay in addition to any other compensation earned. In the event additional assistance is needed beyond the employee(s) on call, the backup(s) will fall into a modified Category 2 employee to be compensated for only time spent per occurrence or actual time worked if telecommuting, or will follow the Waiting to be Engaged (Category 2) policy if the employee is required to report to the work location.

Term Life Insurance (HR Policy 3.1) - Regular, full-time employees of the City of Greenville are provided Term Life Insurance and Accidental Death and Dismemberment Insurance. This coverage may be converted to a permanent, individual policy upon leaving employment with the City of Greenville. Supplemental Term Life Insurance is available through payroll deductions. Dependent Term Life Insurance is available through payroll deduction to cover a spouse and/or eligible dependent child(ren).

Tobacco-Free Work Environment (HR Policy 7.7) - The use of tobacco or nicotine products of any kind is prohibited in all City-owned, employee occupied buildings/facilities, and in all City-owned vehicles. Tobacco products include but are not limited to cigarettes, cigars, cigarillos, pipes, chewing tobacco, snuff, dip and loose tobacco via pipe, hookah, hand rolled cigarettes and electronic cigarettes.

Tuition Reimbursement (HR Policy 6.2) - The City encourages employees to continue their personal and professional development by offering tuition reimbursement and other development programs. Application for tuition reimbursement must be made and approved prior to enrollment in a course for which an employee seeks reimbursement. Application forms for assistance will be available through the Human Resources Department or at M:/Cityinfo/E-forms/HR

Unpaid Leave (HR Policy 4.2) - In the event an employee requires time off from work beyond all available leave, the employee may submit a request for an unpaid leave of absence to his/her department head. The department head must advise the Human Resources Director and together they will determine whether to grant the request and will notify the employee of their decision. The employee will be responsible for paying his or her share of benefit costs during such unpaid absences.

Unpaid Leave for Family and Medical Necessities (Family and Medical Leave Act) (HR Policy 4.2) - The Family and Medical Leave Act of 1993 requires certain employers, including the City of Greenville, to provide up to twelve (12) weeks of unpaid leave during a twelve (12) month period at the time of (1) birth, adoption, or foster care placement of a child; or, (2) if a serious health condition affects the employee, or the employee's spouse, child, or parent. An employee eligible for this leave must have worked for the City for at least twelve (12) months. Upon return to work, the employee must be restored to his or her previous position, or an equivalent position (except for key employees as defined below), without loss of pay or benefits. An equivalent position is one of substantially similar duties and responsibilities. In addition, an eligible employee is entitled to 26 work weeks of leave to care for a covered military service member with a serious injury or illness during a single 12-month period.

Volunteers (HR Policy 1.6) - The City greatly benefits from the services provided by skilled, capable, and motivated volunteers and encourages the involvement of City of Greenville citizens and volunteer organizations. The City's Volunteer Program not only provides citizens the ability to develop a deeper understanding of City government and opportunity to enhance our community, but also allows the City to conserve valuable resources. The City of Greenville welcomes volunteers of all backgrounds and abilities, providing equal access to available positions for which they are qualified and possess the ability to do the job.

Under this policy, volunteers are uncompensated persons, including students and community service workers, who perform volunteer services related to the business of the City for their benefit and who support the activities of the City to gain experience or meet requirements in specific endeavors. Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any City benefits as a result of their volunteer association. Volunteers will not be engaged in work which facilitates the loss of an existing employee's job.

Each City Department utilizing individual volunteers and/or volunteer groups is responsible for coordinating and managing its volunteer efforts consistent with this policy. Each department is also responsible for establishing the types of and duration of volunteer opportunities. Volunteer assignments may range from one-time events to longer-term, specific assignments on a periodic basis. The Volunteer Coordinator has the right to refuse or dismiss any individual or group that fails or cannot uphold its volunteer obligations.

Waiting to be Engaged (Category 2 Employees) On-Call (HR Policy 2.2) – Category 2 covers nonexempt employees who are subject to call-back for non-routine situations but who are not on weekly call-in status. Employees receive no compensation unless they actually report to duty. If they report to duty, the callback shall result in a minimum of two (2) hours for each occurrence for which they are required to report for purposes of calculating compensation. When these employees are called back to work, they shall receive their regular hourly rate of pay (beginning from the time of call) unless the call to work results in overtime during the pay period. Then, the employee shall receive compensatory time at the rate of one and a half (1 ½) hours or overtime pay for every hour worked. In addition, if the callback occurs on a recognized City holiday, the employee will receive Holiday pay on top of any other compensation earned. Any employee who is called into work who does not have a take-home City vehicle will receive mileage expense at the adopted rate from their home and return.

Worker's Compensation (HR Policy 7.3) - All City employees are covered under the provisions of the Worker's Compensation Act. This Act provides monetary protection for the employee and his or her dependents in the event of injury or death while conducting work for the City. Work-related injuries must be reported to the immediate supervisor and Occupational Nurse immediately.

Work Schedules (HR Policy 5.5) – The normal hours for the City of Greenville, excluding continuous operations and some Public Works divisions, are eight (8) hour work days, 8:00 a.m. – 5:00 p.m., Monday through Friday. Operational department business hours may vary to meet the needs of the public. Scheduled hours shall include the regular time period during which an employee is scheduled to work. Schedules shall be subject to change by department management to meet service demands, and/or effectively manage personnel costs. As allowed under the FLSA, the City of Greenville has the authority to implement across-the-board change in employee schedules without consulting the employee. It is the employee's responsibility to know and comply with his or her work schedule. The City expects all employees to be reliable and punctual in reporting for scheduled work.

EXHIBIT C

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the national Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1 250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information call:
1-866-4US-WAGE (1-866-487-9243)
TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV