



EMPLOYEE HANDBOOK

Town of Smyrna

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January 1, 2023

Town of Smyrna Employees,

The Town Council welcomes you to our employee family. Smyrna is a great place to live and work because of the services provided by employees like you. We want to thank you for the contributions you have made and will make toward the high quality of life for our Citizens. It is our employees who provide the quality services that our Citizens have come to appreciate and deserve. This handbook is a summary of principles we stand by, the benefits which are provided for you and your family, and the responsibilities you assume as an employee.

It is an honor to welcome you as an employee of the Town of Smyrna. We take pride in our Town's success and progress. We hope that you share in this pride. We trust that your association with the Town of Smyrna will be meaningful to you, your family and the Town.

Sincerely,

Smyrna Town Council

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The Philosophy Under Which We Work

It is the intent of the leadership of the Town of Smyrna to treat all people – our employees, our citizens, visitors and the business community with respect, dignity, and understanding. The reason our organization exists is to provide excellent services to the Citizens of the Town of Smyrna.

Our Employees

You are the most valuable asset the Town of Smyrna can have. As an employee, you represent the Town of Smyrna and your fellow employees. The Town of Smyrna pledges to you, its loyal employees, to provide excellent pay, good benefits and a safe working environment.

Our Citizens

Every action we take is in order to fulfill the goal to provide efficient and effective services to the community at reasonable costs. In your contacts with our citizens, you represent the Town and each one of your fellow employees. Our Citizens and each of your fellow employees deserve respect, dignity and understanding. Your attitude and actions can strengthen each of us or can quickly turn those whom we serve against us.

Remember these things:

- Our Citizens are dependent on us and deserve friendly, courteous treatment.
- Our Citizens are our customers, if you cannot help them, find someone who can.
- Our Citizens are not an interruption they are the reason we are employed.

Our Guiding Principles

WE WILL...

1. Base Every Action on the Well-Being and Security of All Citizens
2. Demonstrate Excellence in Customer Service
3. Treat Each Member of Our Organization with Respect
4. Be Innovative
5. Be Financially Responsible
6. Embrace a Mentoring Mindset

Employee Policies

The purpose of these policies is to establish a high degree of understanding, cooperation, efficiency, and unity among Town employees which comes from a systematic application of good procedure in Human Resources administration, and to provide uniform policies for all employees, with all the benefits such a program insures without regard to race, sex, age, national origin, creed, ancestry, disability, genetic information, or political affiliation.

The fundamental objectives of good Human Resources administration to be achieved by these policies are:

- To promote and increase efficiency and economy among employees of the Town of Smyrna.
- To provide fair and equal opportunity to all qualified individuals on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection.
- To develop a program of recruitment and advancement which will make employment with the Town attractive as a career and encourage each employee to render the best service.
- To establish and maintain a uniform plan of evaluation and compensation.
- To establish and promote high morale among the employees by providing good working relationships, a uniform personnel policy, opportunity for advancement, and consideration for employee needs and desires.

These policies shall be administered by the Town Manager, or his designee, under the direction of the Town Council and in conformity with Charter provisions and applicable law.

Violations of any policy contained in this handbook may result in disciplinary action, up to and including termination of employment.

Handbook Not a Contract for Employment

This Handbook is a guide for the Town and its employees and is not a contract of employment. This Handbook supersedes any and all prior handbooks. The Town of Smyrna reserves the right to modify, revoke, suspend, terminate, or change any and all such plans, policies or procedures, in whole or in part, with or without notice. The language in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the Town and any one or all of its employees. Furthermore, the handbook language does not create, for any employee, a property right to employment.

Employment at Will

Employees are employed at the will of the Town and are subject to termination at any time, for any or no reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

No Town representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not authorized to make any representations to employees or applicants concerning the terms or conditions of employment with the Town which are not consistent with Town policies. No statement made in pre-employment interviews or discussions, or in recruiting materials of any kind, may alter the at-will nature of employment or imply that discharge will occur only for cause.

Statements of specific grounds for termination set forth in this manual or in any other Town documents are examples only, not all-inclusive lists, and are not intended to restrict the Town's right to terminate at-will.

The conferral of regular status upon temporary/seasonal employees does not change an employee's status as an employee-at-will or in any way restrict the Town's right to terminate such an employee or change the terms or conditions of employment.

Equal Employment Opportunity

It is the policy of the Town of Smyrna that all persons are entitled to equal employment opportunity regardless of race, creed, color, religion, sex, national origin, age (40 and over), disability (including physical, mental or visual or use of a guide animal), ancestry, genetic information, lawful, off-duty use of tobacco products, affiliation or refusal to affiliate with a union or other employee organization, or membership in the Tennessee National Guard, or any other lawfully protected classification. In complying with the provisions of all applicable state and federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors. Additionally, the Town of Smyrna will provide promotional and advancement opportunities in accordance with this policy.

Employees are prohibited from engaging in unlawful discriminatory practices or harassment involving co-workers or visitors. If you have knowledge of any discriminatory practice, you should promptly report the incident to the Human Resources Director or to the Town Manager, who will investigate the matter and take appropriate action. Employees who make such reports in good faith will not suffer retaliation.

Title VI

Title VI is intended to prohibit discrimination on the basis of race, color, or national origin in federally assisted programs. Federally assisted programs are programs that are partially or

fully funded by money from the federal government. If federal money is used to provide services to the citizens of a given area, then Title VI requires those services be rendered in a nondiscriminatory manner.

The Town and its employees are expected to provide service to our citizens in a manner that does not discriminate against others based on the ground of race, color, or national origin.

Additionally, the Town does not discriminate against anyone with limited English proficiency. Appropriate steps should be taken to ensure that all individuals will be able to communicate with members of our staff either through the use of a department-designated interpreter or the Town's telephonic language line service. Employees that need additional information about these services should contact the Human Resources Department.

The Human Resources Director serves as the Title VI Coordinator and is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

Unlawful Harassment

The Town of Smyrna is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Town maintains a strict policy prohibiting sexual harassment or any other harassment based on a protected class such as race, color, disability, national origin, creed, ancestry, age, sex, religion, genetic information, or any other lawfully protected classification. All forms of harassment are strictly prohibited.

Sexual Harassment

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client, vendor, visitor, or customer.

Any sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory employees, is prohibited. This includes, but is not limited to:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates)
- Offers of employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings
- Physical conduct: touching, assault or impeding or blocking normal movements
- Retaliation for making reports or threatening to report sexual harassment.
- The Town strongly discourages consensual romantic or sexual involvement between employees where there is a supervisor-subordinate relationship between the employees. This includes both direct and indirect supervision.

Other Forms of Harassment

Any of the above-referenced conduct which is based on another legally protected status, including race, age, religion, national origin, creed, ancestry, color, genetic information, or disability may also constitute unlawful harassment and is strictly prohibited by the Town. For example, derogatory or degrading remarks, comments, jokes, threats, or slurs based on an employee's protected status, visual and/or written conduct including derogatory posters, photographs, calendars, objects, websites, emails, text messages, gestures, or pictures based on an employee's protected status, or physical conduct including assault, unwanted touching or blocking normal movement because of an employee's protected status is strictly prohibited. Any questions regarding what type of conduct constitutes harassment should be directed to the Human Resources Director or Town Manager.

Any employee who believes he or she has been the subject of harassment or retaliation due to his or her sex, race, religion, national origin, creed, ancestry, color, disability, genetic information, or any other lawfully protected classification, or is aware that any other employee is being harassed, is required to report the conduct immediately to the Human Resources Director or the Town Manager.

Complaints can be made verbally, or in writing. Employees are encouraged, but not required, to communicate to the offending person that his/her conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint of harassment or retaliation must immediately report the allegation to the Human Resources Director.

The Town will initiate a thorough and objective investigation of the complaint. An employee's complaint will be kept confidential to the extent possible and permitted by law. Retaliation in any form against any employee who brings a good faith harassment complaint is strictly prohibited and will subject the retaliating employee to discipline, up to and including termination.

If the facts support such a complaint, appropriate disciplinary action will be taken, up to and including termination. During any investigation, the Town may take any temporary action necessary to prevent further harassment until the investigation is completed and final action can be taken.

Anti-Bullying Policy

Abusive conduct in the workplace can cause decreased productivity, employee absenteeism, and may lead to more violent behavior. The purpose of this policy is to communicate to all employees, including supervisors, managers and directors, that the Town of Smyrna will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Definition

The Town of Smyrna defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious. Additionally, any unwelcome verbal, written or physical conduct that either degrades or shows hostility or aversion towards a person that applies to the following will not be tolerated.

- (1) Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- (2) Has the purpose or effect of unreasonably interfering with an employee's work performance
- (3) Affects an employee's employment opportunities or compensation

Such behavior violates The Town of Smyrna's Guiding Principles and Code of Conduct, which states that all employees will be treated with respect. Employees should co-operate with preventative measures introduced by supervisors and recognize that a finding of

unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

Additionally, supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important.

The Town of Smyrna considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive, derogatory, and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

Non-verbal bullying: Non-Verbal threatening gestures; glances that can convey threatening messages

Exclusion: Socially or physically excluding or disregarding a person while at work or in work-related activities

Cyber bullying: Using any electronic communication device at work, after hours, or at home to bully another employee through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, apps and websites.

Evidence of bullying may include but is not limited to the examples below:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Consistently not allowing a person to speak or express him or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.

- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings they would normally be involved in.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property). The sabotage or undermining of an employee's work performance in the workplace

Abusive conduct does not include:

- Disciplinary procedures in accordance with adopted policies of the Town of Smyrna
- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns

Reporting

Employees: Any employee who feels he or she has been subjected to abusive conduct, witnesses, or is made aware of abusive conduct is encouraged to report the matter in accordance with the Town's Open-Door Policy.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations and any witnesses. Formal complaints should be documented in writing, but are not required to be in writing.

Supervisors: Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to the appropriate authority. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant.

Retaliation

Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

Work Place Violence

The Town has a strong commitment to its employees to provide a safe, healthy and secure work environment. The Town also expects its employees to maintain a high level of productivity and efficiency. The presence of weapons and the occurrence of violence in the workplace during working hours or otherwise are inconsistent with these objectives. While the Town has no intention of intruding into the private lives of its employees, it expects all employees to report on the worksite without possessing weapons, with the exception of law enforcement officers in the course and scope of their employment, and to perform their job without violence towards any other individual. The Town expects all of its employees to work in a manner so that they can perform their duties in a safe and productive manner. Therefore, the Town has adopted and maintains this Policy on Workplace Violence.

Prohibited Activities

The Town specifically prohibits the following and will routinely discipline an employee up to and including discharge for any of the following:

- Conviction under any criminal statute related to firearms or using any weapon in the commission of a violent act against a person or the property of another.
- Refusing to participate in an investigation pertaining to allegations or suspicion that violence has or is likely to occur, or an investigation pertaining to the carrying of a weapon by the employee or a co-worker.
- Verbal or physical threats, threatening gestures, or statements, including those intended or perceived to be made in jest.
- Fighting, assault, or battery.

Reporting Incidents of Violence

All employees are expected to comply with and support this policy. Employees should immediately report any threat or act of violence immediately to their supervisor or any member of management.

Weapons in the Workplace

The Town generally prohibits the presence or use of firearms and other weapons on the Town property, regardless of whether or not the person is licensed to carry the weapon. However, in compliance with Tennessee law, the Town does not prohibit employees who lawfully possess firearms from transporting or storing their firearms or ammunition inside their locked, privately-owned vehicles in the Town's parking lots or other parking areas provided by the Town. Such lawfully possessed firearms and ammunition must be stored in a place hidden from ordinary observation when the employee is in the vehicle or locked in the vehicle's trunk, glove box or interior, or in a container securely affixed to the vehicle, if the employee is not in the vehicle. The firearms or ammunition may not be removed from the employees' personal vehicle or displayed to others. The Town Manager may grant exemptions to this policy when deemed appropriate or applicable.

Safety

The Town of Smyrna is committed to providing a healthy and safe work environment for our employees. In an effort to meet this commitment, we must ensure a working environment that motivates and supports all employees in their efforts to achieve zero work-related injuries and illnesses. The Town of Smyrna continues to strive to develop and maintain a well-trained, informed and competent workforce through providing clearly stated rules, work instructions and proper equipment to safely complete all jobs.

All departments will actively participate in all applicable safety programs and will encourage their employees to abide by the guidelines. Employees are obligated to comply with departmental safety rules, policies and procedures. It is the Town's belief that no job is so important and no service so urgent, that the employees cannot take time to perform their work safely and in a conscientious manner. Working together, we can make The Town of Smyrna a safe place to work.

Every Town of Smyrna employee has an individual responsibility to abide by the following guidelines:

- Use good judgment at all times. You are responsible for your own safety and for exercising care to prevent injury to co-workers and the general public.
- Know and follow all health and safety rules, policies, and procedures for your department
- Maintain a safe work environment through acting responsibly and not placing yourself or any coworker at risk while doing your job.
- Report all accident, injuries and illnesses to your supervisor immediately, regardless of how minor they seem at the time.
- Report unsafe conditions and equipment to your supervisor immediately. Do not operate any equipment if it is known to be in an unsafe condition.

- Properly use all safety equipment provided for the area in which you are working.
- Do not improvise or sacrifice safety for the sake of work. Be certain that all instructions are clearly understood before starting any job or task.
- Know the hazards of the materials and equipment you work with and follow the specified precautions. Seek assistance and direction in the use of any unfamiliar piece of equipment or tool.
- This Safety Policy applies to all employees of each department, whether seasonal, part-time or full-time.

Drug Free Workplace

The Town of Smyrna recognizes that the use and abuse of drugs and alcohol in today's society is a serious problem. It is the intent of the Town to provide all employees with a safe and secure workplace in which each person can perform his/her duties in an environment that promotes individual health and workplace efficiency. Employees of the Town are public employees and must foster the public trust by preserving employee reputation for integrity, honesty, and responsibility.

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the Town has adopted a drug and alcohol testing policy. This policy is intended to comply with the: Federal Drug-Free Workplace Act of 1988, which ensures employees the right to work in an alcohol- and drug-free environment and to work with persons free from the effects of alcohol and drugs; Federal Highway Administration (FHWA) rules, which require drug and alcohol testing for persons required to have a commercial driver's license (CDL); Federal Department of Transportation (DOT) rules, which include procedures for urine drug testing and breath alcohol testing; and the Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, pipeline, commercial marine, and mass transit industries. Town policy provides for pre-employment, transfer/promotion, reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and alcohol testing.

It is the policy of the Town of Smyrna that the use of drugs by its employees and impairment in the workplace due to illegal drugs, abused or non-prescribed prescription drugs, and/or alcohol are prohibited and will not be tolerated. Engaging in prohibited and/or illegal conduct may lead to termination of employment. Prohibited and/or illegal conduct includes but is not limited to:

- Use of alcohol or drugs within eight hours following an accident (incident) if the employee's involvement has not been discounted as a contributing factor in the accident (incident) or until the employee has successfully completed drug and/or alcohol testing procedures

- Being on duty or performing work in or on Town property while under the influence of drugs and/or alcohol
- Engaging in the manufacture, sale, distribution, use, or unauthorized possession of (illegal) drugs or other unlawful intoxicants at any time and of alcohol while on duty or while in or on Town property
- Refusing or failing a drug and/or alcohol test administered under this policy
- Providing an adulterated, altered, or substituted specimen for testing
- Use of alcohol within four hours prior to reporting for duty or use of alcohol while on-call for duty

“Illegal drugs” means all drugs whose use or possession is regulated or prohibited by federal, state or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. The Town will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana.

The Town’s policy does not preclude the appropriate use of legally prescribed medication that does not adversely affect the mental, physical, or emotional ability of the employee to safely and efficiently perform his/her duties. An employee taking medication should consult with a health care professional or review dosing directions for information about the medication’s effect on the employee’s ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. The Town reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. The Town will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

This section of the Employee Handbook is merely a recitation of the Town’s general policy statement prohibiting the illegal use of drugs and alcohol. The complete policy will be distributed to all Town employees and copies are maintained by the Town’s legal department.

Open Door Policy

We want you to be successful in your employment. We want you to know that our door is always open to you. We strive to foster a work environment in which employees are comfortable asking questions.

If a problem involves unlawful harassment or illegal activity, employees shall immediately report concerns to the Human Resources Manager or Town Manager. In all other cases if a problem cannot be resolved among co-workers, employees are expected to:

1. Discuss the problem or complaint with your immediate supervisor.
2. If the problem is not resolved, submit a written statement to the Department Head or Director. A statement should detail the problem including actions the employee feels should be taken. This statement should be signed and dated.
3. If the problem is still not resolved, then submit the circumstances of your complaint to the Human Resources Manager in writing.
4. Finally, if you are not satisfied with the answer you receive in the third step, please submit your problem or complaint in writing, to the Town Manager who will advise you of a final decision.

Code of Conduct & Ethics

The Town of Smyrna finds that the proper operation of democratic representative government requires that Town employees be independent, impartial, and responsible to the people; that government decisions be made in the proper channels of the government's structure; that public office not be used for private gain; and that the public have confidence in the integrity of its government. Toward that objective, the Town has adopted this handbook policy, and has further enacted a Code of Ethics within the Town of Smyrna Municipal Code, Title I, Chapter 5.

Professional Conduct

All employees shall conduct themselves in a professional and decent manner while on duty, while operating city vehicles, and/or while wearing or displaying any item that indicates an affiliation with the Town. This policy also applies to employees that identify themselves as Town employees on any blog, social network site, or webpage whether in text or by images.

Ethical Standards and Prohibited Activities

To avoid becoming involved or implicated in a conflict of interest or impropriety or an appearance of conflict of interest or impropriety, all Town employees shall follow the Code of Ethics contained in the Town of Smyrna Municipal Code. Questions related to the Code of Ethics and requests for ethics opinions may be obtained from the Town Attorney. For clarification and as applicable, immediate family members include an employee's spouse, children, step-children, parents, step-parents, siblings, and grandparents.

Additionally, all employees shall follow the ethical guidelines below:

- An employee of the Town shall not, except for compensation provided by the Town, use his or her office or confidential information received in an official capacity for any private purpose, including, without limitation: commercial purposes, financial gain, present or future employment or gain for himself or herself, a member of his or her immediate family, or business with which he or she is associated.
- Town employees and members of their immediate family may not receive anything of value based on any agreement, understanding, or implication that the official action of any Town employee would be influenced or determined by it.
- A Town employee, in his/her relationships with any person, may not use the power or authority of his/her office or position in a manner intended to induce or coerce another person to provide, directly or indirectly, anything of value that will accrue to the private advantage, benefit, or economic gain of the official, employee, or any other person. As used in this subsection, the term “private advantage, benefit, or economic gain” means advantage, benefit, or economic gain distinct from that of the general public or not resulting naturally from lawful and proper performance of duties.
- No employee may use his/her official influence to assist any person for compensation, other than as done in the course of assigned duties and responsibilities, before a governmental body, public official, or public employee.
- No Town employee may render or agree to render any personal, non-official services in connection with the acquisition by any governmental body of an interest in real or personal property.
- No Town employee may share, in any way, in the compensation or in anything of value received by another person in respect to any transaction in which Town employees and public officials are prohibited from engaging.
- No Town employee may accept anything of value, other than compensation provided by law, for rendering services for which he or she is compensated.
- No Town employee may retaliate against any person as a consequence of that person’s having made a report of violation of this policy in good faith.
- No Town employee or public official may knowingly and intentionally induce anyone to violate the provisions of this Handbook.
- No Town employee may engage in any act, in addition to those listed above, which creates a conflict of interest or impropriety, or an appearance of a conflict of interest or impropriety, with the performance of his or her official duties.
- No Town employee or members of their immediate family shall participate or bid on property declared to be surplus by the Town Council, if the employee was involved in the recommendation for the property to be declared as surplus.

Political Activity

Nothing in this section is intended to prohibit any Town employee from privately expressing his/her political views or from casting his/her vote in all elections.

In addition to any restriction contained in the Town Charter, employees, while on duty, in uniform, or on Town property, are prohibited from participating in the following political activities:

- Directly or indirectly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for a candidate for public office.
- Organizing, selling tickets to, promoting or actively participating in a fund-raising activity of a candidate for Town office.
- Taking an active part in managing the political campaign for a candidate for public office.
- Soliciting votes in support of or in opposition to a candidate for public office (except when such activity takes place at a polling place located on Town property and the employee is off-duty and not in uniform).
- Acting as a recorder, watcher, challenger or similar officer at the polls on behalf of a candidate for public office (except when such activity takes place at a polling place located on Town property and the employee is off-duty and not in uniform).
- Driving voters to the polls on behalf of a candidate for public office (except when such activity takes place at a polling place located on Town property and the employee is off-duty and not in uniform).
- Endorsing or opposing a candidate for public office in a political advertisement, broadcast, campaign literature, or similar material.
- Addressing a rally or similar gathering of the supporters or opponents of a candidate for public office.
- Wearing campaign buttons, pins, hats or other similar attachment, or distributing campaign literature in support or opposition to a candidate for public office (except when such activity takes place at a polling place located on Town property and the employee is off-duty and not in uniform).

The Town Manager may grant a Town employee a leave of absence to become a candidate for any office other than an elected position for the Town Council. No employee shall become a candidate for elective office of the governing body of the Town of Smyrna. If elected to a full-time position outside of the Town, i.e., Sheriff, County Mayor, etc., or for a non-legislative position of public office for the Town of Smyrna, the employee must resign his/her Town position.

Acceptance of Gratuities

No employee may accept any money or other consideration or favor from anyone other than the Town for the performance of an act he/she would be required or expected to perform in the regular course of his/her duties; nor may any employee accept, directly or indirectly, any gift, gratuity or favor of any kind that might reasonably be interpreted as an attempt to influence his/her actions with respect to Town business. Certain gratuities, however, as defined and permitted in the Town of Smyrna Ethics Ordinance, may be considered incidental and therefore may be accepted. Questions related to the acceptance of gratuities should be directed to the Town Attorney.

Business Interests

No employee of the Town may have any financial interest in the profits of any contract, service, or other work performed by the Town; or personally profit directly or indirectly from any contract, purchase, sale, or service between the Town and any person or company; or personally, or as an agent, provide any surety, bail, or bond required by law or subject to approval by the Town Manager. No employee may accept any free or preferred services, benefits, or concessions from any person or company that might reasonably be interpreted as an attempt to influence his/her actions with respect to Town business.

No Town employee shall enter into a contract with the Town, or perform any work or function under any contract with the Town, if he has a direct or indirect interest in the contract.

Unacceptable Conduct/Corrective Action

The Town expects each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the Town. If you have any questions concerning any work rule, or any of the unacceptable activities listed, please see the Human Resources Director for an explanation.

Generally, the Town uses a disciplinary procedure that may include a verbal warning, a written warning, disciplinary suspension, and discharge. However, there may be cases where certain steps may be bypassed in favor of more serious discipline befitting the offense, including immediate dismissal from employment. Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal. This list is not intended to describe every possible offense but merely provides examples of conduct serious enough to warrant disciplinary action up to and including termination.

The following actions shall be considered cause for discipline, up to and including discharge:

- Poor attendance, leaving early, or tardiness
- Absence from work without properly notifying your supervisor

- Failure to report for work the first regular working day following the end of a leave of absence
- Quitting work before scheduled or allowed time; or failure to begin work at scheduled time
- Horseplay, fighting, and intentionally defacing or damaging Town property
- Altering, falsifying, copying, tampering with time records, or recording time on another employee's time record
- Misrepresentations, falsifications or material omissions in any of the information contained in the employment application
- Dishonesty in communications and/ or actions in your duties with the Town of Smyrna
- Violation of the Town's safety policy and or departmental safety policies & procedures
- The use of profane, threatening or abusive language or intimidating, restraining, coercing or interfering with the rights of any individual
- Insubordination; refusal to perform or carry out orders
- Violation of the Town's Workplace Violence Policy
- Violation of the Town's Drug Free Workplace Policy
- Attempting to obtain accident benefits, unemployment compensation, workers' compensation, or other benefits through fraud or deception
- Falsification of any Town, State, or Federal record or document
- Violation of the Town's harassment policy
- Violation of the Town's Personal Telephone Calls and Facsimiles policy
- Unauthorized use of Town vehicles
- Excessive and inappropriate use of Town e-mail and Internet Systems
- Working for another employer or self-employment while on duty or on an approved leave of absence.
- Unauthorized overtime work
- Failure to satisfactorily perform job duties, follow departmental guidelines, and or policies / procedures
- Damage, theft, destruction, unauthorized use of Town property
- Failure to call or report to work for two (2) consecutive days
- Failure to work overtime as required
- Engaging in criminal conduct
- Violation of the Town's cellular telephone, email or internet usage policies
- Sleeping while on duty
- Remaining in or returning to your work area when not scheduled for work
- Violation of the Town's Computer Use Policy
- Violation of any of the Town's policies or procedures including not fulfilling your job duties

This list is not intended to describe every possible offense but merely provides examples of conduct serious enough to warrant disciplinary action up to and including termination. Notwithstanding this list, all employees remain employed "at will."

Compensation

Employment Categories

It is the intent of the Town to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Town.

Full-Time Employee

A regular full-time employee is an employee who regularly works a minimum of thirty (30) hours per week (or 2 shifts, 24 hours on duty, in the case of fire fighters) and is not hired for a specific project, duration and/or season.

Part-Time Employee

A regular part time employee is an employee who regularly works less than an average of thirty (30) hours per week. Part time employees typically do not receive any employee benefits other than those required by law (e.g., unemployment and workers' compensation benefits).

Seasonal Employee

A seasonal employee is an individual whose work assignment is expected to be of limited duration not to exceed four (4) months. A seasonal employee is not guaranteed employment for the duration of his or her expected work assignment. Seasonal employees typically do not receive any employee benefits other than those required by law (e.g., unemployment and workers' compensation). Seasonal employees do not have a cap on the number of hours worked but are subject to Fair Labor Standards Act in regards to overtime wages.

Each employee is designated as either NONEXEMPT or EXEMPT for federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay or compensatory time for hours worked in excess of 40 hours in a given week under the specific provisions of federal and state laws. Exempt employees are compensated on a salary basis and are not entitled to overtime pay or compensatory time. An employee's exempt or nonexempt classification may be changed only upon written approval by the Town Manager.

Exempt Employees

Certain employees are classified as exempt employees in accordance with the Fair Labor Standards Act. Exempt employees are entitled to a predetermined amount of pay for each week of work and are entitled to receive such pay for each week in which he or she performs any work. This pay is not subject to reduction because of variations in the quality or quantity

of the work, other than for full day absences or other similar deductions authorized by federal law. It is against Town policy for any deductions to be made from such salary for any unauthorized reason. Of course, the law does allow deductions for certain applicable federal, state, and local income taxes, for example.

Non-Exempt Employees

Overtime: Non-exempt employees are prohibited from working overtime hours without prior approval of the department head or supervisor. Overtime is earned after an employee works 40 hours in a work week. (*Special Rules may apply to Police and Fire*). Overtime is paid at one and half times the employee's regular rate of pay for each hour worked over forty (40) hours in a work week. Please note when a work week includes a paid Holiday in which the employee does not work or an employee uses PTO or Paid Family Leave for time off, those days do not count as time worked and therefore are not included in the computation for overtime. Employees must actually work more than 40 hours to accrue overtime. Each department will attempt to provide employees with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible and employees are expected to work overtime when requested.

Compensatory (Comp) Time: Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all other state and local government employees may accrue up to 240 hours.

For all practical purposes comp time is the same as overtime but instead of being paid for hours over 40 in a work week employees may request to bank that time to be used in the future. Comp time can only be accrued if an employee works more than 40 hours in a work week and must be approved by a supervisor.

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a 'reasonable period' after making the request if it does not 'unduly disrupt' the operations of the Town.

General Guidelines:

- The Town is permitted to grant comp time in lieu of overtime. However, the decision to grant comp time vs. overtime is at the Town's discretion and not the employees.
- Comp Time is not earned until the employee has worked more than 40 hours in a workweek.

- (a) Daily On-Call Pay, in accordance with our on-call policy, does not count towards hours worked and therefore may not be rolled into comp time.
- (b) For those employees working 37.5 hours per week, time worked in excess of an employees' normal work week but short of 40 hours may not be rolled into comp time.
- Employee with sufficient PTO balances in excess of 400 hours should not accrue Compensatory time but should instead be paid overtime.
- Timesheets will default to Overtime for hour worked over 40. An employee may request overtime be accrued as comp time instead but will require supervisor approval to roll into Comp time.
- The Town Manager at his discretion may permit employees to be earn compensatory time in lieu of overtime outside these guidelines on a case-by-case basis.

On-Call Pay

As a condition of their employment with the Town, certain Town employees will be required, generally on a rotating basis, to stand by to be called into work after hours when needed. When assigned such duty, non-exempt employees shall be entitled to on-call pay as described below. On-call time shall not be counted toward hours worked for overtime or compensatory time purposes. Employees who are on-call shall be available for contact by phone and/or pager provided by the Town. Employees subject to on-call service are required to live within a designated distance or timeframe from the Town. This designation will be determined by each department based upon operational needs of the department. The specific designation will be referenced in job descriptions for those positions subject to being on-call.

Non-exempt employees will receive one (1) hour straight-time pay while on-call during a weekday, and two (2) hours straight-time pay while on-call on weekend days, and three (3) hours straight time on Town observed holidays, in addition to any call-in pay earned. If a non-exempt employee is called in to work while on-call during the week or the weekend, the employee will be paid one and one-half times his or her regular hourly rate worked at the jobsite in addition to any on-call pay. Any employee that is called into work on a Town observed holiday will be paid two times his or her regular hourly rate worked at the jobsite in addition to any on-call pay. An employee on-call cannot be engaged in any other employment or self-employment activities while on-call.

Call-In Pay

From time-to-time, Town employees may be required to return to the Smyrna area to answer emergency calls. When a non-exempt employee, after departing from his or her regularly scheduled work place, reports back to work for emergency service after hours, the Town will pay him or her a minimum of one hour's wage at his/her regular rate of pay from the time

he/she begins work at the worksite until the time he/she leaves the worksite. Each non-exempt employee called in on a weekday or weekend will be paid one and one-half times his/her regular hourly rate while on call-in duty. An employee called in on a Town observed holiday will be paid two times his regular hourly rate while on call in duty. Note: If in an “on-call” status your pay is determined by the on-call pay policy not the call-in pay policy.

Time Records/Paychecks

Each non-exempt employee is responsible for keeping accurate time records. Falsification of time records will result in immediate termination of employment. Employees are to be clocked into work while performing their job duties. “Off the Clock” work is prohibited.

Although the Town takes every precaution to avoid errors in your paycheck, at times errors can occur. If you believe that a deduction has been taken from your salary improperly (one not allowed by law) or that the amount paid does not accurately reflect your total hours worked or salary, promptly report in writing the error you believe occurred to the Director of Finance. The Town will obtain the correct information for you. If an error is found, the adjustment will be made, along with our continued commitment to avoid such error in the future. The Town complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by the Town, even if the reports do not reveal any errors or wrongdoing.

Classification Plan

Pursuant to the provisions of the Town Charter, the Town Council is required to adopt and maintain a classification plan which includes a complete inventory of all positions in the Town government’s service. If you would like to review a copy of this classification plan, you may do so in the Human Resources Department.

Compensation Plan

Under the terms of the Town Charter, the Town Council is required to adopt and maintain a compensation plan consisting of the rates of pay for each job classification. Town employees will be paid within the compensation range established for their particular position. The Town strives to maintain a fair and equitable pay plan for its employees. In order to meet this objective, the Town will employ various pay practices to remain competitive in our market (ie COLA, salary studies, etc). However, it is within the Town Manager’s sole discretion to determine each employee’s individual wages within that range. If you would like to review a copy of this plan, you may do so in the Human Resources Department.

Merit Raises

The Town may consider merit increases for employees based on job performance. Merit increases are also subject to budgetary approval. The Town Manager has the sole discretion

to approve or deny whether an employee should receive a merit increase based on performance, meritorious service, and other budgetary considerations. If you would like to review a copy of the Merit Pay policy, you may do so in the Human Resources Department.

Attendance

Absenteeism is a disruptive and costly problem in the workplace. Therefore, being at work each day and on time is considered very important to our success. Attendance is an essential job function for every position at the Town of Smyrna. The Town expects all employees to extend diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the Town has established this attendance policy.

Short-Term Absence

The Town recognizes that an occasional absence from work due to sickness or other reasons cannot be avoided. If you are unable to work because of your illness, it is imperative to notify your supervisor within two hours prior to the beginning of your normal work time each day of your absence, unless it is impossible to do so, in which case you must call as soon as possible thereafter. (If you are granted an authorized medical leave, different notification procedures may apply). If you are absent due to illness, you may be required to present your supervisor with a return-to-work statement from a physician. Employees will be subject to corrective action, up to and including dismissal, if they establish a pattern of poor attendance or for failing to call in as required.

If you believe that your absence, tardiness or early departure is (or should be) excused pursuant to applicable law, you should notify your manager of this fact as soon as possible, but no later than at the time of the absence, tardiness or early departure.

Failure to report

It is the employee's responsibility to notify his or her supervisor as far in advance as possible when any absence from work is necessary. An employee absent without notice for two consecutive days will be considered as having quit unless justifiable reasons exist that prevent reporting the absence.

Tardiness or Leaving Work Early

It is the employee's responsibility to report to the work area on time. An employee is considered tardy if not at the workstation ready to perform work at the designated time for the shift to begin. Likewise, it is a violation of this policy for an employee to leave their work duties before the end of their scheduled work day. Employees needing to leave before the end of their shift shall request permission from their supervisor prior to leaving their post. If an emergency keeps an employee from reporting on time, he or she should contact his or her department head or supervisor immediately.

Returning to work

Anyone returning to work after an absence of more than two consecutive days, must give advance notice to his or her supervisor, so work assignments can be properly scheduled. If you are absent for more than five (5) consecutive work days due to illness or injury, a statement from a physician is required before you will be permitted to return to work. In such instances, the Town also invokes the right to require you to submit to an examination by a physician designated by the Town at its discretion.

Fitness for Duty

The Town may require you to submit a statement from your physician and / or to be examined by a Town designated physician in order to confirm fitness for duty. This may include drug and alcohol testing.

Outside Activity while on Leave

Employees receiving any type of disability compensation or on family medical leave or other approved leave of absence are prohibited from engaging in outside employment. Employment outside of the Town or engaging in activities inconsistent with the terms of a leave will result in the employee's termination from employment.

Hours of Work

The department head, with the approval of the Town Manager, shall establish hours of work which shall be determined in accordance with the needs of service and which shall take into account the reasonable needs of the public doing business with various Town departments. The department head shall consult with the Human Resources Department to ensure compliance with FLSA regulations when establishing hours of work.

Meal Breaks

The Town of Smyrna requires all employees to take a minimum of 30-minutes meal break when they are scheduled to work six consecutive hours. Meal breaks will not be scheduled before or during the first hour of work.

An uninterrupted meal break will be unpaid and nonexempt employees must record their meal breaks. An exception to this policy may apply when the nature of an employee's position allows him or her ample opportunity to rest or take an appropriate break.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources.

Residency

Individuals will be recruited from a geographic area as wide as is necessary to obtain well-qualified applicants for the various types of employment positions. Recruitment, therefore, shall not be limited to residents of the Town of Smyrna or Rutherford County.

All employees in positions that require periodic on-call service are required to live within a designated timeframe or distance from the Town limit line. See the On-Call policy for specific details.

Transfers

The Town may transfer employees at any time it is in the best interests of the Town. When an employee desires to transfer from one department to another, it must be reviewed by both department heads involved and approved by the Town Manager. The transfer of an employee from one position to another, without significant change in level of responsibility may be made:

- When the employee meets the qualification requirements for the new position
- It is in the best interests of the Town
- As a reasonable accommodation when an employee is unable, due to a disability, to continue to perform the essential functions of his/her present job

An employee who transfers from one Town department to another will retain and carry forward all benefits earned and/or accrued as of the date of transfer. As a general rule, lateral transfers require no increase or decrease in compensation.

BENEFITS

Holidays

The Town of Smyrna will observe the holiday schedule listed below. All offices of the Town of Smyrna, except emergency and necessary operations, will be closed:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

At the beginning of each calendar year, the Town Manager will distribute a memorandum instructing employees as to the dates on which such holidays will be observed.

Non-exempt employees working on a Town observed holiday will be paid for actual hours worked and will receive overtime pay if the total hours worked for the week exceed 40 hours.

In addition, the employee will receive eight hours (or 7.5 for 1950-hour employees) of straight time for the holiday. Holiday pay does not count towards hours worked for purposes of calculating overtime or compensatory time. Employees that are not scheduled to work on a Town observed holiday must have approval from their department head to work on the holiday.

If a part-time or a seasonal employee works at least four (4) hours on a Town designated holiday, the employee will receive four (4) hours holiday pay at straight time.

To be eligible to receive holiday pay, an employee must be in an active pay status (either actively working, or taking approved PTO/Comp) on the last regularly scheduled shift before a holiday and the first regularly scheduled shift after a holiday.

Paid Time Off (PTO)

The Town of Smyrna recognizes the need for employees to take time away from work for illness, bereavement, personal reasons, and vacations. In an effort to meet the flexibility needs of employees, the Town has adopted a paid time off (PTO) policy for its regular full-time employees. PTO accrues each pay period and must, therefore, be earned before it may be taken. PTO must generally be prearranged, except in cases of emergency or illness, and therefore, employees are required to give at least one (1) week advance notice of their need to be away from work. All time off is subject to approval by your supervisor. Any PTO request in excess of three weeks is subject to Town Manager approval.

Effective as of the adoption of this Handbook, all regular full-time employees will accrue PTO at the following rate:

Full Years of Service	PTO Earned Annually	Hours Per Pay Period
0 – 4	23 Days / 184 Hours	7.08
5 – 9	26 Days / 208 Hours	8.00
10 -14	30 Days / 240 Hours	9.23
15 or more	32 Days / 256 Hours	9.85

Employees are encouraged to use their PTO annually. PTO, however, may be accrued to a maximum of 480 hours. When an employee reaches this limit, no further PTO may be accrued by the employee until his or her PTO balance falls below the maximum limit. (Fire fighters may accrue up to a maximum of 636 hours).

PTO will be calculated according to an employee's base rate of pay.

There will be no pay in lieu of taking PTO while an employee remains employed except as specifically provided. Upon separation or termination of employment with the Town, unused PTO will be paid to the employee. The run out of PTO to prolong an employee's official last day of work is not permitted. The accrual for the last month will be prorated.

PTO Donation

The Town of Smyrna may allow employees to donate their accrued PTO time to a designated employee that has a catastrophic illness or serious injury or who has an immediate family member with a catastrophic illness or serious injury. To be eligible, the designated employee must either exhaust a minimum of 160 hours of accrued PTO, Compensatory time, or Sick Bank hours or have a zero balance, whichever occurs first. Under this policy, catastrophic events or serious injuries are defined as unexpected, life-threatening health conditions to include but not limited to cancer, heart attack, stroke, or serious injury. Eligibility of what is considered catastrophic will be determined by a panel of three employees designated by the

Town Manager. Under this policy the definition of “immediate family member” shall include spouse and any children under the age of 18.

The purpose of this policy is to permit full- time employees dealing with catastrophic illnesses or injuries to themselves or a family member to maintain their full pay during their Family Medical Leave approved absences. PTO donations may not exceed the unpaid leave time needed by the employee to maintain full pay during his/her FMLA protected absences (up to 12 weeks).

Employees may not donate PTO unless they maintain a minimum balance of 80 hours after the time of donation. Employees may donate up to 30% of their PTO balance under this policy per year. The recipient may receive up to 320 hours per year with a lifetime max of 960. Employees may receive PTO donations not to exceed the leave time allowed under the Family Medical Leave Act. PTO donations will be accepted and transferred on a first come basis. Donations may be made in full day increments (8 hours) only. Only those hours needed by recipient will be approved and transferred. Any hours donated by employees in excess of actual hours needed by recipient will not be transferred to recipient and will be returned to employee making such donation. PTO donations will be approved on a per pay period basis.

Note: Employees are not permitted to draw short term disability or long-term disability and receive PTO donations at the same time.

Sick Leave Bank

The Sick Leave Bank provisions apply only to active full-time employees as of October 12, 2004. These employees continue to have access to the PTO Bank for FMLA approved absences as established for their benefit under the same terms and conditions as provided in the Town of Smyrna Handbook dated October 12, 2004 and as provided below. Employees who resign, involuntarily terminated, or laid-off from Town employment shall not be paid for any of the sick leave bank and shall lose all accrued sick leave credit, except in the case of retirement for participants in the Town of Smyrna Pension Plan, at which time every twenty (20) work days of accrued sick leave counts as one (1) month time in service toward retirement.

Leave of Absence

A Leave of absence is an extended leave without pay and may be granted by the Town Manager when an employee must be absent from duty beyond the amount of accrued PTO leave. Leaves of absence may be granted for job-related education, extended illness or disability, or any other reason deemed appropriate by the Town Manager. All PTO and personal days must be exhausted before this request will be approved. No accumulation of PTO leave will occur while on a leave of absence in an unpaid status. During a non-medical related leave of absence, employees may retain the same medical coverage but are required

to contribute the total amount of the employee and Town portion of the premium. If the premiums are not received by the 10TH of each month, coverage may be terminated consistent with applicable law. Employees on medical related leave that wish to retain their medical coverage may elect to do so but must continue to pay their portion of the health insurance premiums. In these circumstances, the Town will continue to contribute its portion of the health insurance premium. The Town will cease contributing to any retirement plans during any leave of absence in which the employee is in an unpaid status. Generally, no leave of absence will be granted in excess of 6 months absent exceptional circumstances.

Disability Benefits

The Town of Smyrna provides its regular full-time employees with short and long-term disability benefits. You may obtain a copy of the Summary Plan Descriptions for each of these plans in the Human Resources Department. The Town reserves the right to change or discontinue these plans at any time.

The Town's short term disability insurance plan provides financial protection for employees who are temporarily unable to work for up to 90 days. For all personal illness or injury occurring off the job, the waiting period for short term disability benefits is seven (7) days from the date of the occurrence of the injury or illness. Employees shall use paid leave, such as comp time and/or PTO, during the waiting period. While an employee is out on a short-term disability leave, their absences will also count towards their FMLA leave allotment if applicable. After 90 days of short-term disability has been exhausted, employees may be eligible to receive long-term disability benefits.

Paid Family Leave

The availability of Paid Family Leave promotes the maintenance of a solid base of innovative and capable workers and leads to savings by lowering turnover and increasing employee morale, productivity, and loyalty.

It is the policy of the Town of Smyrna that full-time employees who qualify for FMLA (have been employed with the Town for one year and worked a minimum of 1,250 hours) are eligible for up to six weeks (240 hours) of Paid Family Leave for the birth or adoption of a child and/or to provide care for a spouse, parent, or child as defined by the Federal Family and Medical Leave Act ("FMLA").

The Paid Family Leave program will be administered within the guidelines of the FMLA policy maintained by the Human Resources department and publicly available to all employees, with the following specific direction:

1. Full-time employees who are eligible (based upon 12 months of continuous service and 1250 hours worked) may be granted up to 6 weeks (240 hours) of leave, designated as Paid Family Leave, for the following purposes:

- the birth of a child to the employee and in order to care for the child
 - the adoption of a child by the employee
 - or to care for the employee's spouse, son, daughter, or parent who has a serious health condition.
2. The Paid Family leave benefit may not be used for an employee's own serious health condition. Employees may use their accrued PTO, donated PTO (if applicable), or take advantage of their Short-Term Disability / Long Term Disability benefits.
 3. For the purposes of this policy, "spouse" means a husband or wife as defined or recognized in the state or place where the individual was married and includes individuals in a lawfully recognized same-sex marriage.
 4. In the case of birth or adoption, Paid Family Leave will be available starting with the date of birth, date of adoption, or date that legal custody is granted, provided that the event occurred on or after January 1, 2023.
 5. The Paid Family Leave shall run concurrently with, and be counted as, regular FMLA leave. An employee who has exhausted all FMLA leave during the current 12-month FMLA cycle will not be eligible for Paid Family Leave until the next FMLA cycle.
 6. Employee eligibility is dependent upon 12 months of continuous, full-time employment (32 hours per week or more). Part-time and seasonal employees are not eligible for Paid Family Leave.
 7. If an employee is using Short Term Disability insurance offered through the Town, Paid Family Leave will be treated as paid sick leave so that employees may not receive paid Short Term Disability benefits and Paid Family Leave for the same time period.
 8. A total of 6 weeks (240 hours) Paid Family Leave days may be taken. Paid Family Leave commences on the first date leave is taken and must be concluded no later than 12 months from that date. Any Paid Family Leave not taken during the 12-month period just described shall not carry over to any subsequent FMLA year or need for leave.
 9. For spouses who are both employed by the Town, as defined in the FMLA policy in the Handbook, each spouse shall be entitled to 6 weeks (240 hours) of Paid Family Leave.
 10. The Tennessee Maternity Leave Act, Tenn. Code. Ann. section 4-21-408, shall apply to Paid Family Leave. An employee may begin childbirth or bonding leave by using Paid Family Leave for 6 weeks (240 hours) and may follow such leave by using regular FMLA leave (paid or unpaid depending on their individual accrued PTO balances). The

combined leave just described may not exceed 12 workweeks of leave pursuant to the FMLA. The employee may then use an additional four weeks of paid or unpaid leave, provided the employee is determined eligible to take leave under the Tennessee Maternity Leave Act.

11. The Town typically prohibits intermittent leave for the birth or adoption of a child. Paid family leave for the birth or adoption of a child will be paid as block of continuous leave not to exceed 6 weeks (240 hours).

Performance Evaluations

The Town desires to have a productive and efficient workforce. The Town's performance management process is designed to monitor, evaluate, and provide feedback regarding the job performance of employees. Management staff evaluate employees' work behavior by comparing it with preset standards of performance. On an annual basis, supervisors and or management staff complete a formal written performance evaluation and meet with their subordinates to provide feedback on how they compare to these performance standards. In some cases, where there are significant deficiencies, employees may be placed on a Performance Improvement Plan (PIP) in an effort to bring their performance up to an acceptable level. The PIP specifically addresses problem areas and provides detailed explanation for how the employee's performance should improve. Employees with poor job performance are subject to disciplinary action up to and including termination. Supervisors are responsible for completing evaluations in a timely manner.

Longevity Pay

To reward satisfactorily performing employees for his/her years of service to the Town, each active employee is eligible to receive a percentage of his/her annual base salary to be paid on the first pay period in December. An individual must be employed by the Town in active work status through the entire first pay period of December to be eligible to receive longevity pay. All part-time and seasonal employees who have been employed by the Town for a minimum of six months continuous service during the current calendar year as of November 15 will receive \$50. Full-time employees with less than six (6) months service as of November 15 will receive \$50. For full-time employees with greater than six months service as of November 15, longevity pay will be based on a percentage of the employee's annual base salary as determined by their years of service. The longevity pay calculation excludes all accrued benefits such as paid time off, compensatory time, overtime, holidays, etc.

Longevity pay for full-time employees will be calculated according to the table below:

Years of Service Longevity Pay

0 – 6 Months	\$50
6 – 12 Months	0.5%
1 – 4 Years	1.0%
5 – 9 Years	1.5%
10 – 14 Years	2.0%
15 – 19 Years	2.5%
20 – 25 Years	3.0%
More Than 25 Years	3.5%

The Longevity pay benefit is subject to being funded in the annual budget approved by Town Council each June and is subject to modification.

Insurance Benefits

The Town of Smyrna currently provides its regular full-time employees comprehensive major medical, dental, vision and life insurance benefits. You may obtain a copy of the Summary Plan Description for the Town of Smyrna Employee Benefit Plan in the Human Resources Department. In addition, the Town provides basic group term life insurance for its employees, spouses and their dependents. The Town provides 1x an employee salary of life insurance for an employee (with a minimum of \$50,000 in coverage), \$10,000 for a spouse, and \$5,000 for dependent children. The Town of Smyrna also offers employees the choice to purchase additional voluntary insurance products such as group term life insurance, cancer, accident, and critical illness insurance and universal life insurance. The Town reserves the right to change or discontinue these plans at any time.

Retirement Plans

The Town of Smyrna Retirement Savings Plan has two components (401a and 457b). Full time employees are eligible for the retirement savings plan after 6 months of service with the Town.

401a Plan

The 401a plan is a defined contribution plan that is tax sheltered until an employee reaches retirement age. This plan is funded by contributions made by the Town of Smyrna. The Town contributes 3% of your pay into this plan whether you contribute or not. The Town's plan year runs from July 1st thru June 30th. After five completed plan years from the employees hire date, the employee will be vested at 100% (20% vested for each full plan year).

457b Plan

The 457b plan is a defined contribution plan that is funded by contributions made by the employee. The 457b plan includes both a tax deferred option as well as a Roth option. These contributions are not subject to the vesting requirements of the 401a. The Town will match

50% of your 457b contribution up to 8% of your annual salary. This matching amount is placed in your 401a plan and is subject to vesting requirements.

Note: A small minority of employees elected to remain in the Town's Pension Plan which is no longer available to new hires. For assistance with this defined benefit plan please contact the Human Resources Department.

You may obtain a copy of the Summary Plan Descriptions in the Human Resources Department. The Town reserves the right to change or discontinue this plan at any time.

Education Reimbursement

The Town of Smyrna encourages its regular, full-time employees to continue their educational advancement by reimbursing the cost of certain job-related education. This guideline covers payment for degree courses or other job-related course work completed on the Employee's own time after work hours. A copy of the Education Reimbursement Policy and Application may be obtained in the Human Resources Department.

Re-hire / Reinstatement of Benefits

At times the Town may choose to re-hire an applicant that was previously employed by the Town. Applicants that were terminated or resigned in lieu of termination for gross misconduct are not eligible for re-hire. Applicants that left in good standing or were separated for reasons other than gross misconduct are generally eligible for re-hire.

In order to treat all employees fairly, the Town of Smyrna has adopted a policy governing the reinstatement of benefits for individuals who have been rehired. Rehired employees with a break in service of less than 12 months are eligible to immediately participate in the Town of Smyrna Retirement Savings Plan. For the purpose of accrual of PTO and seniority, an employee who was previously employed by the Town of Smyrna will resume the accrual of these benefits at the applicable current rate of accrual if the following conditions are met:

- The employee must have voluntarily resigned and must have given at least two weeks prior notice of leaving the Town of Smyrna (four weeks for exempt employees) and left in good standing.
- The previous length of employment must have been longer than the break in service.

Rehired employees that do not meet these conditions will be subject to the same benefit offerings as a new hire. There will be no length of service credit for a lapse in service relative to pension or retirement programs.

Death of Employee

In the event of the death of a full time Town employee, and if the employee is survived by a spouse, as recognized under Tennessee law, or any minor children, the Town will pay the employee's spouse, or if no spouse, the guardian of the employee's minor children for the minor children's benefit, one months' pay at the employee's regular rate of pay. In addition, the Town will cover the health insurance premiums for the first 12 months of COBRA coverage for surviving family members who were being covered by the Town's health insurance at the time of death.

MISCELLANEOUS POLICIES

Outside Employment

Full-time employees are prohibited from maintaining outside or self-employment which interferes or conflicts with their job duties for the Town of Smyrna. The Town of Smyrna is considered the primary employer. Employees who seek outside or self-employment must notify their department head in writing of the name of the company for which they wish to perform secondary job duties. If the department head, the Human Resources Director or the Town Manager determines that an employee's outside employment poses a conflict with the Town, the employee will be asked to terminate his secondary employment immediately or will be terminated from employment with the Town.

Employees who are absent from work because of their own medical condition, FMLA leave, workers' compensation leave, or any type of disability leave, shall not perform services for another employer or engage in self-employment. Any employee found to be engaging in such action will be discharged from employment.

Driving Records

Any employee who is required as a condition of employment to possess and maintain a valid Tennessee driver's or commercial driver's license, must immediately inform the Human Resources Director and his/her supervisor should his/her license become denied, expired, restricted, suspended, cancelled or revoked at any time during his/her employment with the Town.

Use of Town Vehicles & Equipment

All vehicles and equipment shall be used only for conducting official Town business and can only be used by authorized employees. Those employees who drive Town vehicles home should drive the vehicles directly home after work and leave them parked until needed. Employees placed on-call may use Town vehicles after normal work hours as deemed appropriate by the Director. A driver should not transport persons other than Town employees in a Town vehicle unless the person being transported is on official Town business, law enforcement or authorized by the Director. At the Town Manager's discretion, usage of Town provided vehicles may be limited.

All authorized drivers of Town vehicles must possess a valid state driver's license. Employees must notify their supervisor immediately of the suspension or restriction of their driver's license. If a Town vehicle an employee is operating is involved in any incident causing damage in any way, the employee must report the incident and/or damage to his supervisor immediately.

The Town strives to ensure a safe environment for both employees and citizens. It is expected that Town vehicles be operated in a safe manner conforming to traffic laws and road conditions, including but not limited to speed limits, parking, tail gaiting, traffic signs, flashing signals and overtaking and passing another vehicle. Cell phone usage while driving is discouraged. Texting while driving is prohibited. Employees should also be aware that using a handheld mobile telephone or a handheld personal digital assistant (PDA) to transmit or read a written message while driving is a violation of Tennessee law, in addition to being a violation of Town policy. Employees should make every effort to pull to the side of the road when needing to use a cell phone. Drivers and passengers must wear seat belts at all times in accordance to state law and no more than three people can ride in the front seat of a vehicle at one time. No person shall be allowed to ride on running boards, fenders, hoods, tailgates or rear racks of vehicles.

When equipment, property, supplies, etc. are being transported, the driver shall assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle. No driver shall drive any vehicle when it is loaded so it obstructs the view ahead, to the right or left side and/or interferes with the control over the driving mechanism of the vehicle.

With the exception of law enforcement or fire, no one shall open the door of a vehicle on the side of moving traffic unless and until it is reasonable safe to do so, nor shall any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

Drivers should not leave Town vehicles unattended while the motor is running.

Employees shall be responsible for reimbursement of replacement or repair cost to the Town of Smyrna for intentional misuse, abuse, damage or destruction of Town property or equipment.

Employees are strictly prohibited from operating Town vehicles under the influence of drugs and alcohol. This includes legally prescribed medication that impairs one's ability to operate the vehicle. Violation of this prohibition will result in discharge.

Personnel Records

It is the responsibility of each employee to keep personnel information in his/her personnel file up-to-date by notifying the Human Resources Department of any information changes, such as name, address, telephone number, beneficiary, marital status, number of dependents, training or course work completed and to provide copies of diplomas or certificates required.

With certain exceptions, personnel files are subject to the state Open Records Law. Active employees will be notified of any requests by others to review their personnel records. Absent an open records request or other work-related purpose, personnel records and information contained therein shall be kept confidential. Employees will be provided access to personnel records in accordance with applicable state law.

Nepotism

No immediate relative of an active employee will be promoted or transferred where he or she will supervise or be supervised by other members of his or her immediate family. This prohibition includes any level of supervision, either direct or indirect.

Employees who marry or otherwise become immediate relatives while employed by the Town may continue employment as long as there is no level of supervision between the immediate relatives. If a supervisory relationship exists between immediate relatives, one relative must immediately seek transfer to a vacant position. If within 180 days of the qualifying event, no vacant positions are available which the transferring employee is qualified to perform, the relatives will determine which employee shall resign their employment. If no decision is made by the involved employees, the Town Manager shall determine which employee will be discharged.

For purposes of this policy, "immediate relatives" shall include a spouse, parent, child, sibling, stepchild, stepparent, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law and/or brother-in-law.

This policy does not apply to "immediate relatives" who already are employed by the Town as of the initial effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. The Town Council may make exceptions to this policy in rare circumstances.

In addition, managers and supervisors should not supervise employees in which they have an outside business relationship (partners in side business or employed by or work with in a side business). Managers or supervisors in such instances should notify their supervisor and Human Resources in writing of this potential conflict so the Town may address it in an appropriate manner. Measures may include moving employees to another supervisor, moving supervisor to other employees, or re-routing certain supervisory responsibilities to others (evaluations, disciplinary actions, etc).

Dress Code

The Town of Smyrna has established a business casual dress code for those employees that are not provided uniforms for their daily work functions. This business casual dress code is intended to allow employees to work comfortably in the workplace. To ensure that the brand

image of the Town is maintained, employees are expected to project a professional image for our customers, peers, and community visitors.

Because all casual clothing is not suitable for the workplace, these guidelines will help you determine what is appropriate to wear to work. Immodest clothing which is too revealing is not appropriate for a place of business. Any clothing that has words, terms, or pictures that may be offensive is unacceptable. Clothing that has the Town logo is encouraged.

Clothing that is deemed inappropriate as business casual is as follows: Sweatpants/sweatshirts, jeans, exercise pants, shorts, short skirts, bib overalls, leggings, any spandex or other form-fitting pants, t-shirts, sun dresses, and spaghetti-strap dresses. Leggings worn as under-layers with skirts or dresses are permissible. Clothing that is ripped, torn, or tattered is also not considered business casual. Flip-flops, tennis shoes, Croc-like sandals, and slippers are also not acceptable business casual footwear.

Certain days (typically Fridays) may be declared dress down days. On these days, attire should remain business casual with the exception that jeans and tennis/athletic shoes may be worn.

Employees working in the field should wear outerwear which displays the Town of Smyrna or Department logo. This is inclusive of shirts, caps, jackets or other outer garments. Employees in the field, may, as required by the department director and where appropriate, wear workpants, jeans, khaki shorts or uniform type shorts.

Visible tattoos on the neck and face are not allowed. Other visible tattoos that do not contain offensive, vulgar, racist, or sexual words or imagery are permitted. Tattoos that are found to be in violation of our policy must be covered in accordance with the Town's dress code while performing job duties.

In situations where a piercing or piece of jewelry is found to conflict with the job, personal safety of the employee, or the safety of others, the Town may request its removal or seek a reasonable means to resolve the situation.

Additionally, the Director may determine additional dress code requirements based upon the requirements of the specific function the employee performs.

Violations of the dress code may result in disciplinary action up to and including termination. Exceptions to this policy may be determined on a departmental level and approved by the Director and Town Manager.

Family and Medical Leave

The Town will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. To be eligible for FMLA Leave benefits, employees who have worked for the Town for at least 12 months and at least 1,250 hours during the prior 12 months preceding the start of the leave may take up to 12 weeks of unpaid leave in any 12-month period for any one of the following reasons:

- Birth, adoption, and/or foster care of an employee's child within 12 months following birth or placement of the child;
- In order to care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition which renders the employee unable to perform any of the essential functions of the employee's position; or
- Any qualifying exigency (as defined by applicable law) arising out of the fact that an employee's spouse, child, or parent is on covered active duty (or has been notified of an impending call to active-duty status) in the Armed Forces in support of a contingency operation.

In case of an unpaid leave for serious health conditions, the leave may be taken intermittently, which means taking leave in blocks of time or on a reduced schedule only if such leave is certified as being medically necessary. Intermittent leave may also be taken for a qualifying exigency. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Town's operations. If intermittent leave or reduced schedule is required, the Town may, at its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodate that type of leave. Employees should consult with their supervisor to determine the best intermittent schedule for both the Town and the employee. Intermittent leave should be scheduled so as to minimize any hardships to the department.

During an approved FMLA leave, coverage under the Town's group health, life, accidental, death and dismemberment plans will be continued providing the employee continues to pay any applicable employee contribution. Failure by the employee to pay such contribution before the expiration of a 30-day grace period may result in the loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Town for the total payment of the insurance premiums during the FMLA leave, unless the employee does not return due to a serious health condition which prevents the employee from performing his or her essential job functions with reasonable accommodation or circumstances beyond the control of the employee.

FMLA leave is without pay. Employees are required to exhaust any earned but unused PTO, compensatory and/or banked sick leave as part of the approved period of leave. FMLA leave will run concurrently with all other qualifying leave such as workers' compensation or short-term disability leave.

A maximum of 12 weeks leave may be taken for any and all of the above reasons during any 12-month period measured forward from the date the employee's first FMLA leave began. An employee is entitled to 12 weeks of leave during a 12-month period after the leave begins. The next 12-month period will begin the first time the employee requests FMLA leave after completion of the previous 12-month period if the employee qualifies.

Employees who return from work from an FMLA leave within or on the business day following the expiration of the 12 weeks leave are entitled to return to their job or to a substantially equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave.

Request for protected FMLA leave should be made to the Human Resources Department. Employees are required to give the Town at least 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days before a Family and Medical leave begins if the need for the leave is based on pregnancy, adoption, foster care placement or planned medical treatment. If such notice is not possible, notice must be given as soon as is practical, but at the very least within two days after the need for the leave becomes known to the employee. Employees requesting FMLA leave may be required to provide the Town with an appropriate medical certification from a licensed physician. The Town has the right to verify this medical certification. Periodically, certifications may be required to be submitted at 30-day intervals.

Before an employee will be permitted to return to work from a serious health condition, the employee must provide evidence from his/her doctor that he/she is physically able to perform the essential functions of his/her job with or without reasonable accommodation. If, at the time an employee is released by his/her doctor, and the employee refuses an offer of his/her job or a substantially equivalent job, his/her employment will be terminated.

An eligible employee is permitted a total of 12 weeks during any 12-month period. Leaves granted under this Policy will be identified as Family and Medical Leave and counted against the Family and Medical Leave Act entitlement. It is the responsibility of the employee to ensure that all required paperwork is completed in a timely manner and returned to the HR department. If required paperwork is not submitted timely, the employee's job protection under this Act may be forfeited. For additional information regarding the Family Medical Leave Act, contact the Human Resources Department.

An employee who fraudulently obtains Family and Medical Leave from the Town is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Town will take all available appropriate disciplinary action against such employee due to such fraud.

The Town takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. The Town will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to the Human Resources Director.

Disability and Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the Town will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of his or her job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact their Department Head or the Human Resources Director to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Town receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The Town will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Town and/or a direct threat to the health and/or safety of the individual or others, the Town will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to Human Resources regarding a proposed accommodation.

Religious Accommodation

The Town will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Town.

Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and his or her request for accommodation to the attention of the Human Resources Director to initiate the accommodation process. The Town requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Parental Leave

General

Employees who have been employed for at least twelve consecutive months as full-time employees may be absent for a period not to exceed four months for adoption, pregnancy, childbirth and/or nursing an infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child. Any time off under this policy will also count toward an employee's use of FMLA leave (if the employee qualifies for FMLA leave), and such leaves shall run concurrently to the extent possible.

Notice

Employees who give at least three months' advance notice of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, will be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from giving three months' advance notice because of a medical emergency which necessitates that leave begin earlier than originally anticipated will not forfeit their rights and benefits under this section solely because of their failure to give three months' advance notice.

Employees who are prevented from giving three months' advance notice because the notice of adoption was received less than three months in advance will not forfeit their rights and benefits under this section solely because of their failure to give three month's advance notice.

Other Provisions

Leave will be without pay, except that employee may be required to use accrued PTO as under the Town's FMLA policy. Such leave will not affect the employees' right to earned PTO, personal days, advancement, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the Town need not provide for the cost of any benefits, plans or programs during the period of such leave, unless the Town also provides for all employees on leaves of absence.

Employees may be denied reinstatement under the following conditions:

- When the employee's job position is so unique that, after reasonable efforts, the Town is unable to fill the position temporarily.
- If the Town learns that the employee actively pursued other employment opportunities during the leave period.
- If the Town learns that the employee worked part-time or full-time for another employer during the period of leave.
- The Town will notify an employee that he or she will not be reinstated as soon as it learns that one of the above conditions applies.

Lactation Accommodation

The Town of Smyrna will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling.

The Town of Smyrna will make reasonable efforts to provide employees with the use of a private location near the employee's work area, other than a toilet stall, for the employee to express milk. Employees should discuss with their supervisor, a Human Resources representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy. The Town of Smyrna reserves the right to not provide additional break time or a private location if doing so would substantially disrupt the Town's operations.

Employees should provide reasonable notice to the Town of Smyrna that they intend to take breaks for expressing breast milk upon returning to work. The Town will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Servicemember Family Leave

If you are the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves, who, because of a serious injury or illness, is undergoing medical treatment, recuperation, or therapy, or is in outpatient status or on the temporary disability retired list, you are entitled to a total of 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave that qualifies both as leave to care for a covered servicemember and "traditional" FMLA leave taken to care for a family member with a serious health condition during the this single 12-month period cannot be designated and counted as both.

If the necessity for the servicemember family leave is foreseeable based on planned medical treatment, you must provide the Town with not less than 30 days' notice, before the date the leave is to begin. If the date of the treatment requires leave to begin in less than 30 days, you must provide notice as soon as is practicable.

If you request intermittent servicemember family leave that is foreseeable based on planned medical treatment, the Town may require you to transfer temporarily to an available alternative position for which you are qualified, and which has equivalent pay and benefits, and better accommodates recurring periods of leave than your regular employment position.

The Town may limit the combined number of workweeks of leave to which both husband and wife may be entitled to 26 workweeks during the single 12-month period, if the leave is taken to care for a covered servicemember or a combination of servicemember family leave and traditional FMLA leave.

Jury Duty

The Town encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

When employees receive a jury summons, they must show it to their Department Head on the next scheduled day of work. Verification from the court of having served may also be required.

Employees will be excused from work on any day that their jury service, including travel time, exceeds three hours. On days when jury service lasts three hours or less, employees will be required to report to work for the remainder of their work shift. Employees who work the night shift or hours preceding those in which court is normally held will be excused from work for the shift immediately preceding their first day of required jury service. Thereafter,

employees will be excused from the next scheduled shift that occurs within a 24-hour period of jury service exceeding three hours.

Except for employees employed on a temporary basis for less than six months, the Town will pay an employee's usual compensation while he or she serves on and travels to jury duty.

Court Witness

If an employee is subpoenaed to court as a witness on a Town matter, no leave time will be charged. If such an employee is testifying on behalf of the Town, the employee shall be paid at his normal rate. If subpoenaed as a witness in a private matter, the employee must use his/her Personal Time Off, take time off without pay, or use compensatory time off.

Voting

The Town encourages employees to fulfill their civic responsibilities by participating in elections. Employees who are eligible to vote in an election are entitled to time off to exercise their right to vote without loss of pay. Generally, employees are able to find time to vote either before or after their regular work schedule. However, an employee may take time off to vote if his or her shift or other regular working hours begins less than three hours after the polls open or ends less than three hours before the polls close. Time off may not exceed three hours.

Employees must request time off to vote from their supervisor before noon of the day of the election. The supervisor will specify the hours during which the employee may be absent from the workplace for the purpose of voting. To assist employees with limiting time away from work, employees are encouraged to take advantage of early voting provisions. Proof of having voted may be required.

Military Leave

If you are a member of any reserve component of the Armed Forces of the United States, including the Tennessee Army and Air National Guard on active state duty, the Tennessee state guard, or the Civil Air Patrol, you will be granted an unpaid leave of absence for all periods of military service for which you are engaged in the performance of duty or training in the service of the State of Tennessee or of the United States under competent orders. In order to be eligible for a military leave of absence, you must provide the Town with reasonable advance notice of your military service orders. However, no notice is required if military necessity prevents giving advance notice.

Upon completion of any leave, you will generally be reinstated to the position which you would have obtained had you not been absent for military service, with the same seniority, status and pay, in compliance with federal and Tennessee law. If you are recovering from

injuries received during your service or training, you may have additional time to return to your job under federal and Tennessee law.

If your leave of absence is less than 31 calendar days, your health coverage will be maintained. If your military duty exceeds 90 calendar days, you will be offered continuing health care for up to 18 months under the Town's COBRA plan. Upon return from service, your health insurance will be reinstated, and a waiting period or exclusions for pre-existing conditions will not be imposed. If you have voluntary insurance such as life insurance, cancer, accident, or critical illness and wish to continue the coverage while on military duty exceeding 90 days, you must speak with the Finance Department to determine payment arrangements.

While you are on military leave, your contributions to your retirement plan will cease. Upon re-employment, as provided in this policy, the Town will reinstate you to the retirement plan retroactive to the starting date of your military leave (if you were a member of the plan) or to the date of eligibility for membership, whichever is later. The Town will make all contributions that have accumulated in the interim. You will be given three times the period of your leave to make up contributions to the defined contribution plan that you have missed while on leave. The Town will then make corresponding matching payments.

During your leave, you will not accrue PTO.

Your first twenty (20) working days (160 hours) of leave in any calendar year will be paid leave. A working day is considered to be 8 hours. For any additional working days of leave in each calendar year, you may elect to be paid the difference between your military pay and your final regular rate of pay at the Town assuming the Town pay is greater. In order to qualify for this benefit, you must provide the Town's Director of Finance with reasonable documentation of your total military pay for the period(s) for which you are requesting reimbursement. In lieu of the Town paying the difference in your salary, you may request to use your accrued PTO for days in excess of the 20 days of paid military leave. PTO may only be used in a block and not intermittently. If you exhaust your PTO the Town will then pay the difference between your military salary and your final regular rate of pay assuming the Town pay is greater. You will be required to provide the appropriate documentation to the Finance Director as described above.

If your leave is for less than 31 calendar days, you must report to the Town for work by the beginning of your first regularly scheduled work day at the end of the leave. For leaves of 31 to 180 calendar days, you must report for work within 14 calendar days of completion of your military service. If your military service is for 181 calendar days or more, you must return to work no later than 90 calendar days after completion of your military service. Upon return to work, your salary will be established to give you the same status you would have enjoyed had

you been working for the Town during your leave. If you are in the same position when you return, and the salary range has been increased, your salary will be determined by the point in a range you would have reached if you had not taken leave. If you return to a more responsible job, your salary will be based on the present rates for the position and will be at least the same as the lowest paid qualified person in a similar position.

Volunteer Emergency Responder Leave

Any employee who serves as a volunteer firefighter or a volunteer rescue squad worker may be late to or absent from work to respond to an emergency that occurred prior to the time the employee was scheduled to report to work. Time off will be unpaid, except exempt employees will receive pay when required by applicable law. An employee must make a reasonable effort to notify the Town that he or she will be absent or late to work.

Active volunteer firefighters may be permitted to leave work to respond to fire calls during the employee's regular hours of employment without loss of pay, vacation time, sick leave or earned overtime accumulation. Any employee who is an active volunteer firefighter and who worked for more than four hours the prior day or night as a volunteer firefighter in an emergency may also be permitted to take off the next scheduled work period within 12 hours following such emergency. The time off will be without pay except that the employee may elect to use available accrued vacation or sick leave.

Employees requesting leave under this policy must provide the Town with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency and listing the time and date of the emergency.

Specialized Disaster Relief Services Leave

A Town employee who is a certified disaster service volunteer of the American Red Cross may be granted administrative leave with pay for a period not to exceed fifteen (15) regularly scheduled work days in each calendar year to participate in specialized disaster relief services for the American Red Cross. This leave will not affect the employee's regular leave status.

The employee must submit a written request from the American Red Cross giving details concerning the specialized disaster services to their department head to be eligible for consideration under this policy. Leave under this policy is subject to department head and Town Manager approval.

An employee who works an irregular schedule must be placed on regular schedule (eight (8) hours per day) for the time this leave is being used. An employee's timesheet should be coded as Administrative Leave for Disaster Relief (ADR).

Note: A Town employee who responds to disaster relief efforts via deployment through the United States military branches will not qualify under this leave policy but rather under the Military Leave policy.

Workplace Illness and Injuries

Employees who sustain work-related injuries may receive workers' compensation benefits. The Town's workers' compensation benefit program is governed by the Tennessee Workers' Compensation Law. The program provides medical, rehabilitation, income, death and other benefits to employees and dependents due to injury, illness or death resulting from a compensable work-related injury or occupational disease. A compensable work-related injury or occupational disease is defined as one that arises primarily in the course and scope of employment.

All employees, including part-time and seasonal, are covered under the program and are covered from the first day of employment. An employee who is injured on the job must notify their supervisor immediately. No matter how minor an injury may appear, it is important that it is reported immediately. Failure of timely reporting an injury could result in the denial of a claim for benefits.

If treatment is being sought, the employee must seek treatment with one of the physicians on the Town's workers' comp panel of physicians. If the employee opts to treat with a physician who is not on the panel, that treatment will not be covered under workers' comp. An employee, who fails to abide by the physician's treatment guidelines, will lose their workers' comp benefits.

The Town will notify the workers' compensation third party administrator if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

Inclement Weather / Office Closures

During inclement weather, the Town of Smyrna will often remain open so that it may continue serving its citizens. During these times, employees are expected to make reasonable efforts to report to work as usual. However, if an employee is unable to report to work, due to inclement weather, he/she will be permitted to use PTO to cover their absence or tardiness. In these occasions, all employees are expected to notify their supervisor and report their tardiness/absence in accordance with the Town's attendance policy.

Occasionally, inclement weather or other unforeseen events may require the closing of the Town's non-essential offices for the day. In these rare situations, all full-time employees in non-essential offices should not report to work. They will be paid for this mandatory time off.

Part-time employees from non-essential offices will be paid for their originally scheduled work hours. Non-essential employees may be required to report for a portion of the day by their department head due to business necessity. In these circumstances, employees will be paid in accordance with the Town's Call-In pay policy. Employees from essential departments will report to work as originally scheduled.

Essential departments include the Police Department, Fire Department, Water Plant, and the Waste Water Plant.

On days when weather conditions get progressively worse, the Town may elect to close offices early. In these circumstances, the Town will decide when to close and if the closing is mandatory. Employees will be expected to remain at work until the official announcement has been made from the Town unless otherwise authorized by their department heads or if their shift ends prior to word being given. If an employee decides to leave prior to the mandated office closing time, he/she will be expected to use PTO to cover their absence.

Use of Tobacco Products

The Town of Smyrna complies with the Tennessee Non-Smoker Protection Act. It is the policy of the Town of Smyrna that there shall be no smoking in any indoor municipal facility owned or operated by the Town of Smyrna. Employees are prohibited from smoking or using smokeless tobacco inside any municipal facility or building, including garages, bay areas, and attached patios. If an employee wishes to smoke, the employee must exit the building. Additionally, employees are prohibited from smoking within 20 feet from any entrance into a municipal facility or building. Employees are additionally prohibited from smoking and using smokeless tobacco in town-owned vehicles. This prohibition is in effect whether the employee is on-duty or off-duty, alone or with another passenger, if the employee is in a city vehicle. Employees should limit the amount of time spent taking breaks from their work to smoke.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Tennessee law or this policy.

Employees that violate this policy will be subject to disciplinary action up to and including termination of employment.

Personal Telephone Calls and Facsimiles

The use of the telephone and fax machine during regular work hours for local calls or faxes of a personal nature is permitted but should be limited to a minimum length in talk time. Long-distance calls should be made for business purposes and with use of the personal long-

distance code from which the call is being made. Employees will be required to reimburse the town for any non-business long-distance telephone calls or faxes.

Non-Solicitation Policy

Every effort is made to prevent interference with the employees at their work. No solicitation or distribution of literature shall be permitted by non-employees on the premises operated by the Town.

Employees are not permitted to solicit funds or support for any individual, institution, or organization during working time without Town Manager approval. The Town does not limit employees' right to free speech during times when employees are on their own time, either on or off Town property, as long as such activity does not interfere with the work of other employees.

Employees are not permitted to distribute or circulate any printed matter which tends to promote or publicize the activities of any individual or organization while in established work areas on Town premises at any time. Employees shall be permitted to engage in such activity in non-work areas during non-working time.

Employees violating these rules may be subject to discipline, up to and including discharge.

Termination of Employment

Since employment with the Town is based upon continuing mutual consent, either you or the Town of Smyrna may terminate employment with or without cause.

When employment is terminated regardless of reason, you will be paid for any accrued but unused PTO.

At the time of termination of employment and prior to final payment of wages, all records, assets, and other items of Town property in the employee's custody must be returned to the Town of Smyrna. Any amount due because of failure to return property or reimburse Town for monies owed in accordance with the handbook and other Town policies will be withheld up to the amount allowed by law from the employee's final paycheck.

Voluntary Resignation

A voluntary resignation is initiated by the employee. Any employee who voluntarily resigns is requested to provide at least two (2) weeks advance written notice to the immediate supervisor. Managerial employees who voluntarily resign are requested to provide at least four (4) weeks advance notice to the immediate supervisor. This notice should include the effective date of resignation and reason. At the Town's option, the employee may continue to work during this two (2) or four (4) week period, whichever is applicable.

Involuntary Termination

The employment relationship may be terminated at any time by the Town, with or without cause. The Town reserves the right to terminate employees with or without prior warning, when the Town in its sole discretion deems immediate termination is warranted.

Note: Employees discharged or allowed to resign in lieu of discharge for gross misconduct are not eligible for rehire by the Town.

Layoff

A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the Town determines, in its sole discretion a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

Cellular Telephone Usage

It is the policy of the Town of Smyrna to provide communication services and equipment to employees as necessary to conduct Smyrna's business in an efficient and professional manner.

Employees that need to carry a cellular telephone due to the requirements of their employment and position with Smyrna shall follow and adhere to the cellular usage procedures with the exception of the Police Department. Telephones provided through the Police Department and the Drug Fund shall fall under the reporting guidelines and procedures of the Police Department's Standard Operating Procedures manual.

Cell phones are only provided for conducting business related to one's job with Smyrna. While personal use of a Smyrna provided telephone is not forbidden, it is discouraged. Personal use includes, but is not limited to, text messaging, ringtones, video clips, ringback tones, mobile TV, music, games, wallpaper, or any other unnecessary tools or applications. As such, any costs incurred as the result of personal use shall be reimbursed to the Town of Smyrna. Cell phone usage and invoices are subject to inspection and audit by the Town of Smyrna.

All requests for Town issued cell phones must be approved by the Town Manager or their designee.

Personal Cell Phones

Personal cell phone (hand-held or hands-free) use is discouraged while operating a Town vehicle or machinery, except in the event of an emergency.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company phones. Excessive personal calls during the

workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict their personal calls during work time and only use their personal cell phones during scheduled breaks or scheduled lunch periods in non-working areas.

Employees should make any other personal calls on non-work time when possible and ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate attention. The Town of Smyrna will not be liable for the loss of personal cell phones brought into the workplace.

Town-Provided Cell Phones

The use of Town of Smyrna issued cell phones (hand-held or hands-free) is discouraged while operating a Town vehicle, personal vehicle or machinery, except in the event of an emergency. 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 call.

Employees in possession of a Town issued cell phone are expected to protect the phone from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Any employee unable to present the phone in good working condition may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Personal Privacy

All areas of Town buildings are subject to recorded audio and video surveillance as authorized by the Town Manager, excluding restrooms, locker rooms, and other areas prohibited by law. Employees should not have an expectation of privacy, including office and desk space, telephone conversations, any computer transactions, and/or other conversations and actions, while on or using Town property or equipment.

Computer Use

It is every employee's duty to use the Town's computer resources responsibly, professionally, ethically and lawfully. These policies are not intended to, and do not, grant users any contractual rights. The term "Computer Systems" refers to the Town's computers, servers, storage devices, media, peripherals, telephones, and its entire network, both individual components and as a whole.

Computer Use Policy Overview

The Computer Systems are the property of the Town and should be used for legitimate business purposes. While personal use of Town's Computer Systems, including Internet and electronic mail is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of job duties and responsibilities. Under no circumstances shall the Town's Computer Systems be used for any personal commercial purpose. Users are permitted access to the Computer Systems to assist them in performing their jobs. Use of the Computer Systems is a privilege that may be restricted or revoked at any time. All information contained in the Computer Systems and all documents generated by them are the sole property of the Town.

Waiver of Privacy Rights

Users expressly waive any right of privacy for anything they create, store, send or receive using the Computer Systems. Users consent to allowing the Town to access and review all documents and other information created, stored, sent or received using the Computer Systems.

Account Usage & Password Sharing

Individual accounts and passwords shall not be shared with anyone, for any reason. Passwords should be created in such a way as not be easily guessed and should not be written down or stored in an insecure manner. If it is necessary to write down a password, that password must be stored in a secure location and properly destroyed when it is no longer needed. Except for support by Town authorized staff, the usage of another's account or the attempt to use another user's account or account data is strictly prohibited.

Inappropriate or Unlawful Material

Except in the course of authorized Town of Smyrna business, material that is, or could reasonably be regarded as, derogatory or discriminatory on the basis of race, sex, religion, national origin, creed, ancestry, age, genetic information, or disability, or is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, may not be sent, by electronic mail or other forms of communication (such as blogs, Facebook, Twitter, and/or other social networking sites) or displayed on or stored in the Computer Systems. Any such material received from a source outside of the Town should be deleted immediately. Any such material received from another employee or from any of the Town's Computer Systems should be left alone and reported to one's superior, Human Resources, or Information Services. Forwarding of such material, either inside or outside the Town's Computer Systems, constitutes a violation of this policy as well. The Town has a zero-tolerance for violation of this policy and any violation can result in termination of employment.

Misuse of Software

Without prior proper authorization and licensing, users may not do any of the following: (a) install software or hardware on any Computer Systems; (b) install software owned/licensed by the Town to any computer for which it is not licensed; (c) provide software to any third party; (d) copy software; (e) download or transfer any software from the Internet or other source to any Computer Systems; (f) modify, revise, transform, recast or adapt any software on any Computer Systems.

Compliance with Laws and Licenses

In their use of Computer Systems, users must comply with all software licenses and copyrights and all state, federal and international laws governing intellectual property and online activities.

Communication of Trade Secrets

Unless expressly authorized by the Town, sending, transmitting or otherwise disseminating proprietary data, trade secrets or other confidential information is strictly prohibited.

Use of Encryption Software

Users may not install or use encryption software on any Computer Systems without proper authorization from the Town.

Use of Personal Equipment / Software

Personal hardware and software is strictly prohibited from being installed or used on the Town's network and computer systems. This includes, but is not limited to USB flash drives, computers (laptop & PC), game consoles (Xbox, Wii, etc.), printers, and any personal software. The one exception is that personal wireless devices may connect to the open or public Wi-Fi network.

Monitoring Usage

The Town has the right, but not the duty, to monitor any and all aspects of the Computer Systems, including Internet usage, but not limited to: e-mail, documents and files created and/or stored on Computer Systems, and account usage.

Public Records

All electronic mail, voice mail, correspondence, files, documents, data and other information stored on the Town's Computer Systems may be considered a public record and may be subject to public inspection under the Tennessee Public Records Law.

Travel

The Town of Smyrna will reimburse the expense of authorized business travel from the Town in accordance with the terms of this policy. In order to utilize the resources available to the Town, employees are requested to use sound judgment to minimize the cost of necessary

travel for the Town including meetings, conferences, and training sessions. No less than two weeks prior to any scheduled trip, the employee shall request authorization to travel. Without completion of the travel request authorization form, reimbursement by the Town is not guaranteed.

All travel advance requests shall be submitted on the appropriate Town form at least two weeks in advance of scheduled travel. Travel advances cannot exceed the estimated cost of the trip. Travel advances are to assist the employee with expenses while on official Town business. However, the employee may elect not to request the travel advance.

Transportation

Employees should use Town vehicles for travel when available. If Town vehicles are not available, the employee may be authorized to use their personal vehicle with mileage reimbursement equal to that allowed by the U. S. Internal Revenue Service. The Town is not responsible for any wear and tear or damage to personal vehicles. Employees required to travel long distances, may utilize common commercial air travel. Such travel shall be in economy class and by the most direct route possible. Employees electing to upgrade airfare tickets to “premium select”, “premium economy” or “business select” may do so at their own expense by reimbursing the Town for the difference in price with supporting documentation. When selecting ticket types, employees should choose the most affordable tickets for the flight chosen. For example, if an employee is flying Southwest airlines, the “Wanna Get Away” ticket type should be chosen.

The employee shall choose the least expensive form of travel (personal vehicle or commercial travel). The Town will reimburse actual charges for intra-town taxi, airport bus or limousine, bus and subway fares, tolls, and parking.

Accommodations

The employee shall be reimbursed for all overnight travel. When choosing overnight accommodations, the employee should always ask for “government rate”. Room accommodations should be basic and economical. While attending conferences the employee may stay at the official conference hotel. Employees on overnight travel are not required to share rooms with co-workers.

Meals

The employee shall be reimbursed for meals while traveling. There are two methods for reimbursement.

Actual Costs: Actual receipts are required. The cost of meals should be reasonably priced. Tips on meals should not exceed 18% before tax.

Per Diem: The per diem and meal rate shall be the same as that used by the U.S. General Services Administration. The employee may request, prior to travel, to receive meals per diem in lieu of actual cost reimbursement. The meals per diem shall not exceed the per diem established by the U.S. General Services Administration, Continental United States (CONUS) for travel. The per diem rate may be adjusted from time to time as necessary. Employees electing to receive the meals per diem are not eligible to submit receipts for actual cost reimbursement.

Any expenses not defined in this policy may be submitted for reimbursement consideration. If the expense is a result of the employee traveling for the Town and the employee can demonstrate that the request is reasonable, reimbursement may be approved by the Town Manager. Original receipts must accompany such requests for reimbursement.

When possible, employees should use cell phones for communicating with family and avoid using hotel provided phones. Any charges for phone usage on the hotel bill will be reimbursed upon submission of appropriate documentation and justification.

Any programs and meetings listed on the official conference registration form are eligible for reimbursement. Professional sporting events, alcoholic beverages, or entertainment activities are not eligible for reimbursement.

Non-exempt employees traveling overnight on Town business are to be paid for time spent traveling on non-work days, such as Saturday, Sunday or legal Holidays.

The employee shall request reimbursement for travel within ten (10) working days, after his/her return to work. All such requests shall be on an approved travel reimbursement form available through the Finance Department.

Additional rules related to travel may be issued by the Finance Director with approval of the Town Manager. Any exceptions to this policy must be approved by the Town Manager or designee.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I acknowledge I have received and read a copy of the Town of Smyrna's Employee Handbook. I agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook. I understand that the Handbook is not contractual in nature and that I have no contract of employment with the Town. I also acknowledge that this Handbook does not create or confer any contractual rights. I understand that it is the policy of the Town that all employees are employed at the will of the Town for an indefinite period of time. I further understand that as an at-will employee, I may resign from my employment with the Town at any time, for any reason, and that my employment may be terminated by the Town at any time, for any reason not prohibited by law, with or without notice.

I further understand that no representative of the Town is authorized to modify this policy or to enter into any agreement or contract contrary to this policy. This handbook is not modified by any statements contained in any employment applications, recruiting materials, offers of employment, or any materials provided to employees in connection with their employment. None of these documents or any statements made to me, whether singly or combined, shall create an express or implied contract of employment for a definite period of time or an express or implied contract concerning any terms or conditions of employment.

I further understand that this Handbook supersedes all previous Handbooks or Policies which I may have been given. I understand that it is my responsibility to be familiar with the policies and procedures set forth in the Town of Smyrna's Employee Handbook.

I have read and understand the above statements.

Name

Signature

Date

