



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, SEPTEMBER 7, 2021 – 7:00 PM  
Via Teleconference**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Lynn Bohanan – Councilmember  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Avis Williams - Councilmember

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Dave Harvey – Chief of Police  
C. David Strickland – City Attorney

**OTHERS PRESENT:** Rev. Virginia Brown (Rust Chapel United Methodist Church), Mike Ready

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation – Rev. Virginia Brown, Rust Chapel United Methodist Church.
3. Mayor Eady clarified that separate votes will be taken for consideration to add two holidays to list of official City holidays in Item #10.

**Avis Williams made a motion to accept the Agenda for September 7, 2021. Jim Windham seconded the motion. The motion was approved unanimously (7/0).**  
(Attachment A)

4. **Avis Williams made a motion to accept the Consent Agenda for September 7, 2021. Avis Williams seconded the motion. The motion was approved unanimously (7/0).**  
(Attachment B)

5. Mayor's Announcements  
Mayor Eady introduced the new City Manager, Bill Eady.

Mayor Eady stated that he recommends the City Council continue to meet remotely because of the high COVID-19 numbers in Newton County. The City Councilmembers were comfortable with this recommendation.

Mayor Eady announced a City Council mini-retreat scheduled for October 29, 2021. The session will include updates from the Municipal Electric Authority of Georgia (MEAG),

Newton County Water and Sewer Authority (NCWSA), and Dean Hicks at Oxford College. The agenda will also include a review of the City's Short Term Work Program as well as some preliminary preparation for a strategic planning engagement with the UGA Carl Vinson Institute of Government (CVIOG). He will be bringing a proposal from CVIOG to the City Council to decide if they want to engage them in this process.

He is also discussing a classification/compensation study with CVIOG to examine the job classifications the City currently has and benchmarking them against other cities. This study will provide an analytical basis for reevaluating the City's classification structure and pay scale. The cost will be in the range of \$6,000-\$12,000, and probably closer to \$6,000. He will also bring this proposal to the City Council when it is available.

6. **Planning Commission Recommendations/Petitions**

None.

7. **Citizen Concerns**

None.

8. **Adoption of 2021 Millage Rate** (Attachment C)

Rollback of the millage rate for 2021 to 5.444 has been discussed by the City Council in order to avoid a property tax increase in 2021 for Oxford residents.

**George Holt made a motion to adopt the rollback rate of 5.444 for 2021 for the City of Oxford. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

9. **Tax Collection Intergovernmental Agreement** (Attachment D)

The City of Oxford has discussed a new agreement for the Newton County Tax Commissioner to prepare the Oxford tax digest and to levy, assess, and collect property taxes. Execution of a new agreement is required because a new Tax Commissioner was elected for Newton County in 2020. Other than the Commissioner being a different person, the terms of the contract are the same as in previous years.

**Jeff Wearing made a motion to approve the Tax Collection Intergovernmental Agreement. George Holt seconded the motion. The motion was approved unanimously (7/0).**

10. **Official City Holidays** (Attachment E)

The City Council has discussed a proposed resolution adding two holidays to the list of official City holidays: Veterans' Day (November 11<sup>th</sup>) and Juneteenth (June 19<sup>th</sup>).

**Laura McCanless made a motion to add Veterans' Day to the list of official city holidays. Jeff Wearing seconded the motion.**

**Discussion:**

Jim Windham stated he asked another Councilmember what the rationale was for adding Veterans' Day and was advised that it is because it is a federal holiday. He stated there are two other federal holidays not recognized by the City of Oxford, i.e., Columbus Day and President's Day. The City has the same number of holidays as the federal government, but recognizes two that the federal government does not, i.e., the day after Thanksgiving and Christmas Eve. He recommends that the City create a holiday whenever there is a federal or state election. He feels doing so is a better way of honoring the country's veterans and its democracy. Voting is becoming increasingly problematic, and he does not expect it to ease up any time soon.

Avis Williams stated she understands what Mr. Windham is saying but she does not have any problem with giving City employees Veterans' Day off.

George Holt stated he thinks Mr. Windham has a valid point. In speaking with Matt Pepper about this issue he was initially concerned about allowing more holidays since the City already allowed the same number of holidays as the federal government. He was not in favor of giving the City more holidays, but also did not want to vote against it.

Laura McCanless likes the idea of making election day a priority. She just does not want to see the employees get cheated out of a holiday in a non-election year. She likes the idea of giving employees another day off, since most of them must work on July 4<sup>th</sup> to support the annual parade activities.

Lynn Bohanan stated her thoughts are in line with those of Ms. McCanless.

Jeff Wearing voiced objection to not observing Veterans' Day. He understands Mr. Windham's point but disagrees with a holiday for Election Day being approved in lieu of Veterans' Day.

Marcia Brooks stated that in addition to comparing the City's list of holidays to the federal holidays, thought was also given to ways the City can attract and retain employees. A review of the surrounding counties and municipalities that Oxford regularly loses employees to revealed that these jurisdictions are observing the two proposed holidays.

Ms. McCanless asked how many personnel are needed on hand to handle an election. Ms. Brooks advised that she is the election superintendent so she would be the person handling this. Ms. McCanless also stated that she respects Mr. Wearing's position.

**The motion carried by a majority vote (6/1) with Jim Windham voting Nay.**

**Jim Windham made a motion to add Juneteenth to the list of official City holidays. George Holt seconded the motion. The motion was approved unanimously (7/0).**

Mayor Eady stated that the topic of Election Day as a City holiday can be added to a work session agenda. Providing opportunities for employees to vote can also be handled very liberally from an administrative perspective to ensure all employees have the opportunity.

11. **Employee Handbook** (Attachment F)

The Council has discussed proposed revisions to the City of Oxford Employee Handbook. No comments have been received since the matter was last discussed at the August work session.

George Holt stated that he has had a few calls since the last meeting. He feels that more time is needed to look over the information given the volume of information they must absorb. He recommended that they spend some time discussing the changes at the upcoming mini-retreat.

**George Holt made a motion to table discussion of the Employee Handbook. Jim Windham seconded the motion. The motion was approved unanimously (7/0).**

12. **Alarm Monitoring Services** (Attachment G)

Due to dissatisfaction with the City's current alarm monitoring service, staff obtained quotes from three alarm monitoring companies to provide monitoring services for City Hall and the Maintenance Facility. Staff recommends awarding the contract to All-Star Alarms, which provided the lowest bid.

**Laura McCanless made a motion to award the contract for alarm monitoring services to All-Star Alarms. George Holt seconded the motion.**

Discussion:

Jeff Wearing advised the Mayor and City Council that he believes All-Star Alarms is not the best selection because the owners are wanting to sell the business. This could lead to problems with service in the future. He believes Viper is the better choice even though their price is slightly higher. They serve all of Newton County government's buildings and he believes they will give better service. He also spoke to Sheriff Ezell Brown who gave them a high recommendation and indicated they were the best company the Sheriff's Office ever had.

Jim Windham and Avis Williams asked if references for the three vendors could be checked.

Marcia Brooks let the Mayor and City Council know that the current contract has already been canceled and expires on 9/30/2021, so action needs to be taken expeditiously.

George Holt suggested that since the normal procedure is to accept the recommendation of staff, that the City Manager be allowed to further investigate and see if he wants to amend staff's recommendation.

**Laura McCanless and George Holt withdrew their motion and second.**

**Jim Windham made a motion to table a decision on the alarm monitoring services contract until the September work session. George Holt seconded the motion.**

Discussion:

Marcia Brooks asked if tabling the decision would allow enough time to avoid a lapse in security monitoring. Mayor Eady stated a called session could be held at the start of the work session to take a vote.

The motion was approved unanimously (7/0).

13. **Approval for Purchase of Lawnmower** (Attachment H)

The Public Works Department requests approval to purchase a lawnmower which was authorized in the FY2022 Capital Budget. Three bids have been obtained. The Public Works Department has ordered the mower from Monroe Power Equipment due to the long lead time required to get the equipment. Staff recommends approval of the purchase of the equipment from Monroe Power Equipment for \$10,941.

**Jim Windham made a motion to approve purchase of the lawnmower from Monroe Power Equipment. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).**

14. **Approval for Purchase of Police Car**

The Police Department requests approval to purchase a police car which was authorized in the FY2022 Capital Budget. The City of Oxford is authorized to utilize \$100,000 in 2017 SPLOST funds for public safety purposes. Three bids have been obtained for a Ford Explorer Hybrid. Mayor Eady stated that the recommendation is to purchase the vehicle from the lowest bidder, Wade Ford, for \$36,095.

**George Holt made a motion to approve the purchase of a police car from Wade Ford. Laura McCanless seconded the motion.**

Discussion:

Chief Dave Harvey stated that arrangements have already been made with Allan Vigil Ford to purchase the vehicle from them. Bill Andrew added that the 2021 model is no longer available, but Allan Vigil Ford will deliver the 2022 model for the same price previously quoted for the 2021 model.

**George Holt amended his motion to approve the purchase of a police car from Allan Vigil Ford. Laura McCanless amended her second likewise. The motion was approved unanimously (7/0).**

15. **Invoices**

Mayor Eady stated that he is having discussions with Marcia Brooks and Bill Andrew about revising this part of the agenda to be a brief financial report that will provide more useful information. The list of invoices will still be provided to the City Council for review.

16. **Executive Session**

None.

17. **Adjourn**

**Jim Windham made a motion to adjourn at 7:47 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 7, 2021 – 7:00 PM  
VIA TELECONFERENCE  
A G E N D A**

1. Call to Order, Mayor David S. Eady.
2. Invocation.
3. Motion to accept the Agenda for the September 7, 2021 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
  - a. \* Minutes of the Regular Session August 2, 2021.
  - b. \* Minutes of the Emergency Meeting August 10, 2021.
  - c. \* Minutes of the Work Session August 16, 2021.
  - d. \* Minutes of the Trees, Parks and Recreation Board Meeting July 20, 2021.
  - e. \* Minutes of the Downtown Development Authority Meeting July 27, 2021.
5. Mayor's Announcements.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns.
8. **\*Adoption of 2021 Millage Rate** – Rollback of the 2021 millage rate to 5.444 to avoid a property tax increase has been proposed. The Mayor and City Council will vote on this proposal. The current digest and 5-year history are attached.
9. **\*Tax Collection Intergovernmental Agreement** – The City contracts with the Newton County Tax Commissioner's Office to prepare its tax digest and to levy, assess, and collect property taxes. A new Tax Commissioner was elected for Newton County in 2020, therefore approval of a new agreement is needed to continue this arrangement. The new contract is attached.
10. **\*Official City Holidays** – The Council will consider adding Veterans Day (November 11<sup>th</sup>) and Juneteenth (June 19<sup>th</sup>) as official City holidays. The resolution adopting the new list of holidays is attached.
11. **\*Employee Handbook** – The Council will consider approval of revisions by staff to the City of Oxford Employee Handbook. A copy of the handbook with proposed changes notated in the margin is attached.
12. **\*Alarm Monitoring Services** – Staff obtained quotes from three alarm monitoring companies to provide monitoring services for City Hall and the Maintenance Facility. Staff recommends awarding the contract to All-Star Alarms, which provided the lowest bid. Copies of the bids are attached.

13. **\*Approval for Purchase of Lawn Mower** – The Public Works Department requests approval to purchase a lawnmower which was included in the FY2022 Capital Budget. Extracts from the FY2022 approved Capital Budget are attached reflecting this item. Quotes are also attached.
14. **\*Approval for Purchase of Police Car** – The Police Department requests approval to purchase a police car which was included in the FY2022 Capital Budget. Extracts from the FY2022 approved Capital Budget are attached reflecting this item. The City of Oxford is authorized to utilize \$100,000 in 2017 SPLOST funds for public safety purposes. Staff recommends utilizing a portion of these funds to purchase the police car. Quotes for a Ford Police Interceptor are attached.
15. **\*Invoices** – Council will review the city’s recently paid invoices over \$1,000.
16. **Executive Session.**
17. Adjourn.

\*Attachments





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, AUGUST 2, 2021 – 7:00 PM  
Via Teleconference  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
James Windham – Councilmember  
Lynn Bohanan – Councilmember  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Avis Williams - Councilmember

**APPOINTED/STAFF PRESENT:**

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Jody Reid – Utilities/Maintenance Supervisor  
Dave Harvey – Chief of Police  
C. David Strickland – City Attorney

**OTHERS PRESENT:** Newton County Commission Chairman Marcello Barnes and other representatives of Newton County, Rev. Dr. Lyn Pace (Oxford College), Laura Gafnea (Oxford College), Pastor Charlie Williams (Mt. Zion First Baptist Church), Anderson Wright, Art Vinson

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation – Rev. Dr. Lyn Pace, Oxford College
3. Pledge of Allegiance.
4. **Jeff Wearing made a motion to accept the Agenda for August 2, 2021. Avis Williams seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
5. **Jeff Wearing made a motion to accept the Consent Agenda for August 2, 2021. Avis Williams seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
6. Mayor's Announcements  
Mayor Eady asked if the City Council is amenable to having the September Regular Session on September 7, 2021 due to the Labor Day holiday. No objections were raised.

Laura McCanless asked if the Council meetings are returning to a virtual format. She is fine with in person with masks or remote, but the committees need to be apprised. Some Councilmembers indicated their preference to stay virtual, and some were fine with in-person meetings.

Mayor Eady stated that current CDC guidance recommends wearing a mask when around others, even if one is vaccinated. His current plan is to allow those who wish to come to City Hall for the September meeting and allow those who wish to attend virtually. This issue can be revisited during the August work session if the Council wishes to do so.

7. **Planning Commission Recommendations/Petitions**

None.

8. **Citizen Concerns**

None.

9. **Presentation of Newton County Bicentennial Proclamation** (Attachment C)

Newton County officials were in attendance. Mayor Eady read Oxford's proclamation acknowledging the Newton County Bicentennial. Mayor Eady and Newton County Commission Chairman Marcello Barnes signed the proclamation and Chairman Barnes presented Mayor Eady with a commemorative flag.

10. **City Cemetery Request**

Mayor Eady announced that this issue has been resolved.

11. **Solar Power Purchase Contract** (Attachment D)

The Municipal Electric Authority of Georgia (MEAG) has proposed a contract purchase up to four (4) megawatts of solar power per year for a period of twenty (20) years, as part of a group of cities. The City attorney has reviewed the contract and related documents and given his approval of the documents.

**Laura McCanless made a motion to authorize the City of Oxford to enter into the MEAG contract to purchase up to four (4) megawatts of solar power for twenty (20) years for the City of Oxford. James Windham seconded the motion. The motion carried (5/2) with George Holt and Jeff Wearing voting Nay.**

12. **Local Options Sales Tax (LOST) Renewal Analysis** (Attachment E)

The City Managers of the jurisdictions eligible for a proportion of LOST distributions in Newton County have proposed engaging with an independent firm (SDS Consultants, LLC) to evaluate the options for distribution of LOST proceeds for the new agreement to be finalized in 2022. The cost for the City of Oxford to participate in the analysis is \$2,820 plus a portion of the costs for any travel required. Mayor Eady stated that it is his understanding from the City Managers recommending this engagement that travel should be very limited and the consultants should be able to do most of the work virtually.

**Jeff Wearing made a motion to authorize participation in the engagement by the City of Oxford. Laura McCanless seconded the motion. The motion carried (6/1) with James Windham voting Nay.**

13. **Limited Lease Agreement for City Greenspace** (Attachment F)

**A limited lease agreement has been proposed to lease the City Greenspace to the Downtown Development Authority (DDA) for the purpose of giving them access to the property to complete improvements to the space that they have recommended.**

**Jeff Wearing made a motion to approve the lease agreement with the DDA. George Holt seconded the motion. The motion carried (6/1) with James Windham voting Nay.**

14. **Invoices** (Attachment G)

There was no discussion.

15. **Executive Session**

Real estate and personnel matters were discussed.

16. **Adjourn**

**James Windham made a motion to adjourn at 8:40 p.m. George Holt seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
EMERGENCY CALLED MEETING  
TUESDAY, AUGUST 10, 2021 – 6:30 PM  
Via Teleconference  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
James Windham – Councilmember  
Lynn Bohanan – Councilmember  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Avis Williams - Councilmember

**APPOINTED/STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer

**OTHERS PRESENT:** William Andrew

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **Laura made a motion to accept the Agenda for August 10, 2021. Lynn Bohanan seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. Roll Call of Attendees

**James Windham made a motion to go into Executive Session to discuss personnel matters at 6:32 p.m. Laura McCanless seconded the motion. The motion carried unanimously (7/0)**

4. Executive Session  
Personnel matters were discussed.

**After the City Council exited Executive Session, James Windham made a motion to offer a candidate for the City Manager position \$80,000 per year pending verification of references. Lynn Bohanan seconded the motion. The motion carried unanimously (7/0).**

5. Adjourn  
**James Windham made a motion to adjourn at 9:02 p.m. George Holt seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, AUGUST 16, 2021 – 6:30 PM  
VIA TELECONFERENCE  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember  
Avis Williams – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Dave Harvey – Chief of Police  
Jody Reid – Utilities/Maintenance  
Supervisor

**ELECTED OFFICIALS NOT PRESENT:**

Jeff Wearing – Councilmember

**OTHERS PRESENT:** Art Vinson, Mike Ready

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Mayor Eady did not have any announcements.

**2. Committee Reports**

**a. Downtown Development Authority (DDA)**

Mike Ready stated that Oxford College has reached out to the DDA to resume discussions about their plans for the space on Whatcoat Street currently leased by the City to Oxford College. At their last meeting they found that they did not have enough time to accomplish what they wanted to do so they have scheduled a work session for August 17<sup>th</sup> to further discuss the project. The work session will be a review for some, but should be especially beneficial to the newer members, and will serve to get all members caught up.

Mayor Eady asked about the status of the vacancy on the DDA. Mr. Ready stated that Matt Pepper had not been able to contact the person that had been recommended by the DDA before he left, so they are back at square one. Mayor Eady asked the Councilmembers to provide any recommendations they have. He knows of one person

who has expressed interest but has not yet been fully vetted. He will discuss this with the Councilmembers and with Mr. Ready offline.

Mayor Eady asked that the DDA keep the City Council posted on their discussions with Oxford College. He stated that there is funding set aside in the budget for architectural design, which will be needed to proceed on the project.

- b. Planning Commission – Mike Ready stated that the Planning Commission plans to discuss the final draft of the ordinance amendments they had recommended at their next meeting.
- c. Committee on Race – Avis Williams reported that Emory completed the filming they had planned. She also advised that Emory is holding a symposium and she will forward the information to Marcia Brooks to pass along to the Councilmembers.
- d. Trees, Parks, and Recreation Board – Laura McCanless reported that the board has been working with Beryl Budd and an Oxford College student on their tree inventory. They also have a representative of Reforest ATL coming to their meeting on August 17<sup>th</sup> to discuss their approach to remove invasive plant species.
- e. Sustainability Committee – Laura McCanless reported that Marcia Brooks had created a dashboard tabulating the survey results from the Dried Indian Creek Survey that they could view on demand. Ms. Brooks added that about 75 responses had been received so far and about half of those came back with utility bill payments.

James Windham recommended that the Sustainability Committee and the Planning Commission collaborate to look at building requirements for the City of Oxford. He also suggested that building codes should be incorporated into the zoning ordinances.

Mayor Eady stated that international building codes have been incorporated by reference in Oxford's zoning ordinances, but he agrees there is room for enhancement. Mr. Windham also pointed out that sometimes building codes are watered down. Mayor Eady agreed that there are other more stringent standards that can be reviewed for potential inclusion in Oxford's zoning ordinances. He stated he would confer with Mike Ready and Laura McCanless to give them some information about this issue for the two committees to look at.

### 3. **2021 Millage Rate** (Attachment B)

Mayor Eady stated that the revenue from real property taxes has just this year returned to the level it was in 2007. The City's General Fund also has more revenue than expenditures for the first time since 2007. The City Council needs to determine if the rollback rate should be adopted, which holds revenue neutral, or to continue with the millage rate from 2020, which would result in a tax increase due to increases in assessment value.

George Holt was in favor of taking the rollback rate for 2021. He also pointed out that in Oxford, property taxes will never be a substantial source of revenue for the City.

Avis Williams agreed with George and expressed that she is not in favor of a tax increase.

Laura McCanless agreed with George that property taxes will not pay for any services in Oxford, but she wanted to know the actual dollar amount of the impact of a rollback. Mayor Eady provided the figures from the 2021 property tax digest and 5-year history.

Lynn Bohanan was in favor of taking the rollback rate for 2021. She wants to give the people of Oxford some relief financially.

James Windham was in favor of taking the rollback rate for 2021. He also stated he would like for Oxford to eliminate property taxes for primary residences because of the insignificance of the revenue to the City's overall budget. Mr. Holt agreed with Mr. Windham about the small impact of the revenue and stated the same thing could be accomplished by allowing a 70-80% homestead exemption for property owners.

Mayor Eady stated he is also in favor of taking the rollback rate for 2021. Marcia Brooks will find out if any hearings are necessary, and the City Council will plan to vote on this issue at the September regular session.

4. **Tax Collection Intergovernmental Agreement** (Attachment C)

The Newton County Tax Commissioner's Office prepares the City's tax digest and bills and collects payments for taxes due. In the 2020 general election, a new Tax Commissioner was elected, necessitating the signing of a new Intergovernmental Agreement (IGA) with Newton County for these services.

The first agreement received by the City of Oxford included an additional \$1.00 charge that had not been in the IGA with previous tax commissioners. After this additional charge was questioned, it was removed and a new IGA was received that provides for billing the City of Oxford at the same rate as in previous years, \$2.50 per parcel.

No concerns were expressed with the agreement. It will be included on the agenda at the September regular session.

5. **Employee Handbook** (Attachment D)

Marcia Brooks stated that she sent two versions of the handbook to the Councilmembers – the one currently in force and the new draft version with proposed changes/differences notated in the margin. The staff have met with George Holt and with Department Heads and reviewed the changes with both, adjusting language after these discussions as appropriate.

Mayor Eady asked the Councilmembers to take the time between now and the September regular session to continue reviewing the document and send any questions to Ms. Brooks and copy Mayor Eady.



Mr. Holt stated that he had worked with Ms. Brooks and Matt Pepper on it and he believes they did a great job. Laura McCanless stated that she read it and also thought they did a great job.

Mayor Eady stated that if there is a need for additional discussion as indicated by email, the draft can be reviewed at the September work session. Otherwise, the issue will be included on the agenda for a vote on final approval at the September regular session.

**6. Official City Holidays (Attachment E)**

Mayor Eady stated that currently the City does not observe Veterans' Day as a holiday. Also, many of the City's employees must work on the July 4<sup>th</sup> holiday to support the annual parade. He observed that since the City of Oxford does not pay employees as much as some other jurisdictions, one way the City Council can show appreciation to its employees is by at least ensuring that the major federal holidays are observed. A resolution has been proposed for adoption at the September regular session that will add Veterans' Day as well as Juneteenth to the list of official holidays for the City of Oxford.

There was consensus by the Councilmembers to approve the resolution in the September regular session.

**7. Building Permit Services Contract (Attachment F)**

At a previous Council meeting, James Windham had requested a review of the Bureau Veritas contract for permitting and code enforcement services. Mayor Eady provided some expenditure/revenue data to the Councilmembers that indicated the City has received \$22,721 more in permit fees than it has paid for Bureau Veritas' services since the contract was executed three years ago.

Mayor Eady stated that from a revenue standpoint, this privatization model is working, but he does feel there is some room for enhancement in the area of code enforcement.

Mr. Windham indicated that his questions were answered by Mayor Eady when he sent out the financial data.

George Holt asked what the code enforcement/property maintenance inspections clause of the contract provides for the City.

Mayor Eady stated that this service has not been performed much by Bureau Veritas, but it is intended to address the City's nuisance property and zoning ordinances. One reason the City has not availed itself of this service very much is because of the rate of \$80.00 per hour.

Mr. Holt asked if the times this service was used would be public record. Mayor Eady stated that it would.

Mayor Eady stated that there are a number of properties in Oxford that have essentially been abandoned. They have fallen into disrepair and are being neglected by the property owners. There is a process in the nuisance ordinance for dealing with such properties.

City Attorney David Strickland recommended to Mayor Eady that he discuss this process with the City Solicitor and Municipal Court Judge before taking any action on these properties.

Laura McCanless expressed concern about Section 11 of the contract, which limits liability to \$50,000. Mayor Eady recommended checking with the City Attorney and the Planning Commission Chairman. Mr. Windham agreed that the liability amount seems low, and would not cover an error, accident, etc. on a major project.

#### **8. Alarm Monitoring Services (Attachment G)**

Several years ago the City changed alarm monitoring services from All-Star Alarms to Premier Security. Premier Security was then bought out by Loud Security. The City's experience with Loud Security has not been satisfactory. Their response time on repairs and malfunctions is two-three weeks. The staff decided to explore options from other vendors that are local.

Staff obtained bids from three vendors, one of which was All-Star Alarms. Staff recommends awarding a contract to All-Star Alarms, who provided the lowest bid, for performance of these services.

No concerns were indicated by the Councilmembers. The issue will be included on the September regular session agenda.

James Windham also stated this vendor may be able to help with the difficulties being experienced trying to have hybrid meetings, i.e., some attending in person and some attending virtually.

#### **9. Signage on E. Richardson Street and Airport Road**

James Windham stated that the street sign seems a bit low at this intersection. He also stated that there are inconsistencies with GPS directions as to the name of the road. He recommended dual signage showing E. Richardson Street and Airport Road.

Jody Reid advised he would see if they can add another sign with a bracket. This situation is similar to E. Soule Street/Williams Road/City Pond Road.

#### **10. Other Business**

No other business was raised.

#### **11. Work Session Meeting Review**

- Millage Rate – adopt rollback rate at September regular session
- IGA for Tax Collection – approve at September regular session
- Employee Handbook – send comments to Marcia Brooks, copy Mayor Eady. If no issues are raised, adopt at September regular session
- Official City Holidays – adopt at September regular session
- Bureau Veritas Contract – investigate limited liability clause

- Alarm Monitoring Services – award contract to All Star Alarms at September regular session
- Signage on E. Richardson St. and Airport Road – Jody will see if he can add a sign to the existing post.

**12. Executive Session**

The City Council entered Executive Session at 7:42 p.m. to discuss personnel matters.

The City Council adjourned from Executive Session at 8:12 p.m.

**Laura McCanless made a motion to amend the offer to the City Manager candidate that was approved at the August 10, 2021 meeting to \$85,000 annually. Lynn Bohanan seconded the motion. The motion carried unanimously (6/0).**

**13. Adjourn**

**Laura McCanless made a motion to adjourn the meeting at 8:13 p.m. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

# OXFORD TREES, PARKS AND RECREATION BOARD

Minutes – July 20, 2021

**MEMBERS:** Michael Rogers, Vice Chair; Theresa Eady, Secretary; Anderson Wright, Mike McQuaide, Nakeisha Cummings, and Amos Downs. Cheryl Ready was absent.

**STAFF:** Beryl Budd, City Arborist; Jody Reid, Utilities Superintendent.

**GUESTS:** Yaling Covey, Oxford College Student; Laura Gafnea, Director of Community Relations, Oxford College.

**OPENING:** At 5:03 PM, Mr. Rogers called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Ms. Eady, seconded by Mr. Wright, the minutes for the meeting of June 15, 2021 were adopted. The vote was 4-0.

**CITY TREE INVENTORY:** Ms. Gafnea reported that Ms. Covey had begun her training with Mr. Beryl Budd, the City Arborist, to complete the update of the city's tree inventory. Mr. Budd reported that the base maps have been updated and that they were able to inventory 150 trees this week. Ms. Covey will provide updates to the Board as the project progresses.

**ASBURY STREET PARK AND CITY TRAIL MAINTENANCE:** Ms. Eady reported that some Board members met to discuss the status of Asbury Street Park's landscape (grass, flower beds, natural area, etc.). As a result of the meeting, city staff asked the landscape maintenance contractor to cut the grass at a height of 3 inches and spot treat weeds. City staff will talk with the contractor about implementing an all-organic fertilizer and herbicide program.

Ms. Eady also reported that the group discussed ways to rid the city's rights-of-way and trail system of invasive species. The group also discussed ways to beautify the right-of-way and trails. The Board discussed the possibility of hiring a third-party contractor or utilizing students from Oxford College to help with removing the invasive species. Mr. Budd recommended the Board consider spraying in the winter when Privet is green and other plants and foliage are in their dormant state.

**EMORY STREET TREE REPLACEMENT PROJECT:** The Board discussed their project to replace the tree canopy on Emory Street/SR 81. The Board will develop a plan for contacting the property owners at their August meeting. The Board plans to contact the property owners in August and September. The Board will ask Ms. Ready to retrieve the letter that was previously sent to property owners along Emory Street. The letter is a good source for the Board's talking points as they approach the property owners.

**OTHER BUSINESS:** Mr. Wright asked if Mr. Budd could visit Mitchell Street Park to assess the dogwoods planted there. Mr. Budd stated that he visited the park, and the trees were in poor health. Mr. Wright asked if they could be replaced. Mr. Budd will research local nurseries for replacement dogwoods.

**ADJOURNMENT:** Mr. Rogers adjourned the meeting at 5:36 PM.

Submitted by:

Theresa Eady, Secretary

# **DOWNTOWN DEVELOPMENT AUTHORITY**

## **OF THE CITY OF OXFORD**

Minutes – July 27, 2021

**MEMBERS:** Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Laura McCanless, and Ms. Danielle Miller. Mr. Brian Barnard and Mr. Ray Wilson were absent.

**STAFF:** Matthew Pepper, City Manager and DDA Secretary/Treasurer.

**GUESTS:** No guests were in attendance.

**OPENING:** At 7:05 PM, Mr. Ready called the meeting to order.

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Ms. McCanless, the minutes for the meeting held on June 22, 2021 were approved. The vote was 4 – 0.

**THE CITY GREENSPACE:** The Authority reviewed the final draft of the lease agreement between the City and Authority to grant access to the Authority to make improvements to the city-owned greenspace.

*Upon motion of Mr. Eady, seconded by Ms. McCanless, the minutes for the meeting held on June 22, 2021 were approved. The vote was 4 – 0.*

**FOLLOW UP ON E. CLARK STREET PROPERTY DISCUSSION:** Ms. McCanless reported to the Authority that she and Mr. Barnard met with some members of the city's Sustainability Committee to discuss the potential use of the Authority's property as a passive recreation area. During her report, Ms. McCanless shared that the Sustainability Committee has been working on a grant application for the Georgia Outdoor Stewardship Program to construct a multi-use trail along Dried Indian Creek. The Authority discussed whether donating their land to the city for the trail could be considered an in-kind contribution. In addition, the Authority responded favorably to working as a partner on the project.

**OTHER BUSINESS:** The Authority proposed that they meet at 7 PM on Tuesday, August 17<sup>th</sup> to discuss their concept plan to revitalize the area where the former city hall (810 Whatcoat Street) is located. This meeting will be held in addition to their meeting for scheduled for August 24<sup>th</sup>. Mr. Pepper will confirm with Mr. Barnard and Mr. Wilson that they are available to attend the August 17<sup>th</sup> meeting.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 7:54 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

## CURRENT 2021 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

The Mayor and Council of the City of Oxford do hereby announce that the millage rate will be set at a meeting to be held on September 7, 2021 at 7:00 PM via teleconference. Teleconference information is available on the City's website at <https://www.oxfordgeorgia.org/>. Pursuant to the requirements of O.C.G.A., 48-5-32, the Mayor and Council do hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

---

CITY OF OXFORD	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Real & Personal	16,421,373	18,334,025	20,285,798	22,155,784	24,368,394	28,812,997
Motor Vehicles	1,438,080	1,088,540	824,640	729,820	593,120	500,270
Mobile Homes	480	480	480	480	480	480
Timer-100%	7,950					
Heavy Duty Equipment						41,995
Gross Digest	17,867,883	19,423,045	21,110,918	22,886,084	24,961,994	29,355,742
Less M&O Exemptions	3,285,364	3,302,207	3,270,355	3,369,150	3,385,009	3,465,976
Net M&O Digest	14,582,519	16,120,838	17,840,563	19,516,934	21,576,985	25,889,766
Gross M&O Millage	25.770	23.200	22.710	22.860	23.611	20.945
Less Rollbacks	18.530	16.578	16.094	16.235	16.989	15.501
Net M&O Millage	7.236	6.622	6.622	6.622	6.622	5.444
Net Taxes Levied	\$105,432	\$106,752	\$118,140	\$129,241	\$142,883	\$140,944
Net Taxes \$ Increase/Decrease	-\$6,377	\$1,321	\$11,388	\$11,101	\$13,642	-\$1,939
Net Taxes % Increase/Decrease	-5.70%	1.25%	10.67%	9.40%	10.56%	-1.36%

**INTERGOVERNMENTAL AGREEMENT REGARDING  
TAX COLLECTION SERVICES**

This Service Delivery Intergovernmental Agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 (the “Effective Date”), by and between **Newton County, Georgia**, a political subdivision, acting by and through its Board of Commissioners (hereinafter the “County”), and **the City of Oxford**, a municipality acting by and through its Mayor and Council (hereinafter the “City”) and Marcus Jordan, the duly elected **Tax Commissioner of Newton County** (hereinafter the “Tax Commissioner”).

**WITNESSETH**

**WHEREAS**, the Service Delivery Strategy Act (O.C.G.A. § 36-70-20, *et. seq.*) mandates that Newton County and all municipalities located therein shall participate in the development of a Service Delivery Strategy through which Newton County, the City of Covington, the City of Porterdale, the City of Oxford, the City of Mansfield, the Town of Newborn, and the City of Social Circle shall create and maintain a service delivery system which is efficient, effective, and responsive to all citizens within the County;

**WHEREAS**, the Constitution of the State of Georgia provides, in Article IX, Section III, Paragraph 1, subparagraph (a), that any county or municipality of the State of Georgia may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation or public authority for the provision of services, or for the joint or separate use of facilities or equipment when such contracts deal with services, activities, or facilities which the contracting parties are authorized by law to undertake or provide;

**WHEREAS**, the Official Code of Georgia § 48-5-359.1 (a) (1) (B) provides in a county, like Newton County, with fewer than 50,000 tax parcels, the county and any municipality wholly or partially located within such county may contract, subject to the approval by the tax commissioner of the county, for the tax commissioner to prepare the tax digest for such municipality; to assess and collect municipal taxes in the same manner as county taxes; and for the purpose of collecting such municipal taxes, to invoke any remedy permitted for collection of municipal taxes;

**WHEREAS**, the Official Code of Georgia § 48-5-359.1 (a) (1) (B) further provides that any contract authorized therein shall specify an amount to be paid by the municipality to the county, which amount shall substantially approximate the cost to the county for providing the service to the municipality and the tax commissioner is authorized to contract for and to accept, receive and retain compensation from the municipality for such additional duties and responsibilities in addition to the compensation provided by law to be paid to the tax commissioner by the county.

**WHEREAS**, the Newton County Tax Commissioner is a duly elected official, charged with collecting and levying the taxes of Newton County;

**WHEREAS**, this Agreement is approved and consented to by Marcus Jordan in his official capacity as Tax Commissioner of Newton County;

**WHEREAS**, the City, County, and Tax Commissioner wish to avoid the duplication of services and to provide for efficient management of the County and City governments under the terms and provisions of the laws of the State of Georgia, and therefore desire to enter into this Intergovernmental Agreement (the “Agreement”) regarding the collection of ad valorem real property taxes on property located within the corporate limits of the City of Oxford by the Newton County Tax Commissioner, and

**WHEREAS**, by duly approving this Agreement and spreading same upon the minutes of each respective governing authority, the County and City hereby declare that this Agreement serves the best interest of the citizens in each of their respective jurisdictions.

**NOW, THEREFORE**, based upon the preamble above, as well and good and adequate consideration, the receipt and exchange of which is acknowledged by the signatures below, the parties hereby agree as follows:

1. During the term of this Agreement, the County, through the office of the Tax Commissioner shall:
  - a. Timely prepare the tax digest for the City;
  - b. Levy, assess, and collect all taxes, for both real and personal property, for the City based upon the millage rate as fixed and determined by the governing body of the City in the same manner as taxes for Newton County are levied, assessed, and collected;
  - c. Apply and invoke any remedies, methods, and procedures authorized and/or permitted by law for collection of City taxes;
  - d. Account for and remit to the City all taxes collected in a reasonable and timely manner after the date of collection;
  - e. Provide access to records of the Tax Commissioner to the City through its auditors for purposes of a yearly audit;
  - f. Accept from the City the transfer of the duty of receiving homestead exemption applications to the Tax Commissioner which duty shall be fulfilled in accordance with the provisions of the State Constitution and laws authorizing homestead exemption; and
  - g. Otherwise perform the duties of tax receiver and collector on behalf of the City in substantially the same manner as provided to the County, per Georgia law.
2. To reimburse the County and Tax Commissioner for the cost of providing the services described herein, the City agrees to pay (1) the Tax Commissioner an annual lump sum at a flat rate of \$2.50 per individual account billed for taxes and/or assessments levied by the City, and (2) the County an annual lump sum at a flat rate of \$0.00 per individual account billed for taxes and/or assessments levied by the City. These fees shall be paid to the Tax Commissioner and the County not later than the end of the month in which the annual tax billings are mailed.
3. With the exception of penalties and interest, which shall be remitted to the City in the same manner as taxes and assessments, the Parties agree further that the Tax Commissioner shall retain all other fines or fees typically payable to the Tax Commissioner authorized by law in connection with the collection or enforcement of said taxes and/or assessments collected from City taxpayers.
4. In the event that a court of competent jurisdiction or the County Board of Commissioners or its designee determines that an ad valorem tax refund is owed to any taxpayer pursuant to O.C.G.A. § 48-5-380, and when a portion of such refund consists of taxes collected on behalf of the City, the City hereby authorizes the Tax Commissioner to withhold future tax remittances to the



City under this Agreement equal to the City's portion of the tax refund. For example, if a refund for overpayment is determined to be \$1,000 and 10% of the overpayment has previously been remitted to the City, the Tax Commissioner is authorized to immediately refund the overpayment in full and to retain \$100 from future City tax collections to offset the City's share of the refund.

5. To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the County and the Tax Commissioner and their agents and employees harmless against any claim(s) (including but not limited to, challenges, contests etc.) losses or expenses (including but not limited to, attorney fees and court costs) arising out of the performance or failure to perform the services provided by this Agreement, except claims alleging the intentional or willful acts of the Tax Commissioner or of his agents or employees. All legal services and defenses of litigation required by the Tax Commissioner or one acting on behalf of the Tax Commissioner arising solely from the municipal taxes at issue pursuant to this contract must be furnished by the City Attorney at the City's expense (except claims alleging the intentional or willful acts of agents or employees of the Tax Commissioner). Should the City Attorney for any reason fail to provide the legal services referred to in this paragraph, the Tax Commissioner shall have authority to engage the services of an attorney at the expense of the City. All requests for legal assistance by the Tax Commissioner to the City Attorney to provide such services shall be communicated in writing. However, the failure of the City Attorney to respond to a request made hereunder, within a reasonable time, shall be deemed to be a refusal to furnish such services. The Tax Commissioner shall notify the City in writing of its determination that the City has failed to respond in a timely manner before incurring legal fees on its own behalf for which the City shall be responsible.
6. The term of this Agreement shall be for ten (10) years beginning on the Effective Date provided above. Any party may terminate their obligations under this Agreement with at least sixty (60) days written notice to the remaining parties. Written notice required by this Agreement, shall be sent to the Chairman of the Board of Commissioners on behalf of the County, to the duly elected Tax Commissioner of Newton County, and to the Mayor on behalf of the City. In the event of termination by the County, the Tax Commissioner, or the City, all payments owed to the County (prorated as of the date of termination) shall survive termination.
7. This Agreement shall be deemed to have been made, construed, and enforced in accordance with the laws of the State of Georgia, and said laws shall govern the validity of this Agreement and the construction of its terms and interpretation of the rights and duties of the parties. Any litigation arising out of or any way involving this Agreement shall be heard and decided in the Superior Court of Newton County.
8. Should any phrase, clause, sentence, or paragraph of this Agreement be held invalid or unconstitutional, the remainder of the Agreement shall remain in full force and effect as if such invalid and unconstitutional provision were not contained in the Agreement unless the elimination of such provision

detrimentally reduces the consideration that any party is to receive under this Agreement or materially affects the operation of this Agreement.

9. The parties hereto shall comply with all applicable local, state, and federal statutes, ordinances, rules and regulations concerning the subject matter of this Agreement.
10. No consent or waiver, express or implied, by any party to this Agreement, to any breach of any covenant, condition, or duty of another party shall be construed as a consent to or waiver of any future breach of the same.
11. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
12. The parties hereto agree to submit any controversy arising under this Agreement to mediation. In the event the parties cannot agree on a mediator, the mediator will be selected by the Senior Judge of the Newton County Superior Court. The cost of mediation shall be borne equally by the parties.
13. No party hereto may assign any function or obligation undertaken by such party without the written approval of the other parties.
14. This Agreement shall be binding upon the parties and their successor and assigns for the full period of the term.
15. This Agreement constitutes the sole and final agreement between the parties relating to the subject of this agreement and all prior or contemporaneous agreements are merged into this agreement and succeeded by it.
16. Except as expressly limited by the terms of this Agreement, all rights hereunder are in addition to and do not limit those provided at law or in equity. No failure of a party to exercise any power hereunder, or to insist on strict compliance by the other party with its obligations, and no custom or practice of the parties at variance with the terms hereof, shall be a waiver of a party's right to demand exact compliance herewith.
17. The parties intend that the relationship between them is that of principal-independent contractor. No agent, employee, or servant of Tax Commissioner shall be or shall be deemed to be the employee, agent, or servant of City. The City is interested only in the results obtained under this Agreement. The manner and means of overseeing the work are under the sole control of Tax Commissioner. None of the benefits provided by City to its employees are available from City to Tax Commissioner or its employees, agents, or servants. Except for the Indemnification, Tax Commissioner will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, and subcontractors during the performance of this Agreement. The parties agree that nothing herein changes the independent contractor nature of the relationship between the parties.

18. Each provision shall be construed as though all the parties participated equally in its drafting. Any rule of construction that a document is to be construed against the drafting party shall not apply.
19. The parties shall, at the request of the other, make, sign and deliver all documents and do or cause to be done all such things that any party may reasonably require under this Agreement.
20. The signatories below have been duly authorized by their respective governing authorities to execute this Agreement on their behalf. Each party represents and warrants to the other that (a) it has full capacity and authority to enter into this; (b) the person executing this on its behalf has full authority to do so; and (c) this constitutes an obligation which is valid, legally binding against it, and enforceable against it in accordance with its terms.
21. A scanned or facsimile signature shall be treated the same as an original signature and any party may rely upon a scanned or facsimile signature of the party upon this. This may be executed in any number of counterparts, and all counterparts shall be considered together as one. The parties understand and agree to the terms of this, and their authorized officers have signed below.
22. In entering into this, the parties represent that they have relied upon the legal advice of their attorneys, who are attorneys of their own choice, or have been advised that they are free to seek the advice of an attorney of their choice, and that the terms of this have been read and are fully understood and voluntarily accepted by the parties.

**IN WITNESS WHEREOF**, the parties hereto and their respective officers have caused this Agreement to be executed in their respective names and set their hands and affixed the respective seals of the parties the day and year first written above.

**NEWTON COUNTY**

By: \_\_\_\_\_  
 Marcello Banes, Chairman

Attest: \_\_\_\_\_  
 Jackie Smith, Clerk

**CITY OF OXFORD**

By: \_\_\_\_\_  
 David Eady, Mayor

Attest: \_\_\_\_\_  
 City Clerk

**THE TAX COMMISSIONER OF  
 NEWTON COUNTY**

By: \_\_\_\_\_  
 Marcus Jordan, Tax Commissioner

Attest: \_\_\_\_\_  
 Notary Public, State of Georgia

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**RESOLUTION**

**AMENDING AND ADOPTING LEGAL HOLIDAYS OBSERVED BY THE CITY OF  
OXFORD, GEORGIA, AND TO REPEAL, REVOKE AND SUPERSEDE ALL  
RESOLUTIONS OR ORDINANCES IN CONFLICT**

**WHEREAS**, the Mayor and Council of the City deem it in the best interest of the government, employees and the residents of the City to amend Part 6: “Time Away from Work”, of the City of Oxford Employee Handbook to update legal holidays as observed by the City; and

**WHEREAS**, the Mayor and Council of the City of Oxford have determined that the proper means of amending said legal holidays is by adopting and promulgating the following listing of the same, attached hereto in Exhibit “A”; and

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD**, that the following are adopted immediately upon and after its final passage.

**RESOLVED AND APPROVED** by the Mayor and Council of the City of Oxford, Georgia, this \_\_\_ day of September, 2021.

**CITY OF OXFORD**

\_\_\_\_\_  
**David S. Eady, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Marcia Brooks, City Clerk**

**{The Seal of the City of Oxford, Georgia}**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**C. David Strickland, City Attorney**

**Exhibit “A”**

**City of Oxford – Legal Holidays**

Effective immediately upon passage, the City shall annually observe the following holidays:

1. New Year’s Day,
2. Martin Luther King Jr.’s Birthday,
3. Memorial Day,
4. Juneteenth,
5. Independence Day,
6. Labor Day,
7. Veterans’ Day,
8. Thanksgiving Day,
9. The day after Thanksgiving,
10. Christmas Eve,
11. Christmas Day.



# EMPLOYEE HANDBOOK

## HUMAN RESOURCES POLICIES AND PROCEDURES

Effective September 7, 2021

**Commented [MB1]:** Added to make it clear that this book constitutes the City's official HR policies and procedures.

**Commented [MB2]:** Revised revision date

## WELCOME TO THE CITY OF OXFORD

As an employee of the City of Oxford, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality services to the citizens of the City of Oxford, and to do this efficiently and effectively.

You are an important part of this process because your work directly influences the City's reputation and how the City is perceived by its residents, taxpayers and other branches and levels of government.

This employee handbook explains our human resources policies and benefits. To be responsive to the City's needs, changes or additions to this handbook may be made from time to time. You will be informed when these changes are made.

We are glad you have joined us and hope you will find your work to be both challenging and rewarding.

Sincerely,

David S. Eady, Mayor

Commented [MB3]: Revised Mayor name

***City of Oxford Employee Handbook***  
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## City of Oxford Employee Handbook

### **CHAPTER 1 - ADMINISTRATION**

#### **PURPOSE**

The City of Oxford, in order to provide an inclusive, equitable, and productive work environment, has established the City's Human Resources Policies and Procedures for City of Oxford employees. These Policies and Procedures have been enabled by an ordinance adopted by the Mayor and Council of the City of Oxford. The policies and procedures contained herein are enacted to further the following goals:

- To provide a uniform system of human resources administration throughout the City government;
- To ensure that recruitment is from a diverse, qualified group of candidates to increase diversity of thinking and perspectives;
- To ensure that selection, placement, promotion, retention, and separation of employees are not only based upon individual employees' qualifications and/or job performance, but are also in compliance with all applicable federal, state, and local laws;
- To assist City management in the development and implementation of sound management practices and procedures and to make effective, consistent use of human resources throughout the City;
- To promote better communication and understanding between City management, department heads, supervisors, and employees; and
- To ensure, protect, and clarify the rights and responsibilities of City employees.

#### **AUTHORITY**

The City of Oxford is governed by a Mayor and City Council. The Mayor is the Chief Executive Officer of the City. Management of the City's operations is delegated by the City of Oxford charter to the City Manager, who is the Chief Administrative Officer of the City.

With the exception of matters reserved by state law or the city charter to the City Council, the general and final authority for personnel administration rests with the City Manager. This Personnel Handbook provides statements of policy and establishes required procedures relating to personnel administration that are necessary to effectively and efficiently manage city operations. It is issued by the City Manager under the authority of the City Council. The Mayor and the Council reserve the right to adopt, change, or terminate any policy at any time.

The City of Oxford's hierarchy of authority is illustrated in the organization chart on the following page.

**Commented [MB4]:** Changed title from "The Way We Work". Used this title for a different chapter.

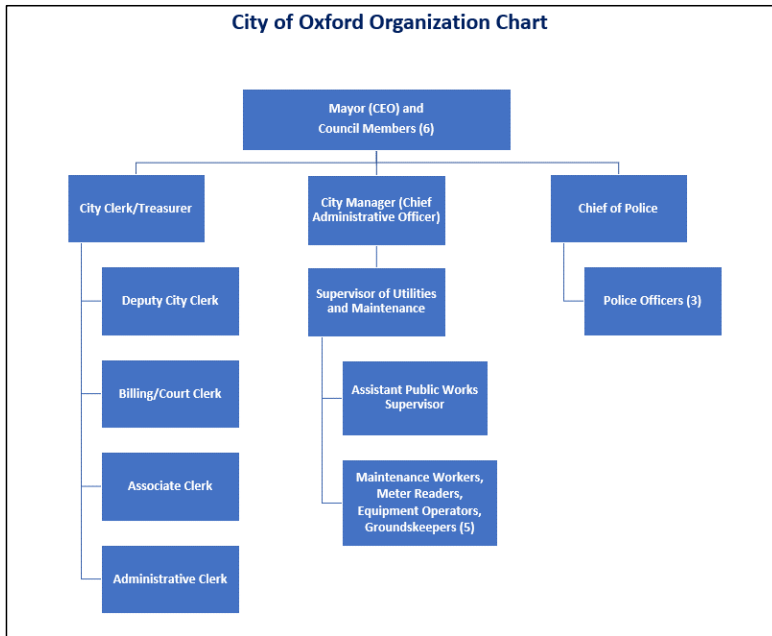
**Commented [MB5]:** Grammar adjustments.

**Commented [MB6]:** Added item about diversity

**Commented [MB7]:** Added this section to clarify administrative authority since City Manager position was created.

**Commented [MB8]:** Added organization chart

## City of Oxford Employee Handbook



### **DELEGATED AUTHORITY**

The City Manager may delegate authority to Department Heads in the following areas:

- Discipline or recommend discharge or release of employees pursuant to the procedures described in this handbook;
- Direct the work forces;
- Hire, assign, or transfer employees;
- Recommend the mission of specific departments;
- Determine the methods, means, and allocation/assignment of personnel needed to carry out the department's mission;
- Introduce new or improved methods or facilities or change such methods or facilities;
- Recommend work schedules and establish the methods and processes by which such work is performed;
- Require the performance of duties stated and intended in job descriptions, with the understanding that every duty is not always described;
- Recommend positions, reclassify positions, and/or the reassignment of employees to different positions with different classifications and/or pay; and
- Fiscal responsibility of the department.

Commented [MB9]: Added this section

## City of Oxford Employee Handbook

### **ADMINISTRATION OF POLICY**

Proper policy administration includes selecting goals and encouraging the discharge of duties above the minimum standards. The provisions of this Handbook create high standards of conduct so that training and performance can be aimed at the highest levels and may in appropriate cases, be the basis for internal discipline. This handbook provides general information about city policies, procedures, expectations, and benefits. The information in this handbook, however, cannot anticipate every situation or answer every question regarding your employment. Therefore, the policies set forth in this Handbook may not cover all situations. The City Manager shall make interpretive decisions for those situations that are not specifically covered by this handbook and may, in the best interest of city operations, override any provision in this handbook.

The intent of this personnel policy handbook is compliance with all applicable federal and state law. In the event of a change in law or a conflict in federal or state law with the contents of this handbook, the federal and/or state law shall supersede the policies contained within this handbook.

### **DEPARTMENT POLICIES**

- A. Department Policies and Procedures shall serve as supplements to these provisions. In the event of conflict in any section, the City of Oxford's Human Resources Policies & Procedures shall prevail.
- B. Department policies and procedures will be reduced to writing and reviewed by the City Manager for conformance to these provisions. Once approved, a copy should be given to the City Clerk.

### **REVISIONS TO HANDBOOK**

This Handbook may be amended in whole or in part from time to time at the sole discretion of the City in order to maintain legal compliance, operative effectiveness, and desired workplace conditions. Amendments will be available to all employees upon adoption.

### **PERSONNEL RECORDS**

A record of service will be managed by the City Clerk for every active employee. Service records for terminated employees shall be retained as required under all applicable record retention laws. An employee has the right to review and request copies of their personnel file. These requests will be facilitated by the City Clerk. Open records requests and confidentiality of personnel records will be managed as defined in the City's policies and the Georgia Open Records Act.

It is the responsibility of the employee to notify the City of any personal data changes, such as name, address, phone number, emergency contact information, change in beneficiaries, etc. Name changes will require legal documents as back-up, i.e. marriage certificate, divorce decree, etc.

Commented [MB10]: Added this section

Commented [MB11]: Added this section

Commented [MB12]: Moved from Chapter 10 and modified language

Commented [MB13]: Moved from Chapter 5 and modified language. Formerly titled, "Records, Reports and Employee Files"

## City of Oxford Employee Handbook

### **PERSONNEL HANDBOOK**

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(a) **Scope**

The provisions of this Handbook apply to all employees of the City of Oxford, Georgia, both on and off duty, unless otherwise indicated, restricted by authority, or limited by law.

(b) **Not a Contract**

This handbook does not constitute a contract of employment or benefits. Nothing in this handbook should be construed as a guarantee of continued benefits from, or employment by, the City of Oxford.

(c) **Changes**

The City Manager reserves the authority to interpret and recommend changes to, any or all of the provisions of this handbook. Except in the case of emergency, employees will be given appropriate notice of any change.

(d) **Titles/Headings**

The use of titles or headings in this Handbook shall not govern, limit, modify, or affect the scope of meaning or intent of any provision.

(e) **Validity/Severability**

Any statement in a directive found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining contents.

(f) **Distribution**

Every city employee will have access to a copy of this handbook and copies of amendments and revisions as they are adopted.

(g) **Compliance**

All provisions of this Handbook are applicable to regular full-time, part-time, seasonal, and temporary employees, except where otherwise noted in the Handbook.

(h) **Official Copy**

An official copy of the City of Oxford, Georgia Human Resources Policies and Procedures containing the latest revisions is maintained by the City Clerk and can be found in the offices of such department.

### **DEFINITIONS**

For the purpose of these policies and procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

1. **Administrative Leave.** This is paid leave for an employee who has been placed on such leave at the request of the Department Head and approved by the City Manager when such action is deemed to be in the best interest of the City.

## City of Oxford Employee Handbook

2. **Appeal.** The right of an applicant or employee to appear before the City Council to be heard on matters of discrimination, unfair practices or other grievances of such person in the manner prescribed in these policies and procedures.
3. **Classification and Pay Plan.** The system of assigning jobs to classes and to appropriate pay grades based on the similarities of positions and market research.
4. **Classified Service.** The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the Mayor and City Council.
5. **Continuous Service.** Continuous service is employment that is uninterrupted except for authorized leaves of absence, suspension, layoff, or separation due to a reduction in work force.
6. **Contract Employees.** Contract employees are individuals hired pursuant to an individual written employment contract which governs their employment relationship with the City. Contract employees must abide by the guidelines in this handbook except where such guidelines are expressly contradicted by the terms of their employment contract with the City. The benefits, if any, for which a Contract Employee is eligible, shall be spelled out in the terms of the employment contract.
7. **Demotion.** Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.
8. **Department Head.** The position with overall administrative responsibility for a department.
9. **Dismissal.** The termination of a regular employee for just cause.
10. **Eligible.** Regarding a person who has met all requirements for the position applied for to be employed by the City.
11. **Employee.** A person hired to a position in the City government for which he or she is compensated on a full-time or part-time basis.
12. **Grievance.** Any dispute concerning the interpretation or application of these human resources policies and procedures or any decision relative to any disciplinary action, dismissal, demotion or charge of discrimination.
13. **Lay-off.** The temporary or permanent separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position, or for other material changes in duties or organization.
14. **Legal Holidays.** Days that have been approved by Mayor & Council to be observed as official city holidays.

**Commented [MB15]:** Added the words, "temporary or permanent"

**Commented [MB16]:** Added this definition.

## City of Oxford Employee Handbook

15. **Overtime.** Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.
16. **Performance Evaluation.** A method of evaluating each employee on a periodic basis as to his or her performance on the job.
17. **Performance increase.** An increase in pay based on an employee's job performance.
18. **Probationary Employee.** An employee serving the first six (6) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the six-month probationary period. A law enforcement officer may serve on a probationary period for up to one year from the hire date (see the Police Department's Standard Operating Procedures Manual).
19. **Promotion.** A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and usually carrying a greater scope of discretion and responsibility. A promoted employee will serve a six-month evaluation period. During the evaluation period, if it is determined that the promoted employee is unable to perform the duties in the promoted position, he/she shall be transferred back to his/her former position, if available. If it is not available, he/she may apply and compete for any other vacant positions in the City. If he/she is unable to obtain another position in the City, he/she will be placed on the re-employment list for up to one year.
20. **Regular Fulltime Employee.** An employee who has completed the probationary period and works at least 30 hours per week.
21. **Regular Part-time Employee.** Employees of the City who are not temporary or hired on a contract basis and who regularly work fewer than thirty (30) hours per workweek are considered Regular Part-Time Employees. Regular Part-Time Employees are not eligible for employee benefits unless specifically noted.
22. **Reprimand.** A reprimand is a formal means of communicating to an employee that a problem exists and that it must be corrected.
23. **Resignation.** The termination of an employee at the employee's request.
24. **Salary Decrease.** A decrease in salary within the salary range prescribed for the class by the classification and pay plan.
25. **Salary Increase.** An increase in salary within the salary range prescribed for the class by the classification and pay plan.
26. **Suspension.** An enforced leave of absence for either a disciplinary purpose or a pending investigation of charges against an employee. A suspension may be with or without pay

Commented [MB17]: Added definition.



## City of Oxford Employee Handbook

depending on the severity of the offense.

27. **Temporary Employee.** Individual who works with the City pursuant to an agreement with an employment agency and who is an employee of the agency and not the City. An individual hired for a specific period of time or until the completion of a particular project may also be defined as a temporary employee. Temporary Employees are not eligible for employee benefits unless specifically noted.

## **CHAPTER 2 – OUR EMPLOYEE RELATIONS PHILOSOPHY**

### **DIVERSITY, EQUITY AND INCLUSION POLICY**

The City of Oxford is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our employees are our most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and city's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The City of Oxford's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the City of Oxford have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other city-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or the City Manager.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The City of Oxford is an equal opportunity employer. Pursuant to Title VII of the Civil Rights Act of 1964, all applicants for positions and employees of the City shall be assured of fair and equitable treatment in all aspects of human resources administration, including training, promotion, compensation and disciplinary action, without regard to race, color, national origin,

Commented [MB18]: Added this section.

## City of Oxford Employee Handbook

sex (including gender identification, or sexual orientation), age, disability, genetic information, pregnancy, or religious affiliation and with proper regard for their privacy and constitutional rights as citizens.

We will continue to direct our employment and human resources practices toward ensuring equal employment opportunity for everyone; therefore, we intend that all matters related to recruiting, hiring, training, compensation, benefits, promotion, transfers, layoffs, City-sponsored educational, social, and recreational programs, discipline, discharge, and all treatment on the job be free of discriminatory practices. Any employee or applicant who has questions or concerns about our practices is encouraged to contact the City Manager and follow the Grievance Procedure outlined in this handbook.

### **WORKPLACE DISCRIMINATION & HARASSMENT**

**Commented [MB19]:** Change heading title and modified this section. Text provided by GMA.

#### **SECTION 1: POLICY STATEMENT**

It is the policy of the City of Oxford that harassment and discrimination of any kind will not be tolerated, and complainants will be protected from reprisal. Employees and non-employees are encouraged to come forward confidentially to discuss any situation that they deem inappropriate. The City of Oxford expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of City of Oxford employees to perform their expected job duties is absolutely not tolerated.

#### **SECTION 2: DISCRIMINATORY HARASSMENT**

The EEOC's definition of harassment is unlawful harassment of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, sexual preference or disability, or that of his/her relatives, friends, or employees, and that:

- A. has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- B. the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. otherwise adversely affects an individual's employment opportunities.

All employees, supervisors, and elected officials/department heads are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. Any form of harassment related to an individual's race, color, national origin, religion, sex, gender, disability, age, veteran status, citizenship, sexual orientation, or other protected group status, is a violation of this Policy and will be treated as a disciplinary matter. For purposes of this Policy, the term "discriminatory harassment," shall be construed consistent with applicable law and may include, but is not limited to, any of the following:

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- A. Offensive remarks, comments, jokes or slur pertaining to an individual's race, color, national origin, religion, sex, gender, disability, age, veteran status, citizenship, sexual orientation, or other protected group status;
- B. Offensive pictures, drawings, posters, photographs, reading materials, computer monitors, or other tangible items, or communications including e-mail or text messages that are reasonably offensive or that reasonably exploit an individual's race, color, national origin, religion, sex, gender, disability, age, veteran status, citizenship, sexual orientation, or other protected group status;
- C. Threatening reprisals based on an employee's race, color, national origin, religion, sex, gender, disability, age, veteran status, citizenship, sexual orientation, or other protected group status; or
- D. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance and/or conduct that creates an intimidating, hostile or offensive working environment.

### **SECTION 3: SEXUAL HARASSMENT**

#### **A. Definition**

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as a form of sex discrimination that violate Title VII of the Civil Rights Act of 1964, including and not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision, and
3. Such conduct has the purpose or effect to interfere with an individual's work performance or creates a hostile or intimidating environment.

#### **B. Quid Pro Quo**

Quid Pro Quo literally means "this for that" and exists when submission to, or rejection of, such conduct is used as a basis for employment decisions such as raises or promotions or affects public services.

#### **C. Hostile Environment**

Hostile Environment includes any lewd sexual conduct, pictures, words, or touching that interferes with a person's job performance or creates an intimidating, offensive working or public service environment even if there are no occurrences of tangible or economic loss.

## City of Oxford Employee Handbook

### D. Prohibited Behavior

Behavior prohibited by this policy can include but is not limited to unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive gestures or facial expressions, sexual remarks about a person's clothing or body, exhibiting sexually explicit publications or materials, kissing, touching, and sexual contact.

### **SECTION 4: COMPLAINT PROCEDURE & INVESTIGATION**

If an employee feels that this policy has been violated, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, the employee should ask the offender to immediately stop the behavior. The employee will then report the incident(s) immediately to their immediate supervisor, Department Head, independent elected official or the City Manager. Any supervisor who receives a complaint related to harassing or offensive behavior or who has reason to believe that such behavior is occurring shall report these concerns to the City Manager or designee. At any point, the employee who feels they have been harassed, may go outside the chain of command or their department and go to the City Manager or his/her designee.

All reports of harassing or offensive behavior will be investigated promptly, fairly and discreetly. Investigatory procedures may vary from case to case depending upon the circumstances. The investigation will be conducted as confidentially as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential whether the employee is the accused person, the complainant or merely a potential witness. Persons who are interviewed are prohibited from discussing the matter outside the course of the investigation with coworkers, friends or management. The City will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

### **SECTION 5: CORRECTIVE ACTION**

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Resolutions can include, but not necessarily be limited to, an apology, a transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay or termination. In the event that harassment or offensive behavior reoccurs, it should immediately be reported to the City Manager or designee. Any employee found to be acting in a harassing manner will be subject to disciplinary action up to and including termination. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

### **SUPERVISOR/MANAGEMENT RESPONSIBILITY**

- A. It is the responsibility of each supervisor and Department Head of the City of Oxford to maintain a workplace free of sexual and other unlawful harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual or unlawful harassing treatment

## **City of Oxford Employee Handbook**

in violation of this policy, and to immediately report perceived violations of the policy.

- B. Conduct of a harassing nature by a supervisor or Department Head is particularly unacceptable and will not be tolerated. Department Heads are strictly prohibited from making any employment decision, directly or indirectly, based upon submission to, or rejection of, a request for a sexual favor. Department Heads and supervisors are also strictly prohibited from engaging in any conduct that could reasonably be construed by another employee as threatening, offensive or intimidating so as to constitute a hostile working environment in violation of this policy. Any supervisor or Department Head who engages in such conduct shall be subject to disciplinary action, up to and including termination.

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

- A. No employee who, in good faith, exercises his/her right to make a complaint of sexual or other unlawful harassment will be subjected to any retaliatory act or incur any penalty or adverse consequence. Unlawful harassment in the workplace will not be tolerated and employees who believe they have experienced such harassment, or have witnessed the harassment of another, have an obligation to report such unlawful conduct immediately.
- B. Any employee who knowingly or recklessly makes a false statement during a sexual or other unlawful harassment investigation will be subject to disciplinary action, up to and including termination.
- C. Refusal to cooperate in an investigation of possible sexual or other unlawful harassment shall be considered insubordination.

### **RETALIATION PROHIBITED**

Any supervisor, Department Head, or employee who retaliates against an individual or a witness for exercising his/her right to report sexual or other unlawful harassment shall be subject to severe disciplinary action, up to and including termination.

City of Oxford Employee Handbook

**CHAPTER 3 – YOUR PAY AND PROGRESS**

**POSITION CLASSIFICATION**

The City Manager shall be responsible for developing, maintaining and administering a position classification and pay plan covering all employees in the classified service of the City of Oxford, Georgia. Such plan shall be approved and amended by recommendation of the Mayor and City Council and shall constitute the official approved system of grouping positions into appropriate classes and pay scales.

For the purpose of this Section, the following words shall have the meanings respectively ascribed to them below.

- A. **To Allocate a Position.** Assigning the position to an appropriate class on the basis of the similarity of work performed and level of responsibility inherent in the position.
- B. **A Class.** A group of positions (or one [1] position) that:
  - (1) Has similar duties and responsibilities;
  - (2) Requires like qualifications; and
  - (3) Can be equitably compensated by the same salary range.
- C. **The Class Title.** The official designation or name of the class as stated in the job description. It shall be used on all employee records and actions. Different working or office titles may be used for purposes of internal administration.
- D. **A Position.** A group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
- E. **Reclassification.** The assignment of an existing position from one class to a different class due to a significant change in duties or responsibilities.

**ALLOCATION OF POSITIONS**

The City Manager shall be responsible for the initial allocation of every employee of the City to one of the classes and positions in the plan.

When a new position is established and approved by the Mayor and City Council, the Department Head involved shall complete a position description covering the duties and responsibilities of such new position. The City Clerk shall allocate the position to one of the classes and positions in the classification plan, unless a suitable class and position do not exist, in which case the City Manager shall recommend that the Mayor and City Council establish a new class and/or position. Upon the recommendation and approval of such new class and/or position by the Mayor and City Council, the City Manager shall allocate the new position to it.

If an employee has reason to believe that his or her position has been improperly allocated, such

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## City of Oxford Employee Handbook

employee may, with the knowledge of the Department Head, request the City Manager to review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification. If not resolved to the employee's satisfaction, the employee may appeal to the City Manager in the manner provided in this manual.

### **MAINTENANCE OF HUMAN RESOURCES STAFFING PLAN**

Each time a vacancy occurs, the Department Head shall submit a description of the vacant position to the City Manager for a review of the allocation of the position. The City Manager may waive this requirement for cases in which he/she has determined that no material changes have occurred in the position description.

Each time a department or division under the jurisdiction of a Department Head is significantly reorganized, such Department Head shall submit to the City Clerk & City Manager new position descriptions for all affected positions.

The City Manager may require departments or employees to submit position descriptions on a periodic basis or at any time they have reason to believe that there has been a change in the duties and responsibilities of one (1) or more positions.

Each time a new position is established, a position description shall be written and incorporated into the existing plan. Likewise, an abolished position shall be deleted from the classification plan.

The job descriptions are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality.

The City Clerk shall be responsible for maintaining an official copy of the Position Classification and Pay Plan. The official copy shall include a list of class titles and job descriptions, plus all amendments. A copy of the official plan shall be available for inspection by the public under reasonable conditions during regular business hours.

When there is a need for the establishment of new positions or the abolition of current positions, the City Manager shall submit findings and recommendations to the Mayor and City Council, which shall take such action as deemed appropriate.

### **COMPENSATION**

The City of Oxford's compensation philosophy is to maintain a competitive pay structure for the purpose of recruiting and retaining an effective and efficient diverse workforce. The pay structure is designed to pay employees based on what their job is worth; ensure they appropriately move through the salary range for their classification; and recognize performance through merit pay, where applicable. The pay plan is designed to comply with federal and state law, including the Fair Labor Standards Act (FLSA). All aspects of the pay plan are contingent upon the availability of funds as determined in the sole discretion of the Mayor and City Council.

If an appointee to a particular position does not meet the minimum qualifications stated in the job

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## City of Oxford Employee Handbook

description or if certain classes of work require a formalized training period which is of unusual duration, and the needs of the City can best be met by placing an individual in a training capacity, the City Manager may designate such position as a "trainee" position. Appointment to a "trainee" position shall be at a salary range below the minimum rate established for the classification at a rate not more than ten percent (10%) below the minimum rate.

If an appointee exceeds the minimum qualifications for the position, such employee may be started at a rate up to Step D for the classification. Written approval of the City Manager is required in such instances.

If an employee to be appointed possesses special qualifications, or extenuating circumstances exist, the Department Head may recommend to the City Manager a rate higher than Step D for the classification. In such cases, the Mayor and City Council must grant final approval.

Pay for part-time and temporary employment in a position shall be equivalent to the hourly rate of pay for full-time employment in similar positions.

### **PAY INCREASES**

Increases in pay for City employees shall be governed by the following principles:

- Any employee shall be initially employed for a probationary period of six months. When an employee successfully completes a period of probation, the employee shall receive a one-step increase. The employee's supervisor must provide a memorandum to the Deputy City Clerk authorizing this increase in pay.
- Each pay grade shall have a pay range with an entry rate and steps placed at two and one-half percent (2½%) intervals.
- After an employee reaches the maximum rate within a pay grade, such employee may only be entitled to across-the-board salary adjustments and merit payments in bonus form as a one-time adjustment.
- Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's official file.
- In order for an employee to be eligible to be considered for a performance increase, the following are required:
  - A. **Performance-Based Increase** – this would be dependent on a satisfactory evaluation. Every employee would be eligible for a one step (2.5%) increase every two years on the employee's hiring anniversary date (starting after July 1, 2017). The employee must have two successive evaluations that are rated an overall 3 or better.

**Commented [MB24]:** Added as an employment incentive since the employee must wait two years for a performance-based increase.

## City of Oxford Employee Handbook

Our grading system is:

Score	Performance Level
5	Performance is clearly and consistently outstanding. Demonstrates a very high degree of proficiency. Performance compares only with the best employees. Far exceed standards of normally expected performance.
4	Performance is at a very high level. Demonstrates unusual proficiency. Frequently exceed standard of normally expected performance.
3	Performance is satisfactory and consistently at a level expected of employees.
2	Performance is only marginally acceptable. Meets performance requirements only periodically or only in certain areas of this factor. Specific areas of performance improvement are indicated.
1	Performance is poor; clearly below the level of acceptability. Improvement is mandatory in nearly all aspects of this factor.

- B. **Cost of Living Increase** – The entire pay plan is increased by the amount of the cost-of-living increase approved by City Council as part of the annual budget process.
- C. **Step or Grade increases for certain certificates or certifications** – These increases must be approved by the City Manager – usually in advance. Examples include but are not limited to: Certified Municipal Clerk, Police Supervisor Certificate, EPD water distribution operator permit, Lineman certification. (No employee would be eligible for Option A and Option C in the same year.)

### AVAILABLE FUNDING

Pay increases are dependent on City Council including sufficient funds in the annual budget to support the cost of living and/or the merit increases.

- In order to move to a higher pay grade, an employee must apply for a new position within a higher pay grade, be an incumbent in a position which has been reclassified to a higher pay grade or must be assigned to a position which includes eligibility for non-competitive increases based on tenure and/or other factors.
- Annually, the Mayor and City Council will consider increasing the salaries on all steps within all pay grades on an equal percentage basis. During budget hearings, the Mayor and City Council shall determine what percentage increase, if any, will be allotted for increases to employee salaries. The percentage for market adjustments (cost-of-living pay increases) will change the entry rate, steps, and maximum rate for each pay grade of the salary schedule.
- Performance increases may be granted upon the recommendation of the Department Head, administrative approval of the City Manager, and budgetary approval of the Mayor and City Council. Employees shall be eligible for performance increases biannually until the maximum pay rate for the classification has been reached.

**Commented [MB25]:** Added this provision to cover non-competitive promotions in the PD.

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- Employees below the top step of their grade, whose work is exceptional, may be granted a special performance increase to the next step after serving at least three (3) months in the current step, upon the approval of the City Manager. Only one (1) special performance increase per twelve (12) month period may be granted. A special performance increase does not disqualify the employee from being considered for an annual performance-based and/or cost of living increase.

### **DOCUMENTING TIME WORKED**

All hourly employees are required to punch a timecard for all hours worked unless circumstances prevent doing so and the Department Head approves. All absences (including vacation, illness, accidents, death in the family, etc.) should be reported on the employee's timecard. Hourly staff should also clock in and clock out for meal breaks. The timecard should be submitted to the employee's Department Head for approval with signature.

The Department Head should submit all timecards and time calculation sheets for his/her department to the Deputy Clerk or his/her designee in a timely manner. Any exception to any employee clocking in and clocking out should be noted by the supervisor by initialing the timecard and indicating why the exception was made.

An employee is not permitted to clock in or clock out for another employee. Clocking in/out for another employee could result in further disciplinary action up to and including termination for both employees.

Time is recorded in the payroll system in quarter-hour increments based on the time stamps recorded on timecards punched by employees.

- If a time stamp is seven minutes or less before the quarter hour, time is recorded in the system beginning with the next quarter hour.
- If a time stamp is seven minutes or less after the quarter hour, time is recorded in the system beginning with the previous quarter hour.
- If a time stamp is eight or more minutes before the quarter hour, time is recorded in the system beginning with the previous quarter hour.
- If a time stamp is eight or more minutes after the quarter hour, time is recorded in the system beginning with the next quarter hour.

### **PAYDAY**

Upon the appointment of any employee to the classified service, the City Manager shall submit to the Deputy City Clerk or his/her designee, the City Clerk, and Department Head and such information as is necessary to certify the employment status, title or position, and salary or wage of such employee.

All City employees shall be paid every week. When a pay date falls on an official city holiday, employees will be paid on the date preceding the holiday. If there is an error in your paycheck, advise the Payroll Administrator immediately. Your check will not be given to another person unless you give prior authorization.

Each Department Head shall be responsible for immediately notifying the Deputy City Clerk or

**Commented [MB26]:** Changed header from "Recording Your Time Worked" to "Documenting Time Worked"

**Commented [MB27]:** Added this section.

**Commented [MB28]:** Changed from two weeks. We are paying every week.

## City of Oxford Employee Handbook

his/her designee of any occurrences or actions taken which require an adjustment in the salary or wage of any employee or employees under the supervision of such Department Head. Upon the receipt of such notice, or upon the taking of any action by the Mayor and City Council that requires an adjustment in the salary or wage of any employee or employees, the Deputy City Clerk or his/her designee shall complete such payroll adjustments when appropriate.

Employees may be held liable for the return of salaries improperly, accidentally, or illegally paid to them.

### **PAYROLL DEDUCTIONS**

Federal and state laws as well as court orders require us to make certain deductions from your earnings, including income withholding and social security taxes. No deductions, other than those legally required, will be made from your paycheck without your consent. Upon the request in writing of any employee, the City shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions or other personal financial investment plans.

The City shall also be authorized to provide for automatic payroll deductions for the employee's portion of insurance premiums for health, dental, vision, life and accidental death/dismemberment, and any other insurance options available to the employee which require a contribution from the employee.

### **GARNISHMENTS/LEVIES**

Federal and state laws require the City to make deductions from your earnings to pay creditors who bring garnishment/levy proceedings against you. If a garnishment/levy action is initiated against the City, upon receipt of a garnishment/levy notice, the City Clerk will notify the employee that such action is forthcoming and advise the employee when the deduction will begin.

**Commented [MB29]:** Added Levies, removed language about conduct and disciplinary action

### **OVERTIME**

In keeping with the provisions of the Fair Labor Standards Act, each Department Head shall have the responsibility of controlling overtime in each department. Overtime is neither desired nor expected on a regular basis. However, during peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department, and shift without regard to age, sex, color, creed, religion, national origin or disability.

**Commented [MB30]:** Replaced with language provided by GMA

- A. Overtime work shall be that work performed by an employee which exceeds the maximum number of hours constituting the established work period for the employee's position. The City of Oxford's designated work week begins Thursday morning at 12:00 a.m. and ends Wednesday night at 11:59 p.m. All overtime work shall be compensated in accordance with the Fair Labor Standards Act. There is no recognized overtime when a position involves executive, professional, or administrative personnel exemptions.
- B. Any overtime worked must have the prior approval of the Department Head. Employees required to work overtime will be compensated at 1 and ½ times the regular rate of pay,

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provided that the work is of an unusual, unscheduled, or emergency nature and is approved by the Department Head.

- C. Sick leave, annual leave, on call pay, leave without pay, compensatory time used, or holidays not worked do not count as hours worked for purposes of overtime computations.
- D. Overtime work must be approved by and directed by the Department Head or the authorized representative of the Department Head prior to the time it is worked. Unapproved work performed during nonwork hours, including time prior to the start of the workday, during the lunch period, and after the workday has concluded, including taking work home, is prohibited without prior authorization.

### **ON-CALL PAY**

The Public Works and Police Departments may designate non-exempt employees to be on-call to provide for after-hours service needs. Any on call policy shall be determined by the applicable Department Head with approval of the City Manager depending upon the needs of the individual department and appropriations in the fiscal budget.

A call back occurs when there is an emergency or after-hours service need for which an employee reports to work as a result of the call. When an employee works such hours, the employee shall record the hours worked. A call back does not include additional hours of work scheduled in advance.

- A. An employee responding to a call back will be paid the greater of two hours or the actual time worked on the call back assignment at their overtime rate.
- B. Travel time is included in the calculation of call back hours.
- C. Exempt employees are not eligible for call back compensation.
- D. If any employee is directed back to work on a call back, no vacation or sick time utilized during the same pay period will off-set the overtime payment.
- E. Time worked during the employee's normal lunch period is not eligible for on-call pay. If an employee is asked to work during the normal lunch period, the employee's supervisor must ensure that the employee is allowed to take time off for a meal later during the day in proportion to the amount of time worked during the lunch period.
- F. Such amounts will be paid as overtime regardless of the number of hours physically worked during the workweek.

### **HOLIDAY PAY**

The following rules apply to pay for holidays:

- When an employee is required by the Department Head to work on a day designated by the City of Oxford as a city holiday, the employee will be paid at a rate of 1½ times the

**Commented [MB31]:** Replaced with language from GMA. Added conditions and FLSA requirement to take time off for meal.

**Commented [MB32]:** Revised to make compensation for holidays consistent with other local governments in the area. Changed title from Holiday Overtime to Holiday Pay.

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normal pay rate for the number of hours worked and be paid eight hours at the normal pay rate for the holiday.

- The number of hours worked on a holiday are included in the calculation of total hours worked during the pay period for the purpose of calculating overtime pay. However, an employee is not required to work forty hours during the pay period to be paid at a rate of 1½ times the normal pay rate for hours worked on the holiday.
- When an employee's regularly scheduled day off falls on a day designated by the City of Oxford as a city holiday, the employee shall be paid eight hours at the normal pay rate for the holiday immediately, OR the employee may bank the holiday and take it at a later time. The Department Head must indicate the employee's choice on the timecard.
- Banked holiday time must be used within one year of accrual.
- If there is a banked holiday time balance of greater than zero, banked holiday time must be used before any annual leave is used.

### **APPLICATIONS AND EXAMINATIONS REVIEW**

Except as otherwise provided below, all vacancies in the classified service shall be publicized by posting on the official bulletin board or in other places and by such other means as the City Manager deems advisable. The announcements shall specify the titles and starting salary of the vacant positions, qualification requirements, manner of making application and other pertinent information, and shall specify the date, time, and place of examinations (if required) for the positions. Applications will be posted and accepted for at least ten (10) days following the announcement by the Department Head.

All applicants for positions in the classified service of the City of Oxford shall submit an application with the Department Head. All applicants shall provide proof of citizenship or lawful presence in the United States as required by federal law. Such forms shall require information concerning training, experience, and other pertinent information, and shall be signed by the applicant. No person shall be employed by the City unless and until such person has submitted a signed application to the Department Head in a timely manner.

All positions in the classified service shall be open only to persons who meet such requirements as are listed on the public job announcement. Such requirements may include but are not limited to the following factors: experience, education, and training. Applicants considered for employment/rehire will be screened for illegal drugs and controlled substances as a part of the employment process. Applicants will also be subject to a complete background and reference check.

All applicants who are interviewed will be notified in writing by the Department once the position for which they applied has been filled.

Applications for current vacant positions being advertised shall be accepted during regular business hours and placed on file. Applications will be active for a period of ninety (90) days. Applicants must complete a new application for each announced position vacancy. The application(s) will be kept on file for two (2) years, or as otherwise dictated by the State of Georgia records retention guidelines.

**Commented [MB33]:** Moved section up from further back in the chapter. Moved paragraph about promotions outside the classified service to new section – Department Head Appointments. Removed paragraph about Human Resources Committee. Moved Promotional appointments paragraph to Promotions, Demotions, and Transfers section of this chapter.

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The Department Head may reject an application which indicates that the applicant is deficient in any or all of the requirements as specified in the public announcement of the vacancy. An applicant may also be rejected for fraud or deception in the completion of the application, or if his or her past record of employment is determined to be unsatisfactory by the Department Head.

### **APPOINTMENTS TO CLASSIFIED SERVICE POSITIONS — PROBATIONARY AND TEMPORARY**

All classified employees of the City shall be hired upon the recommendation of the appropriate Department Head and approval of the City Manager. When initially hired, city employees shall be assigned to one of the following types of appointment:

- A probationary appointment is an appointment to a position in the classified service. An employee serving a probationary period may be discharged at the discretion of the Department Head and shall not have the right to utilize the grievance and appeal procedure set forth in this policy. After the initial six (6) months of employment, they shall have grievance and appeal rights.
- A temporary appointment may be made to fill a position which is authorized and established for a specified period of time, when the work of a department requires the services of one (1) or more employees on a seasonal or intermittent basis, or in cases of emergency. Temporary appointments shall not exceed one-hundred and twenty (120) calendar days; however, extensions to such appointments may be granted by the Mayor and City Council.

A classified employee given an initial probationary appointment shall be given a regular appointment upon completion of the probationary period.

### **DEPARTMENT HEAD APPOINTMENTS**

Positions to be filled by recruitment from outside the classified service shall be filled through a competitive process open to the public. This process may include, but shall not be limited to, ratings of training and experience; job-related tests; or any combination of these as determined by the City Manager. Factors such as education, job-related qualifications, and experience may be taken into account in making employment decisions. The City Manager may require the applicant to submit proof of education and military service or any other such documentation as is deemed necessary.

Internal promotion appointments of classified employees to Department Head shall be open to all employees who meet the training and experience requirements included in the position description or who have an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Department Head appointments are subject to approval by the Oxford Mayor and City Council.

### **PROBATIONARY PERIOD**

The probationary period shall be six (6) months in duration. During an employee's probationary period, the employee may be released by the Department Head and shall not have the right to appeal.

**Commented [MB34]:** Added clarification to header that this section applies to classified employees.

**Commented [MB35]:** Created new section from language previously under Applications and Examination Review.

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If an employee is laid off during a probationary period and such person is subsequently reappointed in the same department, he or she may be given credit for the portion of the probationary period completed before the lay-off.

A Department Head may demote an employee during the probationary period. A written report of such demotion must be filed with the City Manager within three (3) days after the effective date of the demotion.

Within five (5) working days of the expiration of the employee's probationary period, the Department Head shall notify the City Manager in writing by memorandum of whether or not the employee has completed the probationary period.

### **PROMOTIONS, DEMOTIONS, AND TRANSFERS**

Promotions may occur within a department or between departments. Promotional appointments shall be open to all employees who meet the training and experience requirements included in the position description and job announcement or who have an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Commented [MB36]:** Language moved from Applications and Examination Review section.

At the time an employee is promoted to a previously established position in a classification with a higher pay range, or the employee's position is reclassified to a job with a higher pay range, a salary increase may be granted:

- (1) Up to ten percent (10%) above the employee's current salary; or
- (2) Up to the minimum of the new classification, whichever is greater.

An employee shall be promoted when:

- (1) The employee is transferred to a position classified in a higher pay range.
- (2) The employee's position is reclassified to a classification having a higher pay range.

An employee shall be demoted when:

- (1) The employee is placed in a different classification having a lower pay range.
- (2) The employee's position is reclassified to a classification having a lower pay range.

When an employee receives a demotion of the type stated in # (1) above, such employee's pay may remain unchanged or may be reduced at the discretion of the Department Head and City Manager.

In the case of an employee's position being reallocated to a lower classification, an employee's salary may not be reduced. The employee may be permitted to continue at the present rate of pay but shall not be entitled to a salary increase when the current salary exceeds the maximum for the newly assigned range.

The appropriate Department Head may, at any time, transfer an employee in the classified



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service under his or her jurisdiction from one position to another in the same class in the same department. An intra-departmental transfer of an employee to a position in another class shall be made only with the approval of the City Manager and only between classes within the same pay range. The City Manager shall be notified of such changes in assignment.

A transfer of an employee from one department to another shall require the approval of both Department Heads concerned and the City Manager. Requests for such transfer shall show how the employee concerned meets the qualification requirements of the class to which the transfer is proposed. An employee who is transferred shall continue at the same rate of pay unless otherwise provided City Manager for review.

A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated. The rate of salary at appointment shall be in accordance with the current approved pay scale.

### **EVALUATION PERIOD**

When an employee is promoted to another position, he/she will serve a six-month evaluation period. During the evaluation period, if it is determined that the promoted employee is unable to perform the duties in the promoted position, he/she shall be demoted back to his/her former position, if available. If it is not available, he/she may apply and compete for any other vacant positions in the City. If he/she is unable to obtain another position in the City, he/she will be placed on the re-employment list for up to one year and shall be entitled to general re-employment rights in his/her former class.

## **CHAPTER 4 – YOUR EMPLOYMENT BENEFITS**

It is the policy of the City of Oxford, to provide its employees with various insurance and retirement benefits. The benefits plan is designed to provide a supplemental package of programs which contribute to the physical and mental health and well-being of the employee and their dependents. The plan is designed to enhance the attractiveness of working for the City and to aid the City's competitiveness in recruitment and retention efforts.

Eligibility for health insurance life and accidental death and dismemberment, short-term and long-term disability, and retirement benefits shall include regular full-time employees.

1. Employee contributions deducted via payroll will begin concurrent with employee eligibility.
2. Benefit eligibility will expire at the end of the last day of the month that the employee worked for the city.
3. All employees shall be covered by worker's compensation.

**Commented [MB37]:** Added language provided by GMA.

### **INSURANCE COVERAGE**

All regular employees scheduled to work at least 30 hours per week are eligible to participate in the health care plan. Medical, dental, and vision benefits are available for the employee, spouse, and dependents. The City of Oxford pays for 95% of the premium cost for employees, and 70% of the premium cost for spouse and/or dependents.

**Commented [MB38]:** Renamed title from Health Care Coverage. Added information about the various types of coverage offered and the percentages paid by the employee.

The City of Oxford provides life and accidental death/dismemberment insurance in the amount of \$30,000 at no cost to full-time employees. Employees may purchase an additional \$30,000 of this insurance by paying the premium cost through automatic payroll deduction. The City also provides short-term and long-term disability insurance at no cost to full-time employees.

### **RETIREMENT PLAN**

All regular full-time employees that work at least 40 hours per week may participate in the City's retirement plan. The City of Oxford enrolls all eligible employees in the Georgia Municipal Employees' Benefit System (GMEBS) retirement plan and contributes 4% of each employee's salary to the plan at no cost to the employee. Employees are offered the opportunity to contribute additional amounts toward their retirement plans on a voluntary basis, subject to annual limitations imposed by the Internal Revenue Service (IRS). Employees intending to retire should notify their Department Head of their intent to retire at least three months prior to the date of retirement. Department Heads intending to retire are required to notify the City Manager of their intent to retire at least six (6) months prior to the date of retirement.

**Commented [MB39]:** Rewrote this section to give details about Oxford's retirement plan. Moved Social Security language to separate section. Change 30 hours per week to 40 hours per week as required by our current plan.

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employer-sponsored group medical and dental plans to allow covered employees and their dependents to elect to have their current medical coverage continued at the employees' and dependents' expense, at group

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rates, for up to 36 months following a qualifying loss of coverage. Qualified persons who must be permitted to continue group medical coverage are:

- A. an employee whose coverage terminates due to a reduction in work hours or termination of employment, other than termination due to gross misconduct;
- B. a spouse and dependent children who lose eligibility for coverage under the group plan as a result of: (1) divorce or legal separation; (2) the employee's death, termination of employment or reduction of work hours, or entitled to Medicare; (3) loss of dependent child status due to age or marriage.

Continuation is not available to persons who are covered under another group plan or eligible for Medicare.

Group health premium rates for individuals electing continuation are the same as for active employees and their dependents plus an administrative charge. Individuals electing continuation must pay the entire monthly premium amount in advance.

You will be notified by the City upon employment and at the time of a qualifying event as explained above. It is the employee's responsibility to keep the Deputy City Clerk or his/her designee informed of any address changes or other pertinent information regarding themselves and their dependents.

### **SOCIAL SECURITY**

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions, along with the City's matching contributions, that pay for this benefit. For the duration of your employment, you and the City contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with monthly checks and medical coverage once you reach retirement age.

### **UNIFORMS AND EQUIPMENT**

Uniforms and equipment are provided for staff that perform outside work and for police officers based on the needs and duties of the position. The city- issued uniforms and equipment are to be returned upon separation from employment. The employee will be responsible for the cost of any uniforms and/or equipment if the uniforms are not returned by the employee's last day of employment with the City. The cost of the assigned uniforms and/or equipment not returned will be deducted from the employee's last paycheck.

**Commented [MB40]:** Added Equipment to title and body of paragraph. Added that the cost of items not returned will be deducted from last paycheck.

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### **CHAPTER 5 – TIME AWAY FROM WORK**

**Commented [MB41]:** Switched Chapter 5 and Chapter 6 placement in handbook.

The City of Oxford believes that employees should have the opportunity to enjoy time away from work to help balance their work and personal lives. City management recognizes that employees have diverse needs for time off from work. Because of this, the City has established leave practices to address work-life balance, as well as to protect the financial well-being of employees during certain absences from work. Employees are accountable and responsible for managing their own leave balances to allow for adequate reserves if there is a need to cover unanticipated events requiring time away from work.

**Commented [MB42]:** Added language provided by GMA.

#### **GENERAL PROVISIONS**

Except as provided otherwise in this chapter, the following apply to all paid leave benefits:

1. Approval of leave is subject to operational requirements of the department and any request for paid leave may be denied or rescheduled due to staffing needs;
2. Paid leave cannot be advanced;
3. All requests for leave must be submitted in writing with as much notice as possible;
4. Except for military leave, any employee in an unpaid leave status will not accrue paid time off. This will not, however, constitute a break in service for accrual rate purposes;
5. Non-exempt employees shall record paid leave in quarter hour increments;

#### **HOLIDAYS**

All full-time employees shall be eligible for paid time off for the following annual holidays as observed by the City of Oxford and other days as designated by specific action of the Mayor and City Council:

**Commented [MB43]:** Added Juneteenth and Veteran's Day holidays. Moved from end of chapter to beginning of chapter.

- (1) New Year's Day,
  - (2) Martin Luther King Jr.'s Birthday,
  - (3) Memorial Day,
  - (4) Juneteenth
  - (5) Independence Day,
  - (6) Labor Day,
  - (7) Veteran's Day
  - (8) Thanksgiving Day,
  - (9) The day after Thanksgiving,
  - (10) Christmas Eve,
  - (11) Christmas Day.
- A. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled workday before or after a holiday shall not be paid for the holiday.

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B. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid eight (8) hours for holidays. Temporary employees will not be paid for holidays not worked.

### **ANNUAL (VACATION) LEAVE**

Vacations are for the purpose of rejuvenating both physical and mental faculties, and all employees are urged to avail themselves of vacation periods. All full-time employees shall be entitled to earn and accrue annual leave. Regular part-time employees shall be entitled to annual leave in proportion to the number of hours worked. Temporary employees shall not be eligible for annual leave.

Regular full-time employees begin to accrue annual leave immediately upon employment. Part-time employees and employees under temporary or emergency appointments will not be granted annual leave under these policies.

Each regular full-time employee is entitled to annual leave as follows:

Years of Service	FULL-TIME Days accrued per year
0 – 5 years	13
6 – 15 years	16
16 – 25 years	19
Over 25 years	25

A request for annual leave shall be submitted to the employee's Department Head. Annual leave may be taken only after approval by the appropriate Department Head so that, insofar as practicable, the department can function without the hiring of additional temporary help.

Unused annual leave may be carried into the next calendar year. When an employee is separated from service, such employee shall be paid for all unused annual leave up to two hundred and forty (240) hours unless he or she fails to give proper notice of resignation. Unused bank holiday leave will not be paid to the employee upon separation.

### **SICK LEAVE**

Sick leave shall be used only for the purposes hereinafter set out and shall not be used to supplement or as a substitute for holiday or vacation leave. Employees are eligible for sick leave with pay under the following circumstances:

1. Personal illness or physical incapacity and doctor or dentist appointments of the employee, employee's spouse or children living in the same household; or
2. Serious illness of spouse, children, or parent as defined in the Family and Medical Leave Act of 1993. (FMLA)

An employee may take up to three consecutive days of undocumented sick leave. After three

**Commented [MB44]:** Moved from end of chapter.

**Commented [MB45]:** Removed limit of 80 hours rollover per year. Increased payment of leave at separation to max of 240 from 160 hours because hours accrued per year exceeds 160 for long-term employees. Added sentence about banked holiday leave.

**Commented [MB46]:** Moved from end of chapter.

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consecutive days of absence from employment, the employee may be asked to provide his/her supervisor with a written excuse from a doctor setting forth the reasons for the employee's absence. An employee shall also be required to produce a written excuse from a doctor setting forth a bona fide medical reason for the employee's absence if sick leave is taken on a day immediately before or after a vacation day or a holiday.

*Excessive Absenteeism* - The habitual or patterned use of sick leave, or leave without pay, not supported by competent medical evidence or other proof of necessity is considered excessive absenteeism. On a national average, employees experience 2 to 3 incidents of sick leave absence a year. Unsubstantiated absences in excess of the following rule of thumb may be an indication of excessive absenteeism (an incident is a single day or consecutive series of absences):

1. 2 incidents in three months.
2. 4 incidents in six months.
3. 6 incidents in one year.

The habitual or patterned use of sick leave, or leave without pay, and/or failure to call in when sick not supported by competent medical evidence or other proof of necessity is prohibited.

- |              |   |
|--------------|---|
| 1st offense: | Oral Reprimand  |
| 2nd offense: | Written Reprimand   |
| 3rd offense: | 1-day suspension without pay                                |
| 4th offense: | Further disciplinary action including and up to termination |

The employee shall report his/her absence from work to his/her direct supervisor or Department Head. Calling is preferred, but other forms of communication such as email or text messaging are acceptable if approved by the Department Head and as long as the employee receives an acknowledgement from the supervisor. If an acknowledgement is not received within fifteen (15) minutes, the employee should call the supervisor.

**Commented [MB47]:** Modified requirement to report absence through direct communication to supervisor.

Those employees entitled to accrue annual leave shall also be eligible to earn sick leave. Regular full-time employees begin to accrue sick leave immediately upon employment at the rate of one (1) day per month. A maximum of three hundred and twenty (320) hours of sick leave may be accumulated. When an employee is separated from the service, no payment shall be made for any unused sick leave.

Regular part-time employees shall be entitled to accrue sick leave in proportion to the number of hours worked. Temporary employees shall not be eligible to accrue sick leave.

### **BEREAVEMENT LEAVE**

Employees may be granted up to three (3) working days of bereavement leave with pay upon death of a member of the employee's immediate family. Immediate family shall mean spouse, child, stepchild, father, stepfather, mother, stepmother, father-in-law, mother-in-law, brother, stepbrother, sister, stepsister, brother-in-law, sister-in-law, grandparents, step grandparents, grandchildren, step grandchildren, or any relative who resides in the employee's household.

**Commented [MB48]:** Moved from beginning of chapter

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1. Employees must request bereavement leave by contacting their supervisor prior to the leave period.
2. There is no accumulation of bereavement leave and no payment upon separation from city employment. Hours do not have to be taken simultaneously.
3. The City may require verification of the request for the leave.
4. The pay for time off will be prorated for a part- time employee if the funeral occurs on a scheduled workday.

### **JURY DUTY**

All regular full-time employees selected for jury duty shall be entitled to receive civil leave with pay for the period of absence. An employee shall not be entitled to fees received as a juror and should ask the court not to compensate them for being on jury duty. An employee may be required to present a statement from the court indicating jury service.

**Commented [MB49]:** Added section with language provided by GMA.

### **CIVIL LEAVE**

All employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the City are considered to be working. Any fees paid for such services will be returned to the City. Employees who are subpoenaed, ordered to appear, or otherwise voluntarily participating in a Court appearance or judicial process other than as specifically identified herein shall not be entitled to leave with pay, but must take vacation leave.

**Commented [MB50]:** Updated section with language provided by GMA.

### **TIME OFF TO VOTE**

Employees are permitted time off to vote in any municipal, county, state, or federal political party primary, general, or runoff election for which such employee is qualified and registered to vote on the day on which such election is held. The time taken off to vote must not exceed two hours. Time off to vote is permitted only if an employee's supervisor is informed at least one (1) working day in advance that an individual plans to take time off to vote. The City may specify the hours during which the employee may be absent from work to vote. If the polls open at least two (2) hours before the employee is scheduled to arrive at work or the polls close two (2) hours after the employee is scheduled to leave work, then time off to vote is not allowed.

**Commented [MB51]:** Removed that time off to vote is unpaid leave.

### **MILITARY LEAVE**

1. Military leave is a period of unpaid leave due to an employee's service in the military forces of the United States. An employee who leaves the service of the City to join the military forces of the United States shall be placed on military leave without pay in accordance with conditions set forth in Federal and State Law. Such leave shall extend through a date not to exceed 90 days after the employee is relieved from their military service. Such employees shall be guaranteed to be reinstated to their previously vacated position provided they report to work for the City of Oxford within 90 days of the date of the employee's honorable discharge (as indicated on U. S. Dept. of Defense Form DD-214) and that the employee is physically and mentally capable of performing the essential functions of the position.

**Commented [MB52]:** Moved from beginning of chapter

Time so served shall be considered as continuous employment with the City of Oxford. The returning employee shall also be entitled to any increase in salary (including market adjustment increases) or any advancement in grade which would normally be accorded to the incumbent of the position. In essence, the employee should be treated as if they had been

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continuously employed with the City of Oxford.

2. In the event a position, vacated by a person entering the military service, as stated above, no longer exists at the time the qualified employee returns to work, such person shall be entitled to be re-employed in another position of the same status, class and pay in City service.
3. Employees will be given time off without loss of pay while on ordered State or Federal military duty including but not limited to attendance at a service school conducted by the military forces of the United States, and while going to or returning from such duty or school, for a total of 18 days or no more than 144 hours in any one calendar year. In the event the Governor of Georgia declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee will be paid for a period not exceeding 30 days or 240 hours total in any one calendar year while on active duty.

Whenever such an employee is ordered to be on military duty or to attend a service school in excess of the amount of time which will be paid, the employee may use accrued annual leave for such absence or may take a personal leave of absence.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

This policy provides a general overview of employer/employee rights and obligations under the FMLA. Complete details can be found in the FMLA, 29CFR, Part 825, et seq.

Employees who are eligible for family and medical leave may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period under the following circumstances:

- (1) the birth of a child to the employee;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) in order to care for a family member (spouse, child, or parent) of the employee with a serious health condition;
- (4) when the employee has a serious health condition which renders the employee unable to perform the functions of his or her job; or
- (5) for a qualifying exigency due to a spouse, child or parent's active military duty. Covered exigencies include childcare and school activities; making financial and legal arrangements; counseling and recuperation; post- deployment activities; and other employer-approved events.

Note: For numbers 3 and 4 listed above, **Serious Health Condition** is when an employee is deemed to be receiving "continuing treatment" if there is a period of incapacity exceeding three consecutive days and the employee has twice visited a health care provider within 30 days of the beginning of the period of incapacity, or visited a provider once and is under a regimen of continuing treatment (the first in-person treatment must occur within seven days of the first day of incapacity). Serious health conditions do not include voluntary or cosmetic treatments which are not medically necessary.

The following conditions are generally not considered to be serious health conditions unless complications arise: the common cold, the flu, earaches, upset stomachs, minor

**Commented [MB53]:** Moved from beginning of chapter; made updates provided by GMA.



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ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are not considered serious health conditions. In addition to these conditions, an absence caused by an employee's abuse of a substance, rather than for treatment for the problem, does not qualify for FMLA leave and is not considered a serious illness.

### **MILITARY FAMILY LEAVE**

Additionally, an eligible employee may take up to twenty-six (26) weeks of leave within a single twelve-month (12) period to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This also includes caregiver leave to veterans with serious injuries or illnesses. More specifically, caregiver leave is available for veterans recuperating or receiving treatment for serious illnesses or injuries incurred or aggravated while on active duty in the Armed Forces, if they were members of the Armed Forces, National Guard, or Reserves at any time during the five (5)-year period before recuperation or treatment.

For the purposes of this policy the term "child" includes a biological child, an adopted or foster child, stepchild, or a legal ward, younger than 18 years of age, and shall also include a child 18 years of age or older who is incapable of self-care because of mental or physical disability. Further, a "parent" includes biological parents and persons standing in place of a biological parent ("in loco parentis") — court documentation may be required.

For purposes of military caregiver leave, next of kin is defined as the nearest blood relative other than the covered service member's spouse, parent, son or daughter in the following order: a) blood relative who has been granted legal custody; b) siblings; c) grandparents; d) aunts and uncles; and e) first cousins.

The one-year period is measured by looking at the twelve-month period immediately prior to the date on which leave is requested. Reduced or intermittent leave is available for the serious health condition of the employee or a family member when it is medically necessary. Employees on approved family or medical leave who accept other employment without the City's approval will be terminated. Upon a request for leave for one of the above reasons, the City may furnish the employee with more information about conditions and procedures for utilizing Family and Medical Leave.

### **Eligibility**

To be eligible, an employee must have been employed by the City of Oxford for at least twelve (12) months and must have worked a minimum of 1,250 hours during the previous 12-month period. If the employee meets these criteria, they are entitled to 12 weeks of leave within a "rolling" twelve-month period.

### **Procedures**

This policy is not a substitution for paid days off. You are required to use all accumulated paid days off (which may qualify for this type of leave) while you are on family or medical leave.

Commented [MB54]: Added section.

## City of Oxford Employee Handbook

In addition to absences covered by accrued annual and sick leave, it is important to note that other types of paid absences may also be counted against an individual's FMLA leave entitlement. Paid absences under workers' compensation may also count against an individual's FMLA entitlement in certain circumstances. To be counted against an individual's FMLA entitlement, workers' compensation absences must be based on a reason that would qualify for FMLA leave (the definition of serious health condition must apply). Time spent by the employee working in a temporary alternative assignment does not count against an employee's leave entitlement.

If the leave is foreseeable then the employee must provide the City with notice thirty (30) days in advance. If leave is not foreseeable, then notice should be given as soon as possible. Notice must be given to the City Clerk on the "Family and Medical Leave Request Form." An employee requesting leave for his or her own or a family member's serious health condition, must provide the City with proper medical certification. If you intend to take such leave, contact the City Clerk to get the appropriate request and certification forms. Within five (5) days of a leave request, the City of Oxford must notify employees if they are eligible for leave and give those eligible a written notice of their FMLA Rights and Responsibilities.

After a leave request is approved, the City Clerk must notify the employee within five (5) business days if the leave will be designated as FMLA leave.

### **MATERNITY LEAVE**

In accordance with the Family Medical Leave Act of 1993, eligible employees shall be granted up to 12 weeks of leave for the birth or adoption of a child. Leave shall also be granted for the placement of a foster child with an employee.

A female employee who is incapacitated due to pregnancy and/or related symptoms may use accumulated sick and annual leave. When all paid leave is exhausted, the employee may request approval to be placed on leave without pay (LWOP).

Where the requested leave is not medically necessary, the employee must use accumulated annual leave. After all annual leave is exhausted, the remainder of the 12-week period shall normally be granted as leave without pay (LWOP).

An employee requesting leave upon the birth or adoption of a child should give a minimum of thirty (30) days written notice to his/her supervisor. If the employee is unable to provide such notice, they should provide such notice as soon as practicable.

If both spouses are employed by the City of Oxford, the total amount of leave that may be taken under Family Medical Leave due to the birth or adoption of a child is 12 weeks (not 24 weeks). Documentation specifying how leave will be taken must be given to each employee's department with the certification form.

Commented [MB55]: Added section.

## City of Oxford Employee Handbook

### **Medical Certification**

Certification for an employee's serious medical condition must include a statement that the employee is unable to perform the functions of his or her position. Certification for leave to care for a family member with a serious medical condition must include an estimate of the amount of time the employee is needed to care for that family member. Both types of certifications must include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) the appropriate medical facts within the knowledge of the health care provider about the condition. The City may require a second medical opinion, at its own expense. If the first and second opinions differ, the City, again at its own expense, may require the binding opinion of a third health care provider, approved jointly by the employee and the City. The City may also require periodic recertification. Certification forms must be completed and returned to the City Clerk fifteen (15) days after the request unless circumstances make this impossible. The City may directly contact an employee's healthcare providers to authenticate and clarify medical certification. Only the City Manager or City Clerk may make this contact, not an employee's direct supervisor.

A medical statement from a certified physician releasing the employee to return to work including restrictions must be provided by the employee to the Department Head before the employee is authorized to return to work. The medical statement must indicate if there are any restrictions on the employee's ability to fully perform the functions of his/her position.

### **Benefits under Family Medical Leave**

Employees will not lose any employment benefits or seniority accrued before the date on which leave commenced. Employees who take family or medical leave will generally be restored to the same or an equivalent position upon their return to work. Employees who take family or medical leave will continue to be responsible for paying their portion of health insurance premiums. The City Clerk will provide information on how this payment can be arranged. Failure to make timely payments may result in a cancellation of the insurance coverage. Generally, when an employee does not return to work within or at the end of any leave period and remain at work for at least 30 days, the employee will be required to repay the portion of the insurance premium which was paid by the City during the unpaid portion of the leave. If the health insurance lapsed while the employee is on FMLA leave for failure to pay their premium, when the employee returns to work, the City must reinstate the insurance.

An employee who fails to obtain approval for a leave without pay (LWOP) following the expiration of the 12-week period of family medical leave may be terminated. The Department Head must submit a request to fill the position to the City Administrator. Upon notice by the City Administrator, the employee will be notified in writing of the expiration of the 12-week period of family medical leave and subsequent termination.

### **Intermittent or Reduced Leave**

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when medically necessary.

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- i. Medically Necessary. There must be a medical need for the leave and a determination that the leave can best be accomplished through an intermittent or reduced leave schedule.
  - ii. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the City Manager's prior approval.
- C. For eligible part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve work weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek. Employees must have been employed by the City of Oxford for at least twelve (12) months and must have worked a minimum of 1,250 hours during the previous 12-month period to qualify.

### **Effect on Benefits**

- A. An employee granted leave under this policy will continue to be covered under the City of Oxford employee health/dental insurance, life insurance plan, and other applicable programs under the same conditions as coverage would have been provided if he/she had been continuously employed during the leave period. This means that the City will continue to pay the costs of such benefits as when the employee was in active pay status. In the case of family health coverage, the employee will be responsible for payment of the employee's premium share as outlined below.
- B. Employee contributions for family health coverage will be required either through payroll deduction or by direct payment to the City of Oxford. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.
- C. If an employee's contribution is more than thirty (30) days late, the City of Oxford may terminate the employee's insurance coverage.
- D. If the City pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the City for delinquent payments upon his or her return from leave.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member, or (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the City may seek reimbursement from the

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employee for the portion of the premiums paid on behalf of that employee (also known as the employer contribution) during the period of leave.

- F. Nothing in this Section will be construed to entitle any restored employee to:
- a. The accrual of any employment benefits during any period of leave; and,
  - b. Any right benefit or position of employment other than a right, benefit, or position to which the employee would have been entitled had the employee not taken leave.

### **Job Protection**

- A. If the employee is not determined to be a "key employee," as defined by the Family Medical Leave Act, and returns to work within twelve (12) work weeks following a family/medical leave, he/she will be reinstated to his or her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If the employee fails to return within twelve (12) work weeks following a family/medical leave, the employee will be reinstated to his or her same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

### **Responsibilities**

The Department Head is responsible for informing subordinate employees of this policy through the distribution of this directive. An employee is responsible for complying with the policies and procedures outlined in this procedural directive.

### **WORKERS' COMPENSATION**

It is the intent of the City of Oxford to comply with the provisions of the Worker's Compensation Laws of the State of Georgia. All City of Oxford employees who are injured on the job are protected by the Georgia Worker's Compensation Act. The provisions of this act are the exclusive remedy for employees injured on the job and provide benefits and procedures for obtaining benefits for occupational injuries and diseases arising out of and in the course of an employee's employment with the City of Oxford.

### **Section 1: General Provisions**

- a. **Definition**  
"Injury" shall be defined as provided for in O.C.G.A. § 34-9-1.
- b. **Responsibility**

Commented [MB56]: Added detail including procedures.

## City of Oxford Employee Handbook

Worker's compensation can be a very complex environment if proper procedures are not followed. Specific responsibilities lie with the Human Resources department, all supervisors and the employee.

### **(a) City Clerk**

The City Clerk is responsible for the management of the City's worker's compensation program in accordance with the provisions of the Georgia Worker's Compensation Act and other Federal, state, or local regulations. The City Clerk is responsible for timely submission of the First Report of Injury form to the State and for all other Worker's Compensation records, files and reports. The City Clerk will, in accordance with the law and applicable City policies and procedures, determine the continuing employment status of employees who are out of work on Worker's Compensation. An employee out of work on Worker's Compensation who does not return to work when released to do so by a qualified physician may be terminated.

### **(b) Supervisors**

City of Oxford's supervisors are responsible for assuring their employees report all on-the-job injuries to them immediately or as soon as possible following the occurrence of the injury. Supervisors will ensure that a written report of the injury is completed and turned into the Department Head who will then forward it to the City Clerk within the twenty-four-hour time period.

### **(c) Employees**

All City of Oxford employees are required to report all on-the-job injuries to their supervisor immediately, when possible, but in all cases no later than twenty-four (24) hours after the occurrence of the injury. The employee is obligated to cooperate with the worker's compensation program directives and activities and any fraudulent activity will be grounds for termination.

## **Section 2: Procedures**

**(a)** An employee injured on the job must report the injury to their supervisor immediately, on the forms prepared and provided by the City Clerk.

**(b)** The employee's supervisor must follow the appropriate procedures prescribed for reporting the injury which includes completion of the First Report of Injury form and the Supervisor and Employee Statement forms.

**(c)** Treatment of the injury shall be provided at one of the designated medical facilities that are posted at each work site and the employee must select a doctor from the approved panel of physicians provided by the city. In an emergency, the employee may receive medical care from any doctor until the emergency is over, then the employee must obtain treatment from a doctor on the City's approved panel of physicians. The City reserves the right to refuse payment of

## City of Oxford Employee Handbook

medical services for any employee examined by a physician not listed on its approved panel of physicians.

- (d) An employee injured by an accident arising out of or in the course of employment shall not be charged for any absence from duty due to the injury on the day of the injury.
- (e) An employee injured by an accident on the job will be required to take a post-accident drug test within four (4) hours of the accident, or as soon as possible if more than four (4) hours.
- (f) There is a seven-calendar-day waiting period before worker's compensation benefits are due. The seven-day waiting period includes those days the employee would not have worked even if there had been no injury. The employee is eligible to receive medical benefits during the seven-day waiting period. Beginning with the first day after an on-the-job injury and continuing through the seventh day following the injury, the injured employee may elect to be compensated by using their available sick or vacation balance. However, if the disability lasts for 21 consecutive days, compensation is retroactive for the first seven days. The first seven days of disability are not reimbursable unless the employee is disabled more than the 21 consecutive days. If the employee is reimbursed from the state for the initial seven-day period, he/she will be responsible for returning that money to the City.
- (g) Beginning with the eighth day following the injury, the employee will be compensated with the statutory worker's compensation rate of  $66 \frac{2}{3}$  of weekly salary up to the maximum prevailing rate required by the Worker's Compensation Law. The employee may continue using their available balance of sick or vacation time to supplement the worker's compensation benefit.
- (h) During the first six months of a job-related injury, the employee's position will be secure and the affected department may use temporary employment if the budget allows.
- (i) If the employee is unable to return to their regular position, the city may require the employee to perform a light duty assignment that is approved by the assigned physician until a time the employee can return to work on an unrestricted basis. The City has no obligation to create a light duty assignment if work is not available.
- (j) Worker's compensation leave must run concurrent with Family Medical Leave.

### **TEMPORARY DISABILITIES NOT COVERED BY WORKERS' COMPENSATION**

An employee who becomes temporarily disabled shall be allowed to exhaust his or her accrued sick and vacation leave. After all sick and vacation leave have been used, further extension of leave (either with or without pay) must be specifically authorized by the Mayor and City Council upon recommendation of the Department Head and the City Manager.

### **EXTENSION OF MEDICAL COVERAGE**

Extension of medical insurance coverage for employees injured on the job and not covered by Workers' Compensation Insurance may be granted by the Mayor and Council for up to ninety (90) days.

## **City of Oxford Employee Handbook**

### **LEAVE OF ABSENCE WITHOUT PAY**

Employees may receive a leave of absence without pay for good and sufficient personal reasons, and provided that no significant disruption to the City's activities will result. Each case will be considered individually. Requests for a leave of absence must be submitted in writing to the City Manager and Department Head. A granted leave will be without compensation and benefits. Employees on leave without pay may be required to make contributions for health, life insurance and retirement benefits. Employees on leave without pay will not lose any employment benefits or seniority accrued before the date on which leave commenced. An unpaid personal leave of absence, if approved, will be granted for a maximum of 30 days. Extension of the leave of absence may be granted upon the City Manager, Mayor, and Council approval.

Requests for a leave of absence for other than military leave or FMLA leave should be made with the full understanding that while we will make every effort to have a comparable position with comparable pay for you when you return from leave, we cannot guarantee that your same position will be available upon your return.

Reinstatement will be dependent upon an available opening for which you are qualified. If you do not report to work at the end of your personal leave of absence, you will be assumed to have voluntarily resigned.

### **ABSENCE WITHOUT LEAVE**

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and may be cause for disciplinary action, up to and including termination.

### **ADMINISTRATIVE LEAVE**

An employee may be placed on administrative leave with pay at the discretion of the Department Head and approval of the City Manager when such action is deemed to be in the best interest of the City.

### **NOTATION OF LEAVE OR ABSENCE WITHOUT LEAVE**

When an employee has taken leave of any kind or is absent without leave, his or her Department Head shall make a notation on the timecard or attendance sheet, giving specific information covering type of leave, dates, hours, and other pertinent data.

### **OUTSIDE EMPLOYMENT**

The work of the City will take precedence over other occupational interests of employees. All outside employment for salaries, wages, other compensation or commission and all self-employment must be submitted for approval in writing to the appropriate Department Head & City Manager. The request will be reviewed for conflict-of-interest issues. The City has the right to expect that outside employment will not affect employee performance, attendance or any other condition of employment with the City. Employees accepting outside employment without approval or conflicting outside employment, or who experience performance issues as a result of outside employment will be subject to disciplinary action up to and including termination. Outside work cannot be performed on the City's time and must not interfere at any time with an



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employee's ability to perform his or her work with maximum effectiveness and efficiency. The City Manager will notify the Mayor in writing, not later than two (2) workdays after approval. Employees shall not use city-owned vehicles or equipment in the performance of duties related to outside employment.

### **PAY DURING SEVERE WEATHER**

The decision of what is a prudent response to a severe weather situation on a government-wide basis is to be made by the City Manager. Department Heads are responsible for determining and notifying employees of their critical workforce job status. Critical workforce employees include the City Manager, all Department Heads, and all sworn Police Officers, and any other employee designated by the City Manager. Critical workforce employees are required to report to work promptly when instructed by the City Manager.

Non-critical employees will receive administrative leave with pay if the office is closed or the employee is unable to get to the office and is unable to telecommute. If an employee is not sure what he/she should do during inclement weather, the employee should call his/her Department Head for clarification and/or call City Hall at 770-786-7004.

The City Manager has the discretion to allow individuals to telecommute in the event the office is inaccessible due to severe weather. Employees may be considered on an individual basis for their telecommute eligibility during severe weather. A primary consideration for administering telecommuting in the city is that it does not interfere with services provided to the public during business hours. An employee's work must be of a nature that face-to-face interaction with other employees, external customers, or project workgroups is minimal, and the employee's tasks can be performed successfully away from the office. Telecommuting agreements are entered into for the good of the City and the services provided. It is important that consistent communications be maintained by telecommuting employees. Telecommuters shall be available at their remote locations by telephone and/or e-mail to management and other City staff during agreed-upon work hours.

**Commented [MB57]:** Changed this policy to allow administrative leave in this situation.

**Commented [MB58]:** Adding telecommuting language provided by GMA.

## City of Oxford Employee Handbook

### **CHAPTER 6 – ON THE JOB**

#### **EMPLOYEE PERFORMANCE EVALUATION**

The purpose of the performance evaluation shall be primarily to inform employees of how well they are performing their work and how they can improve their work performance. Such performance evaluation may also be used in determining merit raises or bonuses, as a basis for training, promotion, demotion, transfer or dismissal, and for such other purposes as set forth in these policies.

All employees except temporary workers shall be evaluated annually. An employee shall not be eligible for a merit pay raise until the performance evaluation form has been completely processed.

Evaluations shall be prepared by the Department Head of each employee and reviewed by the City Manager. A Department Head who is leaving the position shall be required to submit performance evaluation forms on all the employees under his or her supervision who have not been evaluated within the previous six (6) month period.

The Department Head shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with statement(s) in an evaluation, such employee may submit, within ten (10) days following the conference with his or her Department Head, a written statement which shall be attached to the evaluation form.

Performance evaluations shall be confidential and shall be made available only to the employee that was evaluated, the employee's Department Head, the City Manager, and the Mayor and City Council upon request.

#### **EMPLOYEE DEVELOPMENT**

The City Manager shall be responsible for fostering and promoting in-service training of employees for the purpose of improving the quality of service and to assist employees in preparing themselves for advancement.

Department Heads shall encourage necessary and recommended in- service training for employees of their departments and shall recommend to the City Manager the scheduling of such training as a component of employees' responsibilities. Reports shall be made to the Mayor and City Council of training accomplishments of employees.

Employees shall receive their regular pay while on training assignments approved by the Department Head and City Manager. The City will pay approved training expenses such as tuition, fees, textbooks, room and board, and other necessary costs. Employees are responsible for submitting statements of expenses to the Deputy City Clerk or his/her designee for payment.

Travel expenses on public transportation or by private vehicle incurred during approved training or while on other City business will be paid at rates established by the City Manager in accordance with government standards. For reimbursement, employees must submit to the Deputy City Clerk or his/her designee a statement of expenses including travel, meals, lodging,

**Commented [MB59]:** Removed requirement to evaluate employees at time of separation. We are conducting exit interviews instead.

**Commented [MB60]:** Moved from "Time Away From Work" chapter

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and other appropriate costs incurred, with appropriate receipts. A maximum of forty-five dollars (\$45.00) per day for meal expenses will be reimbursed.

### **SEPARATION FROM EMPLOYMENT**

Separations and/or terminations from positions in the classified service shall be designated as one of the following:

#### ***Resignation***

An employee shall submit written notice of resignation to the Department Head at least fourteen (14) calendar days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the City Manager. Failure to comply with this rule shall be entered on the service record of the employee.

#### ***Abandonment of job***

An employee not on authorized leave of absence who fails to report for work for three (3) consecutive days may be terminated from the service of the City for job abandonment. Any employee terminated for job abandonment shall have the right of appeal.

#### ***Lay-off/reduction in force***

Any involuntary separation not related to an employee's conduct shall constitute a lay-off or reduction in force. Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in the duties or organization, or related reasons beyond the employer's or the employee's control which do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.

#### ***Inability to perform***

If an employee suffers from a physical or mental disability which prevents him or her from performing the essential functions of the position, even with reasonable accommodation, the employee is subject to termination for inability to perform the job. The employee will cooperate with the employer to determine the limitations imposed by the disability and to design accommodation for the essential functions of the job. Termination due to an inability to perform essential functions shall be subject to the Grievance and Appeal Procedure.

#### ***Loss of a job requirement***

Any employee who is unable to perform the essential functions of his or her job adequately because of loss of a necessary license or other necessary requirement shall be separated by lay-off without pay from employment in that position until such license or requirement is reinstated.

#### ***Dismissal or discharge***

Dismissals shall constitute discharges or separations for just cause and shall be governed by the provisions of these Policies and Procedures as hereinafter set forth.

#### ***Retirement***

The retirement of an employee shall consist of the voluntary separation of an employee who has

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met the requirements of age and length of service under the laws governing any applicable pension fund of which such employee may be a member.

### ***Death***

Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, due to such employee, as of the effective date of separation, shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the official employee file of said employee.

### **LAYOFF PROCEDURES**

Whenever the lay-off of any employee shall become necessary due to budget constraints, the Mayor and City Council shall notify the Department Head at least thirty (30) calendar days in advance of the intended action of the necessity for such lay-off and the reasons, therefore. The Department Head shall thereupon furnish to the City Manager the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.

Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three (3) factors to be weighted equally: length of service in class, length of service with the City, and job performance. If an employee believes that an error has been made in determining lay-off order, he or she may request an administrative review by the City Manager.

Should a Department Head determine that the retention of a certain employee is essential to the effective operation of the department because of the fact that such employee possesses special skills or abilities, and should the Department Head wish to retain such employee in preference to another with a higher rating, then the Department Head shall submit a written request to the City Manager. Such notification shall set forth in detail the specific skills and abilities possessed by the employee and the reasons why such employee is essential to the effective operation of the department. With the approval of the Mayor and City Council, the individual may be retained.

Regular employees to be laid off shall be notified in writing by the City Manager at least fourteen (14) calendar days prior to the effective date of the lay-off.

Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists, and such employee is qualified to fill the position in the lower classification.

Former employees who were separated from the City service by lay-off and desire to be considered for reemployment with the City will be placed on the reemployment list. Such persons may remain on the reemployment list for a period not to exceed one (1) year. Former employees will be listed by seniority in terms of service and will be offered reemployment for the first vacancy that becomes available in the same classification in which they were employed at the time of separation. All employees appointed to a position in this manner will serve the stated probationary period for that position.

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If the employee does not complete the probationary period, he or she will be separated from the City service without the right of appeal. A person on the reemployment list may voluntarily accept a position at a lower classification level than his or her former position. If a person placed on the reemployment list does not accept the first offer for reemployment in a position having the same classification as the one held at the time of separation, he or she will be removed from the reemployment list. Such persons will no longer have guarantee of reemployment rights when a vacancy occurs but may be considered for reemployment on the same basis as other applicants.

The pre-termination hearing procedures as outlined in this manual apply to abandonment of job, inability to perform the essential functions of the position, loss of a job requirement necessary to perform the essential functions of the position, and dismissal or discharge as defined in this Section of these policies and procedures.

### **CORRECTIVE DISCIPLINE**

Effective supervision and good employee relations should reduce to a minimum those instances necessitating disciplinary action. The establishment of rules and regulations and the imposition of disciplinary action for a violation thereof are not intended to restrict the rights of any employee but are for the purpose of ensuring the rights of all and for securing cooperation and orderliness throughout the classified service. The severity of the disciplinary action imposed should be related to the gravity of the offense, the employee's record of disciplinary action, and the disciplinary action imposed in similar cases. Any disciplinary action imposed shall be for just cause. The City will not allow discrimination against any employee because of race, color, religion, sex (including, gender identification, sexual orientation, pregnancy), age, national origin, disability, genetic information, or political affiliation.

The following actions shall constitute just cause for disciplinary action, but the imposition of disciplinary action shall not be limited to the offenses set forth:

1. The conviction of a felony, or of a misdemeanor involving moral turpitude.
2. Excessive absenteeism.
3. Absence without leave, or failure to report after the expiration of a leave of absence.
4. Excessive tardiness.
5. Abuse of sick leave.
6. Insubordination or serious breach of proper discipline.
7. Inefficiency or incompetency.
8. Abuse or theft of City property.
9. The borrowing of City equipment for personal use without prior official permission.
10. The loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
11. The willful making of false statements to supervisors, officials, the public, boards, commissions, or agencies.
12. The violation of City ordinances, administrative regulations, departmental rules, or these handbook policies and procedures.
13. The consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work, or being intoxicated on the job, or being otherwise affected on the job because of the prior use of an illegal substance or alcoholic beverage.

**Commented [MB61]:** Changed "rules and regulations" to "handbook policies and procedures".

**Commented [MB62]:** Added "or alcoholic beverage" at end of sentence.

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14. The discovery of a false statement in an application.
15. Acceptance of gratuities in conflict with state law or City ordinance.
16. Political activity in conflict with City Ordinances.
17. Engaging in offensive conduct or using offensive language toward the public, a supervisor or fellow employees.
18. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability.
19. Refusal to submit to drug testing.
20. Failure to successfully pass drug testing.
21. Refusal to participate in a workplace investigation.

Commented [MB63]: Added #21

A Department Head, subject to the employee's right of appeal as provided in this manual, shall have the following alternatives when disciplining an employee.

### **ORAL REPRIMAND**

An oral reprimand is a progressive disciplinary measure which may be issued for an incident, action, or behavior which does not warrant more severe disciplinary action. In the oral reprimand, the supervisor will verbally and privately explain to the employee that he or she is being reprimanded, describe the problem, and indicate what must be done to correct the problem.

### **WRITTEN REPRIMAND**

Where the incident, action, or behavior of the employee is such as not to initially warrant a more severe type of disciplinary action, a written reprimand may be issued for first or second offenses, including but not limited to unauthorized absence from duty (for less than three [3] days), abuse of sick leave privileges, frequent unexcused tardiness, inattention to duty, insubordination, improper conduct, or loss or destruction of City property. Written reprimands shall be issued by the Department Head to the affected employee, and a copy of same shall be forwarded to the City Manager and filed in the official file of such employee.

### **SUSPENSION**

A Department Head may suspend without pay any employee under his or her supervision for a period of not less than one (1) nor more than ten (10) working days. The dates of suspension must be imposed on scheduled workdays.

Commented [MB64]: Removed part about Department Heads suspending FLSA exempt employees because there are no FLSA exempt employees under Department Heads.

A written statement specifically setting forth the reasons for such action and the length of time and dates of such suspension shall be furnished by the Department Head to the affected employee. A copy of the statement shall be sent to the City Manager and filed in the official file of such employee within one (1) working day of the effective date of the action.

Commented [MB65]: Changed from "coincide with the employee's official work week," because a suspension may run in more than one work week.

Commented [MB66]: Added "and dates"

An employee may be suspended for a period longer than ten (10) working days upon the express approval of the Mayor. A written statement shall be furnished by the City Manager to the affected employee within one (1) working day of the Mayor's decision advising the employee of the length and dates of the suspension.

Commented [MB67]: Added "and dates"

When an employee has been accused of serious misconduct or criminal behavior, the employee

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may be suspended with pay for a period of five (5) working days, during which the City Manager will conduct an investigation to determine whether the serious misconduct or criminal behavior will affect the employee's job performance and/or whether it is the basis for disciplinary action, and shall advise the Mayor of his or her findings. If the Mayor determines that an employee's return to work would not be in the best interest of the City, the employee will be given notice of his or her proposed indefinite suspension without pay, including the reasons for the suspension, and the employee will be given an opportunity to respond to the Mayor concerning those reasons. After the employee has had an opportunity to respond, the Mayor will issue a decision on the indefinite suspension.

For just cause, a Department Head may reduce the salary of a regular employee within the range provided in the pay plan or demote the employee to a lower-graded position. The Department Head shall take such action after consultation with the City Manager, and approval by the Mayor.

### **TERMINATION (DISCIPLINARY DISMISSAL)**

The following list includes some of the reasons for disciplinary action. This list is provided for information purposes. It is not exhaustive and is not intended to cover all situations in which disciplinary actions may be taken. The City retains the sole discretion to determine when disciplinary action, up to and including termination, is appropriate.

1. Failure to perform at an acceptable level of competence.
2. Violation of City ordinances, policies or departmental rules.
3. Excessive absenteeism.
4. Discourteous treatment of the public or other employees.
5. Leaving the job or work area without permission of his/her supervisor.
6. The use of abusive or threatening language toward subordinates, other employees or the public.
7. Unauthorized use of City property or vehicles.
8. Falsification of a job application or other City records.
9. Insubordination — refusal to perform assigned work or comply with written or oral instructions by a supervisor or refusal to participate in a workplace investigation by a supervisor.
10. Misconduct — a forbidden act; a dereliction of duty; unlawful behavior or improper or wrong behavior.
11. Conviction of a felony or a crime involving moral turpitude.
12. Conduct reflecting discredit on the City or department.
13. Falsification or destruction of official records or documents or use of official position for personal benefit, profit, or advantage, or for other improper reasons.
14. Violation of the City's Drug and Alcohol policy.
15. Violation of the City's Unlawful Harassment policy.
16. Stealing — misappropriation of private or City property.
17. Possession of firearms or other dangerous weapons by unauthorized personnel while on duty.
18. Using obscene language, engaging in obscene conduct.
19. Sleeping on the job.

**Commented [MB68]:** Added "or refusal to participate in a workplace investigation by a supervisor."

## City of Oxford Employee Handbook

20. Use, possession and/or distribution of an illegal controlled substance in violation of the city's Drug Free Workplace Policy (see Chapter 8 – Standards of Conduct).
21. Refusal to submit to drug testing.
22. Failure to successfully pass drug testing.
23. Any action that is detrimental to the City.
24. Failure to report an accident in which an employee was involved while operating any city vehicles or equipment.
25. Theft, making false statements, or intentionally giving misleading information to supervisors, officials or the public.
26. Fighting or attempting to injure another employee.

**Commented [MB69]:** Added "an illegal" because not all controlled substances are illegal.

**Commented [MB70]:** Added for clarity.

**Commented [MB71]:** Added, "while operating any city vehicles or equipment."

The employee shall be furnished notice of dismissal in writing, stating the reason(s) for dismissal. It is recognized there will be occasions when immediate dismissal is necessary. A review of such action by the City Manager and employee's Department Head must be completed as soon as possible.

A written statement specifically setting forth the reasons for any such action shall be furnished by the Department Head to the affected employee, and a copy of the statement shall be forwarded to the City Manager and filed in the official employee file within one (1) working day of the effective date of the action.

When a regular employee is charged with misconduct that serves as just cause for dismissal, the Department Head shall place the employee on a three (3) day, paid administrative suspension with a recommendation for dismissal. A written statement specifically setting forth the reasons for suspension with a recommendation for dismissal shall be furnished by the Department Head proposing the dismissal to the affected employee, and a copy of the recommendation shall be furnished to the City Manager within one (1) working day of the effective date of the action.

The City Manager shall ensure that a written notice of the charges has been furnished to the affected employee and shall conduct an investigation as to the charges and make the findings available immediately to the Mayor. Within three (3) working days of the affected employee being notified of the charges, the Mayor shall hold a conference at which the employee shall be authorized to present information which is pertinent to the charges on his or her behalf. The Mayor shall render a decision on the proposal for dismissal based on all of the relevant information. The City Manager shall advise the employee of his or her right to appeal the decision under the grievance procedure.

Any written notification submitted to a regular employee who is being subjected to disciplinary action shall set forth the right of the employee to appeal such action to the City Council. Oral and written reprimands are not grievable/appealable actions.

Any and all property of the City of Oxford which is in the possession of an employee who is separated from employment shall be immediately returned to the appropriate department by that employee on his or her final day of employment. The Department Head of such employee is responsible for collecting said property from said employee.



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### **PROCEDURE FOR HANDLING COMPLAINTS AND GRIEVANCES NOT INVOLVING DISCRIMINATION**

City employee grievances/appeals should receive prompt consideration and equitable resolution. Wherever possible, grievances/appeals should be resolved or adjusted informally, and both supervisors and employees shall be expected to make every effort to do so. With respect to those grievances/appeals which cannot be so resolved, employees shall be entitled to process the grievances/appeals as hereinafter provided.

These procedures governing the processing of grievances and providing the right of appeal are established for the purpose of eliminating or correcting justifiable complaints or dissatisfaction of regular employees.

Any regular employee in the classified service who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any regular employee who has been subjected to any alleged discriminatory action that is prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.

- A. A formal grievance/appeal shall not be initiated unless and until the employee has discussed the reason for the grievance/appeal with their Department Head. Such discussion shall be held within ten (10) working days after the occurrence or within ten (10) working days after the employee becomes aware of the occurrence of a grievable/appealable matter.
- B. Should the employee not be satisfied with the decision of the Department Head, the employee, within five (5) working days, shall state the grievance/appeal in writing to the City Manager setting forth the reasons for the appeal. The City Manager shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the appeal to the satisfaction of the Department Head and the employee. If not resolved, the City Manager shall forward the entire file and investigation to the Mayor for a decision on merits.

Should no decision resulting in the settlement of the grievance/appeal be reached within ten (10) working days after the filing of the written grievance/appeal, the employee, within five (5) working days, may appeal to the City Council. Such appeal shall be submitted through the City Manager and shall be accompanied by all of the facts and information concerned with the grievance/appeal as well as any written responses of the Department Head. The City Council shall, within ten (10) working days after the receipt of an appeal, hold a hearing upon same and consider the action complained of in the grievance/appeal.

- A. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, and their representatives and witnesses shall have the right to appear before the Council for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the City Council shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.
- B. At the hearing before the City Council, technical rules of evidence shall not apply. All

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testimony before the Council shall be under oath or affirmation. Any member of the Council shall have the power to administer oaths and call witnesses and may compel the production of relevant books, records, and documents.

- C. A copy of the decision of the City Council shall be given to the affected employee and the Department Head of same, within three (3) working days following the completion of the hearing.

The failure of supervisory employees to follow the steps outlined above shall result in conferring upon the employee the right automatically to proceed to the next step in the grievance/appeals procedure. The failure of the employee to follow the steps outlined above may result in the dismissal of the grievance/appeal at any step.

In those cases where dismissal of an employee is involved, the City Manager shall immediately notify the affected employee that, if requested, a hearing before the City Council will be set up and held within ten (10) working days of the action taken. At all such hearings, the Department Head shall be required to appear and explain the reasons for the dismissal.

No punitive, discriminatory, or adverse action shall be taken against any employee on account of the filing of a grievance or an appeal.

### **RECORDS, REPORTS, AND EMPLOYEE FILES**

All appointments, separations, and other employee transactions shall be recorded on paper and in the City's electronic payroll maintenance system. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.

**Commented [MB72]:** Added/revised due to changes in procedures.

Information relative to employees and former employees shall be available for public inspection at reasonable times and in accordance with Title 50, Chapter 18 Official Code of Georgia Annotated.

Employee service records shall be kept in accordance with state and federal regulations after termination of employment. Such records may be kept in their original form or in any other duplicate form the City Clerk deems appropriate.

Regular attendance reports shall be prepared and submitted by each Department Head in the form designated by the City Clerk.

## City of Oxford Employee Handbook

### **CHAPTER 7 – WORKPLACE GUIDELINES**

#### **WORK SCHEDULE**

The established work week and the hours of work shall be determined in accordance with the needs of the City and the reasonable needs of the public. The work schedule for each department shall be established by the Department Head with approval from the City Manager. Any change in an employee's work schedule must be agreed to in writing by the Department Head and the employee prior to implementation. In addition, the City Manager must approve any change in an employee's work schedule to ensure there is no conflict with statutory/regulatory requirements or City policy.

**Commented [MB73]:** Modified/clarified language

#### **ATTENDANCE**

Each employee is important to his/her department and the City. It is essential that employees report for work on a punctual basis. It should be recognized that absence affects our overall efficiency and places additional requirements on fellow employees.

Each Department Head shall be responsible for the attendance of all persons in his or her department. The City Clerk shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, and others.

All employees are expected to report for work no later than the beginning of their assigned work period. If an employee is unable to report to work by this time, the employee must notify their supervisor by this time of their inability to report or their expected time they are able to report.

**Commented [MB74]:** Added language.

Continued tardiness or other patterns of irregular attendance will be handled in a progressive disciplinary manner. Additionally, attendance is considered a measure of dependability and is taken into consideration in the selection of employees for transfer or promotion.

#### **LUNCH BREAKS**

Lunch breaks for full-time City Administrative staff & Public Works staff will be one (1) hour in length. In compliance with the Fair Labor Standards Act, mealtime during a shift is not considered compensable time, unless the employee is required to respond to calls during the mealtime. Non-exempt police officers are considered "on-call," and will be paid for all time listed on their timecard even if a meal is part of that time.

**Commented [MB75]:** Amended language provided by GMA.

To assure that rest periods accomplish the intended purposes, they may not:

- be accumulated from day to day or added together to create a prolonged break.
- be foregone to make up for lost time during an absence or tardiness.
- be used at the beginning or end of the work schedule or added to the scheduled meal period.
- be counted toward overtime and/or compensatory time and may not be accrued or carried over.

#### **REST PERIODS/BREAKS**

In the interest of employee health and work efficiency, rest periods may be provided for purposes of rest, relaxation, refreshment, and attention to personal needs. Employees must receive approval from their Department Head before taking a rest period/break.

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To assure that rest periods accomplish the intended purposes, they may not:

- be accumulated from day to day or added together to create a prolonged break.
- be foregone to make up for lost time during an absence or tardiness.
- be used at the beginning or end of the work schedule or added to the scheduled meal period.
- may not be counted toward overtime and/or compensatory time and may not be accrued or carried over.

### **EMPLOYMENT OF RELATIVES (NEPOTISM)**

The policy of the City of Oxford is that no Department Head, Mayor or member of the City Council, or City Manager shall appoint or employ to any regular classified position in the City any person who is a member of the immediate or extended family of a current City of Oxford employee. The employment of relatives is prohibited by the City. For this nepotism policy, “relative,” is defined as spouse, mother, father, stepmother, stepfather, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, brother, brother-in-law, sister, sister-in-law, half-brother, half-sister, grandchild, grandparent, and grandparents of spouse. This section does not apply to persons employed by the City prior to February 1, 2011.

### **GROOMING AND DRESS**

Every employee has some contact with the public and, therefore, represents the City in his or her appearance as well as their actions. The properly attired and groomed individual helps to create a favorable image for the City. Moreover, the individual who is concerned about their appearance is perceived by the public as showing a greater concern about the quality of their work. It is the policy of the City of Oxford that every employee shall maintain the highest standards of personal cleanliness and grooming. Employees will present a neat, professional, business-like appearance at all times during regular working hours.

The following clothing is not appropriate attire: halters, tank tops, jeans with holes, low neckline front or back, flip flops, and bedroom slippers or clothing that has words, pictures, scenes, etc., that would be disruptive to the work environment.

Unless otherwise announced by your Department Head, administrative employees may wear casual attire which is clean, neat and presentable on Friday. Casual attire includes jeans, t-shirts, and tennis shoes. Any other casual day attire will be designated at the Department Head’s discretion.

Each Department Head may specify certain additional requirements regarding appropriate dress and personal appearance. While the Department Head may add to this directive, they may not allow less than this directive states unless there is a specific reason for an employee not to be well-groomed. It is the Department Head’s responsibility to see that this directive is followed. For any official public presentation, either to City Council or other groups, more formal attire is appropriate such as assigned City uniform or business attire.

### **CARE AND USE OF PROPERTY/EQUIPMENT**

The City Manager shall review and approve a list of affected employees for use of a take home

**Commented [MB76]:** Added language and modified existing language. Some modifications provided by GMA.

**Commented [MB77]:** Moved from after “Attendance” section

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vehicle for on-call reporting to duty. The personal use by an employee of a take-home vehicle is a taxable benefit under the Internal Revenue Code. The city is required to value the personal use of a take-home vehicle and tax accordingly using an approved valuation method allowed by the IRS. Employees are permitted to use assigned vehicles during off-duty hours only for those activities that are consistent with the duties and responsibilities of their position. This includes but is not limited to commuting to and from work, attending educational or training classes, civic or community appearances / meetings, and while on call for any other related duties and responsibilities.

During vacations and/or extended time away, the vehicle must be returned to the departmental parking lot for safekeeping. Any employee residing outside of the boundaries of the City of Oxford may only take his/her vehicle home after receiving permission from the City Manager. The City Manager may delegate this responsibility to a Department Head having employees with on-call status. No employee will be authorized to take his/her vehicle home if the actual road miles from this office/department to the employee's residence are more than twenty-five (25) miles.

Employees will be held accountable to the Mayor and Council for improper or negligent use of, or willful damage to City property, City-owned equipment, vehicles, and materials. Department Heads are held accountable for damage to City property assigned to their departments. For further information regarding vehicle usage and safety, refer to the City of Oxford Safety Manual.

### **USE OF CELL PHONES OR SIMILAR DEVICES**

**Cell phone** includes a cellular telephone, push to talk, laptop, netbook or similar device.

**Cell phone use** includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to e-mail, checking for phone messages, or any other purposes.

### **Use While Driving**

An employee who uses a personal or company-supplied device or vehicle while in the performance of duties as an employee of the City of Oxford is prohibited from using a cell phone or other electronic device while driving, except in accordance with State laws regarding hands-free use of such devices.

**Commented [MB78]:** Added "personal or"

**Commented [MB79]:** Added "while in the performance of duties as an employee of the City of Oxford,"

**Commented [MB80]:** Added "or other electronic device". Removed several sentences from paragraph that seemed unnecessary.

### **General Use at Work**

While at work, employees are expected to exercise the same discretion in using personal cellular phones as they use with city phones. Excessive personal calls during the workhours, regardless of the phone used, can interfere with productivity and be distracting to others. Employees should restrict personal calls during work hours and use personal cell phones only during breaks or lunch breaks in non-working areas. Employees should ensure that their family and friends are instructed of this policy. The City is not liable for personal cell phones brought into the workplace.

The use of a personal cell phone while at work including receiving or placing calls, text messaging, surfing the internet, receiving or responding to emails, and the like, may present a hazard or distraction to the user and/or coworkers. This policy is meant to ensure that cell phone

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use while at work is safe and does not disrupt business operations. Unless otherwise authorized, the use of personal cell phones is strongly discouraged.

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**CHAPTER 8 – STANDARDS OF CONDUCT**

The employees of the City of Oxford are hereby enjoined to act in ways which will uphold the trust that citizens place in them as employees, and more specifically strive to be:

- Honest and above board in all our conversations, writings, and actions;
- Fair and even-handed in dealing with citizens and fellow employees;
- Committed to the highest standards of excellence and quality of service;
- A wise user of City resources so as to do as much as we can with what we are provided;
- Courteous and helpful, thus polishing the image of our City with whomever we come in contact;

By adhering to these five (5) tenets, we will win the full faith and confidence of all of our citizens. Although the standards set forth increase the responsibilities of the Department Heads in supervising their subordinates, the standards are not intended to define the limit of departmental responsibility in this area, nor do they limit the circumstances under which a department may act to remove, demote, reassign, or otherwise discipline any employee whose conduct is unacceptable.

**GOOD HOUSEKEEPING AND SAFETY**

Good housekeeping not only improves the appearance of our workplace, but it also helps prevent fires, accidents and personal injuries. Clear work areas, machines and floors also enable us to maintain a high standard of quality and efficiency in our work.

At the end of the workday, please straighten your work area, secure confidential materials and turn off any lights at your workstation.

The City makes every reasonable effort to provide and maintain safe working conditions and information regarding chemical hazards. You are expected to cooperate by working in a safe manner and encouraging others to work in a safe manner to prevent accidents. You have a special obligation to immediately report any unsafe condition that might result in an accident to you, your coworkers or the public. All such reports should be given to the Department Head and the City Manager. Failure to comply with the City's Safety Manual and /or failure to wear safety protective equipment could result in further disciplinary action up to and including termination.

Security of City premises is a responsibility shared by all employees. City property and personal property should be safeguarded by the exercise of prudence and caution at all times. When leaving work, check your work area to make sure that City and personal property are appropriately secured.

**CONFLICTS OF INTEREST, GIFTS, ENTERTAINMENTS, AND FAVORS**

City employees are prohibited from accepting gifts, gratuities, favors, entertainments, loans, or anything else of monetary value arising out of their duties as City employees, from any person who has or will obtain contractual or other business with the City, as well as those who conduct operations that are regulated by the City.

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Exceptions to this policy are awards presented for meritorious public contributions or achievements given through charitable, religious, professional, or non-profit social or recreational organizations.

All City employees are prohibited from having direct or indirect financial interests or transactions that result from information obtained through City employment or because of their City title and position.

All City employees are prohibited from using information obtained directly or indirectly through their employment to further their private interests if such information has not been made available to the general public.

Employees will be held accountable to the Mayor and Council for improper or negligent use of City-owned equipment, to include vehicles, and materials or willful damage to City property. Department Heads are held accountable for damage to City property assigned to their departments. For further information regarding vehicle usage and safety, refer to the Vehicle Safety Manual.

### **DRUG-FREE WORKPLACE**

The City of Oxford has developed a policy to maintain a drug-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1988.

The following substances are covered by this policy:

1. Alcoholic beverages of any kind,
2. Controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, and stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.

### **Exceptions**

Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs used in accordance with their instructions are not otherwise subject to the restrictions of this policy. Each employee is obligated to inform his or her immediate supervisor, or Department Head in the absence of the supervisor, of the use of any medications that may cause drowsiness or other side effects and impair the employee's ability to perform essential job functions.

### **Prohibited Activities**

The following activities are prohibited while an employee is on City premises or otherwise engaged in City business:

1. The manufacture, possession use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug.
2. The possession or consumption of alcoholic beverages.

**Commented [MB81]:** Moved sentence that states employees are prohibited from using substances, etc., to Prohibited Activities #5



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3. Being under the influence of alcohol, illegal drugs, or substances in any manner during official City business, whether or not consumed on City premises and whether or not consumed outside of working hours.
4. Performing City duties while under the influence of alcohol or controlled and/or illegal substances or drugs regardless of whether the employee is on or off the premises of the City.
5. Using substances, drugs, or medication (including over-the counter medications) that cause drowsiness or other side effects that may impair an employee's capability to perform his or her job properly and safely.

An employee who engages in such behavior will be subject to disciplinary action, up to and including immediate termination, or, as a condition of continued employment, may be required to participate in and successfully complete drug or alcohol abuse counseling or a rehabilitation program.

### Off-premises Use

The following actions, even when not occurring on City premises, while performing City business, or during working hours, are considered to endanger the City's reputation for honesty, integrity, and safety:

1. Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs.
2. Any other actions involving alcohol or controlled or illegal drugs or substances that, in the opinion of management, endanger the City's reputation for honesty, integrity, and safety.

An employee who engages in these activities may be subject to disciplinary action, up to and including immediate termination. Employees who are convicted of controlled substance-related violations or criminal alcohol offenses under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges, must inform the City in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action, up to and including termination from employment.

The City understands the importance of providing information concerning the locations of available drug counseling and rehabilitation. Accordingly, any employee who wishes to receive information about counseling and/or rehabilitation may request the information from the City Clerk.

Upon recommendation of the Department Head and concurrence of the City Manager, the City shall require employees to undergo appropriate tests designed to detect the presence of alcohol and/or drugs (i.e., blood test, urinalysis or hair analysis) where it has reason to believe that an employee may be under the influence of, or impaired by alcohol and/or drugs.

**Commented [MB82]:** Added "or criminal alcohol offenses"

**Commented [MB83]:** Removed reference to Employee Assistance Program. We do not currently offer this. We maintain lists of resources that we can refer individuals to for specific issues when needed.

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The City may also require such tests whenever necessary to protect the safety and health of its employees. For example, all employees involved in accidents occurring during the performance of City business or on City property that result in injuries requiring medical treatment to themselves or others or damage to property shall be subject to undergoing a drug test at the City's expense.

After an offer of employment has been extended to a City job applicant, post-offer drug/alcohol testing (at the City's expense) will be required. Failure to successfully pass such testing will be grounds for withdrawing the offer of employment.

Employees whose job duties require them to operate a Commercial Motor Vehicle (CMV) are subject to annual drug testing pursuant the Rules and Regulations of the Federal Motor Carrier Safety Administration (FMCSA).

**Commented [MB84]:** Added per federal requirements. We need to implement this ASAP.

Consent to submit to such tests as the City may require constitutes an initial and continuing condition of employment. Refusal to consent to a test when such test is required will result in disciplinary action, up to and including termination. All drug and alcohol testing will be conducted in accordance with applicable federal, state, and local directives.

**Commented [MB85]:** Added "initial and continuing"

### **SMOKING POLICY**

The Mayor and City Council have adopted a policy that no smoking will be allowed in any buildings, structures, or vehicles owned or operated by the City. Employees smoking or possessing a burning tobacco weed or other plant product or any lighted or burning pipe, cigar, cigarette of any kind or smoking equipment or device in a building, structure owned by the City will be subject to disciplinary action up to and including termination.

### **WORKPLACE VIOLENCE POLICY**

Because of concern for employee safety, the City of Oxford prohibits the transport of firearms or deadly weapons onto City-owned property. Only officers who are authorized to carry firearms in their jobs are exempt from this policy.

**Commented [MB86]:** Replaced "into the workplace" with "onto City-owned property"

An employee found to be harboring a firearm or deadly weapon or indicating to others he/she has a concealed deadly weapon or firearm on the job, should immediately be reported to a Department Head. At no time does a Department Head have the right to grant permission for an employee to bring a firearm or deadly weapon into the workplace.

The Department Head, at his/her discretion, shall either confront the employee him/herself or seek assistance from the appropriate law enforcement agency in confronting the employee about having a deadly weapon or firearm in the workplace. The City Manager must be contacted at this point. Employees are required to open their desks, lockers, and bags, and empty their pockets if a reasonable suspicion is brought forth that they may be harboring a firearm or deadly weapon.

The City of Oxford does not allow an employee to use intimidation, verbal or implied threats, violence, or the threat of violence against any individual during the course of his/her work.

Work disturbances caused by persons not employed by the City of Oxford but occurring on the

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city's work sites will be reported immediately to a Department Head and the appropriate law enforcement agency. The appropriate law enforcement agency will conduct an investigation and make criminal charges when appropriate. If the disturbance is determined to be the result of a domestic or a personal situation, the City Manager is to be notified.

Work disturbances resulting from domestic or personal situations can result in disciplinary action being taken against the employee, especially severe or ongoing disturbances that affect the City of Oxford's environment. The employee will take all reasonable and precautionary steps to prevent these disturbances. These steps may include, but are not limited to, seeking counseling or a court order restraining the non-employee from coming to or being at the city's work sites.

Violations of this policy will result in disciplinary action up to and including termination.

### **NO SOLICITATION**

To avoid disruption of city business, the following rules apply to solicitation and distribution of literature on the City of Oxford property. No employee in the classified service shall engage in political activities at the workplace or during business hours.

Persons employed by the city may not solicit or distribute literature on City of Oxford property at any time for any purpose. Use of city mail, e-mail, and mailing lists for anything other than official city business is prohibited. Solicitation of city employees from any vendors or contractors is prohibited.

**Commented [MB87]:** Replaced previous language allowing solicitation at certain times and at certain places

### **EMPLOYEE REFERENCES AND THIRD-PARTY INQUIRIES**

The City Clerk will release information concerning former City employees as follows:

- *Telephone reference inquiries.* The caller will be informed that he or she must submit the request in writing to the attention of the City Clerk. Verbal requests about a former employee will not receive a response.
- *Written reference inquiries.* Only the following information regarding former employees will be provided:
  - Dates of the employee's employment with the City;
  - The employee's official position title; and
  - Verification of the employee's final salary or rate of pay.
- *Credit reporting agencies.* In response to requests by third-party credit reporting agencies, the request *must* be put in writing to the attention of the City Clerk; information will only be given if the former employee has signed and provided an authorization to release such information.

The City Clerk may release information concerning current City employees as follows:

- *Reference inquiries.* Only dates of employment with the City, official position title, insurance coverage, and current salary or rate of pay will be provided over the phone. Other requests must be submitted in writing along with a *signed authorization* from the employee.
- *Credit reporting agencies.* In response to a request by third-party credit reporting agencies, the request *must* be put in writing and mailed or faxed to the attention of the City Clerk; information will only be given if the employee has signed and provided an

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authorization to release such information.

The City will comply with subpoenas, court orders, and all other valid legal requests for information as required by law (including requests falling under the *Georgia Open Records Act* or its amendments). Legal documents should be forwarded immediately upon receipt to the City Clerk for review and handling. Upon the advice of the City's legal counsel, the City Clerk will release the required information about a former or current City employee. Requests made under the *Georgia Open Records Act* or its amendments will receive a response regarding the City's ability to either comply with or deny the request within three (3) business days.

## **CHAPTER 9 – RISK MANAGEMENT & LOSS PREVENTION**

The City of Oxford recognizes that municipal government, with its full range of services, can be a high-risk operation. The City is dedicated to effectively managing those risks and will attempt to prevent losses and create a safer workplace for employees in every City department. The Mayor, Council, and City Manager strongly support a City-wide safety and loss control program.

The City Manager is responsible for ensuring that the City's overall risk management/loss prevention program is administered. The City Department Heads are charged with the responsibility for implementing and monitoring the program in their respective departments and will be held accountable for the preventable losses which occur in their departments. The City Clerk is responsible for designating an administrative employee to become certified and perform as a Safety Coordinator for the City.

**Commented [MB88]:** Clarified delegation of responsibility for various roles.

Every City employee has a responsibility to:

1. Exercise due care in the course of his or her work to prevent injuries to themselves, fellow workers, and the general public as well as to prevent damage to the City and private property;
2. Maintain an alert and business-like demeanor at all times while in the workplace and/or during the performance of City duties;
3. Report all accidents, regardless of how trivial, to his or her Department Head as soon as the accident or injury occurs or is observed;
4. Avoid engaging in horseplay or practical jokes while in the workplace or on City business;
5. Maintain work areas which are clean and orderly;
6. Report all unsafe conditions immediately to his or her immediate supervisor or Department Head;
7. Obey all safety rules and regulations; if any doubt exists about the safety of a particular job activity, he or she shall immediately stop and get instructions or assistance from the immediate supervisor or his or her designee before continuing work;
8. Wear prescribed protective clothing and use designated safety equipment;
9. Operate only machinery or equipment for which he or she is trained and authorized to use;
10. Use the proper tools and equipment for the specific job to be performed;
11. Learn to lift and handle materials properly so as to avoid back and other injuries;
12. Dress safely and sensibly in a manner which is appropriate to the nature of work to be performed;
13. Take an active part in the City safety program;
14. Inform his or her supervisor when taking medication which might impair physical or mental alertness or affect his or her ability to safely perform the job;
15. Cooperate in all loss and safety violation investigations.

## City of Oxford Employee Handbook

### **CHAPTER 10 – SOCIAL MEDIA POLICY**

**Commented [MB89]:** Replaced “Internet and Electronic Mail” chapter with this language provided by GMA.

Social media websites provide an opportunity for individuals to interact with people throughout the world. Given the multitude of concerns (legal, political, and ethical) raised by social networking (Facebook, Twitter, etc.) this policy establishes prudent and acceptable practices regarding usage of social networking by City of Oxford officials and employees. Additionally, this policy identifies specific guidelines and standards that personnel, defined as City employees or appointed board members for purposes of this policy, must adhere to when utilizing social media websites.

While the City of Oxford encourages its personnel to enjoy and make good use of their off-duty time, certain activities on the part of its personnel may become a problem if they have the effect of: impairing the work of any official or employee; harassing, demeaning, or creating a hostile working environment; disrupting the smooth and orderly flow of work; or harming the goodwill and reputation of the City among its citizens or in the community. For these reasons, the City reminds its personnel that the following guidelines apply in their use of social media, both on and off duty.

Under this policy, the City disavows, and is not responsible for, any sites, posts, opinions, or content not coordinated through and approved by the City Manager or his/her designee. If City personnel post data purporting or implying to be on behalf of the City while using a social media site without the approval of the City Manager or his/her designee, the City is not responsible for that content. Such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or other City management. The City is not responsible for archiving such content in accordance with applicable records retention schedules or providing copies in accordance with the Georgia Open Records Act. Furthermore, the absence of explicit reference to a particular site does not limit the extent of the application of this policy. If you are uncertain as to the propriety of a post, opinion or other content, consult your department head before proceeding.

#### **GENERAL GUIDELINES FOR PERSONNEL**

1. While on duty, the use of City equipment or internet service by personnel must be limited to work-related tasks. Social media activities should never interfere with work commitments.
2. No personnel may post online content as a representative of the City, or on the City’s behalf, without the City Manager or his/her designee’s approval.
3. If discussing City-related issues, but not posting online content as an approved representative of the City or on the City’s behalf, all personnel must make it clear that they are speaking for themselves, and not on behalf of the City by displaying a disclaimer that states: “This is my own opinion and not necessarily an opinion or position held by the City of Oxford, the Mayor or the City Council.”
4. Personnel who choose to maintain or participate in social media or social networking platforms while off-duty shall conduct themselves with professionalism and in such a manner

## City of Oxford Employee Handbook

that will not reflect negatively upon the City. Be aware of your City of Oxford association in online social networks. If you identify yourself as a City of Oxford employee or have a public facing position for which your City of Oxford association is known to the general public, ensure your online profile and related content (even if it is of a personal and not an official nature) is consistent with how you wish to present yourself as a City of Oxford professional, appropriate with the public trust associated with your position.

### **GUIDELINES FOR OFFICIAL CITY SOCIAL MEDIA SITES AND CONTENT**

1. All City-sanctioned social media sites shall be maintained by the City Manager or his/her designee. Any content to be posted on City-sanctioned social media sites must meet the approval of the City Manager or his/her designee before it is posted.
2. All personnel that engage in social media activities on the City's behalf and all City-sanctioned social media sites shall adhere to applicable federal, state and local laws, regulations and policies, including the Georgia Open Records Act and the records retention schedules issued by the Georgia Archives. All content must be managed, stored and retrieved to comply with these laws.
3. All online content posted by a representative of the City or on the City's behalf, shall clearly indicate that it is subject to the records retention schedules issued by the Georgia Archives and public disclosure pursuant to the Georgia Open Records Act. All City-sanctioned social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to the aforementioned records retention schedules and public disclosure. Note, for purposes of this policy each individual posting does not need the aforementioned disclaimer when such disclaimer is clearly posted on a social network site that contains the disclaimer in a readily accessible area of the site.
4. The following types of content shall not be posted by a representative of the City or to a City-sanctioned social media site:
  - a. Comments not topically related to the particular site or blog article being commented upon;
  - b. Profane language or content;
  - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - d. Sexual content or links to sexual content;
  - e. Conduct or encouragement of illegal activity;
  - f. Information that may tend to compromise the safety or security of the public or public systems; or

## City of Oxford Employee Handbook

- g. Content that violates a legal ownership interest of any other party.

Any content removed from a City social media site will be maintained in accordance with the Georgia Open Records Act.

- 5. Content submitted for posting on a City-sanctioned social media site that is deemed unsuitable for posting by the City Manager or his/her designee because it violates criteria in the preceding item (Item 4, above) of this policy, shall be retained pursuant to the applicable records retention schedules along with a description of the reason the specific content is deemed unsuitable for posting. Where hyperlinks are used on a City-sanctioned social media site, the site shall include a disclaimer which states: "The City does not guarantee the authenticity, accuracy, appropriateness or security of the link, website, or content linked hereto."
- 6. All data transmitted, received, accessed, or stored by the City of Oxford network systems or a third-party vendor (cloud), remains the property of the City of Oxford.

The City of Oxford reserves the right to access or audit this information in accordance with local, state and federal laws. Additionally, in the event an employee is no longer a City of Oxford employee or doing work with the City of Oxford, the City of Oxford retains the ownership to all work-related data and login information that was created to perpetuate business for the City of Oxford (i.e., passwords, usernames, customer lists created for City of Oxford business, Twitter handles created for the City of Oxford business). The employee is hereby notified that passwords and usernames are administrative identifications and do not create an expectation of privacy in the event of a routine audit, public record request, lawsuit, or internal investigation.

- 7. The City Manager or his/her designee will maintain a listing of all employees authorized to post on all City social media sites. Personnel are not allowed to create City of Oxford websites without approval of the City Manager or his/her designee.

### **GUIDELINES FOR PERSONAL SOCIAL MEDIA SITES AND CONTENT**

- 1. "Guidelines for Personal Social Media Sites and Content," of this Social Networking Policy shall apply to all officials, appointed board members and employees in the performance of their official duties for or on behalf of the City of Oxford unless otherwise noted.
- 2. Use common sense when using personal social media sites. Remember that what you write is public, may be public for a long time, and has the propensity to spread to large audiences. Personnel should refrain from posting information that they would not want their supervisor or other employees to read or that they would be embarrassed to see in the newspaper or on television. The City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the City. Personnel shall not engage in name-calling or personal attacks or other such demeaning behavior.



## City of Oxford Employee Handbook

3. Personnel may use social media on their own time and using their own equipment and may use social media to express their thoughts or ideas as long as they do not negatively impact the City of Oxford's policies or business. To ensure the City of Oxford's safety, operational fluidity, and public trust, the list below provides guidelines on prohibited conduct on an official's, board member's, or employee's personal social media site. The list is not meant to be an exhaustive list of all prohibited conduct for personal social media use, but rather a guideline on forms of speech that are not protected under the First Amendment or allowed by the City of Oxford:
  - Hate speech or libelous speech as such is defined by local, state or federal law;
  - Sexually harassing speech as such is defined by local, state or federal law;
  - Statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct include, but are not limited to, offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law;
  - Obscenity prohibited by local, state or federal law;
  - Fighting words, extortion, and other threats prohibited by local, state or federal law;
  - Disclosure of private health or financial information protected by local, state or federal law;
  - Disclosure of other confidential information protected by local, state or federal law;
  - Disclosure of confidential information gained during the course and scope of employment that compromises the safety of others;
  - Disclosure of information obtained from emergency dispatches—such as, personal health information, financial information, or private family information received in a dispatch;
  - On-duty or off-duty speech that compromises City investigations and the applicable department's mission; and
  - All other speech prohibited by local, state or federal law not mentioned in this list.
4. Officials and personnel (employees or appointed board members) agree to avoid persistent and unwelcome posts, pictures, audio, video or any other communication that harasses another coworker, vendor or other third party. There is zero tolerance for any harassing communications to a coworker, vendor or other third party based on race, sex, religion, creed, ancestry, national origin, age, disability, marital status, or other protected classification by state or federal law. Users also agree not to violate local, state or federal harassment laws. All officials and personnel (employees or appointed board members) are hereby notified they may be personally liable for social media harassment. To report violations of this provision, please refer to the City's harassment policy which shall govern all harassing communications.
5. Officials and personnel (employees or appointed board members) are not allowed to use their personal social media sites to display any video, audio, pictures, confidential work data,

## City of Oxford Employee Handbook

writings, logos or any other communications that identify their employment with the City of Oxford.

6. Where applicable, personnel are allowed to identify themselves as an employee of the City of Oxford, however, if commenting on issues, but not posting online content as an approved representative of the City or on the City's behalf, all personnel must make it clear that they are speaking for themselves, and not on behalf of the City by displaying a disclaimer that states: "This is my own opinion and not necessarily an opinion or position held by the City of Oxford, the Mayor or the City Council." City officials are expressly exempted from this provision and may identify themselves as City officials without the use of the aforementioned disclaimer.

Nothing in this policy shall be construed to limit an official's authority to engage in social media activities without needing to place any disclaimer in such posting so long as the speech is subject to First Amendment protection.

7. In no situation shall personnel insinuate that the City of Oxford endorses or authorizes the employee's personal website, blog or private social network account. Additionally, no one is to directly or indirectly suggest that the City of Oxford endorses a commercial service or product.
8. Personal or business venture social media account names shall not be tied to the City. For example, City of Oxford Employee would not be an appropriate personal account name or "handle" for a social media account.
9. Personnel, City contract employees, and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.
10. To others online, there is no clear distinction between your work life and your personal life. Always be honest and respectful in both capacities.

Any violation of this policy is subject to disciplinary action up to and including termination.

**City of Oxford Employee Handbook**

***ACKNOWLEDGEMENT OF THE CITY OF OXFORD EMPLOYEE HANDBOOK***

This *Employee Handbook* represents a profile of the City of Oxford and a brief summary of Human Resources policies, practices, benefits, and services at the time of its publication. Specific benefit plan provisions are described in greater detail in each program's *Summary Plan Description* provided to all eligible employees.

The City of Oxford reserves the right to adopt, change, or terminate any policy at any time. The City of Oxford reserves the right to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, the City of Oxford reserves the right to terminate or modify coverage for any group of employees, active or retired, and their dependents or a class of dependents, at any time.

Information completed on all employment forms must be accurate (forms include, but are not limited to, skills inventory, work permit, criminal history, job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of the City of Oxford shall constitute or imply a contract of employment between the City and any employee. Further, nothing stated or said, whether orally or in writing, to an employee of the City of Oxford shall constitute or imply a contract of employment between the City and the employee. The City of Oxford reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits at any time.

In addition to this *Employee Handbook*, each department may have its own *Policies and Procedures Manual* which contains department-specific information.

I have read the above information and acknowledge receiving the *City of Oxford Employee Handbook*.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

## **Matt Pepper**

---

**From:** Trey Robbins <allstaralarms@yahoo.com>  
**Sent:** Monday, August 09, 2021 1:33 PM  
**To:** Matt Pepper  
**Subject:** Re: City of Oxford

Good afternoon Mr. Pepper,

I apologize for not responding sooner. Yes, I would be happy to amend my previous proposal to not include the fire alarm monitoring. We charge \$19.95 per month, per location for our alarm monitoring services. We would be happy to provide services at: Oxford City Hall, Oxford Courthouse, Oxford Police Station, and the Oxford Maintenance Facility for a total of \$239.40 per quarter. This breaks down to \$79.80 per month for all 4 combined locations.

We would be happy to honor those prices today if you would like to switch back to us. We have been servicing these systems since 2010 and we would love the opportunity to service them again.

Thanks for considering us!

Trey Robbins

770-871-6744

## **AllStar Alarms & Sound**

**Trey & Holly Robbins**

770-871-6744

770-464-3032

[www.AllStarAlarmsAndSound.com](http://www.AllStarAlarmsAndSound.com)



# Nichols Security Commercial

10120 Roberts Way  
Covington, Ga. 30014  
[www.nicholssecurity.com](http://www.nicholssecurity.com)  
Phone: 770.788.2301

# Proposal

DATE	7/21/2021
QUOTE #	98705
CUSTOMER ID	
VALID UNTIL	

Prepared by: Fabian Priestley

## CUSTOMER

City of Oxford  
email: [mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org)  
Matthew Pepper

SITE: City of Oxford main building & Maintenance

DESCRIPTION	QTY	AMOUNT
<b>Monitoring Buildings Landline online Quarterly</b>		
City Hall	3	\$59.85
Court Room	3	\$59.85
Police Headquarters	3	\$59.85
Headquarters Evidence Room	3	\$59.85
Maintenance Dept * Combo Panel Cell communciator for Fire/Burg	3	\$89.85
Labor, Networking, Onboarding, testing (one time cost)	1	\$250.00
Cameras will tie into NVR with building cameras for storage and remote viewing.		

Subtotal	\$250.00
Taxable	
Tax rate	0.000%
Tax due	
Qtrly Monitor	329.25
<b>TOTAL</b>	<b>\$ 579.25</b>

## TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
2. Payment off 50% will be due upon acceptance and prior to job commencing.
3. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):

x \_\_\_\_\_  
Print Name:

If you have any questions about this price quote, please contact  
**Fabian Priestley, 770.788.2301, [fabian@nicholssecurity.com](mailto:fabian@nicholssecurity.com)**  
**Thank You For Your Business!**

**Viper Security Technologies**  
PO BOX 1615  
Covington, GA 30015  
678-342-9110  
Contact@vipersecuritytechnologies.com  
www.vipersecuritytechnologies.com



## Estimate

**ADDRESS**

City of Oxford  
110 west clark st  
Oxford, GA 30054 USA

**ESTIMATE #** 2117  
**DATE** 07/13/2021  
**EXPIRATION** 08/13/2021  
**DATE**

---

**TECHNICIAN**

JAMES

ACTIVITY	QTY	RATE	AMOUNT
CITY HALL OFFICE <b>Monitoring 1995</b> Commercial Monitoring	3	24.99	74.97
COURT ROOM <b>Monitoring 1995</b> Commercial Monitoring	3	24.99	74.97
POLICE DEPT <b>Monitoring 1995</b> Commercial Monitoring	3	24.99	74.97
MAINTENANCE BUILDING <b>Monitoring 2499</b> Commercial Monitoring 24.99	3	24.99	74.97
TOTAL			<b>\$299.88</b>

Accepted By

Accepted Date



# Capital Budget FY2022 - FY2026

July 1, 2021 - June 30, 2026

Adopted - June 7, 2021

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan  
Laura McCanless - George Holt  
Avis Williams - Jim Windham

Matthew Pepper, City Manager  
Marcia Brooks, City Clerk  
Dave Harvey, Police Chief  
Jody Reid, Supervisor of Public Works and Utilities

## OXFORD CAPITAL IMPROVEMENT PLAN 2022 - 2026 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>General</b>									
1	Yarbrough House Renovation	100,000	100,000	0	0	0	0		17
2	City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	0		21
3	Strategic Land Acquisition	250,000	50,000	50,000	50,000	50,000	50,000		
4	Dried Indian Creek Greenway / Protective Corridor	1,200,000	1,000,000	50,000	50,000	50,000	50,000		
5	Electric Vehicle Charging Stations	24,000	12,000	12,000	0	0	0		
6	City Manager Vehicle	30,000	30,000	0	0	0	0		
<b>Parks, Landscapes, and Recreation</b>									
7	Multi-Use Trails	800,000	300,000	200,000	100,000	100,000	100,000	38,42	15
8	Asbury Street Park Wi-Fi	7,700	7,700	0	0	0	0		
<b>Streets, Sidewalks, and Street Lamps</b>									
9	Storm Drainage Plans & Improvements	100,000	20,000	20,000	20,000	20,000	20,000	35	
10	E. Clark Street Improvements	450,000	450,000	0	0	0	0	23,25	23,26
11	Whatcoat Street Improvements	300,000	300,000	0	0	0	0	24	9
12	City Sidewalk Improvements (Soule Street to North City Limits)	1,100,000	1,100,000	0	0	0	0		
13	Sidewalk Repairs and Planning	550,000	150,000	100,000	100,000	100,000	100,000	38,42	
14	Emory Street/Highway 81 Street Lamps	600,000	300,000	300,000	0	0	0		
15	Other Street Lamps	300,000	0	0	100,000	100,000	100,000		
16	Radar Speed Signs	10,000	10,000	0	0	0	0		
17	Speed Humps	5,000	5,000	0	0	0	0		
18	Street Repairs and Resurfacing	1,200,000	400,000	200,000	200,000	200,000	200,000		
19	Streets Equipment - Lawnmower(s)	46,000	22,000	12,000	0	12,000	0		



## OXFORD CAPITAL IMPROVEMENT PLAN 2022 - 2026 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>Downtown Development Authority</b>									
20	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25	10,17,23
21	DDA - Professional Services	200,000	200,000	0	0	0	0	23,25	10,17,23
<b>Electric Department</b>									
22	Electric System Improvements	719,563	269,563	150,000	100,000	100,000	100,000		
23	Public Works Vehicles & Equipment	231,871	203,871	28,000	0	0	0		
24	Smart Meters - Electric	300,000	0	300,000	0	0	0	15	
<b>Water and Sewer Department</b>									
25	Water Line Replacement								
	Queen Ann, W. Bonnell, Stone Streets	200,000	200,000	0	0	0	0		
	Oxford Rd, Keel Street, Perry Circle	1,330,000	1,330,000	0	0	0	0		
26	Smart Meters - Water	300,000	0	300,000	0	0	0	15	
27	Sewer Camera and Locator	7,365	7,365	0	0	0	0		
<b>Police Department</b>									
28	Police Vehicles	250,000	50,000	50,000	50,000	50,000	50,000		
29	Police Radios	44,100	44,100	0	0	0	0		
	<b>TOTALS</b>	<b>10,565,599</b>	<b>6,651,599</b>	<b>1,502,000</b>	<b>800,000</b>	<b>812,000</b>	<b>800,000</b>		

## Matt Pepper

---

**From:** Jody Reid  
**Sent:** Monday, August 2, 2021 2:04 PM  
**To:** Matt Pepper  
**Subject:** Fwd: LAWN MOWER

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** jerryroseberry <jerryroseberry@bellsouth.net>  
**Sent:** Monday, August 2, 2021 1:27:19 PM  
**To:** Jody Reid <JReid@oxfordgeorgia.org>; Matt Pepper <mpepper@oxfordgeorgia.org>; Jerry Roseberry <Jerryroseberry@bellsouth.net>  
**Subject:** LAWN MOWER

The mower I quoted in Feb 2021 is not available and won't be until December at the earliest. The super Z 60 inch rear discharge will be available sooner, especially if we submit the request as a government bid as this would put the sale ahead of orders for stock. I understand the factory has a few of these in stock but with orders exceeding inventory. The price of the Super Z 60 Rear Discharge to Oxford would be \$10,941. If you need a mower now, I have a 54 side discharge Super Z in stock. Oxford's price is \$10,227. I will need to send the factory a city PO Number for either Super Z. The sooner we get in line the better our chances.

# MONROE POWER EQUIPMENT CO, INC

P O BOX 2987  
 COVINGTON, GA 30015  
 770-784-5880

Status: **Quote**  
 Make  
 Type

Invoice Number **172647**  
 Date Created **02/14/2020**  
 Date **02/14/2020**  
 P.O. #  
 Ref. Number

**Phone: 770-786-7004**  
 CITY OF OXFORD,  
 110 WEST CLARK STREET  
 OXFORD GA 30054

Item Number	Description	Qty	Unit Price	Ext. Price	W/SO
HS937011	HUSTLER HYPERDRIVE 60" RD -	1	\$12,257.00	\$12,257.00	
HS936872	HUSTLER SUPER Z 54" SD -	1	\$9,757.00	\$9,757.00	

CUSTOMER SIGNATURE \_\_\_\_\_

Shipping Charges	Ship Via	Labor	Pickup & Delivery	Shop Materials	EPA Charge Restocking Fee
<b>\$0.00</b>				<b>\$0.00</b>	<b>\$0.00</b>
S/O Items S/O Shipping	Taxable Items Non Taxable Items			<b>Transaction Total Payment Method</b>	
S/O Tax S/O Total <b>S/O Deposit Amt</b>	Tax Total				

**Balance Due**

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Ag-Pro  
 1350d Lions Club Road  
 Madison, GA 30650  
 706-342-2332  
 WMadisonGM@agproco.com

### Quote Summary

**Prepared For:**

CITY OF OXFORD CITY HALL  
 110 W CLARK ST  
 OXFORD, GA 30054  
 Business: 770-786-7004

**Delivering Dealer:**

**Ag-Pro**  
 Jamie Waldrip  
 1350d Lions Club Road  
 Madison, GA 30650  
 Phone: 706-342-2332  
 jwaldrip@agprocompanies.com

*All Used Equipment is Sold As Is, No Warranty.*

**Quote ID:** 25175785  
**Created On:** 02 September 2021  
**Last Modified On:** 02 September 2021  
**Expiration Date:** 30 September 2021

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z950R ZTrak	\$ 12,580.62 X	1 =	\$ 12,580.62
<b>Contract:</b> GA Tractors & Mowers 99999-001-SPD0000177-0026 (PG 2M CG 22)			
<b>Price Effective Date:</b> September 1, 2021			
<b>Equipment Total</b>			<b>\$ 12,580.62</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 12,580.62
Trade In	
SubTotal	<b>\$ 12,580.62</b>
Est. Service Agreement Tax	\$ 0.00
Total	\$ 12,580.62
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 12,580.62</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

**Quote Id:** 25175785      **Customer Name:** CITY OF OXFORD CITY HALL

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Ag-Pro  
 1350d Lions Club Road  
 Madison, GA 30650  
 706-342-2332  
 WMadisonGM@agproco.com

## JOHN DEERE Z950R ZTrak

**Hours:**

**Stock Number:**

**Contract:** GA Tractors & Mowers 99999-001-SPD0000177-0026 (PG 2M CG 22)

**Selling Price \***  
 \$ 12,580.62

**Price Effective Date:** September 1, 2021

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2194TC	Z950R ZTrak	1	\$ 15,499.00	22.00	\$ 3,409.78	\$ 12,089.22	\$ 12,089.22
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1524	60 In. Rear Discharge Mower Deck	1	\$ 630.00	22.00	\$ 138.60	\$ 491.40	\$ 491.40
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>			<b>\$ 630.00</b>		<b>\$ 138.60</b>	<b>\$ 491.40</b>	<b>\$ 491.40</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 16,129.00</b>		<b>\$ 3,548.38</b>	<b>\$ 12,580.62</b>	<b>\$ 12,580.62</b>

## Quote ID :25175785 Customer Name : CITY OF OXFORD CITY HALL

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Product features, prices and specifications are based on published information at the time of publication and are subject to change without notice. All trademarked terms, including John Deere, the leaping deer symbol and the colors green and yellow used herein are the property of Deere & Company, unless otherwise noted. Products, product features, and other content on this site may only be accurate for products marketed and sold in North America.

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File Created: 02-Sep-2021

# 2021 JOHN DEERE Z950R ZTrak

## Product Specification Details :

### Manufacturer: John Deere Z950R (Model year 2021)

#### Model

#### Engine

Manufacturer/Model	FX850V
Power	Gross at 3,600 rpm, 27 hp 20.1 kW
Displacement	52 cu in. 852 cc
Cylinders	Two
Crankcase capacity	With filter, 2.4 U.S. qt 2.3 L
Oil filter	Full flow, replaceable
Lubrication	Full pressure
Cooling	Air
Air cleaner	Heavy-duty canister type with safety element
Pre-cleaner	Yes

#### Fuel system

Fuel type	Gasoline
Fuel consumption	Under normal conditions, load, operation, and dependent on loads and operating conditions 1.1-1.9 U.S. gal./hr 4.2-7.2 L/hr
Fuel tank capacity	11.5 U.S. gal. 43.5 L
Fuel tank switch/shut-off valve	Yes

#### Electrical system

Charge system	20 amp
Battery voltage	12 V
Cold cranking amp	300 amp
Hour meter	Standard, digital
Operator presence starting system	Brake-N-Go (foot)

#### Drivetrain

Transmission	Hydrostatic
Hydraulic pumps	---
Wheel motors	Tuff Torq heavy-duty integrated piston wheel motor
Speed and direction control	Twin levers
Hydraulic capacity	5.9 U.S. qt 5.6 L
Hydraulic oil cooler	---
Filter	Internal, replaceable

#### Tires

Drive wheels	24x12-12
Rear tires	---
Load rating	4 PR

#### Brakes

Dynamic braking	Twin levers
Park brake	Internal wet disk integrated in the transmission
Park brake actuation	Foot brake

#### PTO

Type	Electro-magnetic, 225 lb-ft 305 Nm
Drive	V-belt

**Quote ID :25175785Customer Name : CITY OF OXFORD CITY HALL**


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**Mower decks**

Size	60, 72 in. 152, 183
Deck construction	---
Deck thickness	7 gauge 0.180 in. 4.6 mm
Discharge	Side, Mulch On Demand™ system, rear
Height-of-cut range	1-5.5 in.
Increments	0.25 in.
Increments	0.64 in. 2.54-14 cm
Increments	0.25 cm
Increments	0.64 cm
Cutting width	60, 72 in. 152, 183 cm

**Blades**

Length	Varies by deck size
Thickness	0.25 in. 0.64 cm
Blade tip speed	Approximately 18,000 fpm
Number	Three

**Wheels**

Caster wheel type	Flat free
Caster wheels	13x6.5-6
Front anti-scalp rollers	RH, center, LH
Rear anti-scalp rollers	Standard

**Dimensions**

	84 in. 213 cm
Width	With chute down, 74, 86 in. 188, 218 cm
Height	With ROPS up, 73 in. 185 cm
Weight	1,292 to 1,340 lb 586 to 608 kg

**Buyer's note**

Warranty	36 months or 1500 hours, whichever comes first
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**Key Specs**

Engine Manufacturer/model	FX850V
Engine power	Gross at 3,600 rpm: 27 hp 20.1 kW 11.5 U.S. gal. 43.5 L
Mower deck size	60, 72 in. 152, 183 cm Approximately 18,000 fpm
Speed range	Hydrostatic 0-12 mph 0-19.3 km/h 24x12-12 13x6.5-6 36 months or 1500 hours, whichever comes first

**Operation**

Rollover protective structure (ROPS)	Yes
Slope operating limit	20 degrees (10 degrees with material collection system installed)

**Additional information**

Date collected	1-Sep-2020
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# Q U O T A T I O N

STANANCO TIRE AND POWER EQUIPMENT  
110 Stark Rd  
Jackson, Ga 30233 USA  
Phone #: (770)775-7112  
Fax #: (770)775-7123

PHONE #:  
CELL #: (404)725-6519  
ALT. #:  
P.O.#:  
TERMS: **Net 10 EOM**  
SALES TYPE: **Quote**

DATE: **9/2/2021**  
ORDER #: **1264881**  
CUSTOMER #: **14466**  
CP: **RLY**  
LOCATION: **1**  
STATUS: **Active**

**BILL TO 14466**

CITY OF OXFORD  
ATTN JODY REID  
110 W.CLARK ST  
OXFORD, GA 30054

**SHIP TO**

CITY OF OXFORD  
ATTN JODY REID

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
****	LG	HUSTLER 60IN REAR DISCHARGE HYPERDRIVE MSRP 17.693.00 MODEL # 941559	1	\$12,270.10	\$12,270.10	\$12,270.10

Prices reflected on this quote are valid for 30 days.

SUBTOTAL: **\$12,270.10**  
TAX: **\$0.00**  
ORDER TOTAL: **\$12,270.10**

Authorized By: \_\_\_\_\_





# Capital Budget FY2022 - FY2026

July 1, 2021 - June 30, 2026

Adopted - June 7, 2021

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan  
Laura McCanless - George Holt  
Avis Williams - Jim Windham

Matthew Pepper, City Manager  
Marcia Brooks, City Clerk  
Dave Harvey, Police Chief  
Jody Reid, Supervisor of Public Works and Utilities

## OXFORD CAPITAL IMPROVEMENT PLAN 2022 - 2026 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>General</b>									
1	Yarbrough House Renovation	100,000	100,000	0	0	0	0		17
2	City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	0		21
3	Strategic Land Acquisition	250,000	50,000	50,000	50,000	50,000	50,000		
4	Dried Indian Creek Greenway / Protective Corridor	1,200,000	1,000,000	50,000	50,000	50,000	50,000		
5	Electric Vehicle Charging Stations	24,000	12,000	12,000	0	0	0		
6	City Manager Vehicle	30,000	30,000	0	0	0	0		
<b>Parks, Landscapes, and Recreation</b>									
7	Multi-Use Trails	800,000	300,000	200,000	100,000	100,000	100,000	38,42	15
8	Asbury Street Park Wi-Fi	7,700	7,700	0	0	0	0		
<b>Streets, Sidewalks, and Street Lamps</b>									
9	Storm Drainage Plans & Improvements	100,000	20,000	20,000	20,000	20,000	20,000	35	
10	E. Clark Street Improvements	450,000	450,000	0	0	0	0	23,25	23,26
11	Whatcoat Street Improvements	300,000	300,000	0	0	0	0	24	9
12	City Sidewalk Improvements (Soule Street to North City Limits)	1,100,000	1,100,000	0	0	0	0		
13	Sidewalk Repairs and Planning	550,000	150,000	100,000	100,000	100,000	100,000	38,42	
14	Emory Street/Highway 81 Street Lamps	600,000	300,000	300,000	0	0	0		
15	Other Street Lamps	300,000	0	0	100,000	100,000	100,000		
16	Radar Speed Signs	10,000	10,000	0	0	0	0		
17	Speed Humps	5,000	5,000	0	0	0	0		
18	Street Repairs and Resurfacing	1,200,000	400,000	200,000	200,000	200,000	200,000		
19	Streets Equipment - Lawnmower(s)	46,000	22,000	12,000	0	12,000	0		

## OXFORD CAPITAL IMPROVEMENT PLAN 2022 - 2026 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>Downtown Development Authority</b>									
20	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25	10,17,23
21	DDA - Professional Services	200,000	200,000	0	0	0	0	23,25	10,17,23
<b>Electric Department</b>									
22	Electric System Improvements	719,563	269,563	150,000	100,000	100,000	100,000		
23	Public Works Vehicles & Equipment	231,871	203,871	28,000	0	0	0		
24	Smart Meters - Electric	300,000	0	300,000	0	0	0	15	
<b>Water and Sewer Department</b>									
25	Water Line Replacement								
	Queen Ann, W. Bonnell, Stone Streets	200,000	200,000	0	0	0	0		
	Oxford Rd, Keel Street, Perry Circle	1,330,000	1,330,000	0	0	0	0		
26	Smart Meters - Water	300,000	0	300,000	0	0	0	15	
27	Sewer Camera and Locator	7,365	7,365	0	0	0	0		
<b>Police Department</b>									
28	Police Vehicles	250,000	50,000	50,000	50,000	50,000	50,000		
29	Police Radios	44,100	44,100	0	0	0	0		
	<b>TOTALS</b>	<b>10,565,599</b>	<b>6,651,599</b>	<b>1,502,000</b>	<b>800,000</b>	<b>812,000</b>	<b>800,000</b>		

(70-BE-ORDER)

## ALLAN VIGIL FORD-L-M GOVERNMENT SALES

**2021 Ford Police Interceptor Utility/SUV**

**Base Price**

**\$35,458.00**

Equipment Included In Base price	Options	Price	Code
	(400 HP) - 3.0L V-6 EcoBoost Turbo	753.00	99C
	(285 HP) - 3.3L V-6 Gas (Non Hybrid)	-3,050.00	99B
<del>XXXXXX</del> 3.3L V-6 Hybrid Engine - (318 HP) <del>XXXXXX</del>	Trail Tow Class III Wire Pkg	75.00	52T
All wheel drive (AWD)	Interior upgrade (cloth seats, carpet w/mats, console, SYNC-3)	377.00	65U
"V" Speed Rated 18" Radial Tires	Police Engine Idle Feature	255.00	47A
Full Size Spare Tire	Cargo area dome lamp	49.00	17T
Electronic Stability Control	Carpet with Mats Frt/Rear	124.00	16C
Power Disc Brakes with ABS	Rear view camera-In Mirror	N/C	87R
Cloth Front Bucket / Vinyl Rear Seats	Side Marker LED-Side Mirror	283.00	63B
Lumbar Support Seats	Rear Spoiler Traffic Warning	1,450.00	96T
Power Windows and Locks	Courtesy Lights Disable	24.00	43D
Power Remote Mirrors	Reverse Sensing	271.00	76R
Rubber Floor Covering	Blind Spot Monitoring	527.00	55B
Steering Wheel - 4 remappable switches	Key Alike (several codes)	49.00	59E
Rear Window Defroster	Keyless Entry Remote 4 Fobs	335.00	55F
Rear View Camera (In 4" Center Stack)	Rear Camera On Demand	225.00	19V
Tilt Steering/ Cruise Control	Noise Suppression Straps	99.00	60R
Pedals-Power Adjustable	Solar tint 2nd row glass	118.00	92R
220 Amp Alternator	Solar tint 2nd/3rd row glass	80.00	92G
Bluetooth Interface	Spotlight LED Driver Side Un	381.00	51R
Factory Installed A/C Front	Spotlight LED Driver Whelen	405.00	51T
Ford Telematics-2 year Trail Subscription	Daytime Running Lamps	43.00	942
Power Driver Seat	Wheel Covers Full Size	58.00	65L
Police Perimeter Alert	Wheel Aluminum Painted 18"	459.00	64E
Front Headlamp Wiring Pkg for LED & Wlg Wag	Aux Rear A/C Heat	583.00	17A
AM-FM-CD-MP3 Radio Level III	Ballistic Door Panel Driver	1,516.00	90D
2nd & 3rd Row Privacy G Level III	Ballistic Door Panel Both	3,022.00	90E
Engine Hour Meter	Inop locks-handles-windows	75.00	68G
E3 Arizona Beige FT Blue Metallic	Rear Taillamp/PI Housing	58.00	58 86T
BU Medium Brown LN Light Blue	Heated Mirrors Incl with BLIS	58.00	549
J1 Kodiak Brown UM Agate Black <del>XXXXX</del>	Hidden Door Lock Plunger w/	155.00	52P
JL Dark Toreador Red E4 Vermillion	Other Emergency Equipment	\$	None
JS Iconic Silver UJ Sterling Grey	Added option equipment	\$	774
KR Norseia Blue TN Silver Grey (GSP)			
LK Dark Blue (HEAT) YG Med. Titanium			
LM Royal Blue YZ Oxford White			
HG Smokestone M7 Carbonized Grey			

OK  
FOR  
P.O.  
MUSEL  
HSP  
1/26/21

FOB Allan Vigil Ford  
Delivery \$1.00 per mile, \$50 minimum

Delivery GA Region 5 (\$150) \$ **NO CHARGE DELIVERY**

Total \$ **36232.00**

**ALLAN VIGIL FORD GOV'T SALES**  
6790 Mt. Zion Blvd  
Morrow, GA 30260  
  
770-968-0680 Phone  
800-821-5151 Toll Free  
678-364-3810 Fax

Contact person Chief Dave Harvey  
Department City of Oxford Police Dept  
Phone Number 770-788-1390  
Email Contact DHarvey@oxfordgeorgia.org

20-Jun

VIRTCDP V4.96 5432

CNGP530

VEHICLE ORDER CONFIRMATION

01/26/21 15:49:48

==>

Dealer: F21122

2021 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 0001 Priority C4 Ord FIN: KC241 Order Type: 5B Price Level: 125

Ord Code: 500A Cust/Flt Name: CITY OF OXFORD PO Number:

	RETAIL		RETAIL
K8A	4DR AWD POLICE \$40845		REMARKS TRAILER
	.119" WHEELBASE	86T	RR TAILLAMP HSG 60
UM	AGATE BLACK	153	FRT LICENSE BKT NC
9	CLTH BKTS/VNL R		SP DLR ACCT ADJ
6	EBONY		SP FLT ACCT CR
500A	EQUIP GRP		FUEL CHARGE
	.AM/FM STEREO		NET INV FLT OPT NC
99W	.3.3L HYBRID NC		PRICED DORA NC
44B	.10-SP MOD HYBRD NC		DEST AND DELIV 1245
	JOB #2 ORDER		TOTAL BASE AND OPTIONS 42885
	FLEET SPCL ADJ NC		TOTAL 42885
425	50 STATE EMISS NC		*THIS IS NOT AN INVOICE*
51R	DRV LED SPT LMP 395		*TOTAL PRICE EXCLUDES COMP PR
55F	KEYLESS - 4 FOB 340		
794	PRICE CONCESSN		

#36232

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library F9=View Trailers  
S099 - PRESS F4 TO SUBMIT

QC00509

\* BUILD PRIORITY (C-4)  
(PROJECTED BUILD)  
(4TH WEEK APR 21)  
MARCH

V1DP1019

2,6

INCLUDE  
NO-CHARGE  
DELIVERY



"HOP" MOSEL  
Major (Retired)  
Government and  
Law Enforcement Sales

6790 Mt. Zion Boulevard  
Morrow, GA 30260  
Phone: 678-364-3673  
Toll Free: 800-222-3597  
www.vigilford.com

Phone: 678-364-3988  
Cell: 404-488-2696  
Fax: 678-364-3910  
hop@allanvigilford.com

e mail: dharvey@oxfordgeorgia.org

FLEET - COMMERCIAL - GOVERNMENT SALES



P. 770-788-1390 "YOUR EMERGENCY VEHICLE HEADQUARTERS FOR OVER 25 YEARS"

1680 Second Street  
I-75 @ Exit # 122  
PO Box 746  
Unadilla GA, 31091

Oxford P.D.

Toll Free 1-800-979-9606

Local (478) 627-3221

Fax (478) 627-9950

Chief Harvey

FLEET PROPOSAL

6-8-2021

<b>2021 FORD INTERCEPTOR UTILITY AWD</b>	
3.3L V6 engine, 10-speed auto, All Wheel Drive	
Power windows, locks, mirrors, tilt & cruise	
Automatic LED headlamps (High/Low beam) with factory installed wigs-wags	
Pre-drilled headlamps for corner strobe installation	
Front & Rear A/C and Heat	
Remote keyless entry with 4 key fobs	
Ford SYNC® and rearview camera in center stack	
Trailer tow package (standard)	
SOS Post-Crash Alert System	
P265/60R18 tires with black steel wheels and chrome center caps	
<b>Total= \$33,300.00</b>	

Bobby Reed Fleet Manager  
Jamey Reed Asst. Fleet Manager

Bobby Reed

ADD \$3400.00 FOR HYBRID  
(LOOKING AT 26 WORKS)



## GA Statewide Contract ES-RFR-40199-409

### Pursuit Utility Vehicle (Explorer) All Wheel Drive

3.3L V6 Gasoline Engine 99B, Cloth Front/Vinyl Rear, Power Windows/Locks/Mirrors/Drv Seat, Pursuit Rated Tires

**WADE FORD, Inc. Government Sales 3860 South Cobb Dr Smyrna, GA 30080**  
 Roger Moore Phone (678) 460-3881 Fax (770) 433-2412 email: rogermoore@wade.com

Code		Vehicle Options A	Total	Code	Vehicle Options B	Total			
1	99W	3.3 V6 Electric/Gasoline Hybrid	3,421.00	3,421.00	60A	Pre Wire Grille	49.00	0.00	
	99C	3.0 L V6 EcoBoost Engine	4,188.00	0.00	66A	Head Light Solution*	868.00	0.00	
	76D	Deflector Plate	325.00	0.00	21L	Front Aux Warn Lights*	540.00	0.00	
	51PW	Spotlight Prep (1,2)	137.00	0.00	96W	Windshield Warning Lights*	1,110.00	0.00	
	51TV	LED Spot Light (1,2) Whelen	407.00	0.00	18X	100 Watt Siren Speaker	306.00	0.00	
1	51RS	LED Spot Light (1,2) Unity	383.00	383.00	67V	Front/Rear Police Wire Harness	180.00	0.00	
	43D	Dark Car (Courtesy light inop)	25.00	0.00	67U	Ultimate Wiring Pkg	544.00	0.00	
	47A	Engine Idle Safety Feature	255.00	0.00	63B	Side Marker Mirror Lights*	285.00	0.00	
	17T	Red Cargo Dome Lamp	49.00	0.00	1	86T	Tail Light Housing Only	58.00	58.00
	65U	Interior Upgrade	379.00	0.00	66B	Tail Light Solution*	418.00	0.00	
	16C	Carpet w/ Mats	122.00	0.00	66C	Rear Lighting Solution*	442.00	0.00	
	88F	2nd Row Cloth Seats	59.00	0.00	43A	Rear Aux Liftgate Lights*	383.00	0.00	
	87P	Power Passenger Seat	316.00	0.00	63L	Rear Quarter Marker Lights*	563.00	0.00	
	17A	Dual AC w/ Front Controls	597.00	0.00	96T	Rear Spoiler Warning Lights*	1,449.00	0.00	
	64E	Painted Aluminum Wheels	461.00	0.00	67H	Ready for Road Pkg*	3,485.00	0.00	
	65L	Full Wheel Covers	59.00	0.00	16D	Badge Delete	0.00	0.00	
	59*	Keyed Alike (Need code)	49.00	0.00	76P	Pre Collision Assist	144.00	0.00	
1	55F	Keyless Remote (4 total)	332.00	332.00	19V	Rear Camera on Demand	230.00	0.00	
	593	Perimeter Alarm (req 55F)	117.00	0.00	68B	Police Perimeter Alert	655.00	0.00	
	87R	Camera Monitor in Mirror	0.00	0.00	47E	12.1 Intergrate Comp Screen	2,660.00	0.00	
	76R	Reverse Sensing	269.00	0.00				0.00	
	60R	Noise Suppression Bonds	98.00	0.00		* All factory light pkg are R/B		0.00	
	68E	Low Band Noise Supp Kit	189.00	0.00		B/B & R/R avail special order		0.00	
	549	Heated Mirrors	59.00	0.00		Call/email for pricing		0.00	
	55B	BLIS (Blind Spot Alert)	533.00	0.00				0.00	
	63V	Cargo Storage Vault	239.00	0.00		Other Installed Equipment		0.00	
	942	Daytime Running Lights	44.00	0.00		ESP Coverage		0.00	
	68G	Rear Door Handle/Lock Inop	74.00	0.00		Maintenance Coverage		0.00	
	52P	Hidden Lock Plunger	157.00	0.00				0.00	
	18W	Rear Window Inop	25.00	0.00	CB1	Standard Cop Box Installed	1,695.00	0.00	
	90DE	Ballistic Doors Lvl 3+ (1,2)	1,553.00	0.00	SB1	Standard Scale Box Installed	1,995.00	0.00	
	90FG	Ballistic Doors Lvl 4+ (1,2)	2,365.00	0.00		other models available		0.00	
	41H	Engine Block Heater	88.00	0.00				0.00	
	52T	Trailer Tow Light Wiring pkg	79.00	0.00		2-Tone Doors and Roof	1,600.00	0.00	
	92G	Delete All Privacy Glass	116.00	0.00		2-Tone Doors only	1,250.00	0.00	
	92R	Delete 2nd Row Privacy Glass	83.00	0.00				0.00	
	61B	OBD-II Split Connector	54.00	0.00				0.00	
				0.00		<b>DELIVERY 1.50/mile, Min 50</b>	<b>2.00</b>	<b>0.00</b>	

PAINT COLORS				
	YZ	Oxford White	Vermillion Red	E4
1	UM	Black	Dark Toreador Red Metallic	JL
	JS	Iconic Silver Metallic	Medium Brown Metallic	BU
	LK	Dark Blue (HEAT)	Arizona Beige Clearcoat	E3
	LM	Royal Blue	Smokestone Metallic	HG
	FT	Blue Metallic	Kodiak Brown Metallic	J1
	LN	Light Blue Metallic	Medium Titanium Metallic	YG
	TN	Silver Gray Metallic	Fire Engine Red (VSO)	4650
	UJ	Sterling Gray Metallic	Dark Forest Green (VSO)	7606
	M7	Carbonized Gray	Emerald Green (VSO)	7862

VSO Special Paint add 950.00

FOB Smyrna	Base Vehicle	<b>31,901.00</b>
	Total Chassis Options	<b>4,136.00</b>
	Total Body Options	<b>58.00</b>
	VSO Paint	<b>0.00</b>
	Delivery Zone	<b>0.00</b>
	Total	<b>36,095.00</b>
# Units for order	<b>1</b>	<b>36,095.00</b>
Agency Contact	_____	
Agency	_____	
Phone	_____	
Address	_____	

**City of Oxford**  
**Invoices >=\$1,000**  
**Paid in August 2021**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford Utilities	June-July service	2,175.79
Newton County Board of Commissioners	Water Purchase July 2021; Invoice #2863 - \$19,372.00 Water Purchase August 2021; Invoice #2870 - \$19,838.00	\$39,210.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 6/29/2021 – 7/29/2021	6,319.33
Georgia Municipal Association	GMEBS Life and Health Insurance Billing for August 2021; Invoice #313448	12,009.24
Georgia Municipal Association	GMEBS Retirement Trust Fund Employer Contributions August 2021	5,681.33
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ August 2021	4,556.05
Georgia Superior Court Clerks' Cooperative Authority	Court Collections for July 2021	1,081.01
Southeastern Power Administration (SPA)	SEPA Energy Cost (July 2021) Inv. #B-21-2535	2,975.83
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for July 2021	122,123.61
Electric Cities of Georgia	Consulting and planning services for August 2021	5,087.00
IRS	Federal Payroll Taxes, August 2021	13,347.57
AT&T	Monthly service July 13-August 12	1,220.84
Phoenix Personnel, LLC	Maintenance temp workers, week ending 8/15/2021 - \$1,095.50 Maintenance temp workers, week ending 8/22/2021 - \$1,091.30 Maintenance temp workers, week ending 8/29/2021 - \$1,257.20	3,444.00
Latham Home Sanitation	Commercial Waste Removal Services July 2021	7,361.18
VC3, Inc. (formerly Sophicity)	August charges for software and hardware support; invoice #64137	2,057.31
Lockton Companies, LLC	Excess cyber security coverage (up to \$1,000,000)	2,946.32
Harris Computer Systems	FY 2022 annual software maintenance	22,101.76
Bureau Veritas	June permit activity	3,517.13
Oxford Historical Cemetery Foundation	Purchase of burial rights for two adult internment spaces – forwarding 2/3 to foundation	1,000.00

VENDOR	DESCRIPTION	AMOUNT
<b>PURCHASES/ CONTRACT LABOR</b>		
C. David Strickland, P.C.	July 2021 professional legal services	1,320.00
Beryl Budd	Professional arborist services, July 2021	1,087.50
Pi-Jon, Inc.	Diesel fuel and gasoline for City vehicles inv. Date 7/30/2021; invoice # A15556	4,557.23
Anderson Grading & Pipeline, LLC	Repair water main break at 1301 W. Watson Street on 8/21/2021; P.O. 14160	3,104.00
Consolidated Pipe & Supply, Inc.	Hydrant meter; invoice #2112305-000-000	1,331.00
Scarborough Tree, Inc.	8/11-8/12/2021 – removal of dead oak next to City Hall; removal of dead pine on W. Richardson St. 8/18/2021 – Removal of fallen tree Hwy. 81 @ Oxford Baptist Church	4,800.00
Burford's Tree, LLC	FY 2021 Powerline tree trimming – week ending 6/19/2021	4,342.60
Garrett Paving Company	FY 2020+2021 LMIG grant project – Longstreet Circle resurfacing	4,800.00