

**TOWN OF MONTEAGLE  
ORDINANCE NO. 02-20**

**AN ORDINANCE REPLACING ORDINANCE 08-24 TO READ IN ITS ENTIRETY AS FOLLOWS:**

**BE IT ORDAINED** by the Board of Mayor and Aldermen of the Town of Monteagle, Tennessee:

**SECTION 1.** The following personnel policies and Procedures for the Town of Monteagle, Tennessee, are hereby adopted:

**CHAPTER 1**

**PERSONNEL POLICIES AND PROCEDURES**

**4-101. Purpose.** The purpose of these policies and procedures is to establish a system of personnel administration in the Town of Monteagle, hereinafter referred to as “Monteagle” that is based on merit and fitness. The system shall provide means to select, develop, and maintain as effective municipal work force through impartially applying personnel policies and procedures free of personal and political considerations and regardless of race, color, gender, age, creed, national origin, or disability.

**4-102. Coverage.** All offices and positions of the municipal government are divided into the exempt service and the non-exempt service. The terms “exempt” and “non-exempt” refer to classification for purposes of overtime pay in accordance with the Fair Labor Standard Act (FLSA). An exempt employee means that the employee

**is exempt from overtime provisions of the FLSA. A non-exempt employee is required to be paid overtime in accordance with the FLSA. A non-exempt service shall include all regular full-time and regular part-time positions in the town's service unless specifically placed in the exempt service. All offices and positions of the municipal government placed in the exempt service are as follows:**

- 1. All elected officials;**
- 2. Members of appointed boards and commissions;**
- 3. Consultants, advisers, and legal counsel rendering  
Temporary professional service;**
- 4. Town attorney;**
- 5. Independent contractors;**
- 6. People employed by the town for not more than three  
Months during a fiscal year;**
- 7. Part-time employees paid by the hour of the day and are  
Not regular employees as defined by Section 4-103**
- 8. Volunteer personnel appointed without compensation;**
- 9. Town judge;**
- 10. All department heads**

**All employment positions of the municipal government not expressly exempt from coverage by this section shall be subject to the provisions of the town charter and provisions of the FLSA, as amended. The town is not required to pay overtime for exempt employees.**

#### **4-103. Classes of Employees.**

**REGULAR FULL-TIME** – Regular full-time employees are individuals employed by the municipal government who work 40 hours, per week and have completed a 90 day initial employment period. Regular full-time employees receive full benefits unless specifically excluded by the town charter, code, or ordinance.

**REGULAR PART TIME** – Regular part-time employees are individuals who do not work on a daily basis and whose hours cannot exceed 32 hours per week unless approved by the Board. Regular part-time employees are excluded from all benefits afforded full-time employees.

**TEMPORARY EMPLOYEE** – A temporary employee is an individual who works for the town for no more than six months during one calendar year. Temporary employees receive no benefits.

**TEMPORARY PART-TIME EMPLOYEE** – A temporary part-time employee is an individual who works less than 32 hours per week for six months or less. Temporary part-time employees receive no benefits.

**VOLUNTEER EMPLOYEE** – A volunteer is an individual who works for the town for little or no compensation.

**VOLUNTEER FIREFIGHTERS** - Volunteer firefighters are appointed by the board of Mayor and aldermen. Volunteer firefighters are covered under the Volunteer Firefighter's Insurance Coverage Policy and are not employees subject to the workers compensation laws of the State of Tennessee.

#### **4-104. Hiring Procedures.**

**POLICY STATEMENT.** The town's hiring policy is to ensure compliance with the law and to obtain qualified personnel to serve the citizens of the town. Appointments to positions are based on merit, technical knowledge, and work experience. No person shall be employed, promoted, demoted, discharged, or in any way favored or discriminated against because of race, gender, age, color, religion, creed, ancestry, disability, or national origin. Nothing in the personnel rules and regulations document shall be deemed to give employees any more property rights in their jobs than may already be given by the town charter. The town reserves the right to alter or change any or all of these rules without prior notice to employees.

**RECRUITMENT.** The town shall employ only capable and responsible personnel who are of good character and reputation. When a vacancy occurs, the recorder shall prepare and post the appropriate position description at city hall. The recorder shall also provide notice of vacancies in alternate media including taped messages radio announcements, or other methods to ensure effective communication to the people with disabilities.

**APPLICATION PROCESS.** All people seeking appointment or employment with the town shall complete a standard application form as provided by the municipal government. Employment applications shall be accepted in the recorder's office during regular office hours only. The recorder will make reasonable accommodations in the application process to applicants with disabilities making a request for such accommodations.

**INTERVIEWS.** All appointments are subject to an interview with the Board and respective department head. If the position being filled is a department head, the Board of Mayor and Aldermen, hereinafter referred to as the “board” shall interview the prospective employee. It is not necessary that all applicants be interviewed. The Board will make reasonable accommodations in the interview process to applicants with disabilities making a request for such accommodations.

**APPOINTMENTS.** All appointments to positions in Monteagle, other than department heads, shall be made by the Board until such time the town has employed a city administrator. Applicants for the position of department head are to be interviewed by the board. Following a conditional offer of employment, every prospective employee shall be given a medical examination and a general physical exam by a licensed physician. The board shall have the right to designate the physician, if it so chooses. The sole purpose of the medical examination and a general physical exam is to ensure that the prospective employee can perform the essential functions of the position offered. The cost of this medical exam shall be borne by the town. Any prospective employee who is unable to successfully perform the essential functions tested for in the medical examination shall have the offer of employment by the town withdrawn only if they:

Cannot perform the essential functions due to a disability that cannot reasonably be accommodated;

Pose a direct threat to themselves and /or others;

Are unable to perform the essential functions due to a temporary condition or disability not protected by ADA.

**CITIZENSHIP AND ALIEN STATUS VERIFICATION.** The town will not discriminate on the basis of a person's national origin or citizenship status with regard to recruitment, hiring, or discharge. However, the town will not knowingly employ any person who is or becomes an unauthorized alien. In compliance with the Immigration Reform and Control Act, all employees hired after Nov. 6, 1986, regardless of national origin, ancestry, or citizenship, must provide suitable documentation to verify identity and employability. The documentation must be provided within three days of employment or the individual will not be hired.

**NEPOTISM.** No Town of Monteagle employees who are relatives shall be placed within the same direct line of supervision whereby one (1) relative is responsible for supervising the job performance or work activities of another relative; provided, that to the extent possible, this shall not be construed to prohibit two (2) or more such relatives from working for the Town Of Monteagle as long as they are not employed within the same department. "Relative" means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.

**INITIAL EMPLOYMENT PERIOD.** Applicants appointed to positions with Monteagle are required to serve a 90 day initial employment period. During this period, the employee's work performance will be subject to review regarding the competence of the employee to fill the position. An employee may be terminated during this period for any reason without respect or reference to the

procedures set forth in this document, the charter, or other ordinances. If the initial employment period is satisfactory, the employee may be recommended for a full-time appointment. The initial employment period may be extended by the Board when written notification is given to the employee with reasons for the extension. Permanent employees will receive a raise at budget time.

**TRANSFERS.** The board may make transfers of employees or delegate this authority to the Board. A transfer may also be implemented as a reasonable accommodation when an employee is unable, due to a disability, to continue to perform the functions of the job.

**PROMOTIONS/DEMOTIONS.** The Board shall make promotions/demotions of employees until such time that a city administrator is appointed. A demotion may also be implemented as a reasonable accommodation when an employee, due to a disability, becomes unable to perform the essential functions of the job.

#### **Section 4-105. COMPENSATION**

**SALARIES.** The MTAS annual salary survey that shows reported market rates of salaries and wages shall be consulted in determining employee compensation in the event that market rates of salaries is not available from other sources. Due consideration shall be given to duties performed, responsibilities, technical knowledge and skills required to perform the work satisfactorily, the labor market, and availability of people having the desired qualifications.

**HOURS OF WORK.** The board shall establish the hours of work per week for each position in the service of the town. Employees unavoidably late or absent from work due to illness or other cause must notify their supervisor within the time frame established by each department (unless unusual circumstances prevent the employee from making proper notification). Such employees must explain the reason for the absence and, if possible, an anticipated time and date of return to work. Failure to notify one's supervisor of absences may result in disciplinary action. Employees found falsifying time sheets will be subject to disciplinary action up to and including dismissal.

**BREAKS.** (Federal law does not require that employees be given any particular rest breaks, or breaks of any particular duration.) If a town gives employees rest breaks, the FLSA requires that the employer pay for breaks of 20 minutes or less, and for all breaks and lunch periods during which the employee must remain at the work station and/or perform some duties. Lunch breaks, however, when no services are required of the employee, can be unpaid.) Employees are entitled to a thirty minute lunch break.

**PAYDAY.** All employees of Monteagle shall be paid every two weeks. Questions about work time, salary, or paycheck, should be directed to the City Recorder within the pay period in question or immediately thereafter.

If an employee is absent on payday and wishes to have someone else obtain his/her paycheck, identification and a signed note authorizing the town to give the check to the bearer must be provided to the City Recorder.

**If an employee loses a paycheck, he/she should notify the City Recorder immediately. The employee will be required to sign an affidavit that the paycheck has been lost, and a new one will be issued. If an employee resigns. The last paycheck will be issued on the next regular payday. The employee should give written notice of where the check should be sent if he/she is not available to pick it up.**

**The town may pay its employees with direct deposit.**

## **PAYROLL DEDUCTIONS**

**Federal Income Tax: Federal taxes are withheld from employees' paychecks based on the number of dependents claimed by the individual. Employees are required to keep on file with the municipal government a copy of the W-4 form. In the event of changes in the employee exemption status, a revised W-4 must be filed before payroll deduction adjustments will be made.**

**Social Security: Social Security payments and deductions will be made in accordance with the Social Security Act. The City Recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.**

**Others: Other deductions may be made from and employee's paycheck, upon approval of the employee and the town board.**

**OVERTIME.** Non-exempt employees required to work overtime shall be compensated in accordance with the FLSA at a rate of 1 ½ the employee's regular pay rate. Administration of the policy and accumulation of time shall also be in accordance with the FLSA. The Board shall develop regulations for determining when an employee should be required to work overtime.

#### **4-106 BENEFITS**

**ELIGIBILITY.** All full-time employees are eligible for all benefits provided by the town.

#### **HOLIDAYS**

- |                            |                               |
|----------------------------|-------------------------------|
| <b>1. NEW YEAR'S DAY</b>   | <b>6. VETERAN'S DAY</b>       |
| <b>2. GOOD FRIDAY</b>      | <b>7. THANKSGIVING</b>        |
| <b>3. MEMORIAL DAY</b>     | <b>8. DAY AFTER THANKSGIV</b> |
| <b>4. INDEPENDENCE DAY</b> | <b>9. CHRISTMAS EVE</b>       |
| <b>5. LABOR DAY</b>        | <b>10. CHRISTMAS DAY</b>      |

If a holiday falls on Sunday, it will be observed on the following Monday. If the holiday falls on Saturday, it will be observed on the preceding Friday. To receive compensation for the holiday, employees must be in a pay status on the workday before and on the workday after the holiday unless otherwise excused by the Board.

**HOLIDAY PAY.** When an employee must work on a designated holiday the employee shall be paid double pay for the actual hours worked. Full time public safety officers (police and fire department employees) shall receive holiday pay in the form of an additional 8-

hours pay for each of the above holidays when not on duty. Employees eligible for holiday pay must be in a pay status for the last regular shift before a holiday and for the first regular scheduled shift after a holiday in order to receive compensation for the holiday.

**ANNUAL VACATION.**

Fulltime employees (exempt and non-exempt) shall be entitled to annual leave days in accordance with the number of years worked as follows:

**Regular Full-time Employees (37.5 Hours)**

| <b>Years of Service</b> | <b>Days Earned</b> |
|-------------------------|--------------------|
| <b>1-4</b>              | <b>5 days</b>      |
| <b>5-15</b>             | <b>10 days</b>     |
| <b>15+</b>              | <b>15 days</b>     |

Vacation/Annual Leave does not accrue until the employee's anniversary date of employment. The anniversary date is one year from the date the employee first reports to work. An employee who was employed on July 1, for example, would not be eligible for annual leave until June 30 of the following year. The maximum amount of vacation an employee may accrue is four weeks. Therefore, an employee who has accrued three weeks annual leave when his/her anniversary date arrives and is entitled to two weeks of annual leave, the employee will receive only one additional week. In unusual circumstances, where an employee cannot take his/her annual leave

due to situations beyond the employee's control, such as scheduling problems, absence of another employee from that department or office, etc., the employee may be granted additional time to schedule annual leave or be paid for the annual leave time accrued.

Should an employee cease to be employed with the Town of Montecagle, he/she is entitled to receive pay for any unused accumulated annual leave, as required by law.

The Mayor may, at his/her discretion grant requests from a salaried employee for time off which is not charged to his/her accrued vacation or sick leave.

## **SICK LEAVE**

Sick leave may be granted to all full time employees for:

**Personal illness or physical incapacity resulting from  
Caused beyond the employee's control**

**Exposure to contagious disease so that the employee's  
Presence at work might jeopardize the health of others**

**Medical, dental, optical, or other professional treatments  
Or examinations**

**Acute illness of a member of the employee's immediate  
Family (i.e., spouse, sibling, children, in-laws,  
Grandparents).**

Upon termination or resignation, any unused sick leave shall not be cashed in for compensation. After an employee (either exempt or non-exempt) has exhausted his/her accrued sick leave, a leave of absence without pay may be granted, at the discretion of the board as a reasonable accommodation to people with disabilities, or the employee may be placed on special leave without pay, or the employee may be terminated if he/she is unable to perform his/her job or another job with or without reasonable accommodation. Should the employee be able later to return to work, upon presentation of certification by a doctor, he/she shall be given preference for a position for which he/she is qualified. An employee who has exhausted all accumulated vacation/annual leave and sick leave may petition the Board for leave without pay. The town may not pay for any leave except for officially approved holidays, accumulated vacation/annual leave, bereavement leave, sick leave, or administrative leave, unless otherwise required by law.

Sick leave may only be used for illness of the employee, spouse, child, parent, or grandparent and is accrued in accordance with the following schedule:

$\frac{1}{2}$  day per month ---- first two years of employment

$\frac{3}{4}$  day per month ---- next three years

1 day per month ---- after five years

The maximum number of sick leave hours an employee may accumulate is 480 hours. The Board may require a doctor's excuse for any employee who is absent from work for two days.

**FUNERAL/BEREAVEMENT LEAVE** – Full-time employees shall be allowed three days of leave with pay for the death of an employee’s spouse, children, brothers and sisters, or parent. One day of leave with pay will be allowed for the death of in-laws and grandparents. Employees wishing to attend services of other relatives and non-relatives must use annual leave for this purpose.

**CIVIL LEAVE** – Civil leave with pay may be granted to employees to:

**Serve on jury duty**

**Answer a subpoena to testify for the town, and/or**

**Perform emergency duty for national defense**

Employees selected for civil service shall be excused for the actual duration of the civil service. Upon release from civil duty during the employee’s normal working hours, he/she is expected to return to duty. Employees will receive full pay during such service.

**SPECIAL BONUS PAY** – Bonus pay will be determined by the Mayor.

**ADMINISTRATIVE LEAVE** – Administrative leave shall include occasions where the office is closed due to inclement weather, loss of power, heat or cooling, or some other emergency that would prevent town employees from working. Duration of Administrative Leave will be determined by the Mayor.

**MILITARY LEAVE** – Any regular employee who has completed six months of satisfactory employment and who enters the U.S. armed forces will be placed on military leave. The Board shall approve military leave without pay when the employee presents his/her

**official orders. The employee must apply for reinstatement within 90 days after release from active military duty.**

**The employee will be reinstated to a position in the current classification plan at least equivalent to his/her former position. His/her salary will be the salary provided under the position classification and compensation plan prevailing at the time of reinstatement or re-employment for the position to which he/she is assigned.**

**Any regular full-time employee who is a member of the U.S. Army Reserve, Navy Reserve, Air Force Reserve, Marine Reserve, or any of the armed forces will be granted military leave for any field training or active duty required (excluding extended active duty). Such leave will be granted upon presentation of the employee's official order to his/her jurisdictional official. Compensation for such leave will be paid pursuant to T.C.A. 8-33-109.**

**It will be the employees' responsibility to arrange with the department supervisor to attend monthly meetings on regular off-time, with pay being applicable to the annual two-week training period.**

**DEATH OF AN EMPLOYEE – Upon the death of a full-time regular employee, his/her beneficiary will receive his/her next due payroll check and pay for accrued vacation/sick time. Further, his/her beneficiary shall be given complete assistance by the city recorder in settling retirement, life, and hospital insurance benefits.**

**RETIREMENT SYSTEM** – Employees of the town may participate in the town’s retirement program, if the town board elects to provide this retirement benefit. Currently the town contributes 3 percent of wages and/or salaries bi-weekly to the program. The full time employee who elects to participate may have funds deducted from each paycheck to contribute to the program. It is up to the employee to enroll in the program.

**INSURANCE COVERAGE** – Employees of the town may participate in group health insurance coverage, if the town board elects to provide such benefits. Insurance coverage is only offered to employees after their 90 probation us up. Should circumstances dictate terminating benefits, the town will offer employees and their dependents the opportunity to extend their health insurance coverage under COBRA. The town sponsors various other insurance plans such as disability and cancer coverage. These plans require 100 percent contributions from the participating employee. The city does not participate financially in paying for these optional programs. Premiums are deducted, at the employee’s request, from the employee’s regular paycheck. It is the responsibility of the employee to enroll in any insurance plan the town offers, but only at open enrollment.

**WORKERS’ COMPENSATION** – All injuries arising out of and in the course of one’s employment shall be governed by the Tennessee workers’ compensation law. Employees on occupational disability leave shall receive only those benefits due under workers’ compensation.

In all cases of occupational disability, other than those governed by the Tennessee Workers Compensation Act, the responsibility of

determining the character, degree, and potential duration of an injury shall rest with the licensed, practicing medical doctor(s) designated by the Board. The medical doctor(s) may make periodic examinations, progress reports, and recommendations as deemed necessary by the Board.

Before an employee is returned to full duty, the employee must demonstrate his/her fitness for duty by passing the performance test administered by the department head. This will only test for ability to perform routine tasks using those skills required for the position. Should an employee be unable to return to work within three months from the day following the date of injury, the employee may be subject to separation only if he/she:

Cannot perform the essential functions due to a disability that cannot reasonably be accommodated; and

Poses a direct threat to himself/herself and /or others.

#### **4-107 SEPARATIONS AND DISCIPLINARY ACTIONS**

**TYPES OF SEPARATIONS** – All separations of employees from town positions shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, layoff, death, retirement, dismissal, and the inability to perform the essential job functions with or without a reasonable accommodation due to a disability. At the time of separation and prior to final payment, all records, assets, and other items of town property in the employee's custody must be transferred to the department. Any amount due because of shortages shall be withheld from the employee's final compensation.

**RESIGNATION** – In the event an employee decides to leave the municipal government’s employ, a two week notice is expected to his/her supervisor so that arrangements for a replacement can be made. In such a case, employees will be expected to return any or all municipal government equipment assigned. An unauthorized absence from work for a period of three consecutive working days may be considered by the department head as a resignation. If a former employee returns to municipal government employment, his/her status of seniority, pay, leave, etc. will be the same as any new employee beginning work for the first time unless otherwise approved by the Board.

**LAYOFF** – The Board may lay off an employee in the municipal government service when they deem it necessary by the reason of shortage of funds, the abolition of a position, or other material changes in the duties or organization of the employee’s position, or for related reasons that are outside eth employer’s control and that do not reflect discredit upon the employee’s service. Temporary employees shall be laid off before initial employment period or regular employees.

**DISABILITY** – An employee may be separated for disability when he/she cannot perform the essential functions of the job because of physical or mental impairment that cannot be accommodated without undue hardship or because the disability poses a direct threat to the health and safety of others. A reasonable accommodation may include transfer to a comparable position for which the individual is qualified. Action may be initiated by the employee or the municipality, but in all cases it must be supported by medical evidence acceptable to the Board, and the disability must prevent the

employee from performing the essential functions of the job. The town may require an examination at its expense to be performed by a licensed physician of its choice.

**DEATH – Separation shall be effective as of the date of death of an employee. All compensation due in accordance with these rules shall be paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse.**

**AT-WILL EMPLOYMENT – Tennessee is an at will employment State, therefore, employees of the Town of Monteagle have no rights to continued employment with the town. Employees may be dismissed for cause, for no cause, for any cause as long as it does not violate federal and state law. A three-fifths vote of the city council is required to terminate an employee.**

#### **4-108 MISCELLANEOUS PERSONNEL POLICIES**

**USE OF MUNICIPAL TIME, FACILITIES, ETC. – No employee of the Town of Monteagle shall use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to oneself or any other private person or group.**

**POLITICAL ACTIVITY -\*\*NOTE\*\* - Nothing in this section is intended to prohibit any municipal government employee from privately expressing his/her political views or from casting his/her vote in all elections.**

**In elections for municipal offices – No municipal government employee shall become a candidate for or campaign for an elective office of the town.**

**In all other elections for public office – Town employees are entitled to seek election to offices that are not a part of the Town of Monteagle. Employees may not campaign in any way for candidate for any public office while on duty for Monteagle.**

**SOLICITATION – The town believes that its employees should not be exposed to frequent solicitations for charitable purposes. Therefore, solicitation shall be prohibited unless approved by the board.**

**DRIVER’S LICENSES – Every employee or elected official who operates a city vehicle and is required to have a driver’s license is required to notify the city recorder of any potential change in the status of that license. The police department shall check the status of licensed operators with the Department of Safety every six months. Employees and elected officials are strictly prohibited from operating any Monteagle vehicle or equipment that would require an operator’s license, unless the employee has a current license to operate the vehicle or equipment.**

**BULLETIN BOARDS – Monteagle maintains a bulletin board at City Hall on which important information connected with an employee’s work is posted from time to time. Cooperation is needed in protecting the posted material. All material to be placed on the bulletin board must be approved by the city recorder before it is posted.**

**TRIP REIMBURSEMENT – All trips that involve reimbursement and/or municipal government expense shall not be undertaken without prior approval. Mileage, hotel, food, and other travel reimbursements shall be in accordance with travel regulations. For details regarding travel, obtain a copy of the municipal government’s travel policy from the city recorder.**

**USE OF CITY/TOWN VEHICLES AND EQUIPMENT – All town vehicles and equipment are for official use only. No person other than an elected official, a town employee or a volunteer firefighter, may operate a town vehicle or piece of machinery. Drivers and/or operators must have a valid Tennessee driver’s license and be approved by the Board.**

**ON CALL – Employees of the water, sewer and street departments are required to be on call on alternating weeks including weekends and holidays. If an on-call employee is called out during off duty hours, the employee will be paid as follows:**

**Calls that require up to one(1) hour will receive two(2) hours of compensation at the employees regular rate of pay or compensatory time of equal amount. (This insures that the employee receives at least double time for the call.) Calls that require more than one hour will receive compensation at one and a half times the employee’s hourly rate of pay or compensatory time of equal amount. The overtime rate will be paid regardless of whether the employee has worked at least forty (40) hours in that pay period. Employees who are not on call but are called out for an emergency will receive one and a half times their hourly rate of pay for the call out hours**

regardless of whether and the employee has worked at least forty (40) hours in that pay period.

**DRUG AND ALCOHOL POLICY** – The Town of Monteagle has a zero-tolerance policy for drug and alcohol abuse by any of its employees. Drug tests may be given at random to employees for the protection of the public. These tests may be administered to any employee at the request of the Board, but are specifically aimed at those whose job directly affects public safety such as police officers, dispatchers, and utility workers. All employees who are hurt on the job and require medical attention, whether at a doctor's office, clinic, or hospital, and required to submit to a drug test. Failure of a drug test is grounds for immediate dismissal of any employee.

**REPEAL OF ORDINANCE** – All ordinances, including Ordinance 08-24 in its entirety or parts of ordinances in conflict herewith are hereby repealed.

**SEVERABILITY** – Each section, subsection, paragraph, sentence, and clause of this ordinance is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other portion of this ordinance, and only the portion declared to be invalid by a court of competent jurisdiction shall be deleted herein.

**EFFECTIVE DATE** – This ordinance shall become effective upon final passage, the public welfare requiring it.

**SOCIAL MEDIA POLICY – RESOLUTION 13-01** -- This policy applies to every employee, whether part-time or full-time, currently employed

by the Town in any capacity, and every member of the Town's volunteer fire department, who posts any material, whether written, audio, video or otherwise, on any web site is subject to corrective action, up to and including immediate termination of employment or any volunteer relationship will be terminated.

Upon passage of this ordinance the personnel policy adopted under Ordinance 08-05 is hereby rescinded in its entirety.

PASSED 1<sup>ST</sup> READING \_\_\_\_\_, 2020

PASSED 2<sup>ND</sup> READING \_\_\_\_\_, 2020

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MAYOR, DAVID SAMPLEY

ATTEST:

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DEBBIE TAYLOR, CITY RECORDER/CMFO

