

**CITY OF DAPHNE
1705 MAIN STREET, DAPHNE, AL
CITY COUNCIL WORK SESSION AGENDA
December 14, 2020
6:30pm**

1. DISCUSS:

- a. Employee Handbook/Human Resources policies**
- b. FY21 Personnel and Capital Budget**

2. ANYTHING ELSE THAT IS DEEMED NECESSARY

3. ADJOURN

**CITY OF DAPHNE
ORDINANCE 2020-__**

AN ORDINANCE TO AMEND THE CITY’S EMPLOYEE HANDBOOK

WHEREAS, the City Council of the City of Daphne, after due consideration, believes it appropriate to amend several sections of the City of Daphne Employee Handbook and to adopt two new policies to add to the Employee Handbook;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA AS FOLLOWS:

SECTION I:

That the following Sections of the Employee Handbook be amended:

Section 1.10	Anti-Nepotism
Section 3.1	Categories of Service
Section 4.1	General Staffing Policy
Section 4.5	Employment Offers
Section 4.8	Alternative Duty After Injury
Section 7.1	Employee Standards & Classification Of Offenses
Section 7.7	Guidelines For Suspension Without Pay, Demotion, And Dismissal (Regular Status Classified And Part-Time Employees)
Section 8.1	General Provisions
Section 8.2	Grievances Resolved By The Mayor
Section 9.2	Time and Attendance Records
Section 9.3	Work Schedules
Section 9.8	Paid Vacation (renumbered as Section 9.9)
Section 9.9	Paid Sick Leave (renumbered as Section 9.10)
Section 10.1	General Provisions
Section 10.6	Emergency Duty Pay

The specific revisions to these sections are set forth in Exhibit A to this Ordinance.

That the current Employee Handbook Sections 9.7 to 9.13 be re-numbered as Sections 9.8 to 9.14.

That the Employee Handbook be amended to include three new policies:

Section 1.16	Electronic Media Use & Monitoring Policy
Section 1.17	Personal Cell Phone Use
Section 1.18	Reporting Misconduct & Internal Investigations
Section 9.7	Shift Swaps

The specific terms of these new sections are set forth in Exhibit B to this Ordinance. The new Section 1.17 will replace and repeal Ordinance 2010-24.

SECTION II: REPEALER

That any Ordinance, or parts thereof, heretofore adopted by the City Council of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.

SECTION III: SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION IV: EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and publication as required by law.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS ____ DAY OF _____, 2020.

[name]
City Council President

Robin LeJeune, Mayor

ATTEST:

Candace G. Antinarella, CMC, City Clerk

EXHIBIT A

AMENDMENTS OF EXISTING POLICIES

AMENDMENT OF SECTION 1.10 ANTI-NEPOTISM POLICY

Replace the existing policy with this re-written policy:

Purpose. The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with individuals favoring others due to a family or kinship relationship (“nepotism”). Nepotism is inconsistent with the City’s longstanding policy of making employment decisions and other business decisions based solely on the City’s needs and individual qualifications, skills, ability and performance.

“Relative” Defined. For purposes of this policy, an employee’s or job applicant’s “relative” includes an individual within the following degrees of kinship: spouse; parent (mother or father); child (daughter or son); sibling (brother or sister); uncle; aunt; nephew; niece; grandparent; grandchild. “Relative” also includes a person with whom the employee or applicant is involved in a romantic, sexual, or dating relationship and with whom the employee or applicant cohabits or resides in the same immediate household (“partner”) even if the individuals are not married. The term “relative” also includes the employee’s or job applicant’s spouse’s or partner’s child, parent, grandparent, sibling, uncle, aunt, nephew, and niece. The “relative” relationship may exist whether by blood, adoption, marriage, or remarriage (e.g., “step-child, “step-parent”).

Notice Requirements. Any existing but previously undisclosed “relative” relationships or situations must be disclosed immediately to the Human Resources Director or Mayor immediately after the effective date of this amended policy. Every job applicant is expected to disclose whether a “relative” works for the City. If a “relative” relationship is created between two employees during their employment (e.g., two employees marry one another, or begin cohabiting in a romantic relationship, or one employee marries the sister or brother of another employee), the employees involved must immediately disclose the new “relative” relationship to the Mayor and the Human Resources Director.

Prohibitions & Restrictions.

1. No two or more “relatives” are permitted to work in the same City department, if the related employees would be subject to the direct or indirect supervision of the same supervisor or manager within the department’s chain of command or the City’s chain of command. The City will refuse to transfer, demote, or promote an employee if the employment change results in the employee coming to work in the same department as a “relative.” The City will refuse to hire a job applicant if the applicant’s “relative” works in the same department in which the applicant is seeking employment. ~~These prohibitions may be waived by the Mayor and the Director of Human Resources if they determine in writing that a waiver would serve the best interests of the City.~~

2. No employee may work in any position in which a “relative” is within that employee’s chain of command by either directly or indirectly supervising the employee or being directly or indirectly supervised by the employee. The City will refuse to transfer, demote, or promote an employee if the employment change results in the employee coming into a supervisory or subordinate position to a “relative.” The City will refuse to hire a job applicant if the applicant would be in a supervisory or subordinate position toward an existing employee who is the applicant’s “relative.” ~~These~~

~~prohibitions may be waived by the Mayor and the Director of Human Resources if they determine in writing that a waiver would serve the best interests of the City.~~

3. No employee may make, participate in, or attempt to influence employment or other business decisions involving a “relative” or seek to influence, pressure or cause others to do so. An employee must not use authority or position with the City to benefit or to disadvantage a “relative” who is currently employed or who is an applicant for a City job, regardless of the department in which the relative works or is seeking a position.

Remedial Action. If a “relative” relationship exists or is created between two employees during employment, one of the employees may be transferred to another position, as determined by the Mayor in consultation with the Human Resources Director. If a transfer is not possible, the Mayor may direct that one of the employees resign. If the employee does not resign, the Mayor will initiate action to dismiss one of the involved employees.

AMENDMENT OF SECTION 3.1 CATEGORIES OF SERVICE

Unclassified Service. “Unclassified service” employees are those who serve at the pleasure of the appointing authority and whose “at-will” employment relationship with the City may terminate at any time, with or without notice or cause. The unclassified service will include only those positions which are required by law, or approved by the City council, to be assigned to such service. **The unclassified service also includes those workers who are not hired to work any regular schedule and who are not required or expected to work more than one shift in any one work period.** Unclassified service employees have no continued expectation of employment for a definite term and are not eligible to use the employment grievance and appeal rights provided to classified employees in Chapter 8 and may not challenge job-performance related demotions or dismissals as provided in Chapters 4 and 6. Unclassified employees are eligible to participate in all City provided employee benefits, including group insurance, retirement, vacation and sick leave, and holiday pay.

AMENDMENT OF SECTION 4.1 GENERAL STAFFING POLICY

Employee Consideration. When a vacancy occurs in the unclassified, classified, or part-time service, any **current** employee, ~~regardless of his employment category or status of service,~~ may apply for the vacancy along with other applicants from outside the City's employment. **An employee is eligible to apply for promotion or transfer only under the following circumstances: (1) the employee must have been in his current position for a minimum of ~~six~~ three months; (2) if the employee has not completed the initial probationary period, the employee's three-month or six-month evaluations must be at a "satisfactory" level or higher and the employee must have no written disciplinary actions on record; (3) if the employee has completed the initial probationary period and has been in his position for ~~six~~ three months or longer, the employee must not have any written disciplinary actions within the previous ~~six~~ three months and the most recent performance evaluation must be at a "satisfactory" level or higher.** While the City will strive to give preference to qualified regular status classified and part-time employees, it reserves the right to select any individual that is considered to be best for the position. No consideration will be given to whether the requested reassignment to a vacancy would result in a transfer, promotion, or demotion of the employee.

AMENDMENT OF SECTION 4.5 EMPLOYMENT OFFERS

~~Effective Date of Internal Applicant~~ **Transfer/Promotion.** ~~Reassignment.~~ If a City employee is selected **as an internal applicant** for **a voluntary transfer or promotion to a vacant** ~~the~~ position, the appointing authority, the Human Resources Director, the employee's current department head, and the new department head will coordinate the effective date of the employee's reassignment. **The employee selected for the reassignment must give a two-week notice to the employee's current department head before the reassignment effective date. The current department head has discretion to either permit reassignment at an earlier effective date or to require the employee to continue working in the department during the two-week notice period, but not beyond the two-week notice period. The effective date of the reassignment to the new position must always fall at the beginning of a new pay period. The Mayor or Human Resources Director may lengthen the notice working period (or shorten with the current department head's approval) to ensure the effective date of the employee's transfer falls on the beginning of a new pay period and is in the best business interest of the City.**

AMENDMENT OF SECTION 4.8 ~~TEMPORARY ALTERNATIVE DUTY AFTER DUE~~ TO INJURY, ILLNESS, OR MEDICAL CONDITIONS

Under appropriate circumstances, the City may provide *temporary* alternative duty job assignments for otherwise qualified employees who are temporarily unable to perform their regular job ~~duties assignments~~ as result of injuries incurred on or off the job, or illnesses, or other medical conditions (e.g., pregnancy complications). The City does not create alternative duty jobs for any other reason. The sole purpose of this policy is to provide temporary alternative duty jobs assignments for employees who are recovering from injuries and to facilitate their return to regular job ~~duties assignments~~. An employee temporarily assigned to a transitional duty position alternative duties is not presumed by the City to be handicapped or disabled for the purposes of any other law or statute.

No employee has a right to an alternative duty job assignment or to the continuation of any alternative duty job assignment. The City's decision to offer an alternative duty job assignment is within the City's discretion and will be made on a case-by-case basis. The City's decision will be made only when the City has sufficient specific information regarding the employee's functional abilities and work restrictions arising from the injury and the anticipated duration of any restrictions.

The City will consider the facts of each particular case, including but not limited to the following:

- The nature and duration of the employee's medical restrictions;
- The employee's qualifications; and
- The feasibility of creating a temporary alternative duty assignments light duty job that is which are within the employee's restrictions and that the employee is qualified to perform.

If requested, an employee must provide a written authorization for the City's Human Resources Department to contact the employee's treating doctor(s) to obtain complete information about the employee's functional abilities and work restrictions and the anticipated duration of any restrictions. If deemed necessary by the City, the employee may be required to undergo an independent medical examination and work capacity evaluation.

The time period for any alternative duty assignment will begin once an employee has been deemed eligible to return to modified and/or light duty by the employee's medical provider and an available appropriate alternative duties position has have been identified located by the Human Resources Director and the employee's Department Head. The duration of any alternative duty job assignment will be in the sole discretion of the City, but no alternative duty assignment may last longer than 180 days ~~(six months)~~ from the date the employee begins the alternative duty assignment (or in cases of on-the-job injuries, Maximum Medical Improvement ("MMI"), whichever first occurs). As the only exception to this rule, any time spent on any leave of absence for any reason not related to the injury will not be counted toward the alternative duty assignment time period. The City may discontinue a An employee's alternative duty assignment may be discontinued at any time with or without notice. No permanent or long-term alternative duty job will be created or otherwise made available to employees under this policy.

An employee's refusal to accept an alternative duty job assignment will be considered a "voluntarily quit" unless the employee is on an approved medical leave covered by the City's FMLA policy. ~~If an employee is on approved FMLA medical leave, the~~ An employee's refusal to accept an alternative duty job assignment after the expiration of FMLA leave will be considered a voluntary quit.

If the alternative position has the same or higher pay scale as the employee's pre-injury job, the employee's pay rate will not change, meaning the employee~~and he~~ will be compensated at the normal rate of pay for the regular job. If the pay scale for the alternative position is less than the employee's pre-injury rate of pay, the employee will be paid the rate of pay for the alternative position ~~plus 66 2/3% of the difference between the normal rate of pay for the alternative position and the employee's pre-injury wage.~~

An employee temporarily assigned to an alternative duty job must immediately notify his or her supervisor if the employee experiences any physical or mental difficulty performing the alternative duty job assignment. Upon notification, the supervisor must immediately relieve the employee from further duty and inform the Human Resources Director, who will arrange for further consultation with the treating physician.

If an employee is unable to return to work in the original position after 180 days ~~(six months)~~ working in the alternative duty assignment ~~and has not yet reached MMI~~, the City may permit a leave of absence or implement an incapacity separation, depending on the circumstances. If an employee's substantially limiting physical or mental impairments ~~has reached MMI and is unable to prevent the employee from returning~~ to work in the original position ~~due to substantially limiting physical or mental impairments~~, the City will attempt to determine if there is a reasonable accommodation that would permit the employee to continue employment with the City in the employee's original job or in another vacant regular position.

AMENDMENT OF SECTION 7.1. EMPLOYEE STANDARDS AND CLASSIFICATION OF OFFENSES

Revise these Group Two Violations as follows:

12. ~~Serious Rule Violations~~ **of Instructions, Rules or Law** – serious violation of **state or federal law**, City administrative regulations, rules, **policies**, lawful orders or directions made or given by a supervisor.

20. ~~Willful Violation of~~ **Department Policies/Procedures** ~~Rules or Law~~ – willful violation of any duly adopted City **written** policy or rule **or procedures adopted by a City department**, or state/federal law in the performance of one's duties.

AMENDMENT OF SECTION 7.7 GUIDELINES FOR SUSPENSION WITHOUT PAY, DEMOTION, AND DISMISSAL (REGULAR STATUS CLASSIFIED AND PART-TIME EMPLOYEES)

Amend the following provision of this section as follows:

~~Notice of Right to Informal~~ Pre-Determination Hearing. ~~In such event~~ **If the Mayor determines disciplinary action is warranted**, the Mayor will inform the employee in writing of ~~his-the~~ intended action and the employee's right **opportunity to participate in** to a pre-determination hearing concerning the allegations, ~~if the employee requests it~~. The written notice to the employee will contain the following information: (1) the date, time, and place of the hearing; (2) **a summary of** the reason(s) for the proposed disciplinary action; (3) the proposed disciplinary action to be taken and effective date; **and** (4) notice of ~~that~~ the employee's right to **may (i)** appear in person and/or be represented by someone at ~~his-the employee's~~ expense, ~~if he requests a hearing~~; (5) ~~notice of the employee's right to~~ **(ii)** respond to the allegations orally or in writing; ~~and (6) that the employee has the right to~~ **(iii)** present evidence in ~~his~~ defense. A copy of the notice will be placed in the employee's personnel file. ~~The employee will have three (3) calendar days in which to respond to this notice and to request a hearing before the Mayor.~~

If the employee does not ~~request a~~ **appear for the scheduled** hearing, the Mayor may proceed with the disciplinary action ~~the Mayor~~ deems warranted based upon the facts of the case. ~~Informal Hearing.~~ If the employee ~~requests a~~ **appears for the scheduled** hearing, it will be conducted informally at the time and place designated in the notice to the employee. Formal rules of evidence will not apply during the hearing.

If, after conducting the hearing, the Mayor determines that the facts of the case do not support a suspension without pay, or demotion, or dismissal, ~~the Mayor~~ may impose a lesser disciplinary action, or decide that a written warning or disciplinary probation is sufficient, or advise the employee that no discipline will be imposed. If the Mayor decides that a written warning is sufficient, the Mayor will instruct the department head to proceed with a written warning or disciplinary probation. If the Mayor determines during the hearing that the facts of the case appear to support more severe discipline than originally requested or ~~that was~~ originally deemed warranted, such **as** a demotion or dismissal, ~~the Mayor~~ may decide to impose the more severe discipline. A record of the hearing, to include a written summary of the hearing results, will be filed in the employee's personnel file. Such record need not be a transcribed record.

AMENDMENT OF CHAPTER 8

AMENDMENT OF SECTION 8.1 GENERAL PROVISIONS

Revise the scope provisions as follows:

Scope. The City's grievance system provides a standard process for speedy investigation and resolution of an eligible employee's complaint of perceived improper treatment in administrative matters and/or appeal of serious disciplinary action ~~taken against him~~ where the employee's informal efforts, if any, have not resolved an issue. The City grievance system is not intended, and will not be used, for the following purposes:

- to resolve personal differences between or among employees;
- **to appeal written warnings or disciplinary probation;**
- to appeal pay reductions which are part of a general plan to reduce salaries and wages, when such reductions are pro-rated to all employees;
- to appeal non-selection for a position when properly established staffing procedures have been followed; or
- to appeal the contents of approved and published City resolutions or other legal actions.

AMENDMENT OF SECTION 8.2 GRIEVANCES RESOLVED BY THE MAYOR

Mayor as Hearing Authority. The Mayor is the hearing authority for any employee grievance which ~~that~~ involves an ~~administration~~ administrative matter, ~~or an appeal of a written warning or disciplinary probation, including any written warning or disciplinary probation given to the employee of as a result of another employee's complaint of retaliation, discrimination, or harassment made under the EEO/Harassment/Retaliation Complaint Procedure in Chapter 1.~~ The Mayor may delegate to the Human Resources Director the authority to review, hear, and make recommendations for decision.

Mayor's Review. Within five (5) working days of ~~his~~ receipt of the employee's grievance ~~from the human resources director,~~ the designated hearing authority will review the facts as presented by the employee in ~~his~~ the written grievance. The designated hearing authority will then and schedule a meeting with the employee to discuss the grievance ~~his complaint~~. If ~~the mayor or the employee determines that he needs to interview~~ information from other individuals concerning the grievance is deemed necessary, the designated hearing authority will ensure that they are also present at this meeting. The employee, or ~~his~~ designated representative, ~~will be allowed to~~ may present information on behalf of the employee and ~~to present reasonable questions to the other individuals present.~~ The meeting will be held informally, ~~and a~~ A written summary of the factual material presented will be prepared. ~~The human resources director will assist the mayor in his review of the grievance.~~

The Mayor's Decision. Within three (3) working days of completion of the ~~mayor's~~ meeting informal pre-determination hearing with the employee, the Mayor will provide the employee a written ~~notification of his decision~~ on the grievance that. ~~The mayor's decision will be considered a final action on the employee's grievance.~~

Extension of Review and Decision Time. ~~The mayor may, when circumstances warrant, extend the~~ Time periods for completion of his the review and rendering a decision may be extended by the designated hearing authority when deemed necessary.

AMENDMENT OF SECTION 9.2 TIME AND ATTENDANCE RECORDS

Revise “Time Records” provision in Section 9.2:

Time Records. **Each employee is personally responsible for the accuracy of time records and should review the time records each pay period.** All the time that each non-exempt employee is scheduled to work during ~~his~~ the employee's established work ~~schedule~~ week will **must** accurately be accounted for on a time and attendance report in accordance with procedures established by the Human Resources Director. Each department head will submit a time and attendance report that records the work schedule, the hours worked, and all absences for each employee assigned to the department. **The Human Resources Director will maintain** ~~In addition, those records as required by the FLSA for hours worked, wages earned, and wages paid, will be established and maintained, by the Human Resources Director.~~ **If an employee believes a mistake in time records has occurred or believes the records do not accurately reflect all of his hours worked, or questions whether all hours worked were not accurately recorded, the employee should immediately report the matter to the Human Resources Director for investigation.**

AMENDMENT OF SECTION 9.3 WORK SCHEDULES

Addition of two new sections:

Non-Exempt Employee Breaks. City management will determine whether breaks from work for rest or for meals are permitted during the workday or shift and when such breaks are scheduled. As a general expectation, absent specific department rules, non-exempt employees should not take more than one 15-minute rest break for every four hours worked or more than one 30-60 minute meal break during any an eight-hour shift or eight hours worked. Non-exempt employees are also expected not to take any break within the first two hours or last two hours of an eight-hour shift and may not combine breaks. "Break time" may not be adjacent to the beginning or ending of any shift to permit any non-exempt employee to arrive late or leave early. Taking excessive breaks or taking longer than the allotted time for breaks is grounds for discipline up to and including dismissal. If breaks are permitted, non-exempt employees will not be paid for any uninterrupted break time away from job duties which lasts longer than 20 minutes, whether the time is allowed for a rest break or a meal break.

Nursing Mother Breaks. Beginning from the date of a child's birth and for up to one year, an employee who is an actively nursing mother may take reasonably necessary additional breaks during the workday to express breast milk for her infant child. The City will provide a room or other location (in relatively close proximity to the work area, if practical, and not a bathroom), where the employee can express her milk in privacy and without interruption. If possible, nursing breaks should run concurrently with any break times already provided or scheduled. Nursing breaks are unpaid, unless the employee takes the nursing break during a regularly scheduled or provided 15-20 minute paid rest break period. Nursing mothers should coordinate break times with their supervisors.

PROPOSAL -- RE-NUMBER SECTIONS 9.7 TO 9.13 AS SECTIONS 9.8 TO 9.14 TO ADD A NEW "SHIFT SWAP" POLICY AS SECTION 9.7 (see Appendix B)

9.8. OFFICIAL HOLIDAYS

9.9. PAID VACATION

9.10. PAID SICK LEAVE

9.11. PAID ADMINISTRATIVE LEAVE

9.12. LEAVE WITHOUT PAY

9.13. MILITARY LEAVE POLICY

9.14. FAMILY AND MEDICAL LEAVES OF ABSENCE (*FMLA*) POLICY

AMENDMENT OF SECTION 9.7 OFFICIAL HOLIDAYS [re-numbered as 9.8]

Scheduled Holidays. The **City Council approves the** following holidays ~~have been approved by the city council~~ to be observed by eligible employees as paid holidays:

- | | | | |
|------------------|------------------------|---------------------|------------------------|
| (1) | New Year's Day | (7 6) | Veterans Day |
| (2) | Martin Luther King Day | (8 7) | Thanksgiving Day |
| (3) | Mardi Gras | (98) | Day after Thanksgiving |
| (43) | Memorial Day (May) | (10 9) | Christmas Eve |
| (54) | Independence Day | (11 10) | Christmas Day |
| (65) | Labor Day | | |

When an approved holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When an approved holiday falls on a Sunday, the following Monday will be observed as the holiday.

Floating Holiday. Each calendar year, each eligible employee also may request to take one additional "floating holiday" (paid day off) in addition to the ten official holidays listed above, if there is no burden on City operations or on other employees. (For example, an employee might select to take off work on the employee's birthday or on another holiday not listed above.) Employees must schedule and obtain approval for the "floating holiday" from the Department Head and must notify the Human Resources Department at least two weeks in advance of the selected day off. The City reserves the right to request an employee to consider alternatives to the requested day off if the Department Head decides the request imposes a burden on operations or other employees.

AMENDMENT OF SECTION 9.8 PAID VACATION [renumbered as 9.9]

Revise these provisions in this section:

Accrual of Vacation Pay. All eligible employees will earn vacation pay for each full leave year (January 1- December 31) that they work. The amount of vacation pay earned each year ~~will be based~~depends on the employee's continuous years of service and in accordance with the following criteria:

Continuous Years of Service	% X 2080	Hours Earned Per Year
0 thru <u>5</u> years	.0385 per hour	80 hours per year
<u>6 years</u>	<u>.0423 per hour</u>	<u>88 hours per year</u>
<u>7 years</u>	<u>.0462 per hour</u>	<u>96 hours per year</u>
<u>8 years</u>	<u>.0500 per hour</u>	<u>104 hours per year</u>
<u>9 years</u>	<u>.0538 per hour</u>	<u>112 hours per year</u>
10 thru 14 years	.0577 per hour	120 hours per year
15 thru 24 years	.0769 per hour	160 hours per year
Over 24 years	.0962 per hour	200 hours per year

Continuous Years of Service	% X 2808	Hours Earned Per Year
0 thru <u>5</u> years	.0385 per hour	108 hours per year
<u>6 years</u>	<u>.0427 per hour</u>	<u>120 hours per year</u>
<u>7 years</u>	<u>.0470 per hour</u>	<u>132 hours per year</u>
<u>8 years</u>	<u>.0513 per hour</u>	<u>144 hours per year</u>
<u>9 years</u>	<u>.0556 per hour</u>	<u>156 hours per year</u>
10 thru 14 years	.0577 per hour	162 hours per year
15 thru 24 years	.0769 per hour	216 hours per year
Over 24 years	.0962 per hour	270 hours per year

Vacation Accrual/Use During Probation. Employees serving an initial a probationary period after hire will accrue vacation pay under this policy. ~~However, they but~~ will not be eligible to use such vacation pay until successfully completing probation unless the vacation use is pre-approved by the Human Resources Director and the Mayor at the time an offer of employment is extended.

Vacation Pay Accrual at Termination. Under some circumstances, an employee will forfeit all unused vacation pay at termination of employment and will not be paid for unused vacation pay. ~~If an employee's employment with the City ends during a leave year, the employee will only be eligible for vacation pay accrued up to termination. However, if~~ If an employee does not complete at least six month's service with the City after hire and leave in good standing, all accrued vacation pay leave will be forfeited at termination. If an employee is dismissed for violation of City rules or policies or for the good of the City as a disciplinary measure under Section 6.7, all accrued vacation pay will be forfeited. If an employee does not provide written notice of resignation within the time frame required by Section 6.2, all accrued vacation pay

will be forfeited. Otherwise, if an employee's employment with the City ends under any other circumstances, the employee will be eligible for unused vacation pay accrued up to termination.

~~Pay Upon Separation. Upon separation from service, an individual who completes more than six (6) months of service will be paid for all his accrued and unused vacation pay, if proper notice is given in accordance with these guidelines.~~

AMENDMENT OF SECTION 9.9 PAID SICK LEAVE [re-numbered as 9.10]

Revise maximum accrual amount:

Accrual of Paid Sick Leave. Unclassified and classified employees based on 2,080 annual hours will earn paid sick leave credit at the rate of 3.08 hours per pay period for a total of 80 hours per year. Unclassified and classified employees based on 2,808 annual hours will earn paid sick leave credit at the rate of 9 hours per month for a total of 108 hours per year. However, an eligible employee will not earn any paid sick leave credit for any month in which ~~he-the~~ employee is in a non-pay status for more than one-half of ~~his-the~~ regularly scheduled working days during the month. An eligible employee may accrue up to a maximum of ~~one~~ **two** thousand ~~four-hundred~~ **forty** (**2,000**~~1,440~~) hours of paid sick leave credit.

Add new provision after the “Use During Holiday” provision:

Use of Sick Leave During Notice of Resignation Period. During the period after an employee submits a notice of resignation, the City may allow use of paid sick leave only if the employee previously requested and was approved for using sick leave. If no prior approval or request was made before the notice of resignation, then the employee must provide a doctor’s excuse for any absence during the resignation period in order to use paid sick leave. Without prior approval or a doctor’s excuse, paid sick leave cannot be used after an employee submits a resignation notice.

Revise “Paid Sick Leave Donation” provisions:

Paid Sick Leave Donation

Overview: Subject to the provisions of this policy, an employee who accrues sick leave may voluntarily donate unused sick leave to another employee who has exhausted all of his-sick leave and vacation pay and, because of a medical emergency or other qualifying condition, is in need of additional paid sick leave. A “donor” for purposes of this policy is the employee who voluntarily gives a portion of ~~his-that~~ employee’s accrued sick leave to another employee. A “recipient” for purposes of this policy is the employee who is the beneficiary of donated sick leave.

Eligibility: Only classified status full-time employees ~~and part-time employees working 32 or more hours per week~~ who have completed one full year of continuous employment are eligible to donate or receive donations of paid sick leave. The recipient must be eligible for or currently on a Medical Leave, Caregiver Medical Leave, or Military Caregiver Leave as defined by the City’s Family and Medical Leaves of Absence Policy (Section 9.13) and otherwise comply with the certification requirements of that policy. The recipient must have a current or reasonably anticipated, clear and demonstrated, immediate future need for additional paid sick leave. No retroactive donations will be allowed. The City will permit any employee-to-employee donation, regardless of the donor or recipient employee’s pay grade, unless the donor is a direct report of the recipient. The City also will permit supervisor-to-employee donation, regardless of supervisor rank or employee pay grade.

Paid sick leave may not be donated to an employee who is in an employment category which does not otherwise accrue paid sick leave. If an employee who has is eligible for and has applied for short-term disability insurance coverage, the employee is not eligible for receiving donations of paid sick leave only during the 15-day qualifying period. Once the qualifying period ends and the employee is receiving disability benefits, the employee is are no longer eligible for sick leave donation unless or until the disability benefits are exhausted.

Any employee who has been counseled or disciplined for an attendance violation within the past year before the proposed donation request is also not eligible to receive donated sick leave. No employee may donate paid sick leave to another employee during the 30-day period before a resignation or retirement date. An employee who has submitted notice of resignation or retirement may not donate paid sick leave after giving notice or within less than 30 days before the resignation or retirement effective date.

Amount of donated sick leave: Paid sick leave donations are only allowed in hourly increments. An employee may donate any number of sick leave hours (not to exceed a total lifetime donation of 480 hours) as long as the donor employee maintains at least 160 hours of accrued sick leave. A recipient employee may receive a total of 240 sick leave hours (e.g., 30 eight-hour workdays) during a rolling twelve month period. A recipient employee may receive a total lifetime donation of a maximum of 480 sick leave hours (e.g., 12 weeks of eight-hour days). Donations may come from more than one other employee but may not exceed 480 sick leave hours total. Employees may only donate that amount of paid sick leave they have in excess of eighty (80) hours, but no more than forty (40) hours may be donated per leave year (January 1—December 31). A recipient employee may not receive more total donated sick leave hours than the amount of absence time estimated on the medical certification or by the recipient's healthcare provider. A recipient also may not receive more than the equivalent of 40 hours of sick leave from any one donor.

Conversion of sick leave between employees: Conversion of donated paid sick leave will be based upon the equivalent dollar amount of sick leave. For example, if Employee A (who earns \$20 per hour) wants to donate the equivalent of 40 hours of sick leave to Employee B (who earns \$10 per hour), then A would donate 20 hours from A's balance (equal to \$400) and B would receive 40 hours ($\$10 \times 40 = \400) for B's sick leave balance. As another example, if Employee X (who makes \$6.00 per hour) wants to donate the equivalent of 40 hours of sick leave to Employee Y (who makes \$12.00 an hour), then X would donate 40 hours (equal to \$240) from X's balance, and Y would receive 20 hours of sick leave ($\$12 \times 20 = \240) for Y's sick leave balance. Employee X wishes to donate 40 hours of sick leave to Employee Y. Employee X makes \$6.00/hr; Employee Y makes \$12.00/hr. Employee X will make a donation of \$240 ($\$6 \times 40 \text{ hrs}$) worth of sick leave. Employee Y receives the equivalent of 20 hours of sick leave ($\$12 \times 20 \text{ hrs} = \240).

Approval: The recipient employee must submit a written application for donated paid time off, including a description of the medical emergency. Requests to receive and donate paid sick leave must be made by using a "Sick Leave Donation Form" developed by the Human Resources Department. The employee's Department Head must review and approve. An employee's request to donate sick leave must be reviewed and approved by his Department Head.

If the recipient employee works in another department, the Department Head of the recipient employee must also approve the donation because the additional paid sick leave may mean additional time away from work. A Department Head's request to donate his own paid sick leave to another employee must be reviewed and approved by the Mayor. All approved requests ~~once approved will~~ must then be forwarded to the Human Resources Department Director for final review.

Additional Rules: The donation of paid sick leave must strictly be on a voluntary basis. Under no circumstances must any employee express, instruct, imply, or order that any employee is obligated to donate paid sick leave to any other employee. The Human Resources Department must receive all completed and approved donation request forms no later than two (2) business days (Monday-Friday) before time entries are due for Payroll processing. Late donations will not be made retroactively. Late donation submissions may be credited to the next pay period, only if they are still needed and all other conditions of this policy are met. Human Resources will only transfer a number of leave hours to be donated, which would bring the recipient employee's sick leave account to the number of hours needed each pay period, not to exceed the number of days specified on the medical certification relating to the absence. A paid sick leave donation is irrevocable as of the date Human Resources Director approves the donation request. Each donor employee and recipient employee is solely responsible for assessing the impact a donation will have on his or her taxes and benefits.

AMENDMENT OF SECTION 10.1 GENERAL PROVISIONS

Add new provision:

Employee Responsibility to Review Pay Records. The City makes every effort to pay its employees correctly. Each employee is personally responsible for the accuracy of his or her pay records. Each employees should review his or her pay stub when received to make sure pay record is accurate. If an employee believes a mistake has occurred, or has any questions about pay, or believes the pay does not accurately reflect all hours worked, or questions whether all hours worked were not accurately recorded, the employee should immediately report the matter to the Human Resources Director for investigation.

AMENDMENT OF SECTION 10.6. EMERGENCY DUTY PAY

Revise the provisions dealing with exempt employees:

Additional Emergency Duty **Paid Time Off (PTO)** Overtime Pay For Exempt Employees. In the event of a state of emergency affecting the City as declared by Federal, State, County, or City government and ratified by the Mayor and/or such other competent authority, the Mayor may utilize exempt employees to aid the City's emergency response during extended work hours beyond the employees' usual schedules. **If an exempt employee works beyond the employee's usual scheduled hours during the period of a declared emergency,** ~~In the event of such a declared state of emergency, beginning when such state of emergency is declared and ending when such state of emergency is lifted,~~ **the** exempt employees will be paid **receive** additional **paid time off** emergency duty overtime compensation **to use in lieu of vacation or sick leave within the first six months following the end of the declared emergency.** ~~for hours worked in response to the emergency over 40 in the seven-day workweek.~~ **The emergency duty PTO will be paid at a rate equal to of pay for this additional emergency duty overtime compensation will be equal to one and one-half (1 1/2) times equal to the exempt employee's "calculated hourly rate" which will be determined by dividing the exempt employee's annual salary by 2080. **Employees must schedule use of emergency duty PTO following the applicable procedures in the vacation or sick leave policies, depending on the nature of the intended use. Unused emergency duty PTO will be forfeited if not used within the six months after the emergency.****

EXHIBIT B

ADOPTION OF NEW POLICIES

ADOPT NEW SECTION 1.16

1.16. ELECTRONIC MEDIA USE & MONITORING POLICY

Scope of Policy. This policy applies to all of the City's elected officials and employees who are provided City-owned "electronic media" during their term of office or employment. This policy must be broadly construed to govern all use of the City's "electronic media." "Electronic media" includes the computers, laptops, servers, modems, wireless network connections, computer files, computer disks, "zip disks," CD-ROMs, DVDs, fax machines, photocopiers, telephones, pagers, cell phones, handheld personal data assistants or organizers, digital cameras, CD-Rom players, DVD-players, VCRs, email software and communications, Internet services, voicemail, "instant messaging," and computer software of any kind or nature used or installed on or accessible by the computers and accessories or any similar electronic devices owned or used by the City, including even software or hardware installed without authorization or permission or in violation of this policy on other electronic media. This policy also governs the use of any computers, laptops, or devices personally owned by any employee or elected official if the employee or elected official is also using the City's electronic media in any manner. As an example, if an employee or elected official has a personal laptop at work and uses the City's wireless network connection software, servers, or other equipment to connect to and communicate via the Internet, this policy governs the employee's or elected official's use of the personal laptop. An employee's use of the City's electronic media that interferes with the employee's job performance or ability to perform assigned tasks when due, or results in any damage to the City's electronic media is grounds for discipline, up to and including dismissal.

City's Property; Primary Use for Business Purposes. The City's electronic media furnished to or accessible by employees or elected officials are City property and are intended primarily for use in carrying out the City's objectives to provide prompt, efficient, and accurate services to the public. Such access permits employees or elected officials to perform their jobs, share files, and communicate with each other internally and with outside individuals and agencies designated or selected by the City in its sole discretion. No employee or elected official shall have exclusive use over the City's electronic media. No employee or elected official shall treat the City's electronic media as his or her personal property in any manner. Employees or elected officials should not use another employee's or elected official's assigned computer without approval.

Restrictions. Elected officials and employees must not alter any security settings on any City electronic media put in place by the City's Network Admin/IT Director without express written permission from the Network Admin/IT Director. Employees and elected officials must not use the electronic media to conduct any commercial activities separate from the activities of the City and shall not use the electronic media in connection with any other employment, including self-employment, of the employee or elected official. Employees and elected officials must not make any false representations regarding authority to act for or as a representative of the City in any transmission, communication or transaction occurring via the City's electronic media. Employees and elected officials must not use any password, access any file, communicate with any electronic media, or retrieve any stored communications for any purpose other than as authorized by this policy. Employees and elected officials must not install any software programs or "download" copyrighted material (*e.g.*, music or video files) using the City's electronic media without authorization. Electronic media must not be used in any manner that is inappropriate for workplace communications, *e.g.*, for purposes that are inconsistent with the City's harassment prevention policy or other policies or

work rules. For example, email may not be used to solicit others for commercial ventures, personal, religious or political causes, outside organizations, or other non-City matters. As another example, employees and elected officials may not print, display, download, view, store, possess, access, send, or forward sexually explicit or racially offensive material on or using or through the City's electronic media. Emails must not be altered and forwarded to another user. Unauthorized attachments must not be placed on another's email when forwarding.

No Right of Privacy. Communications generated or received by employees or elected officials via the City's electronic media are the City's property and subject to review at any time. Employees or elected officials have no right of privacy or any property interest in the use of any of the City's electronic media including but not limited to email communications. The City reserves the right to record, to review, or to monitor the content of communications (*e.g.*, email) made to or from or with the City's electronic media to ensure that the electronic media are used for business purposes and to ensure that communications during work time are job related and consistent with the City's policies. The City also reserve the right to record, review, or monitor telephone numbers dialed from the City's business telephones and the length of each call. The City cannot and does not guarantee the privacy of communications made on the City's electronic media. Employees and elected officials should not assume that any communications on the electronic media are private and should be aware that communications may be reviewed or disclosed at any time.

Loss or Theft. Employees and elected officials must immediately report the loss or theft of any electronic device (such as cell phones or laptops) or other electronic media used by or issued to the individual. Depending on the circumstances, such as the failure to timely report the loss or theft, the individual may be held responsible for replacement costs in addition to other disciplinary consequences.

Limited Personal Use. The City allows only a limited use of email and the Internet for personal reasons during non-working time in compliance with the restrictions of this policy. Employees or elected officials who engage in this limited, occasional or incidental personal use do so with the understanding that any information transmitted through, stored in, printed from, or generated by the electronic media remains at all times the City's business information and property.

Confidentiality. Employees and elected officials must exercise care in addressing email messages to make sure that messages are not sent to persons who are not the intended recipients or to incorrect addresses. In particular, employees and elected officials who use distribution lists should examine the list to make sure that all listed persons are appropriate recipients of the information and that their addresses are current. No employee or elected official should routinely forward messages containing confidential information received by or accessed by the City to multiple parties, unless all recipients are authorized to receive the information individually. Employees and elected officials shall under no circumstances ~~copy, print, or forward to anyone~~ provide to anyone not employed by the City or not in an elected office with the City any messages (or the contents thereof) sent to, or received from, the attorneys for the City without first receiving written authorization from the City or from the City's attorneys.

Personal Electronic Equipment. Due to the significant risk of harm to the City's electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, unless expressly

permitted to do so, employees and elected officials must not connect to the City's electronic systems any personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, USB / flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media). Any employee or elected official connecting a personal computing device, data storage device, or image-recording device to City networks or information systems thereby gives permission to the City: (1) to inspect the personal computer, data storage device, or image-recording device at any time with personnel and/or electronic resources of the City's choosing; and (2) to analyze any files, other data, or data storage devices or media that may be within or connectable to the data-storage device in question in order to ensure that confidential City records and proprietary information have not been taken without authorization. Employees and elected officials who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not connect them to City computers or networks.

Return of Electronic Media. At any time on request for inspection, every employee and elected official must promptly return or otherwise give access to the City's Network Admin/IT Director all of the City's electronic media issued to or used by the employee or elected official. Even without a request, no later than two business days before the end of the employee's employment or the end of the elected official's term of office, each employee and elected official must return or otherwise give access for inspection to the City's Network Admin/IT Director all of the City's electronic media issued to or used by the employee or elected official.

ADOPT NEW SECTION 1.17

1.17. CELL PHONE USE

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of any City-owned phones. Excessive personal calls and text messages during the workday can interfere with productivity and be distracting to others. Incoming personal calls on any phone should be brief and dismissed promptly. Employees are expected to ensure that friends and family members are aware of the City's policy requiring limited use of cell phones during working time. Verbal calls and non-verbal communications via cell phone, such as text messages, on cell phones must be kept to a minimum, must not interfere with job functions, and must not cause a disruption within the office. At no time are personal phone calls to interfere or delay completion of job duties. During meetings or training sessions, all cell phones are to be turned off or placed in silent mode.

Personal cell phones in the workplace must be turned off or kept in silent/vibrate mode during all scheduled work hours to avoid disruption. Employee use of personal cell phones in the workplace must be restricted to non-working time such as rest breaks and lunch breaks, absent emergency circumstances.

City-issued cell phones must be used for City business purposes only and in a safe manner. Each employee issued a City cell phone must have a professional voice mail recording for messages. Employees using City-issued cell phones must take appropriate precautions to make sure these devices are not lost, stolen, or accessed by unauthorized persons. All City-issued cell phones must have text message and instant message retention settings set to keep the messages indefinitely without any automatic deletion.

Due to the potential difficulties involved in maintaining records in compliance with applicable laws, employees should not routinely use texting, instant-messaging systems or similar systems of any City-issued cell for conducting City business. Employees are expected to follow up on any such communication with an email using the City email system or paper correspondence. Employees must never use texting, instant-messaging systems or similar systems of any personal cell phone for conducting any City business.

Employees are prohibited from using the camera function of any personal cell phone to take pictures of the non-public areas of the City's offices, or of any City's non-public records, or of any public records without following the City's procedures relating to release of public records in Section 11.5. Employees are prohibited from using the camera function of any cell phone, whether personal or City-issued, to take pictures of any other City employees or members of the public without the individual's express permission. Employees are prohibited from using the camera function of any City-issued cell phone to take pictures of the non-public areas of the City's offices without a legitimate reason related to their job duties or the business of the City.

The City prohibits non-exempt employees from using cell phones when off duty to remotely access the City's documents or data or City-provided voice mail or email systems.

While driving or operating City-owned mobile equipment or vehicles or while driving a personal vehicle while engaged in City business, employees must not use any cell phone, whether personal or City-issued, at any time for purposes of writing or reading text messages, instant-messages, or emails or for utilizing any application including an internet browser.

Unless the employee is using “hands-free” technology, employees must not make or accept any personal calls while operating City equipment or driving a City vehicle or driving a personal vehicle while engaged in City business.

Employees are required to familiarize themselves and comply at all times with the laws of the state or locality in which they work or travel concerning the use of cell phones. Where state or local law prohibits cell phone use by anyone operating a moving vehicle or heavy machinery, employees are also prohibited by this policy from using a device under the circumstances described in that law.

Safety must come before all other concerns. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a cell phone call. Special care should be taken in situations where there is traffic or inclement weather or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

ADOPT NEW SECTION 1.18

1.18 REPORTING MISCONDUCT & INTERNAL INVESTIGATIONS

Reporting Misconduct. All employees are required to report known or suspected violations of City policy or applicable laws or employee misconduct or any situation that does not appear to be in the City's best interests. Employees must report suspected violations of City policy or laws or misconduct, even if it appears that a manager or supervisor is violating or has violated City policy or law or has engaged in misconduct. Employees must promptly report these issues to the Mayor, or the employee's Department Head, or the Human Resources Director. ~~The City assures all employees that n~~ Reporting these issues will not adversely affect any employee's employment. ~~o~~ ~~adverse action will be~~ The City will not taken or allowed adverse action against anyone who honestly and in good faith makes such a report ~~or complaints suspected violations of City policy or applicable laws or employee misconduct or any situation that does not appear to be in the City's best interests~~ or who honestly and in good faith participates in any investigation of such a report or complaints. On the other hand, failure to report or retaliation against an employee who reports are grounds for discipline, including ~~discharged~~dismissal.

Investigations. The City must be able to investigate suspected unauthorized conduct. Employees are required to cooperate and to assist management during investigations. To the extent practicable, investigations will be confidential with due regard for the sensitive nature of such complaints. Employees may be required to provide and sign written statements and to submit to reasonable searches of clothing, purses, lunch boxes or other containers, desks, toolboxes and personal vehicles. An employee's refusal to cooperate in an investigation, including a refusal to provide a written statement or submit to a search if requested to do so, is grounds for discipline, including ~~discharged~~dismissal.

ADOPT NEW SECTION 9.7 after re-numbering Sections 9.7 TO 9.13 as Sections 9.8 to 9.14

9.7 SHIFT SWAPS

If an employee is unable to report to work as regularly scheduled, the employee may either (a) agree with another employee for the other employee to offer to voluntarily “swap” shifts with another employee in the same job, or (b) request time off in accordance with City and department policies. Employees must request a shift swap in a timely manner to permit review and approval prior to the performance of work. The department head or managers must approve the shift swap before it is effective. With respect to non-exempt Fire Fighter employees, the proposed shift swaps will only be approved within the same 28-day work cycle.

Shift swaps are permissible only if the employees' decisions to substitute for one another are freely made and without coercion, direct or implied. Each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute must be exclusively for the employee's own convenience.

Employees who swap shifts will be paid for hours worked, or not worked, in accordance with City of Daphne policies.

If employees voluntarily agree to swap shifts, the non-working employee will be paid through sick or vacation accruals (dependent upon the reason for not reporting to work), or the time will be noted as “unpaid” if the employee does not have the necessary accruals. Although the unworked scheduled hours will not be paid through regular wages, those hours will be counted for purposes of determining whether a non-exempt employee is eligible for overtime pay under Policy 9.4 (40 hours in seven-day workweek for most employees, 84 hours in a 14-day work period for police officers and corrections officers, and 212 hours in a 28-day work period for firefighters). This is an exception to the general rule in Section 9.6.

The employee who works on swapped shift for which he-the employee was not originally scheduled to work will be paid for the hours worked. But any hours worked by this employee on the swap shift that were not previously scheduled for this employee will be excluded for purposes of determining whether a non-exempt employee is eligible for overtime pay under Section 9.4. This ~~is~~ also is an exception to the general rule in Section 9.6.

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2020 -44**

ADOPTING THE FISCAL YEAR 2021 CAPITAL AND NEW PERSONNEL BUDGET

WHEREAS, the Mayor of the City of Daphne has submitted to the City Council capital and personnel requests for Fiscal Year 2021 which begins October 1, 2020 and ends September 30, 2021 (the “FY21 Capital and Personnel Budget”); and

WHEREAS, the City Council has reviewed and considered such proposed capital and personnel requests; and

WHEREAS, the City Council has determined that funds are available for certain Fiscal 2021 appropriations and such appropriations should be considered, approved and made a part of the Fiscal Year 2021 budget; and

WHEREAS, City Departments have submitted new Personnel and Capital requirements; and

WHEREAS, the Mayor and City Council have reviewed such requests and prioritized them according to needs and available funds and has incorporated them into the FY21 Capital and Personnel Budget;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that the Fiscal Year 2021 Capital and Personnel Budget is hereby appropriated in the amount \$4,438,600 (\$3,917,268 for capital equipment and 521,332 for personnel requests) from various funds. Such appropriations are itemized in the attached list and made a part hereof.

APPROVED AND ADOPTED by the Mayor and City Council of the City of Daphne, Alabama, this _____ day of _____, 2020.

Robin LeJeune, Mayor

ATTEST:

Candace Antinarella, CMC, City Clerk

Summary of FY 2021 Capital Budget Requests - Mayor Funded

Description		Acquisition Type	Total Cost	Mayor Approved	FY 2021 Cost	Source of Funds
Public Safety:						
Police - Administration	Security Door Access System	Purchase	15,053	15,053	15,053	General Fund
Police - Patrol	SRO New Vehicle - Virtual School	Lease	57,600	57,600	7,000	General Fund
Police - Patrol	SRO Hiring One Time Costs - Virtual School	Purchase	11,649	11,649	11,649	General Fund
Police - Patrol	6 Tahoes - Annual Police Vehicle Refresh	Lease	310,520	310,520	35,000	General Fund
Fire - Fire Station #5	One Time Outfitting Costs for 9 New Firefighters	Purchase	42,587	42,587	42,587	General Fund
Fire - Fire Station #5	Fire Truck #5 Equipment Costs	Purchase	28,478	28,478	28,478	General Fund
Fire - Fire Station #5	Fire Station All Furnishing for Station #5	Purchase	23,501	23,501	23,501	General Fund
Public Works: Solid Waste						
PW - Garbage	Garbage Truck	Lease	325,000	325,000	36,000	General Fund
PW - Trash	Knuckleboom	Lease	165,000	165,000	18,500	General Fund
PW - Trash	Knuckleboom	Lease	165,000	165,000	18,500	General Fund
Public Works:						
PW - Mowing	Outfront Mower	Purchase	39,000	39,000	39,000	General Fund
PW - Mowing	Outfront Mower	Purchase	39,000	39,000	39,000	General Fund
PW - Trash	Supervisor Truck	Purchase	35,000	35,000	35,000	General Fund
PW-Streets	Heavy Equipment Trailer	Purchase	35,000	35,000	35,000	General Fund
PW - Mechanical	Tire Machine	Purchase	33,000	33,000	33,000	General Fund
PW - Grounds	Mini Excavator	Purchase	40,000	40,000	40,000	General Fund
Building Maintenance	2021 Chevrolet 2500 Truck	Purchase	45,000	45,000	45,000	General Fund
Building Maintenance	Dump Trailer	Purchase	10,000	10,000	10,000	General Fund
Building Inspection:						
Building Inspection	Ford F150 (Replacement Vehicle)	Purchase	30,000	30,000	30,000	General Fund
Building Inspection	Ford F150 (Replacement Vehicle)	Purchase	30,000	30,000	30,000	General Fund
Infrastructure & Facilities:						
Building Maintenance	Museum Renovation and Repairs	Purchase	50,000	50,000	50,000	General Fund
Building Inspection	Building Inspection Office Modifications	Purchase	15,000	15,000	15,000	General Fund
Building Maintenance	Executive Office Furnishing and Flooring	Purchase	25,000	25,000	35,000	General Fund
Building Maintenance	Repaint Recreation/Senior Center	Purchase	20,000	20,000	20,000	General Fund
Building Maintenance	Repaint and Lobby Furniture - Civic Center	Purchase	50,000	50,000	50,000	General Fund
Building Maintenance	Pole Barn (60x120) - Grounds	Purchase	45,000	45,000	45,000	General Fund
Infrastructure	Road Repaving	Purchase	1,000,000	600,000	600,000	General Fund
				100,000	100,000	Four Cent Gas Fund
				100,000	100,000	Seven Cent Gas Fund
				200,000	200,000	Ten Cent Gas Fund
Infrastructure	Lott Park Bradford Pear/Tree Replacement	Purchase	10,000	10,000	10,000	General Fund
Infrastructure	Olde Towne/Main Street Master Plan	Purchase	50,000	50,000	50,000	General Fund
Infrastructure	Sidewalks	Purchase	191,000	191,000	191,000	Capital Reserve
Infrastructure	Main Street Lighting Upgrades for Electrical Plugs	Purchase	15,000	15,000	15,000	General Fund
						General Fund
						General Fund
Infrastructure	Trione Park Parking Lot Paving and Curbing	Purchase	200,000	200,000	200,000	General Fund
Culture and Recreation:						
		Purchase				
Parks & Recreation	Sprayer Spreader	Purchase	10,000	10,000	10,000	General Fund
Parks & Recreation	Zero Turn Mower	Purchase	11,500	11,500	11,500	General Fund
Parks & Recreation	Zero Turn Mower	Purchase	11,500	11,500	11,500	General Fund
Parks & Recreation	Splash Pad	Purchase	250,000	250,000	250,000	General Fund
Parks & Recreation	Trione Concession - Allocation #2	Purchase	200,000	200,000	200,000	General Fund
Parks & Recreation	Lott Park - Pavilion and Plaza Upgrades/Demolish Building	Purchase	60,000	60,000	60,000	General Fund
	Less: Encumbered Funds - Pavilion		(50,000)	(50,000)	(50,000)	General Fund
Parks & Recreation	Lott Park - Covered Benches - Pickleball Area	Purchase	10,000	10,000	10,000	General Fund
Parks & Recreation	Sports Complex - Playgrounds in Softball and Baseball Area	Purchase	140,000	140,000	140,000	General Fund
Parks & Recreation	Sports Complex - Shade Sails over Picnic Table Area	Purchase	15,000	15,000	15,000	General Fund
Parks & Recreation	Sports Complex - Walking Trails	Purchase	60,000	60,000	60,000	Lodging Fund
Parks & Recreation	Dog Park Additional Upgrades	Purchase	25,000	25,000	25,000	General Fund
Parks & Recreation	Sports Complex - T Ball Field	Purchase	450,000	450,000	450,000	General Fund
Other:						
Community	All Inclusive Park - Additional Allocation	Purchase	200,000	200,000	200,000	General Fund
Schools	High School Baseball Field Upgrades	Purchase	20,000	20,000	20,000	General Fund
OPEB	Transfer to OPEB Fund	Purchase	250,000	250,000	250,000	General Fund
Total New Capital Requests:			4,814,388	4,814,388	3,916,268	

SOURCE OF FUNDS	
General Fund	3,325,268
Capital Reserve	191,000
Four Cent Gas	100,000
Seven Cent Gas	100,000
Ten Cent Gas	200,000
	<u>3,916,268</u>

Summary of FY 2021 New Personnel Funded Requests

Description	Grade & Step		Total Annual Salary	Total Annual Taxes and Benefits	Total Annual Cost	Hire Date	Annualized Cost	FY 2021 Cost
Human Resources:								
Human Resources Intern	\$15/hr	Part Time	15,000	1,197	16,197		16,197	16,197
Police Department:								
School Resource Officer - Virtual School	20P / 1	Full Time	45,056	24,054	69,110	1/1/2021	69,110	50,674
Less: Reimbursement from County			(50,000)		(50,000)	1/1/2021	(50,000)	(50,000)
Patrol: Temporary Corporal Position	22/7	Full	53,224	25,126	78,350		78,350	78,350
Less: Vacant Corporal on Military Leave	22/7	Full	(53,224)	(25,126)	(78,350)		(78,350)	(78,350)
Animal Control - Part Time	11/1	Part Time	20,449	1,806	22,255	1/1/2021	22,255	16,691
			15,505	24,054	19,110		41,365	17,365
Fire Department:								
Fire Station #5 Staffing Consisting of Three Shifts of Firefighter, Medic, and Lieutenant:								
Shift A		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
Shift B		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
Shift C		Full	130,375	71,149	201,524	3/1/2021	201,524	117,556
			391,125	213,447	604,572		604,572	352,667
Public Works Director - Decrease Grade from 38 to 37: Further information to come for addition of City Engineer								
Facilities Administration:								
Facilities Manager	27/12	Full Time	69,202	28,481	97,683	12/17/2020	97,683	73,262
Less: Facilities Director	36/12	Full Time	(92,643)	(32,449)	(125,092)	12/17/2020	(125,092)	(93,819)
			(23,442)	(3,968)	(27,409)		(27,409)	(20,557)
Building Inspection:								
Building Inspector	19/4	Full Time	45,011	23,001	68,012	1/1/2021	68,012	51,009
Recreation:								
(6) Part Time Athletic Program Associates	\$15/Hr	Part Time	54,000	7,911	61,911	1/1/2021	61,911	46,433
Spray Technician	13/4	Full Time	37,627	22,786	60,414	1/1/2021	60,414	45,310
Less: Part Time Public Service Worker	6/1	Part Time	(13,125)	(2,405)	(15,530)	10/1/2020	(15,530)	(15,530)
Tennis Coordinator	19/4	Full Time	45,011	24,118	69,129	6/1/2021	69,129	23,043
Recreation Director	34/2	Full Time	70,907	28,789	99,696	12/17/2020	99,696	74,772
Less: Recreation Manager	28/7	Full Time	(64,813)	(27,690)	(92,502)	12/17/2020	(92,502)	(69,377)
							183,118	104,652
Total Personnel Costs - ALL FUNDS							885,854	521,332

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:ATHLETIC PROGRAM ASSOCIATE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform entry-level specialized work associated with planning, organizing and coordinating community recreational/athletic programs and activities. Athletic Program Associates are responsible for planning, coordination and direction of activity in one or more phases of recreational athletic programming; and exercise of general leadership of athletic activities within the City. Work is performed under the general supervision of the Athletic Coordinator, but the incumbents must exercise judgment and initiative in planning and carrying out work assignments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, organizes, and directs recreational athletic programs and activities such as, but not limited to, youth athletic leagues (football, soccer, basketball, softball, and baseball), physical fitness instruction, and a broad range of other athletic activities and special events.

Assists and works closely with the Athletic Coordinator and/or the Director in planning and organizing city-wide athletic programs or special events.

Assists the Athletic Coordinator in the recruiting and training of necessary personnel and volunteers to carry out facilitation of recreational athletics and special events; aids in recruitment of citizens and organizations for fund raising and publicity involved with recreational athletics programs and activities.

Assists in the logistics of all-recreational athletics and special events.

Assists with facility/equipment set-up for activities and special events.

Coordinates park maintenance/repair work and preparation of ball fields.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Recommends the purchase of proper supplies and equipment for athletic programs and special events facilitated by the Department.

Performs various tasks associated with recreation programs, which may include pumping air into balls/equipment, preparing athletic fields for games, shoveling dirt, and lifting/moving heavy materials; performs equipment maintenance and basic repair; reports damaged equipment and coordinates needed repairs.

Visits various activity sites to monitor or supervise activities.

Prepares or completes various forms, reports, correspondence, brochures, flyers, check requests, refund requests, billing statements, rosters, schedules, purchase orders, rental permits, incident reports, or other documents.

Receives various forms, reports, correspondence, time sheets, registration forms, schedules, accident reports, rental agreements, contracts, invoices, policies, rule books, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data in computer database; verifies accuracy of entered data; makes corrections as appropriate; utilizes word processing, desktop publishing, or other software programs.

Operates a passenger vehicle, truck, or utility cart to transport people and equipment to/from activity sites as needed.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Promotes recreational programs within the community; provides education and information; gives speeches and presentations; prepares/distributes educational materials.

Attends meetings; makes speeches or presentations.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs general housekeeping/maintenance tasks associated with department facilities, which may include cleaning office and work areas, cleaning gym and lobby, cleaning restrooms, cleaning concession areas, or maintaining athletic equipment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 5 to 11 months previous experience and/or training involving recreation/athletic programming, public interaction, personal computer operations, or general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, machinery, bright or dim light, traffic hazards, or toxic agents.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIRECTOR, PARKS AND RECREATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform the professional and administrative work in directing the recreational/athletic programs, Lott Park tennis and pickleball courts; projects and activities of City parks and sports complex; responsible for promotion of City's facilities to attract sporting events.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs, supervises and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Organizes and prioritizes department workload; coordinates work schedules to provide adequate coverage at events; makes work assignments; monitors work in progress and inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Plans, organizes, implements, monitors and evaluates city recreational/athletic programs and activities; evaluates current programs for effectiveness and recommends/implements changes as appropriate; assesses the need for new programs; recommends and implements new programs.

Directs development of quarterly/annual calendar of activities/events for recreation center, parks, and alternate sites; supervises the scheduling of classes, clinics, games, tournaments, practices, field trips, and other activities.

Consults with mayor, city council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Supervises remodeling and/or construction of facilities; coordinates activities with engineers, architects and contractors; prepares bid specifications for projects, materials, and equipment; evaluates athletic bid specifications and bid awards; makes recommendations or selections on vendors to provide athletic equipment.

Coordinates department activities with those of other departments, outside agencies, or others as needed.

Develops and implements departmental budget; monitors expenditures.

Develops, updates, and implements departmental policies and procedures.

Develops and implements long and short-term goals for the department.

Represents the City at local, regional and national athletic events and conferences.

Supervises the selection and scheduling of instructors, referees, umpires, coaches, and other officials; reviews instructor contracts.

Supervises the rental of city recreational facilities to the public.

Supervises and assists in processing of program/activity registrations and refunds.

Supervises accounts receivable; ensures that receipt of moneys, issuance of receipts, balancing of receipts and ledger, preparation of bank deposits, and maintenance of records is in compliance with established standards and procedures.

Oversees department petty cash fund, including dispensing funds, logging expenditures, submitting receipts for reimbursement, balancing fund, and maintaining records.

Performs various tasks associated with recreation programs, which may include assisting with facility/equipment set-up, maintaining athletic equipment, and maintaining fields and concession facilities; operates athletic field maintenance equipment and concession equipment as needed; operates a passenger vehicle or truck to transport people and equipment to/from activity sites as needed.

Visits various activity sites to inspect employees, grounds, center and sites for quality, quantity, condition, work habits, and safety procedures.

Coordinates park maintenance/repair work and preparation of athletic fields.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Oversees creation of quarterly brochures reflecting activities, locations, dates, and times; distributes information to public.

Prepares or completes various forms, reports, correspondence, performance evaluations, brochures, flyers, budget reports, check requests, refund requests, schedules, bid documents, quotes, purchase orders, rental permits, press releases, or other documents.

Receives various forms, reports, correspondence, time sheets, registration forms, schedules, accident reports, rental agreements, contracts, budget reports, purchase orders, check requests, quotes, bid documents, invoices, policies, manuals, reference materials, educational materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains file system of departmental records.

Maintains inventory of departmental equipment and supplies; initiates orders for new or replacement materials.

Operates a personal computer, two-way radio, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with mayor, city council members, employees, other departments, instructors, volunteers, sports officials, students, consultants, the public, officials, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Promotes recreational programs within the community; provides education and information; gives speeches and presentations; prepares/distributes educational materials.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to employees or other departments as needed.

Performs general housekeeping/maintenance tasks associated with department facilities, which may include cleaning office and work areas, cleaning gym and lobby, cleaning restrooms, cleaning concession areas, or maintaining athletic equipment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation, Sports Management, Physical Education, Business Management, or closely related field; supplemented by seven (7) to ten (10) years of experience and/or training involving progressively responsible sports management, physical education, recreational programming, fitness/health, and business administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, vibrations, bright or dim light, or traffic hazards.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:DIRECTOR, PUBLIC WORKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work associated with directing operations and activities of the Public Works Division, including streets/roads, mechanical maintenance, parks, solid waste services, building maintenance, grounds, mowing, janitorial, administration, or other public works functions, to include directing budget administration, project management, and interaction with other government agencies related to areas of assignment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs daily operations and activities of the Public Works Department, including activities pertaining to streets/roads, mechanical maintenance, parks, solid waste services, building maintenance, grounds, mowing, janitorial, administration, or other public works functions.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; ensures department adherence to established safety procedures; monitors work environment to ensure safety of employees and other individuals; develops and implements safety training for employees.

Consults with Mayor, City Council members, City Engineer, Planning Commission, Public Works Committee, Public Safety Committee, local/state/federal government officials, and other officials as needed to review department activities, provide technical expertise and recommendations, resolve problems, and receive advice/direction; consults with City Attorneys regarding legal issues.

Consults with assigned staff to review work requirements, status, and problems; makes work assignments; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with employees, other departments, board/commission members, contractors, developers, architects, engineers, vendors/sales representatives, outside agencies, officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Plans, coordinates, and oversees department projects; review plans with City engineer; provides cost estimates for proposed projects; prepares bid documents and bid tabulations, and recommends project awards; reviews/recommends department staffing requirements; organizes and prioritizes department projects; coordinates department work activities with those of other departments, contractors, state/federal agencies, or others as needed.

Issues Right-Of-Way work permits and ensures compliance with same.

Plans and directs the city's mechanical maintenance program; duties include approving and prioritizing repairs, preparing contracts and bid specification, supervising equipment repairs by contractors and making related recommendations for upgrades and purchase of equipment; oversees maintenance and upkeep of the city's fleet of vehicles.

Plans and directs the building maintenance program for the city; duties include approving and prioritizing building maintenance needs and department requests, overseeing plans for remodeling, renovation and new construction, supervising active projects and completed work, managing custodial and building maintenance contracts.

Acts as the city's representative in matters associated with ADEM, FEMA, Baldwin County Emergency Management Agency, Baldwin County Commission, Alabama State E.M.A., and/or other agencies as required.

Acts as the city's representative concerning federal/state grant and loan programs; applies for grants and insures compliance with grant maker requirements; measure results of program funded by grant.

Serves as the city's Emergency Management Coordinator. Plans and directs emergency response/cleanup operations related to natural disasters such as hurricane, tornadoes, earthquakes, etc.

Researches and designs special studies as requested by the Mayor and City Council.

Coordinates special projects as directed by the Mayor and City Council.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research and makes applicable calculations; analyzes trends; prepares or generates reports.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Develops, presents, and implements departmental budget; monitors expenditures; reviews and approves purchase requisitions and invoices.

Develops and implements long and short-term goals and objectives for the department; monitors progress in achievement of goals.

Prepares or completes various forms, correspondence, reports, performance evaluations, budget proposals, work orders, cost estimates, specifications, bid documents, studies, analyses, press releases, and other documents.

Receives various forms, reports, work orders, time cards, invoices, purchase orders, work orders, cost estimates, construction estimates, specifications, inspection reports, budget reports, legal opinions, engineering plans, architectural drawings, manuals, code books, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, handheld GPS, two-way radio, personal computer, general office equipment, digital camera, transit, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Monitors inventory of department equipment and supplies; prepares equipment bid specifications; initiate orders for new or replacement materials.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Attends meetings, hearings, and community events; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of

new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or closely related field; supplemented by six (6) to nine (9) years previous experience and/or training that includes civil engineering, public works administration, project management, fleet management, budget administration, and personnel management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License. Must possess and maintain valid Qualified Credentialed Inspector (QCIP) certification. Must possess and maintain valid Stormwater Best Management Practices certification. Must possess and maintain valid Emergency Operations Center Management & Operations certification. Must possess and maintain current valid State of Alabama Notary Public Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or traffic hazards.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: HERBICIDE SPRAY TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform manual work functions associated with the application of herbicides, pesticides and fertilizers in one or more of the following areas: roadsides, parkways, rights-of-ways, ditches, easements, ornamental plants, and/or athletic fields

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for the application of herbicides, pesticides, chemicals, and fertilizers in one or more of the following areas: roadsides, parkways, rights-of-ways, ditches, easements, ornamental plants, and/or athletic fields.

Prepares job site for chemical application including, but not limited to, identifying vegetation, determining the correct mix of chemicals to apply, determining the type of spraying equipment to utilize, checking weather conditions, and possibly notifying area owners.

Prepares chemicals; calculates the correct percentage of chemicals needed; calibrates the chemicals/water.

Plans and oversees the maintenance of athletic fields; schedules application of fertilizers, fungicides, insecticides, and herbicides.

Performs herbicide and pesticide application through the operation of the appropriate mechanical equipment; calibrates computerized and manual chemical spray equipment; assesses program effectiveness resolves problems; ensures proper safety procedures are followed.

Provides in-service training for employees/workers in department procedures, including worker safety protection standards, chemical applications, and EPA-approved methods of chemical applications.

Performs manual work functions and operates equipment associated with various city departments and functions as assigned, which may include maintenance of city parks, recreation facilities, grounds areas, or other areas of assignment.

Performs manual tasks associated with landscaping, groundskeeping, and maintenance of city parks/recreation facilities, which may include grading ballfields, dragging ballfields, raking ballfields, sweeping bases, setting up tents/tables for functions, assembling playground equipment, installing/erecting park equipment, planting trees/shrubs, forming and maintaining flowerbeds, controlling mosquitoes, applying fertilizer, installing/maintaining irrigation systems, laying sod, mowing grass, edging walkways, edging/trimming sports fields and landscaped areas, mixing/applying pesticides and herbicides, emptying trash receptacles, disposing of litter/trash, raking leaves, digging holes/trenches, shoveling materials, and lifting/moving heavy materials.

Assists in setting up special events/activities; installs, erects, or hangs holiday decorations; assists with traffic control and litter pickup.

Maintains inventory of equipment, materials, and supplies; acquires, distributes, issues and disposes of chemicals; assures that proper safety precautions are in place for storage.

Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a dump truck, boom truck, front end loader, backhoe, tractor, tiller, bush hog, mower, weed eater, edger, blower, chain saw, saw, axe, shovel, rake, spraying equipment, and mechanic tools.

Transports, loads and unloads various materials and equipment used in projects.

Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop and work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains accurate daily records of areas sprayed in compliance with EPA regulations.

Prepares or completes various forms, correspondence, reports, time cards, maintenance reports, spray records, and other documents.

Receives various forms, reports, maintenance reports, work orders, diagrams, maps, manuals, chemical data sheets, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by at least 2 years previous experience and/or training involving equipment operation, manual labor, landscaping/groundskeeping, and/or herbicide spray operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License, and must possess and maintain, or obtain, a valid State of Alabama commercial/custodial applicators license within 6 months of hire. May require possession and maintenance of a valid IMSA Work Zone Safety certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signature

Date

Printed Name

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TENNIS FACILITY COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operation of a publicly owned tennis and pickle ball facility including scheduling courts, maintaining calendar, assisting with lessons, tournaments etc. and general maintenance of tennis facility. This position reports to Director of Parks and Recreation.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Schedule use of tennis, pickle ball courts, bocce courts; make reservations, and maintain calendar; schedule and coordinate the use or rentals of courts and/or equipment with leagues.

Responsible for ensuring the observation of facility during scheduled use of court; enforce and explain all facility rules and regulations including rules concerning dress, conduct and equipment.

Responsible for maintaining supplies for the operation of Lott Park; cleans and maintains facilities as necessary, makes sure courts are free of debris and standing water before allowing players on courts; general oversight of Lott Park and activities.

Responsible for coordinating tournaments, camps, and special events; provide additional support as necessary for leagues and tournament play.

Manages relationships with third party vendors, providers, and programs, and ensures compliance pursuant to city policy.

Makes recommendations on tennis program facilities rules and policies; provide tennis instructions in accordance with City direction; responsible for facility rentals for tournaments and tennis lessons at Lott Park.

May be responsible for maintaining inventory, cash receipts, reconciliation associated with any tournaments or lessons the City may choose to implement at Lott Park.

Answers phone, emails and provides information to the public; update web and social media related to program activities and calendars.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; previous experience as Tennis coach or instructor preferred; must have knowledge of Tennis match strategy; must know tennis curriculum given by USTA; supplemented by 2 or more years participating, supporting and/or coordinating public tennis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or traffic hazards.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. © **The Archer Company, LLC**