

TOWN of MASON
EMMITT D. GOODEN, MAYOR
12157 MAIN STREET
MASON, TENNESSEE 38049

**ACKNOWLEDGEMENT OF RECEIPT OF
PERSONNEL POLICIES MANUAL**

TO: All Employees of the Town of Mason, Tennessee

As an employee of the Town of Mason, I acknowledge that I have received my copy of the Employee Personnel Policies Manual of the Town of Mason, which outlines my privileges and obligations as an employee of this Town. I will familiarize myself with the information in this Manual and understand that it outlines the Human Resource/Personnel Policies of the Town. I understand that I should contact my Department Director or Personnel Director if I have any questions regarding the policies contained in the Personnel Policies Manual.

I understand that the information in this Manual is subject to change by administrative action of the Town, and that the policies set forth may be modified, superseded, or eliminated without prior notification to employees. I understand that the Personnel Policies Manual does not constitute a legal contract with the Town, and that I have no contract of employment with the Town or guarantee of employment. 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 and may be terminated at any time, for any reason not prohibited by law, with or without notice. I further understand that the at-will employment relationship may only be modified in writing by the written action of the Mayor and Aldermen of the Town of Mason.

Employee Signature

Date

Department Head/Manager/Supervisor

Date

Human Resource Representative

Date

(Detach and forward this original to the Human Resources Office.)

**PERSONNEL POLICIES MANUAL
TOWN OF MASON
TIPTON COUNTY, TENNESSEE**

VISION:

Mason will be a sustainable community guided by innovation to create a quality of life for all.

MISSION:

Align with all sectors of the community and residents in a cohesive strategy for an effective community.

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TOWN OF MASON PERSONNEL POLICIES MANUAL

This Personnel Policies Manual is designed as a guideline and is not meant to cover every scenario or situation that may arise during your employment with the Town of Mason. The Town reserves the right to eliminate, modify, or change any policy or language set forth in this Manual with or without prior notice. If changes are made to the Manual, the Town shall endeavor to notify you as quickly as possible. All representations by any Supervisors, Department Heads, or other employees of the Town of Mason that conflict in any respect with any matter set forth in this Manual are invalid unless specifically acknowledged in writing by the Mayor of the Town of Mason.

The relationship between you and the Town of Mason is one of Employment at-will and can be ended by either you or the Town at any time. Employees are employed at the will of the Town for an indefinite period of time and may be terminated at any time, for any reason not prohibited by law, with or without notice. The at-will employment relationship may only be modified in writing by the written action of the Mayor and Aldermen of the Town of Mason.

This Manual is not an express or implied contract of employment with the Town, does not guarantee employment for a definite period of time, and does not promise that any specific policies or procedures must be followed by the Town. Any and all benefits, policies and procedures set forth herein are statements of general policy and shall, in no manner, be construed to imply a property right, a contract, or a guarantee of continued employment with the Town of Mason or employment for any specific length to time.

An employee's failure or refusal to follow any policy, procedure or rules set forth in this Manual may result in discipline up to and including discharge. In all cases, the Town will interpret and apply the policies and guidelines in this Manual in accordance with and consistently with both state and federal law.

This Manual applies to all hourly and salaried employees of the Town of Mason, including employees employed by the Mason Police Department. This Manual does not apply to elected officials of the Town.

EMPLOYEES

Probationary Period

All new employees of the Town of Mason must complete a three (3) month probationary period. During this three (3) month trial period, the employee's work performance, attendance, and ability to adapt to the employee's specific job tasks and functions will be assessed by the employee's immediate Supervisor. At the end of the probationary period, the employee's performance shall be evaluated in writing by their immediate Supervisor. The employee's failure or unwillingness to meet job expectations during the probationary period may result in the extension of the probationary period or termination of employment, depending on the circumstances.

Full Time - Employees who are required to work thirty (30) hours or more per work week.

Part Time - Employees who work **LESS THAN** thirty (30) hours per week.

Employee Attendance

Every employee is expected to demonstrate regular and predictable attendance and report to work on time. Regular and predictable attendance and reporting to work on time are essential functions of every job classification with the Town of Mason.

Frequent or excessive absenteeism and/or frequent tardiness will result in disciplinary action, up to and including termination of employment.

Absences

Absenteeism is an unscheduled failure to report to work. Excessive use of sick leave may constitute excessive absenteeism under certain circumstances.

Any employee (either a full-time or part-time employee) who will be absent from work because of illness or other personal circumstance, must notify his/her immediate Supervisor as far in advance as possible. The process for notifying a Supervisor of any absence is as follows:

- Phone Call – if no answer, leave a detailed message.
- If no response from the 1st phone call, call again within ½ hour and leave another message.
- If no response to the 2nd phone call, follow up with a detailed text message.

The use of text messages to notify your supervisor of your illness or absence is only acceptable after two (2) attempted calls.

If an employee is absent for more than three (3) consecutive days, a doctor's statement will be required verifying the reason for the absence and releasing the employee from the doctor's care to return to work.

An absence from work for more than seventy-two (72) hours without proper notification to leadership will result in IMMEDIATE TERMINATION.

Tardiness

All employees are expected to be punctual in reporting to work. If you know that you are going to be late, you must notify your immediate Supervisor at least thirty (30) minutes prior to the start of your shift if possible.

Dress Code

As an employee of the Town of Mason, you are expected to dress in business casual attire each work day and reflect a professional image. The Town administration will allow the wearing of jeans/ denim on Friday and special days designated by Town Leadership. Employees who work in the Public Works Department are expected to be dressed in full uniform each day with steel toe boots for protection as well as safety glasses and hard hats where deemed necessary. These uniforms should be maintained at the same level of neatness, professionalism and cleanliness as required by office staff.

Types of Attire that are not acceptable for the office environment:

- Denim (Monday-Thursday)
- Flip Flop type shoes
- Shorts
- Pants that are about the calf
- Tennis shoes/gym shoes (Monday-Thursday)
- T-shirts (Monday-Thursday)

In addition, no tattoos, piercings and/or body art are to be visible to the natural eye.

Pay Periods/Paychecks/Payroll Deductions

There are twenty-six (26), two (2) week pay periods each calendar year. The Town of Mason requires direct deposit. Pay advances are not permitted.

Certain deductions shall be withheld from employee paychecks as required by law, in accordance with the Town's benefit plans, or as requested by the employee. Such deductions include retirement systems contributions, income taxes, Medicare taxes, medical insurance premiums or other approved deductions (e.g. deferred compensation, child support, etc.).

The Town complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salary basis and, in general, will be paid their full salary for any week in which the employee performs work. The Town does not make improper deductions from the salaries of exempt employees. However, there are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;

- when an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan,
- policy or practice of providing compensation for salary lost due to illness
- to offset amounts received as witness or jury fees, or for military pay;
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- during the initial or terminal week of employment;
- for Family and Medical Leave absences (either full or partial day); or
- for penalties imposed in good faith for infraction of safety rules of major significance.

An exempt employee's salary also may be reduced for certain types of deductions, such as the employee's portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan.

While the Town of Mason strives to pay our employees correctly, sometimes mistakes can occur. If a mistake has been made, the Town, once notified, will promptly make any necessary corrections. Therefore, if an employee has questions or concerns about any deductions from his or her paycheck or salary, the employee should immediately contact his or her immediate supervisor, Department Head, or Human Resources. Reports of alleged improper deductions will be promptly investigated, and the employee will be advised whether the deduction will be reversed. If the employee is not satisfied with this decision, the employee may appeal the decision in writing to the Director of Human Resources or Mayor. If it is determined that an improper deduction took place, the employee will receive an adjustment on the next regular payday.

Overtime

All non-exempt employees are entitled to overtime compensation for all hours actually worked in excess of forty (40) hours in any work week. All overtime must

be approved in advance by the employee's Supervisor. Any employee who works unauthorized overtime will be paid overtime compensation, but will be subject to disciplinary action up to and including termination of employment.

Hours actually worked for purposes of the computation of overtime calculation **shall not** include paid vacation leave, paid holiday leave, paid comp time leave, paid personal leave or paid sick leave. These hours will be computed by a "straight time" calculation. Generally, overtime shall be paid at a rate which shall be one and one-half (1½) times the employee's regular rate of pay for all hours actually worked in excess of forty (40) hours in a workweek.

Lunch/Break Periods

Employees shall be provided a lunch period each workday, as determined by the immediate supervisor or department head, to be taken with the least disruption possible to the Town's operations. Employees who choose to remain at their work location/station are **NOT** to perform work assignments during this period, unless approved in advance by the Department Head. It is mandatory to punch in and out for lunch (excludes Police Officers and Fire Fighters), unless the employee has approval from the Department Head to work during lunch. Adjustments for a longer lunch period must be covered by comp time and approved by the immediate supervisor. The lunch period and break period must be used separately and may not be used to extend the lunch period and/or breaks. Neither the lunch period nor the break period may be used to compensate for an employee's late arrival or early departure, or to cover time off for other purposes.

Employees who work at least six (6) consecutive hours shall be afforded at least a thirty (30) minute lunch period. Employees working a shift of three and one half (3.5) hours, but less than five and one half (5.5) hours are entitled to, when possible, a paid fifteen (15) minute rest period.

Lactation Breaks

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the

public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

Holidays

Generally, full-time employees are allowed a day off with pay on the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. July 4th
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

The employee must be in attendance on the work day before and on the work day after the holiday, unless otherwise excused by the supervisor, to receive compensation for the holiday.

If an employee is required to work on a regular holiday, the employee shall be granted **an eight (8) hour "floating holiday"**. This time must be used within 6 months of its granting or it will be lost to the employee.

Vacation Allocation

All full-time employees of the Town of Mason shall accrue vacation leave monthly upon the completion of each calendar month of service. Vacation leave will begin to accrue as of the first full month of employment, but cannot be taken until the employee has completed three (3) months of employment.

<u>Years of Service</u>	<u>Vacation Per Month</u>	<u>Hours Accrued Per Year</u>
1 Full Month-1 Year	3.33 Hours	40 Hours
1-5 Years	6.66 Hours	80 Hours
6-10 Years	10 Hours	120 Hours
11+ Years	13.33 Hours	160 Hours

Vacation leave shall be taken at a time approved by the employee's supervisor. The first 40 accrued hours of an employee's vacation must be taken as a full week. All other hours of vacation may be taken in increments of four (4) hours.

Employees must use all accrued vacation in the calendar year that it is accrued or no later than March 31st of the year following the calendar year in which it is accrued. In no event will an employee be allowed to carry-over vacation accrued in one calendar year past March 31 of the following calendar year. Any vacation accrued in a calendar year and not used by March 31 of the following year will be lost.

If an employee voluntarily resigns from employment and provides the Town with a two (2) week notice and works the entire two (2) week notice period, the Town will pay the employee for any unused accrued vacation available to the employee at the time of separation from employment. If the employee is involuntarily terminated from employment, the employee will not be paid for unused accrued vacation at the time of termination.

Sick Leave Allocation

All full-time employees are entitled to five (5) sick days per calendar year, beginning after the expiration of the employee's 90 day probationary period. Sick leave must be taken in the calendar year that it is provided to the employee, and employees are not allowed to carry-over sick leave from one calendar year to the next. Any sick leave unused by the employee at the end of the calendar year will be lost. No employee will be paid for unused sick leave at the time of termination.

All vacant Town positions will also be posted on the Town of Mason website and other job board sites as deemed necessary.

All qualified applicants will be interviewed, and the best candidate will be selected by the hiring manager. The Town of Mason reserves the right to choose an internal or external applicant to fill the position.

All appointments shall be made in accordance with the lawful provisions of the municipal charter, if applicable.

******The Town of Mason is an Equal Opportunity Employer. ******

Job Descriptions

The Town of Mason has prepared job descriptions for each occupied position in the Town's classifications. Such descriptions set forth the general duties required to identify the position and the normal qualifications necessary to hold the position. If a new job is created, the Town of Mason shall prepare a job description for that new position.

Evaluations

Employee evaluations are required for each Town employee on an annual basis. Human Resources will distribute the form(s) to the employee's immediate supervisor annually along with a list of anniversary dates. It is imperative that evaluations are administered in a timely manner and returned to HR.

Military Leave/Veterans Re-Employment

If an employee is a member of a reserve components of the armed forces of the United States, including members of the Tennessee army and air National Guard, the employee is entitled to leave of absence, without loss of time ,pay, regular leave or vacation or any other rights or benefits to which the employee is otherwise entitled, for all periods of military service during which the employee is engaged in "duty or training in the service of this state, or of the United States, under competent orders," and will be given such leave with pay not exceeding twenty (20) working days in any one calendar year, plus such additional days as

may result from any call to active state duty pursuant to T.C.A. 58-1-106. (T.C.A. 8-33-109). T.C.A. 8-33-109 also provides that "After the twenty (2) working days of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and air national guard, may use up to five (5) days of sick leave in lieu of annual leave for the purposes of not having to take leave without pay."

Also, if an employee leaves their job, voluntarily or involuntarily, to enter active duty in the armed forces, the employee may return to his/her job in accordance with Uniform Services and Reemployment Right Act (USERRA) (Title 38 U.S. Code, Chapter 43, Sections 4301-4335, Public Law 103-353, and the Tennessee Military Leave Act (T.C.A. 8-33-101, et seq.).

DRUG AND ALCOHOL ABUSE POLICY

The Town acknowledges the problems of substance abuse in our society and the negative effect substance abuse can have on our employees' health and safety. Therefore, it is the Town's policy to employ a workforce free from the use of illegal drugs and the abuse of prescription or over the counter drugs, alcohol, or inhalants. In furtherance of this policy, the Town has established the following rules and regulations regarding the use, sale, or possession of alcohol, illegal drugs, or controlled substances.

The term illegal drugs, as used in this policy, includes, but is not limited to marijuana, cocaine, heroin, methamphetamines and similar drugs whose possession and use are prohibited under State or Federal law, as well as prescription drugs, unless validly prescribed to the employee by a physician.

It is a violation of the Town's Alcohol and Drug Abuse policy for any employee, whether salaried, hourly, part time, or temporary:

1. To manufacture, use, possess, sell, trade, offer for sale, offer to buy, distribute, or dispense illegal drugs or otherwise engage in the illegal use of drugs at any time, on or off the job;

2. To manufacture, use, possess, sell, trade, offer for sale, offer to buy, distribute, or dispense alcohol or inhalants in the workplace;
3. To report to work under the influence of or while possessing in his or her body, blood, or urine, illegal drugs in any detectable amount;
4. To report to work under the influence of or impaired by alcohol;
5. To report to work under the influence of or impaired by inhalants;
6. To use prescription drugs illegally; i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed;
7. To unlawfully distribute, dispense, possess, sell, offer for sale, or trade prescription drugs in the workplace;
8. To work while under the influence of a legal drug if it threatens the safety of the employee, co-employees, or the public.

Any employee who violates this policy will be subject to immediate termination.

The Town will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Town.
- **FOR-CAUSE TESTING:** The Town may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job

accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Submission to the drug or alcohol test is a condition of employment. An employee's refusal to submit to a drug or alcohol test, including execution of the forms necessary for such testing, will result in termination, even for a first refusal. In addition, any employee who tests positive for drugs or alcohol following a test will be subject to immediate termination.

Smoke-Free Workplace

The use of tobacco products is prohibited in any Town-owned equipment or vehicle as well as in any Town-owned facility or Town building. Smoking or the use of tobacco products within twenty (20) feet of any entrance to any Town building is also prohibited while the employee is working. Violation of this policy may result in disciplinary action, up to and including termination.

Political Activity

Every employee shall have the same rights as other citizens of Tennessee to be a candidate for any state or local political office and to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities. However, the Town will not pay the employee for work that is performed on behalf in furtherance of political activities and which is not performed on behalf of the Town. Employees of the Town are not qualified to run for elected office in the local governing body of the Town. (T.C.A. 7-51-1501).

Communication with Elected Officials

No employee of the Town will be prohibited from communicating with an elected public official for any job-related purpose. In addition, no employee of the Town will be disciplined, threatened with discipline, or discriminated against because the employee exercised his/her right to communicate with an elected public official. However, an employee may be reprimanded for making untrue allegations concerning any job-related matter to an elected public official. (T.C.A. 8-50-601-604).

Employment of Relatives

Relatives of employees shall not be employed in the same department, and an employee may not be subordinate to a relative.

Relatives for the purposes of this rule shall include the employee's spouse, children, parents, brother, sister, grandparent, grandchild, legal guardian and mother-, father-, sister-, brother-, daughter-, and son-in-law.

Individuals who become related by reason of marriage shall be transferred or reassigned dependent upon the particular circumstances and if deemed necessary by the Department Head, Human Resources Manager or Mayor.

The need for recruiting a special or unique skill and/or experience by the Town could result in a waiver of this policy, provided such waiver is recommended by the Human Resource Manager and approved by the Mayor.

Inclement Weather Policy

Overcoming emergencies and major weather conditions requires great effort on the part of many employees. Each emergency or weather-related event is different and may require varying sets of decisions to meet the given situation.

Major weather events are defined as those abnormal snow/ice, heat, rain/storm events that have an impact on traffic flow in or around the Mason, TN area and/or cause a disruption in normal activities or operations of the Town of Mason. Employees who are needed to maintain basic public services during a major weather related or emergency event are defined as "essential" staff. This usually means all personnel engaged in emergency operations in accordance with the Town's Emergency Operation Plan; those required to staff facilities which, as designated by the Mayor, must remain open to serve the public; and, those required to ensure the health, safety and welfare of the traveling public. "Essential staff" under the jurisdiction of the Mayor includes but is not limited to: Safety Forces, Police Department, Fire Department, and all Public Works employees.

Essential staff" shall be available at all times to work their normal schedules and any overtime as designated by the department head.

Employees who are not critical to maintain basic services to the public during an emergency or major weather related event or to staff facilities which must remain open to serve the public are defined as "non-essential" staff. This will generally include office and administrative staff employed in departments that do not serve in a front-line capacity. Each department head shall be responsible for determining the non-essential staff during each weather related or emergency event. However, the Town retains the right to reassign personnel from a non-essential role to an essential role at any time to meet the needs of the Town, especially during times of staff shortages and/or prolonged operations.

The Mayor has the authority to declare delayed start times or work cancellations for "non-essential staff" and those employees shall be notified of such declaration thru the Town's call log system.

If work is cancelled for non-essential staff due to inclement weather, employees will receive pay for the number of hours for which the employee is scheduled during the cancellation time period. For example, if work is cancelled for the entire work day and the employee is scheduled the entire work day, the employee will be paid for an entire day. If work is cancelled for a half day and the employee is scheduled for the entire work day, the employee will be paid for the half day that work is cancelled.

If the Town does not close the offices or cancel work during inclement weather, employees who called in must use vacation or personal leave in order to be paid for such time missed. Employees who call in on the day of the event prior to the Town formally announcing a delay or cancellation will not be paid for any hours missed prior to the time work is officially delayed or cancelled, and must use vacation or personal leave to cover the time missed or take the time without pay.

Time absent from work due to inclement weather is not counted as hours worked for purposes of overtime.

Employees are expected to use good judgment and extreme caution in independently assessing whether they can safely travel to and from work during periods of potentially dangerous or inclement weather. The Town shall not be

responsible, to any degree, for the welfare of the employee choosing to travel to or from the workplace under inclement weather conditions.

Code of Ethics

The Town has adopted the MTAS model Code of Ethics, and this policy is made a part of these Personnel Policies and incorporated herein by reference. All employees of the Town will be provided with a copy of the Code of Ethics.

Travel Policy

The Town has adopted the MTAS model Travel and Expense Policy, and this policy is made a part of these Personnel Policies and incorporated herein by reference. All employees of the Town will be provided with a copy of the Travel and Expense policy.

Garnishment/Tax Levy

The Town is required by law to honor all court order garnishments and other tax levies.

Cell Phone Usage

As an employee of the Town of Mason, you are required to reduce the use of your personal cell phone during work time to a bare minimum and only in the case of emergencies. Personal cell phones should not be visible in your work area and calls should be made/returned during designated break times, unless the call is for purposes of Town business.

If you have a Town issued cell phone for purposes of Town business, the phone should remain on vibrate/silent in the office setting at all times.

Employees are expected to be focused and attentive when working and/or when in meetings or while on Town business. Being on a cell phone, checking emails and/ or acknowledging texts is not acceptable except as necessary for work related purposes.

TECHNOLOGY

Computer Use

Town of Mason employees are provided computers and access to web browsers. Town-provided web browser privileges like computers and networks are considered as Town of Mason resources and are intended to be used for business purposes only. The Town may access and monitor its Information Systems and obtain the communications within the systems, including e-mail, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when we deem it appropriate to do so. As such, when using Town computer systems, employees should have no expectation of privacy with regard to time, frequency, content or other aspect of their use, including the websites visited, emails received and sent, and other Internet/Intranet activity. Employees should be aware that usage may be monitored for unusual activity. Information on usage can be requested by an employee's supervisor to determine if the web browsers are being used appropriately.

Access to computers and web browsers are privileges and carry responsibilities reflecting ethical use. The messages you transmit and the sites you visit reflect directly on Town of Mason's image. Almost all Internet sites log access into their site and could publish information about inappropriate access from Town of Mason's accounts.

Examples of inappropriate or unacceptable use of Town computer systems include but are not limited to:

- Visiting Internet sites that contain obscene, hateful, or otherwise objectionable materials
- Sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass, or intimidate another person
- Soliciting emails that are unrelated to business activities or soliciting non-Town of Mason business for personal gain or profit
- Using the Internet or email for gambling or illegal activities;

- Uploading, downloading, or otherwise transmitting commercial software or copyrighted material in violation of its copyright; downloading any software or electronic files without implementing virus protection measures that have been approved by the Town of Mason
- Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic, which substantially hinders others in their use of the network.

During work time, Town of Mason email accounts, Internet Id's, and web pages should not be used for anything other than Town of Mason sanctioned communications.

The Town of Mason reserves the right to block access to specific Internet sites.

Social Media

For purposes of this handbook, "social media" applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, electronic bulletin boards, and so on, through providers such as Facebook, LinkedIn, Instagram, Twitter, YouTube, Instagram or others.

The Town of Mason supports the free exchange of information and camaraderie among employees on the internet.. However, employees are expected to exercise caution when participating in Social Media on behalf of the Town and for personal use, and are personally responsible for what they write and/or post online. In order to protect and maintain the Town's reputation and integrity, special care must be taken when posting content online. In addition, existing legal responsibilities and Town policies remain in place when Town employees use Social Media.

Employees should follow the following guidelines when using Social Media:

- Employees may not make comments or displays about coworkers, supervisors or the Town that are vulgar, obscene, threatening,

intimidating, harassing, or a violation of the Town's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.

- Employees may not use the Town's logo, trademark, or graphics without prior written approval.
- Employees may not make negative or disparaging remarks about other employees.
- Employees should not disclose confidential and/or proprietary information acquired in the course of employment with the Town. Confidential information includes not only information that would not be available pursuant to public records request, but also includes any information regarding the Town, the Town's citizens or its employees which does not relate to an issue of public concern.
- Employees should not make comments or displays which impact employees' abilities to perform their job duties or the Town's ability to maintain a safe, efficient, and legal workplace.
- Employees are prohibited from making statements on behalf of the Town without authorization, or making statements that can be construed as establishing the Town's official position or policy on any particular issue. In any situation in which an employee refers to the Town or a position taken by the Town, the employee should make it clear in the post that the opinion expressed is the employee's personal opinion and not the position of the Town.
- Employees are prohibited from making defamatory statements that impact the Town, its business, its citizens or its employees.

Social media sites may be inspected by the Town's for cause to determine potential policy violations. If an employee believes that an online communication violates a Town's policy, the employee should immediately report the communication to his supervisor. The Town may investigate the matter, determine whether such communication violates policy, and take appropriate action. An employee whose Social Media use is deemed to be in violation of this policy or the law may be disciplined, up to and including termination of employment.

Open Door Policy

The Town is committed to maintaining a working environment in which all employees have the ability to openly express issues or ideas of importance. As such, the Town operates under an "open-door policy." This means that the doors to the offices of supervisors and managers are open to you. If an employee has any problems, issues, or ideas to be discussed, the employee is first encouraged to talk to his/her immediate supervisor. If the employee prefers to discuss the matter with someone other than his/her immediate supervisor, or if the employee does not get an adequate response, the employee is encouraged to discuss the matter with any other management representative or officer of the Town. Please remember that unless the Town knows that a grievance or issue exists, we cannot take appropriate action to resolve or address the matter. Employees will not be retaliated against in any way for taking advantage of this open door policy.

This Open Door Policy does not create any property rights in an employee's job, guarantee any specific type of treatment or process, or interfere with the at-will nature of the employee's job.

STATE AND FEDERAL PERSONNEL MANDATES

Equal Opportunity Employer

The Town of Mason is an equal opportunity employer. Except as otherwise permitted by law, the municipality will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, gender, sexual orientation, national origin, age (over 40), physical or mental disability, pregnancy, genetic information, veteran status, or any other category protected by federal, state or local law. (Title VII of Civil Rights Act of 1964 - 42 U.S.C. & 2000e - 2000e-15; Equal Pay Act 1963 - 29 U.S.C. & 206(d) Age Discrimination in Employee Act - 29 U.S.C. & 621 et seq.; Americans With Disabilities Act - 42 U.S.C. & 506et.seq.)

Unlawful Discrimination or Harassment

In addition to equal employment opportunity, the Town of Mason is committed to providing a work environment that is free from all forms of discrimination and harassment. The Town strictly prohibits and will not tolerate any discrimination or harassment based on an individual's race, color, religion, gender, sexual orientation, national origin, age, known mental and physical disabilities, pregnancy, genetic information, veteran status or any other category protected by federal, state or local law. Any discrimination, harassment, or sexual harassment of an employee by any employee, supervisor, manager, elected or appointed official of the municipality will not be tolerated.

Definitions:

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their (or their relatives', friends' or associates') race, color, gender, religion, national origin, age, known mental and physical disabilities, pregnancy, genetic information, veteran status or any other category protected by federal, state or local law; and that:

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

Examples of harassment under this policy include verbal abuse or kidding that is oriented toward a prohibited form of harassment; unkind, unwelcome, or inappropriate comments about one's race, color, religion, gender, sexual orientation, national origin, age, known mental and physical disabilities, pregnancy, genetic information, veteran status, or any other category protected by federal, state or local law; telling offensive or dirty jokes, or using tasteless or

degrading words, comments, writings or any other behavior that is viewed as offensive by an employee; or displaying written or graphic material in the workplace that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sexual orientation, national origin, age, known mental and physical disabilities, pregnancy, genetic information, veteran status or any other category protected by federal, state or local law.

Sexual Harassment is also a form of discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implied as term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of conduct that may constitute sexual harassment are: sexual advances, requests for sexual favors, propositions, physical touching, sexually provocation language, sexual jokes, and display of sexually oriented pictures or photographs.

If you believe that you have been subjected to discrimination, harassment or sexual harassment, you should immediately report this to your immediate supervisor, Department Head, Human Resource Manager, or the Mayor. The Town will conduct an immediate investigation in an attempt to determine all the facts concerning the alleged discrimination or harassment. Within the limits of the Tennessee Open Records Law, the municipality will handle the investigation with as much confidentiality as possible.

If the Town determines that discrimination, harassment or sexual harassment has occurred, prompt remedial and corrective action will be taken to stop the discrimination/harassment. The municipality will attempt to make the corrective action reflect the severity of the conduct. If it is determined that no harassment

has occurred, this will be communicated to you along with the reasons for the determination.

There shall be no retaliation or recrimination against any person for using this procedure to resolve their harassment or discrimination concern. Similarly, there will be no discrimination or retaliation against any other individual who participates in the investigation of a workplace discrimination or harassment complaint. Any person who engages in any type of retaliatory action against an employee who brings a complaint or participates in the investigation of a complaint will be subject to disciplinary action, up to and including discharge

Any manager, supervisor or employee who is found to have engaged in any type of prohibited harassment or discrimination, or who has been found to have engaged in retaliation against an employee for reporting alleged harassment or discrimination, will be subject to appropriate disciplinary action, up to and including termination.

All members of management and supervisory personnel have an affirmative duty to ensure that the Town and its respective departments or areas maintain an atmosphere that is free from discrimination or harassment. All members of management and supervisory personnel also have an affirmative duty to report and prevent any discrimination or harassment of employees.

Accommodating an Individual with a Disability

The Town is committed to ensuring equal opportunity in employment for qualified persons with disabilities and to complying fully with the Americans with Disabilities Act (ADA), the American with Disabilities Act Amendments Act (ADA-AA), and the Tennessee Disability Act. All employment practices and activities are conducted on a non-discriminatory basis, and the Town will employ and advance in employment qualified persons with a disability whose disability does not preclude (with or without a reasonable accommodation) satisfactory performance of the essential functions of the job.

The Town will provide a reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. When faced with a request for a reasonable

accommodation, the Town will engage in an interactive process to assess the requested accommodation, the nature of the job and disability, and the work environment. Any applicant or employee with a qualified disability who requires a reasonable accommodation in order to perform the essentials of the job should request an accommodation from their manager or the Human Resources Department. An employee's family member, health professional or other representative may request an accommodation on behalf of the employee or applicant.

Occupational Safety and Health

The Town shall provide job safety and health protection for you in accordance with the Occupational Safety and Health Administration (OSHA) Legislation (29 U.S.C. & 656, et seq.) and the Tennessee OSHA Law (T.C.A. 50-3-101 et seq.)

TOWN OF MASON RULES OF CONDUCT

All employees are employed at the will of the local government. The Town reserves the right to discipline, suspend or terminate any employee at any time and for any reason, good or bad, with or without cause or for no reason at all, as allowed by law. There may be occasions when the Town takes disciplinary action short of termination. The Town reserves the right to determine what type of disciplinary action, including warning, suspension, or termination, may result from any violation of the standards of conduct. This policy does not create a property right in employment for at-will employees.

Since it is in the best interest of both the employees and the Town to operate efficiently and safely, certain general rules covering employee conduct must be observed. This list of conduct standards is not intended to be all encompassing, and there may be action or inactions other than those listed below that could subject an employee to discipline up to and including termination.

The following constitute examples of misconduct that may subject the employee to termination:

- Stealing or having in the employee's possession, without proper authority, any Town property or the property of other Town Employees, or Town citizens.
- Being under the influence of an illegal drug and/or alcohol while working, or the possession or sale of an illegal drug or alcohol on Town property.
- Fighting, threats of violence, violence or horseplay on Town property.
- Sleeping, loafing, idleness, failure to start or stop work at the proper time, or leaving work without permission.
- Verbal abuse or threatening a citizen or fellow employee.
- Falsification of any Town document.
- Any act that results in a felony conviction by a court of law and which negatively impacts the employee's ability to perform the duties of his/her job.
- Insubordination, refusal to do assigned work, failure to carry out the reasonable instructions of a Supervisor, manager, Department Head or Town official.
- Repeated or excessive absences or tardiness.
- Unauthorized possession of firearms, explosives, or weapons on Town property.
- Intentionally damaging Town property, employee property or citizen property.
- Failure to comply with health and safety regulations, including smoking in unauthorized areas, failure to wear prescribed protective clothing, safety glasses, or equipment, failure to report an accident or injury, or refusal to submit to a drug and/or alcohol test (if requested).
- Marking or defacing walls, toilets, machinery, or other Town property, employee property, or citizen property, or willfully abusing, damaging or

destroying Town property, employee property or citizen property in any way.

- Performing personal work, having personal work done on the premises, using Town property for personal reason without authorization from supervisor, manager, Department Head or any other Town official.
- Failure to maintain satisfactory job performance, including but not limited to output or quality of work.
- Unauthorized use of radios, TV's, cameras, tape recording devices or video cameras on Town property.
- Any act of discrimination, harassment or sexual harassment as defined in this Handbook.

Emmitt D. Gooden, Mayor

Lureatha Harris, Town Recorder
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