

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

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2. DRUG AND ALCOHOL TESTING POLICY.

CHAPTER 1

PERSONNEL AND TRAVEL POLICIES

SECTION

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4-101. Generally. (1) Purpose. The purpose of this chapter is to establish a fair and uniform system of personnel administration for all employees of the City of Harrogate, Tennessee that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal workforce through the impartial application of personnel policies and procedures free from personal and political considerations and without regard to race, color, religion, national origin, political affiliations, sex or gender identification, disability, age, genetic information, or any class protected by law.

(2) At-will employer. The City of Harrogate, Tennessee is an at-will employer. Nothing in this chapter may be construed as creating a property right or contractual right to any job for any employee.

(3) Coverage. The following personnel are not covered by this policy, unless otherwise provided:

- (a) All elected officials;
- (b) Members of appointed boards and commissions;
- (c) Consultants, advisers, and legal counsel rendering temporary professional service;
- (d) The city attorney;
- (e) Independent contractors and/or contract employees;
- (f) Volunteer personnel; and

(g) The city judge.

All other employees of the municipal government are covered by this personnel policy. (Ord. #101, Oct. 2016)

4-102. Employees. (1) Full-time. Full-time employees are individuals employed by the municipal government who normally work thirty-six (36) hours per week.

(2) Part-time. Part-time employees are individuals who may not work on a daily basis or work on a daily basis fewer than eight (8) hours a day and may work fewer than thirty-six (36) hours per week or who are temporary and/or seasonal employees.

(3) Exempt/non-exempt status under the Fair Labor Standards Act (FLSA), being *Tennessee Code Annotated*, § § 201, *et seq.*

(a) Exempt employees: Employees that are compensated on the "whole job" basis and are exempt from overtime in accordance with 29 CFR Part 541. These employees are paid on a salary basis, at the salary level defined by law, and perform specific duties as defined by law.

(b) Non-exempt employee: Employees that are compensated on an hourly basis and are not exempt from overtime in accordance with 29 CFR Part 541.

(c) Duties as described in the employee job description may be helpful in determining exempt/non-exempt status based on type of compensation level if compensated, and duties performed. (Ord. #101, Oct. 2016, modified)

4-103. Hiring procedures. (1) Policy statement. The primary objective of this hiring policy is to ensure compliance with the law and to obtain qualified personnel to serve the citizens of the municipality. The municipality shall make reasonable accommodations in all hiring procedures for all persons with disabilities. If an accommodation is needed, please contact the city recorder.

(2) Application. All persons seeking appointment or employment with the municipality must complete a standard application form provided by the municipal government. Applications for employment shall be accepted in the city recorder's office during regular office hours only. Applications will remain on active status for six (6) months after accepted or until the job for which the application is submitted is filled, whichever period of time is less.

The city complies with the Americans with Disabilities Act, being 42 U.S.C. §§ 12101, *et seq.* Applicants requesting reasonable accommodations at any point in the employment process should contact the city recorder.

(3) Interviews. All appointments will be preceded by an interview with the board of mayor and aldermen.

(4) Pre-appointment exams. For certain positions, the employee may be required to undergo a validated physical agility examination related to the

essential functions of the job, validated written and/or oral tests related to the essential functions of the job, drug testing, and, upon a conditional offer of employment, a medical examination to determine the employee's ability to perform the essential functions of the job. Reasonable accommodations shall be made in the physical agility exam for applicants with disabilities making a request for accommodations.

(5) Appointments, etc. All appointments shall be made in accordance with lawful provisions of the municipal charter if there are applicable provisions in the charter. (Ord. #101, Oct. 2016, modified)

4-104. Benefits. (1) Holidays. Employees must be in an active pay status on the work day before and on the work day after the holiday, unless otherwise excused by the supervisor, to receive compensation.

Generally, full-time employees are allowed a day off with pay on the following holidays. City hall will be closed on these days. Any employee required to work on a regular holiday will be granted an additional eight (8) hours pay for the holiday.

- (a) New Year's Day.
- (b) Martin Luther King, Jr. Day.
- (c) President's Day.
- (d) Memorial Day.
- (e) June 19 (Juneteenth).
- (f) Independence Day (July 4th).
- (g) Labor Day.
- (h) Veteran's Day.
- (i) Thanksgiving Day.
- (j) Christmas Eve.
- (k) Christmas Day.

The following days are considered to be non-paid holidays. City hall will be closed on these days. If an employee is normally scheduled to work, he will be paid regular pay only for that day.

- (l) Good Friday.
- (m) Friday following Thanksgiving.

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on Sunday, it will be observed on the following Monday.

(2) Paid Time Off (PTO) leave. All full-time employees of the municipality shall accrue PTO leave monthly upon the completion of each calendar month of service. PTO leave will begin to accrue as of the first full month of employment, but cannot be taken until the employee has completed three (3) months of employment. As the number of years of service increases, the amount of leave granted increases and may accumulate to the maximum accrual as shown in the table below:

<u>Years of Service</u>	<u>PTO Accrual Per Month</u>	<u>Annual Accrual</u>
1 - 9	6.67 hours	80 hours
10 - 19	10.00 hours	120 hours
20+	13.33 hours	160 hours

Up to twenty-four (24) hours of unused annual PTO leave may be carried to the following year; however, no more than twenty-four (24) hours may be carried over during any calendar year.

PTO leave shall be scheduled in advance for the mutual convenience of the employee and the city so proper adjustments can be made in work schedules. Supervisors preparing leave schedules will give choices of dates based on the employee's seniority. An employee may not begin his or her paid leave until his or her request had been approved by the supervisor.

Upon separation, employees are not entitled to be reimbursed for unused PTO leave.

(3) Bereavement leave. It is the policy of the city to provide all regular, full-time employee time off without loss of pay due to the death of an immediate family member as defined below. An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) consecutive regularly scheduled work days. Immediate family shall be deemed to include:

- (a) Spouse;
- (b) Child or stepchild;
- (c) Parent, stepparent or foster parent;
- (d) Sibling(s); and
- (e) Grandparents and grandchildren.

(4) Sick leave. All full-time employees shall earn sick leave at the rate of one-half (1/2) days per month of employment (six (6) days per year). Up to four (4) sick days may be carried over from calendar year to calendar year; provided, however, that at no time may an employee accrue more than ten (10) days of sick leave. (Ord. #101, Oct. 2016, as amended by Ord. #136, Nov. 2021, modified)

4-105. State and federal personnel mandates. (1) Discrimination prohibited. The municipality is an equal opportunity employer. Except as otherwise permitted by law, the municipality will not discharge or fail or refuse to hire any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, gender, gender identification, genetic

information or national origin, or because the individuals forty (40) or more years of age. The municipality will not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, hiring or discharge, employee compensation, job training, or other terms, conditions, and privileges of employment (title VII of Civil Rights Act of 1964, 42 U.S.C. §§ 2000e through 2000e-15; Equal Pay Act 1963, 29 U.S.C. § 206(d); Age Discrimination in Employment Act, 29 U.S.C. §§ 621, *et seq.*; Americans With Disabilities Act, 42 U.S.C. §§ 506, *et seq.*).

The city is committed to preventing workplace violence and to maintaining a safe work environment. It is the policy of city to promote a productive, safe and healthy work environment for all employees, customers, vendors, contractors and members of the general public and to provide for the efficient and effective operation of the local government's activities. Employees and customers are to be treated with courtesy and respect at all times.

Employees are expected to maintain a productive work environment free from harassing or disruptive activity including threats of physical violence. No form of harassment will be tolerated, including sexual harassment and harassment based on race, national origin, religion, disability, pregnancy, age, military status, sex or other protected category, as provided by law.

This policy applies to all city employees, elected officials, appointed officials, part-time/temporary employees, and contractors.

The city will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

(a) No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following: verbal harassment, physical harassment, or visual harassment.

(b) Charges of violence and harassment may be reported to any supervisory employee of the local government, including the city recorder and the mayor. The city will promptly investigate reports of workplace violence including suspicious individuals or activities.

(c) The board of mayor and aldermen shall appoint a sub-committee consisting of two (2) aldermen, one (1) from the east ward and one (1) from the west ward, on a case by case basis, which shall thereafter be charged with investigating all cases of workplace violence and harassment.

(d) Copies of the investigative report with recommendations for appropriate action will be turned over to the board of mayor and aldermen as appropriate for further action.

(e) Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination.

(f) Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the city attorney before the situation escalates into potential violence. The city is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. Employees have the right to file a police report at their own discretion. Employees have the right to circumvent the employee chain-of-command when selecting the person to complain to about harassment.

(2) Sexual harassment prohibited. Sexual harassment by any employee or elected or appointed official of the municipality will not be tolerated. Sexual harassment is unwanted sexual conduct, or conduct based upon sex, by an employee's supervisor(s) or fellow employees or others at the work place that creates a hostile work environment, makes decisions contingent on sexual favors, or adversely affects an employee's job performance. Examples of conduct that may constitute sexual harassment are: sexual advances, requests for sexual favors, propositions, physical touching, sexually provocative language, sexual jokes, and display of sexually-oriented pictures or photographs.

Any employee who believes that he or she has been subjected to sexual harassment should immediately report this to the title VI coordinator, city recorder or mayor.

Within the limits of the Tennessee Open Records Law, being *Tennessee Code Annotated*, §§ 8-4-604 and 10-7-503, the municipality will handle the matter with as much confidentiality as possible. There will be no retaliation against an employee who makes a claim of sexual harassment or who is a witness to the harassment.

The municipality will conduct an immediate investigation in an attempt to determine all the facts concerning the alleged harassment. If the municipality determines that sexual harassment has occurred, corrective action will be taken. The municipality will make the corrective action proportional to the severity of the conduct. If it is determined that no harassment has occurred, this will be communicated to the employee who made the complaint, along with the reasons for the determination.

(3) Occupational safety and health. The municipality shall provide job safety and health protection and training for all employees in accordance with the Occupation Safety and Health Administration (OSHA) Legislation (29 U.S.C. §§ 656, *et seq.*) and the Tennessee OSHA Law (*Tennessee Code Annotated*, §§ 50-3-101, *et seq.*)

(4) Overtime compensation. The Fair Labor Standards Act (FLSA) shall govern the overtime compensation of municipal employees (29 CFR §§ 553.1, *et seq.*) Mistakes or errors in compensation shall be brought to the attention of the supervisor and will be corrected in a timely manner. When it becomes necessary for a non-exempt employee to work overtime hours, attend meetings or return to duty from off-duty hours due to an emergency that results in hours worked exceeding forty (40) in a workweek, the employee will be

compensated according to the FLSA provisions at a rate of one and one-half (1-1/2) times the employee's regular rate of pay. The city reserves the right to adjust work schedules and reduce hours worked to minimize budgetary impact of overtime.

(5) Military leave/veterans' re-employment. All employees who are members of or who may become members of reserve components of the armed forces, including the National Guard, are entitled to leave while engaged in "duty or training in the service of this state, or of the United States, under competent orders," and must be given leave with pay not exceeding twenty (20) working days in any one (1) calendar year (*Tennessee Code Annotated*, § 8-33-109). Also, any employee of the municipality who leaves his/her job, voluntarily or involuntarily, to enter active duty in the armed forces may return to the same or comparable position in accordance with Veterans' Re-employment Rights (38 U.S.C. § 202-2016) and the Tennessee Military Leave Act (*Tennessee Code Annotated*, §§ 8-33-101, *et seq.*)

(6) Family and medical leave. If the municipality has fifty (50) or more employees on the payroll an eligible employee (one (1) who has been employed at least twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours in the preceding twelve (12) months) will be provided up to twelve (12) calendar weeks of leave for medical conditions of the employee or his/her family members in accordance with the Family and Medical Leave Act (P.L. 103-3). If eligible under FMLA, the employer may provide up to twenty-six (26) weeks of leave for an employee or family member who is the primary caretaker of the spouse, son, daughter, parent or next of kin of a servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty.

(7) Commercial driver's license. All employees that drive:

(a) A vehicle with a gross weight of more than twenty-six thousand (26,000) pounds;

(b) A trailer with a gross weight of more than ten thousand (10,000) pounds;

(c) A vehicle designed to transport more than fifteen (15) passengers, including the driver; and

(d) Any size vehicle hauling hazardous waste requiring placards are required to have a Tennessee commercial driver's license in accordance with *Tennessee Code Annotated*, §§ 55-50-101, *et seq.* Fire truck, police vehicle, and emergency medical vehicle operators are exempt from the CDL requirements.

(8) Employee drug testing. All employees in safety-sensitive positions (such as gas employees, equipment/vehicle operators that require a commercial driver's license, etc.) are subject to alcohol and drug testing in accordance with the Department of Transportation (DOT) Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143, title V) and the Natural Gas Pipeline Safety

Act (49 CFR Part 199). The municipality's procedures for drug testing can be found in appendix C of the municipal code.

(9) Employee right to contact elected officials. No employee shall be disciplined or discriminated against for communicating with an elected official. However, an employee may be reprimanded for making untrue allegations concerning any job-related matter (*Tennessee Code Annotated*, §§ 8-50-601 to 604).

(10) Civil leave. Civil leave with pay shall be granted to employees for the following reasons:

(a) Jury duty (*Tennessee Code Annotated*, §§ 22-1-101, *et seq.*);

or

(b) To answer a subpoena to testify for the municipality.

If the employee received compensation for his/her jury serve, it must be remitted to the city.

(11) Voting. When elections are held in the state, leave for the purpose of voting, if requested, shall be in accordance with *Tennessee Code Annotated*, § 2-1-106.

(12) Political activity. Employees have the same rights as other citizens to be a candidate for state or local political office (except for membership on the municipal governing body) and to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities. No employee may campaign on municipal time or in municipal uniform nor use municipal equipment or supplies in any campaign or election (*Tennessee Code Annotated*, § 7-51-1501).

(13) Travel policy. All employees, including elected and appointed officials, are required to comply with the municipality's travel policy as required by *Tennessee Code Annotated*, § 6-54-901.

Travel regulations herein govern travel on official business for the City of Harrogate and apply to all city personnel and elected and appointed officials. Travel expenses for spouse, children, or other guests will not be paid by the city. The mayor and city recorder are responsible for enforcement of this travel policy.

City personnel who travel on official city business should receive prior approval from the mayor. Unauthorized travel costs may not be reimbursed.

Prior to travel, the employee should furnish the mayor a "request for travel" form showing a reasonable estimate of all costs associated with the trip and the amount of advance money requested. Registration fees, airfares, and similar expenses are to be invoiced directly to the city. If travel is for the purpose of attending a conference or seminar, a copy of the program should be attached to the request for travel form either before or after the trip.

City personnel should complete the request for travel form in a timely manner and submit it to the mayor for approval upon completion of travel. Receipts for lodging, vehicle rental, public carrier travel, meals and other costs are required except for taxis, tolls, tips, etc., less than five dollars (\$5.00). A

brief summary of the context of the meeting or conference as it relates to the city should also accompany the travel form. All travel forms must be signed by the traveler; no stamped signatures will be allowed.

City personnel and officials should be prudent and cautious in the expenditure of all funds for official travel and should make use of discounts for early registration, airline tickets, and governmental rates for lodging or rental care expenses. Allowable expenses are those that are practical, necessary, and economical. Expenses incurred by and for persons other than city personnel are not reimbursable when official travel is combined with personal travel; only costs attributable to city business will be reimbursed. Authorized personnel and officials may use credit cards at the discretion of the mayor and the card will be returned to the city recorder's office immediately following the travelers' return.

(a) Travel documentation. It is the responsibility of the authorized traveler to:

- (i) Prepare and accurately describe the travel;
- (ii) Certify the accuracy of the reimbursement request;
- (iii) Note on the reimbursement form all direct payments and travel advances made by the local government; and
- (iv) File the reimbursement form with the necessary supporting documents and original receipts.

The reimbursement form should be filed with the city recorder within ten (10) days of return or at the end of the month, whichever is more practical.

(b) Transportation. (i) Air. The city will pay for tourist or common class air travel. Airline travel should be planned sufficiently in advance to take advantage of any discounts so that tickets can be invoiced to the city.

Any mileage credits for frequent flyer programs will accrue to the individual traveler; however, the city will not pay for additional fees above regular cost for traveler to extend stays, circuitous routing, scheduling with a particular carrier, etc., in order to receive mileage credit.

The city will not reimburse travel by private aircraft unless authorized by the mayor in advance of travel.

(ii) Automobile. Automobile transportation may be used for official out-of-town travel when common carrier transportation cannot be scheduled, when automobile travel is more economical, or when expenses can be reduced by two (2) or more city employees traveling together. Mileage will be paid for the use of a private vehicle from origin to destination by the most direct route when on official city business at a rate not to exceed the rate allowed by the Internal Revenue Service. Local travel related to official business in the area will be reimbursed.

Mileage for use of a privately owned vehicle transporting two (2) or more authorized travelers on the same trip will be paid to the owner or person who has custody of the vehicle.

City personnel traveling in city vehicles must furnish receipts for gas, oil, and any necessary automobile repairs.

Rental cars may be used when public transportation services are not sufficient or when it is less expensive than other available means. Rental car usage must be approved by the mayor. Liability coverage listing the City of Harrogate as insured must be obtained from the vendor for any use of rental vehicles.

Fines for traffic or parking violations will not be reimbursed by the city.

Reasonable taxi or public transportation fares will be allowed when bus or limousine service from the airport is not furnished. Taxi fare will be allowed for travel between lodging quarters and meetings or conferences. The city will pay airport-parking fees; provided such fees do not exceed normal taxi-limousine fares to and from the airport.

(c) Lodging. Lodging expenses paid by the city will be limited to the minimum number of nights required to conduct the assigned city business except in instances when it is financially advantageous to arrive earlier or stay later in order to obtain a discount air fare. The city will not pay for any additional expense if the traveler chooses to arrive earlier or stay later.

The city will pay lodging expenses at the single room rate, except when two (2) or more city personnel share a room. When making reservations, government or weekend rates should be requested if less than the conference or regular rate.

All costs for lodging must be supported by documentation.

(d) Development and communications. The mayor may utilize city credit cards or may otherwise claim reimbursement for valid and appropriate business and city-related meal and development expenses including, but not limited to, business meals with other officials, business location prospects, and other appropriate persons.

(e) Miscellaneous expenses/items. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons. Travel should be approved by the mayor before registration is paid. Amount of registration must be shown on the request for travel form. All trip-related travel expenses should be included on one (1) request for travel form.

Tips and/or gratuities in excess of fifteen percent (15%) will not be reimbursed by the city.

Expenditures for laundry, in-room movies, valet services and other personal charges will not be paid by the city.

Official long distance telephone calls are allowed but only one (1) personal telephone call per day is permitted unless approved by the mayor. The maximum reimbursement for personal phone costs is five dollars (\$5.00) per day.

Telegrams-telegraph and facsimile service may be used for official communication if necessary and essential.

Special arrangements must be made with the mayor for attendance at schools, seminars, or institutes either in-state or out-of-state requiring absences from the city of one (1) week or longer. Police officers attending the FBI Academy on approval of the mayor are exempt from this requirement.

Any miscellaneous expenses must be explained on the completed request for travel form.

If fraudulent claims are discovered, disciplinary action may be taken with possible civil or criminal charges being filed on behalf of the city.

Any travel expenses not addressed above but which are incurred in the course of official city business will be evaluated on a case-by-case basis by the mayor. (Ord. #101, Oct. 2016, modified)

4-106. Miscellaneous personnel policies. (1) Outside employment. No full-time employee of the municipality may accept any outside employment without written authorization from the mayor.

(2) Use of municipal time, vehicles, facilities, etc. No employee may use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to oneself or any other person, group, or organization other than the municipality. Decisions to permit use by charitable, civic or other organizations will be made exclusively by the governing body or their designee.

(3) Accepting of gratuities. No employee shall accept any money, other considerations, or favors from anyone other than the municipality for performing an act that he/she would be required or expected to perform in the regular course of his/her duties. No employee shall accept, directly or indirectly, any gift, gratuity, or favor of any kind that might reasonably be interpreted as an attempt to influence his/her actions with respect to the municipality's business.

(4) Work attendance. All employees of the city shall be in attendance at their regular work and at their regular place of work as may be designated by the department head under whose supervision such employees shall work. The head of every city department shall keep a daily attendance record of the employees working under such supervisor and shall report the same to the mayor. It is the duty and responsibility of each employee to report absences to his or her supervisor with as much advance notice as is practicable. The supervisor is to report absences to the mayor or designee as soon as is practicable.

(5) Time reporting. All employees shall record actual hours worked on a time sheet. Department heads and supervisors shall review and sign all time records. The following rules shall apply to the use of time sheets/time cards:

(a) Employees are responsible for recording/stamping their starting time, quitting time, and total hours worked for each work day.

(b) Employees are not permitted to sign in/clock in more than ten (10) minutes before their normal starting time, on a consistent basis or to sign out/clock out late after their normal quitting time without the prior approval of their supervisor.

(c) Employees shall not remove a time sheet/time cards from the designated employee area or leave the premises with said time sheet/time card.

(d) Employees given permission by their supervisor to leave their job assignment for any purpose besides city business during work hours must sign/clock out when leaving and sign in upon returning to work.

(e) An employee failing to properly sign his/her time sheet/time card must have it immediately approved and initialed by a supervisor or department head to ensure payment for hours worked. Failure to properly record hours worked may result in not being paid for those hours in question on the time sheet. Continued non-compliance may result in disciplinary action.

(f) No unauthorized representative/employee shall mark on another employee's time sheet/time card. Employees that alter another employees' time sheet/time card shall be subject to disciplinary action.

(6) Ethics policy. The complete City of Harrogate Ethics Policy is available in the City of Harrogate Municipal Code, title 1, chapter 4. (Ord. #101, Oct. 2016)

4-107. Separation and disciplinary action. All separations of employees shall be designated as one (1) of the following types and shall be accomplished in the manner indicated: resignation, lay-off, disability, death, retirement and dismissal. At the time of separation and prior to final payment, all records, assets, and other items or city property in the employee's custody shall be transferred to the department head and certification to this effect shall be executed. Any amount due to a shortage in the above shall be withheld from the employee's final compensation up to the limits imposed by law.

(1) Resignation. An employee may resign by submitting in writing the reasons and the effective date of the resignation to his department head as far in advance as possible, but a minimum of two (2) weeks' notice is requested. Failure to comply with this requirement may be cause for denying future employment with the city. Unauthorized absence from work for a period of three (3) consecutive days may be considered by the department head as a resignation.

Department heads shall forward all notices of resignation to the mayor or designee immediately upon receipt.

(2) Lay-off. The governing body may lay-off any employee when it deems it necessary by reason of shortage of funds or work, the abolition of a position, or other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon service of the employee.

(3) Disability. An employee may be separated for disability when he cannot perform the essential functions of the position because of a physical or mental impairment which cannot be reasonably accommodated by the city without undue hardship. Action may be initiated by the employee or the city, but in all cases it must be supported by medical evidence acceptable to the governing body. The city may require an examination at its expense and performed by a licensed physician of its choice.

(4) Retirement. Whenever an employee meets the conditions set forth in the pension retirement plan regulations, he may elect to retire and receive all benefits earned in the city's retirement plan.

(5) Disciplinary action. Whenever employee performance, attitude, work habits, or personal conduct fall below a desirable level, supervisors should inform employees promptly and specifically of such lapses and shall give them counsel and assistance to improve performance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident in and of itself may justify severe initial disciplinary action.

(6) Dismissal. Employees may be dismissed for cause, for no cause, or for any cause as long as it does not violate federal and/or state law or the municipal charter. (Ord. #101, Oct. 2016)

4-108. Personnel policy changes. Nothing in this chapter may be construed as creating a property right or contract right to the job for any employee. The provisions of this personnel policy may be unilaterally changed by ordinance of the governing body from time to time as the need arises. (Ord. #101, Oct. 2016)

CHAPTER 2

DRUG AND ALCOHOL TESTING POLICY

SECTION

4-201. Drug and alcohol testing policy.

4-201. Drug and alcohol testing policy. The policies for drug and alcohol testing for the City of Harrogate are contained in their entirety in appendix C. (2011 Code, § 4-201)