

**Thomaston-Upson County Industrial Development Authority**



**Thomaston-Upson County  
Industrial Development Authority**

**Policy and Procedures Manual**

**Employee Handbook**

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# Thomaston-Upson County Industrial Development Authority

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# Thomaston-Upson County Industrial Development Authority



Welcome new employee!

On behalf of your colleagues, I welcome you to the Authority and wish you every success here. We believe that each employee contributes directly to the Authority's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Authority.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Kyle Fletcher  
Executive Director

# **Thomaston-Upson County Industrial Development Authority**

## **30 ORGANIZATION DESCRIPTIONS**

The Thomaston-Upson County Industrial Development was established in 1964 as a constitutional authority. House Resolution 458-1094

### **PURPOSES AND POWERS**

The general purposes and powers of the Authority, having been determined by the General Assembly of Georgia, are set forth in the Development Authorities Law. Without limitation of the previous mentioned law, the Authority shall have the following particular purpose:

Expanding and developing industry in the City of Thomaston and Upson County and for improving the general welfare of said city and county.

## **40 INTRODUCTORY STATEMENT**

## **Thomaston-Upson County Industrial Development Authority**

This handbook is designed to acquaint you with the Authority and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Authority to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Authority continues to grow, the need may arise and the Authority reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Authority to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

# Thomaston-Upson County Industrial Development Authority

The employee handbook describes important information about the Authority, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the Authority voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Authority can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Authority's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of the Authority has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

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EMPLOYEE'S SIGNATURE

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DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)

## 101 NATURE OF EMPLOYMENT

## **Thomaston-Upson County Industrial Development Authority**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Authority.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Authority is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Authority reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of the Authority. However, if you were offered an employment contract, authorized by the Board, then you may be excluded from some of these policies, as evidenced in writing by your contract.



## **Thomaston-Upson County Industrial Development Authority**

The Authority believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Authority amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will resist organization, within applicable legal limits, and protect the right of employees to speak for themselves.

## **Thomaston-Upson County Industrial Development Authority**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Authority will be based on merit, qualifications, and abilities. The Authority does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Authority will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Thomaston-Upson County Industrial Development Authority**

The Authority is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Authority within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**108 CONFLICTS OF INTEREST**

## **Thomaston-Upson County Industrial Development Authority**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Authority wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Authority's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Authority as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Authority does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Authority.

# **Thomaston-Upson County Industrial Development Authority**

## **112 NON-DISCLOSURE**

The protection of confidential business information and trade secrets is vital to the interests and the success of the Authority. Such confidential information includes, but is not limited to, the following examples:

- Financial information of prospects
- Labor relations strategies
- Pending projects and proposals to private companies

All employees may be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

# Thomaston-Upson County Industrial Development Authority

## 201 EMPLOYMENT CATEGORIES

It is the intent of the Authority to clarify the definitions of employment classifications so that the 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 Authority.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Authority management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Authority's full-time schedule. Generally, they are eligible for the Authority's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than thirty hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance if required), they are ineligible for all of the Authority's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Authority is appropriate. Employees who satisfactorily complete the 90-day introductory period will be notified of their new employment classification.

## **Thomaston-Upson County Industrial Development Authority**

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Authority's other benefit programs.

# **Thomaston-Upson County Industrial Development Authority**

## **202 ACCESS TO PERSONNEL FILES**

The Authority maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Authority, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Authority who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in the Authority's offices and in the presence of an individual appointed by the Authority to maintain the files.



# **Thomaston-Upson County Industrial Development Authority**

## **203 EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join the Authority are well qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the employment references of all applicants.

The Authority will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Authority's records.

# **Thomaston-Upson County Industrial Development Authority**

## **204 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Authority of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of any emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Executive Director.

# Thomaston-Upson County Industrial Development Authority

## 205 INTRODUCTORY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Authority uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Authority may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Authority determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Authority provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

# **Thomaston-Upson County Industrial Development Authority**

## **208 EMPLOYMENT APPLICATIONS**

The Authority relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Authority's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

# **Thomaston-Upson County Industrial Development Authority**

## **209 PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Yearly formal performance evaluations are to be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals yearly.

Merit-based pay adjustments are awarded by the Authority in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

# Thomaston-Upson County Industrial Development Authority

## 301 EMPLOYEE BENEFITS

Eligible employees at the Authority are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Bereavement Leave
- Holidays
- Jury Duty Leave
- Medical Leave
- Membership Dues
- Military Leave
- Personal Leave
- Severance Pay
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits
- Witness Duty Leave

# Thomaston-Upson County Industrial Development Authority

## 302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees

YEARS OF ELIGIBLE SERVICE	VACATION DAYS EACH YEAR
Upon initial eligibility	40 hrs
1 year	40 hrs
2 years	80 hrs
7 years	120 hrs
15 years	160 hrs

The length of eligible service is calculated on the basis of a “calendar year.” This is the 12-month period that begins when the employee starts to earn vacation time. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

## **Thomaston-Upson County Industrial Development Authority**

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a “cap” equal to two times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

In addition to vacation leave, all full time employees are entitled to one day (eight hours) of paid personal leave each calendar year, regardless of the number of years of service. Personal leave must be requested as such, and not as any other form of leave, and must be taken within the calendar year it is awarded. Personal leave cannot accumulate from one calendar year to the next.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if the Authority, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.



# Thomaston-Upson County Industrial Development Authority

## 305 HOLIDAYS

The Authority will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday-Date varies
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Years Eve (December)

The Authority will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

## **Thomaston-Upson County Industrial Development Authority**

### **306 WORKERS' COMPENSATION INSURANCE**

The Authority provides a comprehensive workers' compensation insurance program at no cost to employees when required by state law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Authority nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by the Authority.

# Thomaston-Upson County Industrial Development Authority

## 307 SICK LEAVE BENEFITS

The Authority provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees:

Eligible employees will accrue sick leave benefits at the rate of 1 day (8 hours) per calendar month upon employment. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Before returning to work from a sick leave absence of 15 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

# **Thomaston-Upson County Industrial Development Authority**

## **309 BEREAVEMENT LEAVE**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Up to three (3) days of bereavement leave may be provided to eligible employees, at the Executive Director's sole discretion, in the following classification(s):

### **Regular full-time employees**

Three days of bereavement leave will be paid by the Authority. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The Authority defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

# **Thomaston-Upson County Industrial Development Authority**

## **310 JURY DUTY**

The Authority encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request paid jury duty leave for the length of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Authority or the employee may request an excuse from jury duty if, in the Authority's judgment, the employee's absence would create serious operational difficulties. The Authority will continue to provide health insurance benefits for the full term of the jury duty absence.

# **Thomaston-Upson County Industrial Development Authority**

## **312 BENEFITS CONTINUATION (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Authority's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Authority's group rates plus an administration fee.

The Authority provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Authority's health insurance plan. The notice contains important information about the employee's rights and obligations.

# **Thomaston-Upson County Industrial Development Authority**

## **401 TIMEKEEPING**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Authority to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

# Thomaston-Upson County Industrial Development Authority

## 405 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION – voluntary employment termination initiated by an employee.

DISCHARGE – involuntary employment termination initiated by the organization.

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Authority will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Authority, or return of the Authority-owned property. Suggestions, complaints, and questions can also be voiced. Since employment with the Authority is based on mutual consent, both the employee and the Authority have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.



# **Thomaston-Upson County Industrial Development Authority**

## **410 PAY DEDUCTIONS**

The law requires that the Authority make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Authority also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Authority matches the amount of Social Security taxes paid by each employee.

The Authority offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

# **Thomaston-Upson County Industrial Development Authority**

## **501 SAFETY**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Authority has established a workplace safety program. This program is a top priority for the Authority. Its success depends on the alertness and personal commitment of all.

The Authority provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

# **Thomaston-Upson County Industrial Development Authority**

## **502 WORK SCHEDULES**

The normal work schedule for all employees is 8 hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

# **Thomaston-Upson County Industrial Development Authority**

## **601 MEDICAL LEAVE**

The IDA follows the family and Medical Leave Act (FMLA) guidelines set forth by the US Department of Labor. For complete details concerning FMLA, <http://www.wagehour.dol.gov>

# **Thomaston-Upson County Industrial Development Authority**

## **701 EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, the Authority expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Theft

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

Employees shall not post messages or pictures that would reflect negatively on the City or County or Authority. Disciplinary action may be taken for any improper or inappropriate use as a result.

# **Thomaston-Upson County Industrial Development Authority**

## **702 DRUG AND ALCOHOL USE**

It is the Authority's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the Authority's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Authority policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Authority any undue hardship.

# **Thomaston-Upson County Industrial Development Authority**

## **703 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The Authority is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

# **Thomaston-Upson County Industrial Development Authority**

## **704 RETURN OF PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the Authority property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Authority may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Authority may also take all action deemed appropriate to recover or protect its property.



# **Thomaston-Upson County Industrial Development Authority**

## **900 INTERNAL FINANCIAL POLICIES**

### **General**

1. No monies will be paid out without an invoice, receipt or certifiable evidence of amount due, except certain required prepayments. All invoices require the approval of the Executive Director and/or the Board in certain instances.
2. A fixed asset will be anything \$1,000 or over in value and have a useful life of more than 1 year.
3. A spending limit of \$5,000.00 is authorized for the executive director.