



TOWN OF CAROLINA SHORES

Personnel Policy Referenced Policies

Re-Adopted on December 7, 2020

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Town of Carolina Shores, NC

Travel Policy

Purpose

This policy is established to help ensure that public funds are expended for travel only when it serves a public purpose. It is the intent of this policy to establish a reference regarding the payment or reimbursement of travel expense pertaining to official travel and subsistence for the Town of Carolina Shores. Article V, Section 2 (1) of the Constitution of the State of North Carolina requires that funds generated by taxation be spent for a public purpose only.

Any employee, board member or committee member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Employees, elected officials, and committee members traveling on behalf of the Town should travel together, whenever possible, to minimize travel costs.

Definitions

- a. Travel – defined as going to and from the normal job location (duty station) to a site other than the normal job location to conduct Town business.
- b. Daily Travel – Travel for short or day trips where the traveler is not away from his or her duty station overnight.
- c. Overnight Travel – Continuous travel that involves overnight absence from the traveler’s duty station.
- d. Travel Advance – represents a payment of public funds to an employee or official for travel costs, which have not yet been incurred. Employees or officials who can prove a financial hardship can request a travel advance in order to conduct Town business.
- e. Subsistence – Subsistence, for purposes of this policy, is an allowance for lodging, meal costs and related gratuities.
- f. Duty Station – defined as the job location at which the employee spends the majority of his or her working hours.
- g. Transportation – includes personal automobile, taxi, bus, train, airplane, car rental, tolls, and parking fees incurred while conducting official business.

Applicability

All employees and officials of the Town and non-Town employees on official Town business are subject to this policy.

Procedures

General Guidelines – An employee or board member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary to unjustified in the performance of official business are not acceptable under this standard. To maximize benefits received from public funds expended for travel, employees and officials traveling on behalf of the Town are encouraged to travel together, whenever possible, to minimize travel costs. Employees and board members are responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Generally, non-employees traveling with the employees will not be reimbursed for travel expenses unless they are on official Town business. Willful violations of this policy may result in disciplinary or criminal action and may constitute grounds for termination.

Travel Requisition Form - A Travel Requisition Form will be prepared by the prospective traveler before initiating travel plans and shall obtain the appropriate approvals. The preparer will indicate the destination, purpose for which travel is being requested, length of trip, estimated cost and the account in which the funds are budgeted and available. North Carolina General Statute 159-28(a) states that the Town may not incur an obligation unless an unencumbered balance sufficient to pay the obligation remains in the budget.

Expenditure Methods

- Town Credit Card – The Town’s credit card can be utilized for travel expenses and must be configured to allow for travel expenses by contacting the Finance Director (at least two weeks prior to the travel date.) The Town’s credit cards are issued to individual employees, officials and committee member. The Town’s credit cards shall not be used by travelers for costs relating to spouse or family members who accompany them.
- Personal Credit Card – Personal credit cards can be used to incur authorized travel expenditures only if the Town’s credit card is not available.
- Travel Advance – Requests for travel advances should be submitted at least seven (7) working days in advance of the planned date of departure to allow staff adequate time to process the request through the Town’s normal payment procedures. Travel advance checks will **not** be written for less than \$50.00 and will not exceed the estimated total travel expenditure, less any direct payments made by the Town for lodging, transportation, etc. Petty cash may be utilized, as needed, for advances up to \$25.00. The traveler is required to sign an authorization to withhold from his/her paycheck an amount up to/equal to the amount of the advance, if the actual expenses for the trip are not submitted within 14 calendar days of the stated return date. If the trip is not properly authorized, the traveler agrees that the Town Administration can direct the Finance Director

to withhold from his/her paycheck an amount up to or equal to the actual trip expenses incurred by the Town.

Transportation - Actual costs for transportation which are incurred while conducting Town business, and for which a travel request was approved, will be reimbursed provided they are supported by receipts and other documentation. The most economical mode of transportation should be determined by the approving authority taking into consideration the costs of transportation, the time factor, and subsistence expenses.

- Town Vehicle - A Town of Carolina Shores vehicle should be used for out of town travel when driving is appropriate, unless the traveler requires a specially equipped vehicle. The traveler must obey all laws of the jurisdiction in which the Town vehicle is being operated. Town vehicles will be used in conducting Town business only. A minimal amount of personal use, such as driving the vehicle to and from dinner, will be allowed. Only Town employees/officials should operate Town vehicles.
- Personal Vehicle – If a Town (or “pool”) vehicle is not available, the employee may use a personal vehicle. Mileage reimbursement for out-of-town travel will be at the current published Federal (IRS) rate on the date of travel. Computation of mileage should be from the shortest distance (the employee’s duty station or home) to the destination and back. Incidental mileage such as travel to restaurants while out of town is expected and can be included in the computation. “Sightseeing” or personal trips should not be included in the mileage reimbursement. If the traveler uses his/her personal vehicle, his/her insurance policy covers vehicle damage and any expenses incurred in an accident. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on Town business.
- Parking fees, Tolls and Storage Fees – Parking fees, tolls, and storage fees are reimbursable. Airport parking reimbursements are limited to “Daily”, “Remote” or “Satellite” rates only. Travel expense requests, which include “Hourly” airport parking rates, will be reimbursed up to “Daily” rates only.
- Commuting - No reimbursement shall be made for the use of a personal vehicle in commuting from an employee’s home to his/her duty station.
- Tickets, Fines or Towing Charges - The town will **not** reimburse travelers for parking tickets, fines for moving violations or vehicle towing charges.
- Common Carrier – If driving is not appropriate, the employee should make airline reservations by the least expensive method, factoring “non-refundable” ticket options into their plans. Under no circumstance should an employee secure reservations at more than the published coach fare rate. If a non-refundable ticket was purchased by the traveler and not used, reimbursement of the cost to the traveler must be approved by the Town Administrator.
- Discounts/Super Saver Rates – A traveler may, with the approval of the department director, book airline tickets at a reduced rate in conjunction with a

conference or convention or directly with the airline, including via the Internet. The traveler must document the ticket cost savings and attach this documentation to the airline ticket receipt submitted to Finance for final approval of the reimbursement. Department directors and travelers should be cautious regarding the cost/benefit of work time spent searching for low price airline tickets. It should be noted that all costs associated with restrictions on airline tickets, such as fees for ticket changes, are the responsibility of the traveler and will only be reimbursed by the Town if the change is at the request of the Town. Extended stays or early departures for the purpose of reduced airfares must result in an overall cost savings to the Town and requires appropriate approval.

- Ground Transportation - Reimbursement for ground transportation (such as airport shuttles, buses, and taxis) is authorized when incurred while on out-of-town/overnight official Town business, unless complimentary ground transportation is offered. The most economical method should be used. Receipts should always be requested, and must be submitted for reimbursement.
- Rental Vehicle - A receipt is necessary for reimbursement. Rental vehicles are to be used as a last resort or when the use of a rental vehicle produces a cost savings (over other ground transportation) for the Town.
- Travel to/from Airport – Reimbursement is allowed for travel between the employee’s or board member’s duty station and the nearest airline terminal as follows:
 1. Airport shuttle – one round trip fare,
 2. Taxi – limited to reimbursement for actual costs,
 3. Private vehicle – the IRS rate per mile for a maximum of two round trips.

Subsistence

- Lodging – The traveler should substantiate that the overnight lodging is necessary and must be approved in advance. Travelers should request the lesser of a group rate or governmental/state rate, when available. At a minimum, travelers are required to stay in hotels that represent the average cost for that location. Entertainment expenses, such as the cost of in-room movies, will not be reimbursed.
- Meals – Meal expenses, including gratuities, will be reimbursed (or paid) up to the guidelines provided in website GSA.GOV, which currently is \$39.00 per day for meals. A copy of the current rate and breakdown for meals will be provided to any employee who must travel on Town business.

The amounts are not a per diem. Meals will be reimbursed (or paid) based upon actual expense. Receipts must be turned in with the expense report or purchasing card statement. If meals, including gratuities, exceed these guidelines, a supervisor must authorize the expenditure payment/reimbursement. Reimbursement of gratuities on meals should not exceed the customary 15%. If a meal is included in a convention or conference registration fee, no additional reimbursement is allowed.

Overnight Travel – Travelers will be reimbursed for meals associated with partial days of travel as follows:

- Breakfast – departure from duty station is prior to 6:30 a.m. If the departure time is at/before 5:30 a.m. due to stopping for breakfast, no breakfast will be reimbursed.
- Lunch – departure from duty station is prior to 11 a.m., or return to duty station time is after 2 p.m. If stopping for lunch would cause the return time to be at/after 2 p.m. lunch will not be reimbursed.
- Dinner – departure from duty station is prior to 6 p.m., or return to duty station is after 7:30 p.m. If stopping for dinner would cause the return time to be at/after 7:30 p.m., dinner will not be reimbursed.

Daily Travel – Where no overnight stay is required, travelers will be reimbursed for meals as follows:

- Breakfast – departure from duty station is prior to 6:30 a.m. If the departure time is at/before 5:30 a.m. due to stopping for breakfast, no breakfast will be reimbursed
- Lunch – departure from duty station is prior to 11 a.m., or return to duty station time is after 2 p.m. If stopping for lunch would cause the return time to be at/after 2 p.m. lunch will not be reimbursed.
- Dinner – Return to duty station is after 7:30 p.m. If stopping for dinner would cause the return time to be at/after 7:30 p.m., dinner will not be reimbursed.

Meals and Day-to-Day Activities – Town officials/employees will not be reimbursed for meals eaten in conjunction with a meeting, or by whatever name called, to discuss issues relating to the official's/employee's normal day-to-day business activities.

Reimbursement for Meals – Required Attendance – Town officials/employees may be reimbursed for meals, including lunches, when the job requires his/her attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the meal is preplanned as part of the meeting for the entire board, commission, committee, or council.

Other Costs

- Telephone Calls – The cost of telephone calls for ordinary and necessary Town business, as well as one safe arrival telephone call to the employee's home/family, may be claimed for reimbursement or direct payment. The traveler should use prudent judgment regarding cost when making telephone calls or connecting via modem to the Town's computer system. Receipts (such as a \$0.00 balance hotel bill or telephone bill) must be submitted for these expenses. The purpose of the telephone call must be noted on the bill. Travelers with Town supplied cellular phones should use that phone to make all calls when away from the office.

- Conventions, Conferences and Seminars – Travelers attending conventions, conferences or seminars will be allowed, with appropriate approval, to stay in the participating hotel. Entertainment expenses will not be reimbursed. Program schedules and information should be submitted with travel reporting forms.
- Tips and Gratuities – Tips and gratuities (refer to “Subsistence” section for tips on meals), such as baggage handling, are allowed but should be kept at a minimum. Tips requested for reimbursement should be identified on the Travel Expense Report as “Other” costs.
- Penalties and Charges Resulting from Cancellations – Penalties and charges resulting from the cancellations shall be the department’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the department. If the cancellation or change is made for the personal benefit of the prospective traveler, it shall be the prospective traveler’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s immediate family, or other critical circumstances beyond the control of the employee, the department shall pay the penalties and charges.

Approval – The Town Administrator or appropriate supervisor will authorize employee travel for official Town business. An employee given the authority to approve the travel requests of other employees does not have the authority to approve his/her own travel request. Pursuant to General Statute 159-28, a pre-audit certification of the Travel Requisition by the finance officer is required confirming the availability of funds. The Governing Board will authorize and review travel expenses incurred by the Town Administrator.

Reimbursement Procedure --

- Travel Expense Report – Each traveler is responsible for his/her own reporting form. All expenses for a business trip will be documented on a Travel Expense Report, regardless of an amount due. The form can be obtained from the Finance office. A sample form is attached to this travel policy for your reference. All receipts, including program information, will be attached to the signed Travel Expense Report and submitted for appropriate approval. The completed Travel Expense Report, with receipts and photocopy of the original travel requisition form, will be submitted to the Town Administrator no later than five (5) working days after returning from travel.
- Reimbursement/Payment – The Travel Expense Report allows the traveler to indicate whether a Purchasing Card or Travel Advance was used for travel expenses. Amounts advanced or paid directly by the Town will be deducted from reimbursable costs. If the employee used personal funds, the expense may be reimbursed from petty cash (if the amount due is less than \$20) or by Town check on the next available check writing date. If an employee could not use a purchasing card for expenses incurred on a business trip, and did not seek a travel advance for the trip, reimbursement will be provided only through the normal bi-weekly check writing. A manual check will not be issued for reimbursement. Any funds due the Town will be submitted along with the Travel Expense Report.

If the actual expenses for the trip are not submitted within 5 calendar days of the stated return date, the traveler's authorization to withhold an amount up to/equal to the amount of the advance from his/her paycheck will be implemented.

Accurate Information – An authorizing party who approves a falsified reimbursement form that they know to be false will be subject to disciplinary action including termination and/or criminal prosecution. North Carolina G.S. 179-181(a) states that any officer or employee of a local government or public authority who submits a written claim or approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

Town of Carolina Shores, NC

Technology Policy

Purpose of Policy

This policy covers the use of all technology resources belonging to the Town of Carolina Shores. It includes, but is not limited to, pagers, radios, all computer systems of any size and function and their attached peripherals, digital cameras, video cameras, phones, cellular phones, faxes, voice mail systems, e-mail systems, network resources and Internet resources. All technology resources owned by the Town of Carolina Shores are in place to enable the Town to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Failure to adhere to this policy places the individual at risk for legal liabilities, potential embarrassment and disciplinary action up to and including dismissal.

E-Mail/Internet: Use of the Communications Systems by employees for personal business must be restricted to occasional use that does not interfere with the conduct of Town business. Personal use should be limited to personal time (breaks) and personal use of Internet and e-mail should be minimal. The Town Administrator should monitor the extent of personal use of these assets during regular working hours.

Any business or personal use of the Internet or e-mail by the Town employee shall clearly and accurately identify the employee. Anonymous or pseudonymous use is prohibited. E-Mail is considered an official form of communication between departments and between employees.

The following uses of the Town's Communications Systems are strictly prohibited:

- Use of the Communication Systems to send chain letters.
- Use of the Communication Systems to compromise the integrity of Carolina Shores and its business in any way.
- Use of the Communication Systems to send messages containing offensive, abusive, discriminatory, threatening, harassing, or other language inappropriate for the operations of Carolina Shores.
- Use of the Communications Systems to send messages that violate the Town's Policy against Harassment. Such messages include, but are not limited to, messages that contain sexual implications, racial slurs, or that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin or disability.
- Use of the Communications Systems for the advertisement of personal business.
- Intentionally viewing, downloading and/or transmitting materials that involve the use of obscene language, images, jokes, sexually explicit materials or messages that abuse or belittle any person group or classification of individuals is strictly prohibited.
- Use of the Communication System to distribute personnel information (unless it is an authorized Human Resource function) that includes but is not limited to salary, performance reviews, complaints, grievances,

misconduct, disciplinary information, medical records or related information.

- Installation or downloading of software from outside vendors or the Internet without prior authorization from the Town Administrator.
- Permitting unauthorized persons to use the Town electronic network communication system.
- Use of the computer to play any games.

Security: Any file, program, or document received on any media, through the Internet or through file transfer must be checked for viruses immediately. Caution should be used when receiving unexpected email message containing an attachment. It should not be opened if there is any doubt about the type of file, content or sender. This is to prevent viruses from infecting the Town's entire network. Each individual employee is responsible for the prevention of the spread of viruses.

All electronic communications are the property of Carolina Shores, are subject to monitoring and therefore not considered private. Carolina Shores will disclose any electronic mail message as required by appropriate law or regulation. The Town shall promptly access electronic communications data:

- When a user leaves the employ of Carolina Shores for any reason. User's mail will be accessed for the purpose of saving those messages that pertain to Town business. These files may be subject to transfer to another user if necessary to conduct Town business. The employee's Town e-mail service will be discontinued.
- When necessary to investigate a possible violation of Town policy or a breach of the security of the Communications System.
- In the event there is reasonable suspicion a user has committed or is committing any crime.

Telephones: The telephone system including Town owned cell phones is intended to accomplish the work of the Town of Carolina Shores. Providing services to internal and external customers is always the first priority. Personal use should be limited in accordance with the provisions of Internet and e-mail use. The Town will deem personal use excessive if it prevents the employee from managing customer inquiries, complaints and requests for service in a timely manner or if it interferes with the employee's accomplishing her/his job responsibilities. Personal use of the Town's long distance service is prohibited for personal reasons. Violations will be subject to disciplinary actions as provided in the Personnel Policy.

Appropriate Use: At all times when an employee is using Town of Carolina Shores technology resources, he or she is representing the Town. Use the same good judgment in all resource use that you would use in written correspondence or in determining appropriate conduct. Appropriate use of a particular resource will be discussed as a part of the training and its use.

While in the performance of work-related functions, while on the job, or while using publicly owned or publicly provided technology resources, the Town of Carolina Shores employees are expected to use them responsibly and professionally. They shall make no

intentional use of these resources in an illegal, malicious, inappropriate or obscene manner. Each Internet capable workstation will be configured to allow the screening and review of sites visited in the Internet.

Town of Carolina Shores, NC

Drug and Alcohol Policy

It is the policy of the Town of Carolina Shores to foster a work environment free from the effects of both the illegal use of controlled substances and the use of alcoholic beverages; and

The use of drugs and/or alcohol impairs employment judgment which may result in increased safety risks, hazards to the public, employee injuries, faulty decision making and reduced productivity; and

The government should assume a leadership role in seeking to contain illegal or excessive drug uses and should provide a model for industry and other employers.

Drugs for Which Tests Will Be Conducted

When drug and alcohol screening are performed under the provisions of this ordinance, a urinalysis test will be given to detect the presence of the following drug groups:

Alcohol (ethyl)

Amphetamine/Methamphetamine (e.g. Speed, Crystal)

Benzodiazepines (e.g. Valium, Librium, Oxazepam, Serax, Dalmane, Ativan)

Cocaine

Methadone

Methaqualone (e.g. Quaalude)

Opiates (e.g. Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone)

Phencyclidine (PCP)

THC (Marijuana)

Barbiturates (e.g. Amobarbital, Butabarbital, Pentobarbital, Phenobarbital, Secobarbital)

LSD (Lysergic Acid Diethylamide)

And may include other drugs specified on the State of North Carolina Schedule of Controlled Substances

Applicability of Mandatory Testing to Applicants for Employment

Any applicants to be considered for employment with the Town of Carolina Shores may be required to undergo drug and alcohol screening upon an offer of employment and prior to actual employment. The confirmed presence of any illegal drug in a urine sample shall be cause for disqualifying an applicant.

The presence of any unexplained legal drug may also cause for disqualifying an applicant. If an applicant is taking prescription medication, this must be substantiated by a physician's report indicating whether or not the taking of the legal drug would likely prevent or alter the person's ability to perform essential job duties. If the report indicates the person cannot perform essential job duties while under the influence of these prescribed legal drugs, this shall be ground for disqualification.

Definitions

Illegal Drug – any substance listed on page 51 and not covered by the definition of “Legal Drug” below.

Legal Drug – any substance listed on page 51 for which no prescription is required by State Law or, if a prescription is required, the person for whom it was prescribed takes the substance in accordance with a valid prescription.

Applicability of Mandatory Testing to Certain Employees.

The Town may require an employee within certain classes performing special duties to submit to drug and alcohol testing. Such classes include but are not limited to:

1. maintenance personnel;
2. operators of heavy equipment such as tractor-trailers, dump trucks, bulldozers, loaders and tractors;
3. drivers of emergency response vehicles;
4. anyone entrusted with the safety and care of the public.

Testing may be required without notice but only during work-duty hours, and the employee shall submit to the test within two hours after being requested to do so; noncompliance shall be deemed a refusal to take the test. The Town Administrator must authorize such tests.

Current Employee Testing

The Town of Carolina Shores may require a current employee to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information of recent drug use provided by a reliable and credible source;
- direct observation of drug or alcohol use;
- presence of the physical symptoms of drug or alcohol use (e.g. glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).

The Town Administrator must authorize such tests. All tests will be administered within 2 hours after being requested to do so. Failure to report to take the test shall be deemed a refusal to take the test.

Prior Notice of Testing Policy

The Town shall provide written notice of its drug and alcohol testing policy to all employees and job applicants. The notice shall contain the following information:

1. the need for drug and alcohol testing;
2. the circumstances under which testing may be required;
3. the procedure for confirming an initial positive drug test result;
4. the consequences of a confirmed positive test result;
5. the consequences of refusing to undergo a drug and alcohol test;
6. the right to explain a positive drug test result and the appeal procedures available.

Consent

Before a drug and alcohol test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to those Town officials with a need to know. The consent form shall provide space for employees and applicants to acknowledge that they have been notified of the Town's drug testing policy and to indicate current or recent use of prescription or over-the-counter medication. The consent form shall also set forth the following information:

1. the procedure for confirming an initial positive test result;
2. the consequences of a confirmed positive test result;
3. the right to explain a confirmed positive test result and the appeal procedures available.
4. the consequences of refusing to undergo a drug and alcohol test.

Refusal to Consent

Any employee who refuses to consent to a drug and alcohol test is subject to disciplinary action up to and including termination. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action.

Confirmation of Test Results as to Employees

An employee whose drug test yields a positive result shall be given a second test using a gas chromatography/mass spectrometry (GC/MS) test. The second test shall use a portion of the same test sample given from the employee or applicant for use in the first test.

If the second test confirms the positive test result, the employee or applicant shall be notified of the results in writing by the Town Administrator or Board of Commissioners. The letter of notification shall identify the particular substance found and its concentration level.

Consequences to an Employee of a Confirmed Positive Test Result

If an employee's positive test result has been confirmed, the employee is subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance, and the existence of past disciplinary actions.

The Right to a Hearing

If an employee's positive test result has been confirmed, any disciplinary action may be appealed as set out in the Personnel Policy of Carolina Shores.

Confidentiality of Test Results

All information from an employee's or applicant's drug and alcohol test is confidential, and only those with a need to know are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant. The results of a positive drug test shall not be released until the results are confirmed. The testing laboratory shall destroy the records of unconfirmed positive test results and negative test results.

Privacy in Drug Testing

Urine samples shall be provided in a private restroom stall or similar enclosure so that the employees and applicants may not be viewed while providing the sample. Bags, briefcases, purses and other containers may not be carried into the test area in order to reduce the threat of tampering with samples.

Laboratory Testing Requirements

All drug and alcohol testing of employees and applicants shall be conducted at a site selected by the Town. To be considered as a testing site, a medical facility or lab must submit in writing a description of the procedure that will be used to maintain test samples. Factors to be considered by the Town in selecting a testing facility include:

1. testing procedures, which ensure privacy to employees and applicants consistent with the prevention of tampering;
2. methods of analysis, which ensure reliable test results, including the use of gas chromatography/mass spectrometry to confirm positive test results;
3. chain-of-custody procedure which ensures proper identification, labeling, and handling of test samples;
4. retention and storage procedures which ensure reliable results on confirmatory tests of original samples.

Town of Carolina Shores, NC

Safety Policy

It is the policy of the Town of Carolina Shores that each department will provide as safe a work place as possible for our employees. In conjunction with this policy, all employees are expected to cooperate in keeping all work areas clean and free of hazards. Our policy includes the following:

1. A responsible employee in a position of authority will be appointed as Safety Coordinator.
2. Managers, supervisors, and employees are responsible for implementing this policy by working in a safe manner.
3. Regularly scheduled safety meetings will be held with all employees.
4. Each department will hold safety meetings with employees regularly.
5. All accidents must be investigated and actions taken to prevent recurrence.
6. Each new employee will be trained in safe working practices for his particular job and closely supervised until it is ascertained that he is fully capable of performing his duties in a safe manner.
7. Each employee will be required to use appropriate personal protective equipment as required to perform his/her job safely and to protect himself/herself from unwanted exposures.
8. Each employee will be required to report any accident of which he/she is aware to the immediate supervisor immediately.
9. Each employee will be required to report any hazard or unsafe work habit of which he/she is aware to his/her immediate supervisor.
10. Each employee shall follow safety policies and procedures as a condition of employment. Failure to follow established safety rules can and will result in disciplinary action according to the Town's Personnel Policy.

All employees of the Town will be given a copy of the Town's Safety Manual and will be expected to adhere to the policy. Violations will result in disciplinary action up to and including termination.

Town of Carolina Shores, NC

Alternate Work Schedule (AWS) Policy

The availability of an AWS varies by Department/Division. Some Departments/Divisions offer a part or all of the options described, while others may choose not to offer them at all if such schedules are determined to have a negative effect on productivity, service to the public, or cost. If a Department/Division offers an AWS, the employee's actual work schedule is at the discretion of management.

AWS Essentials

- Alternate work schedules are established for entire groups of employees; individuals cannot request and work flexible schedules unless they have been approved for their Department/Division as a whole.
- If a Department/Division is on a compressed schedule, and that causes a hardship for, individual employees they can ask to be exempted from the schedule.

There are two types of alternative work schedules: compressed and flexible.

A compressed schedule involves longer but fewer work days, so that an employee can complete a full 70 or 80 hours during each biweekly pay period in less than 10 work days.

A flexible schedule includes a variety of options, all involving certain core hours during which all employees must be present, coupled with flexible arrival and departure times.

Compressed Schedules

These schedules are fixed; there is no flexibility about when employees report to work and leave each day. Once established, employee schedules are set, only changed as a whole for the particular Department/Division by management.

There are several ways in which a compressed schedule can work. The two most common are:

- 4-10 in which you work 4 10-hour days each week of the pay period and have an extra day off each week.

In this case the employee will work a total of 80 hours during each bi-weekly pay period.

Flexible Schedules

As the name implies, flexible schedules are more flexible, but that does not mean employees can come and go at any time; employees work out a schedule with their supervisor and adhere to the schedule.

All flexible schedules have two things in common: core hours, during which all employees must be at work; and flexible time bands which are the times individual employees can vary to arrive and depart from work.

Leave and AWS

For employees working either a compressed schedule or a flexible schedule, the accrual of leave shall be provided in proportionately equivalent amounts of leave to employees having average workweeks of different lengths, accordingly the following tables should be used for implementation. Additional tables promulgated by the Finance Department at the direction of the Town Administrator may be created administratively to accomplish the schedule of vacation leave contained in this section.

Table 1
Implementation Table for 35hr Week Employee Working 5 Days at 7 Hours

6 months – 1 year	5 days
1 year	10 days
2-4 years	12 days
5-9 years	15 days
10-14 years	18 days
15+ years	20 days

Table 2
Implementation Table for 40hr Week Employee Working 4 Days at 10 Hours

6 months – 1 year	4 days
1 year	8 days
2-4 years	10 days
5-9 years	12 days
10-14 years	14 days
15+ years	16 days

For a compressed schedule:

- If a leave day falls on a scheduled work day (e.g.9-hour day), the employee shall account for the full amount of time scheduled in whichever combination of leave would be most practical. Holiday leave shall be equal to the hours that the employee was scheduled to work.
- The same is true for things like building closures due to inclement weather. If the employee was scheduled to work 10 hours under a compressed work schedule, the employee will be granted 10 hours of excused absence.

For a flexible schedule:

- If a leave day falls on a scheduled work day (e.g.9-hour day), the employee shall account for the full amount of time scheduled in whichever combination of leave

would be most practical. Holiday leave shall be equal to the hours that the employee was scheduled to work.

- If a leave day falls on a day when the employee would have worked more than average number of hours for the week, the employee may use whatever combination of leave available to be most practical to cover fully for the scheduled time to work. Work time may be made up through a flexible schedule modification; if not with accrued credit hours, then through accrued compensatory time, accrued compensatory time off for travel, restored annual leave, or annual leave.
- If a closure occurs on a day when the employee would have worked more than average number of hours in a work week, the employee will receive the number of hours that they were scheduled to work on that day.

Replacement Holidays when Holidays Fall on Non-Work Days

If an employee is working either a compressed or flexible work schedule, and a holiday falls on a day that the employee is not scheduled to work, then the employee will be given the preceding workday off instead. This is true even if the replacement holiday is in a different pay period.

The exception is a holiday that falls on a Sunday when the employee was not scheduled to work; in that case the next scheduled workday will be the replacement day off; however, the head of the agency can handle this differently if the plan described here would have a negative impact on service to the public, productivity, or cost.

In the case of part-time employees, they will not be given a replacement day off for holidays that fall on days when they are not scheduled to work.

Premium Pay and AWS

Entitlement to overtime, compensatory time, and differentials varies based on your work schedule.

For a compressed schedule:

Overtime – is the hours of work in excess of the 40 hour work week.

- For full-time FLSA non-exempt employees overtime hours also includes hours worked outside the compressed work schedule that are "suffered or permitted." This means that if an employee works beyond their schedule and the supervisor knows it and does not stop it, the employee is entitled to overtime for the time worked.

Compensatory time – may only be requested in lieu of overtime pay for irregular or occasional overtime work.

Holiday pay works the same as for employees on flexible AWS.

For a flexible schedule:

Overtime - is the hours of work in excess of 40 hours in a week.

- It must be officially ordered by management and the employee may be ordered to work more hours than the number of hours they had planned to work on a day. If this results in the employee working more than 40 hours a week, the employee shall be paid overtime for the extra hours worked. If the hours ordered are not in excess 40 hours in a week at the time the employee worked them, the employee may be allowed:
 - Compensation at straight-time.
 - Time off from work on a subsequent workday for a period of time equal to the number of extra hours of work ordered.
 - To use the extra time work to make up your [basic work requirement](#).

Compensatory time – is in lieu of overtime for irregular or occasional overtime.

- For a flexible schedule, the time worked can be scheduled to occur on a regular basis (regularly scheduled) or irregular or occasional in nature.

An employee may be granted compensatory time off in lieu of the overtime pay if requested, except that compensatory time off in lieu of overtime pay may not be required for an employee covered by the Fair Labor Standards Act (FLSA), or non-exempt.

Holiday pay – pays the employee’s base rate for time worked on a holiday plus the holiday leave

- If an employee is required to work on a holiday, then the employee shall be paid their base rate for the number of hours actually worked up to what they were scheduled to work for that day. Additionally, the employee will also get paid for the regular hours of excused absence for the particular holiday at the employee’s base rate.

Miscellaneous

- In connection with travel and training, an employee may undertake a schedule change, with management approval, for the duration of the travel or training.
- AWS employees shall document arrival/departure times.

Town of Carolina Shores, NC

Employee Cell Phone and Radio Policy

- 1) **Policy:** Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive such an allowance. The Town shall maintain a limited number of cell phones assigned to a specific department or piece of equipment. These phones are intended to be used only during work hours and personal use of these phones is strictly prohibited.

As a general rule, cell phones should not be selected as an alternative to other means of communication -- e.g., land-lines, pagers, and radio phones -- when such alternatives would provide adequate but less costly service to the Town.

- 2) **Cell Phone Allowance:**

- a) **Eligibility:** Employees eligible for a cell phone allowance generally include department heads, supervisors, and full-time employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. Department heads shall recommend which employees within their departments qualify for a cell phone allowance. The Town Administrator shall give final approval on all cell phone allowances.
 - b) **Allowance Amount:** The standard monthly cell phone allowance amount shall be \$50.00. However, based upon the recommendation of a department head and with approval of the Town Administrator, a monthly allowance of \$75 may be provided to any employee whose necessary town business use of a cell phone justifies the need for greater functionality (e.g. a data plan in order for email functionality). No further reimbursement for cell phone costs is available to employees who receive an allowance.
 - c) **Allowance Payment:** The approved cell phone allowance will be paid bi-monthly, separate from the employee's paycheck and will not be subject to withholding pursuant to IRS Document IR-2011-93. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- 3) **Employee Responsibilities:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their department head and the Department of Administration with their current cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for town business.

Employees may choose the cellular service provider and plan design of their choice. If available from the Town's contracted cellular service provider, employees may be

able to take advantage of discounts for their personal service plans if they utilize the same provider as the Town.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

- 4) **Department Assigned Cell Phones:** Town owned cell phones assigned to departments shall be used by multiple employees on an as-needed basis during the work day and are intended solely for town business use. Personal use of such phones for anything other than a personal emergency shall subject the employee to disciplinary action and require appropriate reimbursement to the Town. Such phones will not be assigned to an individual and shall not be taken home by employees except periodically when an employee is assigned by the department to be "on call" after normal work hours.
- 5) **Radios:** Town owned radios assigned to departments are to be assigned to employees using a system of call numbers established by the Department of Administration and periodically revised as required. Such radios when assigned to an individual employee shall be considered assigned equipment whereby the employee is required to exercise due care and diligence in the operation of the device following all federal, state, and local laws. Additionally, the employee has the duty to care for and maintain all assigned equipment including the assigned radio, reporting defects or non-routine maintenance needs to their supervisor.

Town of Carolina Shores, NC

On-Call Policy

- 1) **Policy:** The Town of Carolina Shores must provide a variety of critical services 24 hours a day 7 days a week. Need for these services may occur when employees who have necessary skills are not on duty. As a result, the Town must be assured that skilled employees are always readily available by placing some employees on an on-call status.
- 2) **Compensation:** The employee is not performing work during this time, but normal off-duty activities and freedom of movement are limited by these on-call requirements. Therefore, the Town will provide compensation in appreciation for the restrictions of being on-call. Compensation will be paid to both exempt and non-exempt employees at the rate of the employee's regular hourly compensation x 1 hour for on-call status per day.

- 3) **Definitions:**

On-call status - a period of time outside of on-duty hours (often a week or weekend, 24 hours a day) when an employee is expected to be readily available for contact by phone, radio, pager or beeper. On-call status means being fit and able to report to work within an acceptably short period of time, as designated by the department.

States of Emergency, Impending Weather, Special Details - Employees are not considered to be on-call in situations where an entire work group is placed on notice that pending weather conditions or special events or other comparable situations may necessitate employees being called back.

Call-back - time worked when departments require that employees report back to a worksite because of special needs or emergencies. Non-exempt employees will be paid for a minimum of two hours of work, even if their actual work time was shorter.

- 4) **SITUATIONS ELIGIBLE FOR COMPENSATION FOR BEING ON-CALL:** Compensation will be paid in situations where full-time, part-time and designated contract employees, non-exempt or exempt, are on-call and therefore have restricted off-duty time.

Employees who are designated as "back-up" but are subject to the same restrictions as the primary on-call person are eligible for the same compensation as the primary person.

Departments will establish specific policies governing on-call situations in their departments. However, in order to qualify for on-call compensation, the following components will apply:

1. The work unit has an established rotation where different employees

share responsibility for being ready to return to work for a specified period of time when called. On-call status in a work group must be regularly shared by more than one employee on a rotating basis.

2. The assignment should be on a recurring cycle, not a one-time assignment.
3. The employee is on duty for a specific period designated ahead of time, usually a week (7 days). Hours when the on-call time begins and ends should be clearly established and communicated to the employee.
4. The employee must be in touch by beeper, radio, or telephone numbers left at all times of assignment, wherever he or she goes.
5. The employee must acknowledge the beep or call within a fairly short period of time (such as 1 hour) or as designated by the department.
6. The employee must be available to report to the work site and answer the needed work assignment within a fairly restrictive period of time (such as within an hour or less) as designated by the department. Therefore, the employee cannot go further out of town than the page or return time would allow.
7. If called back, the employee is obligated to report to work capable of performing normal duties and other duties as may be reasonable under the criteria. Therefore, the employee should not drink alcoholic beverages during the period of time on-call because he or she must be ready to report to work.
8. The employee would be sanctioned/disciplined if he/she does not respond or is not ready to work when called without a valid mitigating circumstance.

5) **ADMINISTRATION OF THE POLICY:**

Recordkeeping: Departments will report the total hours for on-call compensation on the timesheet to the Finance Department for inclusion of compensation in paychecks, but should maintain records which document the hours each employee was on-call versus on actual work status.

Emergencies: Employees would be informed of procedures for informing their supervisor or other person if, for some reason (example: sudden illness of self or family member) the employee knows he/she would not be available to answer a call.

Substitutions: Departments may establish procedures where employees may request in advance to have a substitute cover for him/her for a designated portion of the time for reasons acceptable to and approved by the supervisor.

The hours which were covered by the substitute would be deducted from the total call-back hours of the primary employee, and would be paid to the substitute.

Failure to respond: If an employee does not respond to a telephone call, "beep", or "page" within the designated time, or is not able or available to respond to a call-back within the designated time, compensation for on-call status will normally be forfeited for the entire rotation.

Additionally, disciplinary action may be imposed in either of the above situations.

6) TREATMENT OF TIME ON TIMESHEETS and RECORDS:

1. Not considered work time: Time spent on-call is not considered work time, and does not count toward hours of work for the purpose of calculating overtime. Although the on-call pay is combined with the employee's pay check, the on-call compensation is separate from and is paid over and above the work hours in a work period.
2. Reporting to work: Time spent answering the page or telephone call is part of the on-call responsibility and does not count toward work time. However, time spent on-site counts toward work time, and non-exempt employees are guaranteed at least two hours of pay for the work performed when called back.
3. Time is either work time or on-call time, not both: Employees may not receive both on-call pay and regular or overtime pay for the same hours.
4. Subject to deductions: On-call pay is subject to state and federal taxes, and retirement deductions. The Town pays the 5% 401(k) contribution and retirement contribution on the on-call pay.