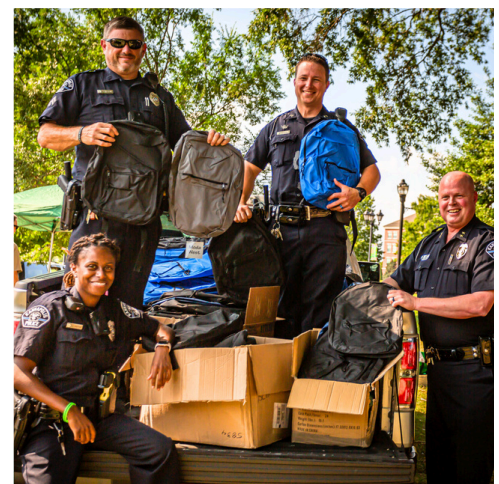




PERSONNEL POLICIES & PROCEDURES MANUAL

Updated 2024





CITY OF KANNAPOLIS PERSONNEL AND ADMINISTRATIVE POLICIES

SUBJECT: Purpose and Disclaimer

PURPOSE:

1. Statement of Personnel and Administrative Policies
2. Disclosures
3. Organization of Personnel and Administrative Policies

STATEMENT OF POLICY:

General Purpose

These policies are adopted pursuant to the General Statutes of North Carolina, in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the City service, by which all matters relating to personnel shall be administered.
2. To ensure the recruitment, selection, placement, promotion, retention, and separation of City employees are based upon employees' qualifications and fitness and are in compliance with federal and state laws.
3. To assist managers in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the City.
4. To promote communication between directors, supervisors, employees and citizens.
5. To ensure, protect and clarify the rights and responsibilities of employees.

Scope

Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all City employees except elected officials and independent contractors. In the event of conflict between these rules and any personnel services contract, City ordinance, or state or federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, these policies and procedures shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

DISCLOSURE

THE RIGHT TO REPEAL, MODIFY OR AMEND THESE POLICIES AT ANY TIME, WITH OR WITHOUT NOTICE IS SPECIFICALLY RESERVED. NONE OF THESE PROVISIONS SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE NOR TO LIMIT THE POWER OF THE CITY MANAGER OR COUNCIL TO REPEAL OR MODIFY THESE RULES. THE POLICIES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT.

RESPONSIBILITY

1. The City Council shall establish personnel policies and rules, including the classification and compensation plan, and shall make and confirm appointment when required by law.
2. The City Manager shall be responsible for the administration of the personnel regulations which shall apply to all appointed employees except those specifically exempt. The City Manager may promulgate personnel rules and regulation governing the City departments. Rules and regulations so made and promulgated by the City Manager shall be binding on all persons affected thereby; provided, that no such rule or regulation shall be contrary to any provision of the City Charter, other laws, or other ordinances or resolutions of the City County. The City Manager shall make appointments dismissals, and suspensions in accordance with G.S. 160A-148 and local policies.
3. Under the direction of the City Manager, the Human Resources Director shall apply, interpret, and carry out the provisions of this article, and the policies adopted thereunder. The Human Resources Director shall perform such duties in connection with a modern personnel program as the City Manager may require, such as:
 - a. Assist the City Manager in the preparation and maintenance of the position classification plan and the compensation plan;
 - b. Establish and maintain a complete centralized system of personnel files and records;
 - c. Foster and develop programs for the improvement of employee effectiveness;
 - d. Investigate from time to time the operation and effect of all the policies made thereunder and report findings and recommendations to the City Manager.

EFFECTIVE DATE: January 1, 1995

APPROVED BY: R. GENE McCOMBS, City Manager

JANUARY 1, 1995

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CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Americans with Disabilities Act Policy & Grievance Procedure

POLICY NO: 100.01

EFFECTIVE DATE: 01/01/1995

REVIEW DATE: 11/18/2015

APPROVED: 

AMENDMENT DATE(S): 11/18/2015

SUBJECT: Americans with Disabilities Act (ADA) Policy and Grievance Procedure

PURPOSE: To provide a reasonable policy and procedure that will ensure: (1) equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the City; (2) a bias free environment for disabled employees, or for disabled persons who seek employment with the city; and, (3) prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

STATEMENT OF POLICY: The City of Kannapolis does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual preference or orientation, or disability in employment or the provision of services. It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to allow disabled employees a bias free work environment. The City, upon request, will provide reasonable accommodation in compliance with the Americans With Disabilities Act (ADA).

The city is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the City will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the City. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration. Communication of accessibility will be included in City publicity announcements.

The City has a commitment to ensure equal opportunities for disabled city employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the City's *Personnel and Administrative Policies Manual*.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The City is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations, requested auxiliary aids will be provided, and accommodation provided during the selection process of board and commission members. Through the recruitment process, the City will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of City-owned buildings and facilities will be carried out in accordance with North Carolina Building Code regulations and ADA Accessibility Guidelines (ADAAG).

In the event citizens, employees, or other participants in the City's programs, services, and activities feel the City has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

City staff will be trained to ensure that disabled persons may participate in and benefit from City programs, services, and activities.

GRIEVANCE PROCEDURE:

The City of Kannapolis adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing Title I of the ADA and the U.S. Department of Justice regulations implementing Title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Complaints should be addressed to: ADA Coordinator, City of Kannapolis, 401 Laureate Way, Kannapolis, NC 28081, 704-920-4302. The ADA Coordinator has been designated to coordinate ADA compliance efforts. He/she shall maintain the files and records of the City relating to the complaints filed and ensuing investigations.

1. A complaint may be filed either in writing, verbally or in person at a face to face meeting. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within twenty (20) calendar days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be commenced by the ADA Coordinator, or the designee of the ADA Coordinator, within ten (10) calendar days following the filing of complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.
3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the ADA Coordinator and a written copy mailed to the complainant within thirty (30) calendar days following the filing of the complaint.

4. The complainant may request a reconsideration of the case determination of the ADA Coordinator in instances where he/she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (10) calendar days following the date the complainant receives the determination of the ADA Coordinator. The request for reconsideration shall be made to the City Manager, City of Kannapolis, 401 Laureate Way, Kannapolis, NC, (704)920-4300. The City Manager shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The City Manager shall issue his/her decision on the request for reconsideration within twenty (20) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainant may request a reconsideration of the case determination of the City Manager in instances where he/she is dissatisfied with the decision of the City Manager. The request for reconsideration should be made within ten (10) calendar days following the date the complainant receives the determination of the City Manager. The request for reconsideration shall be made to the City Council through the City Clerk. The City Council shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within thirty (30) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant. The decision of the City Council is final.
6. The complainant's right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to: (1) protect the substantive rights of interested persons, (2) meet appropriate due process standards, and (3) comply with the ADA and implementing regulations.

DATE: 11/18/2015

APPROVED: _____

Ernest B. Seay



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee Identification Cards

POLICY NUMBER: 100.02

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: EMPLOYEE IDENTIFICATION CARDS

PURPOSE: To establish procedures for the issuance of identification cards to City Employees.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis to issue employee identification cards to all regular full-time and regular part-time employees. Cards may also be issued to other employees who may require City identification while working in remote job sites. The card contains the following information: employee name, social security number, date of birth, department, job classification, employee number, photograph, and signature.

The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification, if requested by a member of the public or another City employee. It also provides immediate identification information should an employee become injured or incapacitated on the job.

Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.

Public Safety Departments may issue their own department identification card in lieu of the City identification card, if preferred.

PROCEDURE:

The Personnel Office is responsible for the preparation of the identification card and will coordinate with the City Police Department for the employee's photograph. Each employee is responsible for possession of their identification card and to take care to protect it from loss, theft or misuse.

Should a card be lost, damaged or destroyed, it should be immediately reported to the Personnel Office.

All identification cards remain the property of the City and shall be returned to the Personnel Office upon termination of employment or by special request by the employee's Department Head or the Personnel Office.

It shall be the employee's responsibility to ensure accurate and timely updates of information contained on the employee identification card. All requests for re-issuance of employee identification cards shall be made by the employee to the Personnel Office. All old I.D. cards shall be returned to the Personnel office before issuance of a new card.

DATE: JAN 01 1995

APPROVAL:





CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Administration of Employee Personnel Records

POLICY NUMBER: 100.03

EFFECTIVE DATE: 01/01/1995

APPROVED: *Norman B. Beers*

AMENDMENT DATE(S):

SUBJECT: ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

PURPOSE: To establish procedures and responsibilities for the maintenance of employee Personnel Records.

STATEMENT OF POLICY:

1. Establishment of procedures and responsibilities for the maintenance of personnel records.

a. The Director of Human Resources is responsible for establishing and maintaining an official personnel file for each employee of the City.

b. Official Public Safety files (not to be confused with official employee personnel files) will be maintained by each Public Safety Department, which will include all material of a confidential nature to include, but not limited to:

- Psychological Profiles
- Polygraph Results
- Background Checks
- Oral Board Results
- Performance Plans and Reviews
- Employment Contracts

c. Access to the Public Safety files may be allowed if the City Manager and/or department head feels access would be helpful, necessary or warranted for administrative purposes.

d. Department heads are responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their department.

e. Each employee is responsible for the verification of information contained in the personnel file through periodic audit. An administration representative must be present when file is audited. Only the Director of Human Resources may remove items from the respective files with notification to respective department head. All audits or inspection of records by employees shall be scheduled by the department head. All audit appointments should be with the Director of Human Resources. The purpose of the audit or inspection is to ensure accuracy and completeness of the file.

f. Separate personnel files shall not be maintained by individual departments.

2. Identification of information to be included in the employee's personnel file:

a. Permanent Documents. Documents retained in the folder throughout the association of an employee with the City:

1. Employee application
2. Job description and specification information
3. Job performance ratings and evaluations
4. Education/training information
5. Personnel data card
6. Personnel action forms
7. Workers' compensation claims
8. Record of elected benefits

b. Temporary documents. Documents which have limited retention of three (3) calendar years or less unless otherwise provided pursuant to labor agreement. Examples include:

1. Administrative correspondence relating to leave/vacation requests.
2. All other administrative documents of limited informational life span.
3. Letters of appreciation, commendation, or discipline.

3. Establishment of procedures for the release and accessibility of information and audit of the personnel files.

a. Personnel treats as confidential all employee information except employee's name, age, date of original employment, current position title, current salary, date and amount of most recent increase or decrease, the date and the amount of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the office to which the employee is currently assigned.

b. Information contained in the personnel or public safety file (other than items listed in Section 3a) will not be released to the public without the express written permission of the employee. Information permitted by law may be released to a prospective employer without the permission of the employee.

c. Access to information contained in the personnel file will be limited to the City Manager, Director of Human Resources, respective department heads, immediate supervisor and individual employees. Files pertaining to employees who are bona fide candidates of interdepartmental transfer will be accessible by the prospective gaining department head.

4. This policy will be periodically reviewed to ensure compatibility with current accepted personnel procedures.

5. These records are maintained during the tenure of the employee and for seven years after the employee leaves City employment.

DATE: JAN 01 1995

APPROVAL: 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Equal Employment Opportunity

POLICY NO: 200.01

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: To establish a policy to ensure equal employment opportunity with the City and to outline procedures for action in case of violation.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and City representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.

The goals and objectives of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non-discrimination in City hiring, City employment, and in appointments to and service on City boards and commissions.
2. Provide compliance with State and Federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the City to practice Equal Employment Opportunity.

PROGRAM RESPONSIBILITY

The Director of Human Resources shall serve as the Equal Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program. The Officer shall be the focal point for the City's equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies. The Equal Opportunity Officer will have responsibility to examine existing internal policies or procedures which may serve as barriers to implementing the Equal Employment Opportunity Program.

EQUAL EMPLOYMENT OPPORTUNITY PRACTICES

The Equal Opportunity Officer shall undertake the following actions to assure equal employment opportunities in the City:

1. Periodically review all position qualifications and job descriptions to insure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
2. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those of minorities and women are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex, marital status, age, or the presence or a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.
4. Create a large pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring.
5. Provide orientation for all new employees specifically emphasizing how the City assures equal opportunity. Encourage all employees to avail themselves of services rendered.
6. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity clause.

EMPLOYEE DEVELOPMENT

The following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

1. Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, transfer and demotion, layoffs and termination of employees. Any actions which might adversely affect employees will be brought to the attention of the Equal Opportunity Officer.
2. Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires.

COORDINATION WITH STATE AND FEDERAL LAWS

The City recognizes its responsibilities to comply with and assure that equal opportunity and non-discrimination policies of state or federal agencies with which it conducts business are carried out. Specifically, the City shall:

1. Be responsible for reporting to the appropriate agencies any complaints received from any employee of, or an applicant for employment with any City contractor or subcontractor, subject to Executive Order No. 11246, as amended, which requires affirmative action programs of certain government contractors and subcontractors.
2. Cooperate in special compliance reviews or in investigations as requested.
3. Carry out minority reporting functions of contractors or subcontractors as required by state or federal laws.
4. Furnish information as required, maintaining an affirmative action file detailing its efforts, with dates, to meet its commitments under Executive Order No. 11246, as amended.
5. Standard City contracts will include a non-discrimination clause.

The City's Equal Employment Opportunity Program shall be made available to any federal or state agency upon request.

EEO GRIEVANCE PROCEDURES

In as much as the success of the Equal Employment Opportunity depends largely upon the attitude of the community as well as of the employees, opinion as to what constitutes fair and equal opportunity and treatment may vary widely and grievances may result. So as to maintain the best possible employee/supervisor and City/community relationships, refer to Administrative Policy GRIEVANCE PROCESS for steps to be taken for any grievance arising from the implementation of this program.

MAINTENANCE OF RECORDS

All documentation, records, and reports will be retained for a minimum of three (3) years and shall be held by the Equal Opportunity Officer.

OTHER REMEDIES PRESERVED


The existence of the grievance procedure does not preclude any individual from pursuing any other remedies available under law.

DEFINITIONS

1. Equal Employment Opportunity Policy. It is the policy of the City to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and City representatives, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion color, creed, color, national origin, age, sex, marital status, or the presence of a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties required by the position and which are bona fide occupational qualifications and which cannot be accommodated without undue hardship pursuant to Title I of the Americans with Disabilities Act.
2. Equal Employment Opportunity Program. The written, results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.
3. Equal Employment Opportunity Officer. That person designated by the City Manager, responsible for meeting the obligations and responsibilities of the Equal Employment Opportunity Program.

OTHER

Violations of this policy may be cause for the full range of disciplinary action.

DATE: _____ APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Non-discrimination

POLICY NUMBER: 200.02

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: NONDISCRIMINATION

PURPOSE: To establish guidelines for the promotion of fair practice and nondiscrimination in activities relating to employment and treatment of all citizens.

STATEMENT OF POLICY:

The City of Kannapolis shall promote and afford equal treatment and service to all citizens and to assure that all applicants are assured equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties required by the position and which are bona fide occupational qualifications and which cannot be accommodated without undue hardship. The City shall operate within the principles of equal employment opportunity and affirmative action guidelines set forth in federal, state and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion training and termination shall be conducted in a nondiscriminatory manner.

The City of Kannapolis will cooperate fully with all organizations and Commissions organized to promote fair practices and equal employment opportunity.

DATE: KAN 01 1995

APPROVAL:



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: **Hours of Work**

POLICY NUMBER: **200.03**

EFFECTIVE DATE: **01/01/1995**

APPROVED: *Norm B. B. 88*

AMENDMENT DATE(S):

SUBJECT: HOURS OF WORK

PURPOSE: To establish a policy setting uniform hours of work for employees.

STATEMENT OF POLICY:

The normal working hours for employees are eight (8) hours with a one (1) unpaid hour lunch period. This does not include public safety personnel employed on a Basic or Extended Schedule. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

The standardization of working hours is necessary to provide:

- A. Continuity in access by and service to the citizenry.
- B. Facilitation of teamwork.
- C. Facilitation of supervisory assistance.

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours. The Department Head shall obtain approval of the City Manager for any permanent major adjustment in work hours.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in items A-C above.

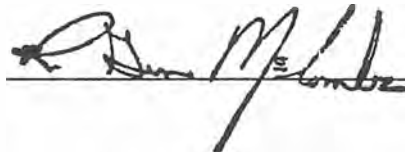
Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Daily attendance records will be maintained by the Personnel Office, including date, time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, salary increases, satisfactory completion of probationary periods, and continued employment with the City. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate department head, with concurrence of the City Manager.

DATE: JAN 01 1995

APPROVAL:

A handwritten signature in black ink, appearing to be "R. D. Miller", written over a horizontal line.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Nepotism

POLICY NO: 200.04

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): July 13, 2013

SUBJECT: NEPOTISM

PURPOSE: To establish policy for the employment of immediate relative in order to assure the reality and appearance of fairness in the best interest of the City.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to directly supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employees.

Provided, however, in the event one relative has indirect authority to supervise, discipline or evaluate the performance of the other, such authority may be assigned to an independent and unrelated third party or the Personnel Advisory Board to temporarily exercise such duties so as to avoid any conflict of interest. Indirect authority as that term is used here, means authority arising as the result of one's position as a superior level staff member without day to day supervisory responsibility.

DEFINITIONS:

Immediate Family - Includes spouse, child parent, brother, sister, grandparents, grandchildren, or guardian plus the various combinations of half, step, in-law and adopted relations derived from those named.

DATE: 7/15/13

APPROVAL: 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Probationary Period

POLICY NO: 200.05

EFFECTIVE DATE: January 1, 1995

REVIEW DATE:

APPROVED:

CITY MANAGER

AMENDMENT DATE(S): July 2, 2008
January 15, 2020
August 1, 2023
November 10, 2023

SUBJECT: PROBATION PERIOD

PURPOSE: To establish policy and procedure for the probation period for new employees and current employees who transfer or are promoted to a new position.

STATEMENT OF POLICY:

All employees, except temporary/seasonal employees and exempt department heads, placed in new full-time and part-time positions must serve an initial period of probation upon hire. Sworn law enforcement personnel and telecommunicators serve a probationary period of one year; all other employees serve a six-month probation.

The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established probationary period, the City reserves the right to terminate the probationary employee's service at any time for any non-retaliatory, non-discriminatory reason, without a pre-dismissal hearing and without the right to file a grievance.

Termination During Probation

If an employee is unable to perform the work, the person must be terminated as early as possible. Early termination saves the City a time and dollar investment and saves the employee possible embarrassment and frustration. Rejected probationers shall be notified of such action in writing by the department head at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

Probationary Period Evaluation

Throughout the probationary period, expectations will be set, and feedback will be given by the supervisor. At the end of the probation period, the employee is formally evaluated and through the performance evaluation system, of progress. These evaluations provide the necessary justification for retention of the person as a regular employee.

Extension of Probation

Under unusual circumstances, the probationary period may be extended. This is only after an evaluation of the situation, the employee's abilities, and demonstrated potential. Probation extension is done only upon recommendation of the department head and the Director of Human Resources with concurrence of the City Manager.

Successful Completion of Probationary Period

If the employee successfully completes the probation period, he/she shall be informed that he/she is now a regular employee after the performance evaluation has been conducted. A Personnel Transaction Request shall be completed and submitted to Human Resources.

Unable to Perform After Promotion or Transfer

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he/she will be given the opportunity to move back into the previously held position (if available) or a similar opening if the employee's performance in the previous position was satisfactory. If an employee did not perform satisfactorily in the previous position, termination from City employment will be considered.

See Related Policies:

200.09 Types of Employment and Eligibility for Benefits

400.08 Promotions

400.10 Transfers

600.07 Sick Leave

600.08 Vacation Leave



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Re-employment

POLICY NO: 200.06

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): July 2, 2008

SUBJECT: RE-EMPLOYMENT

PURPOSE: To establish a policy for re-employment of all former City employees.

STATEMENT OF POLICY:

Employees who resign from the City in good standing, are separated because of a reduction in force, or are separated at the end of a temporary or seasonal job assignment are eligible for re-employment. Employees who are terminated for cause or who would have been terminated had a voluntary resignation not occurred will not be eligible for re-employment.

Persons interested in re-employment should file a completed City application form with the Personnel office. The individual will then proceed through the regular hiring procedures with other applicants as described in related Administrative Policy HIRING PROCESS.

An individual re-employed in his/her former position may be paid at the same rate of pay as was in effect at the time he/she left the City, provided however, that the re-employment is within 1 year of the previous resignation or at the current hiring rate for the position, whichever is greater.

The compensation of an employee re-hired to a position other than the former position will be subject to provisions for new hires.

Reinstatement in the retirement system will be made in accordance with the rules and regulations as set by the North Carolina Local Government Employees' Retirement System.

Vacation and sick leave eligibility, longevity, and future pay increases will coincide with the re-employment date.

The individual's previous personnel file will be re-activated once re-employed by the City provided re-employment is within seven years after the original resignation.

All individuals, except temporary or seasonal employees, re-employed by the City must complete a new probationary period.

An employee who enters extended active duty with the Armed Forces of the United States, the Public Health Service or with a Reserve component of the Armed Forces will be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508.

DATE: _____

APPROVAL:



See Related Policies

200.05 Probationary Period

200.11 Hiring Process



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Special Employment Programs

POLICY NUMBER: 200.07

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: SPECIAL EMPLOYMENT PROGRAMS

PURPOSE: To establish a uniform policy and procedure for all special employment programs.

STATEMENT OF POLICY:

The Personnel Office is responsible for the coordination of all special employment programs funded by external agencies (i.e. Community Service, Youth Training Program, AARP Senior Placement Program, University internships, Work Training Programs, etc.).

PROCEDURE:

Department heads will forward all requests for participation in special employment programs to the Personnel Office for coordination with the appropriate agency(ies).

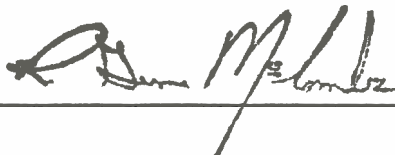
The Personnel Office will, in cooperation with the requesting department, develop a scope of work and qualifications statement to be used in the recruitment and selection of employees and in the definition of tasks to be performed during the period of employment.

The provider agency will review scope of work, qualifications, training, level of supervision, and safety for appropriateness.

The Personnel Office will maintain records on program participants including the contractual agreement between the City and provider agency, scope of work and qualifications statement, and personal emergency data.

Department heads/supervisors shall provide the Personnel Office with regular performance evaluations on program participants and feedback on program strengths and weaknesses for overall evaluation by the City.

DATE: JAN 01 1995

APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee In-Process/Orientation

POLICY NUMBER: 200.08

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: EMPLOYEE IN-PROCESSING/ORIENTATION

PURPOSE: To establish a policy and procedure for processing new City employees.

STATEMENT OF POLICY:

All new regular full-time and regular part-time employees of the City will be scheduled for a general personnel orientation on or before their first day of work.

The Personnel Office will distribute and explain the various enrollments forms, etc. that must be filled out.

Each new employee will be provided with information on ADA, employee benefits, City policies and operations.

The hiring department provides additional information to the new employee, including:

- A. Work standards and regulations
- B. Hours of work, time cards or reports, leave requests
- C. Duties of the position
- D. Safety rules and procedures, location of safety or protective equipment
- E. Tour of the work area, including location of equipment, supplies, etc.
- F. Introduction to co-workers
- G. Schedule for lunch and breaks
- H. When and whom to report absence from work
- I. Who is responsible for performance planning and review

DATE: _____ **APPROVAL:**



CITY OF KANNAPOLIS

PERSONNEL


POLICIES AND PROCEDURES

SUBJECT: Types of Employment and Eligibility for Benefits

POLICY NO: 200.09

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S): July 2, 2008

SUBJECT: TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

PURPOSE: To establish guidelines and definitions for types of employment and for entitlement to benefits.

STATEMENT OF POLICY:

I. The types of City employment are:

1. Probationary: Class 1

- a. Probationary Employee: An employee on a trial status during the initial period of employment. All newly hired City employees and newly promoted employees, except Temporary/Seasonal Class 3 employees, serve a probationary period which extends for six (6) months from the date of hire or one (1) year for police officers and firefighters. Probationary periods may be extended under special circumstances.

2. Regular: Class 2

- a. Class 2A - Regular Full-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which will total no less than 2080 hours per year.
- b. Class 2B - Regular Part-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule that annually averages a minimum of 20 hours or more, but less than 40 hours, per week. A Class 2B position would be budgeted to work a minimum of 1000 hours per year but less than full time.
- c. Class 2C - Regular Part-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of less than 1000 hours per year. Weekly hours may fluctuate widely; however, employee works consistently each month.

3. Temporary/Seasonal: Class 3

- a. A non-regular status employee that is assigned to serve in a position performing work on an as needed basis, completing a specific job, or performing work on a seasonal basis, and the expected duration is less than twelve months.

2. Employee compensation shall be stated in terms of annual salary or hourly wage.

3. Entitlement to employee benefits shall be as provided as follows:

- a. Employees classified as regular full-time employees shall receive all employee benefits provided by the City. Probationary employees who, upon successful completion of their probationary periods will be regular full-time employees, shall be entitled to the same benefits as regular full-time employees, subject to applicable eligibility provisions and time periods.

DATE: _____

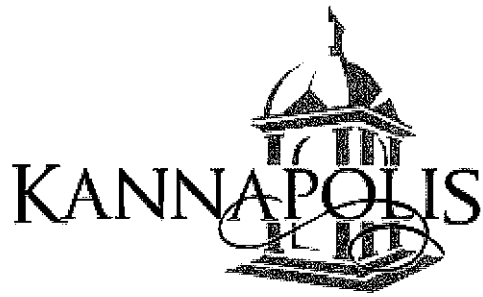
APPROVAL:

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See Related Policies:

400.08 Promotions

400.10 Transfers



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Work Periods

POLICY NO: 200.10

EFFECTIVE DATE: January 1, 1995

REVIEW DATE: June 22, 2017

AMENDMENT DATE(S): July 1, 2016
August 1, 2017

SUBJECT: WORK PERIODS

PURPOSE: To establish work periods for purposes of the Federal Fair Labor Standards Act (FLSA), effective April 15, 1986 as amended.

STATEMENT OF POLICY:

1. The work period for Sworn Law Enforcement Personnel shall normally be twenty-eight (28) days consisting of 168 hours of regularly scheduled work with a maximum of 171 hours allowed (2,184 annual hours). This work period starts on Wednesday and ends 28 days later on Tuesday.
2. The work period for Sworn Fire Personnel shall normally be twenty-eight (28) days consisting of 212 hours of regularly scheduled work (2,756 annual hours). This work period starts on Wednesday and ends 28 days later on Tuesday.
3. Non-sworn personnel assigned to a twelve hour shift shall normally work seven (7) days consisting of 36 hours or 44 hours of regularly scheduled work with a maximum of 48 hours (2,080 annual hours). This work period starts on Wednesday and ends 7 days later on Tuesday.
4. The work period for all other City employees shall normally be seven (7) days consisting of 40 hours of regularly scheduled work with a maximum of 40 hours (2,080 annual hours). This work period starts on Wednesday at 12:01 a.m. and ends 7 days later on Tuesday at 12:00 a.m. (midnight).

The above referenced work periods may be changed to accommodate special work schedules upon recommendation of department head with City Manager approval.

LIMITATIONS:

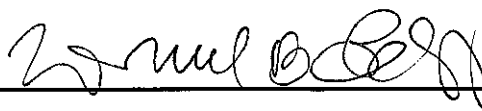
This policy shall not apply to executive, professional, administrative, and all other employees whose job duties have been determined to be exempt from the overtime provisions of the FLSA. The duties of the following job classifications are currently considered exempt from FLSA; however, employees assigned to an exempt job classification must also meet the salary exempt threshold as defined by the US Department of Labor to be exempt from overtime:

Assistant Fire Chief
Assistant Public Works Director
Billing and Collections Supervisor
Budget Analyst
Chief of Police
City Attorney (Contract)
City Clerk

City Engineer
City Manager (Contract)
Civil Engineer I
Civil Engineer II
Communications and Marketing Director
Community Development Program Administrator
Deputy City Manager
Deputy Finance Director
Deputy Policy Chief
Director of Economic & Community Development
Director of Customer Service & Revenue Collection
Engineering Technician
Facilities Manager
Finance Director
Fire Chief
Fire Division Chief
General Services Director
Human Resource Director
Operations Manager
Parks and Recreation Director
Planning Director
Police Captain
Police Lieutenant
Public Works Director
Senior Planner
Warehouse Manager
Water Treatment Plant Manager

DATE: 7-11-17

APPROVAL: _____

A handwritten signature in black ink, appearing to read 'L. M. B. B. B.', is written over a horizontal line.



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Hiring Process

POLICY NO: 200.11

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:

CITY MANAGER

AMENDMENT DATE(S): 06/21/2016

08/25/2023

SUBJECT: HIRING PROCESS

PURPOSE: To establish a policy and procedure for all phases of the hiring process for new hires. Additionally, this policy provides guidelines for the internal promotional hiring process.

STATEMENT OF POLICY:

The Human Resource Department works in conjunction with departments on the hiring process for position vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. This process works in conjunction with the Administrative Policy on PROMOTIONS.

The following procedures will be adhered to by all departments in the recruitment, selection process and promotional process.

PROMOTIONAL PROCESS

When promotional opportunities arise, the recruitment and selection process should be followed. However, in circumstances where the continuity of City operations must be maintained, the City Manager may waive the normal recruitment and selection process.

RECRUITMENT AND SELECTION PROCESS

1. The Human Resources Department receives notification of vacant positions through employment requests submitted by the department. Requests are submitted by the departmental Human Resources Technician.
2. The request should note if there are any specific employment advertisements needed for the position.
3. A determination will be made by Human Resources, the department, and any standard operating procedures/guidelines, on whether it will be an internal or external process. Internal process is defined as accepting applications from current employees and external process includes accepting applications from internal and external candidates.
4. Information regarding internal and external employment opportunities can be found on the City's career webpage.
5. After the department reviews the candidates, but before scheduling of interviews occur, Human Resources will check the eligibility of candidates. Departments are responsible for communicating with Human Resources about the candidates prior to the interviews are scheduled.
6. In-house candidates interested in applying for another position within the City should follow

procedures as outlined in related Administrative Policies TRANSFERS, or PROMOTIONS.

7. Applicants may be disqualified for consideration for employment when any of the following facts exist:

- A. The applicant does not possess the qualifications for the job.
- B. The applicant has demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
- C. The applicant has made false statements of any material facts or practiced deception in their application.
- D. The applicant is unable to perform the duties of the position with or without a reasonable accommodation.
- E. The applicant is not within the legal age limits required for the position.

8. Human Resources shall be responsible for adhering to the North Carolina Department of Natural and Cultural Resources Municipal Records Retention and Disposition Schedule adopted by City Council on December 13, 2021 (Resolution #2021-60) regarding applicant applications. Human Resources is also responsible the information collected for the EEO-4 State and Local Government Information Report.

TESTING

- 1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available. The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercise, or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills, and abilities (KSA's) for the position.
- 2. The examination contents are developed by the Department in consultation with Human Resources. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
- 3. The testing process is administered by the department, outside consultant and on occasion by Human Resources.
- 4. If an applicant requests an accommodation for testing, the ADA Coordinator will engage in the interactive process to assess if a reasonable accommodation can be made.

INTERVIEW PROCESS

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEO requirements.

1. Departments are responsible for coordinating the interview process, including scheduling candidates, development of interview questions, selection of interview panel, etc.
2. If used, the interview panel will be selected by the department in consultation with Human Resources. The composition of the interview panel shall generally consist of current employees and outside experts who have expertise with the technical elements of the position. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives, personal friends, and outside experts that may pose a conflict of interest will be excluded from serving on the panel.
3. Departments in consultation with Human Resources shall be responsible for the development of interview questions and standards for measurement of candidate responses. In the case with the interview process involving a department head, Human Resources will work with the City Manager, Deputy City Manager and/or Assistant City on interview questions.
4. Consistency will be maintained in the questions asked of all candidates. Discriminatory questions are strictly prohibited.
5. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
6. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to fitness to perform the specific job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should consider in determining job placement are permitted. Other general inquiries which would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.

REFERENCE CHECK

1. Once a conditional offer of employment is made, the offer is contingent on the successful completion of reference check, background screening and pre-employment drug test. Due to the nature of positions within the City other conditions of employment may be required of the applicant. Examples of these conditions include (but not limited to)– a background investigation, polygraph testing, functional capacity testing, physical and psychological testing.

APPLICANT NOTIFICATION

1. After references are verified and a final decision reached, the department notifies the candidate of his/her selection, makes a conditional employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. If the first offer is rejected, it will be decided whether to hire another candidate or to readvertise the position on the City's career page.
3. Once a candidate accepts the employment offer, all candidates that were interviewed are notified that they were not selected for the position.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Employee Separation and Out-Process

POLICY NO: 200.12

EFFECTIVE DATE: January 1, 1, 1995

REVIEW DATE: July 5, 2018

AMENDMENT DATE(S): June 13, 2016
July 5, 2018

SUBJECT: EMPLOYEE SEPARATION AND OUT PROCESS

PURPOSE:

To establish procedure for employee termination with the City by service or disability retirement, resignation, discharge, probation period termination, or layoff. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

STATEMENT OF POLICY:

Service Retirement is voluntary termination after having satisfied the age and length of employment requirements of the North Carolina Local Government Retirement System procedures for applying for retirement benefits.

Disability Retirement is voluntary termination necessitated by an injury or illness which renders the employee totally and permanently disabled from the further performance of his/her usual occupation, which must be certified on or prior to the last day the employee worked or exhausted leave, provided the employee has completed five years of creditable service and the permanent disability occurred while the employee was actively employed. A local law enforcement officer is eligible for disability retirement immediately after becoming a member of the Retirement System, provided the disability resulted from a line-of-duty injury. The Human Resource Department will assist the employee with the disability retirement process and completion of the required forms.

Employee - Initiated Resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the City in good standing shall provide a written resignation to his/her immediate supervisor at least 14 calendar days prior to the effective date of resignation. The resignation letter should include the reason for leaving as well as the proposed effective date.

Discharge is termination of an employee by the City.

Probationary Termination is discharge of an employee during the established probationary (introductory employment) period, usually for the inability to meet position/department requirements. A probationary termination occurs only after the supervisor's consultation with the Human Resource Director.

EXIT INTERVIEW

Exiting employees may schedule an exit interview with the Human Resource Director prior to the last day of employment. If the employee does not attend an in-person exit interview, the Human Resource Director will provide a copy of the Exit Interview Survey to be completed and returned by the terminating employee. Temporary employees do not participate in the Exit Interview process unless information can be gained which will improve or enhance present employment conditions.

Topics typically covered in the Exit Interview include:

- (1) Reasons for separating from employment.
- (2) Overall job satisfaction
- (3) Working relationship with the supervisor
- (4) Working relationship with Department Director
- (5) Working relationships with co-workers
- (6) Overall satisfaction with benefits
- (7) Overall satisfaction with compensation
- (8) Overall satisfaction with training programs
- (9) Overall satisfaction with career advancement opportunities
- (10) Overall satisfaction with working conditions
- (11) Overall satisfaction with workload
- (12) Overall satisfaction with workplace morale
- (13) Overall satisfaction with performance appraisals

Special questions may also be developed by the Human Resource Director and/or department head for the Exit Interview. Copies of the completed Exit Interview will be distributed to the appropriate department head and/or immediate supervisor only with the employee's permission; however the Human Resource Director reserves the right to investigate any information that may be indicative of a possible violation of policy and/or state or federal regulation. If further investigation or review is necessary, the department head or employee's supervisor may respond to statements made in the Exit Interview via written memo. The response will be reviewed by the Human Resource Director and filed together with the Exit Interview report. The Exit Interview shall be maintained separately from the employee's official personnel file.

FINAL COMPENSATION:

Employees shall receive pay for work performed through the last hour worked and for unused accumulated leave balances as stipulated by policy and laws governing such payments.

Termination pay shall be reduced by any authorized legal deductions; authorized pension plan; credit union; United Way; and any other amounts specifically agreed upon by the employee and the City.

Before the final paycheck is issued to the employee, the employee shall be required to return any and all City property in his possession, i.e. city ID, personnel manual, safety manual, uniforms, etc. Failure by the terminating employee to return City property may result in the value of the outstanding items being deducted from the employee's final pay.

DATE OF TERMINATION:

The official date of termination is the last full day the employee reports for work.

BENEFITS:

Benefits continue through the official date of termination or the last day of the month in accordance with the benefit summary plan document. Employees will be notified by mail of their right to COBRA benefits and information regarding the final dispensation of City provided or sponsored benefits.

For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the North Carolina Department of Treasurer Retirement System's website portal.

All claims for unemployment compensation as filed by a terminating employee shall be processed by the Human Resource Department. Requests for information about unemployment compensation should be forwarded to the Human Resource Department immediately to avoid unauthorized charges against the City's account.

Reference:

Personnel Policy 300.02	Disciplinary Action
Personnel Policy 500.01	COBRA
Personnel Policy 500.03	Group Medical/Dental
Personnel Policy 500.05	Life Insurance
Personnel Policy 500.10	Unemployment Compensation
Personnel Policy 500.06	Retirement System
Personnel Policy 600.02	Holidays
Personnel Policy 600.07	Sick Leave
Personnel Policy 600.08	Vacation Leave

DATE: 7/10/18

APPROVAL: 



CITY OF KANNAPOLIS

Human Resources Department

401 Laureate Way, Kannapolis, NC 28081

Phone 704.920.4300 • Fax 704.933.7463

EXIT INTERVIEW SURVEY

We appreciate your honest and objective feedback regarding your employment with the City of Kannapolis. The information you provide will assist us in keeping the City of Kannapolis a great place to work while also helping to improve practices, performance management, training and working conditions. This information will not be part of your personnel file nor will your individual responses be shared with your former Department Director or the City Manager without your permission; however, the Human Resource Director reserves the right to investigate any information that may be indicative of a possible violation of policy and/or state or federal regulation.

Employee Name: _____
Department: _____
Job Title: _____
Supervisor: _____
Hire Date: _____
Date of Separation: _____

Do we have your permission to share your feedback with your department's director?

☐ Yes
☐ No

Do we have your permission to share your feedback with the City Manager?

☐ Yes
☐ No

What are your primary reasons for separating from the City of Kannapolis?

If you are leaving for other employment, where is your new job?

What is your new position (job title)?

How would you rate your compensation in your new position?

- ☐ Higher than City of Kannapolis
- ☐ Equal to City of Kannapolis
- ☐ Less than City of Kannapolis
- ☐ Other (please specify): _____

What prompted you to seek other employment?

Were there skills or qualifications that you did not utilize in your position with the City of Kannapolis?

How did your position in the City of Kannapolis meet your expectations?

- ☐ Exceeded Expectations
- ☐ Met Expectations
- ☐ Somewhat Met Expectations
- ☐ Did Not Meet Expectations
- ☐ Other (please specify): _____

Do you feel the work you did at the City of Kannapolis aligned with your professional goals and interests?

- ☐ Closely Aligned
- ☐ Somewhat Aligned
- ☐ Did Not Align
- ☐ Other (please specify): _____

Did you have the tools and resources you needed to perform your job effectively?

- ☐ Always
- ☐ Most of the Time
- ☐ Sometimes
- ☐ Never
- ☐ Other (please specify): _____

If the City of Kannapolis could do one thing to change your mind about separating from employment, what would it be?

The following questions relate to your relationship with your supervisor.

My supervisory provided me with an appropriate level of supervision.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisory expressed instructions clearly and in way that I could understand.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

I could easily approach my supervisor with a question or problem.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor kept me informed of policy changes and matters that directly related to my job.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor demonstrated fair and equal treatment in his/her interactions with employees.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor resolved complaints and problems.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor consistently followed City policy.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor listened to my concerns and suggestions.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My supervisor provided recognition on the job.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

What things could your supervisor do to improve his/her relationships with staff?

*The following questions relate to your relationship with your Department Head.
(Skip this section if the Department Director was also your immediate supervisor.)*

I could easily approach my Department Head with a question or problem.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My Department Head listened to my concerns and suggestions

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My Department Head consistently followed City policy.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

What things could your Department Director do to improve his/her relationships with staff?

The following questions relate to your relationships with your co-workers.

My coworkers and I worked well as a team.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My coworkers were willing to help me when I needed assistance.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

My coworkers were sensitive to customer needs.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No Opinion

Are there things the organization can do to facilitate teamwork among coworkers?

The following questions relate to your feelings about Kannapolis City's benefits package.

Kannapolis City's benefits package met my needs.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

The City of Kannapolis provides employees with enough benefit choices.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I fully understood my benefits.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

What new benefit programs or improvements do you recommend?

How can the Human Resource Department enhance how it communicates benefit and policy changes to employees?

The following questions relate to your feelings about Kannapolis City's compensation.

My pay was fair and appropriate.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

Kannapolis City's salaries are competitive.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

Pay increases were awarded fairly and equitably.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

Comments/Suggestions:

The following questions relate to your feelings about Kannapolis City's training programs.

I was given satisfactory job training.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was given adequate training and instructions on Kannapolis City policies and procedures.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was provided with sufficient safety training and instructions.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

What additional training would you recommend for employees within your department?

The following questions relate to your feelings about career development in City of Kannapolis.

There are adequate promotional opportunities within my department.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was given opportunities to enhance my skills such as specialized training, conferences, seminars, etc.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

My supervisor was concerned about the growth and development of individuals within the department.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

How can the City of Kannapolis improve career development opportunities?

The following questions relate to your feelings about working conditions with the City of Kannapolis.

My workplace was clean and pleasant.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was concerned about my personal safety when performing my job.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

How could the City of Kannapolis improve the workplace?

The following questions relate to your feelings about your workload.

My workload was appropriate.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

If you disagree in the above question, please mark if you felt overworked or underworked.

☐ Overworked ☐ Underworked

I was able to meet work output and service expectations.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was delegated work and assigned tasks that were appropriate for my level of job knowledge, training, education, and work experience.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

How can your job be restructured to improve productivity and workload levels?

The following questions relate to your feelings about morale in the workplace.

I was reasonably happy at work.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

The City of Kannapolis is a great place to work.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I had input into my department and the organization as a whole.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I was a valued employee.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

I would recommend City of Kannapolis employment to others.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

If you would not recommend the City of Kannapolis to others, why?

I would consider returning to work with the City of Kannapolis.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

What can the City of Kannapolis do to become a better place to work?

The following questions relate to your feelings about performance appraisals.

My work performance was evaluated fairly and appropriately.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

Performance expectations were clearly communicated to me.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

The performance appraisal criteria was directly related to my job.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ No

How can the City's performance appraisal process be improved?

Thank you for taking the time to respond to this Exit Interview Survey. The following space is provided for any additional comments you may have. Thank you for your service to the City of Kannapolis.

Please provide your updated contact information below. Should your address or phone number change during the year please contact Human Resources at 704.920.4300 to update your records.

Name: _____
Address: _____

Phone: _____
Email: _____

ACKNOWLEDGEMENT:

I understand that the statements I have made are confidential and will be used only to improve City working relations, benefits, or employee morale.

I understand the City is under no compulsion of any kind to reinstate me to any position at any time in the future and I have not been given any promise of any kind that I will be reinstated.

If I am reinstated, I acknowledge that I may be reinstated at a lower rank and will be assigned to a probationary status.

I further understand the previous seniority status I had before leaving will not be continuous upon reinstatement.

I have read and thorough understand the above statements and attest the notes contained in this interview are consistent with what information I provided.

Employee Signature/Date



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Award of Badge and Service Sidearm

POLICY NUMBER: 200.13

EFFECTIVE DATE: 07/22/2002

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: AWARD OF BADGE AND SERVICE SIDEARM

PURPOSE: To establish guidelines for the award of badge and/or service sidearm of deceased and retiring police officers.

STATEMENT OF POLICY:

North Carolina General Statute 20-187.2 provides for the award of the badge and/or service sidearm of deceased and retiring members of State, city and county law enforcement agencies. The following guidelines are hereby established by the City Council as standing authorization for the award of badge and service sidearm under State law:

1. Any full-time sworn law enforcement officer of the City who retires from service in good standing, (including officers who qualify for disability retirement), may request the award of their badge and service sidearm.
2. No award of a badge or service sidearm will be made to a police officer who retires while under investigation for criminal or administrative misconduct, or who is otherwise ineligible to receive or possess a handgun under any provision of state or federal law.
3. Retiring officers shall, upon request, be awarded the badge worn or carried by the officer at no cost.
4. The surviving spouse, or in the event that an officer dies unsurvived by a spouse, the surviving children of an officer killed in the line of duty or who is employed as a police officer by the City at the time of their death, shall receive upon request **and** at no cost to them, the badge worn or carried by such deceased officer.
5. Retiring officers who have completed 20 or more years of full-time sworn law enforcement service with the City of Kannapolis shall, upon request, be awarded their service sidearm at no cost.
6. Retiring officers who have completed less than 20 years of full-time sworn law enforcement service with the City of Kannapolis, shall, upon request, be awarded their service sidearm upon **payment** to the City of a pro-rated amount equal to 1/20th of the acquisition value of the weapon for each full year of service less than 20 years.
7. Officers who are approved for disability retirement as the direct result of an illness or injury sustained while engaged in the lawful and proper performance of law enforcement duties, regardless of the duration of employment with the City, shall, upon request, be awarded their service sidearm at no cost.

Prior to receiving an awarded sidearm, retiring officers must provide the Chief of Police with a valid pistol permit issued to them pursuant to NCGS 14-402 et seq. In the absence of such a permit, the firearm shall be rendered permanently incapable of firing prior to transfer to the retiring officer.

9. The City Manager may, in exceptional cases, waive any or all eligibility requirements for the award of badge and service sidearm established under this policy except those mandated by State law.

DATE: _____

APPROVAL: _____
CITY MANAGER



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: FLEXIBLE WORK AND TELEWORK

POLICY NO: 200.14

EFFECTIVE DATE: March 16, 2020

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): 07/01/2022

08/01/2022 – Policy revisions replace previous policy, “Alternative Work Arrangements”

SUBJECT: FLEXIBLE WORK AND TELEWORK SCHEDULES

PURPOSE: To establish policy and procedures to promote an environment in which employees can thrive and achieve greater productivity and work-life balance.

STATEMENT OF POLICY:

The City of Kannapolis is committed to helping employees face the demands of juggling work, family, and personal obligations by offering alternative and flexible work arrangements and schedules that provide employees with increased flexibility while allowing the City to maintain efficient and effective delivery of services. Eligible employees will be considered for flexible and telework work scheduling on a case-by-case basis

SCOPE:

Department directors are to identify methods of implementation that meet the service and operational needs of the department while maintaining continuity of operations over the span of standard operating hours. The degree to which it is applied will vary based upon job type and service delivery requirements of the department.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. There are some job classifications that do not lend themselves to flexible schedules and/or telework; therefore, this policy is implemented based on reasonable applicability and is limited to jobs that can readily and easily be performed from a remote location.

To be approved, the employee must have completed the probationary period, be assigned to a regular position that requires a minimum of 30-hours each workweek, must have a satisfactory attendance record, meet all performance expectations of the current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

DEFINITIONS:

Flexible Schedule

A flexible work schedule is an alternative to the conventional workweek. It allows flexibility for employees to start and end a workday provided service delivery is sustained during the core hours of operation for the department.

Examples of flexible schedules include:

- a) **Compressed workweek** – The employee's workweek is compressed into fewer days such as four 10-hour days, etc.
- b) **Alternative compressed workweek** – The employee works 9-hour workdays for four days of the workweek and four hours on the fifth day. (For exempt employees only, there may be the option of working 9-hour days and one full day off every other week.)
- c) **Flexible work schedule or flex time** – Employees are allowed to take advantage of a range of starting and ending times for the workday with all workers present during specified "core hours".

For example, an employee who normally works an 8 AM to 5 PM 8-hour day may request to start work at 7 AM and end at 3:30 AM with a thirty-minute lunch.

- d) **Alternative work schedule** – An alternative work schedule is a flexible schedule to follow for those who can't work within the regular Monday to Friday, five-day workweek. An alternative work schedule is best suited for jobs that require little to no interaction with others to be performed.

Telework

Telework is the option to allow employees to work a pre-determined schedule at locations other than the workplace.

Telecommuting / work from home – Employees work at home or from some other off-site location during part of their scheduled hours. Telecommuters stay in contact through telephone, computer, fax, and periodic visits to the worksite.

RESPONSIBILITIES:

Department Director

The department director is encouraged to explore opportunities to provide flexible work arrangements to include flexible work schedules and/or telework opportunities for positions that can successfully be performed in a decentralized, flexible and/or telework manner. However, departments are not authorized to establish a remote employee (100% teleworking) position.

Departments retain the ability to provide employees flexible work arrangements and teleworking options based on business needs and can require staff to report onsite as needed.

Each department will determine the frequency of the alternative structure. The implementation method can vary by department due to the unique functions performed within the department's area of responsibility.

Departments will define the available arrival and departure time options to effectively achieve the objectives of a flexible work or flex time schedule.

Departments are required to ensure adequate in-person office coverage during core operational hours for all operational days.

Employees

With department director approval, eligible employees can telework during part of the workweek. The maximum number of hours or days allowed for telework will be determined by the employee's work schedule as follows:

Compressed workweek *Telework cannot exceed 50% of scheduled hours or 2 days*

Alternative compressed workweek *Telework cannot exceed 50% of scheduled hours or 2.5 days*

Flexible work schedule or flex time *Telework cannot exceed 50% of scheduled hours or 2 days*

While teleworking, employees shall be available during the department's designated core hours and work their regular hours to be able to convene with management and/or work teams as needed, unless a different arrangement has been made with the department director.

Employees allowed to participate in a telework program shall remain available and within a reasonable commute time to a designated City worksite as needed by the department. Changes to hours of work or site location must be pre-approved by the department director.

Employees approved to participate in a telework program shall maintain a professional, job-appropriate appearance while working and shall maintain a professional, job appropriate work environment that is free from loud noises, commotions, and disruptions.

Employees are expected to adhere to the department's established procedures for reporting leave of absences when approved to telework. Unless traveling for business, teleworkers shall remain available to report to a City worksite as needed. While teleworking, an employee shall not conduct work for another employer during their standard or normal work schedule. With limited exceptions as approved by the Human Resource Director, employees on approved paid leave are not eligible for telework.

The employee is expected and responsible to equip their telework space. For example: employees are required to provide their own chair, desk, and basic office supplies, and have access to the internet. Employees who are unable to meet this expectation are not eligible for telework.

If City-issued equipment (i.e., laptop or SurfacePro, cell phone, monitor, or other types of equipment) is provided for telework, the employee is required to return all City-issued equipment upon separation from employment. Failure to do so will result in the value of the equipment being deducted from the employee's final pay.

Other

Overtime, if required, will normally be scheduled on an employee's day off.

Holidays represent the standard holiday for the job class. Any employee working an approved alternative schedule will need to use vacation time to make up the difference. For example, an employee who works four 10-hour days will receive eight (8) hours for a holiday and will supplement with vacation or work time to complete the forty (40) hours for the week.

PROCEDURES:

Emergencies

- a) In the event of City designated emergency, the City of Kannapolis may require certain employees to work an alternative work arrangement. These employees will be advised of such requirements by the department director. Preparations should be made by employees and supervising managers well in advance to allow remote work in emergency circumstances. This includes completing an assessment of appropriate equipment needs, such as hardware, software, phone, Wi-Fi, and data lines. The Information Technology (IT) department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.
- b) For voluntary alternative work arrangements, either the employee or department director or designee can initiate a temporary alternative work agreement during emergency circumstances. The employee and director will discuss the job responsibilities and determine if the job is appropriate for an alternative work arrangement, including equipment needs, workspace design considerations and scheduling issues.
- c) An alternative work agreement will be prepared by the department director and signed by the employee and a copy provided to Human Resources.

- d) As a public agency, minimum office coverage is always required when the agency is open. The City Manager or designee will determine what minimum office coverage is during times of emergency events. During these periods, alternative work arrangements will still require prior approval and be subject to all established procedures.
- e) Employees should not assume any specified period for emergency alternative work arrangements, and the City of Kannapolis may require employees to return to regular, in-office work at any time.
- f) Approved temporary work arrangements will remain in effect until rescinded by the City Manager.

Non-emergency

- g) The employee will establish an appropriate remote work environment in the approved location for work purposes. The City of Kannapolis will not be responsible for costs associated with the setup of the employee's remote office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
- h) The City of Kannapolis will determine the IT and/or electronic or other equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. For this purpose, equipment does not include basic workspace needs such as desk or chair, etc.
- i) Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees shall be required to ensure the protection of proprietary company and customer information accessible from their home office.
- j) Non-exempt employees approved for an alternative work arrangement shall record their worktime using the time keeping system mobile app or by logging time online. Non-work time off shall be requested as per the usual process for approval by the department director.
- k) Employees on Family and Medical Leave Act (FMLA) leave are not authorized to work at home during FMLA leave unless approved by the Human Resource Director in consultation with the department director
- l) An alternative work arrangement may be a reasonable accommodation under the Americans with Disabilities Act for a temporary period upon review and approval of the Human Resource Director in consultation with the department director.
- m) Injuries sustained while teleworking must be reported to employee's supervisor and Risk Manager in accordance with the City's safety and risk management procedures using the standard incident report Form H.
- n) All City of Kannapolis policies and procedures shall be followed when working an alternative work arrangement.
- o) Approved flexible and/or telework arrangements can be terminated at any time by the employee or the department director.

FLEXIBLE AND TELEWORK AGREEMENT

It is the expectation of the City of Kannapolis that employees report to work daily as required by their job description.

General considerations for approval of a flexible work and/or telework agreement include:

- Successfully completed probationary period
- Occupy a position where an alternative work agreement is feasible
- Have consistently met established productivity levels and received, at a minimum, ratings of meets expectations on the most recent performance evaluation
- Not be in any type of disciplinary process which includes but not limited to being on a Performance Improvement Plan (PIP) or current discipline at the level or written warning or above
- Show evidence of being self-motivated and responsible and able to work independently

While these factors are important, they may be relaxed at the discretion of department director for temporary periods when authorized by the City Manager during an emergency.

Employee Responsibilities

- Using the required form, prepare a work plan of work to be completed with an estimate of the time required
- Track all time worked – enter worktime into Kronos or provide to supervisor daily
- Remain in contact with supervisor throughout time of work, responding to communications in a timely manner
- Provide daily summary of accomplishments to supervisor
- Work with IT to ensure technology needs are in place before commencing work from home assignment
- Utilize Outlook calendar and out of office messaging to ensure your schedule is known and understood by others (include your schedule in your outgoing messages)
- Participate in any team meetings or conference call as scheduled

Department Director Responsibilities

- Review criteria above to ensure the alternative work arrangement is appropriate
- Ensure employee has an adequate work plan and tools to do work remotely in a productive manner
- Assist with any set up needs including IT resources
- Ensure confidentiality of work materials will be protected
- Provide daily supervision including review of employee work product and daily activities
- Review and/or enter employee time in Kronos daily
- Review remote work plan at least weekly
- Revoke right to work alternative work arrangement if adequate work product is not produced or employee does not meet any other above requirement

Employee Name

Department Director

Department

Position

Alternative Work Arrangement Requested:

- ☐ Compressed workweek
- ☐ Flex time
- ☐ Alternative work schedule
- ☐ Telework

Describe the work duties to be performed and estimated time required:

Requested Work Schedule:

List of City issued property and value: _____

Requested Start Date: _____

I understand this request for an alternative work arrangement agreement can be revoked at the discretion of my department director and/or City Manager.

I understand this alternative work arrangement can be revoked at any time and without notice by the City Manager, my supervisor, my department director, or myself.

I understand I am responsible for reimbursement of the cost of city-issued equipment, uniforms, etc., should I fail to return city-issued items upon termination of employment and authorize the City to deduct the amount from my final pay.

I will comply with the employee responsibilities outlined above and any other reasonable requirements of management.

Employee Signature

Date

Department Director Signature

Date



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee Conduct

POLICY NUMBER: 300.01

EFFECTIVE DATE: 01/01/1994

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: EMPLOYEE CONDUCT

PURPOSE: To outline specific areas which may result in employee discipline.

STATEMENT OF POLICY:

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the City of Kannapolis. If an employee's conduct falls below standard, he/she may be subject to disciplinary action.

Some general things for which an employee may be disciplined include, but are not limited to:

1. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs, or using such substances while on City property.
2. Failure to follow the orders of one's supervisor(s).
3. Being absent from work without permission or failure to report to the supervisor or department head when one is absent.
4. Being habitually absent or tardy for any reason.
5. Failure to perform assigned work in an efficient or effective manner.
6. Being wasteful of material, property or working time.
7. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
8. Failure to observe ~~property security~~ procedures.
9. Conduct on the job which violates the common decency or morality of the community.
10. Commission of a felony or gross misdemeanor.
11. Violating safety rules and regulations.
12. Speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors.
13. Removal of City money, merchandise, or property, including property in custody of the City without permission.

14. Lying to supervisors in connection with your job.
15. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
16. Being on City premises during nonworking hours without permission.
17. Divulging or misusing confidential information, including removal from City premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
18. Accepting unauthorized fees, gifts, or other valuable items in the performance of the employee's official duties for the City.
19. Inability or unwillingness to perform the assigned job.
20. Falsification of time records for payroll.
21. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
22. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a City employee.
23. Failure to abide by City ordinance, policy, procedure and/or regulation.

Refer to related Administrative Policy DISCIPLINARY ACTION for additional information on procedures for and types of disciplinary action.

DATE: JAN 01 1995

APPROVAL: _____





CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Disciplinary Action

POLICY NUMBER: 300.02

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: DISCIPLINARY ACTION

PURPOSE: To establish policies and procedures related to disciplinary action for City employees.

STATEMENT OF POLICY:

It shall be the policy of the City of Kannapolis to administer discipline fairly, reasonably, and impartially. Employees and the City are best served when discipline is administered to correct actions rather than to punish.

All progressive disciplinary actions involving demotion or termination require the department approval of the City Manager.

An employee may be suspended by any department head for causes related to personal conduct determined to be detrimental to city service (1) in order to avoid undue disruption of work, (2) to protect the safety of persons or property, or (3) for other serious reasons.

PROCEDURE:

The tenure of City employees shall be based on reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet these standards shall constitute just cause for disciplinary action including oral or written reprimand, suspensions, demotions, and dismissal.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of City service. The nature and severity of the offense and the employee's prior record shall be considered.

In any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the following: The cause for discipline, the specific reasons supporting the cause, the discipline to be imposed, the effective date, and the right of the employee to be heard.

Employees may be disciplined for areas detailed in related Administrative Policy
EMPLOYEE CONDUCT.

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable City policies and procedures as well as local, state or federal laws and regulations.

It is the responsibility of each supervisor and department head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Types of disciplinary action may include:

Step 1: Oral Warning - This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The oral warning should be given in private. Supervisors should inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

A notation that an oral warning was given should be made in the employee's personnel file.

Step 2: Written Warning/Reprimand - This notice will be issued in the event the employee continues to disregard an oral warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. Written warning/reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor.

The warning/reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline as outlined in Steps 3, 4, and 5.

A copy of the written warning/reprimand is to be handed to the employee at the time of the discussion of the discipline. The employee shall sign the written warning to acknowledge receipt. A copy, signed by the employee, will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Step 3: Suspension - This form of discipline is administered as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension is often given after the employee has received a written warning.

If after investigation, it is determined that the employee was not guilty of any violation, he/she will normally be returned to his/her position, paid for any lost time, and a letter exonerating the employee will be placed in his/her official personnel file. If, however, the employee is found in violation, then the appropriate disciplinary action will take effect on the date of the investigatory finding.

Suspension Without Pay - An employee will be suspended without pay when the offense is of a serious enough nature usually sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed fifteen (15) work days.

Suspension with Pay - At the discretion of the City Manager or his/her designee, an employee of the City may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the

employee to perform his/her duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

Investigatory suspensions may be used in cases where it is necessary to investigate a situation to determine what further disciplinary action may be justified. This suspension gives the supervisor the opportunity to discuss the problem with his/her superior to determine an appropriate course of action when the situation is serious enough for the employee to be removed from the work environment.

Step 4: Demotion - Demotion may be used in those instances where an employee has been promoted to a position where they are unwilling or unable to perform the responsibilities of that position. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

Step 5: Dismissal - Immediate removal of an employee from the job site pending review for dismissal may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job, or other substantial reasons deemed appropriate by the City Manager. An employee may also be removed after repeated offenses of a less serious nature if the offenses have been documented by the supervisor and appropriate behavioral changes have not resulted from previous progressive disciplinary action.

A pre-dismissal conference shall be held between management representatives and the employee. A statement of charges and notification of time and place of the pre-dismissal conference shall be provided twenty four (24) hours in advance of conference. No attorneys or other such representatives for either party shall be present at this conference; a witness or security personnel may be present if management deems necessary. The management representative shall present the employee with the specific reasons for the proposed dismissal and a brief summary of the information which is believed to support the dismissal. The employee shall have a right to an immediate response to the proposed dismissal. At the end of the pre-dismissal conference, the management representative may elect to defer the dismissal based on information presented by the employee or deem that the dismissal is justified and present the employee with a letter of dismissal including notification of employee's right of appeal.

Upon dismissal on the basis of job performance, an employee may be given up to two weeks notice. In exceptional circumstance, and with prior approval of the City Manager, a payment of up to two weeks salary may be made in lieu of notice.

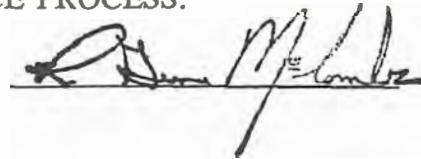
Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided the probationary employee and a copy filed in his/her personnel file.

The original copy of the disciplinary action is to be placed in the employee's personnel file with a copy given to the employee.

Appeals. Employees, excluding probationary, have a right to appeal any disciplinary action. Refer to related Administrative Policy GRIEVANCE PROCESS.

DATE: JAN 01 1995

APPROVAL:

A handwritten signature in black ink, appearing to be "R. M. Miller", written over a horizontal line.



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: **Grievance Process**

POLICY NUMBER: **300.03**

EFFECTIVE DATE: **01/01/1995**

APPROVED: *Norm B. Long*

AMENDMENT DATE(S):

SUBJECT: GRIEVANCE PROCESS

PURPOSE: To establish appeal procedures for grievances, adverse actions, and EEO complaints.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis to afford all employees a means of obtaining consideration of problems when they remain unresolved at the supervisory level, and to establish policies and procedures that provide for timely resolution of grievances.

Strict adherence to the procedures outlined below is mandatory for all concerned, except that time limits may be extended for good cause shown unless other procedures are provided by federal or state law regulations.

Every attempt will be made to resolve the grievance to the mutual satisfaction of the employee and the City.

DETERMINATION OF GRIEVABILITY:

Employees are advised that the following items are not subject to the grievance procedure:

- (1) Conditions of employment, law, policy, wages, salaries and fringe benefits established by City Council.
- (2) However, the application or interpretation of the items listed above are subject to the grievance procedure. If there is a question whether or not an employee's concern is clearly a grievance, the Human Resource Director must contact the City Attorney who has full and final authority to settle this question. The City Attorney shall respond within five (5) working days.

In addition, it is to be understood that the establishment of this procedure shall in no way remove the right of the City government to do the following, provided, that none of these rights may be exercised in an arbitrary or capricious manner:

- (1) Direct the work of its employees.
- (2) Hire, promote, transfer and assign employees.
- (3) Demote or dismiss employees for cause.
- (4) Maintain the efficiency of governmental operations.
- (5) Relieve employees from duty because of a lack of work or for other legitimate reason.
- (6) Take actions necessary to carry out duties of an agency in emergencies.
- (7) Determine the methods, means and personnel necessary to carry out operations.
- (8) Establish department work rules.

PROCEDURE:

Step One Employees shall submit their grievance in writing within thirty (30) days of the date of the incident to their immediate supervisor, who will investigate as necessary to determine the cause of the complaint and work with the employee to effect an equitable solution. Every effort shall be made to resolve the difficulty at this level and the immediate supervisor shall respond in writing within five (5) working days.

The assistance of the Human Resource Director may be requested by either party anytime during this grievance process.

Step Two In the event the employee is dissatisfied with the response at Step One, it may be appealed in writing, to the appropriate department head, within ten (10) working days of the receipt of the Step One decision.

Step Three If the employee is dissatisfied with the response at Step Two, or is appealing an adverse action, the employee may forward the written grievance to the City Manager within five (5) working days of receipt of the Step Two Decision or the date of the adverse action.

The employee may appeal to the City Manager directly or may request a hearing before the Personnel Advisory Committee. The written notice shall include the following:

- a) Statement of the grievance and relevant facts.
- b) Remedy sought.
- c) Reasons for dissatisfaction with the department head's solution.
- d) Request for either direct decision or hearing

If the employee requests a decision directly, the City Manager shall hear the appeal and render a decision within ten (10) working days of receipt of the grievance. If the employee or the City Manager requests the services of the Personnel Advisory Committee, the procedures set forth in the following section will apply.

PERSONNEL ADVISORY COMMITTEE

There is established a Personnel Advisory Committee, composed of three (3) persons designated by the City Council, with authority to hear employees' grievances and recommend decisions to the city manager. An employee or the City Manager may request a hearing, which shall be transcribed or recorded. The hearing shall be conducted within thirty (30) calendar days of the date on which the hearing is requested, during regular working hours of the city. The personnel Advisory Committee, the grievant, and any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witnesses and offer other evidence. The hearing shall be conducted by the chairperson of the committee. The Personnel Advisory Committee shall submit its finding to the City Manager or other appointing authority within fifteen (15) calendar days of the hearing.

FINAL DECISION ON THE GRIEVANCE

Upon receiving the recommendation of the Personnel Advisory Committee the City Manager shall make a finding and render a decision. The City Manager shall inform the grievant and the department head, in writing, of the decision. The final decision will be furnished by the City Manager within ten (10) calendar days of receipt of the recommendation of the Personnel Advisory Committee.

MAINTENANCE OF RECORDS

All documentation, records, and reports will be retained for a minimum of three (3) years and shall be held by the Equal Opportunity Officer.

OTHER REMEDIES PRESERVED

The existence of the grievance procedure does not preclude any individual form pursuing any other remedies available under law.

No part of the above procedure shall be in conflict or violation of state or Federal laws and regulations.

Questions or requests for additional guidance concerning procedural or substantial matters relating to the grievance should be directed to the City Manager.

No punitive action shall be carried out against the employee for utilizing the grievance procedure outlined above.

DEFINITIONS

A "grievance" shall mean a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of City's Personnel and Administrative Policies and Procedures.

An "adverse action" shall mean an involuntary demotion, an involuntary reduction in pay, an involuntary transfer, a suspension without pay, a layoff, or dismissal.

DATE: JAN 01 1995

APPROVAL: _____

A handwritten signature in dark ink, appearing to be "R. D. Miller", is written over a horizontal line.



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Harassment

POLICY NUMBER: 300.04

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: POLICY CONCERNING HARASSMENT

- PURPOSE:**
1. To establish policy prohibiting all forms of harassment.
 2. To define procedure for reporting harassment.
 3. To establish guidelines for administration of discipline.

DEFINITION:

Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, humiliates, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile or abusive environment, or unreasonably interferes with or adversely affects a person's work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in connection with employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, ~~requests for sexual favors~~ and other verbal or physical advances of a sexual nature. It is City policy to fully support enforcement of State and Federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) Submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the right of all employees to seek, at any time, redress by the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the City's Administrative remedies before consulting outside agencies.

PROCEDURE:

1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.

2. An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, department head, Director of Human Resources, or directly to the City Manager.
3. A supervisor is required to report harassment cases to his/her department head, who, in turn, is required to report the matter to the Director of Human Resources. Such reports are to be made regardless of how knowledge of the case was acquired.
4. The Director of Human Resources shall investigate and submit to the Manager an impartial report setting forth the facts of the case and a recommendation for action.
5. The results of the investigation and the nature of the disciplinary action will be communicated by the Manager's Office to both the complainant and the offender as well as the affected Department Head. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect or the disciplinary action inappropriate.

DISCIPLINARY ACTION:

An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge.

EFFECTIVE: Immediately

DATE: 04/01/94

A handwritten signature in black ink, appearing to read "R. D. McElm", is written over the signature line.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Personal Appearance

POLICY NO: 300.05

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): February 11, 2016

SUBJECT: PERSONAL APPEARANCE

PURPOSE: To establish general guidelines related to personal appearance of City employees.

STATEMENT OF POLICY:

It shall be the responsibility of all employees to represent the City of Kannapolis to the public in a manner which shall be courteous, efficient, and helpful.

City employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the City's image. Work attire should be appropriate to the job task and assignment and any potential health and safety hazard that may be encountered during the performance of duties.

A. Uniformed Employees

Employees who are issued uniforms shall be in complete uniform at all times when representing the City, unless specifically released from doing so by their department head.

1. Employees are responsible for the proper care and maintenance of issued uniforms as instructed by departmental policy.
2. Employees shall maintain his or her uniform in good working condition. Uniforms should be clean, pressed, and free of holes, tears, significant fraying or discoloration.
3. Employees are required to report holes, tears, significant fraying or discoloration to their designated supervisor.
4. Employees will follow departmental guidelines for the issuance and acquisition of uniforms. Lost, misplaced or damaged items should be reported immediately.
5. Employees shall not wear uniforms, including general clothing bearing the City's logo and issued for work attire, or any part of the uniform while off duty unless authorized to do so by the department head.

B. Non-Uniformed Employees

Employees who are not issued uniforms shall be dressed in a professional manner that is suitable for the public environment and to reflect favorable on the City's image.

The following is intended to serve as a guide to help define appropriate business casual wear for all non-uniformed employees.

1. All attire should be neat, clean and in good condition.
2. Business attire should reflect a level of professionalism. Casual business attire is generally acceptable.
3. Casual business attire does not include: sweat suits, sweat shirts, halter tops or tank tops (unless worn with a blouse or jacket), flip-flops, work-out attire, jeans, bib-overalls, shorts that are not part of a uniform, mini-skirts, spandex or other form fitting or

revealing clothing.

4. Employees not approved for uniforms who choose to wear city logo issued apparel may do so with department head approval. City logo issued apparel may not be worn while off duty unless authorized to do so by the department head.

C. Personal Hygiene

Employees are expected to present a professional and well-groomed appearance that reflects positively on the City's image.

1. Hair should be neat, clean and well-groomed. Long hair should be properly secured when performing hazardous job tasks.
2. Beards, sideburns, and mustaches should be neatly trimmed and project a professional image.
3. Regular bathing, shampooing, oral care, and use of deodorant products to prevent personal odor are required.

D. Casual Day

Casual days will be determined by the department head.

1. Casual days are typically observed on Fridays, the last work day before a holiday and any other work day deemed appropriate by the department head.
2. Employees shall follow the same guidelines as for casual business apparel except that jeans, t-shirts and sweatshirts are allowed.
3. All clothing should be neat and clean in appearance and free of stains, holes, fraying and tears.
4. Clothing bearing offensive language, slogans or images are prohibited.

E. Violations of Personal Appearance Policy

It shall be the responsibility of the department head or designated supervisor to discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the City. Employees who report to work inappropriately dressed may be required to return home. Repeated violations may result in disciplinary action.

F. Exceptions

Exceptions must be requested and approved in advance by the department head.

APPROVED:



Signature

2/17/16

Date



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Personal Telephone Calls

POLICY NO: 300.06

EFFECTIVE DATE: 01/01/95

REVIEW DATE: 07/28/08

APPROVED:


CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: PERSONAL TELEPHONE CALLS

PURPOSE: To provide for control of incoming and outgoing personal telephone calls.

STATEMENT OF POLICY:

City phones are to be used for City of Kannapolis business and may be used for personal business on a limited basis only.

PROCEDURE:

Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work.

When a toll call must be placed, the call is to be billed to the employee's home number or collect.

It is the employee's responsibility to ensure that no cost to the City results from their personal telephone calls.

Violation of this policy will minimally result in cost reimbursement to the City and may subject the employee to disciplinary action.

Special Provisions for Cellular Phones

The Internal Revenue Service considers cellular phones to be listed property. "Listed property" includes items obtained for uses in a business but designated by the Internal Revenue Code as lending themselves easily to personal use. As such, expenses incurred as the result of personal use are included as taxable income to the employee.

To be able to exclude the use by an employee from taxable income for an employer-owned cell phone, the employer must have some method to require the employee to keep records that distinguish business from personal phone charges. The amount that represents personal use is included in the wages of the employees. This includes individual personal calls, as well as a pro rata share of monthly service charges.

The Finance Department will provide a copy of the cellular phone invoice to the employee who shall review the monthly statement, clearly identify personal calls by highlighting the entire row, tally the total minutes attributed to personal use, and record the total on the first page of the statement. The employee shall note the statement, "I certify that all personal calls are identified" on the bill, sign the bill, and return it to the Finance Department.

The Finance Department shall on a quarterly basis include in the employee's regular bi-weekly wages deductions for the cost of expenses incurred as the result of personal use of the employer issued cell phone. The amount to be included shall be determined as the product of the total minutes attributed to personal calls divided by the total minutes of the City's plan multiplied by the monthly cost for the cellular service. The net result is that the personal use amount will be included as taxable income on the employees W2 at year end. The employee will be charged only for the related taxes attributeable to the personal usage.

DATE: ML APPROVAL:



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Political Activities

POLICY NUMBER: 300.07

EFFECTIVE DATE: 01/01/1995

APPROVED: A handwritten signature in blue ink, appearing to read "Samuel B. Legg".

AMENDMENT DATE(S):

SUBJECT: POLITICAL ACTIVITIES

- PURPOSE:**
1. To foster governmental efficiency and to ensure that employees can perform their jobs without being pressured to support specific Council or other political candidates or to interpret regulations favorably for supporters of such candidates;
 2. To allow employee performance and advancement to be judged without regard to prior political activity.
 3. To promote public confidence in the integrity of City government to the end that Council Members will not be perceived as making decisions on the basis of political loyalties.

STATEMENT OF POLICY:

Section 1 - Prohibited Activities during Working Hours. An employee shall be subject to discipline up to and including immediate dismissal for violation of these provisions:

a. No officer or employee shall, while on duty during an assigned work shift as an employee of the City of Kannapolis:

- (1) Request or solicit contributions or anything of value for any political candidate or cause.
- (2) Participate in any political campaign by:
 - (a) Speaking in favor of any candidate or cause.
 - (b) Distributing literature.
 - (c) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause.
 - (d) Organize, plan or in any other way participate in the administration of any political campaign.

b. No officer, employee or volunteer shall, while on duty and/or in the uniform of the City, or while in or operating any City vehicle, display any badge, button, sign or sticker promoting or opposing any political cause or candidate.

c. No officer or employee of the City shall use public funds, property, or any other instrumentality or thing of value belonging to the City to promote or oppose any political cause or candidate.

d. Nothing in this policy shall be interpreted to prohibit an employee:

- (1) From stating any opinion regarding any political issue in ordinary conversation during working hours providing that such

a conversation does not interfere with the employee's assigned job duties.

Section 2 - Coercion, Intimidation of Public Employees. No officer or employee of the City shall use his/her public office or employment for the purpose, or with the effect of:

a. Coercing or intimidating any City employee or employees with respect to contributing to, opposing or promoting, or refraining from contributing to, opposing or promoting any political cause or candidate.

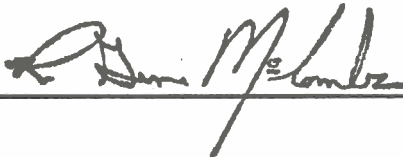
b. Obtaining a benefit as a result of any political activity by:

- (1) Intentionally committing an unauthorized act under color of law.
- (2) Intentionally refraining from performing a duty imposed upon him by law.

Section 3 - Illegal Political Activities. No officer or employee of the City shall engage in any political activity which is prohibited under state or federal law. Any person engaging in such an activity shall be subject to disciplinary action, including immediate dismissal.

Section 4 - Federally Funded Programs. In addition to this policy, an officer or employee whose position is funded totally or primarily with federal funds shall be governed by the rules established by the United States Civil Service Commission and/or the Officer of Personnel Management. Any person who administers federal funds under a contract which limits the political activities of the administrator or which incorporates U.S. Civil Service rules shall comply with those provisions. Failure of any officer or employee to comply with applicable restrictions imposed by such a grant or contract shall be subject to disciplinary action, including immediate dismissal.

DATE: JAN 01 1995 APPROVAL: _____





CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Tobacco Use Policy

POLICY NO: 300.08

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): January 1, 2009

February 11, 2016

SUBJECT: TOBACCO USE POLICY FOR CITY EMPLOYEES

PURPOSE: To respond to the increasing evidence that tobacco use is a health hazard to users of tobacco products, is dangerous to the health of persons who are present in a smoke-filled environment, and contributes significantly to increased healthcare costs, and to establish City policy to regulate the use of tobacco products by City employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.

DEFINITIONS:

Tobacco User	A person who is engaging in the use of tobacco products.
Smoking	The use or possession of a lighted cigarette, lighted cigar, lighted pipe or any other lighted tobacco product.
Tobacco Products	Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
Person in Charge	City Manager or the City Manager's designees.
Formal Warning	A verbal statement asking for compliance.
E-cigarettes	Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed or sold as an e-cigarette, e-cigar, e-pipe, e-hookah or under any other product name or descriptor.

STATEMENT OF POLICY:

The use of tobacco products is prohibited inside all City of Kannapolis owned, leased or occupied facilities and city-owned or leased vehicles.

PROCEDURE:

The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Tobacco users must consider the health concerns and comforts of their non-tobacco using co-workers and non-tobacco users must consider the freedom of choice of tobacco users.

It shall be the responsibility of each employee to abide by, and enforce as persons in charge, the rules and regulations contained in this policy, and it shall be the responsibility of the affected department head to see that the policy is applied in an equitable manner and adhered to by all employees.

Tobacco use breaks are to be confined to the affected employee's lunch period or rest break. Use of tobacco products is permitted outside buildings provided the tobacco use occurs in designated areas and does not take place in areas adjacent to an entrance or air intake vent.

Violators of the policy shall be issued a formal warning. All persons in charge are authorized to issue formal warnings and to report continued violations.

Complaints of violation of the policy should be directed to the department head responsible for the particular facility involved in the complaint. The department head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the City's progressive discipline procedures.

DATE: 2/17/16 APPROVAL: Samuel B. Boley



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Solicitations

POLICY NUMBER: 300.09

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: SOLICITATIONS

PURPOSE: To establish a uniform policy for solicitations by sales representatives or employees in order to alleviate disruption of City employees during normal working hours.

STATEMENT OF POLICY:

With the exception of United Way and other City-approved activities, peddling or soliciting for sale or donation of any kind on City of Kannapolis premises during normal working hours is not allowed. Exceptions may be granted by the City Manager.

Working hours include the working time of both the employee doing the soliciting or distributing, and the employee to whom such activity is directed.

Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.

DATE: JAN 01 1995 APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Contributions and Honorariums

POLICY NUMBER: 300.10

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: CONTRIBUTIONS AND HONORARIUMS

PURPOSE: To establish a policy and procedure for reporting contributions and honorariums.

STATEMENT OF POLICY:

Speeches and presentations which are related to City services delivered by City employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the City, not to the individual employee.

An honorarium or contribution for a speech or other presentation made by a City employee to a group outside the City, either during working time or for which the City provided travel expenses, will also be made to the City.

Such contributions and honorariums shall be turned over to the Finance Director for disposition.

DATE: 1 JAN 01 1995 APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee Ethics

POLICY NUMBER: 300.11

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: EMPLOYEE ETHICS

PURPOSE: The purpose of this policy is to establish guidelines for ethical standards of conduct which shall govern City employees in the performance of City business and the duties of their respective jobs. This policy is intended to provide positive direction to City employees in order to prevent potential conflicts of interest.

This policy is not all-encompassing in its definition of conflict of interest. The "prudent man" theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

STATEMENTS OF POLICY:

1. Conflicts of Interest. No City of Kannapolis employee shall engage in any act which is in conflict, or creates an appearance of fairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:

a. Has any financial interest in any sale to the City of any goods or services when such financial interest was received with prior knowledge that the City intended to purchase the property, goods, or services.

b. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.

1) Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City.

The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; a sample or promotional gift of nominal value (\$25 or less).

c. Participates in his/her capacity as a City employee in the issuing of a purchase order or contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.

d. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.

e. Except for courtesies as provided in item "b" above, no employee shall, directly or indirectly, give or receive, or agree to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to his official services as such employee with this City.

f. Discloses or uses, without authorization, of confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.

g. Have a financial interest or personal interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

2. Use of Public Property.

No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.

Authorized personal uses include use of city vehicles, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the department head on a case-by-case basis.

3. Political Activities:

a. No City employee may use City time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election. With the approval of the City Manager, an exception shall be allowed when the subject of an election has received the endorsement and support of the City Council (e.g. bond issue).

b. No City employee shall be eligible for appointment or election to any public office when the holding of such office would be incompatible or would substantially interfere with the discharge of official duties.

4. **Discipline.** Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including termination from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued.

DEFINITIONS:

Employee: An employee is defined as any person holding a regularly compensated position for the City of Kannapolis, including regular full time, part-time, temporary, or any other classification which is regularly compensated. Exclusions include City Council members and members of City Boards and Commissions.

Interest: Interest is any direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated).

Interests include - (a) interests in an employee's family, (b) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (c) interest in any business entity in which the City employee is an officer, director, or employee, (d) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Immediate Family: Family includes spouse, child, parent, brother, sister, grandparent, plus the various combinations of half, step, in-law and adopted relations that can be derived from those named. Family also includes other persons residing in the employee's residence or are financially dependent upon the employee.

Contract: Contract shall include any contract or agreement, sale, lease, purchase, or purchase order.

PROCEDURES:

1. **Interpretation.** Interpretations of this policy shall be referred to the City Manager.

2. **Investigation.** The City Manager shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct.

a. Complaints which are considered by the Manager to be serious may be referred to an Ethics Panel, composed of City employees appointed by the City Manager.

b. An ethics Panel, when constituted, shall investigate and hear the complaint, and recommend to the City Manager any action deemed appropriate.

c. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

DATE: _____ **APPROVAL:** _____



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Adverse Weather Attendance

POLICY NO: 300.14

EFFECTIVE DATE: 01/01/89

REVIEW DATE:

APPROVED:
CITY MANAGER

AMENDMENT DATE(S): 01/01/95
02/02/2014

SUBJECT: ADVERSE WEATHER ATTENDANCE

PURPOSE: To establish standards for recouping work time lost during adverse weather conditions or other catastrophic occurrence.

STATEMENT OF POLICY:

Generally, due to the emergency nature of the City of Kannapolis operation, City offices will not close unless an emergency situation occurs that requires closure of Non-inclement Weather Essential Offices in the best interest of the safety of employees and members of the general public and at the recommendation of emergency management advisories. Emergency services personnel such as public safety and public works are essential to the safety of the public safety and therefore play a vital part in making sure necessary public services are available in time of need.

DEFINITIONS:

1. Adverse Weather/Inclement Weather is defined as any storm that produces damaging winds, flooding, or accumulations of ice and/or snow.
2. Inclement Weather Essential (“essential”) shall mean operations that are needed to respond to an emergency situation and include Police, Fire, Public Works operations, and Information Technology Services.
3. Non-inclement Weather Essential (“non-essential”) shall mean those operations that are not needed to respond to an emergency situation and include Parks and Recreation, Customer Service Center, and City Administrative Offices.

PROCEDURES:

1. Reporting for Work

In the event of adverse weather conditions or other catastrophic occurrence, all employees are expected to report for work if possible. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation.

2. Inability to Report to Work

Employees who cannot report for work shall notify their immediate supervisor as soon as possible. All absences are subject to approval by the division and department directors. Use of sick leave is not approved for absences due to adverse or inclement weather.

An employee who is late or unable to report to work due to adverse or inclement weather shall be required to use either paid leave time, request leave without pay (if vacation or personal leave is exhausted) or request to make up the time absent. It is the employee’s responsibility to report such inability to report to work as soon as practicable to the employee’s immediate supervisor.

3. Request for Adjusted Work Schedule

Requests to report to work at a later time and/or requests to leave early due to inclement conditions shall be made as soon as practicable to the immediate supervisor. Accrued vacation leave, personal leave, requested leave without pay (if vacation or personal leave is exhausted), a request to make up the time absent, or a request to work from home shall be used. Sick leave may only be used in for bonafide illness.

4. Office/Operations Closures - Notification

When weather conditions exist that present the potential for dangerous travel situations, the Police Department (Police Chief or designee) and the Public Works Department (Director or designee) shall contact the City Manager to report current weather and road conditions no later than 6:00 AM. The City Manager (or designee) shall assess the available information and make a determination regarding closing non-inclement weather essential offices, delaying opening, or maintaining a normal schedule.

The City Manager (designee) shall notify City Council, the Communications Director and Department Heads. Notification shall be by phone call and/or email. Department Heads shall ensure their employees are notified of office closings and/or delay. The Communications Director shall notify the general public via the local news media. The following formats shall be used when reporting office closures:

- a. Early Closing: "All City of Kannapolis offices will close today at _____ p.m. Essential departments will remain open. The Adverse Weather Attendance policy is in effect for non-essential personnel."
- b. Delayed Opening: "All City of Kannapolis offices will delay opening until _____ a.m. Essential personnel must report for work at their usual times. The Adverse Weather Attendance policy is in effect for non-essential personnel."
- c. Full Closure of Offices: All City of Kannapolis offices are closed today. Essential personnel must report for work at their usual times. All non-essential personnel are excused in accordance with the Adverse Weather Attendance policy."

RECOUPING LOST WORK TIME:

1. Decision made during a work day to close City Offices/Operations early:

All non-exempt employees who are not designated as Inclement Weather Essential and who report for work and are subsequently sent home will receive compensation for time worked and a credit for a maximum of two (2) hours not to exceed the regular scheduled hours for the day. Non-exempt employees on pre-approved absences (whether vacation, sick or other) shall receive the same credit for hours crossing the time of the closure.

2. Decision made prior to the start of the work day to delay City Offices/Operations opening:

Impacted employees who are not designated as Inclement Weather Essential and who report to work at the modified work time shall receive compensation for the time worked and may request to work from home, use vacation leave, personal leave, compensatory time, leave without pay (if vacation or personal leave is exhausted), or may request to make up the time missed due to the delayed opening.

3. City Offices/Operations Full Closure:

Impacted employees who are not designated as Inclement Weather Essential may request to work from home, use vacation leave, personal leave, compensatory time, leave without pay (if vacation or personal leave is exhausted), or may request to make up the time missed due to the delayed opening.

4. Sick Leave

Employees who call in sick during emergency or adverse/inclement weather conditions may, at the discretion of the supervisor, be required to provide a doctor's certificate so substantiate charging the absence to sick leave. An employee who fails to provide the required certificate when requested to do so will have the time automatically reported as vacation leave and may be subject to disciplinary action.

5. Alternative Transportation

In the event of adverse or inclement weather an employee designated as Inclement Weather Essential may request alternative transportation in order to report to work. This must be pre-approved by the employee's supervisor.

In the decision to grant a request, the employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit and other relevant issues.

Alternative Transportation may include but is not limited to cabs, bus, City police officer transport (depending upon availability and approval by the Police Chief or designee), or other ride in City owned cars or trucks.

DATE: 2/2/14 APPROVAL: 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: SUBSTANCE USE/ABUSE

POLICY NO: 300.15

EFFECTIVE DATE: 03/01/1990

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): 07/01/1990
11/18/1994
03/01/1995
04/26/2018 - Replaces previous policy
03/08/2023



**CITY OF KANNAPOLIS
SUBSTANCE USE/ABUSE POLICY
POLICY NO: 300.15**

March 01, 1990

Revisions July 01, 1990; November 18, 1994; March 01, 1995; April 26, 2018

- I. General Statement of Policy**
- II. Definitions**
- III. Prohibited Acts**
- IV. Duties of Employees**
- V. Authority To Test Employees**
- VI. When to Test**
- VII. Testing Procedures for Applicants and City Employees**
- VIII. Test Results**
- IX. Penalties for Non-Compliance**
- X. Confidentiality**
- XI. Drug Free Awareness Program**

Appendix A - DOT Regulations

Appendix B - Hemp, CBD, and Marijuana

REFERENCES

FORMS

I. General Statement of Policy

A. It is the policy of the City of Kannapolis that the workplace shall be free of the presence of alcoholic beverages or unlawful controlled substances and that employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. This policy shall govern all City employees. Specific requirements for DOT covered employees are set out in the Appendix.

B. Employees should be aware of the harmful effects, dangers, and impacts of the use and abuse of alcohol and controlled substances in the workplace. Employees working under the influence of alcohol or controlled substances:

1. May create unsafe conditions for themselves and others;
2. May perform unsatisfactorily and adversely affect the performance of others;

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3. May discredit the City of Kannapolis and cause disrespect for the employee, the city, and the citizens we serve.

II. Definitions

A. Alcohol Test – Any accepted scientific means to determine the presence of alcohol, including but not limited to laboratory analysis of urine, blood, or hair. A DOT regulated alcohol test may only use saliva and breath.

B. Authorized Provider – A company or organization that has been authorized to conduct alcohol and controlled substance testing of city employees in compliance with this policy.

C. Auxiliary Employee (Common Law Employee): Person who performs services for the City of Kannapolis on a temporary basis and is paid for these services through city employee payroll in accordance with IRS regulations.

D. BAT (Breath Alcohol Technician) – A trained and certified individual who determines a breath alcohol test result.

E. The City of Kannapolis Permitted Operators – Authorized persons who drive a city vehicle for any purpose and/or whose job responsibilities require driving a privately owned vehicle on city business; required to have an Operator's Permit to comply with Fleet Policy.

F. CFR - Code of Federal Regulations.

G. Commercial Motor Vehicle (CMV) – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 pounds or more, inclusive of a towed unit(s) with a gross vehicle weight rating of more than 10,000 pounds;
2. Has a gross vehicle weight rating of 26,001 pounds or more;
3. Is designed to transport 16 or more passengers, including the driver;
4. Is of any size and is used in the transportation of hazardous materials as defined in the Hazardous Transportation Material Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

H. Controlled Substance – A drug, substance, immediate precursor, or metabolite of a drug or substance included in Schedule I through V of the Comprehensive Drug Abuse Prevention and Control Act (21 USC 801 *et seq.*) and its amendments.



I. DOT Regulated Employee (DOT Employee) – Employees with duties regulated by the Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), and Federal Transit Administration (FTA).

J. Drug Test or Screening – Any accepted scientific means to determine the presence of controlled substances, including but not limited to laboratory analysis of urine, blood, or hair. A DOT regulated drug test may only use urine.

K. Employee - Any person employed (whether full time, part time, or on a temporary basis) by the city considered an employee in accordance with IRS regulations.

L. Illegal Drugs – Substances that are (1) not legally obtainable; (2) legally obtainable but have been obtained or used in an unlawful manner or in a manner other than as prescribed and directed by an employee's treating physician or the manufacturer; (3) so called "designer drugs," "look-a-likes," "synthetic drugs," and similar substances, even if not specifically prohibited by state or federal law; (4) substances which are inhaled, injected, ingested or absorbed, but which are not intended for human consumption (such as glue, solvents, or patches), even if not specifically prohibited by state or federal law. Examples of illegal drugs include (but are not limited to) **Marijuana** (THC & any product containing THC), **Cocaine**, **Amphetamines** (Amphetamine, Methamphetamine, MDMA, MDA), **Opioids** (Codeine, Heroin, Morphine, Oxycodone, Oxymorphone, Hydrocodone, Hydromorphone), **Phencyclidine** (PCP)

M. Lawful Drugs – Those prescribed or over the counter medications that are lawfully obtained and used as prescribed and directed by an employee's treating physician or the manufacturer's recommendations or for the purpose and in the manner for which prescribed or manufactured.

N. MRO (Medical Review Officer) – A licensed physician trained to make the final determination of whether a test for the presence of a controlled substance is positive or negative.

O. Metabolite – The chemical or compound produced when a particular substance is passed through the human body and excreted in the urine.

P. NCGS – North Carolina General Statutes.

Q. Non-DOT Safety Sensitive Position – Position with duties that involve such a significant risk of injury to others that even a momentary lapse of attention can have disastrous consequences. These positions are identified by human resources, and risk management based on duties and responsibilities of the employee. Included are law enforcement officers, fire personnel, public safety communications, employees operating a vehicle owned by the city or a personal vehicle which is used as a major part of their work, employees working with hazardous chemicals. Employees are advised if they occupy a safety-sensitive position.

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R. Policy Administrator – The human resources director or designee is responsible for the administration of the City of Kannapolis Substance Use/Abuse Policy.

S. Positive Alcohol Test – Identification of an alcohol content level at or above 0.04% by use of an alcohol test. (See Section III, B, 3 and 4 for a possible exception.)

T. Positive Drug Test - Identification of a controlled substance at or above the threshold values designated by SAMHSA (or 49CFR Part 40, as amended, for a DOT test) in a drug test and confirmed by gas chromatography with mass spectrometry (GCMS).

U. Reasonable Suspicion - A decision for alcohol or drug testing based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, body odors, or performance of the employee.

V. Retaliatory Actions - The discharge, suspension, demotion, relocation, or other adverse employment action taken against an employee in the terms, conditions, privileges, and benefits of employment.

W. DOT Safety-Sensitive Position – Defined by Federal Transit Administration or FTA, DOT regulated employees. The City of Kannapolis also defines safety-sensitive as a position with duties that involve such a significant risk of injury to others that even a momentary lapse of attention can have disastrous consequences. These positions are identified by the human resources director based on duties and responsibilities of the employee. Included are law enforcement personnel, fire personnel, public safety communications, employees operating a vehicle owned by the city or a personal vehicle which is used as a major part of their work, and DOT regulated employees. Employees are advised if they occupy a safety-sensitive position.

X. SAMHSA - Substances Abuse and Mental Health Services Administration.

Y. Substance Abuse – For the purpose of this policy any use of alcohol, an illegal drug, or a lawful drug which directly and adversely affects job performance or safety.

Z. Supervisor/Department Head – A City employee to whom another employee or group of employees report.

AA. USC – United States Code.

III. Prohibited Acts

A. The City prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,



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marijuana (THC or THC containing products), or any other controlled substance as defined in 21 USC § 812, and as further defined in federal regulations at 21 CFR §1308.11 through 1308.15, and in NCGS 90-86 et seq.

B. The city prohibits the use of alcoholic beverages by any employee:

1. During work hours including lunch time and breaks;
2. While operating city equipment (including vehicles);
3. At any time the employee is acting in the course and scope of his or her employment with the city, except while attending business, social and other functions. The business or social situations would normally occur after work hours and the employee would not be returning to his or her normal work site. This would not preclude an employee's return to work on an emergency need basis as long as current state driving standards are met;
4. When on-call;
5. At any other time that the employee's use of alcoholic beverages has or may have a direct and adverse effect upon the performance of his or her job.

C. The city prohibits the use of prescription or lawful non-prescription medications by an employee while operating city equipment (including vehicles) or when acting in the course and scope of his or her employment with the city when the use has a direct and adverse effect upon the safe operation of equipment or a vehicle or on the performance of his or her duties. Employees are required to report use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected to a supervisor prior to work.

D. Employees in safety-sensitive positions may not take prescription medications while at work or expected to be available to work, unless the prescription medications are prescribed by a physician who considered the safety sensitive nature of the employee's job when prescribing the medication. The employee is required to provide to Human Resources a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

E. CBD and other products containing THC are not well regulated by the FDA. Employees who choose to use these products accept the liability that a positive THC drug test could occur and will result in dismissal. The City of Kannapolis maintains a zero-tolerance drug policy.

IV. Duties of Employees

A. As a condition of initial and continuing employment, each employee shall:

1. Comply with the terms of this policy and any rules or procedures promulgated thereunder;
2. Notify his or her supervisor in writing of any conviction pursuant to any criminal drug or alcohol statute no later than five days after such conviction. For purposes of this policy a plea of guilty, no contest, or nolo contendere is a conviction;

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3. Notify his or her supervisor immediately of an arrest or other action relating to criminal drug or alcohol statutes when at work or when his or her work or ability to work may be impacted.

4. A violation that occurs in the workplace may result in termination of employment.

B. Within ten days of receiving actual notice of an employee's conviction of any criminal drug statute for a violation occurring in the workplace or within the course and scope of employment, the city shall notify any federal granting agency from which the city receives a grant regarding such conviction in accordance with the Drug Free Workplace Act of 1988.

C. Any employee who has cause to suspect that the policy has been or is being violated by another employee shall report such information to his or her supervisor, department head, or the policy administrator. In the event the person suspected of violating the policy is the city manager, the employee shall report such information to City Council.

D. Any employee who voluntarily seeks assistance for a problem regarding alcohol or drug abuse shall be encouraged to participate in an alcohol or drug abuse assistance or rehabilitation program. Voluntary admission is not considered a positive test result. Once a person has been selected for testing, it is too late to step forward and seek assistance. City permitted drivers will not be allowed to drive until cleared to do so. DOT drivers and others with primarily driving responsibilities will be placed on administrative leave without pay until cleared to return. An employee may elect to use accrued paid leave or leave without pay if accrued paid leave is unavailable. This will include follow up testing as specified under 49 CFR Part 40.

E. A supervisor or department head who has reason to believe that an employee has violated a criminal drug or alcohol law shall contact the human resources director to determine possible appropriate actions. Any city reports made to law enforcement officials or city cooperation in investigations or prosecutions of city employees conducted by state, federal, or local law enforcement officials pursuant to criminal drug or alcohol laws must be in accordance with NCGS 153A-98, Privacy of Employee Records.

F. No person shall discriminate or take any retaliatory action against an employee because the employee, in good faith: makes a report pursuant to this policy, cooperates in an ensuing inquiry or investigation, testifies in a proceeding resulting from a report, or otherwise participates in the enforcement of this policy.

G. The City of Kannapolis is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination of employment.

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V. Authority to Test Employees

Pursuant to this policy the following persons are required to submit to testing for the presence of alcohol and controlled substances as stated in the Controlled Substance Examination Regulation Act (CSERA). (N.C. Gen. Stat. Ann. §§ 95-230. to 95-239 and 13 N.C. Admin. Code 20.0101 to 20.0602

1. The final applicant selected for a City position as a pre-employment condition. Testing is for controlled substances only.
2. Employees holding safety-sensitive positions are subject to random testing.
3. All current employees who apply for or are given an assignment, promotion, or transfer to a safety-sensitive position.
4. An employee in a safety-sensitive position who is involved in a traffic accident or violation while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee and there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee. See Form D, Observation of Suspect Behavior Form, for observation examples.
5. Any employee involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and is transported from the accident scene for medical attention;
 - c. A vehicle must be towed from the scene; or
 - d. The employee is cited for a moving violation.
6. Any employee when there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee. See Form D, Observation of Suspect Behavior Form, for observation examples.

VI. When to Test

A. Pre-employment.

1. The City, as a public employer, is entrusted with the health and safety of its citizens. In keeping with this obligation, all final applicants selected for employment with the City of Kannapolis are required to undergo a pre-employment drug screening.
2. The City includes notice of pre-employment drug screening in job announcements and on the City of Kannapolis Employment Application.
3. The applicant shall report to the designated test site as directed.
4. Applicants to be tested are required to sign the drug screening consent form.
5. Failure of a pre-employment screen will disqualify the application for a period of one year from the date of testing.

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B. Random Testing.

1. Employees occupying safety-sensitive positions or DOT regulated employees are subject to random drug testing. Such testing is unannounced and coordinated by the policy administrator. The policy administrator or designee shall notify the affected employee's supervisor of the time and place the employee should report for testing. Separate pools are maintained for DOT and Non-DOT City drivers.
2. A supervisor shall NOT give an employee advance notice of unannounced testing, but shall notify the affected employee on the day of the testing and just prior to the employee being tested. The employee should proceed immediately to the collection site.

C. Promotion or Assignment to a Safety-Sensitive Position.

1. The department head or designee shall explain the drug testing requirements to all current employees who apply for assignment, transfer, or promotion to a safety-sensitive position.
2. Promotion to a position shall be denied to any applicant who refuses to submit to the test, receives a positive test result, or otherwise violates this policy.
3. A negative test result does not guarantee that a current employee will be promoted to the position for which he or she applied.
4. Supervisors for employees being promoted are responsible for ensuring that such employees have completed the required drug testing prior to promotion or assignment.

D. Post-Accident as defined in VI, 4 and 5.

1. Employees involved in on-the-job accidents may be required to submit to drug and alcohol testing based on the potential cause of the accident. This decision will be made at the discretion of the supervisor **and** Safety Officer/Risk Management. The supervisor shall provide or arrange appropriate transportation for testing.
2. An employee required to submit to drug and alcohol testing following an accident or moving traffic violation must make himself or herself available for testing within three hours of the accident or violation. Failure to be available within such time will be considered a refusal to submit to testing, unless there is a clear hindrance. For example, an employee with life-threatening injuries or injuries that result in death. It is important to emphasize that **nothing** is to prevent the individual from receiving of required medical attention.
3. If a vehicle operator who is required to submit to drug and alcohol testing following a vehicle accident is unable to report to the regular testing site due to injuries, and drug and/or alcohol testing is conducted pursuant to NCGS 20-16.2 or pursuant to medical treatment, the vehicle operator shall provide the policy administrator with an authenticated record of the results of that testing.

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E. Reasonable Suspicion.

1. Any employee is subject to drug or alcohol testing when there is reason to believe that the employee has violated this policy. In making such a determination, the City may consider, but is not limited to considering, any of the following factors:

- a. Excessive absenteeism or tardiness, frequent or increased illness, frequent absences from workstation or lapses in responsibility;
- b. A pattern of abnormal conduct or unusual, irrational, or erratic behavior;
- c. Repeated failure to follow instructions or procedures;
- d. Violation of safety policies or failure to follow safe work practices;
- e. Deterioration of job performance;
- f. Abusive behavior, insolence, insubordination, or other significant change in behavior;
- g. Mood swings, depression, unusual detachment, euphoria, significantly increased energy, unusual talkativeness or sleepiness;
- h. Changes in appearance, grooming, demeanor, work habits, or interaction with others;
- i. Reports of substance abuse from other employees;
- j. Poor motor coordination or muscle controls, unsteady walking, tremors, nervousness, trouble sitting still, slurred speech;
- k. Evidence of substance abuse (drug paraphernalia, odor) in the employee's vicinity;
- l. Bloodshot or dull eyes dilated or constricted pupils, runny nose, bruises;
- m. Impaired short-term memory or illogical thinking;
- n. Involvement as an operator or mechanic of a City owned vehicle that is involved in an accident;
- o. Arrest for violation of any criminal drug or alcohol statute.

2. The department head or supervisor will complete Form D, Observation of Suspect Behavior Form, with detailed information on facts, symptoms, and observations of reasonable suspicion and contact the human resources director. The human resources director will determine whether to order testing and notify the employee's supervisor. The supervisor shall arrange transportation of the employee to and from the testing site. The documentation supporting reasonable suspicion will be retained confidentially by the Human Resources Department.

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3. Non-law enforcement personnel shall not use physical force to detain an employee. At any time a supervisor has cause to suspect that an employee is using or is under the influence of alcohol or a controlled substance in the course and scope of his or her duties for the City and the affected employee indicates an intention to leave the premises by his or her own means, the supervisor must notify law enforcement officials regarding the employee's identity, the employee's possible impairment, and the employee's anticipated route and means of travel.

F. Other Circumstances Requiring Immediate Testing.

A supervisor or department head may observe an employee's behavior that is of such extreme, erratic, or unsafe nature that it gives reason to believe that immediate alcohol or drug testing is advisable. In the event that such a situation arises and the supervisor or department head is unable to obtain the authorization of the policy administrator or risk manager, the supervisor shall:

1. Ensure that any injuries or other unsafe condition are attended by competent medical or other personnel;
2. Advise the employee of the testing requirement;
3. Direct the employee to report to the designated testing site and arrange transportation of the employee; and
4. Notify the policy administrator or risk manager as soon as practicable.

G. Follow-up Testing

As the City of Kannapolis has established a zero tolerance policy, follow-up testing is not generally relevant. In the instance of a self-referral the employee will be subject to non-USDOT follow-up tests as specified in 49 CFR Part 40.

H. Testing Pursuant to State or Federal Laws, Rules, or Regulations.

Some employees may be required to submit to alcohol and drug testing as required by state or federal laws, rules, or regulations. The procedures for such testing will be in accordance with the particular law, rule, or regulation being followed.

VII. Testing Procedures for Applicants and City Employees

A. The authorized provider shall determine the procedures for the collection of blood, split sample of urine, saliva, breath, or other scientific samples in accordance with applicable City policies and state and federal laws, rules, and regulations. All blood or urine samples shall be submitted to an SAMHSA approved laboratory for analysis, and the authorized provider shall communicate final test results to the policy administrator.

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B. Any of the following is considered a refusal to test:

1. Refusing to sign the consent form, complete the medication form, or submit to a drug test;
2. Engaging in conduct that clearly obstructs the testing process;
3. Adulterating, contaminating, or tampering with a blood, urine, saliva, breath, or other sample;
4. Failing to report to the designated test site as directed; or
5. Failing to remain available for required testing.

C. An applicant who refuses to submit to a drug test pursuant to this policy will not be considered for employment with the City.

D. An employee who refuses to submit an alcohol or drug test required pursuant to this policy shall be subject to disciplinary action up to and including dismissal.

E. A blood, urine, saliva, breath, or other sample that, after initial testing, does not reveal the presence of a controlled substance at or above the threshold values designated by SAMHSA or an alcohol content level below 0.04% shall be considered to have tested negative, and no further testing may be done on that sample. For a DOT drug test, the verified presence of the identified drug or its metabolite below the minimum levels specified in 49CFR Part 40, as amended, and the specimen is a valid specimen shall be considered to have tested negative. A DOT regulated alcohol or drug test may only use urine, saliva, and breath sample.

F. A blood, urine, saliva, breath, or other sample that, after confirmatory testing, does reveal the presence of a controlled substance at or above the threshold values designated by SAMHSA or an alcohol level at or above 0.04% shall be considered to have tested positive. An employee with a confirmed alcohol test result of between 0.02% and 0.039% will be deemed unfit to perform his or her duties and sent home. For a DOT drug test the verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49CFR Part 40, as amended, shall be considered to have tested positive. A DOT regulated alcohol or drug test may only use urine, saliva, and breath sample.

VIII. Test Results:

A. Employees.

1. If the test is negative, the policy administrator or designee informs the department head or supervisor.
2. If the drug test is confirmed as positive, the department head or supervisor schedules a private meeting with the employee to inform the employee in writing of the test results



and the employee's rights and responsibilities regarding retesting under NCGS 95-232(f). Split sample testing is at the employee's expense.

3. If the alcohol test is confirmed as positive, the department head or supervisor schedules a private meeting with the employee to inform the employee of the test results.

B. Applicants.

1. If the test is negative, the department head or supervisor is notified and the selection process continues.

2. If the test is confirmed as positive, the applicant must be notified in writing of the test results and the applicant's rights regarding retesting under NCGS 95-232(f).

3. An applicant who receives a confirmed positive test shall not be considered for employment for any position he or she is currently seeking and is ineligible for City employment for a period of one year from the testing date.

4. Employment decisions based on drug screening test results are irrevocable and appeals will not be considered.

IX. Penalties for Non-Compliance

A. Any employee who violates this policy shall be subject to disciplinary action up to and including dismissal as described in the City of Kannapolis Personnel Ordinance 200.12 Employee Separation and Out-Process. Employees awaiting disciplinary process will be placed on non-disciplinary administrative leave without pay and relieved of all duties.

B. Employees who receive a positive drug or alcohol test result will be dismissed.

C. For DOT regulated employees, the City shall not take an action based solely on test results showing an alcohol concentration of less than 0.02%.

D. Auxiliary employees who are suspected of violating this policy will be released from employment.

X. Confidentiality

A. Any tests for the presence of alcohol or controlled substances authorized by this policy shall be designed to protect the privacy of the applicant or employee being required to undergo testing. All tests for the presence of alcohol or controlled substances shall be conducted pursuant to and in compliance with the Controlled Substance Examination Regulations found in NCGS Chapter 95, Article 20.



B. No sample obtained for the purpose of conducting tests for the presence of alcohol or controlled substances pursuant to this policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or mental infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol or controlled substances.

C. All information obtained in the course of testing, examining, counseling, rehabilitating, and treating applicants or employees pursuant to this policy shall be protected as confidential medical information. Documents or data concerning this information shall not be open to inspection pursuant to NCGS 153A- 98 by persons other than the affected applicant or employee and shall be disseminated only on a need-to know basis and at the express direction of the human resources director or to comply with applicable laws.

D. Drug test results from the City's drug testing program may not be used as evidence in a criminal action against an applicant tested except by order of a court of competent jurisdiction.

XI. Drug Free Awareness Program

A. The human resources director shall provide information regarding this policy and a drug free workplace to employees, to include the following:

1. The dangers of drug abuse in the workplace;
2. The City's policy of maintaining a drug free workplace;
3. Available alcohol or drug counseling, rehabilitation, and employee assistance programs;
4. The penalties that may result for violations of this policy.
5. Employee Assistance Program:
McLaughlin Young Group
5925 Carnegie Blvd., Suite 350
Charlotte, NC 28209
(800) 633-3353 or (704) 529-1428
(704) 529-5917 Fax

B. Supervisors shall receive information on this policy and how to detect the use or abuse of alcohol and controlled substances.

C. The human resources director will make this policy available to each employee.



Appendix A

Employees Covered by Department of Transportation (DOT) Regulations

Together with the other Drug Free Workplace Policy requirements employees covered by DOT Regulations must comply with this appendix.

A. DOT Federal Motor Carrier Safety Administration covered employees and functions. Employees who drive or operate a commercial motor vehicle (CMV). The Federal Motor Carrier Safety Administration (FMCSA) has interpreted driving a CMV on a road, street or way which is open to public travel. Employees who drive or operate a CMV must hold a valid appropriate commercial driver's license. FMCSA safety-sensitive function(s) are defined as and include all time from the time an employee begins to work, or is required to be in readiness to work, until the time the employee is relieved from work and all responsibility performing work. Safety-sensitive functions shall include:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer. This includes employees who are "eligible" at work to drive a CMV at any time, e.g., salespersons, clerks, secretaries, supervisors;
2. All time inspecting equipment as required by 49 C.F.R 392.7, "Equipment, Inspection, and Use," and 49 C.F.R 392.8, "Emergency Equipment and Use," or otherwise inspecting, servicing, or conditioning any CMV at any time;
3. All driving time, which is any time spent at the driving controls of a CMV in operation;
4. All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining ready to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance for, or remaining with a disabled vehicle.

B. Applicants and all current employees who apply for assignment, transfer, or promotion to a DOT regulated position must sign an Authorization for Release of Personal Information Form for the release of alcohol and drug testing data compiled by previous employers covered by 49 CFR Part 40 and provide the City information about drug and alcohol violations. Departments that have DOT regulated positions will contact Human Resources for guidance in obtaining this information.

C. All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. Additionally all DOT employees will be tested in accordance with Part 382. A drug

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test can be performed any time a DOT regulated employee is on duty. A DOT alcohol test can be performed just before, during, or after the performance of a DOT safety-sensitive function. Amphetamines (ecstasy, methamphetamine), marijuana (hemp), cocaine (crack), opiates (heroin), phencyclidine (PCP) can be tested for at any time while on duty.

D. DOT regulated employees are prohibited from the use or possession of alcohol while on duty or in uniform, while on-call to perform safety sensitive duties, and four hours prior to duty. Alcohol use is also prohibited by any covered employee required to submit to post-accident alcohol testing for four hours following the accident or until the alcohol test is performed.

E. DOT regulated employees must complete a DOT pre-employment drug test when hired for, or transferred to, a DOT covered position. The candidate must produce a negative drug test result prior to first performing a safety-sensitive duty. If the test is canceled, the employee must retake and pass the test before being hired. Failure of a city pre-employment screen will disqualify the application from employment for one year. Any covered employee or applicant who has previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completing a referral, evaluation, and treatment plan by a substance abuse professional as described in 49 CFR Part 655.62. A covered employee who has not performed a safety sensitive duty for 90 consecutive days or more and has not been in the employer's random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.

F. Together with other accident testing which may be required by the city, DOT regulated employees must complete DOT drug and alcohol tests as soon as possible after they are involved in an accident while operating a city owned or leased vehicle, if the accident involves:

1. DOT accident requiring testing: An accident in which a fatality is involved; one or more motor vehicles are towed from the scene or someone is treated medically away from the scene, *and* a citation is issued to the CMV driver within 8 hours of the occurrence under state or local law for a moving violation arising from the accident and either of the aforementioned situations occur.

G. All DOT covered employees must remain readily available for testing after an accident including notifying the employer representative of the employee's whereabouts. Failure to do so will be considered a test refusal. Testing is stayed while the employee assists in the resolution of the accident or receives medical attention.

H. DOT regulated employees must complete random DOT drug and alcohol tests from a selection pool that includes only DOT regulated employees. Alcohol testing must occur just before, during, or just after the performance of their covered duties. Random selections will be made at a minimum of a quarterly basis by a scientifically valid computer program. The random tests will be spread reasonably throughout the year during all hours and days in which safety-sensitive functions are performed. All covered employees will have an equal chance of being

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selected each time selections are made. Testing will be unannounced and the employee must proceed immediately after being notified of the testing requirement.

I. DOT regulated employees may also be subject to drug and alcohol testing upon reasonable suspicion of probable drug or alcohol use using non-DOT testing forms. Reasonable suspicion determinations will be made by one or more trained supervisors that can articulate and substantiate physical, behavioral, and performance indicators of probably drug use or alcohol misuse by observing the appearance, behavior, speech, and/or body odors of the covered employee. Reasonable suspicion testing can be conducted just before a DOT regulated employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties.

J. A result of 0.04% or higher on the DOT alcohol test is a positive test result. DOT regulated employees with a DOT alcohol test result between 0.02% and 0.039% are prohibited from performing their safety sensitive related duties for a period of 24 hours or one shift, whichever is longer. Employee must submit to and be cleared prior to resuming work.

K. DOT regulated employees who receive a positive DOT drug or alcohol test result will be terminated, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. The DOT regulated employee is responsible for any incurred costs associated with educational and rehabilitation programs or SAP assessments.

L. Specimen validity testing will be conducted on all urine specimens for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants of foreign substances were added to the urine, if the urine was diluted or if the specimen was substituted.

M. If a covered employee provides a negative dilute test result they will be required to undergo a second test. If the second test is negative dilute it will be considered negative and no further testing is required.

N. Any covered employee who questions the results for a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. The employee will pay for the cost of split sample testing

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but the city may pay the vendor and seek reimbursement to avoid a delay in sample processing.

O. Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall be subject to disciplinary action up to and including dismissal and referral to SAP. A test refusal includes the following circumstances:

1. A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests.
2. A covered employee who provides an insufficient volume of urine specimen or breath sample without a valid medical explanation. The medical evaluation shall take place within 5 days of the initial test attempt.
3. A covered employee whose urine sample has been verified by the MRO as substitute or adulterated.
4. A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer.
5. A covered employee fails to remain at the testing site until the testing process is complete.
6. A covered employee fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations.
7. A covered employee fails to permit the observation or monitoring of a specimen collection.
8. A covered employee fails or declines to take a second test the employer or collector has directed you to take.
9. A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the employer as part of the "shy bladder" or "shy lung" procedures.
10. A covered employee fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector; behave in a confrontational way that disrupts the collection process).
11. Failure to sign the Alcohol Testing form.
12. Failure to follow the observer's interactions during an observed collection including interactions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
13. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
14. Admit to the collector or MRO that you adulterated or substituted the specimen.

P. If a DOT regulated employee is directed to submit to a collection under direct observation in accordance with 49 CFR Part 40.67, the policy administrator or supervisor must explain to the employee the reason for a directly observed collection. Circumstances requiring direct observation include:

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1. All return to duty tests.
2. A follow-up tests.
3. Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the acceptable temperature range.
4. Anytime the employee is directed to provide another specimen because the original specimen appeared to have an attempt to tamper with.
5. Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
6. Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the results.
7. Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated, or substituted, but had to be cancelled because the test of the split specimen could not be performed.

Q. The City of Kannapolis will notify North Carolina Division of Motor Vehicles within five business days of the date that a DOT regulated employee tests positive or refuses to participate in a drug or alcohol test required under 49 CFR Part 382 and 655, in accordance with NCGS 20-37.19.

FORMS:

Form A. Acknowledgment of Receipt of Drug Free Workplace Policy

Form B. Drug Testing Authorization Form

Form C. Observation of Suspect Behavior Form

Forms are located on the City of Kannapolis J: drive. Navigate to the Human Resources folder and select forms to find the document you are looking for. You may also follow the links for forms B & C.

REFERENCES:

A. Food and Drug, 21 CFR 1308.11-15:

B. United States Code Controlled Substance Act Subchapter 1, Part B, Section 812:

C. Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 CFR Part 40:

D. Federal Motor Carrier Safety Administration, 49 CFR Parts 382:

E. US Dept. of Transportation, Office of Drug & Alcohol Policy and Compliance:

F. US DOL Drug Free Workplace



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G. DHHS Substance Abuse and Mental Health Services Administration (SAMHSA), Division of Workplace Programs

H. North Carolina General Statutes, Chapter 95, Article 20-Controlled Substance Examination Regulation:

I. North Carolina Administrative Code, Title 13, Chapter 20-Controlled Substance Examination Regulation:

J. North Carolina General Statutes, Chapter 90:

K. North Carolina General Statutes 153A-98. Privacy of Employee Personnel Records:

L. North Carolina General Statutes, Chapter 20, Article 2C, 37.18 and 37.19-Commercial Driver License:



Appendix B

Hemp, CBD, and Marijuana Risk Management Bulletin

Cannabidiol (CBD), is an extract from cannabis plants. It can be derived from marijuana or hemp, both of which are cannabis sativa plants. CBD is more abundant in hemp than in marijuana. Hemp is a plant with many uses, CBD being one of many. Rope, textiles, paper, and biodiesel are just a few of the products using hemp. Hemp production is regulated and legal in North Carolina. CBD products from hemp are legal for sale in North Carolina with the caveat that the THC (tetrahydrocannabinol) content must be 0.3% or less. It is important to remember that “legal” and “available” are not synonymous. Purchasing products from online stores, smoke/vape shops, and convenience stores should be done with caution as each could have different THC levels. It is important to verify, as best as possible, that the product being purchased is within the confines of legal hemp products containing less than 0.3% THC by dry weight.

Marijuana is derived from the marijuana plant, making use of the buds and leaves of the plant. CBD can also be derived from marijuana, using the stalk of the plant. Marijuana and hemp both have minimal amounts of THC in their basic make-up, but marijuana has a component that hemp does not have. That component is tetrahydrocannabinolic acid (THCA) which, when heated (such as smoking or baking), releases a great amount of THC. Thus, while hemp has a low amount of THC, marijuana may be 7.5% to 40% THC by weight once the THCA content is accounted.

Marijuana is psychoactive (produces a “high”) when the THCA content is heated, releasing the THC. Marijuana can be eaten (without heating) and it will not produce the “high” that comes with heating it. Eating marijuana that has been baked into foods (such as the famous marijuana brownies) will produce the “high”.

Tetrahydrocannabinol (THC)

THC is the psychoactive metabolite of marijuana use, and THC is present in much smaller amounts in hemp. CBD derived from marijuana or from hemp will contain some THC, but generally at low levels that will not produce the “high”. THC has one unusual characteristic, however, that puts it in the middle of the debate of CBD and hemp products. That characteristic is that THC is fat soluble, meaning it will attach to fatty tissues, including organs, and will release again into the system at a later date. This release is totally involuntary, meaning the user has no control over when or how this release will occur.



Is CBD Legal?

As noted above, “legal” depends on the individual state and it also depends on the federal government. In North Carolina, it is legal to sell CBD and hemp products that are derived from hemp meeting the 0.3% or less THC content. Since some states have legalized medical marijuana and some have legalized recreational use of marijuana, laws governing CBD products vary widely from state to state. THC content in CBD in some of the states with recreational marijuana laws may be as high as 5%, while the North Carolina requirement is 0.3% THC or less.

THC is a Schedule 1 drug in the eyes of the federal government. Thus, so far as the DOT and other federal agencies are concerned, any CBD product or hemp product with any level of THC in it is illegal. However, most of the enforcement in this area has to do with interstate transportation of these products, and the available manpower for interdiction is minimal, at best. Thus, shipments of these products do move from state to state though technically illegal.

How Is CBD Used?

There are basically three ways of using CBD and associated hemp products though there are many forms of the products. These methods are inhalation, ingestion, and topical application. Inhalation refers to vaporization of the oil, or “vaping”, which uses heat to vaporize the oil. This is the most efficient means of using CBD as it regards the incorporation of the product into the system. Ingestion is, as it appears, the oral use of the product, which may be by taking drops directly into the mouth and swallowing, applying the product to food or drink and consuming it, or taking capsules or other oral forms of the product. This is the second most efficient way of getting it into the system since the product enters through the digestive system. Topical application may be by rubbing an oil, salve, tincture, lip balm, lotion, or any other form of the product intended for application to the skin. Topical application is the least effective way of getting the product into the system since products rubbed onto the skin normally do not penetrate deeply enough into the skin to reach the bloodstream in great amounts.

Can CBD or Hemp Products Cause a Problem in Drug Testing

Let’s review and add a bit of knowledge to the review. CBD and hemp products may contain THC, and the buyer’s confidence in what he/she is buying is confidence placed in advertising, which is the manufacturer’s statement regarding THC content and the statement regarding the product’s origin, if there is one. If you think you are buying a legal product with 0.3% THC and you are really buying something from another state that has 5% THC, you are getting about 17 times as much THC as you are expecting. THC attaches to fat cells, organs, etc. and re-releases into the system at some future



time (no other drug for which testing is done has this feature), so you could have 17 times as much THC in your system as you thought you may have. The accumulation and release of THC is controlled by the body's metabolism, body mass index, age, gender, and other factors over which the individual has no control. Since there would be no "high" associated with the use of CBD, there really is no way to know how much THC is accumulated at any time other than by testing.

Testing for marijuana metabolites is actually testing for the THC level in the body. Testing is conducted to detect use or abuse of a drug, not whether the individual is impaired at the time of collection. While the "high" only lasts for a short while, the holdover effects of marijuana are more elongated, meaning some of the impairment characteristics may be evident in lesser forms long after the "high" is gone. When a test for marijuana metabolites is conducted, if the THC level reaches 15ng/mL or more of the solution used for confirmation, the result is a positive for marijuana metabolites. Since THC is the target metabolite, its presence in the specimen is what determines a positive, not actually the presence of marijuana. THC that is present in the system from CBD or hemp products would be indistinguishable from THC present because of marijuana use. Thus, a positive for marijuana metabolites is reported when the THC level is at 15ng/mL or more regardless of the source of the THC. With all taken into account, it is possible, especially from oral or inhaled application, for a positive result for marijuana metabolites to be produced by CBD or hemp products, even those legal for sale in North Carolina.

DOT and MRO Connections

Medical Review Officers (MRO) are required by the DOT testing and they are trained according to federal standards. Since THC is a Schedule 1 drug, not just marijuana, the DOT has stated that MROs may not consider CBD or hemp use in the consideration of a result reported from the lab as a positive for marijuana, since it is actually positive for THC. Thus, even if the MRO is reviewing a non-DOT test that is positive for marijuana metabolites, the MRO cannot make a distinction. In fact, notifying the MRO that the donor has used a product that may contain THC is an admission of guilt since the federal government views THC as a Schedule 1 drug, meaning it has no recognized medicinal use (by the federal government) and has a high potential for abuse. Thus, if an employee or applicant tests positive for marijuana metabolites, it is possible that the positive occurred because of the use of CBD, but it does not matter.

Do CBD and/or Hemp Have Medicinal Uses?

There is one prescription drug on the market that has CBD as an ingredient. It is Marinol (Dronabinol), which is a prescription drug for use with two severe forms of epilepsy, Lennox-Gastaut Syndrome and Dravet Syndrome. These are rare forms of epilepsy, usually occurring in children and young adults, that are characterized by very severe seizures. Marinol has been approved by the Food and Drug



Administration (FDA) for this specialized application, and one of its active ingredients is CBD. It must be stressed that CBD is the active ingredient, not THC. This is a pharmaceutically-derived version of CBD that is certified THC-free. Otherwise, the FDA does not recognize any discernable medical application though proponents of CBD claim it is effective for a plethora of ailments. Thus, CBD and hemp products are not available by prescription, though some physicians may suggest the individual may want to try CBD. As for the FDA, the official stance is no recognized medical use (with the one exception) and a question whether any of these products is effective or simply a manifestation of the placebo effect. In general, it is suspected that there may be some therapeutic effect, but it is probably not as effective as medications already on the market that may not have the possibility of THC content.

Reasons for Failing a Drug Test

There are several common reasons a person fails a drug test for marijuana metabolites.

1. Using Product with THC

The most common reason for a failed THC drug test is that a person is using a CBD oil product that contains THC. Sometimes, this may be because a person purchases a low-quality product that does contain a small amount of THC—most manufacturers will claim their products do not contain THC, but this is not always the case.

2. Cross Contamination of THC

Very small amounts of THC present in the material that CBD is extracted from can get into the CBD oil in high enough amounts to result in a positive drug test. This scenario may be more apt to occur when CBD oil is purchased from cannabis dispensaries in places where cannabis is legal, as opposed to an online retailer.

3. Mislabeling of Products

CBD oil extracted from hemp is not supposed to have any more than 0.3% of THC. However, it's not uncommon for sellers to mislabel their products as THC-free hemp when in reality, it's a low-quality oil extracted from marijuana, which does contain THC.

In fact, one study discovered that almost 70 percent of the CBD products sold online were not labeled properly, "causing potential serious harm to its consumers." The reason for this widespread mislabeling is that CBD products are not strictly regulated by the FDA.

4. Secondhand Exposure to THC



Inadvertent exposure to marijuana (via secondhand smoke) is unlikely to be enough for a person to get a positive drug test result, but it is possible. Being in a room with heavy pot smokers for several hours may cause the inhalation of enough THC containing smoke to result in a positive test.

Conclusion

It is safe to say there is a lot of confusion where CBD and hemp are concerned. All the legal issues aside, the bottom line is that it's a decision to use a product that has significant risk. It is recommended, based on these presented facts, that an individual who is subject to workplace testing would be best served to avoid the use of any of these products because of the uncertainties involved and the potential for a positive result. If, however, the individual is truly looking for something to give some possible relief and wants to try CBD, there is considerable risk to be accepted by the employee and it is recommended that the individual should self-monitor by submitting to personally funded drug screens on a regular basis.

There is no guarantee that an individual who passes all these tests will pass a workplace test when the time arises, because self-monitoring will only produce a warning when the THC level has risen to the point of a positive. There would be no guarantee as to how long the individual might test positive after ceasing use of CBD. As is the nature of random testing, it is impossible to know when you may be required to submit to a drug test. As such, any product containing THC may cause a positive drug test result, even when used according to the directions on the packaging. The laboratory tests for THC, not the product that was used. This means that a positive test for THC does not differentiate between Marijuana use, CBD use, or any other product use. A positive THC test is just that...a positive THC test.

The City of Kannapolis does not consider CBD product use as a valid, reasonable, medical explanation for a positive marijuana drug test result and therefore a positive drug screen will be subject to the rules outlined in city policy 300.15 "Substance Use and Abuse".



FORM A

CITY OF KANNAPOLIS ACKNOWLEDGMENT OF RECEIPT OF DRUG FREE WORK PLACE POLICY

I have been given a copy of and have read the Drug Free Workplace Policy (the "Policy") adopted by the City of Kannapolis as well as post-accident information, procedures, and instructions to enable me to comply with my obligations under the Policy and information concerning the effects of controlled substances use and alcohol abuse on an individual's health, work, and personal life; signs and symptoms of a controlled substances or alcohol problem (mine or a coworker's); and available methods of intervening when a controlled substances or alcohol problem is suspected.

I hereby acknowledge that I understand, accept, and agree to be bound by the conditions specified in the Policy and these materials.

I further understand and agree that:

To be retained as an employee, the following will apply:

As a condition of employment and continued employment with the City of Kannapolis, I may be required to provide blood, urine, saliva, breath, or other accepted scientific samples for drug and alcohol testing under the circumstances described in the Policy, and I hereby consent to such testing.

Failure of a drug or alcohol test, my refusal to submit to drug or alcohol tests under the circumstances set forth in the Policy, violation of the items listed in the "PROHIBITED ACTS" section of the Policy and other provisions of the Policy, and certain other occurrences described in the Policy may result in disciplinary action, up to and including dismissal, as described in the Policy.

The Policy may be modified at any time and in any way at the discretion of the City of Kannapolis and will become effective immediately upon posting of a notice indicating to me the changes made therein.

The Policy is not a contract of employment with the City of Kannapolis but compliance with its terms and conditions is a condition to my employment and continued employment with the City of Kannapolis.

Print Name

Signature

Date

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FORM B

CITY OF KANNAPOLIS DRUG TESTING AUTHORIZATION FORM

All items in this section **must** be completed by City of Kannapolis Personnel

Applicant/Employee: _____ SS #/ Emp. ID _____

Date of Birth: _____ Work Phone: _____ Home Phone: _____

Department: _____

Authorized By: _____ Date: _____

Type of Test Requested (check all that apply):

☐ DOT Test ☐ Non-DOT Test ☐ Drug Test ☐ Alcohol Test

Reason for Test

☐ Pre-Employment ☐ Return to Duty ☐ Post Accident ☐ Random
☐ Reasonable Suspicion ☐ Return to Duty

Employee/Applicant Instructions: You are to report directly to **WOLFE DATA at 681 CABARRUS AVE., W. CONCORD, NC** Wolfe Data is located on Cabarrus Avenue approximately one block east of Hwy 601. Wolfe Data Phone- (704) 788-6441

(Failure to show up immediately at Wolfe Data after receiving this referral will be considered a REFUSAL TO TEST and may lead to immediate termination or non-consideration for employment)

***You must take your picture I.D. (Driver's license or valid ID) and this form with you to Wolfe Data. *** (OPEN) (8:00 am – 12:00 pm & 1:00 pm to 4:00 pm) Mon. thru Fri.

The above named applicant/employee is required to submit to a drug and/or alcohol test based on provisions outlined in the City of Kannapolis's Drug and Alcohol-Free Workplace Policy.

I consent to voluntarily submit to a drug and/or alcohol test and to release the test results to the City's vendor. I understand I will be given an opportunity to discuss a positive laboratory test result with the Medical Review Officer before the test result is reported to the company as a verified positive. I further understand that if it is determined that the test is verified/confirmed as a positive test and/or if it is determined that there has been an interference with the collection or testing process (including adulteration and/or switching specimens), I will be considered unqualified for employment by the city. I understand that employment is conditional upon passing drug and/or alcohol test.

Applicant Signature: _____ Date: _____

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FORM C

OBSERVATION OF SUSPECT BEHAVIOR FORM

Please record the following information to document your reasonable cause/reasonable suspicion test determination.

Employee's Name: _____ Employee's ID/SSN: _____
Job Title: _____
Location of Incident: _____ Date: _____ Time Observed: _____
Trained Supervisor's Name & Signature: _____

Observations (Please check all that apply, and include descriptions of any *changes* in behavior.)

Appearance:

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Tremors/ Twitches | <input type="checkbox"/> Flushed or Pale | <input type="checkbox"/> Dilated Pupils |
| <input type="checkbox"/> Sleepy | <input type="checkbox"/> Sores/ Puncture Marks | <input type="checkbox"/> Heavy Eyelids | <input type="checkbox"/> Bloodshot eyes |
| <input type="checkbox"/> Disheveled | <input type="checkbox"/> Excessive Sweating | <input type="checkbox"/> Cleanliness | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Behavior/ Demeanor:

- | | | | |
|--|------------------------------------|--|--|
| <input type="checkbox"/> Nervous | <input type="checkbox"/> Erratic | <input type="checkbox"/> Mood Swings | <input type="checkbox"/> Lethargic |
| <input type="checkbox"/> Irritable | <input type="checkbox"/> Paranoid | <input type="checkbox"/> Verbally/Physically Abusive | <input type="checkbox"/> Highly Excited |
| <input type="checkbox"/> Confusion/Inattentive | <input type="checkbox"/> Combative | <input type="checkbox"/> Fatigue/ Sleeping/ Drowsiness | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Motor Skills:

- | | | | | |
|-----------------------------------|---|----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Swaying | <input type="checkbox"/> Falling | <input type="checkbox"/> Unbalanced | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Unsteady | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Fidgety | <input type="checkbox"/> Stumbling | |

Description/Notes: _____

Speech:

- | | | | |
|-------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Slurred | <input type="checkbox"/> Loud | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Exaggerated | <input type="checkbox"/> Talking Excessively | |

Description/Notes: _____

Odor:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Smell of Alcohol | <input type="checkbox"/> Excessive Cologne |
| <input type="checkbox"/> Body Odor | <input type="checkbox"/> Smell of Marijuana | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Test Conducted: ☐ Yes ☐ No Comments: _____



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Electronic Communication Policy

POLICY NUMBER: 300.16

EFFECTIVE DATE: 02/01/2000

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: ELECTRONIC COMMUNICATION POLICY

PURPOSE: To establish guidelines for the appropriate use of electronic communication systems, including but not limited to the Internet and Electronic Mail (Email) by City of Kannapolis employees, officials, and contractors (collectively referred to as Employee or Employees).

STATEMENT OF POLICY:

It is the responsibility of every City employee to abide by these guidelines and use responsibly the electronic communication systems provided to employees, as part of the working tools needed to carry out the City's mission. It is the Department Head and supervisors' responsibility to support and administer this policy and to ensure employee knowledge of and compliance with the principles outlined here in. In addition, it is the Department Head's responsibility to develop, inform, and administer any additional policies/protocols regarding the transmittal of confidential or otherwise sensitive information specific to their department's operations.

DEFINITIONS:

Email: The distribution of messages, documents, files, software, or images by electronic means over a phone line or a network connection. This includes internal Email, external Email, and Internet Email.

Internet: A worldwide network of computer servers connected by phone lines that allow access to the public through a special language (HyperText Markup Language or HTML) and a special protocol (HyperText Transfer Protocol or HTTP).

PROCEDURES:

Access and Ownership: As a productivity enhancement tool, the City of Kannapolis encourages the business use of electronic communications. Electronic communication systems, and all messages generated on or handled by electronic communication systems, including back-up copies, are the property of the City of Kannapolis and shall be subject to inspection by City officials.

Monitoring: The City of Kannapolis reserves the right to monitor the electronic communications of its employees. If the City of Kannapolis determines that an employee has used technology resources in a manner that violates this policy or other City policies, the City will take appropriate disciplinary action up to and including termination. As a condition of employment, employees shall be conclusively deemed to have waived any rights of privacy in anything they create, store, send or receive using the City's electronic communications systems.

Authorized Usage: The City's electronic communication systems generally must be used only for City-related activities. Personal use should be governed by the same tests of reasonableness as personal phone calls. These include:

- there is no cost associated with the use
- use is moderate in time
- use does not interfere with an employee's or co-worker's work

Employees are prohibited from using electronic communication systems for charitable endeavors, solicitations, political activity, advertisement, private business activities, chain letters, amusement/entertainment purposes, or to store, transmit, and load sexually explicit or violent material, or any other material deemed inappropriate by the City. In the event of a situation where costs are incurred, the employee shall reimburse all fees and charges incurred from personal use of equipment.

Because of the unique nature of the Internet, additional guidelines apply to its use:

1. Internet access, hardware, and software must be authorized and installed by appropriate personnel in each City department or by the Network Administrator. Employees authorized to download software or browser plug-ins should be provided with safety guidelines and virus protection software.
2. Certain features of the Internet can clog the City's network and Email system, and should be used only for work-related purposes. These uses include listservs, which generate large volumes of Email, and streaming media, which uses large bandwidth.
3. Resources of any kind, for which there is a fee, must not be accessed or downloaded without prior approval from a supervisor.

Department Heads and/or supervisors will determine which employees will be granted access to the Internet.

The Internet and Email system are not to be used to create, send, or copy any offensive, harassing, or disruptive messages. Messages will be considered offensive if they contain information or language that would violate the City's Harassment policy or would reasonably appear offensive. The City will view the appropriateness of any communication on the basis of how it would have been perceived and dealt with had it been conducted by phone, in person, or on paper.

The Internet and Email system are not to be used to send, receive, or download any proprietary information.

Confidential and sensitive information such as performance reviews, disciplinary and /or corrective actions, attorney-client privileged information, personnel information, and health or medical information shall not be communicated via Email without approval from the City Manager.

Purging Electronic Messages: Messages no longer needed for business purposes must be periodically purged by users from their personal electronic message storage areas in accordance with the City's records retention schedule.

Message Privacy: Employees should be aware that information that passes through, or is stored on, any City of Kannapolis computer network is considered public record per the requirements of North Carolina General Statute 132-1. As a public record, the public can request copies of electronic mail messages or electronic schedules.

Employees are urged to remember that items deleted by the user are not necessarily unretrievable. Therefore, inappropriate information between individuals may be discovered even when it is thought to have been deleted.

Email messages and electronic schedules are the property of the City of Kannapolis, not the individual originating them. They are also subject to review by the City Manager, Department Head, or his or her designee.

Security: Each employee is responsible for all actions taken while using his/her profile, password, or access code. Therefore, none of these are to be shared with anyone else, at any time. To do so exposes the authorized user to responsibility for action another party takes with the password. If users need to share computer resident data, they should utilize message-forwarding facilities, public directories on local area network servers, and other authorized information-sharing mechanisms.

Except as provided elsewhere in this policy, the examination, modification, copying, or deletion of files and/or data belonging to other employees without their prior consent is prohibited.

Any file, program, or document received on media (diskettes, CD ROM, or tapes), through the Internet (including Email), or through file transfer must be virus checked immediately. This is to prevent viruses from infecting the City's entire network.

In addition to the inappropriate uses of all electronic communication devices, employees shall not tamper with or alter the hardware or software configuration of any computer without receiving the approval to do so from a supervisor, Department Head, or Network Administrator. This includes shareware, freeware, personal software, or Internet distributed programs.

DATE: 02/01/00

APPROVAL: 



CITY OF KANNAPOLIS

PERSONNEL


POLICIES AND PROCEDURES

SUBJECT: Social Media Use Policy

POLICY NO: 300.17

EFFECTIVE DATE: 06/01/2016

REVIEW DATE:

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S):



City of Kannapolis Social Media Use Policy

May 2016

Purpose:

This document provides policies and guidelines for social media use by employees of City of Kannapolis. This policy is in accordance with the North Carolina Office of the Governor's, "Best Practices for Social Media Usage in North Carolina."

Social Media interactions shall serve three primary purposes:

- Disseminate emergency information quickly
- Promote city sponsored events, activities and services
- Refer audiences to content available online at kannapolisnc.gov

Social media will be used as a secondary platform of communication, the City of Kannapolis website will remain the city's primary and predominant internet presence.

Statement of Policy:

1. All new social media tools proposed for official city use must first be approved by the Director of Communications and the City Manager. The Director of Communications will maintain and manage a list of social media tools which are approved for official use by city departments and staff.

The current list includes

- FaceBook
- YouTube
- Twitter

The Director of Communications will maintain and manage a list of all city social media accounts, including domain URL, login and password information.

All official City of Kannapolis accounts on social media sites or services are considered an extension of the city's information networks and are governed by the Electronic Communications Policy contained in the City of Kannapolis Personnel Manual.

Departments that use social media are responsible for complying with applicable federal, state and city laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, the Freedom of Information Act (FOIA), the First Amendment, privacy laws and information technology policies established by City of Kannapolis.

Employees using social media to communicate on behalf of City of Kannapolis should be mindful that any statements made are on behalf of the city government as a whole; therefore, employees should use the utmost discretion before posting or commenting. All social media communication will be monitored and improper use of social media may result in disciplinary action.

Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulates how users interact. Any employee using a form of social media on behalf of a city agency should consult the most current TOS in order to avoid violations. If the TOS contradict City of Kannapolis Social Media Use Policy, contact the Director of Communications and a decision will be made about whether such use of social media is appropriate.

Permission to use releases is required for all persons depicted in images and video displayed on City of Kannapolis social media sites per the requirements of the Public Records Statutes.

City employees and city departments utilizing social media must not knowingly communicate inaccurate or false information. All reasonable efforts should be made by the city employee or city department to provide only verifiable facts—not unverifiable opinions.

City of Kannapolis reserves the right to modify this policy at any time.

2. Content

Whenever appropriate/possible, content posted to City of Kannapolis social media outlets will also be available on the city's website.

Users and visitors to social media sites shall be notified of the intended purpose of the site - to serve as a mechanism for communication between the city departments and members of the public and is not intended for service requests. City of Kannapolis

social media sites or comments containing any of the following forms of content shall not be allowed.

1. Comments/remarks not topically related to the particular item/posting being commented upon;
2. Profane language or content;
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, marital status, religion, gender, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
4. Comments that support or oppose political campaigns or ballot measures;
5. Sexual content or links to sexual content;
6. Harassment
7. Solicitations of commerce;
8. Comments from anonymous users;
9. Conduct or encouragement of illegal activity;
10. Information that may tend to compromise public safety;
11. Content that violates a legal ownership interest of any other party;
12. Questions from the media.

City of Kannapolis social media moderators shall allow comments that are topically related to the particular content thus within the purpose of the limited public forum, with the exception of the prohibited content listed previously.

These guidelines must be displayed or made available by hyperlink to users on the 'Info' or 'About' sections of social media sites. This comment policy is subject to amendment or modification at any time. Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available. City of Kannapolis reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law. City of Kannapolis retains the authority to remove any information from social media platforms.

All content and images posted to social media sites must be original work and/or property of City of Kannapolis or allowable by copyright law. A release must remain on file with the site administrator for any content that does not meet such requirements and are required to remain on file with the administrator of the social media site.

3. Personal Employee Use of Social Media

Access to any social media profiles or networks unrelated to official city business on city equipment and/or time is strictly prohibited.

City of Kannapolis recognizes that its employees may use social media on a personal basis in their lives outside of their professional activities and that such use may include the right to exercise freedom of speech.

At the same time, City of Kannapolis encourages employees to use their professional judgment when posting to social media sites, especially if referring to work-related activities. Even though acting in an unofficial capacity, employees should remember they may be perceived by the public as representing City of Kannapolis. When posting on official City of Kannapolis sites in an unofficial capacity about City of Kannapolis activities, employees are advised to not express personal opinions which may/may not necessarily represent City of Kannapolis' official position. If you are participating as a private citizen, remember the standard of behavior expected of public servants.

Employees should never use their city email account or passwords as login information in conjunction with any personal social media profiles or sites.

Using government insignia or logos may imply you are authorized to speak on behalf of City of Kannapolis. To ensure city employee personal social media profiles are not perceived by the public as representing the department or City of Kannapolis as a whole, departmental emblems, City of Kannapolis logos, city uniforms and city vehicles should not be depicted in any part of your personal social media profile. Job titles are prohibited on any social media profile or site except LinkedIn.

Violations of the use of Social Media will be addressed per the City Employees Discipline Policy.

4. Public Records, Record Management and Preservation

Like email, communication via social media websites may be public record and subject to the North Carolina Public Records Law and the Record Retention Law. This means both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, are a part of the public record. The administrator of departmental social media profiles and sites is responsible for proper archiving of all public records in accordance with City of Kannapolis record retention policy.

Any content removed based on the guidelines outlined in City of Kannapolis Social Media Use Policy Section 3 must be retained, including the time, date, and identity of the poster when available. City of Kannapolis reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

5. Standards for Specific Mediums of Social Media Platforms:

These policies and guidelines will evolve as new technology and social media tools are developed. Violation of these policies and guidelines may result in the restriction or removal of department social media profiles from social media outlets and/or disciplinary action. City of Kannapolis retains the authority to remove any post and comments on city social media sites.

A. Facebook

The social networking site, FaceBook will be utilized to promote awareness of City of Kannapolis policies, procedures, events, programs, projects, activities and services for city residents. This standard is designed for city departments to drive traffic to the city's website: www.kannapolisnc.gov as well as department web sites and to be used in conjunction with the city's Social Media Use Policy. As the FaceBook platform changes, these standards will be amended accordingly.

General Account Information

The City of Kannapolis will maintain one general City account per social media platform. The number of administrators for each page will be kept at a minimum. All administrators must have the account connected to their kannapolisnc.gov email address. Administrators will be responsible for collaborating with the Director of Communications on all content, comments and archiving the public record. If administrators change, the Director of Communications shall be notified immediately.

Content

Applications are not to be added to the city's FaceBook page without approval by the Department of Information Technology. While applications may be useful to the page's mission, they can pose a serious security risk.

The FaceBook page will have a custom URL to be determined and implemented by the Director of Communications.

The City FaceBook page will have the city seal as the profile picture, unless approved by the Director of Communications.

All cover images must comply with all city standards and be relevant and representative of city departments, department services or programs.

A link to the city website and department URL will be included in the "About" section.

Immediately following the department description on the 'About' page, the following text will be included.

This site is intended to serve as a mechanism for communication between the public and the City of Kannapolis on the listed topics and is not intended for service requests. Any posts/comments submitted to this page and the list of fans is public records, subject to disclosure pursuant to Freedom of Information Act. Public records requests must be directed to the Director of Communications at 704-920-4311. This site is not monitored by emergency services. Call 911 for emergencies.

Comments posted to this page will be monitored. Under the City of Kannapolis Social Media Use Policy, we welcome participation of our citizens on Facebook and ask that you recognize these guidelines:

The City reserves the right to delete comments that contain vulgar, abusive, harassing or threatening language; are personal attacks of any kind; are offensive to common sensibilities; are hate-based, prejudiced or hurtful remarks made toward any minority, ethic, racial or religious group; are spam; include any sales/promotion of goods or services or links to other sites; are clearly off-topic advocate unlawful activity; promote particular services, products or political organizations; infringe on copyrights or trademarks.

Please note that the comments expressed by the public on social networking sites do not reflect the opinions or positions of the City of Kannapolis."

The City Facebook page will not 'like' any other pages except other authorized city partners; county, state agencies or federal government agencies and/or programs/initiatives sponsored by the City.

Any deleted or removed comments or wall postings must be documented prior to removal in accordance with the city's records retention policy.

City of Kannapolis reserves the right to revoke the ability for 'wall' postings at any time, including emergency situations.

Department administrators will collaborate with the Director of Communications on what will be posted. The schedule feature should be used in order to ensure that the page is appropriately used daily, to avoid duplicate postings and maintain consistently City branding.

Employees must not post anything that violates the Health Insurance Portability and Accountability Act of 2003 (HIPPA). This includes: demographic information, any reference to physical or mental health, or elements thereof, provision of or payment for

healthcare or identifiable health information of any kind, even in cases when the individual(s) is not identified by name.

B. Twitter

The micro blogging tool, Twitter, allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, city departments will communicate information directly to their Twitter followers, alerting them to news and directing them to Kannapolisnc.gov for more information. These standards should be used in conjunction with City of Kannapolis' Social Media Use Policy. As the Twitter platform changes, these standards will be amended accordingly.

General Account Information

The city will maintain one Twitter account. Department administrators will collaborate with the Director of Communications on all content, comments and archiving the public record. If administrators change, the Director of Communications will be notified immediately.

Content

The City's Twitter bio will read: city name, tweets, comments, and list of followers are subject to public disclosure. This site is not intended for service requests and is not monitored by emergency services. Call 911 for emergencies.

Information posted on Twitter shall conform to the policies and procedures of the City Kannapolis' Social Media Use Policy.

Twitter content shall be relevant, timely and of an informative nature.

All tweets will link back to the kannapolisnc.gov website

The Twitter account background will include the City of Kannapolis logo.

Administrators will not respond or reply to any Twitter content unrelated to serving the three primary purposes outlined in the City of Kannapolis Social Media Use Policy Section. The Twitter will not 'like' any other pages except other authorized city partners; county, state agencies or federal government agencies and/or programs/initiatives sponsored by the City.

C. YouTube

Primary objectives for City of Kannapolis online video

- Provide information about city services, programs and events
- Showcase city events
- Highlight outstanding individuals and organizations contributing to City of Kannapolis
- Feature City of Kannapolis' unique history and heritage

The City encourages the use of video content to further the goals of the City and the missions of its departments, where appropriate. These standards should be used in association with City of Kannapolis Social Media Use Policy.

Content

All video content to be posted on the City of Kannapolis YouTube channel is subject to approval by the Director of Communications and must fulfill one of the primary objectives. Video quality and audio must be comparable to DVD quality. If the piece was not produced internally, the department must secure permission and rights to stream the video and provide it in writing to the Director of Communications. Videos can be no longer than 15 minutes.

Comments on City of Kannapolis YouTube pages will be turned off.

See Related Policies:

- | | |
|--------|---------------------------|
| 300.1 | Employee Conduct |
| 300.2 | Disciplinary Action |
| 300.16 | Electronic Communications |

DATE: _____

APPROVAL: _____



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Position Classification Plan

POLICY NUMBER: 400.01

EFFECTIVE DATE: 06/22/1994

AMENDMENT DATE(S): 10/15/1994
03/01/2009
05/01/2014
07/08/2015
07/01/2017
07/04/2018
09/12/2018
07/03/2019
12/09/2019
02/12/2020
06/01/2020 (Effective 7/15/2020)
12/30/2020

SUBJECT: **CLASSIFICATION PLAN**

PURPOSE: To Establish a Position Classification Plan for the City of Kannapolis

STATEMENT OF POLICY

It is the policy of the City to assign jobs with similar duties and responsibilities to the same salary level. The most recently adopted "Classification Plan of the City of Kannapolis" shall be the classification plan of the City.

ALLOCATION OF POSITIONS

The City Manager shall allocate each position covered by the classification to its appropriate class in the plan.

MAINTENANCE

- (a) The Director of Human Resources shall be responsible to the City Manager for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. The Personnel Office will conduct periodic studies of various jobs when there is an indication the employee is working above or below the established responsibilities for that position. These studies are normally initiated at the request of the department and are conducted in accordance with administrative policy on RECLASSIFICATION.
- (b) New positions shall be established upon recommendation of the City Manager with approval of the City Council. The City Manager may (1) allocate the new position to the appropriate class within the existing classification plan or (2) recommend that the City Council amend the position classification plan to establish a new class to which the position may be allocated.

AMENDMENT OF PLAN

The City Council shall approve a salary range for a class of positions based on the recommendation of the City Manager.

Date: 11/26/21
NR

APPROVED: 25mlB Leeg

**CITY OF KANNAPOLIS
CLASSIFICATION PLAN
EFFECTIVE December 30, 2020**

Job Class Code	Department	Job Classification	Grade	Salary Range			
				Development Range		Merit Range	
				Minimum	15%	Midpoint	Maximum
			52	\$16,519	\$18,996	\$21,061	\$25,603
			53	\$17,345	\$19,946	\$22,114	\$26,884
			54	\$18,212	\$20,944	\$23,220	\$28,228
1900	Parks	Concession Worker	55	\$19,124	\$21,991	\$24,381	\$29,640
			56	\$20,080	\$23,091	\$25,600	\$31,122
1905	Parks	Park Attendant	57	\$21,083	\$24,245	\$26,879	\$32,678
			58	\$22,137	\$25,457	\$28,223	\$34,312
			59	\$23,244	\$26,730	\$29,635	\$36,027
1915	Parks	Park Operations Specialist	60	\$24,406	\$28,067	\$31,117	\$37,828
			61	\$25,626	\$29,470	\$32,673	\$39,719
5220 1910	General Services Parks	Building Maintenance Technician I Park Maintenance Technician I	62	\$26,908	\$30,944	\$34,306	\$41,706
1000 5215 1920 1300	Global General Services Parks Customer Service	Administrative Support Specialist Building Maintenance Technician II Park Maintenance Technician II Customer Service Advocate	63	\$28,253	\$32,491	\$36,022	\$43,791
5210 1400 1925 1800 1930 1010/1100 1310	General Services Public Works Parks Police Parks Global Customer Service	Building Maintenance Technician III Construction Maintenance Worker I Park Maintenance Technician III Police Records Specialist Recreation Program Assistant Senior Administrative Support Specialist Senior Customer Service Representative	64	\$29,665	\$34,115	\$37,823	\$45,981
1210 1405 1330 1445 1320 1710 1450	Finance Public Works Customer Service Public Works Customer Service Fire Public Works	Accounting Technician I Construction Maintenance Worker II Customer Care Representative Meter Service Technician Utility Billing Specialist Reserve Firefighter Warehouse Assistant	65	\$31,149	\$35,821	\$39,714	\$48,279

1020 5205 1408 1926	Global General Services Public Works Parks	Administrative Assistant Building Maintenance Technician IV Heavy Equipment Operator Park Maintenance Technician IV	66	\$32,705	\$37,311	\$41,700	\$50,693
1220 1345 1340 1810 1460 1465	Finance Customer Service Customer Service Police Public Works Public Works	Accounting Technician II Revenue Collection Specialist Senior Utility Billing Specialist Telecommunicator Water Quality Technician Water Treatment Plant Maintenance Worker	67	\$34,342	\$39,493	\$43,785	\$53,229
1422 1705/1700 1935 1470	Public Works Fire Parks Public Works	Construction Maintenance Technician Firefighter/ Firefighter P/T Park Manager I Water Treatment Plant Operator I	68	\$36,057	\$41,466	\$45,974	\$55,890
4030 1817 4025 1715 1805 1815	Planning Police Planning Fire Police Police	Code Enforcement Officer Evidence/Property Control Technician Planning Technician Quality Assurance Coordinator Records Supervisor Telecommunicator Shift Supervisor	69	\$37,862	\$43,540	\$48,272	\$58,684
1110 1425 1830 1720 5400 1600 1940 1850 1820 1840 1865 1455 1475	City Manager Public Works Police Fire General Services Human Resources Parks Police Police Police Police Public Works Public Works	Communications Specialist Crew Chief DARE Officer Fire Engineer Grounds Manager Human Resource Technician Park Manager II Police Detective Police Officer School Resource Officer Training Coordinator Warehouse Manager Water Treatment Plant Operator II	70	\$39,753	\$45,717	\$50,686	\$61,619
1951 1816 1950	Parks Police Parks	Athletic Program Coordinator Police Planner/Accreditation Manager Recreation Programmer/Special Events Coordinator	71	\$41,742	\$48,003	\$53,222	\$64,700
1230 1350 1430 1490 4020 1435	Finance Customer Service Public Works Public Works Planning Public Works	Accountant I Billing and Collections Supervisor Crew Supervisor Engineering Technician Planner Planner/Scheduler	72	\$43,829	\$50,403	\$55,882	\$67,935
1730 1725 1610 1250 1260/1262 1811 1480	Fire Fire Human Resources Finance Finance Police Public Works	Fire & Life Safety Educator Fire Inspector Human Resource Analyst Purchasing Agent Senior Accountant / Sr Accountant P/T Telecommunications Center Manager Water Treatment Plant Supervisor	73	\$46,020	\$52,923	\$58,676	\$71,331

1120	City Manager	City Clerk	74	\$48,321	\$55,569	\$61,609	\$74,899
1735	City Manager	Communications Multimedia Specialist					
4015	Fire	Fire Captain					
	Planning	Gis Specialist					
1860	Fire	Safety and Logistics Officer					
	Police	Sergeant					
1265	Finance	Budget Analyst	75	\$50,737	\$58,348	\$64,691	\$78,643
5200	General Services	Facility Manager					
	Fire	Fire Vehicle Mechanic					
1495	Public Works	Operations Manager					
1740	Fire	Battalion Chief	76	\$53,274	\$61,265	\$67,924	\$82,575
1491	Public Works	Civil Engineer I					
1728	Fire	Fire Marshal					
1738	Fire	Health and Wellness Manager					
1870	Police	Police Lieutenant					
1615	Human Resource	Risk Manager					
	Information Technology	Software Support Specialist					
1130	City Manager	Community Development Program Administrator	77	\$55,938	\$64,328	\$71,321	\$86,703
	Information Technology	Information Technology Systems Engineer					
1494	Public Works	Senior Engineer Technician					
4010	Planning	Senior Planner					
1737	Fire	Training Manager					
1485	Public Works	Water Treatment Plant Manager	78	\$58,734	\$67,544	\$74,888	\$91,039
1492	Public Works	Civil Engineer II	79	\$61,672	\$70,922	\$78,630	\$95,591
1750	Fire	Division Chief					
6002	Information Technology	Network Administrator					
1270	Finance	Deputy Finance Director	80	\$64,755	\$74,468	\$82,562	\$100,370
1140		Director of Customer Service					
1880	Police	Police Captain					
1155	Engineering	Assistant Director of Engineering	81	\$67,993	\$78,191	\$86,691	\$105,388
	Planning	Assistant Planning Director					
1150	City Manager	Communications Director					
5000	City Manager	Director of Economic & Community Development					
	General Services	General Services Director					
1755	Fire	Assistant Fire Chief	82	\$71,393	\$82,101	\$91,025	\$110,658
1500		Director of Transportation and Environmental Services					
		Director of Water Resources					
1161	City Manager	Assistant to the City Manager					
	Information Technology	Senior Network Administrator					
1955	Parks	Parks & Recreation Director	83	\$74,962	\$86,206	\$95,576	\$116,192
1885	Police	Deputy Chief of Police					
1755	Fire	Deputy Fire Chief					
1620	Human Resource	Human Resource Director	84	\$78,709	\$90,516	\$100,356	\$122,001
1496	Public Works	Director of Engineering	85	\$82,645	\$95,042	\$105,373	\$128,100
4000	Planning	Planning Director					

1280	Finance Information Technology	Finance Director Information Technology Director	86	\$86,777	\$99,794	\$110,642	\$134,506
1890 1760	Police Fire	Chief of Police Fire Chief	87	\$91,118	\$104,785	\$116,175	\$141,231
	Global	Assistant City Manager	88	\$95,673	\$110,024	\$121,983	\$148,293
			89	\$100,457	\$115,525	\$128,082	\$155,708
			90	\$105,480	\$121,302	\$134,486	\$163,493
1160	City Manager	Deputy City Manager	91	\$110,753	\$127,367	\$141,210	\$171,667
			92	\$116,291	\$133,735	\$148,271	\$180,250
			93	\$122,106	\$140,422	\$155,685	\$189,263

Not Assigned to a Pay Grade

Administrative Intern - Flat rate position

City Attorney - Contract Position

City Manager - Contract Position

Finance Management Fellowship - Flat rate position



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Compensation Plan

POLICY NO: 400.02

EFFECTIVE DATE: 01/01/93

REVIEW DATE: 03/07/2023

AMENDMENT DATE(S): 06/22/1994
07/02/2008
07/03/2019
03/24/2020
12/30/2020
06/28/2023

SUBJECT: COMPENSATION PLAN

PURPOSE: To establish policy and procedures for compensating City employees.

STATEMENT OF POLICY:

It is the policy of the City and the purpose of this plan to establish a compensation system that will allow the City to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

The compensation plan shall consist of a salary schedule containing a series of salary ranges, each range having a minimum, midpoint, and maximum that may be achieved by pay increases based on annual performance reviews. The plan shall be adopted by the City Council and shall apply to all employees.

MAINTENANCE

The Personnel Office shall be responsible for the continuous maintenance and administration of the City's Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets, organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the City Manager shall recommend to the City Council changes to keep the plan current, uniform and equitable. Such changes shall be approved by the City Manager and shall then be submitted in the annual budget to the City Council.

DEFINITIONS

Salary Effective Date	The date of the most recent date of hire, classification change from part time to full time, promotion or demotion. The salary effective date is the date used for performance evaluations.
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Salary Range:

Development Range	A range from the range minimum salary amount to the midpoint of the range.
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Hiring Range	A range from the minimum salary amount to a point on the range that is 15% above the minimum of the range.
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Merit Range	A point on the range from the midpoint that extends to the maximum of the range. Employees whose pay is within the merit range have the necessary work experience, job knowledge, skills
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and abilities that allows the employee to perform with limited supervision or job direction.

Range Minimum The minimum salary amount assigned to a pay grade.

Range Midpoint A median point on the range.

Range Maximum The maximum salary amount assigned to a pay grade.

Performance Rating:

Performance Rating A numerical score that defines the overall level of job performance. Individual performance ratings are assigned to specific areas of performance and averaged for an overall performance rating. Specific work dimensions evaluated include, but are not limited to, the application of technical knowledge, skills and abilities; working relationships with supervisor, co-workers, and other departments; time management and adherence to work rules; observance and application of safe work practices; ability to work with the public; completion of other work objectives and performance goals.

Below Standard Performance is inconsistent, and one or more job requirements are not met. Work tasks are not performed or must be repeated due to low quality. Remedial attention and close supervision are required.

Standard Performance satisfactorily meets the job requirements and occasionally exceeds some of them. Employee accomplishes duties in a reasonable and consistent manner under normal supervision. If there are occasional lapses in performance, they do not create any substantial problems. This rating recognizes accomplishment and achievement and represents the performance the City expects.

Above Standard Performance meets and frequently exceeds the requirements identified for the job. Supervision is required only for special or unusual assignments or problems.

Excellent

Performance meets and consistently exceeds the requirements identified for the job. Work is performed at a sustained high level of proficiency. The employee also expands the scope of tasks and responsibilities resulting in increased productivity for the work unit. The employee accomplishes the most difficult and complex assignment with minimal supervision and maximum quality. Specific examples of such performance are readily available.

USE OF SALARY RANGES

New Employees:

Employees shall be employed at the minimum rate of their assigned salary range. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications. Exceptions may be granted upon the recommendation of the Director of Human Resources with approval of the City Manager in the following cases:

- (a) If it becomes necessary to appoint a new employee of lesser qualifications, the new employee should be appointed as a trainee for six months at the minimum of the range that is one pay grade below the minimum rate for the class. Trainees should be reviewed at the end of six months to determine if they are qualified to assume full responsibilities for the position.
- (b) If a new employee more than meets the minimum qualifications and will not accept appointment at the minimum rate of the class, they may be appointed up to 15% above the minimum of the range or in unusual cases at a higher level of pay commensurate with the employee's qualifications. Final approval of these exceptions rests with the City Manager. In addition, every effort should first be made to recruit a qualified employee who will accept appointment at the minimum rate of the class.

Salary Increases:

Salary increases may be provided as performance increases, administrative increases or general increases. Pay adjustments are effective the first day of the pay period following the salary effective date. These increases are subject to funding by the City Council in the annual budget or in amendments to the budget except for those that lie within the discretionary authority of the City Manager.

- (a) Performance Increases

Increases shall be granted on the basis of performance only. A performance increase must be based upon improved job performance, achievement of performance work objectives and goals, contribution to the department, and not upon length of service. The employee's performance evaluation score must be at least as expected to exceptional to advance from the minimum of the

range to the maximum of the range. All employees will be evaluated on their salary effective date to determine eligibility for a performance increase in pay. Funding for performance increases is contingent upon council approval.

(c) Administrative Increases

The City Manager may, upon continuing, long-term exceptionally meritorious service performed by any City employee, authorize an additional salary increase within the range of the employee's class during the year when recommended in writing and with justification, by the department head and Director of Human Resources. An administrative increase may not exceed one percent (1%) of the employee's base salary.

(d) Market Adjustments

The City Council shall, based on the recommendation of the Director of Human Resources and the City Manager, adjust base salary amounts and/or the minimums and maximums of the ranges in recognition of the need for an annual market adjustment or when other conditions exist which warrant a general salary adjustment.

Market adjustments to the range will be considered annually and rounded down to the nearest one-half percent of the economic indicators used.

Other market adjustments to an employee's base salary shall be based on the results of salary analysis. The percentage increase in pay shall be at the recommendation of the City Manager and approval of City Council.

Recommended market rate adjustments shall be applied to regular employees.

Re-evaluation:

When City Council approves a change in salary range for a class of positions, the salaries of the employees whose positions are allocated to that class shall be affected as follows:

(a) Allocated to Higher Pay Grade

When a class of positions is assigned to a higher salary range, employees in those positions shall receive a percentage increase as recommended by the City Manager based on salary study results or an increase to the entry level of the new salary grade, whichever is greater to maintain market competitiveness.

(b) Allocated to a Lower Pay Grade

When a class of positions is assigned to a lower salary range, employees will move to the new salary grade and will retain their current rate of pay.

Pay Rates Exceeding Range Maximum:

An employee's base pay rate may exceed the maximum of the range as the result of a market adjustment to base salaries or reallocation of a his/her job classification to a lower pay grade or job classification.

(a) Market Rate Adjustment

An employee's salary may exceed the maximum by the amount of the recommended and approved percentage market rate adjustment. The employee's salary may exceed the maximum of the range until general schedule adjustments or range revisions bring it back within the lower range.

(b) Reallocation to a Lower Pay Range

Any employee whose pay rate exceeds the maximum prescribed for his/her classification as a result of or a reallocation of his/her position to a lower classification when there have been no recent, dramatic changes in assigned duties and responsibilities will not be reduced in pay. This does not apply to demotions.

Employees whose base pay exceeds the maximum of the range will not be eligible for future salary increases until he/she occupies a position for which the salary range maximum is more than the pay rate he/she currently receives.

Compensation During Declared State of Emergency

Absence Due to Furlough

The City Manager may authorize the continuance of compensation to eligible furloughed employees who are unable to work remotely during times when employees are required not to report to work under an Executive Order of the State or other local governmental authority during a declared State of Emergency.

Eligible employees are those employees assigned to regular fulltime and regular part-time positions (personnel status codes 2A, 2B, and 2C). Employees assigned to temporary or seasonal positions (personnel status code 3C) are excluded.

Eligible employees shall be paid at their usual rate of pay during the State of Emergency as provided herein. The weekly hours compensated for fulltime employees shall not exceed the minimum scheduled weekly hours. The number of weekly hours for eligible part time employees shall be the average number of hours worked during the previous six months.

Emergency continuance of compensation shall not exceed four weeks beyond any emergency paid leave required by the Families First Coronavirus Response Act or other similar legislative action taken during subsequent States of Emergency.

COVID-19 Absence at the Direction of the Risk Manager

Following the expiration of the Families First Corona Virus Response Act on December 31, 2020, an employee who is required by the City's Risk Manager to remain out of work due to a positive test result, symptoms while awaiting diagnosis, exposure requiring quarantine while awaiting test results, or childcare facility or school closure may be approved for COVID-19 pay with the recommendation of the Risk Manager and approval of the City Manager. Requests for COVID-19 pay will be considered on a case-by-case basis.

Employees who request COVID-19 pay due to childcare or school closure must complete a COVID-19 pay request form and attach documentation stating the dates and times of childcare or school closure.

COVID-19 pay will be paid at the usual rate of pay except that absences due to childcare or school closures shall be paid at two-thirds the usual rate.

Employees who are approved to receive COVID-19 pay must complete a COVID Pay request form and attach documentation from a medical provider or other official stating the employee has been exposed to COVID-19, is awaiting test results, and/or is required to quarantine due to possible exposure or COVID illness. If approved for COVID pay, employees are not required to exhaust their personal paid leave or banked holiday hours for absences resulting solely from compliance with an Executive Order (i.e., furlough or lack of work) or requirement to self-isolate or quarantine unless the absence is due to their own personal health condition or other circumstance.

COVID-19 pay shall be reviewed on a monthly basis and may be discontinued at any time by the City Manager.

COVID-19 pay shall cease upon the expiration of the Executive Order of the State or other local governmental authority during a declared State of Emergency.

DATE: 7-1-23 APPROVAL: 

See Related Policies

200.09	Types of Employment
400.021	Merit Incentive Pay
400.05	Demotions
400.08	Promotions
400.06	Longevity Pay
400.09	Reclassification
400.10	Transfers



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: MERIT INCENTIVE PAY

POLICY NUMBER: 400.021

EFFECTIVE DATE: 07/01/2003

AMENDMENT DATE(S): 07/01/2018

SUBJECT: MERIT INCENTIVE PAY

PURPOSE: To establish an incentive plan for City employees who have reached the maximum level of the assigned salary range.

STATEMENT OF POLICY:

The City recognizes the value of the expertise, experience and commitment of long-term employees and the limited opportunity for promotional advancement within the organization. This plan establishes a method of rewarding the performance of employees who are no longer eligible for merit increases to the base salary but whose work performance is nonetheless meritorious. Such compensation allows the City to retain qualified and well-trained employees to preserve the effective and efficient continuity of the daily operations of the city and the provision of city services.

ELIGIBILITY

Merit incentive pay is reserved to reward regular full-time employees for meritorious service and work performance which should include but not be limited to: (1) meeting assigned annual performance goals and objectives as agreed upon by the City Manager, Department Director, and/or Supervisor; (2) outstanding work achievement; (3) use of innovative management techniques and cost saving measures; (4) technical or professional competence, and (5) other exceptional job related performance.

ADMINISTRATION OF MERIT INCENTATIVE PAY PLAN

- 1) Performance Based Merit Incentive Pay
 - a. On an eligible employee's salary effective date, a performance evaluation shall be accomplished by the City Manager or appropriate supervisor. Based upon this formal evaluation, an eligible employee may receive merit incentive pay in an amount not to exceed three (3%) of annual base salary. The actual percentage awarded shall be based on the employee's performance review score and applied to the merit pay matrix. The incentive pay shall be paid in a lump sum the next pay date of the pay period following approval by the City Manager. Merit incentive pay shall be a one-time payment and will not increase the employee's base salary.
 - b. If an employee's most recent performance review for a merit increase will exceed the maximum of the range, the employee's pay will be advanced to the maximum of the range and the remaining balance of the increase paid by lump sum.
 - c. An employee promoted or reclassified to a higher pay range is ineligible for merit incentive pay provided that employee has not yet reached the maximum salary of the new pay range. An employee must have been at the maximum salary level of the new pay range for a minimum of one year to be eligible for merit incentive pay.

2) Discretionary Merit Incentive Pay

- a. The City Manager may, at his discretion, award one time merit incentive pay up to 3% throughout the year at times other than an employee's formal evaluation in recognition of significant accomplishment as defined above.
- b. Discretionary merit incentive pay may be awarded to any full time employee without regard to the employee's salary position within the pay range.

DATE: 7-6-18
ML

APPROVAL: Wm B. Long



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Water and Sewer Utilities Incentive Pay Program

POLICY NO: 400.023

EFFECTIVE DATE: August 1, 2018

REVIEW DATE: _____

AMENDMENT DATE(S): _____

SUBJECT: WATER AND SEWER UTILITIES INCENTIVE PAY PROGRAM

PURPOSE: To establish guidelines for the Water and Sewer Utilities Incentive Pay Program.

STATEMENT OF POLICY:

Regular full-time Water and Sewer Utilities employees who engage in the construction, maintenance, repair, and/or operation of water and sewer utilities, infrastructure, and/or water treatment plant who obtain one or more of the certifications listed on the Addendum are eligible for an incentive premium in accordance with the guidelines specified herein.

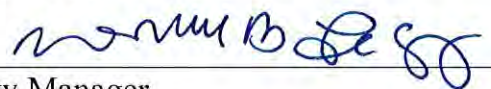
Authorization for the incentive premium will be given only after a careful review of the employee's academic transcript or official certification. To be eligible, certifications earned must meet the following criteria:

1. Eligible employees who are currently employed shall obtain prior approval of certification work from the Public Works Director in order for such certifications to be eligible for consideration for the incentive premium upon completion.
2. Certifications must be earned in accordance with the governing body for the certification as defined on the Addendum. It will be the responsibility of the employee to obtain and provide the Public Works Director with satisfactory verification that the certification was received in accordance with this requirement. If any discrepancies in certification arise, the decision of the Public Works Director will be final.
3. Incentive premium for a new certification will begin the first pay period of the month, fifteen days after the certification has been submitted to the Public Works Director.
4. Incentive premium will cease for all certifications that are not maintained or renewed in accordance with the provisions of the governing board for the certification.


ADDENDUM #1


<u>CERTIFICATION</u>	<u>GOVERNING BODY</u>	<u>AMOUNT</u>
A Surface	NC Water Treatment Facility Operator Certification Board	\$1,250
A Distribution	NC Water Treatment Facility Operator Certification Board	\$1,250
B Distribution	NC Water Treatment Facility Operator Certification Board	\$750
Collections 3	Water Pollution Control Systems Operator Certification Commission	\$750
Collections 4	Water Pollution Control Systems Operator Certification Commission	\$1,250
Bacteria Lab	NC Department of Health and Human Services & NC Waterworks Operators Association	\$500
Process Control	NC Department of Health and Human Services & NC Waterworks Operators Association	\$500
Pesticide		\$250
Pipeline Assessment Certification	Pipeline Assessment Certification Program	\$500
Cross Connection	NC Water Treatment Facility Operator Certification Board	\$750
Backflow Tester	NC Water Treatment Facility Operator Certification Board and NC Rural Water Association	\$750
Primary ORC	NC Water Treatment Facility Operator Certification Board & Water Pollution Control Systems Operator Certification Commission	\$2,000
Backup ORC	Water Pollution Control Systems Operator Certification Commission	\$1,000

APPROVED:



City Manager



Date




CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Overtime

POLICY NO: 400.03

EFFECTIVE DATE: 01/01/95

REVIEW DATE: June 22, 2017

AMENDMENT DATE(S): July 1, 2016
January 1, 2017
August 1, 2017

SUBJECT: OVERTIME

PURPOSE: To establish policy guidelines for the recording, utilization, and auditing of overtime performed by employees of the City.

STATEMENT OF POLICY AND AUTHORITY:

- A. FLSA: This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempted positions.
- B. The duties of the following position classifications have been determined to be exempt from compensatory/overtime pursuant to the Fair Labor Standards Act:

Assistant Fire Chief
Assistant Public Works Director
Billing and Collections Supervisor
Budget Analyst
Chief of Police
City Attorney (Contract)
City Clerk
City Engineer
City Manager (Contract)
Civil Engineer I
Civil Engineer II
Communications/Marketing Director
Community Development Program
Administrator
Deputy City Manager
Deputy Finance Director
Deputy Police Chief
Director of Economic & Community
Development
Engineering Technician
Facilities Manager
Finance Director
Fire Chief
Fire Division Chief
General Services Director
Human Resources Director
Operations Manager
Operations Manager - Street
Parks and Recreation Director
Planning Director
Police Captain
Police Lieutenant

Public Works Director
Purchasing Manager
Senior Planner
Warehouse Manager
Water Treatment Plant Manager

C. The City's responsibility for payment of overtime is as follows:

1. The City is required to compensate overtime at the rate of one and one-half for hours "worked" which exceed the established workweek or work period. Refer to related Administrative Policy WORK PERIODS. The following hours are **not** included in the calculation of actual hours worked:
 - a. sick leave or annual leave;
 - b. holiday hours (except hours actually worked on the holiday shall count as hours worked)
 - c. meal periods, if thirty minutes or longer without work interruptions;
 - d. on-call duty pay; if called in, they shall receive at their regular rate, unless time worked is in excess of forty hours for that work week; ~~and~~
 - e. lectures, meetings, and training outside normal work hours when on a voluntary basis; and
 - f. appointments with the onsite health and wellness clinic (clinic staff and/or dietitian) that are within the one hour per month allowance.

DEFINITIONS:

- A. Overtime: Overtime shall be defined as all work performed in excess of the hours permitted under the FLSA work week.

Overtime shall be paid at a rate of one and one-half times the employee's straight time hourly rate.

- B. Employer: The term employer refers to supervisory personnel with the authority to authorize the use of overtime.

RESPONSIBILITIES:

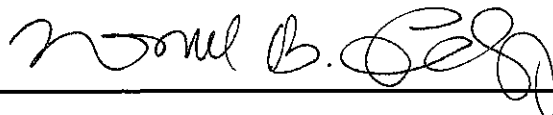
A. Department Heads:

1. It shall be the responsibility of each Department Head to equitably administer the provisions of this policy within their respective departments.
2. Department Heads are the authorized authority for the approval of overtime requests. It shall be the responsibility of the department head to determine whether overtime will be necessary.
3. Department Heads shall ensure that all overtime is recorded on the employee's time sheet as it occurs.
4. Department Heads will exercise extreme discretion in the utilization of overtime within their departments. Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of overtime.

Overtime shall be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.

DATE: 7-11-17

APPROVAL: _____






CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Date of Hire/Anniversary Date

POLICY NO: 400.04

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S): July 2, 2008

SUBJECT: DATE OF HIRE/ANNIVERSARY/SALARY EFFECTIVE DATE

PURPOSE: To establish definitions and a policy for administering the date of hire, ~~and~~ anniversary date, and salary effective date for City employees.

STATEMENT OF POLICY:

Date of hire shall mean the effective date of the individual's employment with the City.

Anniversary date refers to the anniversary of the original date of employment for the purposes of calculating length of continuous service.

Salary effective date shall mean the most recent date of hire, classification change from part time to full time, promotion or demotion. The salary effective date is the date used for performance evaluations.

A regular employee who is promoted, demoted, or hired to a full time position will have his/her salary effective date changed to the effective date of the promotion, demotion, or position status change.

There will be no change in an employee's salary effective date in the following instances: reallocation of an employee's position to a new classification when there have been no recent, abrupt and/or significant changes in assigned tasks and responsibilities, lateral transfers or reclassification.

DATE: _____ **APPROVAL:** 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Demotions

POLICY NO: 400.05

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:

A handwritten signature in black ink, appearing to read "Wm. J. J. J. J.", written over a light gray rectangular background.

AMENDMENT DATE(S): July 2, 2008

SUBJECT: DEMOTIONS

PURPOSE: To establish a policy for demotions.

STATEMENT OF POLICY:

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive pay commensurate with the nature of the demotion as determined by the department head in consultation with the Personnel Office.

Demotions do not change the person's date of hire. However, the salary effective date for future salary increases changes.

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

An employee being demoted shall be notified two weeks prior to demotion except in emergency situations.

Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the City Manager.

Employees in position classifications which are downgraded (or upgraded) in salary to reflect changes in market conditions will retain their existing salary effective date for future performance increases.

DATE: _____ **APPROVAL:** 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Longevity

POLICY NUMBER: 400.06

EFFECTIVE DATE: 03/23/1987

APPROVED: 

AMENDMENT DATE(S): 09/11/2000
07/01/2003
03/13/2023

SUBJECT: LONGEVITY

PURPOSE: To establish policy and procedures for longevity incentive pay plan

STATEMENT OF POLICY:

It is the policy of the City and the purpose of this plan to establish a longevity compensation system that will allow the City to retain qualified and trained personnel and to reward loyal service. Longevity payments shall be subject to approval of annual appropriation by the City Council.

PROCEDURE:

Eligibility

Full-time employees who are currently employed in a regular full-time position are eligible to receive longevity incentive pay. Employees who leave employment with the City of Kannapolis and are later re-employed shall forfeit their eligibility for longevity incentive pay until they meet the minimum years of service eligibility based on their new date of full-time employment.

Employees who retire from service in good standing after July 1 and before the November distribution will be eligible to receive their longevity pay upon the effective date of retirement. For the purpose of this policy, retirement from service will include disability retirement.

Years of Service

Employees must have completed five or more years of continuous service by July 1 of the year of payment to be eligible for longevity pay.

Computation

Longevity pay shall be computed as follows:

<u>LENGTH OF SERVICE</u>	<u>\$800 increments</u>
5<10 years of service	\$ 1,100
10<15 years of service	\$ 1,900
15<20 years of service	\$ 2,700
20<25 years of service	\$ 3,500
25<30 years of service	\$ 4,300
30+ years of service	\$ 5,100

1. Longevity pay will be distributed by the pay date for the pay period that precedes the Thanksgiving holiday. Except as otherwise provided below, employees must

be on active payroll status on the date of payment to receive longevity pay.
Active payroll status shall include employees on approved vacation leave, sick leave, family/medical leave, or worker's compensation leave.



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Position Descriptions

POLICY NUMBER: 400.07

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: POSITION DESCRIPTIONS

PURPOSE: To provide for position descriptions for all City positions.

STATEMENT OF POLICY:

Position descriptions and job specifications shall be maintained by the Human Resource Director for all regular full-time and regular part-time positions.

The position descriptions shall include: Class Title, Grade Number, Department, Division, Revision Date, Definition, Equipment and Job Location, Essential Functions, Examples of work performed, Required Knowledge and Abilities, Minimum Qualifications, and Special Requirements.

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

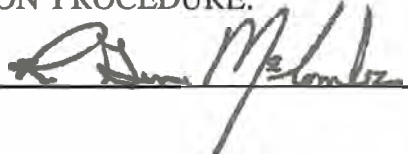
Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omissions of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Updates or revisions to position descriptions will be handled in accordance with the Administrative Policy on RECLASSIFICATION PROCEDURE.

DATE: JAN 01 1995

APPROVAL:

_____



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Promotions

POLICY NO: 400.08

EFFECTIVE DATE:

REVIEW DATE:

APPROVED:

City Manager

AMENDMENT DATE(S): July 2, 2008
January 15, 2020
August 23, 2023
November 10, 2023

SUBJECT: PROMOTIONS

PURPOSE: To establish a policy for application and appointment to vacant positions by current employees.

STATEMENT OF POLICY:

The City of Kannapolis attempts to fill all vacant positions with qualified City employees before advertising to the general public, following a policy of upward mobility whenever possible.

The process works in conjunction with the Administrative Policy on HIRING PROCESS.

DEFINITIONS:

A promotion is the reassignment of an employee to an existing vacant position having a higher salary pay grade than the initial position.

A promotion also occurs when the job duties and responsibilities, span of influence and control, and/or eligibility requirements of an existing position are substantially restructured and results in its allocation to a higher pay grade to maintain market equitability.

PROCEDURES:

Promotions are made on an equal opportunity basis. Selection of an employee for a promotion is based on the employee's past work record, skills, education, knowledge of the job duties, and time in service.

When considering the promotion of City employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

In cases where only one employee applies for a position and the person's abilities and qualifications are known to the hiring department, the formal selection process may be dispensed with upon concurrence of the Human Resource Director.

Temporary Assignments/Interim Assignments

Temporary assignments may be made by the department head for a specified time or assignment as necessary. Such appointments are made on an "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "acting" appointments is set by the department head in consultation with the Human Resource Director.

Whenever an employee is promoted to a higher position said employee will enter the new grade/position at the entry level of the new position or receive a five percent increase in pay for each increase in grade up-to 15%, whichever is greater. The City Manager may approve a salary

higher in the assigned range upon recommendation by the Department Director, Deputy City Manager or Assistant City Manager and review by Human Resources or his designee.

Such factors as turnover within the job classification, availability of qualified internal candidates, the employee's qualifications and work experience, and internal compensation equity will be considered when approving a request for a higher salary assignment. The new pay rate, upon promotion, shall not exceed the maximum of the new pay range.

Promotions do not change the person's date of hire. However, the salary effective date for future pay increases will be revised to coincide with the promotion date.

Refer to related Administrative Policy PROBATION PERIOD.




CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Reclassification

POLICY NO: 400.09

EFFECTIVE DATE: 01\01\95

REVIEW DATE:

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S): January 15, 2020

SUBJECT: RECLASSIFICATION

PURPOSE: To establish City policy and procedures for the request, consideration, and approval of position reclassification.

STATEMENT OF POLICY:

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes.

It shall be the duty of the Human Resource Director to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

DEFINITION:

Reclassification is the reassignment of an existing position from one job classification to another, based on changes in job content such as duty, difficulty, required skills and/or responsibility of the work performed.

PROCEDURES:

When a new position is requested by a department head or the duties of an old position are substantially changed, the department head shall submit a written recommendation to the Human Resource Director including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.).

The request will be reviewed and market salary analysis completed by the Human Resource Director. If the request is justified, the Human Resource Director will determine the budget impact and will prepare a recommendation for review and approval by the City Manager to

(1) reallocate the position to a new job classification and allocate it to a higher pay grade (See Personnel Policy 400.08 - Promotions),

(2) retain the job classification or assign a new job classification at the current pay grade but increase the existing employee's salary by a percentage amount based upon the market analysis,

(3) retain the current job classification and salary of the existing employee, or

(4) assign the position to the new job classification at a lower pay grade and retain the salary of the existing employee. (Refer to Personnel Policy 400.02 – Compensation Plan)

If approved, the Human Resource Director will take the necessary steps to affect the reclassification. The City Manager shall be the final decision maker for all reclassification requests.



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Transfers

POLICY NO: 400.10

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:



CITY MANAGER

AMENDMENT DATE(S): January 15, 2020

SUBJECT: TRANSFERS

PURPOSE: To establish a policy for lateral transfers by City employees.

STATEMENT OF POLICY:

A lateral transfer is the reassignment of an employee to a position of the same or different job classification that is assigned to the same salary range. The position can be in the same or a different department or division as the original assignment.

All openings for City positions will be posted for a minimum of five working days at each City facility.

Any current employee (regular part-time or regular full-time) interested in applying for a transfer must complete a City employment application with the Human Resource Department in accordance with instructions listed on the employment opportunities notice.

If the employee meets the stated requirements for the position, he/she will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on HIRING PROCESS. Transfers are made only when the City's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for transfers.

The personnel file of the transfer applicant will be made available to the department head responsible for filling the open position.

If the current employee is selected, his/her department head will be advised prior to the offer being made to the employee, for concurrence.

If the employee accepts the position, it will be the responsibility of the two department heads to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the City Manager for a decision. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

Generally, a lateral transfer will have no impact on the employee's salary or salary effective date, except that employees who exceed the minimum requirements for the position may be offered a salary consistent with the employee's level of skills, experience, and knowledge. A Department Director's request for a salary adjustment requires review by the Human Resource Director and approval of the City Manager.

Transfer employees will serve a probationary period in his/her new position. Transfer employees remain eligible for all benefits, included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the City Manager.

Transfers do not change a person's date of hire or a person's anniversary date for future step increases.

Transfers may also be initiated by the City in instances where the City's best interests may be served.

Additional information is included in the Administrative Policies on PROMOTIONS or DEMOTIONS.



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Separation Allowance

POLICY NO: 400.11

EFFECTIVE DATE: 03/23/87

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): March 23, 2020

SUBJECT: SEPARATION ALLOWANCE

PURPOSE: To establish policy and procedures for separation allowance.

STATEMENT OF POLICY:

It is the policy of the City and the purpose of this plan to establish a plan for separation allowance. The plan shall be adopted by the City Council and shall apply to all fulltime employees who retire from the City on or after January 1, 1987.

STATEMENT OF POLICY

Beginning in the month in which an employee retires on a basic service retirement under the provisions of G.S. 128-27(a), an annual separation allowance equal to eighty-five one hundredth percent (0.85%) of current base pay for each year of creditable service, is payable by the City to the employee. This formula (last salary x .0085 x number of years creditable service) will be used to calculate annual separation allowance of employees who:

- (1) have (a) completed thirty or more years of creditable service or, (b) attained age 55 years of age and completed five or more years of creditable service; and
- (2) have not attained 62 years of age; and
- (3) have completed at least five years of continuous service as an employee of the City prior to retirement.

Any breaks in continuous service because of disability retirement or disability salary continuation benefits shall not adversely affect an employee's qualification to receive this allowance, provided that, the employee returns to service within 45 days after the disability benefits cease.

Annual allowance will be paid bi-weekly in twenty-six equal payments until age 62 unless employee dies or is reemployed in any capacity by the City of Kannapolis.

As defined by G.S. 143-166.41(b), "creditable service" means the service for which credit is allowed under the applicable retirement system at time of retirement.

DATE: _____

APPROVAL: _____



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: On-Call and Stand-By and Call-Back Duty

POLICY NUMBER: 400.12

EFFECTIVE DATE: 01/01/1995

APPROVED:

A handwritten signature in blue ink, appearing to read "Ronald B. [unclear]", is written over the "APPROVED:" label.

AMENDMENT DATE(S):

SUBJECT: ON-CALL/STAND-BY/CALL-BACK DUTY

PURPOSE: To establish policy and procedure for employee compensation for all non-routine working hours.

STATEMENT OF POLICY:

It is the policy of the City of Kannapolis to protect the health and safety of its citizens, therefore it is necessary from time to time to require certain non-exempt employees to be available for emergencies.

Every attempt will be made to notify employees in advance of scheduled "On-call" or Stand-By" duty. Any employee that is designated "On-Call" or "Stand-By" is required to respond when called. Failure to do so may result in disciplinary action.

DEFINITIONS

On-Call Duty: Employees scheduled "On-Call" shall be considered on duty for a period of twenty four (24) hours beginning the first hour of their normal work schedule and shall remain sober and sufficiently near the geographic area to be able to respond to service calls within fifteen (15) minutes of receipt of a call for service.

Stand-By Duty: Employees scheduled "Stand-By" shall remain sober, within beeper range, and respond to referred calls.

Call-Back Duty - Employees called back to duty under emergency situations shall be sober and fit for duty.

METHOD OF COMPENSATION

"On-Call" - Employees designated "On-Call" will be credited with one (1) hour of time worked for each twenty four (24) hour period. Any work performed will be paid as hours worked with a two (2) hour minimum for the first call in a twenty four (24) hour period.

"Stand-By" - Employees designated "Stand-By" will be credited with hours worked for any work performed.

"Call-Back" - Employees called back to work will be credited with a two (2) hour minimum hours worked.

Compensatory Time/Overtime: See related Administrative Policy.

DATE: JAN 01 1995 **APPROVAL:** 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Garnishment

POLICY NO: 400.13

EFFECTIVE DATE: 01/01/95

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S): July 1, 2013

SUBJECT: GARNISHMENT

PURPOSE: To provide a procedure for handling garnishment of an employee's wages.

STATEMENT OF POLICY:

Any notice of garnishment will be received and signed for by the Director of Human Resources. Garnishment is defined as a legal stoppage of a specified sum from wages to satisfy a creditor.

PROCEDURE:

Notice of garnishment will be forwarded immediately to the Personnel Office.

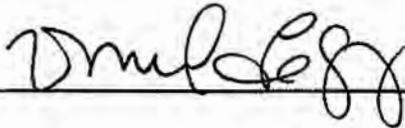
The Personnel Office will notify the Finance Director and the department head of the affected employee.

The Finance Department will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the Creditor as directed.

A one-time processing fee will be deducted in addition to the garnishment. The processing fee is an amount approved by City Council with the adoption of the published fiscal year fee schedule.

The Personnel Office will notify the employee, in writing, that the garnishment has been processed. Repeated garnishments may be considered cause for disciplinary action in accordance with state law.

The employee will be notified that the third garnishment for separate indebtedness within a twelve month period may be cause for termination.

DATE: 7/1/13 APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Payroll Deductions

POLICY NUMBER: 400.16

EFFECTIVE DATE: 01/01/1995

APPROVED:

A handwritten signature in blue ink, appearing to read "Tom B. 86", is written over the word "APPROVED".

AMENDMENT DATE(S):

SUBJECT: PAYROLL DEDUCTIONS

PURPOSE: To define required and voluntary payroll deductions for City employees.

STATEMENT OF POLICY:

The following deductions are required by law from each employee paycheck:

1. Federal and State Income Tax withholding
2. FICA and Medicare premiums
3. Retirement contributions
4. Deductions authorized by law, such as garnishments and child support.

Additional deductions which are optional and may be requested by the employee include:

1. United Way contributions
2. Payment to a City-approved credit unions
3. Deferred compensation
4. Payment of health insurance premium
5. Payment of dental insurance premium
6. Payment of special City-approved group insurance plans
7. Purchase of United States Savings Bonds
8. Membership dues to YMCA

With each paycheck, the City employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals. A record of sick leave and vacation time will also appear on the paycheck stub following successful completion of related probationary periods.

It is the employee's responsibility to maintain current payroll deduction information with the Personnel Office.

Employees wishing to add or change their payroll deductions should contact the Personnel Office.

DATE: JAN 01 1995 APPROVAL: _____





CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT:	Time Sheets/Preparation of Payroll
POLICY NO:	400.17
EFFECTIVE DATE:	January 01, 1995
REVIEW DATE:	June 22, 2017
AMENDMENT DATE(S):	September 11, 2012
	August 1, 2107

SUBJECT: TIME SHEETS/PREPARATION OF PAYROLL

PURPOSE: To establish guidelines for preparation and distribution of payrolls.

STATEMENT OF POLICY:

Record Keeping:

All employees assigned to non-exempt positions shall record hours worked on an electronic time sheet submitted through the City's time keeping software. The time sheet shall include: employee name; employee number; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time, vacation leave, sick leave, training leave, military leave, leave without pay, etc. Supporting documents shall be included with the time sheet when necessary and include: jury duty and summons, military leave orders, etc.

The scheduled hours for the work period (seven or twenty-eight day period) must be accounted for on the time sheet as a sum of hours worked, paid accrued leave, holiday paid leave, approved leave without pay or other approved leave in accordance with personnel policy. Approved leave without pay shall be in accordance with the Leave Without Pay Policy.

Payroll records shall be maintained by the City for a minimum of seven years.

Employee Responsibility:

It shall be the employee's responsibility to clock in and out when scheduled to work to ensure the time sheet accurately reflects the hours worked or leave time utilized and to ensure the time sheet is submitted to the supervisor for approval in a timely manner attesting the accuracy of the time sheet.

Employees are not permitted to clock in or out or otherwise record time for other co-workers.

It shall be the employee's responsibility to review their time sheet and submit the completed time sheet for approval in a timely manner.

Falsification of time records for payroll purposes is reason for discipline as per related Administrative Policy EMPLOYEE CONDUCT.

Department Head Responsibility:

It shall be the responsibility of the department head (or designee) to review and ensure the accuracy of the hours recorded on the time sheet and calculated sum totals. The department head (or designee) shall approve and submit the electronic time sheet to attest the accuracy of the time sheet.

The department head (or designee) shall approve and submit electronic time sheets by 9:45 AM on Wednesday following the last day of the pay period.

A completed time sheet includes an accurate recording of all hours worked, leave time utilized, and totaled hours, and is approved and submitted through the City's time keeping software.

Failure to submit to the Finance Department a completed time sheet may result in payment of wages at the established minimum wage and may delay full payment of remaining wages due until the next available pay date. In the absence of a completed time sheet, the department head shall estimate the number of hours worked based on the employee's usual schedule and shall make the necessary corrections when actual time work is known.

Computation of Earnings:

The Finance Department shall compute earnings as well as deductions. In the absence of a completed time sheet, the Finance Department, after consultation with the department head to determine the estimated hours worked, shall calculate earnings at the established minimum wage. Upon receipt of a completed time sheet, the Finance Department shall recalculate earnings and pay any amount due on the next available pay date.

Changes in rate, position, and status deductions shall be supported by a Personnel Action Form (PAF) or Payroll Transaction Request (PTR) approved by the department head, Human Resource Director and/or the City Manager. The PAF or PTR shall be made a part of the personal history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF or PTR.

Distribution of Payment of Wages:

Except as otherwise stated, payment of wages shall be made by direct deposit to the banking institution of the employee's, retiree's, or City Council member's choice. Direct deposit will be mandatory for all employees who are age eighteen (the banking industry's required legal age) and older, retirees receiving separation allowance pay, and City Council members. Employees under the age of eighteen shall be given the choice of payment by direct deposit or by check. For new employees direct deposit will begin on the second pay date following the employee's date of hire. For all others, direct deposit will begin with the pay date that includes payment of wages for July 1, 2005.

Where direct deposit is required, it will be assumed that employees or retirees who fail to designate and provide accurate payroll deposit information will have chosen a default account that will be established on the individual's behalf at the banking institution that holds the City's own account. The account and a pay access card will be provided to the individual at no charge.

Information required to direct deposit includes all of the following:

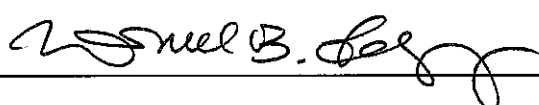
- The name and address of the account holder

- The name, address and routing number of the financial institution
- The account number of the account to be used for direct deposit
- The signature of the employee authorizing direct deposit
- Voided check

Electronic earnings statements will be distributed to the employee via the employee's email address or the department head (or designee) unless other arrangements have been pre-approved by the Finance Director and mailed to retirees and Council members. Except for extenuating circumstances and/or when the employee is on an extended leave of absence, earnings statements will only be available electronically.

An employee's earning statement or paycheck (when direct deposit is not required) may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee.

Employees may direct inquiries concerning calculation of earnings to the Finance Department. Other questions regarding payroll deductions may be directed to Human Resources Department.

DATE: 8/9/17 APPROVAL: 

See Related Policies:

300.01	Employee Conduct
300.02	Disciplinary Action
600.01	Bereavement Leave
600.02	Holidays
600.03	Jury/Court Leave
600.04	Leave of Absence Without Pay
600.05	Family or Medical Leave
600.06	Military Leave
600.07	Sick Leave
600.08	Vacation Leave
600.09	Shared Leave
600.10	Personal Leave



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Educational Premium

POLICY NUMBER: 400.18

EFFECTIVE DATE:

APPROVED:

A handwritten signature in blue ink, appearing to read "Ronald B. Legg", is written over the "APPROVED:" label.

AMENDMENT DATE(S):

SUBJECT: EDUCATIONAL PREMIUM

PURPOSE: To establish guidelines for the City Educational Program.

STATEMENT OF POLICY:

All sworn law enforcement officers and fire personnel who obtain an educational level higher than the minimum qualifications established for initial appointment are eligible for an educational incentive premium in accordance with the guidelines specified herein.

Authorization for educational premium will be given only after a careful review of the employee's academic transcript. To be eligible, credits earned must meet the following criteria:

1. Law enforcement officers and fire personnel who are currently employed by the City shall obtain prior approval of course work from the Department Head (Police Chief or Fire Chief) in order for such credit to be eligible for consideration for educational premium upon completion.
2. Credits must be earned for academic course work completed at a college or university accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or by the corresponding regional Commission on Colleges approved by the U.S. Department of Education. It will be the responsibility of the employee to obtain and provide the City with satisfactory verification that the college or university attended is properly accredited in accordance with this requirement.
3. Law Enforcement Officers: Credits must be earned in a declared criminal justice related degree program. Credits in non-declared majors will not be accepted. For the purpose of this requirement, the term criminal justice related degree program includes academic programs in the disciplines of Criminal Justice, Law Enforcement, Political Science, Sociology, Psychology, or Public Administration. Credits in other academic disciplines may be eligible for incentive pay if the Department Head determines that the course work is substantially relevant to the officer's professional duties and responsibilities.
4. Fire Personnel: Credits must be earned in a declared fire protection or medical related degree program. Credits in non-declared majors will not be accepted. For the purpose of this requirement, the term fire protection or medical related degree program includes academic programs in the disciplines of Fire Protection, Fire Prevention, Emergency Medical, Political Science, Sociology, Psychology, or Public Administration. Credits in other academic disciplines may be eligible for incentive pay if the Fire Chief determines the course work is substantially relevant to the firefighter's professional duties and responsibilities.

5. A grade of "C" (satisfactory) or better must be attained.

6. The employee must have a certified transcript of all course work mailed directly to the Department Head from the registrar of the college or university where the course work was completed. Any cost incurred for transcripts will be the responsibility of the employee.

Incentive pay is established at fifty cents (\$.50) per month for each quarter hour or eight dollars (\$8.00) per month for each 10 semester hours earned toward a two-year degree at an accredited college or university as this credit is earned. The maximum to be paid for a two year degree will be \$48.00 per month (\$576.00 per year) for a total of 60 semester hours of credit.

In addition to the \$48.00 per month for a two-year degree, the City will pay \$8.00 per month for each increment of 10 semester hours completed toward a four-year degree. The maximum to be paid for a four-year degree will be \$96.00 per month (\$1,152.00 per year) for a total of 120 semester hours earned.

In addition to the \$96.00 per month for a four-year degree, the City will pay \$8.00 per month for each increment of 6 semester hours completed toward a graduate degree. The maximum to be paid for a graduate degree will be \$144.00 per month (\$1,728.00 per year) for a total of 36 semester hours of credit.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Shift Differential Pay

POLICY NO: 400.19

EFFECTIVE DATE:

REVIEW DATE:

AMENDMENT DATE(S): July 4, 2018 – Extended to Water Treatment Plant Employees

January 12, 2022 – Increased rate / added Sworn Officers and peak shift.

September 25, 2023

SUBJECT: Shift Differential Pay

PURPOSE: To establish guidelines for shift differential pay for City of Kannapolis employees in the police department support services and field operations bureaus and eligible employees in water resources. Shift differential pay is designed to compensate employees who work outside historically normal on less desirable business hours.

STATEMENT OF POLICY:

All regular full-time personnel assigned and working a regular, non-rotating peak (sworn police and civilian telecommunications), midnight, or other shifts as defined by this policy shall receive shift differential pay in addition to their regular base hourly rate.

Differential pay shall be at the following rates:

	Police Department Support Services Bureau <i>applicable to non-sworn telecommunicator positions only</i>	Police Department Operations Bureau <i>applicable to sworn police officer positions only</i>	Water Resources <i>applicable to water treatment plant and special assignment construction maintenance crew only</i>
<u>Shift Type</u>			
Peak Shift <i>applicable to non-rotating shift beginning between 11:00 AM-2:00 PM (Adjusted annually based on police chief's discretion)</i>	\$0.75 per hour	\$1.00 per hour	n/a
Second Shift <i>beginning at 3:00PM</i>	n/a	n/a	\$1.50 per hour
Night Shift <i>applicable to non-rotating 12-hour shift beginning between 5:00PM – 7:00PM</i>	\$1.50 per hour	\$2.00 per hour	n/a
Other <i>8-, 10- or 12-hour shift beginning between 5:00PM – 7:00PM EST</i>	n/a	n/a	\$1.50 per hour

1) **Police Department Support Services Bureau**

Authorization for shift differential pay will be given only after a full-time civilian telecommunicator has been released from training upon the recommendation of the supervisor with approval of the Chief of Police in accordance with the following guidelines:

- a) Differential pay will only be paid to telecommunicator employees assigned to a regular, non-rotating night or peak shift. The night shift is defined as any twelve (12) hour shift beginning between the hours of 5 PM and 7 PM EST. The peak shift is defined as any 12-hour shift beginning between the hours of 11 AM to 2 PM EST. The beginning peak shift hours may be adjusted annually based on calls for service.
- b) Newly hired employees will be ineligible for shift differential pay during training. Upon release from training status and final assignment to a regular, non-rotating night shift, a payroll transaction request will be submitted to the Chief of Police for approval of the shift differential.
- c) Upon the Chief's approval, the payroll transaction request will be forwarded to Human Resources for implementation.
 - (i) In the event a current employee is reassigned to a regular, non-rotating day shift. A payroll transaction request form will be submitted to end the shift differential.
- d) Employees working outside their normal rotation (training, supplementary duty, etc.) will be compensated according to their regular assignment and not the hours worked on a specific day, provided the hours worked outside the regular assignment does not exceed seven (7) consecutive days.

2) **Police Department Field Operations Bureau**

Authorization for shift differential pay will be given only after a full-time sworn officer has been released from training upon the recommendation of the supervisor with approval of the Chief of Police in accordance with the following guidelines:

- a) Differential pay will only be paid to sworn officers assigned to a regular, non-rotating night or peak shift. The night shift is defined as any twelve (12) hour shift beginning between the hours of 5 PM and 7 PM. The peak shift is defined as any twelve (12) hour shift beginning between the hours of 11 AM to 2 PM. The beginning peak shift hours may be adjusted annually based on Calls for Service data.

- b) Newly hired employees will be ineligible for shift differential pay during training. Upon release from training status and final assignment to a regular, non-rotating night or peak shift, a payroll transaction request will be submitted to the Chief of Police for approval of the shift differential.
- c) Upon the Chief's approval, the payroll transaction request will be forwarded to Human Resources for implementation.
- d) In the event a current employee is reassigned to a regular, non-rotating day shift, a payroll transaction request form will be submitted to end the shift differential.
- e) Employees working outside their normal rotation (training, supplementary duty, etc.) will be compensated according to their regular assignment and not the hours worked on a specific day, provided the hours worked outside the regular assignment does not exceed seven (7) consecutive days.

3) **Water Resources**

Authorization for shift differential pay will be given only after a full-time water treatment plant employees and employees on the special assignment second shift construction maintenance crew has been released from training upon the recommendation of the supervisor with approval of the Department Director in accordance with the following guidelines:

- a) Differential pay will be paid to Water Treatment Plant employees assigned to a regular, non-rotating night shift. The night shift is defined as any eight (8), ten (10), or twelve (12) hour shift beginning between the hours of 5 PM and 7 PM. Additionally, employees on the special assignment construction maintenance crew working second shift beginning at 3:00PM will be eligible.
- b) Newly hired employees will be ineligible for shift differential pay during training. Upon release from training status and final assignment to a regular, non-rotating night shift, a payroll transaction request will be submitted to the Department Director for approval of the shift differential.
- c) Upon the Director's approval, the payroll transaction request will be forwarded to Human Resources for implementation.
- d) In the event a current employee is reassigned to a regular, day shift, a payroll transaction request form will be submitted to end the shift differential.

DATE: 9/25/2023

APPROVAL: _____

mike legg



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Bi-Lingual Incentive

POLICY NO: 400.20

EFFECTIVE DATE: 07/22/02

REVIEW DATE:

APPROVED:

CITY MANAGER

A handwritten signature in black ink, appearing to be "M. S.", is written over a horizontal line. The signature is fluid and cursive.

AMENDMENT DATE(S):

SUBJECT: BI-LINGUAL INCENTIVE

PURPOSE: To establish guidelines for the City's Bi-Lingual Incentive Pay Program

STATEMENT OF POLICY:

Departments with a legitimate business need for bilingual skills may identify positions to function in this role subject to approval by the Human Resources Director. Departments must submit written certification of this need in advance.

1. Employees in positions requiring proficiency in a second language including Spanish, Portuguese, Vietnamese, Cambodian, Laotian, Thai, and American Sign Language are eligible for a flat-rate pay incentive in addition to their regular base pay.
2. Eligibility for bi-lingual incentive may be established for languages other than those specified above upon written certification of need by the requesting Department.
3. In order to be eligible for this incentive, employees will be required to pass a proficiency test arranged by the Department through the University of North Carolina at Charlotte or an appropriate alternative site.
4. The acceptable proficiency level for the City of Kannapolis is advanced or superior as defined by the American Council on the Teaching of Foreign Languages (ACTFL). All candidates for bilingual incentive, including native speakers, are required to be tested. Required testing is paid for by the City.
5. Incentive pay increases are effective with the pay period following the results of the proficiency test and are not retroactive.
6. Bi-lingual incentive pay will be removed from an employee's salary if the Department de-certifies the need for a second language skill in the employee's position, the employee ceases or declines to use this skill to the benefit of the City, or the employee moves to a position that does not require bilingual skills.
7. Bi-lingual incentive pay is established at the rate of \$100 per pay period (\$2,600 per year) for eligible employees.

DATE: July 22, 2002

APPROVAL: _____

CITY MANAGER



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Police Field Training Officer (FTO) Incentive

POLICY NO: 400.21

EFFECTIVE DATE: 07/01/05

REVIEW DATE:

APPROVED:


CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: POLICE FIELD TRAINING OFFICER (FTO) INCENTIVE

PURPOSE: To establish guidelines for the City's FTO Incentive Pay Program

STATEMENT OF POLICY:

The Police Department is dependent upon qualified and experienced law enforcement staff to assist with the field training of newly hired police officers. This assistance includes the monitoring, direction, instruction, guidance, and written evaluation of trainees in accordance with a structured training curriculum. The duties and responsibilities of the Field Training Officer (FTO) are quasi-supervisory in nature and impose work responsibilities on the FTO that are in addition to the normal requirements of their position. Because of the liability involved in the training of new police officers, it is essential that the Police Department sustain its ability to recruit, certify, and retain qualified FTOs as part of the work force. Incentive pay is an administrative tool for this purpose. This policy is intended to provide guidelines for the payment of a financial incentive to FTOs for performing this vital supplementary role.

The number of authorized Field Training Officers (FTOs) will be determined by the Chief of Police based on prevailing organizational needs. Field Training Officers must meet all qualifications and operational requirements established by the Police Department.

2. Authorized Field Training Officers will be eligible for a five percent (5%) increase in base pay for the period of time they are engaged as the primary or secondary FTO in the training of a new officer.
3. FTO incentive pay increases are effective with the first pay period following the assignment of a new trainee and are not retroactive.
4. FTO incentive pay will be discontinued from an employee's salary effective with the first pay period following release of the assigned trainee from training status, unless assignment of a different police trainee to the FTO is imminent.
5. Changes in the pay status of an authorized FTO will be effected via a payroll transaction form submitted to the Human Resources Department by the Chief of Police.
6. FTO incentive pay will be removed from an employee's salary if the Chief of Police de-certifies the need for the employee's FTO services, the employee fails to satisfactorily perform the requirements of their position, or the employee moves to a position that does not require his or her services as an FTO.

DATE: 6/29/05

APPROVAL: 
CITY MANAGER



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: **Fire Fighter Incentive Program**

POLICY NO: **400.22**

EFFECTIVE DATE: **07/01/07**

REVIEW DATE:

APPROVED:

CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: FIRE FIGHTER INCENTIVE PROGRAM

PURPOSE: To establish guidelines for the Fire Department's Incentive Program.

STATEMENT OF POLICY:

All full-time career fire fighters who obtain one or more of the certifications listed on Addendum #1 are eligible for an incentive premium in accordance with the guidelines specified herein.

Authorization for the incentive premium will be given only after a careful review of the employee's academic transcript or official certification. To be eligible, certifications earned must meet the following criteria:

1. Firefighters who are currently employed by the Fire Department shall obtain prior approval of certification work from the Fire Chief in order for such certifications to be eligible for consideration for the incentive premium upon completion.
2. Certifications must be earned in accordance with the North Carolina Fire and Rescue Commission or the North Carolina Code Officials Qualification Board. It will be the responsibility of the employee to obtain and provide the Fire Department with satisfactory verification that the certification was received in accordance with this requirement. If any discrepancies in certification arise, the decision of the Fire Chief will be final.
3. Incentive premium for a new certification will begin the first pay period of the month, 15 days after the certification has been submitted to the Fire Chief.
4. Incentive premium will cease for all certifications that are not maintained or renewed in accordance with the provisions of the North Carolina Fire and Rescue Commission or the North Carolina Code Officials Qualification Board.

ADDENDUM #1

Certification

Annual

State Fire Officer Level I

\$240

Prerequisites

- **Certified Firefighter Level II**
- **Certified General Level II Instructor**

The Fire Officer I candidate must enroll in the North Carolina Fire and Rescue Commission Certification program by requesting and completing a Fire Officer I Application. The candidate will then be sent a Fire Officer I Portfolio and will be given twelve (12) months from the date of application to complete and submit. The portfolio will be reviewed by the Fire Officer subcommittee and, upon approval, the candidate will be given the opportunity to take the Fire Officer I written examination. The written exam measures the cognitive skills of the 1021 Standard and must follow the guidelines set forth under the Policy for Testing manual. A score of 70% or above shall constitute a passing grade.

Hazardous Material Technician

\$600

Program Requirements

The instruction and evaluation given a Haz-Mat Responder who achieves certification is critical to ensuring a quality program. Training and evaluation of students must be accomplished by qualified individuals, working in conjunction with approved delivery agencies.

Student Evaluation

Evaluation of the student for certification is a critical link in the total preparedness of the individual. Student evaluations must be accomplished by a qualified Level II Instructor(s) serving as proctor(s). The evaluation itself must be separate and distinct from the training process.

Practical Examination

Practical examinations are intended to measure the manipulative skills of the Haz-Mat Responder and will follow guidelines set forth under the Policy for Testing manual. Although capable of testing 100% of the practical objectives, the examination will only test a pre-selected percentage based on testing scenarios provided to the proctor. A score of 70% or above shall constitute a passing grade for the candidate.

Written Examination

The written exam measures the cognitive skills of the Haz-Mat Responder and must follow the guidelines set forth under the Policy for Testing manual. The examination will be randomly generated and provided to the evaluator by the delivery agency. A score of 70% or above shall constitute a passing grade for the candidate.

Inspector Level I

\$240

Areas and Levels of Certification

The North Carolina Code Officials Qualification Board certifies city and county inspectors who enforce the NC State Building Code. Inspection certificates are issued for Fire Prevention and further subdivided into one of three levels: Level I, II, and III.

Inspectors are restricted as follows:

- Level I: business, small assembly, mercantile, residential, and storage.
- Level II: large assembly, educational, factory-industrial, and any Level I building.
- Level III: hazardous, institutional, high-rise, and any Level I or II building.

Instructor Level II – Qualified

\$240

General Certification

Upon meeting the entrance requirements, the candidate shall receive General Certification at that level from the NC Fire and Rescue Commission. A certified Instructor would then be able to teach, promote, develop course work, etc., based on his/her level of certification in areas he/she may be recognized by the Board as having expertise in. In order to teach a subject and evaluate students toward a Commission Standard, the instructor must receive qualification as a Specialist in that area by successful completion of a qualification course, or by direct application to the Certification Board.

Subject Qualification

To examine and evaluate students in certification standards and specialized areas recognized by the Fire and Rescue Commission, the General Certified Instructor must receive qualification in that subject area. Qualification of an instructor in a specialized subject area can be achieved in several ways:

- By submitting resume and background training information relative to that subject area to the Certification Board or its appointed representative(s).
- By completing an approved Instructor Qualification training session for that subject area.
- By presenting college course work, experience, certification, degree work, licenses, etc., in the related field to the Certification Board or its appointed representative(s).

Qualified Instructor Training

Instructors may qualify in any number of subjects within six (6) different qualification areas. They are; Firefighter I & II, Emergency Rescue Technician, Fire Apparatus Driver/Operator, Hazardous Materials Responder, Firefighter Specialty, and Rescue Specialty.

Certified Car Seat Installer

General Certification

The national standardized child passenger safety technician certification course is usually four to five days long and combines classroom instruction, hands-on work with car seats and vehicles, and a community safety seat checkup event, where students demonstrate proper use and installation of child restraints and safety belts and then teach these skills to parents. Successful completion of this course certifies the individual as a CPS technician for two years.

First Aid/CPR/AED Program Instructor

General Certification

Prepares the instructor candidate to teach any combination of Adult, Infant and Child CPR, First Aid, and Automated External Defibrillation skills

The incentive for each certification is listed below. These incentives are directly calculated to the amount of time and effort required to achieve each participle certification.

Certification	Time Frame	Monthly	Annual
State Fire Officer Level I	Up to 1 year	<u>\$20</u>	<u>\$240</u>
- Haz Mat Technician (II)	192 hrs	<u>\$50</u>	<u>\$600</u>
Inspector Level I	48 hrs	<u>\$20</u>	<u>\$240</u>
- Instructor Level II - <u>Qualified</u>	66 hrs	<u>\$20</u>	<u>\$240</u>
Certified Car Seat Installer	40 hrs	<u>\$10</u>	<u>\$120</u>
CPR Instructor	24 hrs	<u>\$10</u>	<u>\$120</u>



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Police Lateral Advancement Program

POLICY NO: 400.23

EFFECTIVE DATE: 04/11/2009

APPROVED:

A handwritten signature in blue ink, appearing to read "Samuel B. Legg", is written over a horizontal line.

City Manager

AMENDMENTED: 06/01/2020

SUBJECT: POLICE LATERAL ADVANCEMENT PROGRAM

PURPOSE: To establish administrative guidelines of the City's Police Department Lateral Advancement Program

STATEMENT OF POLICY:

The professionalism of the Police Department is enhanced through the development of qualified personnel to assume leadership roles within the organization. The opportunity for advancement through the ranks of an organization is limited to the finite number of supervisory positions. An alternative career path for line-level personnel is needed to provide them with the opportunity for advancement. Minimum qualifications for each level of advancement within the program have been established by the Police Department and are included in the Department's Standard Operating Procedures, General Order 400-10 as "Lateral Advancement Program". This policy is intended to provide guidelines for the payment of a financial incentive based on achievement of these qualifications. *Any pay incentive will be in accordance with established City Personnel Policy and as approved by Council.*

1. The qualifications for the levels within the Lateral Advancement Program have been established by the Chief of Police based on organizational needs. Employees must meet all qualifications and operational requirements established by the Police Department.
2. Employees meeting the criteria and approved for the various levels of the program shall wear the corresponding insignia on their uniforms.
3. Employees meeting the criteria and approved for the various levels of the program will be eligible for a flat rate pay incentive in addition to their regular base pay.
4. Lateral Advancement Program Incentive pay will be removed from an employee's salary if the Department finds that the employee fails to continuously meet the established criteria for a given level within the program.
5. Lateral Advancement Program Incentive pay is established at the following rates for eligible employees:

a. Probationary Officer	No pay incentive
b. Police Officer	No pay incentive
c. Police Officer I	No pay incentive
d. Police Officer II	Amount equal to 2.5% of base pay
e. Master Police Officer	Amount equal to 5% of base pay
f. Probationary Telecommunicator	No pay incentive
g. Telecommunicator I	No pay incentive
h. Telecommunicator II	Amount equal to 2.5% of base pay
i. Master Telecommunicator	Amount equal to 5% of base pay



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Investigator Incentive Pay

POLICY NO: 400.24

EFFECTIVE DATE: July 3, 2019

REVIEW DATE:

AMENDMENT DATE(S):

SUBJECT: Investigator Incentive Pay

PURPOSE: To establish guidelines for incentive pay for sworn law enforcement personnel assigned to the Criminal Investigations Division.

STATEMENT OF POLICY:

The Police Department is dependent upon qualified and experienced law enforcement staff to perform technical law enforcement work in conducting criminal and administrative investigations. These duties require advanced skill and knowledge of criminal law, procedures, and investigative techniques; use of technology and specialized equipment; and case development and management.

This policy is intended to provide guidelines for the payment of a financial incentive to sworn law enforcement personnel assigned to the Criminal Investigations Division (CID) for performing this specialized role.

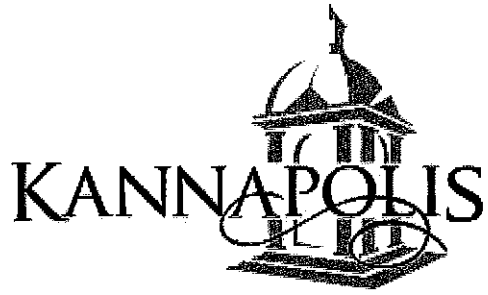
1. Sworn enforcement officers assigned to the (CID) will be eligible for a five percent (5%) increase in pay for the period of time the employee is assigned to the division.
2. Investigator incentive pay increases are effective with the first pay period following the assignment to the CID.
3. Investigator incentive pay will be discontinued from an employee's salary effective with the first pay period following the employee's transfer out of the CID and is no longer serving as an Investigator.
4. Changes in the pay status will be implemented via a payroll transaction form submitted to the Human Resources Department by the Chief of Police.
5. Investigator incentive pay will be removed from an employee's salary if the Chief of Police determines the employee fails to satisfactorily perform the requirements of their position or the employee moves to a position that is not assigned to the CID.

DATE:

8/5/19

APPROVAL:


CITY MANAGER



CITY OF KANNAPOLIS


PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: FIRE LATERAL ADVANCEMENT PROGRAM

POLICY NO: 400.25

EFFECTIVE DATE: 11/01/2018

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: FIRE LATERAL ADVANCEMENT PROGRAM

PURPOSE: To establish administrative guidelines of the City's Fire Department Lateral Advancement Program

STATEMENT OF POLICY:

The professionalism of the Fire Department is enhanced through the development of qualified personnel to assume leadership roles within the organization. The opportunity for advancement through the ranks of an organization is limited to the finite number of supervisory positions. An alternative career path for line-level personnel is necessary to provide the opportunity for advancement.

PROCEDURES:

Minimum qualifications for each level of advancement within the program have been established by the Fire Department and are included in the Department's Standard Operating Guidelines, Management and Administrative - 1.5.8 - Employee Career Development. This policy is intended to provide guidelines for the payment of a financial incentive based on achievement of these qualifications. *Any pay incentive will be in accordance with established City Personnel Policy and as approved by Council.*

1. The qualifications for the levels within the Lateral Advancement Program have been established by the Fire Chief based on organizational needs. Personnel must meet all qualifications and operational requirements established by the Fire Department.
2. Personnel meeting the criteria and approved for the various levels of the program shall wear the corresponding insignia on their uniforms.
3. Personnel meeting the criteria and approved for the various levels of the program will be eligible for a flat-rate pay incentive in addition to their regular base pay.
4. Lateral Advancement Program Incentive pay will be removed from an employee's salary if the Fire Department finds that the employee fails to continuously meet the established criteria for a given level within the program.
5. Lateral Advancement Program Incentive pay is established at the following rates for eligible employees:
 - a. Firefighter Recruit: No pay incentive.
 - b. Firefighter: No pay incentive.
 - c. Senior Firefighter Amount equal to 5% of base pay
 - d. Engineer: No pay incentive.
 - e. Senior Engineer Amount equal to 5% of base pay
 - f. Captain No pay incentive.
 - g. Senior Captain: Amount equal to 5% of base pay

[CLOSE](#)

**KANNAPOLIS CITY COUNCIL
REVISED MEETING AGENDA
Kannapolis City Hall
401 Laureate Way, Kannapolis NC
October 22, 2018
6:00 PM**

Please turn off cell phones or place on silent mode.

CALL TO ORDER AND WELCOME

MOMENT OF SILENT PRAYER AND PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

APPROVAL/CORRECTION OF MINUTES

1. September 24, 2018 Meeting Minutes
2. October 08, 2018 Regular Meeting Minutes
3. Closed Session Minutes September 24, 2018
4. Closed Session Minutes October 08, 2018

CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions

1. Personnel Policy 400.25 Fire Fighter Lateral Advancement Program (Tina Cline, Human Resource Director and Ernie Hiers, Fire Chief)

BUSINESS AGENDA

- A. Public Hearing CZ 2018-01 (267 N. Cannon Boulevard) - Rezone property located at 267 N. Cannon Boulevard from C-2 (General Commercial) and RM-1 (Residential Medium Density) to C-2-CZ, (General Commercial - Conditional Zoning (Zachary D. Gordon, AICP, Planning Director)
- B. Public Hearing TA-2018-05 - Text amendments to Table 4.6-1 and Article 11.1 of the Unified Development Ordinance (UDO) to allow Equipment Rental and Leasing (with outdoor storage) in the CD Zoning District, subject to Outdoor Storage standards in Article 11.1 of the UDO (Zachary D. Gordon, AICP, Planning Director) (Second Reading)
- C. Public Hearing TA-2018-07 - Text amendments to Article 4.14, Appendix A and Appendix B.9 of the Unified Development Ordinance (UDO) to update the Flood Protection Overlay District pursuant to North Carolina's Flood Damage Prevention Ordinance (Zachary D. Gordon, AICP, Planning Director) (Second Reading)
- D. Gem Theatre Master Plan Overview (Irene Sacks, Director of Economic & Community Development)



CITY OF KANNAPOLIS

PERSONEL POLICIES AND PROCEDURES

SUBJECT: COBRA – Consolidated Omnibus Budget Reconciliation (1985)

POLICY NUMBER: 500.01

EFFECTIVE DATE: 01/01/1995

APPROVED: A handwritten signature in blue ink, appearing to read "L. M. Bailey", is written over the word "APPROVED".

AMENDMENT DATE(S):

STATEMENTS OF POLICY:

1. Employee and/or dependent medical coverage under the current plan may cease as a result of one of the following events:

- A. Termination of employment
- B. Change to nonparticipating employment status
- C. Divorce or legal separation
- D. Dependent child became ineligible (attained age 19 or 26 if enrolled at an education institution licensed by the state)

2. Employees or dependents may elect to continue medical coverage beyond the date that it would otherwise terminate by doing one of the following:

A. Convert the group medical coverage to an individual policy provided directly by the insurance carrier. Employees will be sent benefit information and rates regarding conversion options directly from the insurance company. For additional information, contact the human resources department.

B. Continue to participate in the group medical coverage plan under the criteria outlined below:

i. Rights of Employee. Employees presently covered by the insurance plan may continue this coverage for up to 18 months from the date that employment terminates or status changed to a nonparticipating (non insured) employment status provided that the employee pays the full cost of premium and any administrative fee (up to a 2%) that may be imposed.

ii. Rights of a Spouse of Employee. The spouse of an employee covered by the medical plan has the right to continue coverage if the employee was terminated or changed to nonparticipating employment status, or if a divorce or legal court-decreed separation from the employee took place. Coverage under these circumstances may continue for a period up to 36 months provided that the spouse pay the premium in full and any administrative fee (up to a 2%) that may be imposed.

iii. Rights of Child(ren). Dependent children of an employee covered by the medical plan has the right to continue coverage if group health coverage under the medical plan is lost because of termination of a parent's employment or change to nonparticipating employment status; parents' divorce or legal court-decreed separation; the dependent ceases to be a "dependent child" under the medical plan. Coverage under these circumstances may continue for a period up to 36 months provided that the premium is paid in full and any administrative fee (up to a 2%) that may be imposed.

3. Election.

A. If an employee or eligible spouse or dependent does not elect to continue coverage, group health insurance will end as scheduled under the plan.

B. If an employee elects to continue group medical coverage, the employee or eligible spouse or dependent is responsible for paying the entire cost (both employer and employee share). This cost will be subject to periodic rate changes. The current monthly cost, including options, can be obtained from the Personnel Office.

C. Continued coverage may be terminated earlier than the 18 or 36 month period if group medical plans for all other employees are terminated, or if the employee or eligible spouse or dependent:

1. fails to remit the required monthly payments within 31 days of the due date;
2. becomes eligible under any other group medical plan;
3. a covered spouse remarries and becomes eligible to be covered under a group medical plan;
4. becomes eligible for Medicare;

4. Acknowledgement and Notification.

A. It is the responsibility of the Personnel Office to inform you of your COBRA rights upon termination of employment.

B. It is the responsibility of each employee to notify the Personnel Office upon any change in his/her eligibility or the eligibility of any dependents covered under the City medical plan.

C. It is the responsibility of the employee or dependent to acknowledge their election to continue or discontinue medical coverage within 45 days of receipt of available options.

DATE: JAN 01 1995 APPROVAL: _____





CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Credit Unions

POLICY NUMBER: 500.02

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: CREDIT UNIONS

PURPOSE: To outline procedures for participation and eligibility in available employee credit unions.

STATEMENT OF POLICY:

All City of Kannapolis employees and their family members are eligible to join in the North Carolina Local Government Employees' Federal Credit Union or LGCU for short. The Credit Union is a special financial institution for members only. The credit union offers a number of services, including savings programs, share draft checking, money market accounts, certificates of deposit, individual retirement accounts (IRA's), loans, check cashing, loan protection insurance, and member account insurance. The purpose of the Credit Union is to provide fair and affordable financial services for its members. All contributions are financed 100% by the employee.

LGCU has a contractual agreement with the State Employees' Credit Union, whereby their personnel and branch offices service LGCU members.

Employees who are members of either LGCU or the State Employees' Credit Union may arrange to have payroll deductions from their paycheck or they may make a direct deposit or payment to their credit union account. There is a one-time \$ 5.00 fee to cover the participant's credit union entry fee; however, once an individual is a member, they will remain a member provided a minimum \$ 25.00 deposit is maintained in a savings account.

For more information or enrollment forms, contact the Personnel Office.

DATE: JAN 01 1995 **APPROVAL:**  _____



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT:	Medical/Dental Insurance
POLICY NUMBER:	500.03
EFFECTIVE DATE:	01/01/1995
AMENDMENT DATE(S):	06/11/2001 07/01/2018

SUBJECT: GROUP MEDICAL/DENTAL INSURANCE

PURPOSE: To establish procedures for the administration and eligibility of the employee medical and dental program.

STATEMENT OF POLICY:

The City offers to all elected officials, regular full-time employees and employees who are assigned to positions regularly scheduled to work at least 30 hours per week (1,560 hours annually), and their eligible dependents group medical and dental insurance through providers selected by a competitive bid process. The City pays a portion of the premium as approved by City Council.

Coverage becomes effective on the first day of the month following completion of the first thirty days of employment. Specific benefits of available plans are described in insurance brochures provided to each new employee by the Human Resource Department. Each ~~June~~ May there is an open enrollment period during which employees may elect to make changes to their benefit elections.

Medical and dental insurance coverage may be continued during any approved leave of absence at the employee's own expense; except under Family or Medical Leave during which time the City is required to maintain insurance coverage for eligible employees.

PROCEDURES:

Enrollment is processed through the Human Resource Department. Claims are generally sent directly to the appropriate provider by the participating hospitals, physicians, and dentists.

Future changes to benefit coverage, including addition or removal of dependent coverage, may be made only within 30 days of an IRS Section 125 qualifying event or during annual open enrollment. An IRS Section 125 qualifying event includes:

- Change in legal marital status
- Change in number of dependents
- Change in employment status (employee, spouse, or dependent)
- Change in status affecting dependent eligibility
- Change of custody, judgment, court order or decree (dependent coverage)

It is the employee's responsibility to notify the Human Resource Department of any change in dependent or family status by completing IRS Section 125 Qualifying Event Checklist and submitting it to Human Resources within 30 days of the qualifying event.

To remain on the medical plan, an employee must be actively at work or on COBRA. When an employee's absence, whether paid or unpaid, exceeds twelve months, the

employee and any covered dependents will be terminated from the active plan and extended an option to continue their coverage under COBRA. The employee and any eligible dependents may be reinstated to the active plan upon the return to an active employment status.

When an employee's absence, whether paid or unpaid, exceeds twelve months, the City's medical premium contribution cease until such time as the employee returns to an active employment status or the employee is approved for retirement and becomes eligible for continuation coverage upon retirement, see related Personnel Policy 500.08 – Retirement Continuation of Insurance Coverage.

Upon termination of employment with the City, see related administrative policy COBRA.

DATE: 7-1-18 APPROVAL: Wm B. L. J.
ML



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Life Insurance

POLICY NUMBER: 500.05

EFFECTIVE DATE: 01/01/1995

APPROVED: A handwritten signature in blue ink, appearing to read "Ronald B. Foss", is written over the word "APPROVED".

AMENDMENT DATE(S):

SUBJECT: LIFE INSURANCE

PURPOSE: To define procedures for the administration and eligibility for City group life insurance plan.

STATEMENTS OF POLICY:

All full-time employees are currently covered by a \$ 5000 term life insurance policy provided by the City through the Municipal Insurance Trust of NC. The policy provides accidental death and dismemberment (AD&D) policy for each regular full-time employee. This policy is subject to reductions in benefits based on age and work status.

Optional additional supplemental life, AD&D, and dependent coverage is available at the employees expense.

Coverage becomes effective one month from the date of hire and continues until the employee leaves the City's employment or the policy is discontinued completely by the City for some reason. Each June there is an open enrollment period during which an employee may elect to make changes to his/her life insurance coverage.

Specific benefits and terms of the policy are provided each new employee by the Personnel Office.

It is the employee's individual responsibility to keep information on file related to this policy up-to-date as to name, address, and beneficiary(s).

DATE: JAN 01 1995 **APPROVAL:** 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Retirement System

POLICY NUMBER: 500.06

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: RETIREMENT SYSTEM

PURPOSE: To outline procedures for the administration and eligibility of the Retirement System.

STATEMENT OF POLICY:

All regular full-time City employees participate under the North Carolina Local Government Employees' Retirement System. The Retirement System provides for retirement benefits, disability protection, and death benefits when a member meets the plan requirements. Additional benefits are available for sworn law enforcement employees including a special separation allowance.

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the member's salary each payroll period.

If a member terminates service without retiring, accumulated contributions, with earned interest, are refundable upon request. Employer contributions are not refundable under any circumstance. Employees are vested with a minimum of five years of service under the plan.


Annual benefit statements are provided by the Retirement System to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the Personnel Office. It is the employee's individual responsibility to keep information on file up to date related to their retirement account as to name, address and beneficiary(s).

Employees who plan to retire from the system should notify their supervisor and contact the Personnel Office at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date.

Additional information pertaining to retirement benefits are provided by the Personnel Office during orientation.

DATE: JAN 01 1995

APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Supplemental Retirement/Deferred Compensation

POLICY NUMBER: 500.07

EFFECTIVE DATE: 01/01/1987

APPROVED: 

AMENDMENT DATE(S): 01/01/1995

SUBJECT: SUPPLEMENTAL RETIREMENT\DEFERRED COMPENSATION

PURPOSE: To outline procedures for the administration and eligibility of the State 401(k) Supplemental Retirement Income Plan and City approved deferred compensation programs.

STATEMENT OF POLICY:

The Supplemental Retirement Income Plan of North Carolina was created in 1984 by the North Carolina General Assembly to offer a tax-deferred investment program. The plan is allowable and governed under Section 401(k) of the Internal Revenue Code. The plan is sponsored by the State of North Carolina and is governed by the Department of State Treasurer and the Plan's Board of Trustees.

All full-time civilian employees are eligible to participate in the State 401(k) Plan. Contributions of civilian employees to the plan are financed solely by the employee through payroll deductions.

All sworn law enforcement officers with powers of arrest automatically become members of the State Supplemental Retirement Income Plan on the date of hire. The City contributes five percent (5%) of each sworn employees monthly compensation to the plan.

The City provides an option to any regular employee to invest a portion of his/her present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

The City-approved programs include various investment options and are currently administered by Pepsco or ICMA Retirement Corporation. Enrollment can be arranged through the Personnel Office, and is open to any individual who has achieved "regular" employee status with the City. Contributions to the deferred compensation programs are financed solely by the employee through payroll deduction.

Benefits received through this program are in addition to any Social Security or Retirement System benefits for which the participating employee would be eligible.

Enrollment and benefits forms are available through the Personnel Office. It is the employee's individual responsibility to keep information on file up to date related to their account as to name, address and beneficiary(s).

DATE: APR 01 1995

APPROVAL:





CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

**SUBJECT: CONTINUATION OF INSURANCE COVERAGE AT
RETIREMENT**

POLICY NUMBER: 500.08

EFFECTIVE DATE: 01/01/1991

AMENDMENT DATE(S): 07/01/1994
07/01/1996
06/11/2001
07/01/2003
07/01/2004
07/01/2005
01/01/2019
06/30/2021

SUBJECT: CONTINUATION OF INSURANCE COVERAGE AT RETIREMENT

PURPOSE: To outline procedures for the administration and eligibility of continuation of Group Medical/Dental coverage upon retirement.

SCOPE: Includes eligible retirees currently continuing under the City's group medical and dental plans and any employees who retire on or after July 1, 1996.

STATEMENT OF POLICY:

The City offers continuation of group medical and dental coverage to all employees who retire from service and who are qualified to receive benefits due to normal retirement as follows:

Law Enforcement Employees

1. Attainment of age 50 and have completed 15 years of creditable service; or
2. Attainment of age 55 and have completed 5 years of creditable service; or
3. Completed 30 years of creditable service at any age.

Non-Law Enforcement Employees

1. Attainment of age 50 and have completed 20 years of creditable service; or
2. Attainment of age 60 (*age 55 for firefighters*) and have completed 5 years of creditable service, or
3. Completed 30 years of creditable service at any age.

REGULAR COVERAGE

Coverage will be continued under the type coverage (Individual, Family) as was in effect immediately preceding retirement date, and benefits will be the same as for all other members.

Coverage will be available only to those eligible dependents of the member covered on the day immediately preceding the date of retirement. The addition or removal of dependents will be allowed only as permitted by the group plan document that is in effect.

Future changes to benefit coverage, including addition or removal of dependent coverage, may be made only within 30 days of a change in family status or during annual open enrollment.

Coverage for eligible retirees will continue until:

Retiree ceases to be eligible as a retired employee as specified under the Retirement System;

Retiree fails to pay any applicable fees on or before the date due;

Retiree becomes eligible for benefits under Title XIX (Medicaid) of the Social Security act;

Whichever occurs first.

It is the retiree's responsibility to inform the Human Resource Department of any applicable changes.

FOR RETIREES AND EMPLOYEES WITH A HIRE DATE THAT IS PRIOR TO JUNE 30, 2021

MEDICARE SUPPLEMENT

All retirees and their dependents who are Medicare eligible must be covered by the Medicare Supplement as provided by the City's Group Plan to continue under the City's Group Plan.

If the spouse or dependent is not yet Medicare eligible, that individual can remain under the regular plan as long as the retiree is enrolled in the Medicare Supplement.

PAYMENT OF PREMIUMS

If continuation of coverage is elected, medical and dental premiums for the retiree, including the Medicare Supplement premium, are payable by the City of Kannapolis according to the following schedule. An employee is eligible for this benefit provided that at the time of retirement the final five (5) years of service are years of employment with the City of Kannapolis.

20 or more years of creditable service:	75% of total premium
10 but less than 20 years of creditable service:	50% of total premium
Less than 10 years of creditable service:	0% of total premium

The retiree's portion of his/her premium, if any, and/or premiums for dependent coverage are the sole responsibility of the retiree and are due on or before the 25th day of the month preceding the month of coverage. Premiums will be deducted from the separation allowance or drafted from the retiree's personal bank account. In the event of disability

retirement, years of creditable service shall be determined by adding the number of years actually worked to the number of years until the employee will be age 65.

FOR EMPLOYEES AND FUTURE RETIREES WITH A HIRE DATE ON OR AFTER JUNE 30, 2021

A retiree who becomes Medicare eligible is no longer eligible to remain on the City's group medical and/or dental plans.

If the spouse or dependent is not yet Medicare eligible, that individual can remain under the regular plan for the length of time allowed by COBRA as long as COBRA benefits are elected and premiums are paid in a timely manner.

PAYMENT OF PREMIUMS

If continuation of coverage is elected, medical and dental premiums for the retiree, are payable by the City of Kannapolis according to the following schedule. An employee is eligible for this benefit provided that at the time of retirement the employee has completed the requisite years of service with the City of Kannapolis.

20 or more years of service:	75% of total premium
15 but less than 20 years of service:	50% of total premium
10 but less than 15 years of service:	25% of total premium
Less than 10 years of service:	0% of total premium

The retiree's portion of his/her premium, if any, and/or premiums for dependent coverage are the sole responsibility of the retiree and are due on or before the 25th day of the month preceding the month of coverage. Premiums will be deducted from the separation allowance or drafted from the retiree's personal bank account. In the event of disability retirement, years of service shall be determined by adding the number of years actually worked to the number of years until the employee will be age 65.

DATE: 7/26/21

APPROVAL: Z. Paul B. [Signature]



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Social Security (FICA)

POLICY NUMBER: 500.09

EFFECTIVE DATE: 01/01/1995

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: SOCIAL SECURITY

PURPOSE: To define participation by City employees in the Social Security System.

STATEMENT OF POLICY:

All civilian employees are automatically included as participants in the Social Security System (FICA) which by federal law provides workers with the following benefits: retirement insurance, survivor's insurance, disability insurance, Medicare for the disabled and the aged, Black Lung benefits, and supplemental security income. These benefits are in addition to North Carolina Local Government Employees' Retirement System benefits for which the employee may be eligible to receive.

All law enforcement officers with powers of arrest hired after 4/1/86 are automatically included as participants in Medicare for the disabled and the aged.

Financing of the program is accomplished by employee payroll deduction contributions and through a match paid by the City. The exact percentage to be contributed is determined by the employee's classification. Employee contributions stop each year once they have paid the required percentage as designated by the Federal government. The salary limit and percentage are subject to change at the beginning of each year according to Federal guidelines.

DATE: JAN 01 1995 APPROVAL: 



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Unemployment Compensation

POLICY NUMBER: 500.10

EFFECTIVE DATE: 01/01/1995

APPROVED:

A handwritten signature in blue ink, appearing to read "Mouel B. Bess", is written over the "APPROVED:" label.

AMENDMENT DATE(S):

SUBJECT: UNEMPLOYMENT COMPENSATION

PURPOSE: To establish a policy regarding the administration of unemployment compensation.

STATEMENT OF POLICY:

The City is a covered employer under the Unemployment Compensation law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the City.

An employee who quits his/her job voluntarily without good cause probably will have difficulty collecting unemployment compensation. To be eligible for unemployment compensation, a voluntary quit must have left employment for a "good cause" reason, must be unemployed, physically able to work, available for work, and actively seeking work. "Good Cause" reasons or reasons establishing eligibility for unemployment compensation are available from the State Employment Security Office.

The City may contest the claim of an employee who quits without "good cause" or who quits for other reasons considered disqualifying.

An individual who applies for Unemployment Compensation Benefits completes a form titled "Notice to Last Employer" on which are stated reasons for leaving the job. That form, sometimes submitted by various State Employment Security Offices to Department Heads should be forwarded to the Personnel Office immediately upon receipt of same so that the City may contest the claim, take part in the interview process, or acknowledge the claim as valid.

In certain cases, the City may offer the former employee reinstatement to the same or to a similar position, which in effect would invalidate a benefit claim. In other cases, the decision might be not to contest a claim, e.g. in the case of an employee released during a probationary period for reasons other than misconduct. Any notice of recall will take place through the Personnel Office where the job offer will be made by certified mail to the former employee with an informational copy to the State Employment Security Office. Any such job offer would have to be sustained by proper budget authority.

DATE: ~~1997~~ 11 1995 **APPROVAL:** _____

A handwritten signature in dark ink, appearing to be "D. M. L.", is written over a horizontal line.



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Workers' Compensation

POLICY NUMBER: 500.11

EFFECTIVE DATE: 01/01/1988

APPROVED: 

AMENDMENT DATE(S): 07/01/1991
08/15/1993
10/27/2003

SUBJECT: WORKERS' COMPENSATION

PURPOSE: The purpose of this policy is to establish standards for administering the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes as it applies to the employees of the City of Kannapolis

STATEMENT OF POLICY

All employees, including volunteer fire-fighters, are covered by the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, a program of industrial insurance to protect workers, their families and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled – either temporarily or permanently – and is unable to work. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc. and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.

Any employee involved in an industrial injury or an occupational illness must report the incident to his/her immediate supervisor or department head immediately or as soon thereafter as possible.

BENEFITS

- (a) All rights, benefits and remedies prescribed by the North Carolina Worker's Compensation Act.
- (b) For any employee out of work less than twenty-one (21) days, there is no compensation entitlement for the first seven (7) calendar days after the date of the injury/illness under the North Carolina Workers' Compensation Act. During this period the employee will be charged the appropriate number of hours sick leave (if available), annual leave (if available), holiday leave (if available), or placed on leave without pay status (if sick and annual are exhausted).
- (c) If the injury/illness disability continues beyond seven (7) days, the disabled employee is eligible for non-taxable compensation from the City's Workers' Compensation Insurance carrier in an amount equal to two-thirds (2/3) of his average gross weekly earnings.
- (d) If the disability continues more than twenty-one (21) days, the employee is entitle to non-taxable compensation for the City's Workers' Compensation Insurance carrier for the first seven (7) calendar days.
- (e) An employee receiving Workers' Compensation benefits shall continue to accrue vacation and sick leave.

- (f) Workers' Compensation benefits paid during a period of time that includes a holiday(s) observed by the City shall be considered full pay for the holiday.
- (g) Employees receiving Workers' Compensation benefits shall cease contribution to the North Carolina Local Governmental Employees' Retirement System. Upon returning to work, employees may purchase credit for the period of time they received Workers' Compensation benefits.
- (h) While receiving Workers' Compensation benefits all elected benefit premiums/payments are due and payable by the employee.

COORDINATION WITH THE NATIONAL SMALLPOX VACCINATION PROGRAM

On June 12, 2003, the State of North Carolina passed Session Law 2003-169, "Adverse Reactions to Smallpox Vaccination" amending the North Carolina Workers' Compensation Act to include smallpox related conditions as occupational diseases within the meaning of the Workers' Compensation Act. Specifically included is infection with smallpox, infection with vaccinia (the virus in smallpox), or any adverse medical reaction when the infection or adverse reaction is due to the employee or volunteer receiving in employment vaccination against smallpox incident to the Administration of Smallpox Countermeasures by Health Professionals, section 304 of the Homeland Security Act.

Covered employees shall be informed of the potential risks and side effects of receiving the smallpox vaccine prior to receipt of this voluntary vaccination. Covered employees under the Homeland Security Act include police officers, fire personnel, and other first responders. Acceptance of the vaccine is strictly voluntary and subject to medical contraindication.

Absences as a bona-fide result of illness or adverse reaction arising from in employment vaccination against smallpox as provided by the Homeland Security Act shall be addressed in the same manner as all other covered occupational injuries or illnesses under the Workers Compensation Act as provided in sections (b), (c), and (d) of this policy, except that the first seven days absence resulting from receipt of the vaccine shall be paid as "other leave with pay." Absences as a result of illness arising from non-employment related exposure to smallpox are not covered by the City's Workers Compensation program.

DATE: October 27, 2003

APPROVED: _____





CITY OF KANNAPOLIS

PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee Assistance Program

POLICY NUMBER: 500.12

EFFECTIVE DATE: 07/01/1993

APPROVED: A handwritten signature in blue ink, appearing to read "Ronald B. [unclear]", is written over the word "APPROVED".

AMENDMENT DATE(S):

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

PURPOSE: To establish guidelines for the use of City Employee Assistance Program.

STATEMENT OF POLICY:

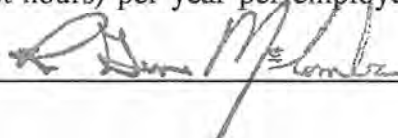
The City has adopted an Employee Assistance Program designed to offer help to employees, or members of their families, who have personal problems, which result in absenteeism and deteriorating job performance. The City of Kannapolis and United Family Services have entered into an agreement to provide assessment and short-term counseling services. Continuation of the City EAP is subject to annual budget approval.

Use of EAP service by an employee is voluntary, except in cases of performance referrals. Employees and dependents who utilize the EAP services are entitled to privacy. No reports containing any identifying information will be provided to the City without the employee's knowledge, approval, and written consent.

Assessment and counseling sessions for employees and dependents are not to exceed six sessions (the equivalent of six in-person contact hours) per year per employee/family.

DATE: 07/01/93

APPROVAL: _____

A handwritten signature in dark ink, appearing to read "R. D. McComb", is written over a horizontal line.



CITY OF KANNAPOLIS

PERSONEL POLICIES AND PROCEDURES

SUBJECT: Tuition Reimbursement

POLICY NUMBER: 500.13

EFFECTIVE DATE: 10/01/2000

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: TUITION REIMBURSEMENT

PURPOSE: To establish guidelines for the City's Educational Assistance Program.

STATEMENT OF POLICY:

The Educational Assistance Program is provided annually with approval of City Council to assist employees with the achievement of their personal educational and career goals.

Eligibility. All non-sworn fulltime employees are eligible for educational assistance provided they have been employed by the City for a minimum of twelve months and have completed the established probationary period of employment.

Provisions of Educational Assistance. An eligible employee may be reimbursed applicable expenses for up to two courses per semester or term that will better equip the employee to perform job related duties. Reimbursement will be made for actual expenses not to exceed \$500.00 per course taken. Reimbursement will be made as funding is available on a first come, first served basis according to the following guidelines:

Grade A achieved The lesser of \$500 or 100% of eligible expenses

Grade B achieved The lesser of \$375 or 75% of eligible expenses

Grade C achieved The lesser of \$250 or 50% of eligible expenses

Eligible Expenses. Eligible expenses include actual tuition fees paid and costs of textbooks for approved academic coursework provided by a college or university accredited by the Commission on Colleges of the southern Association of Colleges and Schools, or by the corresponding regional Commission on Colleges approved by the US Department of Education. It is the responsibility of the employee to obtain and provide proof that the college or university to be attended is properly accredited in accordance with this policy.

Obtaining Educational Assistance.

1. Submit a completed application to the Human Resource Director. Applications are available in the Human Resource Department. The Human Resource Director will obtain Department Head approval. If approved by the department head, the Human Resource Director will ensure appropriate funds are available and encumber the maximum amount of eligible expenses to be reimbursed, pending completion of the course(s).
2. An employee approved for educational assistance shall agree in writing to:
 - a. Complete the course.

- b. Achieve a minimum of grade "C" (satisfactory) or better.
- c. Remain in the City's employ for one year following completion of the course. The employee will reimburse the City for all expenses paid by the City if employment is ended sooner than one year. Reimbursement will be waived in the event employment is terminated by the City.
- d. The employee shall sign a statement authorizing the City to withhold payment from the employee's pay in the event the City is due reimbursement.

DATE: 9/26/00

APPROVAL: 

Educational Premium:

See related Administrative Policy

TUITION REIMBURSEMENT APPLICATION

To be completed by employee:

Name _____ Date _____
Address _____ Department _____
Phone _____

College or University to be Attended: _____

Course Title _____ Start Date _____

Course Description: _____ Ending Date _____

How will this course benefit the City: _____

Will this course apply toward a degree? Yes _____ No _____

Anticipated Degree/Completion Date: _____

By my signature below, I agree to all terms and conditions of the City's Educational Assistance Program. I also authorize the City of Kannapolis to deduct from my pay the amount due the City in the event I fail to comply with the terms and conditions of the City's Educational Assistance Program.

Signature/Date

Department Head Approval: _____

Signature/Date

Stop! To be completed by Human Resource Department

Actual Expenses: _____ Tuition _____ Books _____

Maximum Amount to be Reimbursed: _____ Grade _____

Actual Amount to be Reimbursed = _____
Max Amt x Eligibility % = Actual

Release Date: _____

Date should be 12 mos from course completion date

Human Resource Director Approval: _____

Signature/Date



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Health Insurance Portability and Accountability (HIPAA)
Privacy Act

POLICY NO: 500.14

EFFECTIVE DATE: September 1, 2004

APPROVED: Michael Legg
City Manager

REVIEW DATE:

AMENDMENT DATES:

SUBJECT: Health Insurance Portability and Accountability Act (HIPAA) Privacy Act

PURPOSE: The purpose of this policy is to define the rights and protections for participants of the City's health programs.

STATEMENT OF POLICY

The HIPAA Privacy Act was enacted with the intent of providing assurance against the misuse of protected health information and limits the sharing of such information by covered entities. The Privacy Act governs how covered entities may use and disclose protected health information.

HIPAA Defined

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) offers protection and rights of employees and beneficiaries by improving portability and continuity of health insurance coverage. HIPAA imposes pre-existing condition exclusion limitations on health plans, prohibits eligibility for health benefits discrimination on the basis of health status, provides for special enrollment periods for certain qualifying events, and provides restrictions for minimum mental health coverage benefits and hospital stays for childbirth. In addition to ensuring access to medical coverage, the act required the establishment of rules to standardize the communication of electronic health information and protect the privacy and security of individually identifiable health information.

Covered Entities

Covered entities held to the standards of the Privacy Act are health plans, health care clearinghouses (processing agents for health care providers), health care providers, and their business associates. An employer is not a covered entity when acting as an employer.

The City of Kannapolis has designated itself as a "hybrid agency" employer. As a hybrid agency, the City observes privacy requirements as required by public record law and has entered into agreement with its third party administrators who administer the City's self-insured health plans to ensure compliance with the Privacy Act as outlined below.

Fully-Insured Group Medical Plans

Plan Sponsor: City of Kannapolis

Group Health Plan: The actual fully insured "health plan" obtained through and administered by an outside provider is a covered entity and is subject to the privacy rules.

Insurance Company: The City pays a premium to an insurance company to provide and administer the benefits of the group health plan for its employees. The insurance company is a covered entity and is subject to compliance with the privacy rules.

Self-Insured Programs (Employee Assistance Program and Flexible Medical Spending Account)

Plan Sponsor: City of Kannapolis

Self-Insured Program: The actual benefit plan is a covered entity and is subject to the privacy rules.

Third Party Administrator: The City has entered into agreement with the third-party administrators to manage its self-insured plans, maintain all records of the plans, and ensure the plans' compliance and its business associates' compliance with the privacy rules.

Protected Health Information (PHI)

PHI is information that meets the following criteria:

1. The information is individually identifiable and maintained by a covered health care provider, health care plan, or health care clearinghouse, including demographic information collected from an individual.
2. The information is created or received by a health care provider, health plan, employer, or health care clearinghouse.
3. The information relates to the past, present, or future physical or mental health or condition of an individual; relates to the provision of health care to an individual; or relates to the past, present, future payment for the provision of health care to an individual.
4. The information is transmitted by electronic media or maintained in any other form or medium.
5. The information identifies the individual, or there is a reasonable basis to believe the information can be used to identify the individual.

Non-Protected Health Information

The Privacy Act does not provide protections to employment records. Medical information needed for the City to carry out its obligations under the Family/Medical Leave Act, Americans With Disabilities Act, and similar laws, as well as files or records related to occupational injury, disability eligibility, sick leave requests and justifications,

drug screening results, workplace medical surveillance, and fitness-for-duty tests of employees, are part of the employment records maintained by the City in its role as an employer and are not held to the Privacy Act standards. Other examples of employment records that may contain protected health information include enrollment and change forms completed for the purpose of administering the City's employee benefit programs. Such employment records are not public record and are maintained separately from the personnel file in an employee benefit or medical file.

Employers and the Privacy Act

Although the City is not a covered entity, in its role as health care administrator and plan sponsor there is a fiduciary duty to comply with privacy restrictions in carrying out plan administrative functions. To that end employees may be asked to sign an authorization form for the disclosure of protected health information to a designated individual for a specific purpose. Examples of when an authorization form may be necessary include but are not limited to coordinating return to work assignments or assisting with health plan claim resolution.

DATE: 9 - 30 - 04

APPROVED: 



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Healthcare Reimbursement Arrangement

POLICY NO: 500.15

EFFECTIVE DATE: 07/01/05

REVIEW DATE: 7/23/05

APPROVED: 
CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: Healthcare Reimbursement Arrangement (HRA)

PURPOSE: To establish guidelines and eligibility for the City's Healthcare Reimbursement Arrangement

STATEMENT OF POLICY:

The City of Kannapolis provides health insurance benefits for its active full time employees and eligible retirees. In an effort to control rising insurance premium costs and offset increased out-of-pocket medical expenses of its plan participants, the City of Kannapolis has established a Healthcare Reimbursement Arrangement (HRA) for all active full-time employees and eligible retirees.

DEFINITION:

An HRA is a pre-taxed benefit that is owned and funded solely by the employer, and not through salary deduction, that reimburses eligible participants for qualified medical expenses as defined by the plan's summary document. An HRA is typically offered in conjunction with a high-deductible healthcare plan. Funding for the HRA must be budgeted and approved each fiscal year by City Council. The City's HRA plan will run consecutively with the City's fiscal year, beginning July 1, 2005, and is administered by a third party administrator. Specifics about the plan are included in the summary plan document and distributed annually to employees.

ELIGIBILITY:

Active full-time employees hired prior to July 1, 2005 are immediately eligible for the plan and continue to be eligible until such time as they no longer qualify as a full-time employee. Retirees participating in the City's group health insurance plan prior to July 1, 2005 are also immediately eligible for the plan and continue to be eligible until such time as they are no longer eligible to participate in the City's health insurance program or the benefit is no longer provided for active employees, whichever occurs first. Full-time employees hired on or after July 1, 2005 become eligible upon completion of twelve months of continuous employment with the City of Kannapolis. Employees who retire throughout the year continue their participation in the plan as an active retiree provided they continue their participation in the City group health insurance program.

CONTRIBUTIONS:

Contributions to the plan are set annually by City Council and are specifically contingent upon annual approval of funding by City Council and the financial condition of the City.

Contributions to the plan will be made July 1 annually. City Council may elect to allow a cash-out option prior to depositing funds to the employee's HRA account.

DISCLAIMER:

This policy and the HRA summary plan document are subject to modification at any time, with or without notice. The benefits provided by the HRA for active full-time employees and eligible retirees are expressly contingent upon funding in each annual budget. This policy should not be construed as a contract or guarantee of the provision of the benefit beyond the current fiscal year.

DATE: 7/23/05

APPROVAL: 
CI TYMANAGE R



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: BEREAVEMENT LEAVE

POLICY NUMBER: 600.01

REVIEW DATE: 11/30/2021

EFFECTIVE DATE: 01/01/1995

AMENDMENT DATE(S): 10/29/1997
8/1/2017
1/1/2021
01/01/2022

SUBJECT: BEREAVEMENT LEAVE

PURPOSE: To establish guidelines for the use of Bereavement leave due to death in the employee's immediate family.

STATEMENT OF POLICY:

Full-time employees who have a member of their immediate family taken by death shall receive up to forty (40) hours (60 hours for 12-hour personnel and 120 hours for sworn fire suppression personnel) off with pay as bereavement leave to arrange and/or attend funeral activities.

Full-time employee shall mean an employee designated as Class 2A and assigned to a budgeted Class 2A position.

Immediate Family includes spouse, child, parent, brother, sister, grandparents, grandchildren, or guardian plus the various combinations of half, step, in-law and adopted relations derived from those named.

The City will provide all full-time employees up to 40 hours for overtime exempt and regular non-sworn employees, 60 hours for 12-hour personnel regularly assigned to a 12-hour shift, and 120 hours for sworn fire suppression personnel in a calendar year of paid bereavement time to be issued in the event an immediate family member is taken by death. This time will be placed in a city-wide bank from which employees can draw if needed. If more than banked bereavement time is needed, then accrued sick and/ or vacation leave shall be used. Leave without pay shall be used when no other paid leave is available.

If additional time is necessary, it must be approved with advance authorization by the appropriate department head and/or the City Manager. Time for attendance at funeral of others who are not immediate family members may be granted without pay or made up within the same work period with department head approval.

The employee must notify his/her immediate supervisor upon making determination to take time off from work.

Employees who fail to return to work on the date specified to the department head without receiving an extension are subject to disciplinary action up to and including termination.

DATE: 1/1/22 APPROVED: Norm B. De Sy



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT:	Holidays
POLICY NO:	600.02
EFFECTIVE DATE:	01/01/1995
REVIEW DATE:	01/17/2019
AMENDMENT DATE(S):	05/21/2001 08/01/2017 02/01/2019 03/23/2020

SUBJECT: HOLIDAYS

PURPOSE: To provide a policy for uniform administration of standard City holidays.

STATEMENT OF POLICY:

The City of Kannapolis shall celebrate the following holidays off with pay for regular full-time and regular part-time non-union employees:

NEW YEAR'S DAY	January 1 st
MARTIN LUTHER KING	3 rd Monday in January
MEMORIAL DAY	Last Monday of May
GOOD FRIDAY	Fluctuates
INDEPENDENCE DAY	July 4
LABOR DAY	1 st Monday in September
VETERANS DAY	November 11 th
THANKSGIVING DAY	4 th Thursday in November
DAY AFTER THANKSGIVING	
CHRISTMAS (3 days) – See following	

When a holiday other than Christmas Day falls on a Saturday, Friday shall be observed as a holiday. When a holiday other than Christmas falls on a Sunday, Monday shall be observed as a holiday.

<u>When Christmas falls on:</u>	<u>The City observes:</u>
Sunday	Thursday, Friday, and Monday
Monday	Friday, Monday, and Tuesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, and Thursday
Thursday	Wednesday, Thursday, and Friday
Friday	Wednesday, Thursday, and Friday
Saturday	Thursday, Friday, and Monday

Accumulation and Utilization of Holiday Hours:

- (a) Holiday hours, if not taken on the actual holiday, shall accumulate in a leave bank as the holiday occurs and may be banked until the last day of the pay period for the last pay date in June.
- (b) Holiday hours will bank as regular, straight time hours.
- (c) Holiday hours must be used before using vacation, sick leave, or leave without pay.

- (d) In the event an employee has a negative sick leave balance, unused holiday hours shall not bank but shall be applied to the negative sick leave balance.
- (e) Unused holiday hours will be paid out at regular, straight hourly pay if not used before the last day of the pay period for the last pay date in June.
- (f) Unused holiday hours will be paid out at regular, straight hourly pay upon termination.
- (g) Exempt employees will not receive pay in lieu of holiday leave.
- (h) When a holiday falls within a period of approved paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited.
- (i) An employee who is on leave without pay on the day immediately preceding or following a holiday shall lose the holiday as well as pay for that day.

Refer to Personnel Policy 600.07, Sick Leave

DATE:

3/24/20

APPROVAL:





CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Jury/Court Leave

POLICY NUMBER: 600.03

EFFECTIVE DATE: 01/01/1995

APPROVED: *Samuel B. Lee*

AMENDMENT DATE(S):

SUBJECT: JURY/COURT LEAVE

PURPOSE: To establish a policy for jury leave for City employees.

STATEMENT OF POLICY:

Any regular full-time employee who is required to serve on a jury, or as a result of official City of Kannapolis duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay. An employee who receives notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position.

Time away will not affect vacation, sick leave or personal leave accruals and the employee may keep any court payment for services performed.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless that time is accrued vacation leave.

Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror on any given day, the employee is expected to contact his/her supervisor and to report to work as instructed.

DATE:

10/01/01

APPROVAL:





CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT:	Leave of Absence without Pay
POLICY NO:	600.04
EFFECTIVE DATE:	01/01/1995
REVIEW DATE:	07/31/2017
AMENDMENT DATE(S):	08/01/2017

SUBJECT: LEAVE OF ABSENCE WITHOUT PAY

PURPOSE:

1. To establish procedures by which an employee may request a leave of absence from employment with the City.
2. To establish conditions of which approved requests for leave of absence are administered.

STATEMENT OF POLICY:

Requests for leave of absence without pay shall be in writing on and shall state specifically the reasons for the request, the date desired to begin the leave, and the date of return. The request shall normally be submitted by the employee to the affected department head. The department head shall recommend to the City Manager whether the request should be granted, modified, or denied. The City Manager shall then make a decision based upon the best interest of the City, giving due consideration to the reasons given by the employee, and the requirements of any applicable state and Federal laws.

The City may grant a full-time regular employee a leave of absence without pay not to exceed ninety (90) days for non-medical purposes. Non-medical leave is unpaid leave time for career advancement, continuation of education or special work that will permit the City to benefit by the experience gained or work performed, or for other reasons deemed justified by the City Manager. Such leaves may be granted after vacation accrual has been exhausted. Sick leave accruals may not be used for non-medical leaves. Medical leave without pay may be granted for a period not to exceed six (6) months. Medical leave may be used for employee or family related disability/illnesses which extend beyond the twelve (12) week period described under related Administrative Policy FAMILY OR MEDICAL LEAVE.

Under no circumstances may an employee use a leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only.

No sick leave, holiday, vacation benefits or any other fringe benefits shall accrue while the employee is on leave of absence without pay.

Any employee on an approved leave of absence without pay may continue his or her medical, dental, and life insurance coverage by submitting to the City the full cost of such benefits by the fifth day of each month he/she is absent, subject to limitations set by the insurance carrier.

Upon expiration of the leave of absence without pay, the employee shall be reinstated in the position held at the time the leave was granted or another equivalent position.

Upon extenuating circumstances, the City Manager may grant an extension of a leave period upon written request by the employee. Such extension may not exceed three months and will be based on departmental as well as employee considerations. In accordance with the Americans with Disabilities Act, additional leave may be approved as an accommodation.

Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

DATE: 9/9/17

APPROVAL: Wm B. Biggs

See Related Policies:

600.01	Bereavement Leave
600.02	Holidays
600.05	Family or Medical Leave
600.07	Sick Leave
600.08	Vacation Leave

Family and Medical Leave Act (FLMA) Policy

This policy provides basic information concerning FMLA entitlements and obligations. For questions concerning FMLA leave, employees should contact Human Resources. The City posts the DOL publication 1420 FMLA Notice in compliance with U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act on City employee bulletin boards.

Employees Eligible for FMLA Leave

FMLA leave is available to "eligible employees."

To be eligible, an employee must:

- (1) have been employed by the City for at least 12 months (which need not be consecutive); and
- (2) have worked for the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
- (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Employee Rights for FMLA Leave

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration for certain family and medical reasons.

1. Amount of and Reasons for Leave

The FMLA provides eligible employees up to 12 workweeks of paid/unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period for determining leave entitlement will be a rolling 12-month period. The 12 months immediately preceding the current leave request will determine the entitlement. Eligible employees are entitled to up to 12 weeks of FMLA leave less any leave used for a qualifying FMLA purpose during the preceding 12 months. Employees may not take more than 12 weeks paid/unpaid FMLA leave for a qualifying FMLA purpose in any 12-month period.

Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes

the employee unable to perform one or more of the essential functions of the employee's job; and/or

- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation, or the Regular Armed Forces for deployment to a foreign country.

FMLA leave eligibility for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When spouses are both employed by the City and eligible for FMLA leave, **they will be limited to a combined total of 12 weeks** of leave during any 12-month period if the leave is taken for the birth of the employee's child or to care for the child after birth, for the placement of a child with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:

- An overnight inpatient stay in a medical care facility, or
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen (i.e. a prescription) of continuing treatment, or
- Incapacity due to pregnancy, or
- Incapacity due to a chronic condition (examples: asthma, diabetes, epilepsy), or
- Permanent or long-term conditions (examples: cancer, Alzheimer's disease), or
- Conditions requiring multiple treatments and recovery from treatments (examples: dialysis, physical therapy, chemotherapy treatment and recovery), or
- Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

2. Military Caregiver Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember is

available only during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember. If a husband and wife both work for the City and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." A covered servicemember also includes a veteran who was discharged or released from military service under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

Note: The FMLA definitions of "serious injury or illness" applicable to current members of the Armed Forces and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

3. Intermittent Leave or a Reduced Leave Schedule

FMLA leave is usually taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition, to care for a covered service member, or to care for a child after birth or placement for adoption or foster care.

4. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to maintain group health plan coverage on the same terms and conditions as if they had continued to work.

5. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause the City substantial and grievous economic injury, employees have a right to return to the same or equivalent position with equivalent pay, benefits, and other employment terms. The City will notify employees if they qualify as "key employees" and advise them of their rights if it intends to deny reinstatement.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

6. Notice of Eligibility and Designation of FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible, employees are entitled to receive written notice of:

- a. Their rights and responsibilities in connection with such leave;
- b. The City's designation of leave as FMLA-qualifying or non-qualifying and, if not FMLA-qualifying, the reasons why; and
- c. The amount of leave, if known, that will be counted against the employee's leave entitlement.

When the City learns that the employee's reason for leave/absence (even if the employee has not requested FMLA leave) qualifies as a FMLA leave reason, the City initiates the required FMLA written notices.

If the City lacks sufficient information on the reason for the leave, the City may inquire further of the employee or representative to determine if the leave qualifies for FMLA protection. The City is responsible for initiating the process for FMLA leave even if the employee has not asked for it; the employee does not have to expressly request FMLA leave. **Employees cannot decline FMLA job protection designation for qualifying events.**

For leave that has not previously been designated as Family Medical Leave, the City may **retroactively** designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

1. Provide Notice of the Need for Leave

Employees must timely notify the City of their need for FMLA leave, as described below.

Content of Employee Notice: To initiate FMLA leave protections, employees must inform the City by notifying Human Resources of the need for leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave to allow the City to determine that the leave is FMLA-qualifying.

For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant;

- They or a covered family member have been hospitalized overnight;
- They or a covered family member are under the continuing care of a health care provider;
- The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave is not sufficient notice under this policy. Employees must respond to the City's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave or to provide necessary paperwork in a timely fashion, the leave may be denied. When employees seek leave due to FMLA qualifying reasons for which the City has previously provided FMLA protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

The City prohibits subjecting you to interference, restraint, discriminating, retaliation, discipline, or harassment for the good faith usage of your benefits, including FMLA leave. However, employees engaging in fraud, misrepresentation or providing false information will be subject to loss of benefits, denial or termination of leave, and corrective action, up to and including termination of employment.

Timing of Employee Notice: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City notice of the need for leave as soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

2. **Cooperate in the Scheduling of Planned Medical Treatment and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the City and the employees. If the employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require the employee to attempt to make such arrangements. All such treatment schedules and arrangements are subject to the approval of the employee's health care provider.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of the reason why such leave is medically necessary. In such instances, the

City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the employee's health care provider.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule.

3. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave.

There are three general types of FMLA medical certifications:

- (1) an initial certification
- (2) a recertification
- (3) a return to work/fitness for duty certification.

The employee is responsible for any fee charged by the health care provider for completion of the forms.

It is the employee's responsibility to provide the City with timely, complete, and sufficient medical certifications. Employees must provide medical certifications within **15 calendar days** after the City requests certification, unless it is not practicable to do so despite an employee's diligent, good-faith efforts. The City will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The City may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to authorize the City to clarify or authenticate certifications with health care providers, the City may deny FMLA leave if certifications are unclear.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

Initial Medical Certifications: Employees requesting leave because of their own, or a covered family member's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of the covered family member or servicemember. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. **A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.**

If the City has reason to doubt an initial medical certification, it may require the employee to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require the employee to obtain mutually agreed upon by the City and the employee third, final and binding certification from a health care provider.

Medical Recertifications: Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications: Unless notified otherwise, employees returning to work from FMLA leaves taken because their own serious health conditions made them unable to perform their jobs must provide the City medical certification confirming they are able to return to work and to perform the essential functions of their positions, with or without reasonable accommodation. The City may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

4. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first-time employees seeking leave due to qualifying exigencies arising out of the covered active duty or call to covered active-duty status of a military member, the City may require employees to provide:

- a) A copy of the military member's active-duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active-duty status and the dates of the military member's covered active-duty service; and
- b) A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. The City may also require employees to provide copies of new active-duty orders or other documentation issued by the military for leaves due to qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, the City may request that employees submit certifications setting forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

5. Substituting Paid Leave for Unpaid FMLA Leave

Employee Own Serious Health Condition

An employee taking FMLA leave because of the employee's own serious health condition must exhaust all available paid sick and vacation time before changing to Leave Without Pay (LWOP) status. If the employee is in paid status (using accrued leave for at least 50% of the bi-weekly pay period) then the employee will continue to accrue sick and vacation leave.

Illustrative Example:

- Employee uses 80 hours of accrued leave during a bi-weekly pay period; the employee will continue to accrue sick and vacation leave.
- Employee is on intermittent FMLA; the employee works 20 hours, uses 60 hours of accrued leave. The employee will continue to accrue sick and vacation leave.
- Employee is on intermittent FMLA; the employee works 30 hours and has exhausted all accrued leave. The employee will go on LWOP status and will not accrue additional leave time.

Serious Health Condition of Family Member, Birth or Adoption

An employee taking FMLA leave because of the serious health condition of a family member or birth, adoption, or foster care of a child the following options are available:

- (1) Paid Caregiver Leave
- (2) Sick and/or vacation time

Employees must exhaust all available sick and vacation time before changing to Leave Without Pay (LWOP) status.

Please see the applicable paid leave policy to determine if that paid leave may be used for the leave reason.

City Holidays

If an employee is on FMLA leave and is in paid status (including intermittent leave) the day before and the day after a city recognized holiday falls, the employee is entitled to holiday pay in accordance with the holidays policy.

If the employee is on FMLA leave and in unpaid status the day immediately preceding or following a holiday, the employee is not entitled to holiday pay.

For purposes of determining the amount of FMLA leave used by an employee, holidays that occur during a week taken as FMLA have no effect; the week is counted as a week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday does not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave. **The paid time runs concurrently with the FMLA protected leave.** Once all unused accrued holiday and leave is exhausted, the remainder of the FMLA

leave time will be unpaid. **An FMLA covered absence also runs concurrently with a Workers' Compensation absence or a short-term disability (STD) paid absence. FMLA begins on the 8th day of absence (the waiting period).**

Illustrative Example:

- An employee is injured on the job, and it is a compensable claim under the Workers Compensation Act. The employee has completed the 7-day waiting period. The employee is out of work and is receiving workers compensation benefits. FMLA will run concurrently beginning on day 8 until the employee exhausts the 12 weeks of FMLA or returns to work whichever is sooner.
 - An employee is injured outside of work. The employee has completed the 7-day waiting period for short-term disability. FMLA will run concurrently beginning on day 8 until the employee exhausts the 12 weeks of FMLA or returns to work whichever is sooner.
- An employee is injured on the job, and it is a compensable claim under the Workers Compensation Act. The employee is working modified duty for 20 hours per week. FMLA will run concurrently with the remaining hours of the week that the employee is not at work.

6. Pay Employee's Share of Health Plan Premiums and other Voluntary Benefits

Paid Leave

During FMLA leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. The City will continue to make contributions for the employee's group health plan coverage including any dependent coverage, provided that the employee continues to pay his/her portion of the premiums. Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If the employee contributes to a life, disability, or other voluntary benefit plans, the employer will continue making payroll deductions while the employee is on paid leave.

Unpaid Leave

While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Department by each pay date or by the 1st day of the month. Payment of premiums can be made by cash or check.

While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his/her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

Unpaid Insurance Premium

The City's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If the payment is more than 30 days late, the employee's health care coverage will be moved to COBRA for the duration of the leave retroactive to the last period for which premiums were paid (generally the 30th of the month). The City will provide 15 days' notification prior to the employee's loss of coverage.

Employees That Do Not Return After FMLA Ends

If the employee does not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the City for the total cost of the premiums the City paid for maintaining coverage during their unpaid FMLA leave. Employees will be billed by the Finance Department.

Definitions

Note: To the extent that any provisions of these definitions may conflict with federal FMLA laws, the City will abide by the applicable/current federal FMLA definition.

For additional information:

[FMLA Employee Guide](#)

[FMLA Fact Sheets](#)

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

In Loco Parentis includes those in the role of a parent with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may stand in loco parentis to the child and be entitled to FMLA leave. Additionally, an eligible employee is entitled to FMLA leave to care for a person who stood in loco parentis to that employee when the employee was a child, even if the person does not have a biological or legal relationship to the employee.

Next of kin for a covered servicemember is the nearest blood relative, other than the current servicemember's spouse, parent, or child. Servicemembers may specifically designate another blood relative as their next of kin for FMLA purposes in writing

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the City's other leave policies within this Personnel Policy or contact Human Resources.

The function of this policy is to provide employees with a general description of their FMLA rights. If you have questions, concerns, or disputes regarding this FMLA policy, please contact Human Resources. The City is committed to complying with the FMLA, and whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The City will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation.



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Military Leave

POLICY NUMBER: 600.06

EFFECTIVE DATE: 01/01/1995

APPROVED: *Wm B. [Signature]*

AMENDMENT DATE(S):

SUBJECT: MILITARY LEAVE

PURPOSE: To establish procedures for requesting and accounting for leaves of absence by employees of the City for participation in obligations with the United States Armed Forces.

STATEMENT OF POLICY:

1. Authority: The authority for this policy is derived from Title 38, Section 2024(d), of the United States Code.

2. Application: This policy applies to all City employees who are affiliated with the United States Armed Forces, National Guard or Coast Guard.

3. Employer's Responsibilities:

a. The City is obligated to release employees for service with the Armed Forces when the employee participates in:

- (1) Annual Training (Summer Camp)
- (2) Active Duty of Training (School)
- (3) Involuntary call-up
- (4) Inactive Duty Training Assemblies (Weekend drills)

Military leave of absence shall result in no loss of seniority status or benefits which would have normally accrued if the employee had not been absent for such purposes.

c. The City is obligated as required by federal law to grant Military Leave for absences not exceeding twelve (12) working days per year. The City will not require the employee to use normal annual leave (accrued vacation) except for inactive duty training assemblies (weekend drills) and inactive duty training (school). The employee may, however,

(1) request compensation, if the compensation received while on active duty is less than the compensation that would have been earned, for up to 12 days.

(2) request use of vacation, compensatory time, or leave without pay to supplement absences exceeding those covered by the twelve (12) working day Military Leave allowance, inactive duty training assemblies (weekend drills) and for inactive duty training (schools).

d. The City will make a reasonable effort to adjust work schedules and assignments to accommodate employees fulfilling military obligations.

4. Employee's Responsibilities:

a. The employee is responsible to provide to their department head copies of all military orders which will result in a leave of absence for active military duty. Orders must specify the duties of absence, promulgation authority, letter order number and signature of issuing authority. Employees are required to notify their supervisors at the earliest possible date upon learning of scheduled military duty.

b. Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

c. Inactive duty training dates (weekend drills) should be provided to the department head as soon as available if the dates conflict with scheduled employment with the City.

d. Extended leave of absence (exceeding 12 working days allowance) will be pursuant to related Administrative Policy LEAVE OF ABSENCE WITHOUT PAY.

5. Accounting Procedures:

a. All military leaves will be processed by the Personnel Office.

b. Military Leave (12 working day military leave allowance) will be accounted for in one hour increments to a maximum of 96 hours for general employees and 101 for police officers.

c. It is the responsibility of the department head verifying timesheet to annotate the use of military leave on the employee's timesheet. Military leave will be registered on the time card by use of the letters ML.

d. The Personnel Office is responsible for the creation and maintenance of an annual Military Leave Register for each affected employee to ensure accurate accountability of leave expended.

DATE: JAN 01 1995

APPROVAL: _____

A handwritten signature in dark ink, appearing to be "D. M. L.", is written over a horizontal line that serves as the approval signature line.



CITY OF KANNAPOLIS

PERSONEL POLICIES AND PROCEDURES

SUBJECT: Sick Leave

POLICY NUMBER: 600.07

EFFECTIVE DATE: January 1, 1995

APPROVED:

City Manager

AMENDMENT DATE(S): July 1, 1997
November 1, 1997
February 22, 1999
October 1, 2002
December 1, 2005
March 23, 2020
November 16, 2022
July 24, 2023

SUBJECT: SICK LEAVE

PURPOSE: To establish guidelines for the use of sick leave.

STATEMENT OF POLICY:

All full-time employees shall, upon approval of the supervisor or department head, be granted sick leave when absent from work for any of the following reasons: sickness, mental illness, quarantine, temporary disability, bodily injury, required physical or dental examinations, and treatment or exposure to a contagious disease when continuing work might jeopardize the health of others. Accrued sick leave may also be used to care for an employee's immediate family member, as defined by this policy. Sick leave with pay is not a right that an employee may demand but a privilege for the benefit of an eligible employee.

Eligibility and Accrual. Full-time employees shall be entitled to accrue sick leave bi-weekly at the rate of 3.70 hours (4.90 hours for fire suppression personnel). Sick leave shall accrue on the last day of the pay period. Sick leave shall not accrue during authorized extended leaves of absence without pay.

The following employees are not eligible for sick leave:

- Class 2: Part-time (2C) working less than 1,000 hours,
- Class 3: Temporary/Seasonal

It is the responsibility of the Human Resources Office to ensure that proper accountability of sick leave is kept on all eligible employees. This shall include keeping a record of accruals and utilization.

Calculation of Sick Leave. Unused sick leave will be cumulative for an indefinite period. Sick leave shall be taken, recorded and rounded off to the nearest quarter hour. No sick leave will be given to an employee in excess of the amount earned and available to the employee. An employee shall utilize vacation time when sick leave has been exhausted. When an employee is transferred to another position, any unused, accumulated sick leave shall transfer with the employee.

Retirement Credit for Accumulated Sick Leave. Upon retirement accrued sick leave is credited to years of service for the purposes of the Local Government Employees Retirement System (LGERS).

Credit for Accumulation from Previous Employment. Unused, accumulated sick leave balances are not paid out at the time of termination of employment. Employees will not be paid for these hours, nor will an employee be credited for the unused hours if subsequently re-employed by the City.

Employees hired on or after November 16, 2022 who were previously employed by a participating governmental entity in one of the following systems:

- North Carolina Local Government Employees' Retirement System (LGERS)
- Teachers' and State Employees' Retirement System (TSERS)
- Legislative Retirement System (LRS)
- Consolidated Judicial Retirement System (CJS)

may receive credit with the City of Kannapolis for unused accumulated sick leave earned each pay period or monthly, provided the employee presents a statement from the entity confirming the employee's ending sick leave balance and that the employee was not reimbursed for these days. This only applies to governmental entities that were the employee's most recent place of employment immediately preceding their employment with the City of Kannapolis.

Current active employees hired prior to November 16, 2022, who transferred leave from another governmental entity are also eligible to receive credit for the balance of sick leave hours.

Use of Sick Leave. Except for qualifying circumstances or events under the Family or Medical Leave Act (FMLA), sick leave benefits shall be limited to the employee and when illness, injury, or a medical appointment of a member of an employee's immediate family (that lives in the same household as the employee, and/or for whom the employee has legal responsibility) requires the presence of the employee.

Notification of the desire to take sick leave should be submitted to the employee's supervisor or department head prior to the leave or not later than 30 minutes after the beginning of the scheduled workday. Failure to do so may result in denial of such leave pay. To ensure that sick leave privileges are used only for authorized purposes, employees may be asked to obtain medical certification. Employees who are absent for more than three (3) consecutive days may be required to provide medical certification of the illness to their supervisor upon returning to work.

An employee who is on sick leave shall keep his/her supervisor or department head advised in a timely manner as to condition and expected date of return to duty.

Sick leave may also be used for death in the employee's immediate family for time away from work that exceeds Bereavement Leave.

Time Increments.

Sick leave can be taken in 15-minute increments.

Sick Leave Abuse. Claiming or taking sick leave under false pretense to obtain time off with

pay be considered sick leave abuse. Employees found to be abusing sick leave shall be subject to disciplinary action up to and including termination of employment. Examples of sick leave abuse may include, but are not limited to:

- An employee calls in sick on a day that had been previously denied as a vacation day.
- An employee establishes a pattern of taking sick leave around a weekend, scheduled days off, or surrounding holidays.
- An employee establishes a pattern of taking sick leave as soon it is accrued.

An employee who is collecting Worker's Compensation Benefits as a result of an on-the-job injury shall receive sick leave benefits only for the first seven (7) calendar days following the injury/illness. Refer to related Administrative Policy, WORKERS' COMPENSATION.

It is the responsibility of each department head or designated supervisor to ensure the provisions of this policy are observed. Department heads will ensure any sick leave used will be requested and accurately reflected with the submission of time sheets. Corrective action should be taken in instances of suspected abuses or misinterpretation of the use of sick leave on time sheets.

Negative Balance. With the approval of the City Manager when, in his opinion, circumstances require and after the employee has exhausted all other paid leave (sick leave, vacation leave, and banked holiday hours), an employee may be allowed to incur a negative sick leave balance not to exceed twice the employee's weekly regularly scheduled hours.

When an employee has a negative sick leave balance, all bi-weekly accrued leave hours (including accrued vacation leave hours) and banked holiday hours shall be applied to the negative sick leave balance until the negative balance is satisfied.

Use of Sick Leave for Family or Medical Leave Act (FMLA) Qualifying Events

Three-Day Rule. If an employee takes more than three consecutive days of sick time, the employee is required to report the status of his/her sickness to their immediate supervisor. The supervisor should consult with human resources to determine if the sickness falls under the provisions FMLA. If the sickness falls under the provisions, Family Medical Leave policy will become effective immediately.

Employees placed on leave under the FMLA as a result of the employee's own serious health condition or the serious health condition of a spouse, son or daughter, or parent will be required to use all applicable paid leave prior to being placed on leave without pay. Paid leave will be counted toward the twelve-week entitlement. The employee may be required to file certification by a health care provider. Refer to related Administrative Policy, FAMILY OR MEDICAL LEAVE ACT.

Except in cases of bona-fide serious health conditions, sick leave will not be granted to an otherwise eligible employee requesting leave under the FMLA for the following reasons:

- 1) the birth of a son or daughter, in order to care for such child; or
- 2) the placement of a son or daughter with the employee for adoption or foster care.

Medical Certifications. If requested, the employee shall file certification by a health care provider stating the cause of the absence and the nature of the illness before sick leave payment is authorized.

The City may require return to work certification (i.e., a fitness-for-duty" report) when the need for leave was occasioned by the employee's own serious health condition that made the employee unable to perform the essential functions of the job. Fitness-for-duty certification will not be required when intermittent or reduced work schedules are utilized.

DATE: July 25, 2023

APPROVAL: _____

Mike Legg



CITY OF KANNAPOLIS

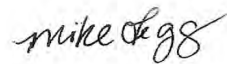
PERSONEL POLICIES AND PROCEDURES

SUBJECT: **VACATION LEAVE**

POLICY NUMBER: **600.08**

EFFECTIVE DATE: January 1, 1995

APPROVED:

A handwritten signature in black ink, appearing to read "Mike Legg", is positioned above a horizontal line.

City Manager

AMENDMENT DATE(S): August 1, 2015
August 1, 2017
January 15, 2020
March 23, 2020
December 1, 2021
November 16, 2022
July 10, 2023

SUBJECT: VACATION LEAVE

PURPOSE: To establish guidelines for the accrual and use of vacation leave

STATEMENT OF POLICY:

All full-time employees shall accrue and utilize annual leave in accordance with the schedule and procedures established within this policy.

Eligibility and Accrual. Annual leave shall, on the last day of the pay period, accrue for each pay period of continuous employment from the last date of hire.

For each pay period thereafter, annual leave shall accrue on the last day of the pay period according to the established rate schedule. The employee's full time creditable service date (including any required waiting period) shall be used for determining the rate of vacation leave accrual.

Years of Creditable Service	Hours Earned Each Pay Period
Less than 5	4.32 hours
5 but less than 10	5.24 hours
10 but less than 15	6.16 hours
15 but less than 20	7.09 hours
Over 20	8.00 hours

All qualified fire suppression personnel shall earn vacation leave at the following rates:

Years of Creditable Service	Hours Earned Each Pay Period
Less than 5	5.52 hours
5 but less than 10	6.74 hours
10 but less than 15	7.96 hours
15 but less than 20	9.18 hours
Over 20	10.42 hours

Vacation leave shall not accrue during authorized extended leaves of absence without pay. Part-time, temporary, and special shift employees shall not earn vacation nor be entitled to vacation upon separation.

In the event an employee has incurred a negative sick leave balance, bi-weekly accrued vacation leave shall apply to the negative sick leave balance until the negative balance is satisfied.

It is the responsibility of the Human Resource Office to ensure that proper accountability of vacation leave is kept on all eligible employees. This shall include keeping a record of accruals and utilization.

Determining the Years of Creditable Service. Effective December 14, 2022, new hires who transfer to the City of Kannapolis from one of the following North Carolina retirement systems:

- Local Government Employees' Retirement System (LGERS)
- Teachers' and State Employees' Retirement System (TSERS)
- Legislative Retirement System (LRS)
- Consolidated Judicial Retirement System (CJS)

will receive years of service credit in determining eligibility for vacation leave accrual.

In addition, employees hired before December 14, 2022, can request an adjustment to their vacation accrual rate for future accruals if the accrual rate would be greater with years of service credit. Years of service credit from any of the retirement systems listed above is determined by active time in the North Carolina Local Government Retirement System (NC LGERS). Adjusted accrual rates will be effective for the pay period beginning December 14, 2022.

Previously withdrawn service time is not included in the calculation of years of creditable service.

The following employees are not eligible for vacation leave:

- Class 2: Part-time (2C) working less than 1,000 hours,
- Class 3: Temporary/Seasonal

Verification of Years of Creditable Service. New hires who transfer to the City from the State of North Carolina, a North Carolina municipality, county and current employees hired prior to December 14, 2022 who are requesting an accrual rate adjustment will provide a written statement proving creditable service from any eligible retirement system listed above.

The accrual rate adjustment based on years of creditable service for new and existing employees will be effective on the first pay period following receipt of the required documentation and will not be retroactive.

All documentation will be submitted to the Human Resource Director who will verify active years of creditable service.

Credit for Accumulation from Previous Employment. Employees hired on or after November 16, 2022, who were previously employed by a North Carolina local governmental entity may receive credit with the City of Kannapolis for up to 80 hours unused accumulated vacation leave earned each pay period or monthly, provided:

- the entity participating in the retirement system was the employee's most recent employer immediately preceding the employee's employment with the City of Kannapolis
- the employee presents to the Human Resource Director a written statement on agency letterhead confirming the employee's ending vacation leave balance.
- the employee was not paid-out for the unused hours.

Calculation of Vacation Leave. Vacation leave shall be taken, recorded, and rounded off to the nearest quarter hour. Vacation leave may accumulate unlimited until the last day of the pay period for the 2nd pay date of January each year. Vacation time accrued in excess of 240 hours shall be used or transferred to sick leave on the last day of the pay period for the 2nd pay date of January each year.

An employee will accrue vacation for the pay period in which he/she separates employment only after working through the last day of the last pay period. When an employee is transferred to another position, any unused, accumulated vacation leave shall transfer with the employee.

Use of Vacation Leave. Vacation leave pay is payment in lieu of time worked when an employee is absent from work on approved leave. Except for terminal pay, vacation leave shall only apply to periods of absence from an employee's scheduled workday. Vacation leave hours shall not be paid for time missed from work when an employee has worked sufficient hours within the work period to cover the requested time off.

It is the responsibility of each department head or designated supervisor to ensure the provisions of this policy are observed. Department heads will ensure any vacation leave used will be requested and accurately reflected with the submission of time sheets. Corrective action should be taken in instances of suspected abuses or misrepresentation of the use of vacation leave on time sheets.

Notification of the desire to use vacation leave shall be submitted to the employee's supervisor or department head in advance. Vacation leave requests must be approved by the employee's supervisor or department head and shall be taken at such times as the supervisor or department head finds most suitable after considering the wishes of the employee and the operational needs of the department. Failure to attain prior approval may result in denial of such leave pay.

Accrued and unused vacation will be used to supplement sick leave if the employee has exhausted applicable sick leave accruals. Refer to related Administrative Policy, SICK LEAVE and FAMILY OR MEDICAL LEAVE.

Paid holidays occurring during vacation are not charged to vacation.

Time Increments. Vacation can be taken in 15-minute increments.

Terminal Pay. An employee who is leaving employment shall be compensated for unused accumulated vacation leave at the normal rate of pay, not to exceed 240 hours, provided the employee does not have a negative sick leave balance.

In the event of a negative sick leave balance, unused vacation leave will be applied to the negative sick leave balance. The maximum unused accumulated vacation leave compensated will be the lesser of the employee's ending unused balance less the negative balance of sick leave hours or 240 hours less the negative balance of sick leave hours. The combined total of compensated accumulated vacation leave hours and any hours applied to a negative sick leave balance shall not exceed 240 hours.

All vacation in excess of the 240 hours shall be taken prior to separation or forfeited. Vacation leave may not, however, be used in lieu of working a notice. Terminating employees may decline payment of unused accumulated vacation leave hours upon written request with written documentation the employee's new employer will accept the leave balance.

DATE: July 24, 2023_

APPROVAL: _____

mike legg

Refer to Personnel Policy 600.07, Sick Leave



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Shared Leave

POLICY NO: 600.09

EFFECTIVE DATE: October 1, 2002

REVIEW DATE:

APPROVED:

CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: SHARED LEAVE

PURPOSE: To provide an opportunity for employees to assist other employees affected by a serious medical condition that requires their absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated paid leave.

STATEMENT OF POLICY:

Under this policy an employee may elect to donate unused accumulated annual leave hours to a "leave bank" that may be shared with other employees. Eligible employees may request leave from the bank once annually (rolling calendar year).¹ Leave request grants are reviewed by the Human Resource Director and approved or denied by the City Manager.

Eligibility:

All regular full time employees who have been employed with the City a minimum of twelve consecutive months are eligible to donate or request leave.

An employee who is unable to work due to a personal accident, chronic illness or major medical condition or that of an immediate family member is eligible to request leave. The medical condition of the family member must meet the criteria of the Family and Medical Leave Act (Refer to Family and/or Medical Leave Policy). Immediate family member shall include the employee's spouse, son or daughter (or child in the legal care of the employee) or parent.²

Donating Leave Hours:

1. An eligible employee may voluntarily elect to donate a minimum of four hours of annual leave up to the amount that would not reduce the employee's combined sick and annual leave balance below 80 hours. Leave is donated in four-hour increments. Donations may not be used to reduce the annual leave balance to 240 hours to avoid transfer of annual leave to sick leave at December 31.³
2. An employee who wishes to donate annual leave to the leave bank must submit a completed "Shared Leave Donation" form to the Human Resource Director.⁴
3. The donating employee's leave balance shall be reduced immediately by the amount donated, and the new balance will be reflected on the employee's leave balance for the next available pay date.
4. Once annual leave is donated to the bank, it may not be returned to the donating employee.

¹ The requesting employee would need to estimate the total amount of leave time needed at the time the leave is requested, even when working a modified work schedule and including any future anticipated earned leave hours.

² Can grandchildren be included as immediate family member? Yes, however, the FMLA definition was used for ease of administration.

³ Refer to Personnel Policy 600.08, "Vacation Leave." Available hours for donation will be determined by ensuring the total donated hours do not exceed the amount of hours an employee could use prior to December 31. Only hours for which the employee would otherwise be paid are available for donation.

⁴ Donated hours are deposited to a leave bank and cannot be designated to an individual employee by the donating employee.

Requesting Leave Hours:

1. An employee who wishes to request leave through the Shared Leave program must submit a completed "Application to Receive Voluntary Shared Leave" form. The employee's department head must approve the application.
2. The employee will be required to furnish a family and medical leave certification from a licensed physician indicating an anticipated absence of at least 160 consecutive work hours for a serious health condition. The following conditions are NOT eligible for shared leave:
 - a. Short term or sporadic conditions or illness
 - b. Elective surgery
 - c. Normal pregnancy
 - d. Absences resulting from Workers Compensation claims
3. An employee may receive a maximum of 480 hours of donated leave each rolling calendar year through the shared leave program. Shared leave may not be used to extend an employee's time in leave status beyond one year from the last date worked.
4. The Human Resource Director, or designee, will review the application and after consultation with the Department Head, will submit the application to the City Manager for consideration.
5. The Human Resource Director, or designee, will notify the employee of the City Manager's decision and will ensure the appropriate number of hours are credited to the employee's sick leave balance.

Accounting and Usage:

1. The Human Resource Department shall establish a system of leave accountability that will accurately record leave donations and recipients' use. Such accounts shall provide a clear and accurate record for financial and management audit purposes. This should include:
 - a. Maintaining a list of employees donating annual leave and the dollar value of the leave as determined by multiplying the number of donated hours by the employee's current hourly rate.
 - b. Notification of shared leave recipient, the employee's department and the Finance Department when leave is granted and in what amounts.
 - c. Notification of annual leave donor, the donor's department and the Finance Department of actual leave deductions.
2. The approved amount of shared leave will be credited to the recipient's sick leave balance after all sources of the recipient's own paid leave have been completely exhausted.
3. During the period an employee is using shared leave, the employee continues to be in a leave earning capacity, and is entitled to holidays, receive any salary increase or bonus for which the employee is otherwise eligible, and may receive benefits offered under the City's group insurance policies.⁵

⁵ Future anticipated earned leave hours will be taken into consideration when estimating the total number of hours needed from the leave bank.

4. Any donated leave is taxable to the recipient. The dollar amount of any donated leave will be included on the recipient's W-2 as income.⁶
5. Donated leave shall not be claimed for reimbursement under current subrogation law. The City shall not report paid donated leave as reimbursable to an attorney representing a City employee in a third party subrogation claim.
6. If not enough leave is available to meet requests, the Human Resource Director may circulate a blanket request for donations. Direct solicitation of donated leave is strictly prohibited.
7. Leave requests will be prorated to meet the need of the recipients in the event more than one request is received at a time. For example, Employee A needs 20 hours of leave to receive a full paycheck. Employee B needs 80 hours of leave to receive a full paycheck. There are only 50 hours of donated leave available. Therefore, Employee A will receive 10 hours, and 40 hours will be donated to Employee B meeting half (50%) of each employee's needs.
8. In the event the receiving employee does not utilize all of the donated hours, the balance will be returned to the bank.
9. Available banked leave hours shall be determined by the requesting employee's hourly rate of pay and rounded down to the nearest hour.


For example:

Donor Employee's rate of pay is \$12.00 per hour; Recipient Employee's rate of pay is \$9.50 per hour.

Donor wishes to donate 12 hours of annual leave. Converted to dollars, the donated leave is \$144 (\$12.00 * 12 hours).

Pro-rating leave hours using Recipient's rate of pay provides 15.15 available donated leave hours (\$144 / \$9.50), or 15 hours when rounded.

DATE: 09/24/02 _____

APPROVAL:  _____
CITY MANAGER

⁶ Donated leave hours would not be tax deductible as a contribution to a charity or non-profit organization. A statement will, however, be issued to the employee estimating the dollar value of the donated leave time.

City of Kannapolis
Voluntary Shared Leave Donation Form

Instructions: Please complete the information below and submit the form to the Human Resources Department

Donor Information:

Employee Name _____

Employee Department _____

Annual Leave Balance _____ Sick Leave Balance _____ As of Date _____

NUMBER OF ANNUAL LEAVE HOURS TO BE DONATED _____

(Donations in four (4) hour increments)

(You must have a balance of eighty (80) hours of combined leave after donation.)

Donating Employee's Statement

I understand all donated leave is deposited to a Shared Leave Bank and may not be designated to a specific individual. The donated hours are immediately deducted from my leave balance, and my new balance will be reflected on my next pay stub.

I understand that once this donated Annual Leave is transferred to the Shared Leave Bank, it will not be returned to me under any circumstances.

I meet all policy requirements for being a Shared Leave Donor and would like to donate the stated hours of Annual Leave to the Shared Leave Bank.

Employee Signature and Date

Human Resource Director Signature and Date

Date received from employee _____ Approved by _____

Hours transferred _____ Hourly rate _____ Total Value _____

Effective date for transfer of Annual Leave _____

City of Kannapolis
Application to Receive Voluntary Shared Leave
Family Member's Release

_____ I authorize the City of Kannapolis Human Resource Director to release information indicating that I have a serious medical condition, which would otherwise be confidential information and that my spouse desires Shared Leave donations as provided by City of Kannapolis Personnel Policy # 600.09. The Human Resource Director may discuss this only on a need to know basis with my spouse's Department Director and the City Manager.

_____ I do not authorize the City of Kannapolis Human Resource Director to release information indicating that I have a serious medical condition, which would otherwise be confidential information and that my spouse desires Shared Leave donations as provided by City of Kannapolis Personnel Policy # 600.09. I understand this may restrict approval of my spouse's request or adversely impact the number of approved hours for which my spouse may otherwise be eligible.

Family Member's Signature and Date

Witness Signature and Date

City of Kannapolis
Application to Receive Voluntary Shared Leave

Instructions: Please complete the information below and submit this form to the Human Resources Department. Also, attach a Family and Medical Leave Certification from the treating physician documenting the need for leave and the period of absence.

Employee Name _____

Department _____

Annual Leave Balance _____ As of Date: _____

Sick Leave Balance _____ As of Date: _____

TOTAL NUMBER OF LEAVE HOURS REQUESTED _____

(Maximum of 480 hours of Shared Leave per rolling calendar year)

Employee Statement:

"This is to request participation in the City of Kannapolis' Shared Leave Program. The need for leave is necessitated by my own medical condition or that of my immediate family member as certified by the attached physician's statement. This is not an elective surgery or other non-qualifying circumstance, I am not receiving Worker's Compensation benefits nor do I plan to seek subrogation from a third party for the leave. I anticipate a leave of absence of at least 160 consecutive work hours due to this condition. All of my Sick Leave and Annual Leave has been exhausted, and I am requesting donated Shared Leave hours as specified above."

_____ I authorize the Human Resource Director to release information indicating that I have a serious medical condition which would otherwise be confidential personnel record information and that I desire Shared Leave donations. The Human Resource Director may discuss this only on a need to know basis with my Department Director and the City Manager.

_____ I do not authorize the Human Resource Director to release information indicating that I have a serious medical condition which would otherwise be confidential personnel record information and that I desire Shared Leave donations. I understand this may restrict approval of my request or adversely impact the number of approved hours for which I may otherwise be eligible.

Employee's Signature and Date

Department Head Comments

Department Head Signature and Date

Date received from employee _____ Approved by _____

Date to begin receiving Shared Leave _____ Hourly Rate _____

Total value of requested Shared Leave _____ (# Hours _____)



CITY OF KANNAPOLIS

PERSONEL POLICIES AND PROCEDURES

SUBJECT: **Personal Leave**

POLICY NUMBER: **600.10**

EFFECTIVE DATE:

APPROVED: *Norm B. Feag*

AMENDMENT DATE(S):

SUBJECT: Personal Leave

PURPOSE: To establish guidelines for the use of personal leave.

STATEMENT OF POLICY:

The City Manager may at his discretion award personal leave to eligible employees in recognition of their participation with or contributions to the United Way or other City sponsored events or activities.

Eligibility and Accrual.

The City Manager may award up to ten (10) personal leave days to be used as a raffle among eligible employees for any single event or activity.

Eligible employees include all regular full time and regular part time employees who participate in the event or activity.

A day of personal leave shall be defined as eight (8) hours for full time and four (4) hours for part time employees.

Personal leave hours awarded for this purpose may be granted at anytime during the current fiscal year.

An employee may be awarded a maximum of sixteen (16) hours if full time or eight (8) hours if part time during the fiscal year.

Personal leave does not accumulate and must be used within the current fiscal year (July – June).

Use of Personal Leave.

Personal leave shall be taken, recorded and rounded off to the nearest quarter hour. An employee may utilize personal leave in lieu of vacation leave, sick leave, or and must be used prior to utilizing leave without pay.

Personal leave may be used for any purpose and will run concurrently with Family and Medical Leave if applicable.

The use of personal leave shall be at a mutually agreed upon time between the Department Director and the employee. If possible, the employee should submit a written request at least 48 hours prior to the time of leave.

It is the responsibility of the Human Resource Office to ensure that proper accountability of personal leave is kept on all eligible employees. This shall include keeping a record of awards and utilization.

DATE: _____ APPROVED: _____



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: FAMILIES FIRST CORONAVIRUS RESPONSE ACT - EMERGENCY PAID SICK
LEAVE POLICY

POLICY NO: 600.11

EFFECTIVE DATE: April 2, 2020

APPROVED:

A handwritten signature in blue ink, appearing to read "Tommy Legg", is written over a horizontal line.

CITY MANAGER

AMENDMENT DATE(S):

SUBJECT: FAMILIES FIRST CORONAVIRUS RESPONSE ACT - EMERGENCY PAID SICK LEAVE POLICY

PURPOSE: To establish policy and procedures to implement federally mandated emergency paid sick leave

STATEMENT OF POLICY:

The City of Kannapolis will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the City of Kannapolis during any such time period to maintain a safe workplace for all employees while operating effectively to provide all essential services.

The City of Kannapolis is committed to providing authoritative information about the nature and spread of infectious disease, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In compliance with federal legislation, the City of Kannapolis will provide eligible employees with emergency paid leave under certain conditions as defined by the Families First Coronavirus Response Act (FFCRA).

PROCEDURES:

a) Eligibility

Generally, all employees (full-time, part-time, seasonal) are eligible for two weeks of fully or partially paid emergency sick leave for COVID-19 related reasons (see below); however, only employees who have been employed for 30 days are eligible for expanded family and medical leave when the employee is required to provide care for the employee's dependent child under the age of 18 due to the reasons stated in the FFCRA.

b) Reason for Leave

You may take emergency paid sick leave if you are unable to work (work remotely) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 related reasons; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

c) Paid Leave Entitlements

Generally, eligible employees are entitled to up to two weeks (80 hours, or a part-time equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid:

- 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 above, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualify reason #5 above for up to \$200 daily and \$12,000 total.

d) Calculating Hours Worked by Part-time Employee

- A part-time employee is entitled to leave for his or her average number of work hours in a two-week period.
- When the part-time employee works an established regular schedule, the hours of leave will be on the employee's usual two-week schedule.
- If the normal hours scheduled are unknown, or if the part-time employee's schedule varies, a six-month average will be used to calculate daily hours. Such a part-time employee may take paid sick leave for this number of hours per day for up to a two-week period and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that.
- If the calculation cannot be made because the employee has not been employed for at least six months, the daily schedule will be based on the number of hours agreed upon at hire. If there is no such agreement, the hours will be calculated based on the number of hours the employee was scheduled to work over the entire term of his or her employment.

e) Leave Rules

- Employees may elect to use emergency paid sick leave before using any accrued paid leave, banked holiday hours, or emergency compensation pay (see Personnel Policy 400.02 – Compensation Plan).
- Employees may elect to supplement the 2/3 pay with banked holiday hours, then accrued paid leave.

f) Requesting Leave

- Employees are required to provide notice as soon as possible when needing to request emergency paid sick leave. All standard reporting and call-in procedures apply to all absences from work.
- The need for leave will be reported using the **Emergency Paid Sick Leave Notice** and by recording time away from work in the City's time keeping software.

g) Retaliation

The City will not retaliate against employees who request or take leave in accordance with this policy.

h) Expiration: This policy expires on December 31, 2020.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Employee Volunteer Hours

POLICY NO: 600.12

EFFECTIVE DATE: 01/01/2021

REVIEW DATE:

SUBJECT: EMPLOYEE VOLUNTEER HOURS

PURPOSE: To establish an avenue for employees to actively participate in volunteer opportunities in the community.

STATEMENT OF POLICY:

Eligible full-time employees are encouraged to pursue volunteer opportunities in Cabarrus and Rowan County as a means of giving back to the local community. The City is committed to creating partnerships with its employees and local non-profits to provide volunteer opportunities. The intention of this program is to create meaningful and purposeful community engagement opportunities for employees to help others and to enrich and inspire the lives of our employees.

Eligibility

All full-time employees who have completed the initial probationary period and have been released to regular status are eligible to participate in this program. The employee must be in good standing and cannot be subject to a work Performance Improvement Plan (PIP).

Amount of Time

At the start of each calendar year, full-time City employees will receive up to 8 hours for all regular employees, 8.4 hours for twelve-hour employees and 10.6 hours for fire suppression employees of City paid time off for qualifying volunteer activities.

Time must be taken during the employee's regularly scheduled work week. Employees will be compensated at their standard rate of pay. Community volunteer hours used in a work week or work period cannot result in paid hours that exceed scheduled hours for the week or period. Employees can volunteer up to two times/year as long as it doesn't exceed the total hours allotted (8 hours for regular employees, 8.4 hours for twelve-hour employees and 10.6 hours for fire suppression employees).

Unused employee volunteer time will not carry over in the new year or be paid out.

Approval Process

An employee's job responsibilities take precedence over volunteer activities. Prior approval by the employee's department director is required for time away from work.

An employee must notify their supervisor within a week of the volunteer opportunity and complete the employee volunteer form with appropriate signature from the volunteer coordinator. Failure to do so will result in the employee having to use vacation time for their volunteer time worked.

Appropriate uses for Volunteer Leave with Pay

Examples of qualifying activities include but are not limited to: tutoring, guest lecturer, EOG and exam proctoring, mentoring or coaching unrelated to the employee's child/ren, Special Olympics, Habitat for Humanity, Boys and Girls Club, YMCA, etc.

Volunteer leave with pay may not be used for volunteering with agencies that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

DATE: 12/15/20 APPROVAL: Donald B. Lee



CITY OF KANNAPOLIS Employee Volunteer Form

According to the City's Employee Volunteer Hours policy, eligible full-time employees are eligible for up to 8 hours (regular employees); 8.4 hours (12 hour employees) and 10.6 hours (fire suppression employees) of paid time to volunteer with a local non-profit organization during their regular scheduled work week or period.

You as an employee must fill out the form in its entirety before giving it to your supervisor. Your supervisor will then scan the form in and attach it with the necessary paid volunteer time requested in Kronos. Finance will conduct random audits throughout the year to ensure that the employee volunteer form is scanned with requested time off.

Employees who wish to utilize the employee volunteer hours must:

- Volunteer with a local non-profit organization in Cabarrus or Rowan County
- Notify immediate supervisor within a week of the volunteer opportunity
- Obtain a volunteer coordinator signature verifying the date(s) and time(s) the employee volunteered
- Return this form to your immediate supervisor

By signing below, I acknowledge that I have met the requirements as outlined above and in the employee volunteer hours policy. I acknowledge that failure to meet the requirements will result in having to use my vacation time to cover my time worked.

Employee name: _____

Name of volunteer organization: _____

Hours volunteered: _____

Date(s) volunteered: _____

Employee signature: _____

Agency Volunteer Coordinator signature: _____

By signing this document as the _____ agency representative, I affirm this organization does not discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Birthday Leave

POLICY NO: 600.13

EFFECTIVE DATE: 01/01/2021

REVIEW DATE: 11/30/2021

AMENDMENT DATE(S): 01/01/2022

SUBJECT: Birthday Leave

PURPOSE: To establish guidelines for employees to use birthday leave.

STATEMENT OF POLICY:

All full-time employees are eligible for 8 hours (regular employees), 12 hours (12-hour employees) and 24 hours (fire suppression personnel) of paid time off ("birthday leave") during their birth month.

Eligibility and Accrual.

Eligible employees receive a day off during their birth month in recognition of their birthday.

Eligible employees include all regular full-time employees who have completed their initial probationary period and have been released to regular status.

Birthday leave shall be defined as paid time off with (8) hours for regular employees, (12) hours for 12-hour employees and (24) hours for fire suppression personnel.

1. 8-hour employees are designated as those employees who work a typical 8-hour shift and/or a total of 2,080 hours in a year. Employees who are regularly assigned to an 8-hour shift but who are working an approved flex schedule shall receive an 8-hour leave benefit.
2. 12-hour employees are designated as those employees who are assigned to a regular 12-hour shift. This includes: Police (Field Operations, CID, Support Services, Special Operations, and Telecommunications) and Water Treatment Plant employees who are assigned to work 12-hour shifts.
3. 24-hour employees are designated as those employees who work a 24-hour shift and/or a total of 2,758 hours in a year. This applies to fire suppression personnel.

Birthday leave does not accumulate and must be used within the applicable eligibility period. The eligibility period is defined as the birth month for each employee.

The time eligible employees receive will be placed in a bank at the beginning of the calendar year for use during an employee's birthday month. If unused during their birthday month, it will be removed at the end of the calendar year.

Unused birthday leave hours will not be paid out to the employee.

Use of Birthday Leave.

Birthday leave may be taken on any day within an employee's birth month provided the absence is approved by the employee's supervisor and is requested in accordance with departmental leave procedures, prior to taking the leave. Departments must maintain the same standards for staff coverage as any other absence. If possible, the employee should submit a written request at least 48 hours prior to the time of leave.

Birthday leave cannot be used in increments of less than one day. One day is defined: 8 hours for employees assigned to work standard 8-hour day, 12 hours for employees assigned to a regular 12-hour shift, 24 hours for fire suppression personnel.

Birthday leave cannot be taken in advance of the eligibility period.

Birthday leave is paid as a full day as defined by the policy and is not reduced by other accrued leave taken within the same workweek when Birthday leave is also taken.

It is the responsibility of the employee/ supervisor and payroll to ensure Birthday Leave is used within the birth month and the employee has not already requested Birthday Leave for that calendar year before processing the request.

DATE: 12/15/2021

APPROVED: _____



Paid Caregiver Leave

A growing segment of the workforce consists of employees with family caregiving responsibilities. For the City of Kannapolis to remain competitive, we must be able to attract and retain talented and productive employees. Such employees are more likely to join and stay with the City and be productive when they can continue to meet their caregiver obligations. For this reason, the City offers the family-friendly option to its employees of Paid Caregiver Leave within the parameters outlined in this Policy.

Eligibility and PCL

Any full-time 2A employee who qualifies for Family and Medical Leave Act (FMLA) coverage under Section 600.05 of the City's Personnel Policies and Procedures is eligible to receive paid caregiver leave within any rolling twelve-month period for the care of an immediate family member, including the birth, adoption, or placement of a foster child. An employee's eligibility for PCL for birth, adoption, or foster care expires at the end of the 12-month period beginning on the date of birth or placement.

Paid Caregiver Leave maximums within any rolling twenty-four-month period will be based on total annual hours worked excluding overtime.

General Full Time Employees	=	240 hours will be paid
Sworn Police / Sworn Telecommunicators	=	252 hours will be paid
Fire Suppression	=	318 hours will be paid

- Paid Caregiver Leave will run concurrently with the employee's Family and Medical Leave.
- A qualifying employee is entitled to paid caregiver leave once within any rolling twenty-four-month period.
- Eligible employees are not required to exhaust other paid leave prior to application/usage of this paid leave. An employee may choose to not access paid caregiver leave and to use other paid leave even if the leave situation qualifies for paid caregiver leave depending on the employee's individual circumstances.

Qualifications

Paid caregiver leave is available to any regular employee who qualifies as a primary caregiver of an immediate family member under the "Family Member's Serious Health Condition" certification definition, which includes care of a family member who is pregnant.

Immediate family member, serious health condition, spouse, child, and parent for purposes of this policy are defined by Family Medical Leave Act (FMLA). See the City's FMLA Policy for more information and definitions.

Married Couples Employed at City

In cases where caregiver leave is used for pregnancy, birth or adoption or foster care placement of a child where a married couple is employed by the city each employee is entitled to 240 hours of paid caregiver leave or the maximum outlined above.

Birth or Placement of More than One Child

The birth or placement of more than one child (i.e., twins or siblings) at the same time does not entitle the employee to additional paid leave above the 240-hour maximum (or another maximum listed above). Adoption of a stepchild or stepchildren does not qualify for paid caregiver leave.

Procedures

Advanced Notice

An employee requesting paid caregiver leave must contact Human Resources in writing at least thirty days in advance of taking such leave, when possible and practicable, and submit both a Caregiver Leave Request form and acceptable supporting documentation that establishes the qualifying event for eligibility.

Unexpected Leave

For unexpected leave, you're required to report your need for leave on the same or next day leave is taken. Submission of both the Caregiver Leave Request form and acceptable supporting documentation that establishes the qualifying event for eligibility are still required.

Birth, Adoption, or Foster Care (including in loco parents)

In birth, adoption, or foster care related leave requests, the City also requires submission of both the Caregiver Leave Request form and acceptable supporting documentation that establishes the qualifying event for eligibility.

Supporting Documentation

In addition to the Caregiver Leave Request form, an employee must also submit supporting documentation that establishes the qualifying event for eligibility. Examples of supporting documents include, but are not limited to:

- Birth of child – A certificate of live birth, hospital birth confirmation, or similar issued document, listing the requesting employee as a legal parent;
- Placement of a child – Documentation from a Court, Agency, Attorney, or similar granting legal custody/guardianship or similar of the child to the requesting employee;
- Non-legal placement/In Loco Parentis – A notarized statement from the employee asserting that the employee is assuming and discharging the obligations of a parent to a child. The statement must include the age of the child, the date when non-legal placement occurred, the degree to which the child is dependent on the employee, the amount of support, if any provided by the employee and the extent to which the employee exercises duties commonly associated with parenthood and a reasonable record/documentation establishing the employee as a named

caregiver of the child (e.g. school enrollment, insurance records, medical records, power of attorney, or similar).

- Completion of Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA) form by the attending certified medical provider to confirm the serious health condition of the ill family member and Caregiver status of the employee involved in the care of and necessary attention to the covered family member. Depending upon individual situation circumstances and the information provided by the health care provider on the certification form, an updated/renewed certification form may be required during the leave or rolling eligibility period.

Approval of PCL

Forms are available from the Human Resources Department and should be submitted to that department. Leave must be approved by the employees' Department Director and Human Resources.

Providing the employee has completed the PCL request form and meets all other eligibility and qualification requirements, PCL may be approved pending receipt of documentation with a grace period of 14 calendar days. If the supporting documentation is not received within the grace period, PCL will be denied, and the employee may use other paid or unpaid leave until the event is certified/reapproved. Retroactive edits will not be made past the current pay period.

Failure to provide acceptable documentation in a timely manner will result in the denial or recoupment of the PCL.

In the event of a hardship or extreme emergency a historical edit for leave time and/or acceptance of similar or other documentation may be considered.

Note: Employees will receive separate communications/forms regarding FMLA eligibility, requirements, and approval/denial in accordance with the Family Medical Leave Act and City policies.

How is the pay received?

Employees approved for caregiver leave must ensure that any paid leave requests are submitted for approval by their supervisor in the City's time and attendance system. While on leave, employees will receive approved caregiver leave pay, not to exceed the hours listed above in the same manner and on the same schedule as employees are normally paid while not on leave status. The employee's usual payroll deductions and contributions and the City's usual payroll contributions will continue.

Benefit Continuation

All benefits provided to the employee per City policy prior to paid caregiver leave will continue. Any employee contributions for benefits, 401(k) loans, or other employee obligations normally paid by the employee through payroll deduction shall continue. Employees using paid caregiver time continue to accrue service time as well as sick and vacation leave according to City policy.

Holiday(s)

If a holiday occurs during the paid caregiver leave period, the holiday will be paid and will not count against the paid caregiver leave hours.

Types of Leave

Leave may be taken either consecutively or intermittently in accordance with the FMLA medical certification; however, employees applying for consecutive and/or intermittent leave must communicate in advance with their supervisor(s) to ensure continuity of operations within their department. Standard call-in and requests for time off procedures must be followed.

Scheduling of Leave

To help minimize the disruption to City operations, you're expected to try scheduling foreseeable care needs, like, routine doctor's appointments, medical tests, or non-emergency surgery outside of your regular work schedule or, at a minimum, at the start or end of your scheduled work shift. Caregiver leave may be used when foreseeable care needs can't be done outside of your regular work schedule or when the need for care is unexpected and you need to miss work. An employee is expected to return to work at the end of their approved paid caregiver leave unless the employee has received approval to extend the time away from work with other types of accrued leave. Employees should notify Human Resources and their supervisor or Department Director if there is any anticipated change in their original return-to-work date.

Disciplinary Action

The City prohibits subjecting you to discipline, harassment, or retaliation for the good faith usage of your benefits, including paid caregiver leave. However, you may be subject to disciplinary action, up to and including termination of employment, if you're found to have taken absences under this policy fraudulently. Fraudulent leave includes, but is not limited to, working a secondary job or self-employment during the employee's regular work schedule hours and/or in conflict with information in the certification of health care provider form while taking paid caregivers leave. This paid leave benefit is designed to accommodate employees who have family caregiving responsibilities during their regular work schedule.

Caregiver leave is not paid out at employment separation.

Illustrative examples when Paid Caregiver Leave isn't available:

- To stay home with a child whose school or daycare is closed due to a scheduled break, weather emergency, or illness.
- To care for a family member who's not your child, spouse, or parent as defined above.
- To care for an eligible family member while you're on a paid sick day or leave of absence for your own health condition.
- To care for an eligible family member whose health care provider fails to complete a medical certification outlining the family member's health condition and care needs.
- To care for a new or ill pet.

Illustrative examples when Paid Caregiver Leave is available:

Nelle uses FMLA leave when her eight-year-old daughter has an accident at school, is treated by an emergency room physician, and is admitted to the hospital for observation until being released the following day. Nelle continues to use FMLA leave to care for her daughter as she recovers at home.

Ghalen intermittently needs FMLA leave to care for his 10-year-old daughter, who has asthma.

Andrea uses FMLA leave for two to three days every few months to care for her spouse when her spouse has Multiple Sclerosis flare-ups.

Maurice uses FMLA leave to care for his spouse who is in the terminal stages of cancer.

Nia takes FMLA leave for three weeks to travel to another state and provide care, including emotional support and comfort, for her father, who has Alzheimer's disease.

Bryan's mother has severe arthritis in her knees. He uses FMLA leave one day a week to transport her to physical therapy and care for his mother after.

Naomi uses FMLA leave every Wednesday for dialysis for her father.

Matt uses FMLA leave for chemotherapy treatment and recovery for his child.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Travel Expenses

POLICY NO: 700.02

EFFECTIVE DATE: 11/01/1988

REVIEW DATE: 07/01/2016

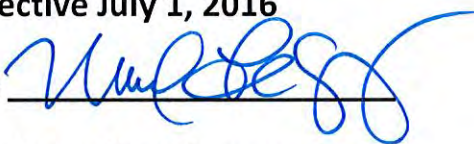
AMENDMENT DATE(S): 01/01/1991
03/01/1991
03/01/1995
07/01/2016 Original policy abandoned / rewritten

KANNAPOLIS

TRAVEL POLICY

Effective July 1, 2016

Approved: _____



Mike Legg, City Manager

401 LAUREATE WAY, KANNAPOLIS, NC 28081

704-920-4333 / WWW.KANNAPOLISNC.GOV

Purpose

The purpose of the travel policy is to provide specific guidelines to City employees and elected officials covering travel and reimbursement of allowable expenditures.

This policy replaces all prior travel policies.

This policy includes specific requirements and guidelines for payment and reimbursement of all allowable authorized travel expenses. The City assumes no obligation to reimburse any expenses that are not in compliance with this policy. Any exceptions or deviations from this policy will require City Manager approval before the related expenditure will be reimbursed.

Employee Responsibility

An employee or elected official traveling on official City 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, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official City business are prohibited. Employees and elected officials will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in disciplinary action.

Finance Responsibilities

The Finance Department will review the employee's expense claim and reimburse the employee in accordance with the approved report. When documentation is not received or is insufficient, reimbursement will not occur and the employee will be notified. When all proper documentation is received with approvals, payment will be in the next City payroll.

Department Responsibilities

Each Department Director is responsible for managing the Department's travel budget. Directors must ensure that travel to conferences, or meetings will be done on the basis of necessity and economy. **The lack of available funds could result in a travel reimbursement request not being paid.** Directors are to ensure that all travel for their department is in compliance with this policy.

Reimbursable Expenses

Documentation for business travel must be provided if charged to the pcard or reimbursed to the employee. Examples of accepted documentation: Certificate of completion of a course, agenda for a conference, etc.

1. Reasonable transportation expenses as required will be paid on the basis of actual costs. Employees will be reimbursed at the current IRS mileage rate for round-trip mileage and mileage while at the job site. Employees should travel together when more than one individual is traveling to the same destination. Reimbursement for out-of-town transportation, parking, and other miscellaneous expenses require receipts. Any employee who receives an automobile allowance is not eligible for travel within Rowan and Cabarrus Counties.
2. Overnight accommodations will be provided if the distance traveled exceeds 60 miles each way from the workplace. Employees traveling overnight must request authorization from their Department Director. All travel over a 300 mile distance or requiring travel by means other than personal or City vehicle requires City Manager approval in writing prior to traveling. Reimbursement will not occur without approval. You may be responsible for pcard use without approval prior to travel. The request must include the location, length of stay, and approximate cost to the City, as well as the reason for traveling. Reasonable lodging expenses, with supporting receipts, will be paid by the City at their actual cost for a single rate. The City will pay for the minimum number of nights required to conduct City business. Employees are encouraged to stay at the hotel hosting events.
3. All registration costs for the employee will be reimbursed by the City. Documentation of the conference such as conference registration forms and agendas should be attached with other required receipts. Certificates of completion will also be accepted.

4. Reimbursement of the actual costs of meals will require **itemized** receipts. Credit card receipts showing only the totals will not be accepted. When traveling overnight, employees will be reimbursed for reasonable meal expenses based on the U. S. General Services Administration (GSA) basis for meals and incidental expenses (IE). The GSA Meal rate will be based on the location to which the individual is traveling as listed on the GSA website <http://www.gsa.gov/portal/content/110007>. Please see **Appendix B** for steps to look up reimbursement rates. The employee shall not exceed the total allowable GSA Meal rate for the day. Written approval of the City Manager is required if meals are over the GSA Meal rate for the day. Without City Manager's approval the employee will be responsible for the amount over the GSA Meal rate for each day. Please note that tips should not exceed 20% of the cost of the meal.
5. When the departure day or day of return is a partial day, meals will be reimbursed based on the following schedule.

Breakfast – depart prior to 7:00 a.m.

Lunch – depart prior to 11:00 a.m. (day of departure) or return after 2:00 p.m. (day of return)

Dinner – depart prior to 5:00 p.m. (day of departure) or return after 7:00 p.m. (day of return)

Non-Reimbursable Expenses

1. The City will not be charged for in-room movie rentals, laundry fees, fitness room fees, or hotel room upgrade fees. These will be paid by the employee upon check-out.
2. Employees will not be reimbursed for upgraded airline seats, priority boarding, or other voluntary amenity services.
3. There will be no reimbursement for tobacco products, alcoholic beverages, or personal care items.
4. Employees are responsible for any parking tickets or traffic violations.
5. All costs incurred for family members are the responsibility of the employee. Items charged on a pcard for a family member must be coded to 100-10400 and reimbursed within 30 days.
6. Separate charges for sports or entertainment connected to a conference are not reimbursable or an allowable charge on a pcard.

NOTE: These lists of reimbursable and non-reimbursable expenses are not considered all-inclusive. Public purpose must be considered for all costs incurred.

Appendix A

Procedure for Reimbursement

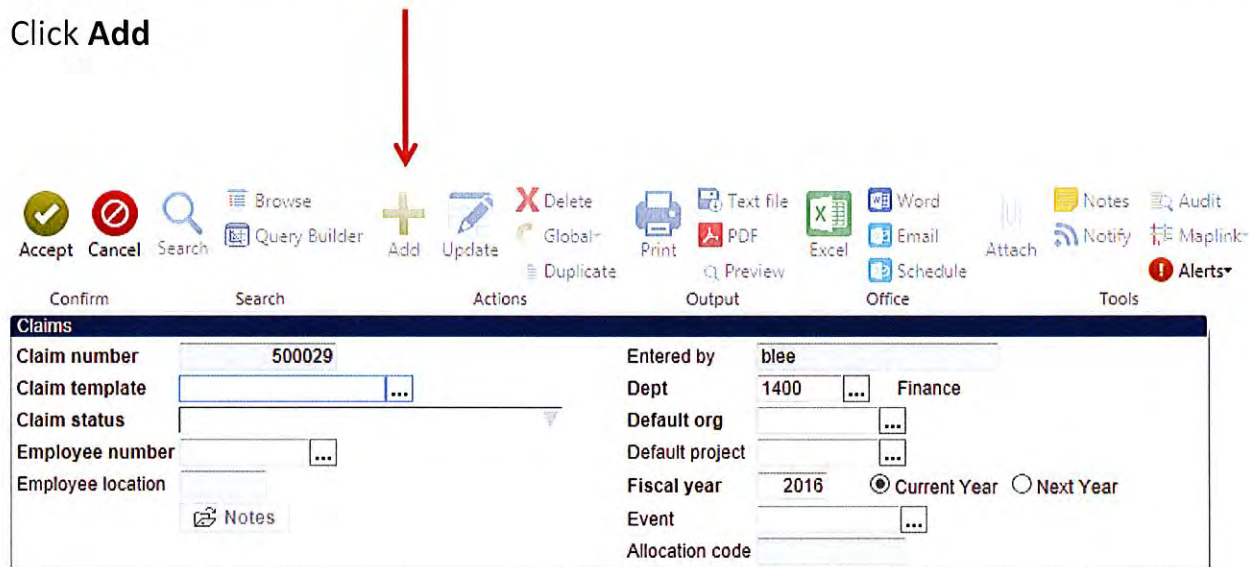
Reimbursement Request

Requests for reimbursement must be accounted for within 90 days after costs are incurred. The City will not process requests for reimbursements submitted after the 90th day. Employees will complete the Expense Claim form in Munis to receive reimbursement. All itemized receipts for the costs of lodging, transportation, and registration fees will be scanned and attached. Credit card receipts that only show totals and not the list of expenses are not sufficient documentation. Travel expenses paid by P-Card must be listed on the Expense Claim. Reimbursement will be paid in the next payroll if the reimbursement is approved the Tuesday proceeding the pay date. Follow the attached direction for Employee Expense Claim.

Menu > Financials > Employee Expense > Expense Claims



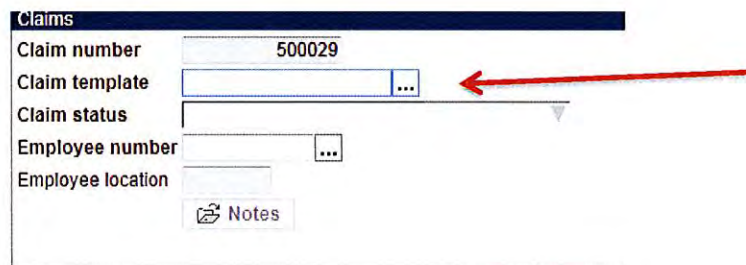
Click **Add**



The screenshot shows the 'Claims' form interface. At the top, there is a toolbar with various icons: Accept, Cancel, Search, Query Builder, Add (highlighted with a red arrow), Update, Delete, Global, Duplicate, Print, Text file, PDF, Preview, Excel, Word, Email, Schedule, Attach, Notes, Audit, Maplink, and Alerts. Below the toolbar, the 'Claims' form is displayed with the following fields:

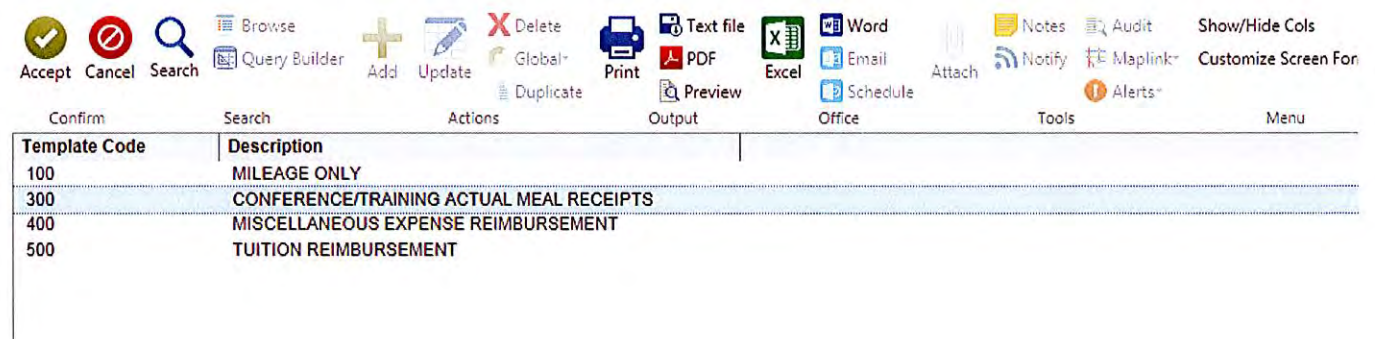
Claim number	500029	Entered by	blee
Claim template	...	Dept	1400 Finance
Claim status		Default org	...
Employee number	...	Default project	...
Employee location		Fiscal year	2016 <input checked="" type="radio"/> Current Year <input type="radio"/> Next Year
	Notes	Event	...
		Allocation code	

The claim number is automatically completed by the program, and cannot be changed.



The screenshot shows the 'Claims' form interface. The 'Claim template' field is highlighted with a red arrow, indicating it is the next step in the process. The form fields are the same as in the previous screenshot.

Select one of the following templates from the drop down box



The screenshot shows the 'Claims' form interface. The 'Claim template' field is highlighted with a red arrow. Below the form, a table of available templates is displayed:

Template Code	Description
100	MILEAGE ONLY
300	CONFERENCE/TRAINING ACTUAL MEAL RECEIPTS
400	MISCELLANEOUS EXPENSE REIMBURSEMENT
500	TUITION REIMBURSEMENT

Click **Accept**



Tab to employee number.

Employee number is the employee for whom you are creating the expense claim.

Claims	
Claim number	500031
Claim template	300 ... CONFERENCE/TRAINING ACTUA
Claim status	11 - Actual, Entering
Employee number	... ←
Employee location	
Notes	

Tab thru until the **Start Date** is reached

Enter the date and place of travel. In the comment section enter reason for travel. For Example Local Government Conference. Press tab to advance to Expenses tab.

Details	Dates	Totals	Payment
Start date	04/04/2016	Destination city	Raleigh
Start time	00:00	Destination state	NC ...
End date	04/05/2016	Comment	
End time	00:00		

Complete all of the applicable expenses for each day.

Unit Expenses		Informational Expenses				
Item	Quantity	UOM	Unit Amt/Rate	Actual Amt	Date	Comment
MILEAGE	140.00	MILES	.540	75.60	04/04/2016	
AIR FARE	0.00	COST	.000	0.00		
REGISTRATION	200.00	COST	1.000	200.00	04/04/2016	
HOTEL	150.00	COST	1.000	150.00	04/04/2016	
TAXI/GROUND	0.00	COST	.000	0.00		
CAR RENTAL	0.00	each	.000	0.00		
INCIDENTALS	0.00	COST	.000	0.00		
BREAKFAST ACTUAL	0.00	COST	.000	0.00		
DINNER ACTUAL	0.00	COST	.000	0.00		
LUNCH ACTUAL	0.00	COST	.000	0.00		

Unit expenses totals Actual 425.60 Overpayment

Input instructions: Please enter actual costs Receipt is required.

If you need to add another line for any expense, click on the expense so that it is highlighted and select **Add Another Line**. The new line item will appear at the end of the list.

Expense Claims - Munic [TEST] DATABASE Mar 31 2016

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts

Expense Details Add Another Line Delete Line

Claims

After you have finished entering expense amounts, click **Accept**

Expense Claim


HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel

Confirm Search Actions Output

The program refreshes the screen to display another Expenses tab. Enter any additional information as needed. If a Pcard was used for part of the travel please list expenses paid with the card.

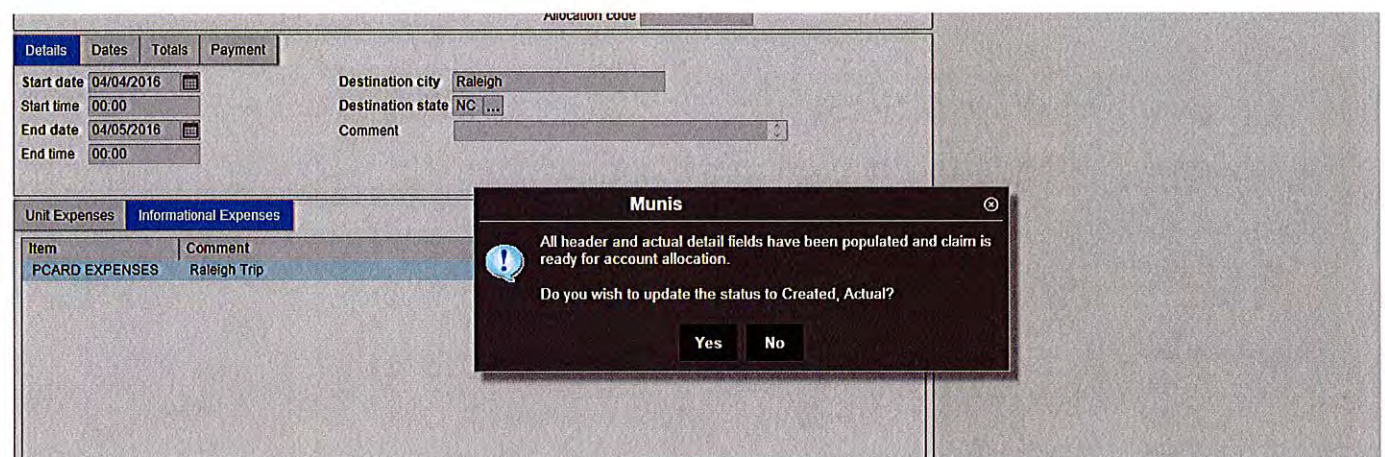
Unit Expenses		Informational Expenses
Item	Comment	
PCARD EXPENSES	Raleigh Trip	



When you have completed the Expenses tab, click **Accept**.

The program saves your entries and displays a confirmation message.

Click **Yes** to update the status of the claim.

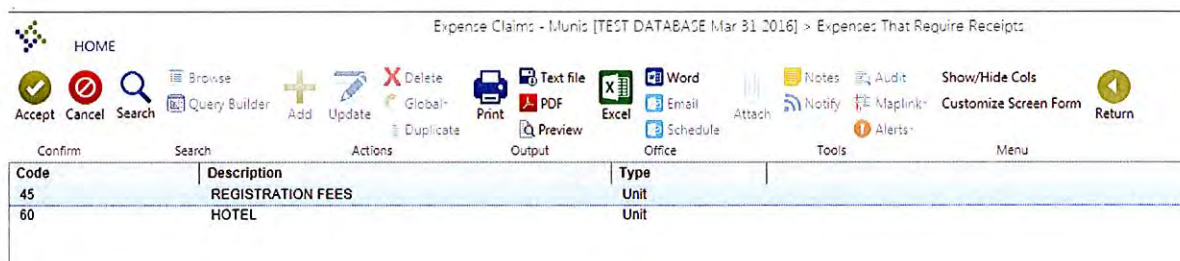


The screenshot shows the Munis system interface. At the top, there are tabs for 'Details', 'Dates', 'Totals', and 'Payment'. Below these, there are fields for 'Start date' (04/04/2016), 'Start time' (00:00), 'End date' (04/05/2016), and 'End time' (00:00). To the right, there are fields for 'Destination city' (Raleigh), 'Destination state' (NC), and 'Comment'. Below these fields, there is a table with two columns: 'Item' and 'Comment'. The table contains one row with 'PCARD EXPENSES' and 'Raleigh Trip'. A dialog box titled 'Munis' is overlaid on the screen. It contains a blue exclamation mark icon and the text: 'All header and actual detail fields have been populated and claim is ready for account allocation. Do you wish to update the status to Created, Actual?'. There are two buttons at the bottom of the dialog box: 'Yes' and 'No'.

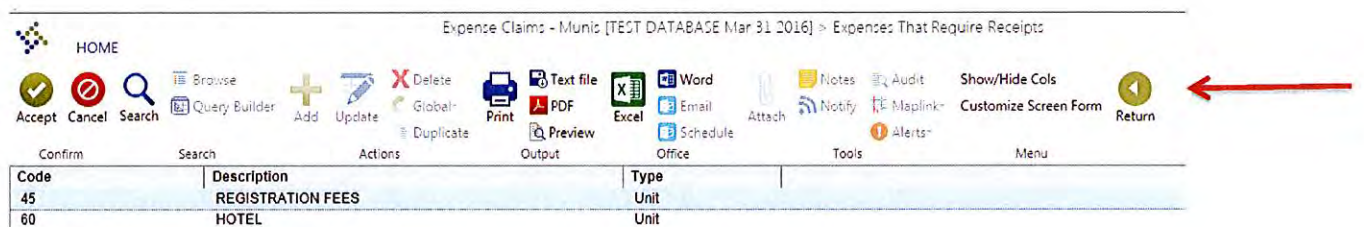
To view expenses that require a receipt, click **Receipts Required** on the ribbon.



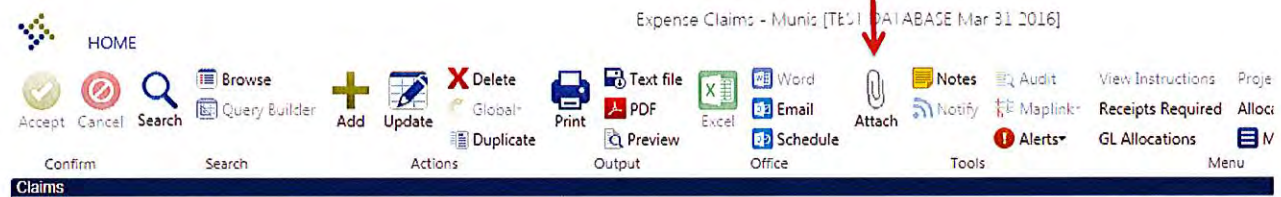
The program displays the Expenses That Require Receipts screen. The screen lists all of the expense codes for which a receipt is required.



Click **Return** to return to the main program screen.



To attach receipts click **Attach**



Select Employee Expense and Click **Accept**

Claims

Claim number: 500031 Entered by: blea

Claim template: 300 CONFERENCE/TRAINING ACTUA Dept: 1400 Finance

Claim status: 12 - Ad

Employee number: [blank]

Employee location: 1400

Details Dates Totals

Start date: 04/04/2016

Start time: 00:00

End date: 04/05/2016

End time: 00:00

Unit Expenses Information

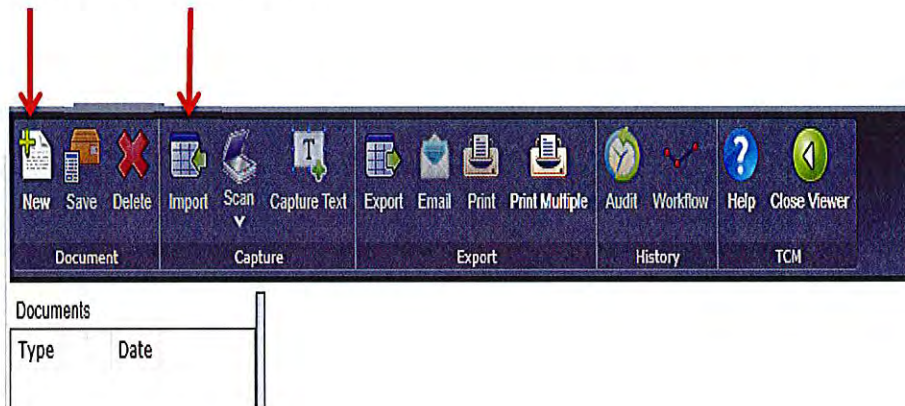
Item

- MILEAGE
- AIR FARE
- REGISTRATION
- HOTEL
- TAXI/GROUND
- CAR RENTAL
- INCIDENTALS

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

Document Title	TCM Document Type	Read Only	Count
Employee Expense	Employee Expense Attachment		0

Click **New** then **Import**



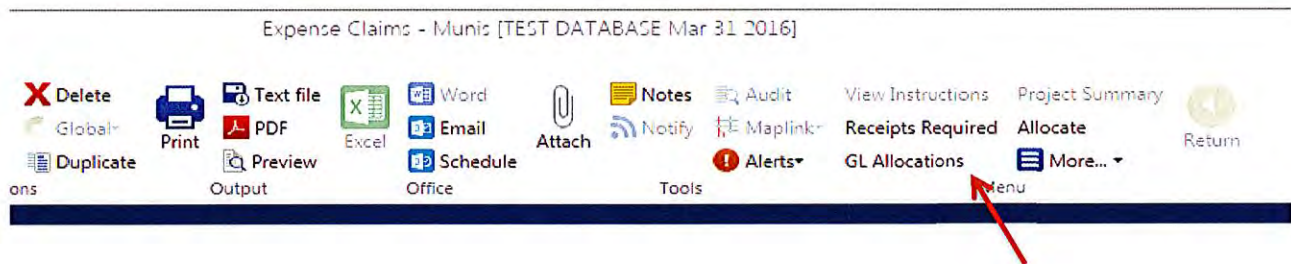
Open the folder and choose the appropriate file. You will get a message similar to below. Click **Save**. This will allow you to preview the attachment.



Click **Close Viewer**



On the ribbon, click **GL Allocations**.



Expense Claims - Munis (TEST DATABASE Mar 31 2016) > GL Allocations

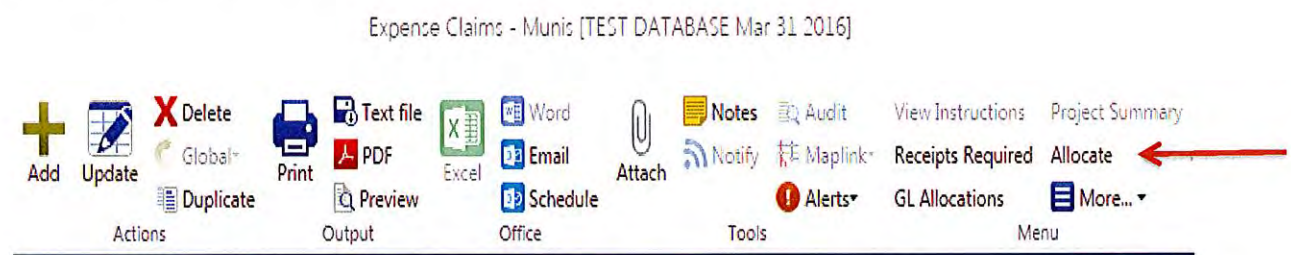
The ribbon contains the following groups and buttons:

- HOME**: Accept, Cancel, Search, Query Builder, Add, Update, Delete, Duplicate
- Output**: Print, PDF, Preview
- Office**: Text file, Excel, Word, Email, Schedule
- Tools**: Attach, Notes, Notify, Alerts, Maplink, Audit
- Menu**: Show/Hide Cols, Customize Screen Form, Return

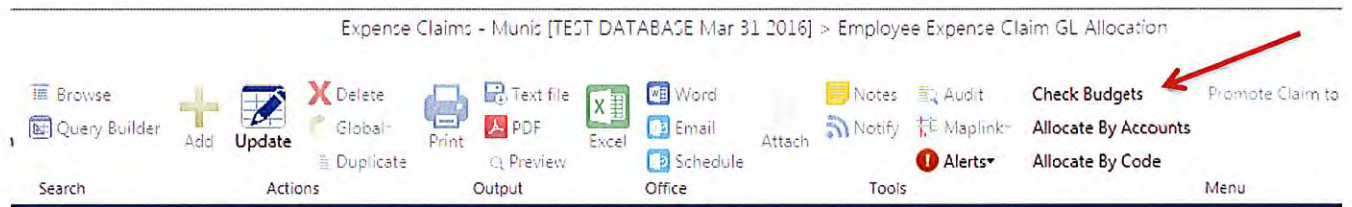
Org	Obj	Proj	Expense Code	Date	Amount	Budget Code	Description
11400	51100		50	04/04/2016	75.60		Final payment
11400	51100		45	04/04/2016	200.00		Final payment
11400	51100		60	04/04/2016	150.00		Final payment

Review the allocations, and then click **Return** to return to the Expense Claims screen. Choose update and change account numbers as necessary.

Click **Allocate** on the ribbon.



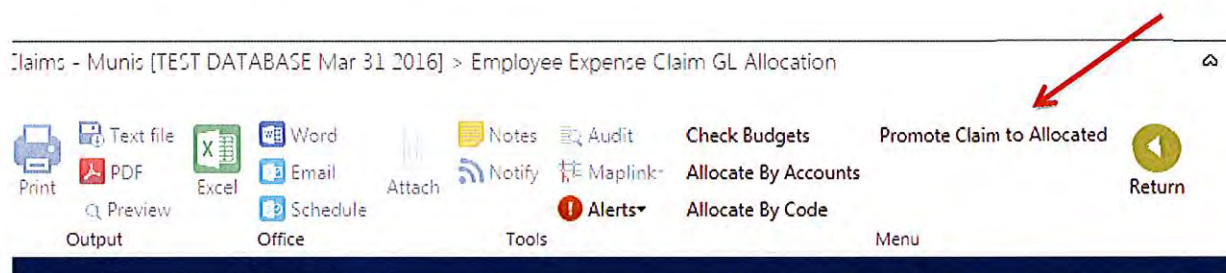
Click **Check Budgets** on the ribbon.



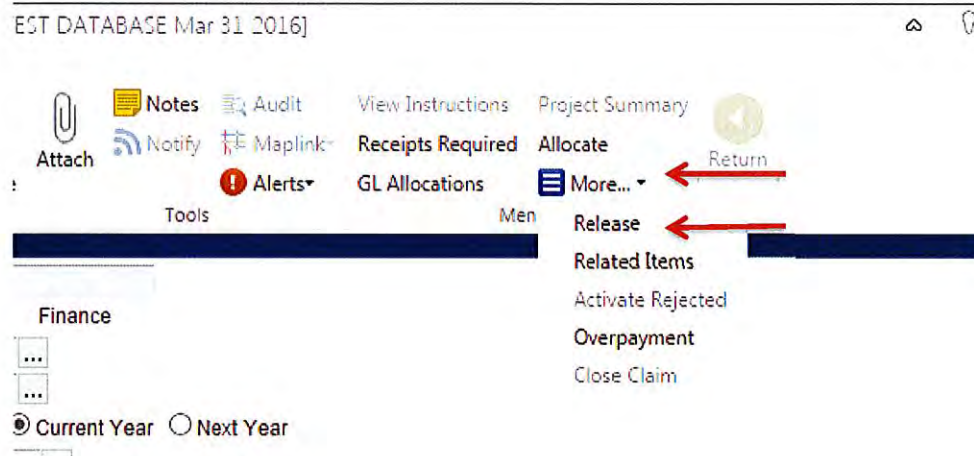
After review click **Accept**.

If over budget conditions are found, the program displays an error message or a confirmation of override, based on your role permissions.

Click **Promote Claim to Allocated** on the ribbon.



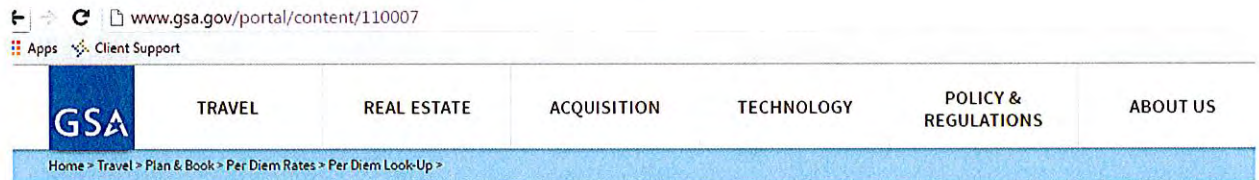
Click the **More** button and then **Release**. The claim is released for approval.



Reimbursement should appear in the following payroll if approved by the Tuesday preceding the pay date.

Appendix B

Go to <http://www.gsa.gov/portal/content/110007>.



Per Diem Rates Look-Up

For all travel policy questions, contact travelpolicy@gsa.gov.

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2016 (current)

Select a State

City (optional)

OR

ZIP

Find Rates

Search by State

For Fiscal Year: 2016 (current)



Select State of Travel and enter.

→ www.gsa.gov/portal/category/100120

Client Support

GSA

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ACQUISITION

TECHNOLOGY

POLICY &
REGULATIONS

ABOUT US



Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-Up >

FY 2016 Per Diem Rates for North Carolina

(October 2015 - September 2016)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

You searched for: North Carolina

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)
		2015			2016									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$51
Asheville	Buncombe	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$59
Atlantic Beach / Morehead City	Carteret	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$114	\$114	\$114	\$64
Chapel Hill	Orange	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$69
Charlotte	Mecklenburg	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$59
Durham	Durham	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$59
Fayetteville	Cumberland	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$54
Greensboro	Guilford	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$91	\$91	\$91	\$91	\$91	\$54
Kill Devil	Dare	\$91	\$91	\$91	\$91	\$91	\$91	\$104	\$104	\$163	\$163	\$163	\$91	\$64

Choose the City closest to your destination. This will be the maximum amount of reimbursement allowable. Actual itemized receipts are required. It is not a per diem amount. Rates change annually.



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT:	Team <u>Kannapolis</u>
POLICY NO:	700.03
EFFECTIVE DATE:	October 1, 2005
APPROVED:	Michael Legg City Manager
REVIEW DATE:	
AMENDMENT DATES:	

SUBJECT: Employee Academy

PURPOSE: To establish the outline and guidelines for participation in “Team Kannapolis,” the City’s employee academy.

STATEMENT OF POLICY:

The City recognizes the value of the expertise, experience and commitment of long-term employees and the importance of preparing our employees for future advancement opportunities within the City of Kannapolis by ensuring our employees are well-versed about City operations. The employee academy establishes a method of educating our employees about the responsibilities of each department, economic development projects, and the budget process.

ELIGIBILITY

All regular full-time employees are eligible to participate in the program upon application and with approval by their department director. Employees of the City’s outsourced service providers, such as marketing, community development, engineering, etc., are also eligible to participate.

PROGRAM OUTLINE

Team Kannapolis is administered through the City Manager’s Office and coordinated by the Community Relations Director and Assistant City Manager. Team Kannapolis consists of a minimum of six two-hour sessions that meet weekly. Each session will include presentations, class materials, and outside reading materials.

Session 1: The Big View

Presenters: City Manager
Assistant City Manager
Community Relations Director

Overview:

During the first half of the session, participants will look at local government and what’s statutorily expected by the State of North Carolina. Participants may be surprised about what you find out and how that shapes the very services the City of Kannapolis provides. During the second half of the session, participants will find out why ‘More Jobs, More Business’ is the city’s number one goal. There will be an overview of the City’s progress in meeting this goal including a discussion of past investment and on-going investment

projects. This kind of economic development success takes a team effort. Participants will take a bus tour of select sites in the city to learn more about the role each department plays in economic development and how new growth provides new opportunities for city services.

Session 2: Community Development- What's the Plan?

Presenter: Planning Director

Overview:

The Community Development Department encompasses planning, zoning, code enforcement and federal grant administration. Participants will learn more about the planning process and participate in a hands-on planning activity. Participants will learn how the city uses federal money like Community Development Block grants and code enforcement to improve Kannapolis.

Session 3: Parks and Recreation- Fun, Fun, Fun

Presenters: Parks and Recreation Director
Program and Special Events Coordinator

Overview:

Gateways, greenways, parks, cemeteries, events and programs, it's not all fun and games for Parks and Recreation. Participants will learn about the other responsibilities and activities of the department and what is planned for the future of parks and recreation in Kannapolis. Besides visiting Village Park, participants will take a stroll down the greenway to Bakers Creek Park.

Session 4: Public Safety- HELP!!!

Presenters: Assistant Fire Chief
Police Department Lieutenant

Overview:

Fire and police keep our citizens safe and are there when protection is needed. Participants will discover more about what goes on behind the scenes to train and be prepared for every emergency.

Session 5: Budget- Money, Money, Money

Presenter: Assistant City Manager

Overview:

A brief PowerPoint presentation will provide an overview of municipal budgeting. Through a mock exercise, participants handle the budget that will have them thinking about tax rates, revenues and expenses.

Session 6: Public Works- Underground Kannapolis

Presenter: Public Works Director

Overview:

Participants will tour the water treatment plant facility and find out how water goes from Kannapolis Lake through the distribution system to homes and businesses. Participants will learn more about what goes on underground Kannapolis by seeing demonstrations of the jet vacs and other equipment. The session will also address above ground and the hard work that goes into maintaining the streets and putting up signs.

COMPLETION OF PROGRAM

Upon satisfactory completion of the program participants will receive a certificate and eight hours vacation leave credit to their annual leave balance. To satisfactorily complete the program, participants must have no unexcused session absences and attend at least four of the six sessions. The program coordinators will determine if a participant has satisfactorily completed the program.

DATE: October 1, 2005

APPROVAL





CITY OF KANNAPOLIS
Purchasing Policies
And Procedures

Effective July 1, 2016

Revised July 1, 2018

Approved: 
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"Better Stewards of Tax Dollars"

CITY OF KANNAPOLIS
PURCHASING POLICIES AND PROCEDURES

(revised 7/01/2018)

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INTRODUCTION

This manual has been prepared to serve as a guideline to all departments and divisions of the City in obtaining apparatus, supplies, materials, equipment and services.

A special attempt has been made to design policies and procedures that will serve the City's needs and provide a more effective and efficient buying process. Like any policies or procedures, they can be effective only if the individuals involved are aware of what they are, how they apply, and the problems to be encountered when they are not followed.

To get the most value from this manual the following suggestions are offered:

- (1) All Department Heads and Division Managers should be familiar with this manual.
- (2) The manual should be reviewed by all personnel involved in the purchasing process.
- (3) All new personnel who may be involved in purchasing items for the City should review this manual before participating in any purchasing.
- (4) The manual should be accessible to everyone concerned with purchasing for the City.

Purchasing does not participate actively in the purchase of insurance, rights-of-way, or real estate; negotiate rentals or leases of space for offices or warehouses; nor contract for earth excavation, road or street construction or building construction.

The Finance Department hopes this manual will be a worthwhile working tool for your department. Any comments or suggestions for improving any of the contents of the manual are most welcomed.

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POLICY STATEMENT ON
NON-DISCRIMINATION IN PURCHASING ACTIVITIES

It is the policy of the City of Kannapolis to provide minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to participation in procurement contracts for commodities and services as well as for contracts relating to construction, repair work, and/or leasing activities.

It is further the policy of the City of Kannapolis to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination.

The City of Kannapolis in co-operation with other local, state and federal agencies, and with the assistance of minority groups and agencies, will actively seek and identify qualified minority and women business enterprises and offer them the opportunity to participate as providers of goods and services to the City.

Effective January 1, 2002, Senate Bill 914 was adopted by the State, which modified N.C.G.S. 142-128 substantially. SB914 establishes new reporting requirements designed to promote the use of minority contractors and to document “good faith efforts” towards that end.

Also required by this new Bill was the establishment of a “minority outreach plan” and a “dispute resolution process” for use when bidding construction or repair projects that qualify under the formal bid guidelines.

Copies of the “Minority Outreach Plan” and the “Dispute Resolution” are available from the Purchasing Manager’s Office.

For construction or repair projects in the “informal category” (\$30,000 - \$499,999.99), Senate Bill 914 require the agency to solicit minority participation and to document “it’s” good faith efforts in minority participation. This “documentation” is to be reported to the Department of Administration, Office of Historically Underutilized business upon completion of the project.

CONTRACTUAL INSURANCE REQUIREMENTS

The Contractor shall at all times during the term of the contract maintain in full force and effect Comprehensive Business Liability, Worker's Compensation, General Liability and Property Damage Insurance applicable to Contractor. All insurance shall be by insurers licensed in the State of North Carolina and for policy limits acceptable to the City

A vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors, if applicable.

VERIFICATION OF COVERAGE

The contractor shall furnish the city with certificates of insurance and with original endorsements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and/or endorsements are to be provided to the city on standard form before a contract is valid.

GENERAL GUIDELINES FOR PURCHASING SUPPLIES AND MATERIALS

Local Buying

It is the desire of the City to purchase from vendors located within the City of Kannapolis whenever possible. This can be accomplished by insuring that local vendors who have goods and services available which are needed by the City are included in the competitive purchasing process. The City has a responsibility to its residents; however, to insure that maximum value is obtained for each public dollar spent. **The City cannot and will not make purchasing decision solely on the basis of vendor location.** Rather, the City will endeavor to encourage local vendors and suppliers to compete for all City Business.

Planning

Planning for purchases should be done on both a short-term and long-term basis, thereby minimizing small orders and last minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

Quality and service are as important as price; and it is the duty of the requesting department to secure the best, most economical, quality that will meet but not exceed the requirements for which the goods or services are intended. In some instance the lowest price does not necessarily mean the lowest cost.

Federal Grants

Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards. (see [page 12](#))

PURCHASING PROCEDURES

This section is to introduce you to the use of purchasing policies and procedures. This procedure covers the purchase of apparatus, supplies, materials and/or equipment for items costing over \$1000.00. Purchases for less than \$1000.00 should be handled by purchasing card. Store credit cards or bill to accounts will no longer be used by the City for those purchases.

Request to Purchase

Each department is responsible for initiating its own request for materials, equipment and services based upon the needs, requirements and budget of that department. Requests should be made in the form of a Purchase Requisition. (Requisition Entry in Munis – [Appendix A](#)).

NOTE: Request for purchases of items \$30,000 - \$89,999 are informal bids and request for purchases of items \$90,000 and above are formal bids. (See Informal Bidding and Formal Bidding before entering requisitions).

SUBJECT: PURCHASE REQUISITION

The purpose of the requisition is to order apparatus, supplies, materials, and equipment.

A Purchase Requisition must be entered into the City's financial software system (Munis) before a Purchase Order will be issued. ([Appendix A](#))

- (1) Complete all areas of the Requisition before releasing in Munis.
- (2) Descriptions must be in detail, not an item number or general description. All pertinent information must be included in the "Description" area of the Requisition.
- (3) If the Department Head has already obtained quotes for the Requisition, then the quotes received must be attached as a pdf document to the Requisition via Tyler Content Manager when it is submitted. Faxed or emailed quote would be preferable but if a phone quote is taken, please include the following: vendor name, phone number, fax number, address, contact person, the name of the City employee who received the quote, on what date, unit cost, shipping charges (if applicable), and total cost.
- (4) Requisition entry is required for all purchases other than those identified in [Appendix B](#).

Completing the Request to Purchase:

The requisition once released and approved by department heads and/or managers in Munis, goes to the Purchasing Agent or his/her designee. If Purchasing has questions concerning the request, it may be rejected to the Department Head or his/her designee with a brief explanation. Once the requisition is approved, it will be converted into a Purchase Order.

SUBJECT: PURCHASE ORDER

The Purchase Order serves as authorization to the supplier to furnish a product or service to the City. It serves for encumbering funds and assures the suppliers that funds are available for the purchase.

Purchase Orders are issued only after a requisition has been properly prepared and approved. Once entered, the purchase order must be pre-audited (as required by law) and approved by the Finance Director or designee. If approved, the purchase order is then processed. Once it is processed, it will be sent electronically to the vendor through Munis.

The PO can be viewed in Munis under PO Inquiry ([Appendix C](#)).

SUBJECT: RECEIVING AN ORDER

It is the using department's responsibility to inspect all materials, supplies, equipment, or contractual services received and to determine their conformance with the specification set forth in the order or contract.

- (1) When an order is received it must be checked carefully to ensure it agrees with the delivery ticket, the purchase order and that it is in good condition.
- (2) If the item(s) are correct and in good condition, the receiving department enters the items as received in Munis. ([Appendix D](#)) If order is incomplete then additional receiving entries will need to be completed for each delivery until the order is complete.
- (3) Receiving the items in Munis will serve as authorization to Accounts Payable to pay for goods delivered.

RETURN ORDERS

Most firms require that they be contacted for permission and instruction before an order can be returned. There is normally a time limit and /or a restocking charge for returned goods. All returns should be brought to the attention of the Finance Department.

CHANGING ORDERS

Please contact Purchasing for any changes to a Purchase Order.

CANCELLATION OF ORDERS

Please notify Purchasing in writing if an order needs to be or has been cancelled.

SUBJECT: EMERGENCY PURCHASES

The purpose of this policy is to define emergency purchases and how they should be handled.

It shall be the policy of City of Kannapolis that under certain limited circumstances, the requisition procedures may be modified so that orders of merchandise may be expedited.

An emergency is an unforeseen combination of circumstances which requires an immediate action.

GS 143-129 provides that bidding is not required in cases of special emergencies involving the health and safety of the people or their property.

During regular office hours (8:00 AM - 5:00 PM)

The appropriate Department Head will make the decision that an emergency exist.

- (1) The requesting user will enter requisition into the purchase system.
- (2) Contact Purchasing to let them know an emergency requisition is in place. The request will be reviewed and the purchase order number will be generated by the Purchasing Department.
- (3) Purchasing will then provide an emergency purchase order for the items of expenditures estimated to be in excess of \$90,000 will require the Finance Director and/or the City Manager approval.

After regular office hours (5:00 PM – 8:00 AM)

The appropriate Department Head will make the decision that an emergency exists.

- (1) The appropriate Department Head will assume full responsibility that an emergency does exist and will make emergency purchases accordingly.
- (2) Using established vendors for the City, the Department Head will acquire the part, or services necessary to satisfy the emergency, advising the vendor that an emergency condition exists and that an emergency purchase order number will be provided at the start of the next working day.

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- (3) The Department Head will immediately, at the start of the next working day contact the Purchasing Department to advise of the acquisition. Based on the facts regarding the situation, the Finance Director and/or City Manager will approve (or disapprove) the acquisition.
- (4) The purchase requisition will then be used to immediately provide the necessary information to the Finance Department.
- (5) The Purchasing Department or using department will contact the vendor used and provide them with the emergency purchase order number.

SUBJECT: UNIFORM GUIDANCE PROCUREMENT POLICY

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of good (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

- (1) **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- (2) **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City of Kannapolis will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City of Kannapolis have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

- (3) **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.

- (4) **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

- (5) **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

- (6) **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids

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or request for proposals shall be excluded from competing for such requirements.

- (7) **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- (1) **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- (2) **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- (3) **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- (4) **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- (5) **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- (6) **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

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- (7) **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- (8) **Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- (9) **Cost Estimate.** For all procurements costing \$250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- (10) **Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- (11) **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- (12) **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- (13) **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

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- (14) **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- (1) **Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
 - a. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - b. To the extent practicable, purchases must be distributed among qualified suppliers.
- (2) **Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
 - a. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - b. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - c. Cost or price analysis is not required prior to soliciting bids.
 - d. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 - e. Award the contract to the lowest responsive, responsible bidder.
- (3) **Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
 - a. Cost or price analysis is required prior to soliciting bids.
 - b. Complete specifications or purchase description must be made available to all bidders.
 - c. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the

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governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”

- d. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- e. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
- f. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

(4) **Service Contracts** (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

- a. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
- b. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- c. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
- d. Consider all responses to the publicized RFP to the maximum extent practical.
- e. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
- f. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
- g. Award the contract on a fixed-price or cost-reimbursement basis.

(5) **Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

- a. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

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- b. To the extent practicable, contracts must be distributed among qualified suppliers.
- (6) **Construction and repair contracts costing \$10,000 up to \$250,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
- a. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - b. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - c. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
 - d. Award the contract on a fixed-price or not-to-exceed basis.
 - e. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.
- (7) **Construction and repair contracts costing \$250,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
- a. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 - b. Complete specifications must be made available to all bidders.
 - c. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
 - d. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - e. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
 - f. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 - g. Award the contract on a firm fixed-price basis.
 - h. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

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- (8) **Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
- a. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
 - b. Complete specifications must be made available to all bidders.
 - c. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 - d. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - e. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
 - f. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 - g. Award the contract on a firm fixed-price basis.
 - h. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”
- (9) **Construction or repair contracts involving a building costing \$300,000 and above** must comply with the following additional requirements under state law:
- a. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 - b. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 - c. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

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- (10) **Contracts for Architectural and Engineering Services costing under \$250,000** shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
- a. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 - b. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 - c. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 - d. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 - e. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 - f. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- (11) **Contracts for Architectural and Engineering Services costing \$250,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
- a. publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 - b. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - c. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
 - d. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
 - e. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 - f. Consider all responses to the publicized RFQ to the maximum extent practical.
 - g. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 - h. Price cannot be a factor in the initial selection of the most qualified firm.

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- i. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- j. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

Exceptions

Non-competitive contracts are allowed ***only*** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- (1) **Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- (2) **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- (3) **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- (4) **Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- (5) **Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

SUBJECT: UNIFORM GUIDANCE CONFLICT OF INTEREST POLICY

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

- (1) This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

a. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the City of Kannapolis may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

b. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the City of Kannapolis are prohibited from accepting or soliciting gifts, gratuities, favors,

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or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$50.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

(2) **Violation**

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

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SUBJECT: COMPETITIVE BIDDING

It is the policy of the City to write product specifications in such a way as to encourage competitive bidding whenever possible. In such cases where the specifications recommended by a department head or others have the result of discouraging or precluding competitive bidding, the burden of the proof shall rest with that department head or others to justify the need for such restrictive specifications. The City Manager shall always be advised of situations where competitive bidding for a product is not available and the reasons (Sole source purchasing) GS143-129F. Those insisting on specifications which discourage or preclude competitive bidding shall include a written explanation or justification to the City Manager and this exception shall be recorded as part of Sole source purchases.

SUBJECT: INFORMAL BIDS

The purpose of this policy is to provide a uniform procedure for obtaining bids for purchases of \$30,000 to \$89,999 and construction contracts not exceeding \$500,000 in accordance to General Statute 143-131.

The using department shall prepare written specification(s) of the product or service needed. The Purchasing Agent shall be responsible for ensuring that all of the informal bid requirements for apparatus, supplies, materials or equipment are met. Please contact purchasing to start the process. The informal bidding process requires that competitive pricing be obtained in a written manner using a Request for Quotation (RFQ). These requests are sent to several sources who can supply the product(s) desired. Bids should always include the vendor's signature, all quotes should be due in at the same time and every effort should be made to receive at least three (3) quotes. Informal bids can be received by fax, email or mail. Once received, and the quote deemed in the best interest of the City is determined, the Purchasing Agent shall generate the Purchase Order and contact the successful bidder(s).

In accordance with North Carolina General Statute 143-131, purchases of less than \$30,000 will be made in the open market with or without necessary resort to formal invitation for bids or request for quotations. The policy of the City of Kannapolis shall supersede 143-131 for items estimated to cost less than \$30,000. Every effort should be given to obtain three (3) written quotes for all purchases. The 3 quote requirement can be waived with the authorization of the Finance Department if the exception is deemed in the best interest of the City.

Construction or repair work which requires an expenditure of \$30,000 to \$500,000 also fall under the guidelines of Informal Bids. Depending on the project, Purchasing, the City Engineer, outside engineers or the using department will write specifications and obtain informal bids from qualified vendors. If there are questions, contact Purchasing for clarification. SB914 requires the agency to solicit minority participation and to document "its' good faith effort in minority participation.

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SUBJECT: FORMAL BIDS

The purpose of this policy is to provide a uniform procedure for obtaining bids for purchases of \$90,000 or more and for construction contracts exceeding \$500,000 in accordance to the NC General Statutes 143-129.

It is the City's policy that all bids of this type be processed through the Finance Department with the following exceptions:

- (1) Bids for Public Works Construction Contracts normally prepared by the City Engineer or by consultants contracted to perform this function.

NOTE: The Finance Director **must** sign all contracts.

- (2) Bids for special projects assigned to the City Manager's office by the City Council.

The using department shall prepare written specification of the product or service needed. The Purchasing Agent shall be responsible for ensuring that all of the formal bid requirements for apparatus, supplies, materials or equipment are met. This includes, but is not limited to formally advertised, submitted in a sealed envelope, opened at a set time and place and tabulated.

After receipt of a bid, the Purchasing Agent, with the Department Head or his/her designee, shall review all bid responses to determine the bid deemed in the best interest of the City. The Purchasing Agent shall make a formal recommendation of award, with supporting documentation to the City Manager.

Upon approval of the recommendation, the Purchasing Agent shall issue the Purchase Order and contact the successful bidder(s).

SUBJECT: ADVERTISING FOR BIDS

The purpose of this policy is to establish who shall advertise for bids and when.

North Carolina General Statutes require that all Formal bids be advertised at least seven days before the date that they are to be opened.

Examples of Formal bids that require advertising include the following:

- * (1) Apparatus, Supplies, Materials, & Equipment
\$90,000 or more

- * (2) Construction or Repair
\$500,000 or more

- ** (3) Public Works Construction Contracts
\$500,000 or more

- * Advertised by Purchasing Manager or City Clerk

- ** Advertised by Consultant

- (1) All Legal Notices are published in the Independent Tribune and/or advertised electronically on the City's Website.

- (2) Each Legal Notice must contain the following:

- (a) Time and location where plans and specifications may be obtained

- (b) Time and location of bid opening

- (c) The City shall reserve the right to reject any and all bids

- (d) On certain construction contracts, a notice that bidders must be properly licensed under Chapter 87, Statutes of NC (GS 87-15) is required.

SUBJECT: AWARD OF BIDS

The purpose of this procedure is to make known how bids are awarded.

It shall be the City's policy to award all bids in accordance with N.C. General Statutes 143-129.

- (1) Bids shall be awarded to the **lowest responsible bidder** taking into consideration:
 - (a) Quality
 - (b) Performance
 - (c) Time specified in proposal for performance of the contract
- (2) Informal bids are awarded by the Purchasing Manager based on recommendation by Department Heads and/or Division Managers.
- (3) Formal bids are awarded by the City Manager based on the recommendation by the Purchasing Manager, Department Heads and/or Division Managers.
- (4) All contracts must be signed by the City Manager and the Finance Director.

SUBJECT: BIDS REQUIRING CITY COUNCIL ACTION

The purpose of this policy is to define those items which require City Council Approval.

City Council must award contracts on the following:

- (1) Bids of \$500,000 or more for construction or repair work.
- (2) All purchases from established contracts (Piggybacking).
- (3) All Sole Source purchases.
- (4) Bid awards for CDBG housing rehabilitation of \$25,000 or more.

SUBJECT: VENDOR RELATIONSHIP

The purpose of this procedure is to make known the City's policy in developing relationships with vendors.

It is the City's policy to maintain strong vendor relationships for the purpose of taking full advantage of the competitive bidding process.

VENDOR RELATIONS

It is the desire of Purchasing to maintain good vendor relations at all times. This shall be done by providing vendors with an equal opportunity to submit prices on a competitive basis.

INTERVIEWING SUPPLIERS

All suppliers who wish to do business with the City of Kannapolis should first contact Purchasing and provide a listing of the products or services they wish to provide. Purchasing will maintain a vendor file for future reference. When a need arises, the Department should contact Purchasing for a vendor source or reference.

A DEPARTMENT OR DIVISION OF THE CITY SHOULD NOT PLACE A VERBAL ORDER WITH A SUPPLIER OR DO ANYTHING THAT WOULD OBLIGATE THE CITY BEFORE THE ISSUANCE OF A PURCHASE ORDER.

SELECTION OF VENDORS

Suppliers are selected based on results of interviews and their ability to furnish and service a quality product. Purchasing maintains a list of suppliers of various products and before purchases are made the suppliers are given an opportunity to furnish a price quotation. New suppliers are added to the bid list as they become available. It is the City's policy to award orders to the lowest responsible bidders. Please make sure that the selected suppliers or contractors can provide the appropriate tax information to the Finance Department (ex. Sales tax and federal tax information). Those suppliers or contractors that cannot comply with this request shall be taken off the City's Bid List.

NOTE: All requested information by the Finance Department must be delivered before an order is placed.

SUBJECT: CITY OF KANNAPOLIS BID PROTEST PROCEDURE

ARRA funding requires a bid protest procedure to be in place.

Any party which is a prospective bidder, offeror, or contractor that may be aggrieved by the solicitation must submit a written protest within five (5) calendar days prior to the opening of the Request for Bid, Request for Proposal.

Any party which is an actual bidder, offeror, or contractor that may be aggrieved by the award of a contract, must submit a written protest within five (5) calendar days of the City's announcement of intent to award.

The protest must be addressed to the Purchasing Agent, City of Kannapolis, 401 Laureate Way, Kannapolis, NC 28081 and must include the following information:

1. Name, address, telephone number, facsimile number and email of the protester.
2. Signature of the protester or authorized agent.
3. The bid name and number.
4. A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. Any supporting exhibits, evidence, or documents to substantiate any claims.
6. All information establishing that the protester is an interested party for the purpose of filing a protest.
7. The form of relief requested.

After careful consideration of all relevant information, and consultation between the City Attorney and the Purchasing Agent, a written decision shall be made.

An appeal of the decision may be sent to the City Manager. An appeal must be in writing and sent to the City Manager, 401 Laureate Way, Kannapolis, NC 28081, within seven (7) calendar days of the date of the decision.

Any and all costs incurred by a protesting party in connection with a protest shall be the sole responsibility of the protesting party.

SUBJECT: PROCUREMENT CARD POLICY

The purpose of using a procurement card is to provide a procedure in the purchasing process for the use of procurement cards for small value (less than \$1000.00) or emergency purchases or travel or for purchases where only a credit card is accepted. The procurement card may be used for purchases over \$1000 if approved by Purchasing. It is meant to complement existing purchasing processes. It is not intended to bypass appropriate purchasing procedures or business practices.

The use of procurement cards has been proven to be a cost effective method of obtaining low cost supply and service items for the City. Some travel and training cost may be handled best through the procurement card process.

The procurement card will be used only when:

- (1) The items and /or services to be purchased are for the official use of the City.
- (2) The types of items and/or services to be purchased are those established by the department head and approved by Finance.
- (3) The cost of the proposed purchase does not exceed the purchase transaction limit established by the department head and approved by Finance.

Cards will be issued, with the department head's approval, to those who actually make official City purchases from a vendor.

For the procurement card process to operate efficiently, a timely response to each of the elements of the procedures is required from those concerned. Failure to do so will result in past due transactions appearing on the statements and cards being rejected because of limits being exceeded.

Issuance of procurement card:

- (1) Each department head will determine who is to use the card.
- (2) The employee must sign documentation verifying agreement to conditions of use.
- (3) The department head will determine the purchase authority of their employee and sign the enrollment form indicating approval.
- (4) If a card is lost or stolen, please notify Purchasing immediately.

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Use of Procurement card:

- (1) The cardholder must retain vendor's receipt, records of telephone orders and/or copies of mail orders to be attached to in Munis.

Payment of procurement card charges:

- (1) The department/division must ensure that sufficient budget is available to pay for every purchase.
- (2) The cardholder must reconcile the monthly statement with the receipts in Munis. ([Appendix E](#)). The users should attach the receipts and change the account number for each transaction by the 17th of each month. The approvers should approve and release all transactions by the 27th of each month. Failure to do so after two notifications will result in the user's card being suspended until the issue is resolved. Undocumented transactions (transaction turned in without receipt) are not allowed. Payment for any transaction without a receipt will be the responsibility of the cardholder. If not paid in thirty (30) days, it will be deducted from the user's paycheck. Any disputed transactions are the responsibility of the cardholder.
- (3) Any employee misusing the procurement card will be subject to disciplinary action outlined in the Personnel and Administrative Policies Manual.

SUBJECT: CHECKING FOR AVAILABLE FUNDS

The purpose of this procedure is to establish the responsibility for ensuring funds are available before making or requesting a purchase.

- (1) Before placing an order, first be familiar with what funds were authorized in the budget. ([Appendix F](#))
- (2) Use Account Inquiry or Year to Date reports in Munis to determine what funds have been used. Call the Finance Department if assistance is needed.
- (3) When ordering capital equipment (equipment costing \$5000 or more with a life expectancy of one year or more) the item must be specified and previously approved in the department budget. All exceptions must be approved by the City Manager.

SUBJECT: FIXED ASSETS

Overview of Fixed Assets Accounting and Control

Fixed assets include land, buildings, vehicles and equipment, and other improvements. However, not all fixed assets are required to be reported on the city's balance sheet (or "capitalized"). Generally, those fixed assets that should be included in our capital accounts and on our detailed fixed asset listings include those that:

- (1) are tangible in nature;
- (2) have a life longer than one year; and
- (3) has a value of \$5,000 or more.

The value of fixed assets for the City, including the very smallest ones, is substantial. Maintaining a complete and accurate accounting for fixed assets with significant value is important for several reasons. Adequate accounting procedures and records for fixed assets are essential to effective property management and control. The stewardship responsibility involved in safeguarding such a large public investment is of the utmost importance to sound financial administration.

BENEFITS OF A GOOD FIXED ASSETS ACCOUNTING SYSTEM

A good system of fixed assets accounting facilitates overall control and custody of the City's property; permits the assignment of direct responsibility for custody and proper use of specific fixed assets to individual City departments; each City department is charged with the proper management of fixed assets, including repairs and maintenance. An accounting of fixed assets is required for preparation of a satisfactory and complete financial report. The City prepares a comprehensive annual financial report which includes fixed assets information.

VALUATION OF FIXED ASSETS

Fixed assets should be accounted for at cost or, if the cost is not practicably determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value when received. The cost of a fixed asset includes purchase price or construction cost and ancillary charges necessary to acquire the asset or to place it in the intended location and condition for use. Ancillary charges include costs such as transportation charges, site preparation, professional fees, legal claims directly attributable to asset acquisition, and certain interest costs during construction.

RECORDING FIXED ASSETS

The City is required by N.C. General Statutes (G.S. 159-26) to record and control fixed assets. The City may acquire assets by several methods: purchase, lease-purchase, construction, eminent domain, tax foreclosures, and gifts. Once fixed assets have been acquired and properly recorded on the books of account, subsidiary records on each recorded asset should be set up with the following information: (1) date of acquisition; (2) vendor; (3) description; (4) department charged with custody; (5) location; (6) cost; (7) fund and account from which purchased; (8) estimated life (9) Purchase Order Number (if applicable) and (10) date and method of disposition.

CONTROLLING FIXED ASSETS

All equipment fixed assets should be appropriately marked and numbered by a permanent method of identification. Periodic inventories should be taken by authorized personnel. It is the responsibility of Department Heads or Division Managers to ensure that all assets are safeguarded.

DONATION

Fixed assets that the City receives through donation are recorded as follows:

- (1) The Fixed Asset is identified and a fair market value established.
- (2) The Finance Department assigns a Fixed Asset number to the Fixed Asset.
- (3) The Fixed Asset Number is entered into the Fixed Asset Master File by the Finance Department, together with all appropriate information.

TRANSFERS

Fixed assets moved from one location to another location are considered to be transferred. This can be either interdepartmental or intradepartmental transfers. These assets are to be accounted for as follows:

- (1) The department which is transferring the asset is to complete a Fixed Asset Change Request. This request is to be signed by the Department Head(s) involved in the move. ([Appendix G](#))
- (2) The Fixed Asset Change Request is forwarded to the Finance Department.
- (3) The Finance Department will update the Fixed Asset Master File with the appropriate information.

The Fixed Asset Change Request contains the following information:

- (1) Department making the transfer.
- (2) Department receiving the transfer.
- (3) The location at which the asset is placed.
- (4) The signature of the department head of the receiving department.
- (5) Tag # and complete description.

SURPLUS PROPERTY

The Purchasing Department is responsible for the disposal and/or relocation of all City surplus property. All equipment which has been budgeted for replacement is deemed as surplus once the replacement has been purchased and received. It is the responsibility of each department to notify Purchasing of surplus items.

Once equipment has been replaced or is no longer needed, the using departments shall fill out a surplus property form and send to the Purchasing Agent. ([Appendix H](#))

Surplus equipment may be sold by sealed bids, by public auction, electronic auctions or by private sale and negotiation, or may be destroyed and sent to the City Landfill if it has no resale value. If surplus is to be destroyed, the department should send a list of items to the Purchasing Agent for approval by the City Manager before disposal.

The City of Kannapolis is currently using an electronic auction company to dispose of surplus property.

Web site: www.govdeals.com

SUBJECT: SALE OF SURPLUS PERSONAL PROPERTY

The purpose of this procedure is to establish certain guidelines for the disposal of any obsolete, surplus, or other equipment the City may offer for sale.

- (1) The Purchasing Manager will process all personal property sales of \$30,000 or more for the City by seeking approval of the City Council and advertising the sale of surplus personal property.
- (2) **No City employee or Department Head may at any time dispose of City property of any kind without first obtaining approval of the City Manager.**
- (3) The City Manager is authorized to sell items valued at less than \$30,000.
- (4) All sales are made in compliance with the NC Statutes governing such.

HOW ITEMS ARE SOLD - Surplus equipment such as automobiles, trucks, furniture, and other equipment are sold at the city's annual auction or electronic auctions such as Property Room or GovDeals or other procedures in accordance with North Carolina General Statutes.

- (1) Declaring an item Surplus-If/when an item(s) is/are deemed surplus, a surplus form must be completed. ([Appendix H](#)) The GovDeals Vehicle Inspection Form for vehicles and the Surplus Property Form for equipment and other items. Print the form out and have the Department Head review and sign it. Forward this form to the Purchasing Manager. This may be done at any point in the year, as often as you have surplus equipment. Items will be disposed of as they become surplus. It is our desire to reduce the amount of storage space required for surplus items, and also to dispose of them while they are in good condition so that we will receive the maximum value possible for our surplus property.
- (2) If an item is deemed to have no value and should be discarded, please list condition as "DISCARD". Property may be discarded when (a) it has no value; (b) remains unsold after applicable sale procedures have been exhausted; or (c) poses a potential threat to the public health or safety. **NO ITEMS MAY BE THROWN AWAY WITHOUT PRIOR APPROVAL FROM THE CITY MANAGER.**

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- (3) If there are items that are surplus and may be used by other departments, please contact the Purchasing Manager prior to completing the surplus form, as there may be other means of transferring or disposing of these items. The City of Kannapolis does reserve the right to use any of the other disposal methods allowed (i.e. private sale, sealed bid, etc.) to dispose of items when necessary.
- (4) Items to be Sold: Unless another disposal method is decided upon, most of the surplus items will be sold on GovDeals.com. Upon receipt of the Surplus Form, Purchasing will arrange to take photos of surplus items and set up an electronic auction on GovDeals.com. Please be aware of the fact that the public has the right to make an appointment and inspect an item before they bid on it, therefore, please make sure that items are placed in a location that will be accessible by the public. At times, Purchasing may pick up small items and take them to Purchasing, but due to limited space, this will be handled on a case-by-case basis.
- (5) At the completion of the auction (usually 7-10 days), Purchasing will work with the buyer to have items removed within 10 business days from date of sale.
- (6) You may view the items that the City of Kannapolis has for auction by going to the city's website (www.cityofkannapolis.com) and clicking on Purchasing under the Finance Department. If no items are up for bid, then nothing will be displayed. Items may be withdrawn from auction at the city's discretion up until the closing date and time set for the auction.

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SUBJECT: SERVICES

The purpose of this procedure is to provide a uniform method of obtaining services for the City.

- (1) The following are examples of professional services and do not normally require bidding unless it is such where competitive bidding would be in the City's best interest:

Architectural Services, Engineering Services, Special Consultants, and Employment Agencies.

- (2) All service contracts must be submitted to the Finance Director and City Manager for their approval and signing.

NOTE: A standard city Service Agreement format is available from Purchasing.

- (3) Professional Services cost, Item 1 under Policy, may be obtained by making direct contact with the specific agency. It is suggested that contracts pertaining to the service be coordinated with the City Attorney's Office.
- (4) All other service contracts shall not be awarded until competitive bids have been received from reputable and qualified contractors regularly engaged in their respective lines of endeavor. If a Purchase Order is needed a requisition should be entered in Munis, see [Appendix A](#).
- (5) Procurement of Sign Language Interpreter, see [Appendix I](#).

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Purchase Order Guidelines

For the purchase of any materials, supplies, equipment, etc. the following guidelines shall apply:

\$ 0 - \$999.99	Items or groups of items within this category will not require a Purchase Order.
\$1000.00 - \$29,999.99	Items or groups of items within this category will require a Purchase Order before the order is placed with the vendor. Department Heads have the option of obtaining quotes themselves or allowing the Purchasing Agent to do so.
\$30,000.00 - \$89,999.99	Items or groups of items within this category will require a Purchase Order and fall within the informal range of bids. Department Heads shall submit a Purchase Requisition with all the necessary specifications, information and vendor listing to the Purchasing Agent in order to obtain quotes and create a bid file. Final approval of the Purchase Order is by the Purchasing Agent along with the ordering Department.
\$90,000.00 and over	Items or groups of items within this category require a Purchase Order and fall under the formal bidding statutes. Department Heads shall submit a Purchase Requisition with all the necessary specifications, information and vendor listing to the Purchasing Agent. The Purchasing Agent will formally advertise, accept sealed bids, open and record all sealed bids. The Purchasing Agent and Department Head will review all bids and make a recommendation for award to the City Manager. Final approval and awarding will be done by the City Manager.

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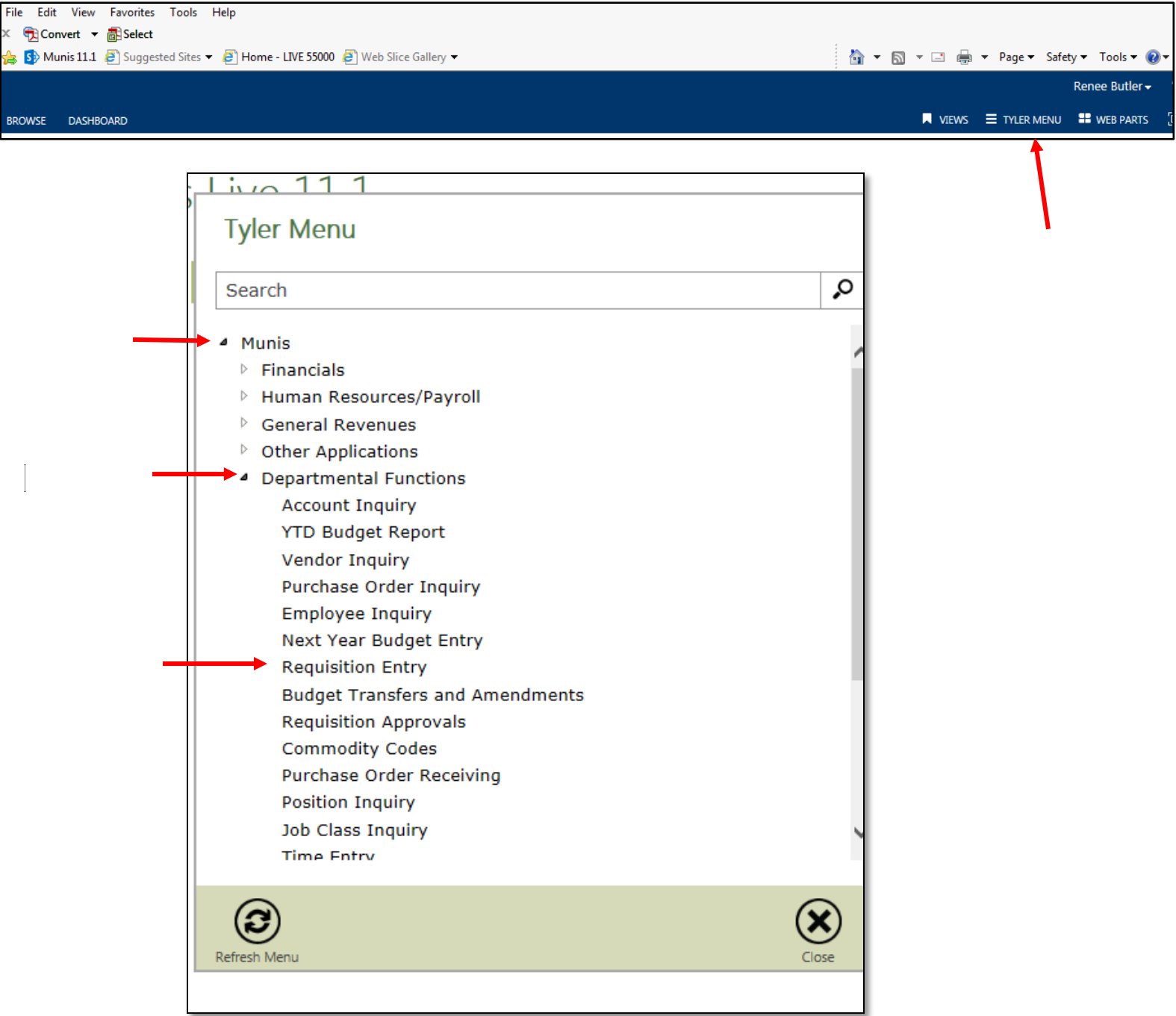
Purchase Order Guidelines

If a project involves construction, renovation or repairs, the following shall apply:

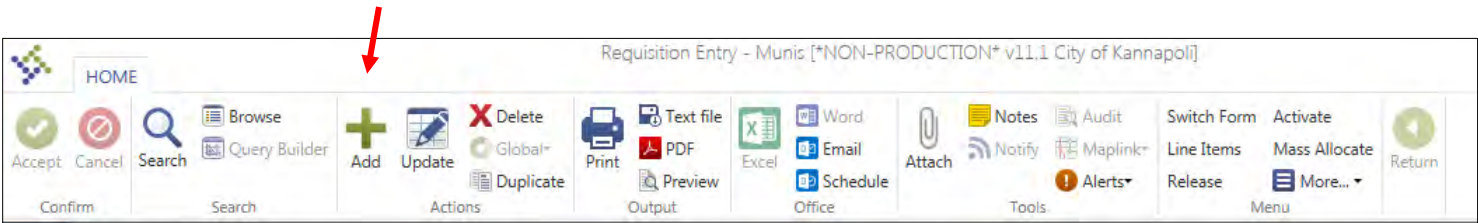
\$ 0 - \$999.99	Items or groups of items within this category will not require a Purchase Order.
\$1000.00 - \$29,999.99	Items or groups of items within this category will require a Purchase Order before the order is placed with the vendor. Department Heads have the option of obtaining quotes themselves or allowing the Purchasing Agent to do so. Every effort should be made to obtain a minimum of three (3) quotes. A list of specifications and vendor listing will be required with the Purchase Requisition if the Department Head opts not to receive quotes.
\$30,000.00 - \$499,999.99	Items or groups of items within this category will require a Purchase Order and fall within the informal range of bids. Department Heads shall be responsible for all the necessary specifications, information and vendor listing. The Department Head shall work in conjunction with the Purchasing Agent in order to obtain quotes and create a bid file. Final approval of the Purchase Order is by the City Manager.
\$500,000.00 and over	Items or groups of items within this category require a Purchase Order and fall under the formal bidding statutes. The Department Head and contracted engineer shall be responsible for all the necessary specifications, information and vendor listing. They may also issue invitations to bid and accept sealed bids on behalf of the City. Final approval and awarding will be done by the City Council.

Appendix A: Requisition Entry

Tyler Menu -> Munis ->Departmental Functions -> Requisition Entry



Click Add



Department Number should appear, if not use *ellipses* (button with 3 dots) and select Department Tab through to General Description (enter name of requisition)

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

Main Information

Dept/Loc: 1400 ... Finance

Fiscal year: 2016 ☒ Current ☐ Next

Requisition number: 251

General commodity: Office Supplies

General description: Office Supplies

General Notes

Status: 2 Created

Needed by: [Calendar icon]

Entered: 05/11/2016 By: rbutler

Convert to: Purchase Order

PO expiration: [Calendar icon]

Receive by: ☒ Quantity ☐ Amount

☒ Three way match required

☐ Inspection required By

Vendor Information

Vendor: [Ellipsis icon] Committed

Name: [Ellipsis icon]

PO mailing: 0 [Ellipsis icon]

Delivery method: ☐ Print ☐ Fax ☐ E-Mail

Remit: [Ellipsis icon]

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to: 1400 ...

Kannapolis Finance Dept.

401 Laureate Way

KANNAPOLIS NC 28081

Email: [Ellipsis icon]

Reference: [Ellipsis icon]

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
------	-----------	----------	--------------	---------------	-------------	--------

Tab through to Vendor field

Enter Vendor Number or use ellipses to choose from whole list

(i.e. if you don't know vendor click accept to access full vendor list)

HOME

Accept Cancel Search Browse Add Update

Confirm Search Act

Vendor Alpha [Text box]

Vendor Name [Text box]

Locate vendor from list. You can sort the data by clicking on the name at the top of each column. **Accept**

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Vendors

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Text file Excel Word Email Attach Notify Audit Maplink Alerts Show/Hide Cols Customize Screen Form Return

Vendor	Address #	Alpha Sort	Vendor Name	Address 1	Address 2	Status
18781	0	FIRST ADVANTAGE	FIRST ADVANTAGE BACKGROUND SERVICES CORP	P.O. BOX 403532		ACTIVE
18670	0	FIRST AMERICAN TITLE	FIRST AMERICAN TITLE INSURANCE COMPANY	NATIONAL COMMERCIAL SERVICES	ATTN: ACCT RECEIVABLE DEPT	ACTIVE
15876	0	FIRST BANK	FIRST BANK	P O BOX 866		ACTIVE
19170	0	FIRST WATCH RESTAURA	FIRST WATCH RESTAURANTS 1	INDIANAPOLIS		ACTIVE
14884	0	FISHER, CHRIS	CHRIS FISHER	C/O KPD		ACTIVE
19669	0	FIVE GUYS--DC # 10	FIVE GUYS--DC # 10	WASHINGTON		ACTIVE
18591	0	FLAG DESK, INC	FLAG DESK, INC	847-256-2404		ACTIVE
16232	0	FLAMING PIG	VICKEY WILKINS	3985 OLD LOWERY ROAD		ACTIVE
16094	0	FLEMING CANDY CO INC	FLEMING CANDY CO INC	P.O. BOX 1522		ACTIVE
8233	0	FLINT TRADING INC	FLINT TRADING INC	P.O. BOX 160		ACTIVE
19454	0	FLORES & ASSOCIATES	FLORES & ASSOCIATES, LLC	P.O. BOX 31397		ACTIVE
15924	0	FLOW CIRCUS INC	FLOW CIRCUS INC	518 W JUNIPER AVE		ACTIVE
13861	0	FLOWE, COREY	COREY FLOWE	C/O PWOC		ACTIVE
19553	0	FLOWERSHOPNETWORK.C	FLOWERSHOPNETWORK.COM	870-2155444	AR	ACTIVE
19680	0	FLT BLOOMSTODAY	FLT BLOOMSTODAY	800-5200573	VA	ACTIVE
12286	0	FOOD LION	FOOD LION	P.O. BOX 198169		ACTIVE
18054	0	FOOD LION #0006	FOOD LION #0006	KANNAPOLIS	NC	ACTIVE
13660	0	FOREMOST PRODUCTIONS	FOREMOST PRODUCTIONS	1270 GLEN AVENUE		ACTIVE
13415	10	FORENSICS SOURCE	SAFARILAND LLC	FORENSICS SOURCE	WAY	ACTIVE
18604	0	FORESTRY SUPPLIERS	FORESTRY SUPPLIERS	601-354-3565		ACTIVE
3262	0	FORMS AND SUPPLY INC	FORMS AND SUPPLY INC	P.O. BOX 563953		ACTIVE
3262	1	FORMS AND SUPPLY INC	FORMS AND SUPPLY INC	P.O. BOX 563953		ACTIVE
3262	10	FORMS AND SUPPLY INC	FORMS AND SUPPLY INC	P.O. BOX 563953		ACTIVE
1397	0	FORTILINE WATERWORKS	FORTILINE INC	P O BOX 538388		ACTIVE
1397	10	FORTILINE WATERWORKS	FORTILINE WATERWORKS INC	P.O. BOX 538388		ACTIVE
15442	0	FORTY SIX	FORTY SIX	101 WEST AVE		ACTIVE
19536	0	FOSTERS PINT & PLATE	FOSTERS PINT & PLATE	ROGERS	AR	ACTIVE
19339	0	FOUR POINTS SHERATON	FOUR POINTS SHERATON	OKLAHOMA CITY	OK	ACTIVE
19018	0	FOUR SEASONS BOURBON	FOUR SEASONS BOURBON STK	WASHINGTON	DC	ACTIVE
18893	0	FOUR SEASONS HOTEL W	FOUR SEASONS HOTEL WLK VL	WESTLAKE VLLG	CA	ACTIVE
19765	0	FOWLER JOHN	JOHN T FOWLER	279 BERRY ROAD		ACTIVE
14725	0	FOXFIRE LANES INC	FOXFIRE LANES INC	225 SECURITY STREET		ACTIVE
15676	0	FRANK CORRIHER BEEF	FRANK C. CORRIHER BEEF AND SAUSAGE, INC	P.O. 133		ACTIVE
16069	0	FRANKLIN, EDWARD	EDWARD FRANKLIN	/ PWOC		ACTIVE

Sort Data by clicking on name of any column

Click on Vendor and Click Accept

Tab through Vendor Information. Enter 10 in PO mailing if available. If not, leave it as 0. Leave Remit as 0. Choose shipping address. Click **ACCEPT**

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Text file Excel Word Email Attach Notify Audit Maplink Alerts Return

Main Terms/Miscellaneous

Main Information

Dept/Loc 1400 Finance Status 2 Created

Fiscal year 2016 Current Next Needed by

Requisition number 251 Entered 05/11/2016 By rbutler

General commodity General description Office Supplies Convert to Purchase Order

PO expiration 06/30/2016 Receive by Quantity Amount

Three way match required Inspection required By

Vendor Information

Vendor 3262 Committed

Name FORMS AND SUPPLY INC

PO mailing 10 FORMS AND SUPPLY INC

P.O. BOX 563953

CHARLOTTE NC 28256

Delivery method Print Fax E-Mail

Remit 0

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping Information

Ship to 1400 Kannapolis Finance Dept.

401 Laureate Way

KANNAPOLIS NC 28081

Email

Reference

PO mailing should be 10 or 0 if 10 is not available

Leave Remit as 0

Use ellipsis to choose correct shipping address

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
------	-----------	----------	--------------	---------------	-------------	--------

Enter in quantity, description, unit price, unit of measure (UOM)

Tab to bottom field labeled miscellaneous to enter in account information (i.e. org and object)

Tab through to complete line for that requisition

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Line Items

Requisition
Fiscal year: 2016 Number: 251 Line: 1

Detail
Quantity: 3.00 Unit Price: 85.78000
Commodity: UOM: EACH
Inventory Item: Freight: .00
Location: Discount percent: .00
Type: ☐ Pick ticket ☐ Purchase
Credit: .00
Line item total: 257.34
Description: HEWCE505A Print Cartridge P2035/55BK
Amount justification: UNKNOWN

Miscellaneous
Manufacturer: Bid: 1400 Finance
Manufacturer item no.: 3262 FORMS AND SUPPLY INC
Vendor: 10 FORMS AND SUPPLY INC
PO mailing: 10 P.O. BOX 563953
Delivery Method: ☐ Print ☐ Fax ☐ E-Mail ☐ E-Procurement CHARLOTTE NC 28256
Remit: 0
Vendor item no.: 1099 box
Fixed asset: N
Notify buyer: ☐

Seq	Org	Obj	Project	Description	Amount	GL Bud
01	11400	46100		OFFICE SUPPLIES	257.34	

Tab to Org and Obj. Use ellipses if needed to choose correct account.

Enter Amount. If the cost is to be split between accounts enter amount for first account then tab and enter second line (org / obj. / amount).

Click **Accept**

If you need to add another item, click **Add** and repeat previous steps

If not, then click **Return**

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Line Items

Click to add another item

Click when all items are added.

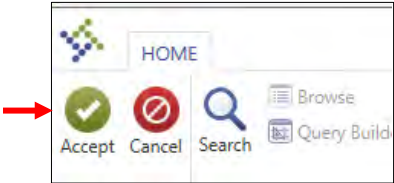
Click the paper clip icon to add quotes or any attachments relevant to the requisition

Requisition Entry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

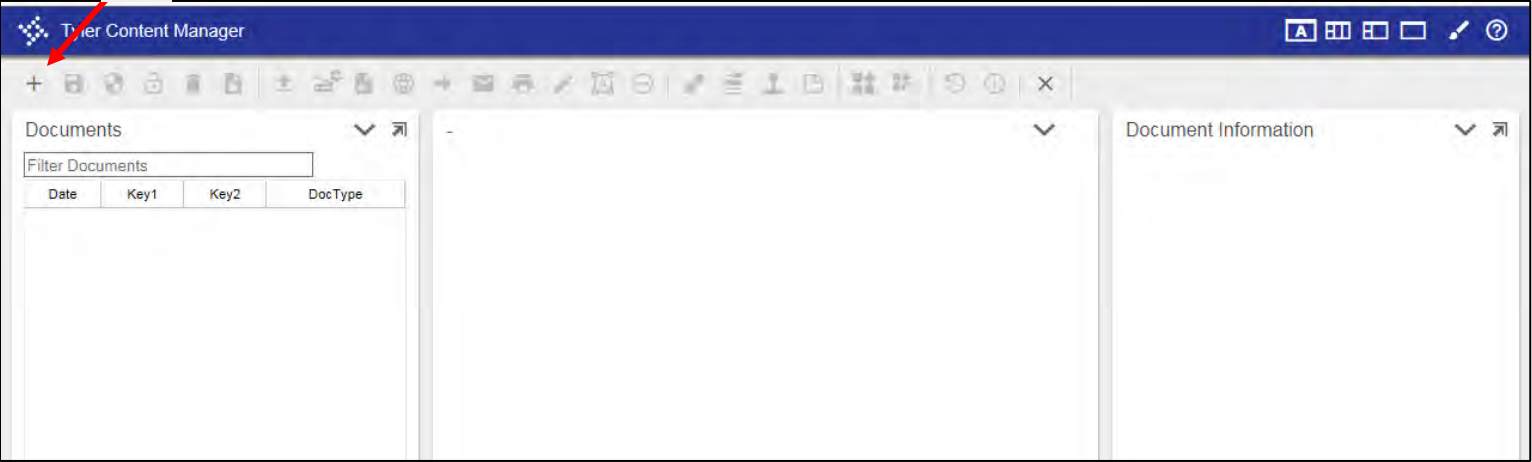
Attach



Choose requisition attachment, then **Accept**

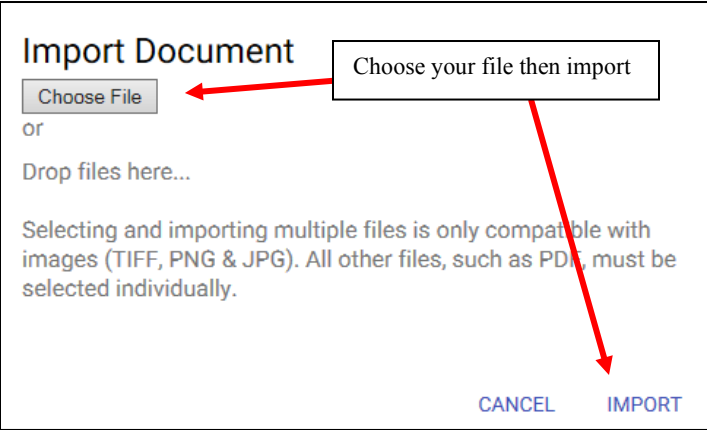
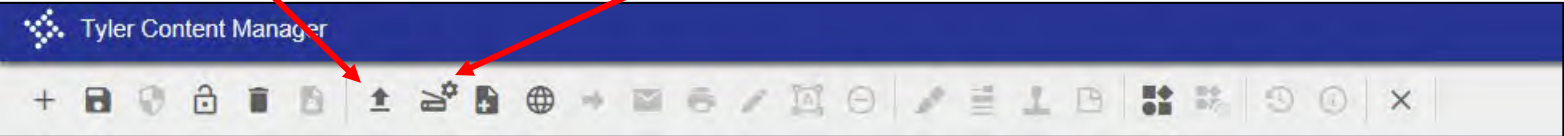
Document Mappings			
Attachment Type	Document Type	Read Only	Count
Generic Attachment	Attachment (no searchable metadata)		0
Document Title	TCM Document Type	Read Only	Count
Contract (R)	Contract/Agreement	✓	0
Contract Attachment	Contract Attachment		0
Contract/Agreement	Contract/Agreement	✓	0
PO Attachment	PO Attachment	✓	0
Requisition Attachment	Requisition Attachment		0



Click **+**



Choose either  (to import your attachment) or  (to scan in your document).



Tyler Content Manager

Documents

Filter Documents:

Date	Requisition Number	Vendor Number	DocType
			Requisition

Shows you have an attachment for the requisition. There should be a line for each document that you are attaching.

Related Documents

Filter Related Documents:

Date	Key1	Key2	DocType
------	------	------	---------

INVOICE

FSI office

PHONE 704-598-8971

DATE 07/19/18 INVOICE # 4668068-0

CUSTOMER # 9385131 DEPT 01 PREPAID INVOICE SALESMAN 178 TIME 08:28:35
BILLING ADDRESS CITY OF KANNAPOLIS WRITER ACU2 PAGE
ACCTS PAYABLE ROUTE # 9925 FEDERAL # 56-0903427
401 LAUREATE WAY KANNAPOLIS NC 28082

ITEM NBR.	CO.	DESCRIPTION	UN	QTY	B/O	SHIP	NET	D	EXTENDED
CE505A	HEW	Customer P/O/Renee **Attention :RENEE BUTLER who called : Renee Butler CRDQ.L.J.P2035/55,BK EA Email: rbutler@kannapoliscity.gov SHIPPED WEIGHT (8.800)		4			99.110	C	396.44
TOTAL AMOUNT PAID:				424.19	AMOUNT DUE:				.00

2- Cyndy
1- Barbara
1- Brenda Lewis

INVOICE

SUB-TOTAL 396.44
TAX 27.75
TOTAL 424.19

Document Information

Attachment Filename

Attachment Title

Requisition... Audit

Description

Public

Requisition Number 19126

Fiscal Year 2019

Date Ordered 11/06/2018

Date Required

Grant/Project Number



FiscalYearREQ

Notes

Department 1400

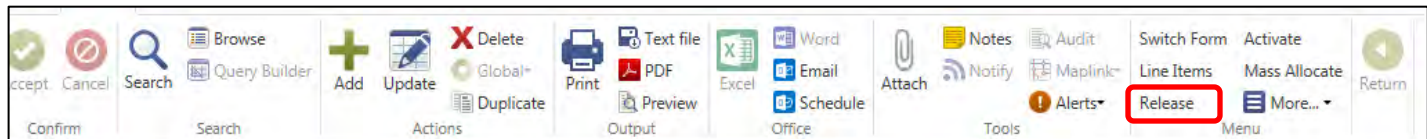
Contract

Show Requisition number you are creating

Click  to save the attachment and then  to exit TCM



Click **Release** (upper right hand corner) to begin the approval process



Status will show as released

Requisition Entry - Munis [*NON-PRODUCTION* V11.1 City of Kannapolis]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notify Maplink Alerts Switch Form Activate Line Items Mass Allocate Release More... Return

Main Terms/Miscellaneous

Main Information

Dept/Loc 1400 Finance Status 6 Released

Fiscal year 2016 Current Next Needed by

Requisition number 252 Entered 05/12/2016 By rbutler

General commodity Convert to Purchase Order

General description HEWCE505A Print Cartridge P2035/55BK PO expiration 06/30/2016

Receive by Quantity Amount

Three way match required

Inspection required By

Vendor Information

Vendor 3262 Committed

Name FORMS AND SUPPLY INC

PO mailing 10 FORMS AND SUPPLY INC

P.O. BOX 563953

CHARLOTTE NC 28256

Shipping Information

Ship to 1400

Kannapolis Finance Dept.

401 Laureate Way

KANNAPOLIS NC 28081

Email

Reference

To see where the requisition is in the workflow, click Approvers at the bottom of the screen

Requisition Entry - Munis [*NON-PRODUCTION* V11.1 City of Kannapolis]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notify Maplink Alerts Switch Form Activate Line Items Mass Allocate Release More... Return

Main Terms/Miscellaneous

Main Information

Dept/Loc 1400 Finance Status 6 Released

Fiscal year 2016 Current Next Needed by

Requisition number 252 Entered 05/12/2016 By rbutler

General commodity Convert to Purchase Order

General description HEWCE505A Print Cartridge P2035/55BK PO expiration 06/30/2016

Receive by Quantity Amount

Three way match required

Inspection required By

Vendor Information

Vendor 3262 Committed

Name FORMS AND SUPPLY INC

PO mailing 10 FORMS AND SUPPLY INC

P.O. BOX 563953

CHARLOTTE NC 28256

Delivery method Print Fax E-Mail

Remit 0

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping Information

Ship to 1400

Kannapolis Finance Dept.

401 Laureate Way

KANNAPOLIS NC 28081

Email

Reference

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
1					HEWCE505A Print Cartridge P2035/55BK	(3262) FORMS AND SUPPLY INC

Total amount 89.88

Workflow

My Approvals Approve Reject Forward Hold Approvers

Click to see status of requisition

Requestion Entry > Munici [HOME > REQUESTION > v111 City of Kannapolis > Work Flow Status

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Audit Maplink Alerts Return

Confirm Search Actions Output Office Tools

Click Return to close screen

Originator

Name Comment

Renee Butler Edit

Approvers' comments

Name	Date	Time	Action	Comment
------	------	------	--------	---------

Steps

Step	Status	Date	Time
▼ 90	In Progress		
▼ Any approver from this group c	Group Current		
■ Renee Butler		05/12/2016	11:33

Shows where the requisition is in workflow and status

Details

Generate Chart Expand All Collapse All Expand In Progress

Appendix B

EXAMPLES OF PURCHASES NOT REQUIRING A PURCHASE ORDER (REQUISITION)

This list is not all inclusive.

Advertising (legal ads, radio announcements, etc.)

Annual dues

Claim payments

Insurance premiums

Medical examinations

Memberships

Land purchases

Professional services (i.e. accounting, legal)

Postage permits and expenses

Refunds

Rental of buildings

Repair and Maintenance

Subscriptions

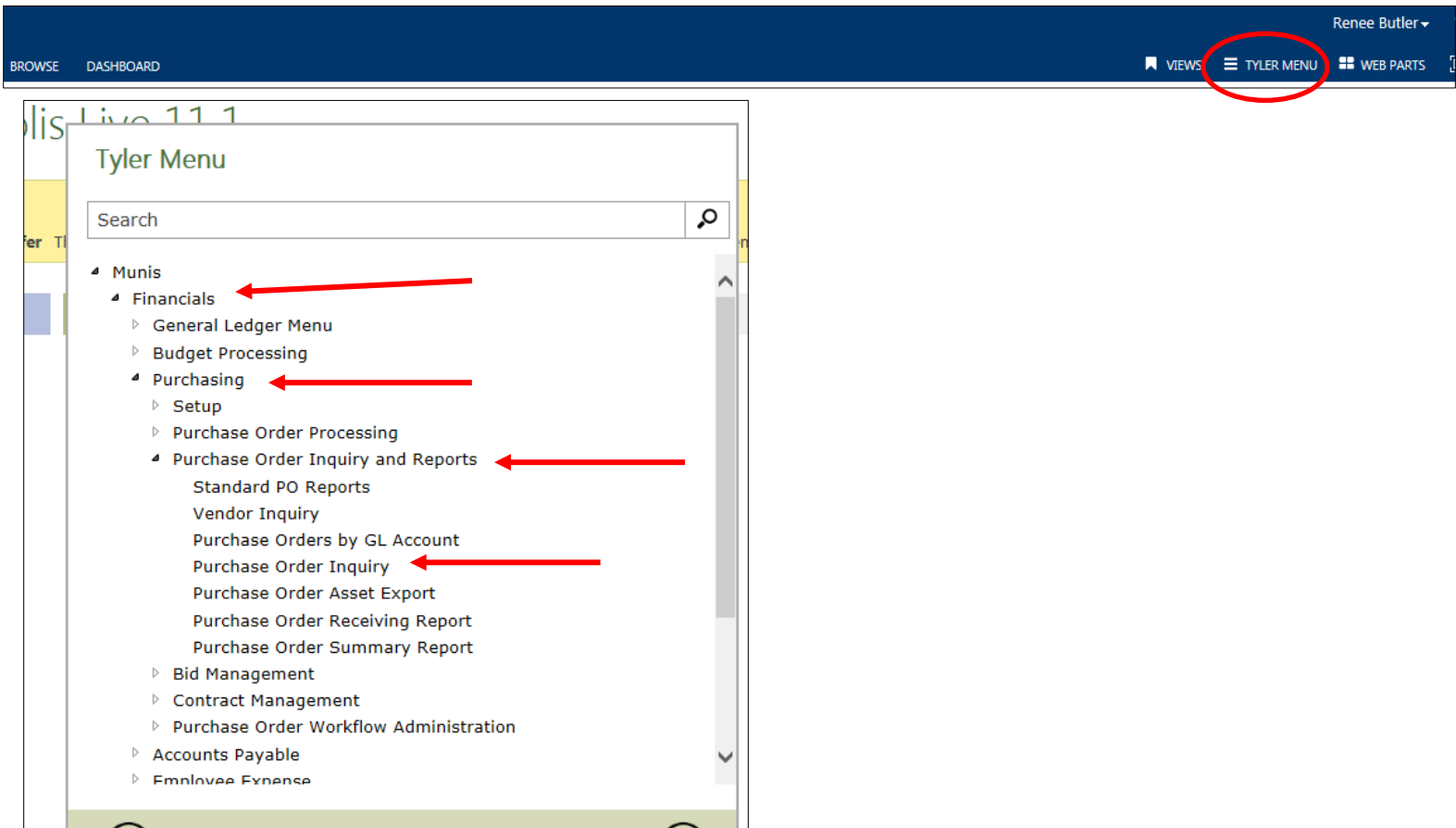
Travel and Training

Tuition fees for educational purposes

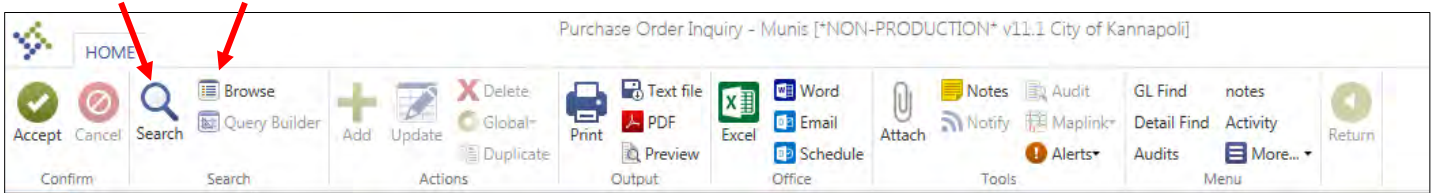
Utilities

Appendix C: Purchase Order Inquiry

Tyler Menu -> Financials -> Purchasing -> Purchase Order Inquiry and Reports -> Purchase Order Inquiry



Click **Search** or **Browse**



If you click **Browse**, type in the Fiscal Year of the PO you are looking for then click **Accept**

The screenshot shows the 'Purchase Order Inquiry' form. It has two main sections: 'Purchase Order' and 'Vendor'. The 'Purchase Order' section contains fields for 'Dept/Loc', 'Fiscal Year', 'Period', 'PO number', 'Gen commodity', 'Entry date', 'Needed by date', 'Status', 'Type', 'Requisition number', 'General Description', and 'Open amount'. The 'Vendor' section contains fields for 'Vendor number', 'Status', 'Name', 'Type', 'Class code', and 'Geographic code'. Red arrows point to the 'Fiscal Year' field and the 'Accept' button.

Choose PO and Accept

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Attach

Notes

Audit

Maplink

Alerts

Show/Hide Cols

Customize Screen Form

Return

Record Number

Year

PO#

Vendor Name

PO Date

Order Amount

Balance

Status

177

2016

20160178

EMERGENCY MEDIC

12/29/2015

103.75

0.00

0 - Closed

87

2016

20160087

ERGOFLEX SYSTEM

09/11/2015

74,415.50

0.00

0 - Closed

116

2016

20160117

FORMS AND SUPPL

10/15/2015

5,204.21

0.00

0 - Closed

130

2016

20160131

FORMS AND SUPPL

10/21/2015

946.05

0.00

0 - Closed

96

2016

20160096

FORTILINE INC

09/23/2015

50,055.00

0.00

0 - Closed

5

2016

20160005

GALLS LLC

07/20/2015

2,810.00

0.00

0 - Closed

11

2016

20160011

GALLS LLC

07/22/2015

1,265.87

0.00

0 - Closed

12

2016

20160012

GALLS LLC

07/23/2015

5,965.96

0.00

0 - Closed

28

2016

20160028

GALLS LLC

08/05/2015

34

2016

20160034

GALLS LLC

08/17/2015

35

2016

20160035

GALLS LLC

08/17/2015

36

2016

20160036

GALLS LLC

08/17/2015

37

2016

20160037

GALLS LLC

08/17/2015

410.91

0.00

0 - Closed

38

2016

20160038

GALLS LLC

08/17/2015

4,408.80

0.00

0 - Closed

39

2016

20160039

GALLS LLC

08/17/2015

4,669.93

0.00

0 - Closed

40

2016

20160040

GALLS LLC

08/17/2015

230.00

0.00

0 - Closed

41

2016

20160041

GALLS LLC

08/17/2015

4,827.90

7.50

8 - Printed

42

2016

20160042

GALLS LLC

08/17/2015

558.50

0.00

0 - Closed

50

2016

20160050

GALLS LLC

08/17/2015

5,166.43

0.00

0 - Closed

51

2016

20160051

GALLS LLC

08/17/2015

1,505.46

15.00

8 - Printed

52

2016

20160052

GALLS LLC

08/17/2015

342.21

0.00

0 - Closed

57

2016

20160057

GALLS LLC

08/26/2015

1,320.00

0.00

0 - Closed

74

2016

20160074

GALLS LLC

09/08/2015

2,627.88

0.00

0 - Closed

75

2016

20160075

GALLS LLC

09/08/2015

32.50

0.00

0 - Closed

76

2016

20160076

GALLS LLC

09/08/2015

1,505.46

0.00

0 - Closed

105

2016

20160106

GALLS LLC

10/07/2015

352.00

0.00

0 - Closed

113

2016

20160114

GALLS LLC

10/12/2015

169.95

0.00

0 - Closed

121

2016

20160122

GALLS LLC

10/15/2015

1,505.46

0.00

0 - Closed

122

2016

20160123

GALLS LLC

10/15/2015

1,505.46

0.00

0 - Closed

129

2016

20160130

GALLS LLC

10/21/2015

219.90

0.00

0 - Closed

134

2016

20160135

GALLS LLC

10/27/2015

1,180.00

0.00

0 - Closed

152

2016

20160153

GALLS LLC

11/18/2015

340.00

0.00

0 - Closed

155

2016

20160156

GALLS LLC

11/20/2015

410.50

0.00

0 - Closed

You can sort by clicking on any column headings

If you click Search key in PO number and Accept

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Sched

Purchase Order

Vendor

Dept/Loc

Fiscal Year

Period

PO number

Gen commodity

Entry date

Needed by date

Status

Type

Requisition number

General Description

Open amount

Vendor number

Status

Name

Type

Class code

Geographic code

Click on paper clip icon to view actual PO through TCM

Accept

Cancel

Search

Browse

Query Builder

+

Add

Update

X

Delete

Global*

Duplicate

Print

Text file

PDF

Preview

Output

Excel

Word

Email

Schedule

Office

Attach

Notes

Notify

Alerts

Tools

GL Find

notes

Detail Find

Activity

Audits

Menu

More...

Ret

Confirm

Search

Actions

Output

Office

Tools

Menu

More...

Ret

Click more and choose
Line detail to view
The detail lines on PO

Main

Terms/Miscellaneous

Purchase Order Details

Dept/Loc3620

GL effective date04/01/2016

Fiscal year2016

Period09

PO number20160255

General commodity

General descriptionHydrofluoroisilic Acid (Fluor

BuyerRenee Butler

Status8 - Printed

Entered04/01/2016

Needed By04/12/2016

Expire06/30/2016

Last Changed

0

Three way match required

Inspection required

Inspector

Receive By

Quantity

Amount

Notes

Receiving

Invoices

Vendor Details

Vendor16227

Committed

NameWATER GUARD INC

PO mailing10

WATER GUARD INC

P O BOX 2226

WILSON

NC

27894

Remit0

Shipping Details

Ship to3620

Kannapolis Water Trtmnt Plant

1353 Pump Station Rd.

KANNAPOLIS

NC

28082

Reference

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	1,530.00	0.00	1,530.00	36200-46830

Totals

Ordered1,530.00

Liquidated0.00

Balance1,530.00

Click on notes,
receiving or invoice
folders to view notes,
receiving or payment
info

Appendix D: Purchase Order Receiving

Tyler Menu -> Financials -> Purchasing -> Purchase Order Processing -> Purchase Order Receiving

BROWSEDASHBOARD

VIEWSTYLER MENUWEB PARTS

Renee Butler

Tyler Menu

Search

Munis

Financials

General Ledger Menu

Budget Processing

Purchasing

Setup

Purchase Order Processing

Requisition Entry

Request for Item

Requisition Approvals

Requisition Conversion

Requisition Import

Requisition Export

Purchase Order Entry

Purchase Order Approvals

Print Purchase Orders

Purchase Order Change Orders

Purchase Order Receiving

Purchase Order Quick Receipt

Purchase Order Receiving Import

Click Quick Receipt in menu section in upper right hand corner of screen.

HOME

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapoli]

AcceptCancelSearchQuery BuilderAddUpdateDeleteGlobal DuplicatePrintText filePDFExcelWordEmailScheduleAttachNotesAuditMaplinkAlertsQuick ReceiptAuditsReturn

Purchase Order

PO Fiscal YearVendorItemDescriptionManufacturerManufacturer item no.QuantityOrderedRemainingPO NumberVendor alphaBid #Line #ReceivedInvoiced

Key in Fiscal year and PO number (use drop down if needed to find PO)

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Purchase Order

PO Fiscal Yr# ...

Vendor

Packing Slip# Fix Asset# ...

Dept

PO Amount

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
------	-------------	------	---------	----------	-----------	---------

Click **Accept**

Quick Receipt shows all line items on one screen. Click **Select Lines** to choose which lines to receive.

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Purchase Order

PO Fiscal Yr# 2016 20160269 ...

Vendor 1911 GALLS LLC

Packing Slip# Fix Asset# ...

Dept 2035

PO Amount 1568.77

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	FK020 Dyna Med Deluxe First Aid Kit		10.00	.00	10.00	
2	HS254 Road Runner Executive Measuring Wheel		10.00	.00	10.00	
3	FH897 Mag Charge LED Charging Sleeve		3.00	.00	3.00	
4	FH845 Maglite LED Light W/AC/DC		6.00	.00	6.00	
5	BU044 Maglite Replacement Bulbs		24.00	.00	24.00	

You can choose Full or Partial depending on what was received. If all items are in, choose full

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Browse Add Update Duplicate Delete Global Print Preview Text file PDF Excel Word Email Schedule Attach Notify Maplink Alerts Select All Unselect All Partial Return

Confirm Search Actions Output Office Tools Menu

Purchase Order

PO Fiscal Yr# 2016 20160269 ...

Vendor 1911 GALLS LLC

Packing Slip# Fix Asset#

Dept 2035

PO Amount 1568.77

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	FK020 Dyna Med Deluxe First Aid Kit		10.00	.00	10.00	Full Partial
2	HS254 Road Runner Executive Measuring Wheel		10.00	.00	10.00	
3	FH897 Mag Charge LED Charging Sleeve		3.00	.00	3.00	
4	FH845 Maglite LED Light W/AC/DC		6.00	.00	6.00	
5	BU044 Maglite Replacement Bulbs		24.00	.00	24.00	

Choose **Partial** if only some of the items were received. Key in **Quantity** received and hit Accept.

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Browse Add Update Duplicate Delete Global Print Preview Text file PDF Excel Word Email Schedule Attach Notify Maplink Alerts Select All Unselect All Partial Return

Confirm Search Actions Output Office Tools Menu

Purchase Order

PO Fiscal Yr 2016 PO Number 20160269 Line # 002

Ordered 10.00 Received .00 Remaining 10.00

Received

Quantity .00 Dollar Amount .00 Date 05/16/2016

Packing Slip# Fix Asset# By rhutler

Comments

Returned

Quantity .00

Comments

RMA

Key in Qty. received and tab to packing slip# and enter if available. Tab to comments and enter if any are needed

Click Accept again.

Go to paper clip icon (TCM) and import packing slip.

When all items that were received are completed, click **Accept**

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Select All Unselect All Partial Return

Purchase Order

PO Fiscal Yr/# 2016 20160269 ...

Vendor 1911 GALLS LLC

Packing Slip# Fix Asset# ...

Dept 2035

PO Amount 1568.77

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	FK020 Dyna Med Deluxe First Aid Kit		10.00	.00	10.00	Full
2	HS254 Road Runner Executive Measuring Wheel		10.00	.00	10.00	Partial
3	FH897 Mag Charge LED Charging Sleeve		3.00	.00	3.00	
4	FH845 Maglite LED Light W/AC/DC		6.00	.00	6.00	
5	BU044 Maglite Replacement Bulbs		24.00	.00	24.00	

THEN click **Receive** in Menu section of screen

Purchase Order Receiving - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Purchase Order Receiving

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Select Lines Select All Unselect All Partial Receive Audits Return

Purchase Order

PO Fiscal Yr/# 2016 20160269 ...

Vendor 1911 GALLS LLC

Packing Slip# Fix Asset# ...

Dept 2035

PO Amount 1568.77

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	FK020 Dyna Med Deluxe First Aid Kit		10.00	.00	10.00	Full
2	HS254 Road Runner Executive Measuring Wheel		10.00	.00	10.00	Partial
3	FH897 Mag Charge LED Charging Sleeve		3.00	.00	3.00	
4	FH845 Maglite LED Light W/AC/DC		6.00	.00	6.00	
5	BU044 Maglite Replacement Bulbs		24.00	.00	24.00	

The line items reflect the changes

Accept

Cancel

Search

Browse

Query Builder

HOME

+

Add

Update

X

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Attach

Notes

Notify

Maplink

Alerts

Select Lines

Partial

Select All

Receive

Unselect All

Audits

Menu

Return

Purchase Order

PO Fiscal Yr#

2016

20160269

...

Vendor

1911

GALLS LLC

Packing Slip#

Fix Asset#

...

Dept

2035

PO Amount

1568.77

Rec'd TD and remaining qty. change

↓

↓

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	FK020 Dyna Med Deluxe First Aid Kit	⌵	10.00	10.00	.00	
2	HS254 Road Runner Executive Measuring Wheel	⌵	10.00	1.00	9.00	
3	FH897 Mag Charge LED Charging Sleeve	⌵	3.00	.00	3.00	
4	FH845 Maglite LED Light W/AC/DC	⌵	6.00	.00	6.00	
5	BU044 Maglite Replacement Bulbs	⌵	24.00	.00	24.00	
		⌵				
		⌵				

Appendix E: Purchase Cards

Tyler Menu>Financials>Accounts Payable>Invoice Processing>Purchase Cards>Purchase Card Statement

BROWSEDASHBOARD

Renee Butler

VIEWS

TYLER MENU

WEB PARTS

Tyler Menu

Search

▾ Munis

▾ Financials

▸ General Ledger Menu

▸ Budget Processing

▸ Purchasing

▾ Accounts Payable

▸ Setup

▾ Invoice Processing

Invoice Entry

Invoice Approvals

▾ Purchase Cards

Purchase Cards

Purchase Card Import

Purchase Card Statements

Invoice Discrepancies

▸ Invoice Inquiry and Reports

▸ Employee Expense

Account Inquiry

Accounts Overview

▸ Human Resources/Payroll

Refresh Menu

Close

There are several ways to find your statement. The easiest way is to click **Search**.

HOME

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Confirm

Search

Actions

Output

Office

Statement ID

Statement ID

Card

Card number

Name on card

Dept

Statement Details

Code

Status

GL year/period

GL effective date

Invoice date

Notes

Enter name on card and click **Accept**

This will automatically bring up the first statement in Munis with your name. You can use the arrow keys at the Bottom of the screen to find the statement you are looking for. The Code will be the statement name: the month, 05, year. Ex: January will be 01052014 or you can click the browse icon and it will bring up a list of statements.

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Transactions Release Transaction Search Mass Release GL Allocations More... Return

Confirm Search Actions Output Office Tools Menu

Statement ID

Statement ID 13

Card

Card number 4715290016988581

Name on card Renee Butler

Dept 1400 Finance

Statement Details

Code 10052013 Notes

Status Converted

GL year/period 2014 4

GL effective date 10/07/2013

Invoice date 10/07/2013

Total 1590.41

Transactions

	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount
	09/04/2013	10/07/2013	FORMS AND SUPPLY INC	FORMS AND SUPPLY - toner for Medical Clinic		33.80
	09/06/2013	10/07/2013	MISC PCARD	SUN BELT OFFICE SUPPLIERS - copy paper for supply		82.49
	09/06/2013	10/07/2013	TAPCO	TAPCO - Blades for sign shop		189.66
	09/09/2013	10/07/2013	FORMS AND SUPPLY INC	FORMS AND SUPPLY - copy paper for supply		87.85
	09/13/2013	10/07/2013	SUPERMEDIASTORE.COM	THEPAINTSTORE.COM - 20 cans of paint for W&S		927.58
	09/18/2013	10/07/2013	SIRCHIE ACQUISITION COMPANY, LLC	SIRCHIE FINGER PRINT Various items for KPD		256.63
	09/26/2013	10/07/2013	FOOD LION #0006	FOOD LION - coffee supplies for City Hall		7.53
	10/01/2013	10/07/2013	FOOD LION #0006	FOOD LION - coffee supplies for City Hall		4.87

33 statements

Workflow

My Approvals Approve Reject Forward Hold Approvers

K < 1 of 33 > >>

100%

(code will be statement name
10052013 is for October)

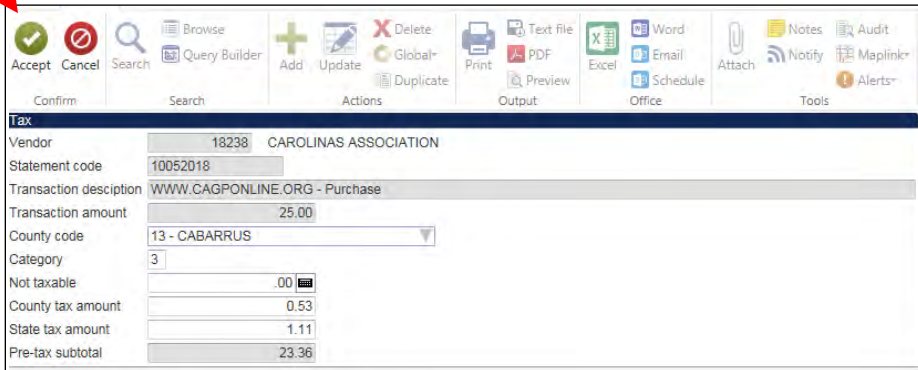
(use arrow keys to find statement) OR
(browse icon to show list)

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Transactions Release Transaction Search Mass Release GL Allocations More... Return

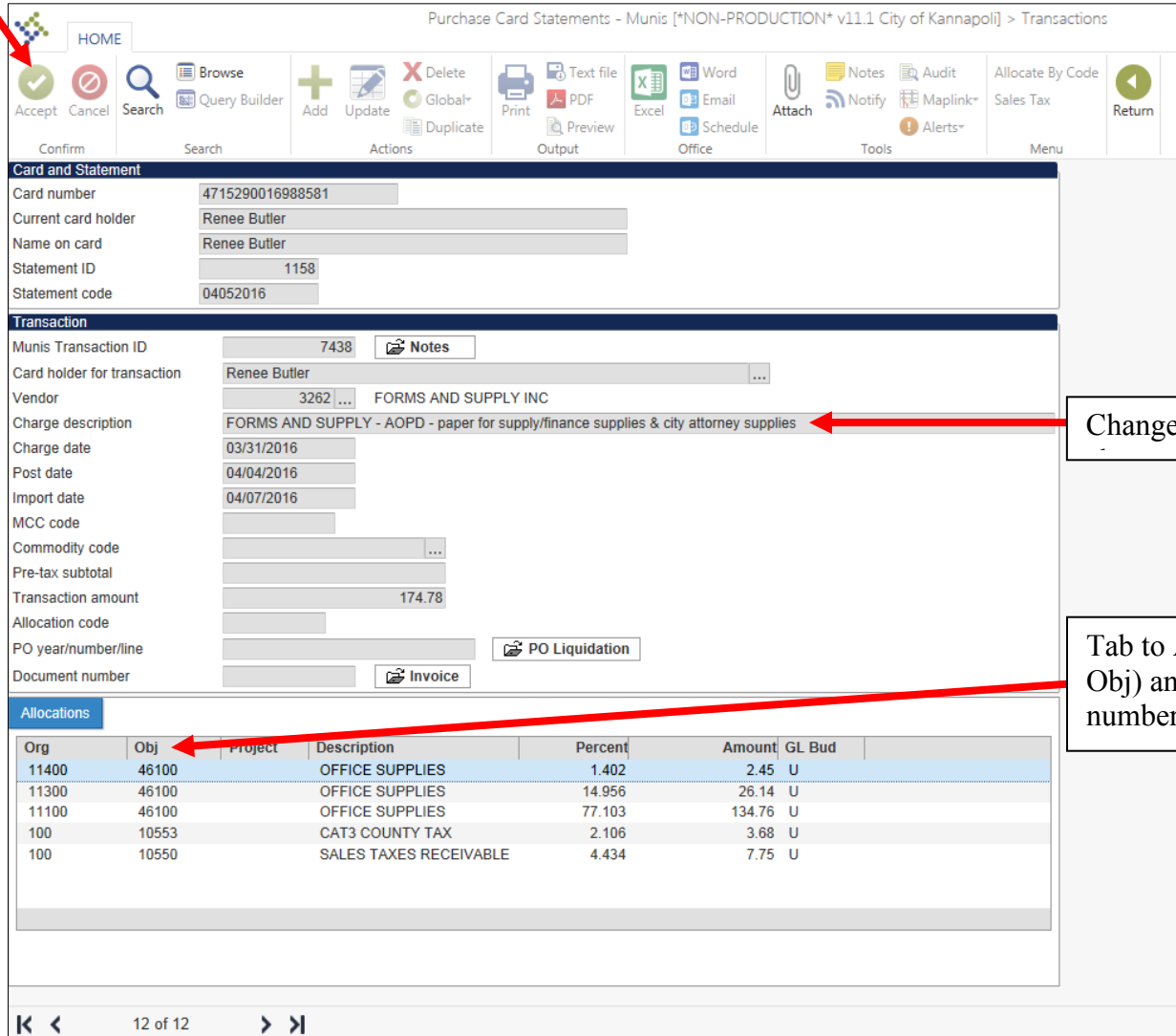
Confirm Search Actions Output Office Tools Menu

The sales tax screen will appear. No changes need to be made. Click **Accept**.



Tax

Vendor: 18238 CAROLINAS ASSOCIATION
Statement code: 10052018
Transaction description: WWW.CAGPONLINE.ORG - Purchase
Transaction amount: 25.00
County code: 13 - CABARRUS
Category: 3
Not taxable: .00
County tax amount: 0.53
State tax amount: 1.11
Pre-tax subtotal: 23.36



Purchase Card Statements - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Transactions

Card and Statement

Card number: 4715290016988581
Current card holder: Renee Butler
Name on card: Renee Butler
Statement ID: 1158
Statement code: 04052016

Transaction

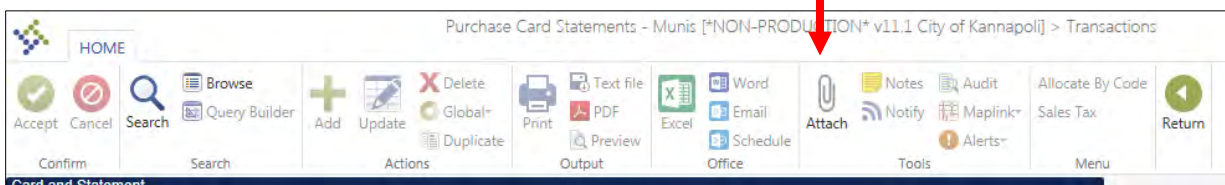
Munis Transaction ID: 7438
Card holder for transaction: Renee Butler
Vendor: 3262 FORMS AND SUPPLY INC
Charge description: FORMS AND SUPPLY - AOPD - paper for supply/finance supplies & city attorney supplies
Charge date: 03/31/2016
Post date: 04/04/2016
Import date: 04/07/2016
MCC code:
Commodity code:
Pre-tax subtotal:
Transaction amount: 174.78
Allocation code:
PO year/number/line:
Document number:
PO Liquidation
Invoice

Allocations

Org	Obj	Project	Description	Percent	Amount	GL Bud
11400	46100		OFFICE SUPPLIES	1.402	2.45	U
11300	46100		OFFICE SUPPLIES	14.956	26.14	U
11100	46100		OFFICE SUPPLIES	77.103	134.76	U
100	10553		CAT3 COUNTY TAX	2.106	3.68	U
100	10550		SALES TAXES RECEIVABLE	4.434	7.75	U

Click **Accept**

Click **TCM (PaperClip Icon)** and attach receipt under Purchase Card Transaction



Purchase Card Statements - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Transactions

Card and Statement

Accept Cancel Search Browse Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Audit Allocate By Code Sales Tax Return

Document mappings

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
Purchase Card Transaction	Purchase Card Transaction		0	




Associated Documents

Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement	✓	0

Choose Purchase Card Transaction


Click Accept

Accept

Click **New**  and then **Import**  or **Scan**  (depending on how you are bringing in the file).
Choose **Scan** if you scanning the receipt directly from a scanner

Tyler Content Manager

Choose **Import** if you are importing the receipt from a file.

Once the file is scanned or imported click **Save** 

Tyler Content Manager

Tyler Content Manager

Documents

Date	Transaction ID	Statement Code	DocType
09/07/2018	26447	10052018	PCardTransaction

Transaction ID

Purchase Card Transaction - 26447

Document Information

Attachment Filename: CAGP regional training.pdf

Attachment Title:

Purchas... **Audit**

Card Number: XXXX-XXXX-XXXX-8581

Cardholder Name: Renee Butler

Vendor Name: CAROLINAS ASSOCIATION

Vendor Number: 18238

Notes:

Transaction ID: 26447

Amount: 25.00

Charge Date: 09/07/2018

Post Date: 09/10/2018

Document Number:

Statement ID: 3232

Statement Code:

Meeting Registrations:

Registrant Information	Meeting Information	Meeting Fee	Price	Total
Renee Butler 421 Laureate Way Harrisville, North Carolina 28011 butler@carolinassoc.org	Carlinas Association Regional Training Tue Oct 2, 2018 1:00 PM - 5:00 PM Lake Viewwood Clubhouse 2200 Highway 188 SW Burlington, North Carolina 27219	Member	\$25.00	\$25.00

Transaction ID and amount

CAGP regional training.pdf



Click X to close TCM and return to previous screen

Continue with all the transactions until they all have correct code and receipt attached. (You can use arrow keys at bottom of the screen to scroll through all of the transactions).

Purchase Card Statements - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Transactions

Accept Cancel Search Browse Add Update Delete Global* Duplicate Print Text file PDF Excel Word Email Attach Notes Audit Allocate By Code Sales Tax Return

Confirm Search Actions Output Office Tools Menu

Card and Statement

Card number: 4715290016988581
 Current card holder: Renee Butler
 Name on card: Renee Butler
 Statement ID: 1158
 Statement code: 04052016

Transaction

Munis Transaction ID: 7438 [Notes]
 Card holder for transaction: Renee Butler
 Vendor: 3262 FORMS AND SUPPLY INC
 Charge description: FORMS AND SUPPLY - AOPD - paper for supply/finance supplies & city attorney supplies
 Charge date: 03/31/2016
 Post date: 04/04/2016
 Import date: 04/07/2016
 MCC code:
 Commodity code:
 Pre-tax subtotal:
 Transaction amount: 174.78
 Allocation code:
 PO year/number/line: [PO Liquidation]
 Document number: [Invoice]

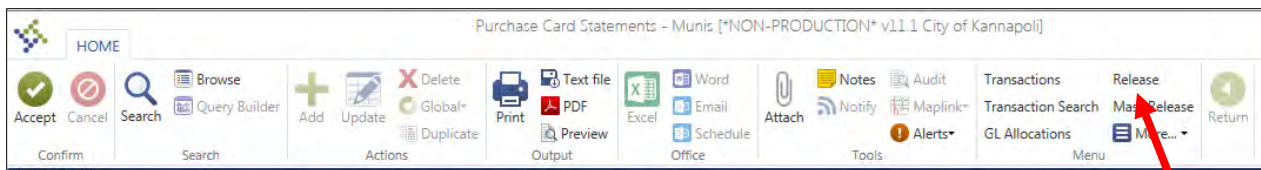
Allocations

Org	Obj	Project	Description	Percent	Amount	GL Bud
11400	46100		OFFICE SUPPLIES	1.402	2.45	U
11300	46100		OFFICE SUPPLIES	14.956	26.14	U
11100	46100		OFFICE SUPPLIES	77.103	134.76	U
100	10553		CAT3 COUNTY TAX	2.106	3.68	U
100	10550		SALES TAXES RECEIVABLE	4.434	7.75	U

K < 12 of 12 > >|

Use arrow keys to scroll through transactions


Once all of the transactions have the completed information, click **Return** to return to the main screen.



Click **Release** for statement to go into workflow

Card number 4715290016988581
 Name on card Renee Butler
 Dept 1400 Finance

Statement Details

Code 04052016 
 Status Released
 GL year/period 2016 10
 GL effective date 04/07/2016
 Invoice date 04/07/2016
 Total \$191.51

Transactions

	Charge Date	Import Date	Vendor	Description
#	03/04/2016	04/07/2016	AMAZON.COM	Amazon.com - Purchase foot rest for Brenda
#	03/11/2016	04/07/2016	FORMS AND SUPPLY INC	FORMS AND SUPPLY - AOPD - Purchase
#	03/11/2016	04/07/2016	HILTON	HILTON - Purchase CAGP Conf.
#	03/15/2016	04/07/2016	LL GOODNIGHT & SONS INC	LL GOODNIGHT & SON - Purchase straw fo
#	03/17/2016	04/07/2016	AMAZON.COM	Amazon.com - Purchase cash drawers for C
#	03/17/2016	04/07/2016	AMAZON MKTPLCE PMTS	AMAZON.COM AMZN.COM/BILL - Purchase
#	03/18/2016	04/07/2016	FORMS AND SUPPLY INC	FORMS AND SUPPLY - AOPD - Purchase
#	03/28/2016	04/07/2016	RADIANT SYSTEMS SP	NCR SPECIALTY RETA - Purchase credit d
#	03/29/2016	04/07/2016	FORMS AND SUPPLY INC	FORMS AND SUPPLY - AOPD - Purchase
#	03/31/2016	04/07/2016	MISC PCARD	GOV DIRECT INC - Purchase cradle point (
#	04/03/2016	04/07/2016	TARGET.COM	TARGET.COM - Purchase
#	03/31/2016	04/07/2016	FORMS AND SUPPLY INC	FORMS AND SUPPLY - AOPD - paper for s

Workflow

My Approvals Approve Reject Forward Hold **Approvers**

1 of 1

Status will show as released

To view status of statement after it is released, click on Approvers

Appendix F: Account Inquiry and YTD Budget Report

Account Inquiry

Tyler Menu-> Departmental Functions -> Account Inquiry

BROWSEDASHBOARDVIEWSTYLER MENUWEB PARTS

Renee Butler

TYLER MENU

Tyler Menu

Search

Munis

Financials

Human Resources/Payroll

General Revenues

Other Applications

Departmental Functions

Account Inquiry

YTD Budget Report

Vendor Inquiry

Purchase Order Inquiry

Employee Inquiry

Next Year Budget Entry

Requisition Entry

Budget Transfers and Amendments

Requisition Approvals

Commodity Codes

Purchase Order Receiving

Position Inquiry

Job Class Inquiry

Time Entry

Click Search

Account Inquiry - Munis [*NON-PRODUCTION* v11.1.1 C]

HOME

AcceptCancelSearch

BrowseQuery BuilderSegment Find

AddUpdateDeleteGlobal+Duplicate

PrintText filePDFExcelWordEmailAttachNotes

Account

Fund

Org

Object

Project

Acct

Acct name

Type

Rollup

Status

Account Notes

4 Year Comparison

Current Year

History

Yr/Per 2016/04

Fiscal Year 2016

Fiscal Year 2015

Fiscal Year 2014

Fiscal Year 2017

Original Budget

Transfers In

Transfers Out

Revised Budget

Actual (Memo)

Encumbrances

Requisitions

Available

Percent used

Fill in Org and Object

Click the ellipses to search through Orgs if needed.

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate

Confirm Search Actions

Org Code	Description
100	GENERAL FUND
10000	GENERAL FUND NON DEPARTMENT
105	GOVERNMENTAL CAPITAL ASSET FUN
10750	ENVIRONMENTAL
11000	COUNCIL
11100	CITY MANAGER
11115	COMMUNITY & ECONOMIC DEVELOP
11120	COMMUNICATIONS
11125	MEMBERSHIPS
11200	HUMAN RESOURCES
11300	CITY ATTORNEY
11400	FINANCE
11500	INFORMATION TECHNOLOGY
11600	GENERAL SERVICES
12010	POLICE ADMINISTRATION
12030	SUPPORT SERVICES
12035	FIELD OPERATIONS
12050	POLICE GRANT
12065	POLICE ASSET FORFEITURE

Choose an Org – then **Accept**

Use arrows at bottom of page to click through accounts or click browse to see full list

Account Inquiry - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notify Maplink Alerts

Confirm Search Actions Outputs Office Tools Menu

Account

Fund 100 GF Acct 100-14-00-100-000-46100 -

Org 11400 FIN Acct name OFFICE SUPPLIES

Object 46100 OFFICE Type Expense Status Active

Project MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2016/04	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	
Original Budget	7,000.00	7,000.00	7,000.00	.00
Transfers In	.00	1,500.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	7,000.00	8,500.00	7,000.00	.00
Actual (Memo)	2,234.45	8,021.64	6,718.65	.00
Encumbrances	971.07	.00	.00	.00
Requisitions	89.88			.00
Available	3,704.60	478.36	281.35	.00
Percent used	47.08	94.37	95.98	.00

10 of 19

Options to export and create a report are available in menu bar

Use arrow keys or browse icon (above) to scroll through accounts

Year to Date Budget Report

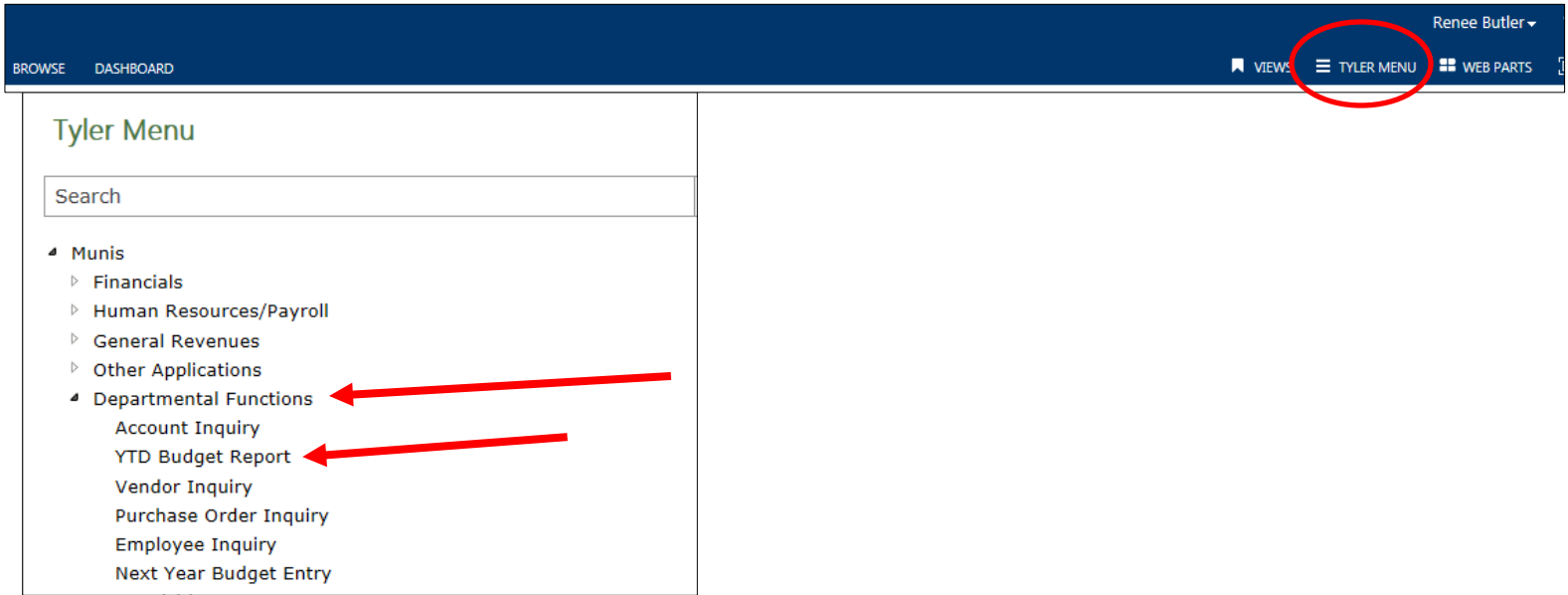
Tyler Menu -> Departmental Functions -> YTD Budget Report

Navigation bar: BROWSE DASHBOARD VIEW TYLER MENU WEB PARTS Renee Butler

Tyler Menu

Search

- ▾ Munis
 - Financials
 - Human Resources/Payroll
 - General Revenues
 - Other Applications
 - ▾ Departmental Functions
 - Account Inquiry
 - YTD Budget Report
 - Vendor Inquiry
 - Purchase Order Inquiry
 - Employee Inquiry
 - Next Year Budget Entry



Click Search

HOME

Accept Cancel Search Browse Query Builder Segment Find

Confirm Search

Account Rollup

Org

Object

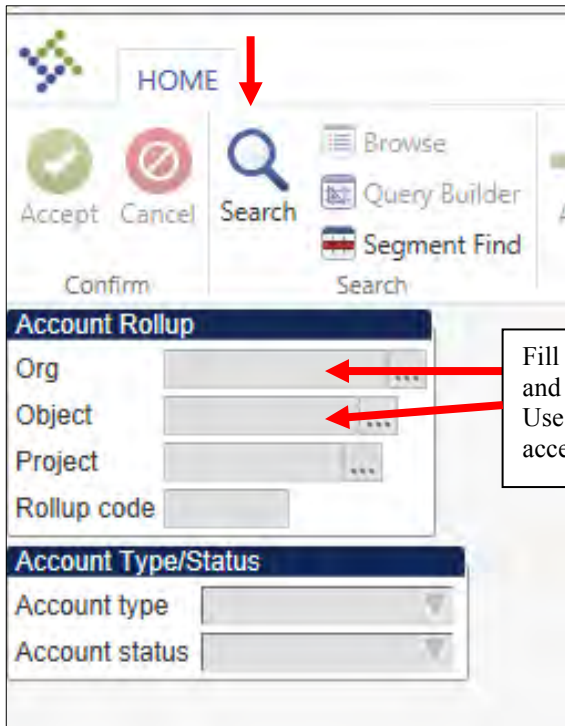
Project

Rollup code

Account Type/Status

Account type

Account status



Fill in the org and object.
Use ellipses to access all orgs

Choose an org and/or object and click **Accept**

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print

Confirm Search Actions Out

Org Code	Description
100	GENERAL FUND
10000	GENERAL FUND NON DEPARTMENT
105	GOVERNMENTAL CAPITAL ASSET FUN
10750	ENVIRONMENTAL
11000	COUNCIL
11100	CITY MANAGER
11115	COMMUNITY & ECONOMIC DEVELOP
11120	COMMUNICATIONS
11125	MEMBERSHIPS
11200	HUMAN RESOURCES
11300	CITY ATTORNEY
11400	FINANCE
11500	INFORMATION TECHNOLOGY
11600	GENERAL SERVICES
12010	POLICE ADMINISTRATION
12030	SUPPORT SERVICES
12035	FIELD OPERATIONS
12050	POLICE GRANT
12065	POLICE ASSET FORFEITURE
12510	FIRE ADMINISTRATION
12540	EMERGENCY SERVICES
12545	TECHNICAL SERVICES
12550	FIRE GRANT
13000	ENGINEERING
13100	STREET LIGHTING



YTD Budget Report - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

HOME

Accept Cancel Search Browse Query Builder Segment Find Confirm Search

Add Update Delete Global+ Duplicate Actions

Print Text file PDF Excel Word Email Schedule Office Output Preview

Attach Notes Audit Report Options Alerts Menu Return

Notify Maplink+

Account Rollup

Org 11400 ...

Object 46100 ...

Project ...

Rollup code

Account Type/Status

Account type

Account status

Click Report Options (upper right hand corner) to customize report options

Choose options – **Accept** – **Return**

YTD Budget Report - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis] > Report Options

HOME

Accept Cancel Search Browse Query Builder Segment Find Confirm Search

Add Update Delete Global+ Duplicate Actions

Print Text file PDF Excel Word Email Schedule Office Output Preview

Attach Notes Audit Report Options Alerts Menu Return

Notify Maplink+

Report Sequence

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title YEAR-TO-DATE BUDGET REPORT

Print Options Additional Options

Report Options

Include only accounts that used % or greater of budget

Order accounts by Org, Object, Project

Totals only ☐

Account description Full

Print full GL account ☐

Roll projects to object ☐

Year/period Within year/period 2015 / 1

Carry forward Totals (GAAP)

Print MTD version ☒

Format type Standard format

YTD Budget Report - Munis [*NON-PRODUCTION* v11.1 City of Kannapolis]

HOME

Accept Cancel Search Browse Query Builder Segment Find Confirm Search

Add Update Delete Global+ Duplicate Actions

Print Text file PDF Excel Word Email Schedule Office Output Preview

Attach Notes Audit Report Options Alerts Menu Return

Notify Maplink+

Account Rollup

Org 11400 ...

Object 46100 ...

Project

Choose output source to view report (i.e. Excel, Word, PDF, etc.)

Appendix G: Transfer Fixed Assets

City of Kannapolis **Fixed Asset Transfer Sheet**

From			
Name:		Department:	
Asset Tag #:		Serial Number:	
Description:			

To			
Name:		Department:	
Asset Tag #:		Serial Number:	
Description:			

Department Head

Approved (Y/N)

Signature _____

Appendix H:**GovDeals Vehicle Inspection Form**

Pictures: Disc _____ Views/ Picture # _____ # _____ # _____ # _____ # _____ # _____

Inventory ID _____

Asset Number _____

Short Description:

Year _____ Make _____ Model _____

Please fill in or check

Long Description:

This vehicle ☐ Starts ☐ Starts with a boost and ☐ Runs ☐ Does not runEngine _____ L, V _____ ☐ Gas ☐ Diesel engineThis vehicle was maintained every _____ ☐ Days ☐ Hours.Condition: ☐ Runs ☐ Needs repair ☐ is in unknown condition

Repairs needed: _____

TransmissionTransmission: ☐ Automatic ☐ Manual _____ speedCondition is: ☐ Operable ☐ Needs repair ☐ is unknown

Repairs Needed: _____

Interior: Color _____ ☐ Cloth ☐ Vinyl ☐ Leather

Minor damage to: _____

Major damage to: _____

Radio: Brand _____ ☐ AM ☐ AM/FM ☐ AM/FM Cassette ☐ AM/FM CD☐ AC ☐ No AC Condition: ☐ Cold ☐ Unknown Air Bags ☐ drivers side ☐ dual☐ Cruise Control ☐ Tilt Steering ☐ Remote Mirrors ☐ Climate ControlPower: ☐ Windows ☐ Door Locks ☐ Steering ☐ SeatsExterior: Color _____ Windows: ☐ No cracked glass ☐ cracked _____Minor ☐ dents ☐ scratches ☐ dings Tire Condition: ☐ Low _____ ☐ Flat _____ Hubcaps ☐ 1 ☐ 2 ☐ 3 ☐ 4

Minor dents to: _____

Major damage to: _____

Decals: ☐ None ☐ Have been sprayed ☐ Have been removed ☐ Impressions remain ☐ No impressionsEmergency equip: ☐ None ☐ Has been removed ☐ There are holes in the exterior ☐ There are no holes

Other equipment: Description _____

Manufacturer _____ Model _____ Serial # _____

Vehicle Info: VIN # _____ Mileage _____ Title Restriction ☐ Y ☐ N

Department: _____ Date: _____

Department Head Approval: _____

Reminder: Do not close items on or surrounding a holiday, on Friday nights or weekends. Stagger closing times by 5 min.

CITY OF KANNAPOLIS

Surplus Personal Property Report

Department/Division _____

Qty	Name of Item	City ID No.	Item Description (Year, Make, Model, etc.)	Mfg. Serial #	Fixed Asset #	Present Condition	Est. Value

Permission is hereby granted to dispose of the above items which are surplus and no longer used in this department/division:

Date: _____

Department Head Approval: _____

Appendix I: Procurement of Sign Language Interpreter

The ADA requires that title II entities communicate effectively with people who have communication disabilities. The City's ADA Coordinator will generally coordinate procurement of an auxiliary aid or service provider when requested; however, in urgent situations, departments may independently secure a sign language interpreter through the approved vendor or, if the approved vendor cannot be reached, by contacting an RID Legal Certified (SC:L or CLIP:R) qualified and licensed interpreter from the Department of Health and Human Services, Division of Services for the Deaf and the Hard of Hearing (DSDHH) Sign Language Interpreter and Transliterator Directory ([page 63](#)).

When an interpreter is requested by a person who is deaf or hard of hearing, the interpreter provided must be qualified. A "qualified interpreter" is someone who is able to sign to the individual who is deaf what is being spoken by the hearing person and who can voice to the hearing person what is being signed by the person who is deaf. Certification is not required if the individual has the necessary skills. To be qualified, an interpreter must be able to convey communications effectively, accurately, and impartially, and use any necessary specialized vocabulary. (28 C.F.R. §35.104) The City utilizes the services of an approved vendor or individuals listed on the DSDHH Sign Language Interpreter and Transliterator Directory to ensure only "qualified interpreters" and licensed by the State of North Carolina are utilized.

ADA Coordinator: Human Resource Director
 704-920-4302
 980-521-8123

Approved Vendor: Fluent Language Solutions

DSDHH Sign Language Interpreter and Transliterater Directory

This list of sign language interpreters is for informational purposes only. The Department of Health and Human Services, Division of Services for the Deaf and the Hard of Hearing (DSDHH) does not endorse any particular interpreter. Inclusion on this list only verifies that the interpreter has opted to be listed and does possess a current North Carolina Interpreting/Transliterating License.

CHARLOTTE AREA

Legal Certificates

RID Legal Certified (SC:L or CLIP:R)						
Specialized Certification indicating a person has demonstrated specialized knowledge of legal settings and greater familiarity with language used in the legal system. Documented legal training and interpreting experience are required before sitting for the exam.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Paul Gillispie	Charlotte	SC:L, CI, CT, NAD 3	704-408-0084	704-545-2405	pgillispie@sorenson.com	Full
Richard Haffner	Charlotte	SC:L, CI, CT	704-996-2321	704-996-2321	RLH28269@att.net	Full
Cheryl Pfeiffer	Charlotte	SC:L, CSC	704-532-7446	704-996-2322	cheryl@fluentis.com	Full
Stephanie Thomas	Charlotte	CI, CT, SC:L	704-904-0469	704-573-6586	stthomas@sorenson.com	Full
Anna Witter-Merithew	Concord	SC:L, SC:PA, OIC:C, CI, CT	704-795-0052		awittermerithew@carolina.rr.com	Full

Generalist Certificates

RID/NAD Certified (CI, CT, NIC, CSC, MCSC, IC, TC, NAD V, NAD IV, NAD III)						
Generalist certificates signify skills for a broad range of general interpreting assignments. Holders of a generalist certificate have met or exceeded a nationally recognized standard of minimum competence in interpreting.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Martha Arnold	Monroe	CI, CT	704-709-7100	704-292-5247	momsigns@hotmail.com	Full
Melissa Arroyo	Charlotte	NIC	704-365-6375	704-906-2876	melarroyo@carolina.rr.com	Full
Cindi Avery	Charlotte	CT	704-904-1872		cindiavery@carolina.rr.com	Full
Anita Baker	Charlotte	CI, CT	704-724-6869		abinterpretingllc@att.net	Full
Dana Berkovics	Mint Hill	CI, CT	704-886-8507	704-701-6887		Full
Jasmin S. Black	Charlotte	NIC-Master	908-226-6651		luv2sign84@gmail.com	Full
Tabitha C. Blackwell	Charlotte	NIC, EIPA	704-207-1047			Full
Kendra Brookins	Charlotte	NAD 3	309-310-7113	704-596-8290	kendra.brookins@gmail.com	Full
Linda Campbell	Charlotte	CSC, OIC:V/5	704-287-4748			Full
Jolene Crooks	Hickory	NIC-Master	828-404-9952		jolenevcrooks@yahoo.com	Full
Tricia Crowley	Stallings	CT, CI, NIC	704-821-7969	704-345-5907	tricia@crowleyinterpreting.com	Full

RID/NAD Generalist Certificates Continued						
Michael Corrigan	Charlotte	CI, CT	704-996-2323	704-926-5024	mike@fluentls.com	Full
Lynn Capps Dey	Charlotte	CDI Certified Deaf Interpreter	704-469-5665	704-780-6428	lynndeycdi2003@gmail.com	Full
Roddey Caughman	Charlotte	NAD IV	803-324-3923		signingcs3@gmail.com	Full
Christine Gaines	Mt. Holly	EIPA 3.1	704-882-3500	704-287-8232	christinegaines@juno.com	Full-G
Paul George	Charlotte	CI/CT	708-224-7522		Paul.r.george@sbcglobal.net	Full
Paul Gillispie	Charlotte	CI, CT, SC:L, NAD 3	704-502-1935	704-545-2405		Full
Richard Haffner	Charlotte	CI, CT, SC:L	704-996-2321	704-996-2321	RLH28269@att.net	Full
Bethany Hamm-Whitfield	Charlotte	CI, CT	919-824-2680		buffymelton@yahoo.com	Full
Brandy Hargett	Harrisburg	NIC, EIPA 3	704-616-8508	704-455-7863	sbhargett3@msn.com	Full
Debbie Harwell	Mooresville	TC	704-408-0853		dbharwell@gmail.com	Full
Minna Hicks	Harrisburg	NIC, NCICS B	704-905-1817		minnaterp2014@yahoo.com	Full-G
Mary High	Boiling Springs	CT, IC, TC	704-434-9338		mhigh@gardner-webb.edu	Full
Desna Hopkins	Huntersville	CI, CT	704-641-7101	704-896-0470	dkh8184@aol.com	Full
Martha Ingel	Charlotte	CI, CT	704-778-1614		mlhingel@carolina.rr.com	Full
Kori Johnson	Charlotte	NIC-Master	704-754-0271		kori1682@yahoo.com	Full
Emily Jones	Charlotte	NIC-Master	704-806-1372		jonesinterpreting@gmail.com	Full
Kathleen Karol	Mooresville	CI, CT	704-881-4026		KatKarol@hotmail.com	Full
Jona Maiorano	Charlotte	CSC	704-995-6674	704-846-8651	jonamaiorano@gmail.com	Full
Tami Maund	Mooreville	Ed:K-12	704-230-7626		Tamilynn75@aol.com	Full
Veronica McComb		NAD 4	704-219-3747		roninc26@aol.com	Full
Marcia McMillan-Bee	Monroe	NIC	704-281-7457		marcia@interpretingbee.com	Full
Jacquelyn Moore	Kings Mountain	EIPA 4.0 Ed:K-12	704-692-9720		singingterp@hotmail.com	Full
Lucinda Moore	Charlotte	CI, CT	704-607-6781	704-537-9436	bookwoman58@bellsouth.net	Full
Heather Morris	Lincolnton	NIC	704-472-9463		hbmorris84@yahoo.com	Full
Pamela P. Smith M.Ed.	Charlotte	CI, IC/TC	704-287-6760		pampmorris@gmail.com	Full
Molly Muscenti	Charlotte	CI, CT	Not avail. M-F 8-5	email only	mollymuscenti@hotmail.com	Full
Jennifer Needelman	Huntersville	NIC	609-929-5621		jbneedelman@hotmail.com	Full
Norma L. Oldfield	Matthews	CI, CT, NIC, NAD-4, EIPA	928-853-3795		normaleeoldfield@hotmail.com	Full
Lyndi Patton-Gura	Charlotte	NIC	704-607-3479			Full
Cheryl Pfeiffer	Charlotte	CSC, SC:L	704-532-7446	704-996-2322	cheryl@fluentls.com	Full
Christina Quattrone	Charlotte	EIPA 4.5/5.0, Ed: K-12	404-543-9816		ckquat@gmail.com	Full
Carol Rahn	Charlotte	CI, CT, IC, TC	704-451-8774		crwolf@aol.com	Full
Susan Randolph	Charlotte	CI	760-954-1153		ajesusfreaknow@yahoo.com	Full
Emily Robertson	Shelby	CI	704-406-3249		erobertson@gardner-webb.edu	Full
Heather Sapp	Lincolnton/Gastonia	NIC	704-472-9463		hbsapp84@gmail.com	Full
Patty Smith	Charlotte	NAD 3	704-552-7223	704-650-9446	pattvred2000@hotmail.com	Full
Lyndia A. Stephenson	Charlotte	CI, CT	704-906-0778		aslstephenson@yahoo.com	Full
Kellie L. Stewart	Concord	CI, CT, CSC	704-290-6449		KellieStewart308@gmail.com	Full
Marguerite Tucker	Charlotte	CI, CT	704-996-2326	704-547-1903	tuckerwall1@carolina.rr.com	Full
Kerri Valenti-Blake	Charlotte	NIC	631-839-6956		kerri.blake72@yahoo.com	Full
Emily Walker	Clover, SC	CT	803-517-2121		ewalker@bridgeinterpretingservices.com	
Parrish C. Walsburger	Charlotte	CI	704-263-1095		pwalsburger@hotmail.com	Full
Cori Winter	Charlotte	NIC	704-654-0394		corijanewinter@gmail.com	Full
Anna Witter-Merithew	Concord	SC:L, SC:PA, OIC:C, CI, CT	704-795-0052		awittermerithew@carolina.rr.com	Full
Tarra Zimmerman	Charlotte	CI, CT	704-996-2324	704-442-5331	scotarra@carolina.rr.com	Full

NCICS A or B NCICS is the former North Carolina Interpreter Classification System: NCICS A (Advanced), NCICS B (Intermediate) This test is no longer available						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Minna Hicks	Harrisburg	NCICS-B, NIC	704-621-3247		minnahicks@yahoo.com	Full-G
Renee Moore Mauney	Huntersville	NCICS-B	704-400-8260		signrenee0@aol.com	Full
Max "Bo" Sherrill	Kannapolis	NCICS-B	704-796-1807		bqsherrill@carolina.rr.com	Full
NCICS C NCICS is the former North Carolina Interpreter Classification System: NCICS C (Limited) This test is no longer available						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Ella Nadeau	Concord	NCICS-C	704-906-9256		bonvouloirella@yahoo.com	Full-G
Glenda Sherrill	Kannapolis	NCICS-C	704-796-1808	704-796-1808	bqsherrill@carolina.rr.com	Full-G

Educational Certificates

RID, Ed: K-12 Holders of this certificate have demonstrated the ability to interpreter classroom content and discourse. Holders of this certificate passed the Educational Interpreter Performance Assessment (EIPA) written and performance test at the level of 4.0 or higher.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
None At This Time						
EIPA (Educational Interpreter Performance Assessment) The EIPA is a tool to evaluate interpreters who work in elementary through secondary classrooms. Level 5: Advanced, Level 4: Advanced Intermediate, Level 3: Intermediate, Level 2: Advanced Beginner, Level 1: Beginner						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Robin M. Catoe	Rock Hill, SC	EIPA 3	803-448-3394		catoerus@comporium.net	Prov.
Sarah Dell	Cornelius		810-625-3688		sarah@estresourcestaffing.com	Prov.
Alexandra Hinds	Harrisburg	EIPA 3.2	704-254-3899		alexandra_rs@hotmail.com	Prov.
Erick Merritt	Charlotte	EIPA 3.4	704-605-5313			Prov.
Lydia Wingate	Charlotte	EIPA 3.4	704-907-2400		Lydia.Wingate@hotmail.com	Prov.

Other

Full License* with No Additional Credentials						
The NC Interpreting/Transliterating License Board issued Full Licenses under a Grandfather clause until 12/30/2004. This Grandfather license was available to those who were at least 18 years of age, had shown good moral character and had worked at least 200 hours interpreting in each of the consecutive years prior to their application.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Bill Crews	Charlotte		704-536-8700	704-726-6314	brews47@hotmail.com	Full-G
Betty H. Hughey	Concord		704-564-1790	704-723-6216	grammysigns@yahoo.com	Full-G
Provisional License						
The NC Interpreting/Transliterating License Board issues Provisional Licenses to those who are at least 18 years of age, have shown good moral character and hold one of the following: NCICS C, NAD 2 or 3, EIPA 3 or higher and interpreting degree (associates or bachelors) from an accredited institution.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Sarah Dell	Cornelius		810-625-3688		sarah@extraresourcestaffing.com	Prov.
Dianne Nemitz	Charlotte		704-661-2201	704-588-0299	di.nemitz@gmail.com	Prov.

Oral Interpreting Certificates

Oral Interpreters						
OTC, OIC:C, OIC:S/V, OIC:V/S are RID generalist certificates for oral interpreters.						
Name	City of Residence	Certification	Primary Phone Number	Secondary Phone Number	Email Address	License
Linda Campbell	Charlotte	OIC:V/5, CSC	704-287-4748		champcamp@earthlink.net	Full
Anna Witter-Merithew	Concord	OIC:C, SC:L, SC:PA, CI, CT	704-795-0052		awittermerithew@carolina.rr.com	Full



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Employee Use of Vehicles Owned by the City

POLICY NUMBER: 800.03

EFFECTIVE DATE: 01/01/1986

APPROVED: 

AMENDMENT DATE(S):

CITY OF KANNAPOLIS

POST OFFICE DRAWER GG □ KANNAPOLIS, NORTH CAROLINA 28082-0175

RESOLUTION REGARDING EMPLOYEE USE OF VEHICLES OWNED BY THE CITY OF KANNAPOLIS, NORTH CAROLINA

WHEREAS, The 1985 Tax Act enacted by the United States Congress repeals various sections of the Tax Reform Act of 1984, concerning personal use of employer-provided vehicles; and

WHEREAS, The federal legislation defines an employee's personal use of an employer-furnished vehicle as a taxable fringe benefit and includes commuting to and from work within the term "personal use"; and

WHEREAS, The City of Kannapolis, of North Carolina, provides certain municipal vehicles to its employees for use in municipal business, including commuting to and from work for employees who are "on call"; and

WHEREAS, Pursuant to state law (N.C.G.S. 14-247), the City prohibits its employees from using municipal vehicles for any personal purposes whatsoever.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Kannapolis, North Carolina, hereby adopts the following policy on employee use of municipal vehicles:

Vehicles Not Used For Personal Purposes

Section 1. Vehicles owned by the City may be provided to one or more employees in connection with municipal business and shall be used only on municipal business.

Section 2. When the vehicle is not used in the City's business, it is kept on the municipality's business premises, unless it is temporarily located elsewhere.

Section 3. The municipality's business premises and the residence of any employee using the vehicle are at different locations.

Section 4. Pursuant to state law, neither an employee, nor any individual whose use would be taxable to the employee, may use municipal vehicles for personal purposes.

Section 5. The City Council reasonably believes, based upon expressed City policy and on provisions of state law, that none of its employees, nor any individual whose use would be taxable to the employee, use these vehicles for any personal purpose.

Vehicles Not Used For Personal Purposes Other Than Commuting

Section 6. Vehicles owned by the City may be provided to one or more employees in connection with municipal business and shall be used only on municipal business.

Section 7. For bona fide noncompensatory business reasons, the City requires certain employees to commute to and from work in municipal vehicles.

Section 8. Pursuant to state law, neither an employee, nor any individual whose use would be taxable to the employee, may use municipal vehicles for personal purposes other than commuting.

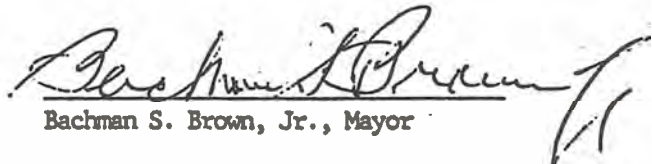
Section 9. The City Council reasonable believes, based upon expressed City policy and on provisions of state law, that none of its employees, nor any individual whose use would be taxable to the employee, use these vehicles for any personal purpose other than commuting.

Section 10. The employees required to use municipal vehicles for commuting are not "control" employees, as defined by the Internal Revenue Service.

Section 11. The City will account for the commuting use by its employees by including an appropriate amount as specified in IRS regulation in the employees' gross income.

Dated this 27 day of January, 1986.

Effective date: January 1, 1986.


Bachman S. Brown, Jr., Mayor

ATTEST: Barbara Davis
Barbara Davis, Acting City Clerk



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT: Vehicle Use Procedures

POLICY NO: 800.035

EFFECTIVE DATE: February 1, 2006

REVIEW DATE: _____

AMENDMENT DATE(S): October 13, 2013, Section C-1(j), C-1(k)
August 31, 2016, Section E-5 (e)
August 31, 2016, Section F-4, 5 & 7
August 31, 2016, Attachment III & IV
July 4, 2018, Section C-1(k)

SUBJECT: City Vehicle Assignment and Use of City Vehicles and Personal Vehicles for Business Purposes

PURPOSE: This policy establishes procedures regarding the assignment of City vehicles, use of City vehicles, and business use of private vehicles. This applies to all City employees unless otherwise noted within the policy. This policy is also prepared according to the Federal Tax Act of 1985 and North Carolina G.S. 14-247, which establish procedures regarding reporting of income and withholding of taxes.

A. DEFINITIONS:

Assigned Vehicle A City-owned automobile or truck designated for the use of an individual employee in the normal performance of his/her duties but not authorized for take-home use.

Mileage Reimbursement A per mile rate to compensate employees for the incidental, non-routine, or extraordinary use of a privately owned vehicle for official business, based on actual logged miles.

Take-Home Vehicle A City-owned automobile or truck designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work.

Vehicle Expense Allowance A monthly cash payment to compensate selected employees, as determined by the City Manager, who are required to regularly use a personal privately-owned vehicle in the regular performance of their job duties and in conducting City business.

B. VEHICLE USES:

- 1) Only City of Kannapolis employees on bonafide City business and authorized by the department director may drive or operate City vehicles or equipment.
- 2) City-owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of the City. For individuals assigned vehicles for overnight use, stopping between work and home to perform brief minor personal business may be acceptable, but any such use should be the exception rather than the rule, and only if the stop is directly in route from work to the employee's residence.
- 3) City-owned vehicles are not assigned for nor shall they be used for the convenience of the employee with regard to transportation needs or other non-business activities except as determined by the Department Head with concurrence of the City Manager.

- 4) Alcoholic beverages or any illegal drugs are not permitted in city vehicles at any time. Law enforcement personnel or lab personnel as approved by proper police authority may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises.

C. PROCEDURES:

1) Take-Home Vehicles

- a. For an employee to be authorized for the take-home use of a City-owned vehicle, the employee must possess a valid North Carolina's driver's license, maintain a safe driving history, and meet one of the following tests:

Test 1: The employee is:

- (1) Subject to frequent after-hours emergency callback or other unscheduled work, and
- (2) Such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response, and
- (3) A specialized vehicle, tools, or equipment are required for the performance of emergency duties.

Test 2: The employee is:

- (1) Subject to frequent after-hours callback, and
- (2) Such callback arrangements are to locations other than the employee's normal duty station, and
- (3) A special vehicle, tools or equipment are required to perform after-hours assignments, and
- (4) An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

This category is normally reserved for emergency maintenance response situations where a group of employees share formal on-call responsibilities on a rotational basis, such as public utility maintenance. In such cases, the use of the take-home vehicle is for the period of on-call assignment only.

Test 3: The employee is:

- (1) Employed in a public safety position, and
- (2) Is required to use an individually assigned vehicle during their normal tour of duty.

Public safety personnel permitted to use an individually assigned vehicle during their normal tour of duty may use the vehicle for commuting purposes in accordance with the department's standard operating procedures as approved by the City Manager. While not on duty during such commutes, officers may assist on incidences they may encounter as needed and in accordance with departmental procedures. Any time spent responding to such incidents or callback return to work is work time and shall be reported as soon as practical.

- b. Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All take home vehicle assignments must be reviewed and evaluated by the Department Head and approved by the Assistant City Manager annually beginning July 1st. The following conditions should be considered:
 - Requirements of the job.
 - Productivity.
 - Availability of City vehicles.
 - Cost to the City.
- c. Department Directors shall determine reasonable schedules and vehicle assignments for rotational, on-call coverage. For other purposes, the Assistant City Manager, at the written request of the Department Director, will authorize full-time take-home vehicles based on the criteria described above.
- d. For the purposes of this policy, the daily commute to and from the employee's work location and normal meal periods within on-duty hours are considered official use.
- e. No passengers may be transported in take-home vehicles except as required for official duties or as approved by the Department Director.
- f. Employees permitted to take a vehicle home (commute) from their workstation may do so for job-related reasons and not as a compensatory measure.
- h. Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement or fringe benefit. The commuting costs of the use of a city vehicle may be a taxable fringe benefit cost to an employee. Any vehicle not specifically designated as exempt under the 1985 Tax Act (Attachment I), shall result in a taxable fringe benefit to the employee.

- i. The Finance Director shall compute the commuting cost of any non-exempt vehicle taken home by an employee and report this taxable benefit on the employees form W-2 at the end of each calendar year. The City of Kannapolis will only deduct FICA taxes on the cost of this benefit. No Federal or State Income taxes will be deducted by the City, the payment of these taxes will be the responsibility of the employee, when his or her personal income tax return is filed. The gross cost of this benefit is not subject to state retirement deductions.
- j. Overnight assignment will not typically be granted to any employee that lives outside of a five-mile (5) radius from the nearest primary city limit boundary of the City, unless specifically approved by the City Manager.
- k. Employees authorized for the take-home use of a 1985 Tax Act exempt City-owned vehicle under Test 3 alone shall be allowed daily commuting use of the vehicle to any location up to 30 miles from the nearest primary city boundary.

2) Mileage Reimbursement

The Department Director may authorize mileage reimbursement for an employee who must utilize his/her personal vehicle to conduct City business and who receives no other form of allowance, except as otherwise provided within this policy

- a. Commuting mileage to respond to an after-hours call-back or unscheduled return to work is considered official City business.
- b. Claims for mileage reimbursement shall be made in accordance with current travel expense reimbursement procedures.
- c. The standard rate of mileage reimbursement shall be in accordance with Personnel Policy 700.02, "Travel Expenses While on City Business."

3) Vehicle Expense Allowance

For an employee to be authorized to receive a Vehicle Expense Allowance, one of the following tests must be met:

Test 1:	The employee
(1)	Is on 24-hour call, and
(2)	Is frequently required to work outside of normal business hours or respond to after hours emergencies, and
(3)	Does not require a specialized vehicle, tools or equipment, and
(4)	Is not assigned a take-home vehicle.

Test 2: The employee

- (1) Requires regular, frequent and extensive vehicle usage to perform regular job duties during normal business hours, and
- (2) Is not regularly assigned use of a City-owned vehicle.

- a. The dollar amount of the Vehicle Expense Allowance shall be established and reviewed annually through the budget process. Allowance amounts are to be determined based on the nature and extent of vehicle utilization required for official business.
- b. The City Manager, upon written request from the Department Director, shall review and approve the Vehicle Expense Allowance. Department Directors are responsible for acting upon any change in duty assignment that would alter an employee's eligibility to receive or to discontinue receiving the Vehicle Expense Allowance. Vehicle allowances under IRS rules are considered unsubstantiated business expenses and, as such, are considered wages and fully taxable.
- c. All costs of personal vehicle ownership, operation and maintenance will be the responsibility of the employee.
- d. Employees authorized to receive the Vehicle Expense Allowances must possess a valid North Carolina driver's license, a current state inspection, a current vehicle registration, must have insurance of a type and level required by State law, and must maintain a safe driving history.
- e. The vehicle shall be appropriate for City business, consistent with the duties and responsibilities of the employee.
- f. Except for infrequent incidences necessitated for personal vehicle maintenance or non-typical use of personal vehicle for business purposes, employees receiving the Vehicle Expense Allowance shall not normally be permitted use of City-owned vehicles for business travel within the city limits and contiguous counties.
- g. For travel outside of the City of Kannapolis and contiguous counties, the employee may (at his/her option) either (1) request per mile reimbursement for the entire trip at the City's established mileage reimbursement rate or (2) request use of a city-owned vehicle, if available.

D. DRIVER RESPONSIBILITIES / REQUIREMENTS:

- 1) Each driver of any City owned vehicle must have a valid North Carolina drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where their license is suspended or revoked, the

employee is obligated to inform their Department Director and the Risk Manager within 24 hours of the incident. Failure to inform the City of a suspended or revoked license may result in immediate dismissal.

- 2) City employees, who drive a combination of vehicles weighing more than 26,001 pounds or more while towing vehicles in excess of 10,000 pounds must have a valid Commercial Class A license. A Class B commercial license is required for operating any single vehicle weighing in excess of 26,001 pounds and when such vehicle is towing a vehicle not in excess of 10,000 pounds. A Class C commercial license is required for any vehicle not covered by Class A or B but is designed to transport 16 or more passengers, including the driver; or is used in the transportation of hazardous materials that require the vehicle to be placarded under C.F.R., Part 172, Subpart F. In addition to the Class C CDL, passenger transportation of sixteen or more passengers also requires a passenger endorsement.
- 3) Employees authorized to drive or are assigned a City owned vehicle are subject to an annual review of their motor vehicle driving status with the State of North Carolina. Employees may be requested to provide a driving history as needed. The Department Head and/or other appropriate committee may review driving privileges on a case-by-case basis.
- 4) Employees are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions via a vehicle inspection or repair request form available in each department or using the sample "Vehicle Repair Request" form available from the City Administrative Office (see Attachment II).
- 5) Employees shall allow sufficient time to reach destinations without violating speed limits or traffic laws. Employees must know and abide by all driving laws in all areas where they operate City vehicles and shall drive defensively at all times.
- 6) It is mandatory that all occupants of a city vehicle use seat belts at all times, unless specifically exempted by NC General Statutes. The driver of the vehicle is responsible for enforcing belt usage by all occupants and shall report any failure to comply with employee's supervisor.
- 7) The City of Kannapolis will not pay traffic tickets or parking fines of employees driving City owned vehicles, nor will the City pay if the employee is authorized to use their personal vehicle on City business. Employees found guilty of moving violations may be subject to corrective action.
- 8) An employee receiving a moving violation while driving a City vehicle has an obligation to immediately inform their department director and the Risk Manager.

E. INSURANCE OF VEHICLES:

- 1) The Risk Manager is responsible for maintaining adequate liability and collision coverage for assigned and unassigned vehicles.
- 2) For insurance purposes, each employee authorized to operate a City owned vehicle must provide the Risk Manager with their name as it appears on the operator's license and their driver's license number.
- 3) The City's insurance is in force when an employee operates city owned vehicles or equipment.
- 4) Property belonging to the City of Kannapolis locked inside a vehicle is covered by the City's insurance against theft; however, personal property stolen from a City-owned vehicle is not covered, even if the personal property is used for city business.
- 5) If your city vehicle is stolen, follow these procedures:
 - a. Report the theft immediately to the local police and the Risk Manager.
 - b. Obtain a copy of the police report filed.
 - c. Provide the Risk Manager with the date and location of where the theft occurred and all relevant information, including the police report.
 - d. Provide the Risk Manager with a list by model and serial number of any equipment stolen.
 - e. Forward the completed incident report (Form H) and/or Police Report to the Risk Manager within three days.

F. MAINTENANCE OF VEHICLES:

- 1) Employees with assigned city-owned vehicles are responsible for monthly inspections of their vehicles. Scheduling of routine maintenance and repairs is the responsibility of the employee to whom the vehicle is assigned.
- 2) Individual departments are responsible for monthly inspections of unassigned vehicles and scheduling routine maintenance and repairs.
- 3) An authorized dealer must perform warranted repairs.
- 4) No alterations may be made to city-owned vehicles without prior written approval by the Department Director or Assistant City Manager.

- 5) No bumper stickers, other than City approved stickers, may be placed on the vehicles.
- 6) Each department is responsible for maintaining accurate and complete maintenance history of files for each assigned vehicle. It is the responsibility of the employee with assigned vehicles and the department for unassigned vehicles to provide the Finance Department with receipts for maintenance and/or repairs.

G. ACCIDENT PROCEDURES:

NOTE: A card describing "What To Do In Case of An Accident" is maintained in the glove box of all City owned vehicles.

Regardless of the situation, the following procedure **MUST** be followed in the event of an accident while in a City owned vehicle:

- 1) Immediate notification of the proper law enforcement agency for accident investigation and report.
- 2) Immediate notification of the employee's supervisor or department director.
- 3) Notification of the Risk Manager within 24 hours of the accident.
- 4) Submit the completed incident report (Form H) (See Attachment III) and/or police report to the Risk Manager within three days.
- 5) If necessary, an injury report must be completed and submitted to the Risk Manager as soon as possible in order to file a workers' compensation claim within 24 hours of the accident.
- 6) Securing accident repair estimates and approval of actual repair work is the responsibility of the employee's department with assistance from the Risk Manager and/or Purchasing Agent.
- 7) Post Accident Substance Abuse Testing

In accordance with the City's Substance Abuse Policy 300.15, Section 2 (e)(1) Accident or Incident, "An employee who is involved in an accident or incident, in which there is, or reasonably could have been personal injury or property damage, will be considered for testing. Not every incident or injury may result in a test. Reasonable determination that action or inaction of the employee contributed to the incident or accident shall be made prior to a request for testing. While it is impossible to list every factor that might lead to a reasonable determination, the facts listed under in the Substance Abuse Policy, Section 2 (e)(2) Evidence of Substance Abuse may be considered.

See Related Policies

Policy No. 300.15 Substance Abuse
Policy No. 700.02 Travel Expenses

Approved:


Mike Legg, City Manager

7/1/18
Effective Date

ATTACHMENT I

Exempt Vehicles 1985 Tax Act

Vehicles which are qualified non-personal vehicles include the following:

- A. Clearly marked police and fire vehicles,
- B. Ambulances used as such or hearses used as such,
- C. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds,
- D. Bucket Trucks ("cherry pickers"),
- E. Cement Mixers,
- F. Combines,
- G. Cranes and derricks,
- H. Delivery trucks with seating for only the driver, or only for the driver plus a folding jump seat,
- I. Dump trucks (including garbage trucks),
- J. Flatbed trucks,
- K. Forklifts,
- L. Passenger buses used as such with a capacity of at least 20 passengers,
- M. Qualified moving vans,
- N. Qualified specialized utility repair trucks,
- O. Refrigerated trucks,
- P. School buses,
- Q. Tractors and other special purpose farm vehicles, and
- R. Unmarked vehicles used by law enforcement officers if the use is officially authorized.

ATTACHMENT II

Vehicle Repair Request Sample

Complete those sections that only apply to you. Report should be completed and turned in same day as accident.

I. **EMPLOYEE:** Complete and turn in to supervisor immediately.

1. Name: _____ Department _____

2. Vehicle #: _____

3. Reason for Repair Request (List and describe problem or noises):

4. When did you first starting noticing the problem? _____

5. Print Name: _____

Employee Signature

Date

Supervisor/Department Head

Date

ATTACHMENT III

FORM H: SUPERVISOR'S ACCIDENT/INCIDENT INVESTIGATION REPORT"



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Safety Policy Program

POLICY NUMBER: 800.04

EFFECTIVE DATE: 01/25/1993

APPROVED: 

AMENDMENT DATE(S):

CITY OF KANNAPOLIS

SAFETY PROGRAM

MANUAL

CHECKLIST OF STANDARDS

Listed below each standard are those factors that would make it applicable to your municipality. If you answer to the questions is yes, then the standard applies.

Recordkeeping-\$1904

Do you have more than 10 employees?

(Fatalities and accidents that result in hospitalizations of five or more employees must be reported to the Department of Labor with 48 hours).

Emergency response-\$1910.120

Do your employees respond or may they be required to respond to a release of hazardous materials, i.e. fire, police, public works?

Respiratory Protection - \$1910.134

Are your employees required to wear a respirator to protect against harmful effects of dust, fumes, gases, vapors. Etc. (respirators may include an air purifying or air supplying units)?

Bloodborne Pathogens - \$1910.1030

Are employees potentially exposed to blood or other potentially infectious materials in the performance of their regular duties (police, fire, sanitation, etc.)?

Hazard Communication - \$1910.1200

Do employees handle, or are they exposed to, hazardous chemicals or substances?

Excavation \$1926, Subpart P

Do your employees install or repair water, sewer, gas or electrical lines (underground)?

Confined Spaces, Proposed OSHA Standard

May employees enter an enclosed or partially enclosed space, not intended for continuous human occupancy, which is or may become hazardous, e.g. manholes, wet wells, digesters, lift stations, trenches, water wells, etc.?

The Control of Hazardous Energy (lockout/tagout) -\$1910.47

Are employees servicing or maintaining machines and equipment in which the unexpected energization or startup of the machines or equipment or release of stored energy could cause injury to employees

CHECKLIST OF STANDARDS

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Excavation \$1926, Subpart P

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Confined Spaces, Proposed OSHA Standard

May employees enter an enclosed or partially enclosed space, not intended for continuous human occupancy, which is or may become hazardous, e.g. manholes, wet wells, digesters, life stations, trenches, water wells, etc.?

The Control of Hazardous Energy (lockout/tagout)- \$1910.147

Are employees servicing or maintaining machines and equipment in which the unexpected energization or startup of the machines or equipment or release of stored energy could cause injury to employees?

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CITY OF KANNAPOLIS SAFETY PROGRAM POLICY

The City of Kannapolis considers the safety of its employees a major responsibility of everyone in city government. Constant endeavor shall be made to provide safe working habits and conditions. It is recognized that accident control can only be successful when stimulation comes from top management, adequate coordination and advice comes from staff members, supervisors accept safety responsibilities, and when employees participate in the elimination of unnecessary suffering.

The keys to our safety program are:

1. All employees being charged with the responsibility for making safety a daily concern. This responsibility must be accepted by everyone, regardless of their position in the organization.
2. The designation of a responsible employee as the Safety Coordinator.
3. Support from management and supervisory personnel in the prevention of accidents and the implementation of this policy.
4. The establishment of the Executive Safety Steering Committee composed of representatives from various departments of this municipality.
5. Minimum monthly safety meetings held by departmental safety committees.
6. Investigations of all incidents to determine causes of the incidents and remedial actions required to prevent recurrence.
7. Supervisors being responsible for the safe condition of assigned equipment and materials, good housekeeping practices and safe working conditions. Supervisors should conduct regularly scheduled inspections of their work places to identify hazards. Corrective actions shall be initiated to control unsafe acts, conditions, or procedures.
8. Accident prevention principles being incorporated in new-employee orientation training and being a part of on-going and informal training programs for ALL employees. Supervisors will train employees to use safe work practices.

9. The Department heads, with the assistance of the Safety Coordinator analyzing hazardous working conditions and developing standard operating procedures to ensure that the hazardous conditions are minimized and that safe work practices are used.
10. Use of personal protective equipment by employees to reduce the probability of injury according to guidelines established by the City.
11. The establishment and support of safety discipline and safety incentive programs and policies.

SAFETY AND LOSS CONTROL PROGRAM

I. RESPONSIBILITIES

A. Mayor and City Council

The Mayor and City Council support a City wide safety program through personnel policies and budgetary considerations.

B. City Manager

The City Manager, through the Executive Safety Steering Committee is responsible for overall management of a comprehensive safety program and will appoint the Safety Coordinator.

C. Executive Safety Steering Committee

This committee will function as an advisory body to develop and recommend to the City Manager matters of policy and procedure affecting administration of the City of Kannapolis Safety Program. Membership will be composed of the Safety Coordinator and all departmental safety committee representatives. A chairperson and secretary will be elected annually.

The committee is responsible for:

1. Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program.
2. Reviewing statistical data, records and reports of safety matters to determine the effectiveness of the program.
3. Serving as the accident review board by reviewing investigation reports, meeting with the employee and his or her immediate supervisor to gather additional information and recommending appropriate disciplinary action, in accordance with City policy, to the department head in the event of an avoidable accident with personal injury or property damage.

D. The Safety Coordinator

The Safety Coordinator will function as contact resource person for all safety matters.

The Safety Coordinator is responsible for:

1. Recommending, publishing, and revising a city safety manual.
2. Developing, implementing, and administering safety and incentive programs.
3. Monitoring training, self-inspections, accident investigation and proper work procedures.
4. Handling proper record keeping and reporting requirements to management.

E. Department Heads

Each department head is designated as responsible to the city manager for employee safety. The department head has supervisory responsibility for all safety functions and activities within his/her area. Each department head will:

1. Appoint and establish a departmental safety committee to administer the department's safety program.
2. Hold each supervisor accountable for injuries incurred by his/her employees.
3. Provide leadership by setting a proper example for all employees, be responsible for successful operation of the department's safety program and completing the department's safety objectives.
4. Develop policies and procedures and ensure they are complied with by all personnel under his/her direction.
5. See that all employees, new and old, are trained or retrained in the accepted methods.
6. Provide personal protective equipment and instruction when necessary and will follow up on the equipment's proper use.
7. Require monthly employee safety meetings to review accidents, analyze their causes, and promote free discussion of hazardous work problems and possible solutions.
8. Encourage safety suggestions and written comments from employees and adopt those that are feasible.
9. Encourage accidents to be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.
10. Ensure that prompt, corrective action is taken wherever unsafe conditions are recognized or unsafe acts are observed.
11. Ensure that all employees are physically and mentally capable of performing their tasks.

F. Supervisors and Safety Representatives

Supervisors and safety representatives will assume the responsibility of thoroughly instructing their personnel in safe practices to observe in their work situation. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within any activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is essential that such records be complete and accurate and that all accidents be fully reported. Principal duties of supervisors are as follows:

1. Enforce all safety rules and procedures.
2. Make certain all injuries are reported promptly and treated properly and all accidents are reported, even if injury is not apparent.
3. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
4. Provide employees with complete safety instructions regarding their duties before they actually begin work.
5. Conduct regular safety checks, including careful examinations all new and relocated equipment before it is placed in operation.
6. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
7. Continuously inspect for unsafe practices and conditions and properly undertake any necessary corrective action.
8. Develop and administer an effective program and conditions and properly undertake any necessary corrective action.
9. Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendations of the safety coordinator.
10. Conduct safety briefings and encourage the use of employee safety suggestions.
11. Give full support to all safety procedures, activities and programs.

G. Employees

Employees will be required, as a condition of employment, to exercise the care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees are required to:

1. Use safety equipment which has been provided for use in performing daily work assignments.

2. Wear prescribed uniform and safety shoes, as required.
3. Not operate equipment for which training and orientation has not been received.
4. Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
5. Report defective equipment immediately to a supervisor.
6. Report dangerous or unsafe conditions that exist in the work place as well as throughout the municipality. This would include, but not be limited to, defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open man-holes, sunken basins and sewers, missing or damaged traffic signs or signals, etc.
7. Report all injuries and accidents regardless of the severity as soon as practical.
8. Protect unsafe conditions that result from municipal work that could present a hazard to the public.
9. Take care not to abuse tools and equipment, so that these items will be in useable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used.
10. Participate in all required safety and occupational health training and be certain that they understand instructions completely before starting work.
11. Serve on a safety committee or inspection team when appointed or elected.

H. Departments Safety Committee

A Safety Committee will be established in each department, and will consist of persons appointed by the department head. A Departmental Safety Representative will be appointed and the committee will meet at the call of this representative, but not less frequently than once a month. Minutes will be kept with a copy forwarded to the Safety Coordinator. The function of this committee will be to assist and advise the Department Head on all aspects of the Safety Program. These include, but are not limited to the following:

1. Prepare department annual accident reduction objectives for approval by the department heads.
2. Procedures for handling and processing safety suggestions and recommendations as well as a complaint procedure.
3. Discussion of accident prevention methods, program promotion, safety hazards, injury records, etc.
4. Require monthly inspections of facilities by an appointed inspection team to identify potential accident sources and hazards.

5. Investigate accidents, determine action to prevent recurrence, and make employee's supervisor responsible for performing such action. Notify the Executive Safety Committee of any recommendation that requires department-wide action.
6. Review safety inspection reports, employee suggestions and complaints, accident investigation, and accident analysis, and make appropriate recommendations to the Executive Safety Committee for:
 - A. Possible changes in work practice or procedure
 - B. Need for safety procedures.
 - C. Need for protective devices or equipment
 - D. Need for training.
7. Promote and motivate employees to accept safety.
8. Determine the safety training needs of the department and provide and evaluate the appropriate programs. Required training programs include orientation and first aid.

Safety Committees will be formed as follows:

- (1) Administrative Services Safety Committee- 3 members, including a representative from Finance Department, City Manager Department, and Public Works Administration.
- (2) Water/Sewer Administration- 3 members, including Supervisor, office representative, and meter/reader representative.
- (3) Public Works Safety Committee- 15 members, including all supervisors technicians, and crew chiefs from Public Works, Water/Sewer Distribution, and Street Departments.
- (4) Police Safety Committee- 5 members, including a representative from patrol, traffic, CID, Staff Services, and the Departmental Safety Representative.
- (5) Fire Safety Committee- 8 members, including Assistant Fire Chief, Fire Inspector, one Squad Officer and one Fire Fighter from each station.

II. ADMINISTRATION

A. Executive Safety Steering Committee

1. **Agenda.** The agenda for meetings of the Executive Safety Steering Committee will be prepared by the Chairperson and/or the Safety Coordinator and distributed to the Committee members at least two working day prior to the meetings.
2. **Minutes.** The minutes of the Safety Steering Committee will be prepared by the Secretary within three work days after each meeting. Prior to producing duplicate copies, the master will be forwarded to the Safety Coordinator for signature and exceptions. A copy of the accepted minutes will be furnished to the City Manager and each member of the committee.

B. Safety Suggestions, Recognition, and Incentive Programs

1. **Purpose.** To reduce the incidence and volume of accident losses through the dual application of reward for effective performance and the deterrence of disciplinary action.

NOTE:

The executive Safety Steering Committee proposes to research the application and implementation of such programs at such time as the adopted safety program is operational.

C. Accident Review

A departmental accident review procedure is a process which helps to identify those unsafe conditions or acts which are contributing to on-the-job accidents and injuries. Identifying such hazards is the first step in correcting them and reducing the potential for related accidents and injuries.

1. Departmental Safety Committee Accident Review

The departmental safety committee will review all accidents for which a Supervisor's Investigation Report is filed. These accidents may be classified as:

1. Bodily injury caused by the employee's own action.
2. Personal injury to another individual
3. Vehicle accident
4. Accident resulting in property damages

The safety committee will determine for each accident if an unsafe condition or act contributed to the incident, and if so, what corrective action should be taken to ensure that a similar accident does not recur. Corrective action could mean, for example, a modification in the departmental personnel protective equipment policy.

The findings of the safety committee are forwarded to the Executive Safety Committee for appropriate action.

2. Executive Safety Steering Committee Review

The Executive Safety Steering Committee will review all reports of accidents and the findings of the safety committees.

The committee will also determine whether the accident was avoidable or unavoidable and recommend disciplinary action in accordance with the city safety disciplinary policy. If an employee questions the findings, he or she can use the options outlined in the City Grievance Procedure.

D. Discipline

It is recognized that some City employees may violate safety rules/policies and commit unsafe acts. In that event, each violation or action will require immediate corrective action by supervisors and department heads in accordance with the City of Kannapolis Personnel Policy.

E. Incentives

It has been determined that recognition of effort and achievement is one of the most basic and powerful forces for motivation an individual. As part of a comprehensive safety program, an incentive program not only rewards those who deserve reward, but it also underscores the safety effort through continuous reminders to work, drive, and live safely. The City recognizes the importance of rewarding those employees who meet and/or surpass job performance and safety expectations.

As a result, in order to focus attention on the need for both safe work and safe driving habits, the City will establish an incentive program.

Departments will develop and implement their own incentive program. These programs are to be submitted to the Executive Safety Committee for review and to the City Manager for approval prior to implementation.

F. Safety Rules, Procedures, Self-Inspections, and Training

Safety rules, procedures, self inspections, and training are to be developed and monitored by each department. The departmental safety committee is responsible for the implementation and documentation of these efforts. All departmental safety rules, procedures, self inspections, and training programs are to be placed in the Appendix of this manual and made available to all employees.

APPENDIX

I. Safety Rules and Procedures

Adherence to well written rules and procedures will reduce accidents. General and Departmental Rules follow, these will be revised from time to time based on accident investigations, changes in equipment, changes in procedure, lack of enforceability, etc. Each employee has a legal duty to follow these rules and each department head will be held accountable for keeping their rules and procedures current.

General and Departmental Rules will be posted and the department heads, supervisors and employees will all contribute to developing and monitoring rules for their respective areas.

NOTE: Management does support and will enforce these Safety Rules.

A. GENERAL RULES AND PROCEDURES FOR MUNIPIPAL EMPLOYEES

These general rules and procedures apply to all departments.

1. Good housekeeping is maintained throughout all operations.
2. All employees will be properly trained before they are allowed to assume routine duties.
3. All employees will be trained in proper lifting techniques and body mechanics and should not lift an object where proper lifting and techniques cannot be used.
4. All flammable or combustible materials will be properly stored.
5. There will be an adequate number of appropriate and properly located fire extinguisher that are inspected monthly.
6. All exits will be properly marked and free of obstruction.
7. All employees will wear seat belts.
8. Whenever two employees are available, one will assist the other in backing all city vehicles with limited sight visibility.
9. All city vehicles are to be backed into parking placed whenever possible.
10. Hard hats will be provided for and used by all employees exposed to overhead hazards.
11. Eye and ear protection will be provided for use by all employees exposed to related hazards, i.e. grinding, cutting, chipping, welding, battery charging, jack hammering, etc.
12. Caution signs will be posted in shop areas and on major mobile equipment warning that eye protection be worn where eye hazards exist.
13. Emergency eye wash and showers will be available to employees who may be exposed to hazardous chemicals and substances.
14. Employees will be required to wear footwear and clothing appropriate to particular job conditions.
15. All employees will be provided with and required to wear gloves when conditions dictate.
16. First aid kits will be available to employees at all times.
17. Designated employees will be properly trained and certified in first aid.
18. Water coolers will be available at all job-sites.

19. All vehicles and equipment will be inspected before starting each shift.
20. Employees working near vehicular traffic will be provided with and required to wear high visibility clothing, i.e., reflective vest
21. A sufficient number of approved traffic control devices will be available and used when work activities are near vehicular traffic.
22. All gasoline which is transported in vehicles will be contained in approved safety containers.
23. Hand rails will be installed on all permanent stairs leading to overhead storage areas.
24. Standard guard rails, toe boards, and wire mesh will be installed along the front of overhead storage areas.
25. Overhead cranes and hoists will be equipped with a hook safety latch mechanism and labeled with maximum safe load limit.
26. Adequate overhead and roll over protection will be installed on mobile equipment.
27. Hand trucks, hoist, dollies, or other devices will be used for lifting or moving heavy objects or materials.
28. Guards and safety devices will be kept in place and in working condition on all equipment, tools, etc.
29. All flat belts, V-belts, chains and sprockets will be properly guarded.
30. All hand tools will be inspected to ensure their safe working condition.
31. All electrical fans will be equipped with proper guarding.
32. Bench grinders will be securely mounted, equipped with protective eye shields and a properly adjusted tool rest, and have adequate guard over the end spindle.
33. All tools and electrical equipment will be either double insulated or equipped with three-prong plugs to ensure proper grounding.
34. Adequate portable lighting will be available for use during emergency situations.
35. An evacuation plan will be developed and posted in every public building.

- 36. All electric switch boxes and electric panels will be closed and properly marked.
- 37. **NO SMOKING** signs will be located in appropriate areas and followed by all employees and visitors, i.e. storage areas for compressed gases or combustible/flammable materials, refueling pumps and battery charging areas.
- 38. All compressed gas cylinders will be properly secured in an upright position.

B. BASIC SAFETY RULES FOR PUBLIC WORKS

The following basic safety rules have been established as general guidelines for all departmental personnel. This list is not intended to be all-inclusive. Rather, it serves as a fundamental guide in the prevention of work related accidents and injuries.

1. Management shall develop standard procedures for entering confined spaces and underground areas in compliance with OSHA law, i.e. checklists, permits, etc.
2. Supervisors shall be provided with and required to use appropriate equipment to determine the amount of oxygen and toxic or flammable gases in confined spaces.
3. Employees should be properly trained in the use of monitoring devices, rescue equipment and other safety equipment.
4. Excavations and trenches will be designed by a “competent person” in accord with OSHA standards.
5. An adequate means of exit should be provided (ladder) in excavations and trenches. This is required for excavations and trenches of four more feet.
6. All excavated materials should be stored at least two feet from the trench.
7. Backup alarms should be installed and operable on all mobile equipment with limited sight visibility.
8. Supervisors should ensure that all workers are properly trained in the use of their respective personal protective equipment.
9. Vehicles should be equipped with adequate warning lights.
10. A respiratory program in compliance with OSHA regulations will be implemented, i.e physical, use of SCBA’s, testing of equipment and fit, etc.
11. A designated area with a no smoking sign and clear of all spark producing devices will be used for charging automotive type batteries.
12. Safety lights will be used for drop cords while working under vehicles.
13. All welders will be properly grounded, located in a dry area, and equipped with properly insulated terminals.
14. Safety devices will be used to prevent the dump and bodies falling while maintenance is bring performed.
15. Safety devices will be used when working on hydraulic cylinders while under pressure (back hoes, loaders, etc.)
16. All items or materials will be stacked in a safe manner.
17. Approved respirator equipment will be located adjacent to the chlorinator room.
18. Employees involved with the use of “chlorine” will be thoroughly trained.
19. The door to the chlorinator room will be locked when unattended.

20. The chlorinator room will be equipped with an adequate exhaust fan with the switch located outside.
21. Granular chlorine will be stored in a dry location free of petroleum products and a respirator used when material is being handled.
22. Life jackets and/or life lines will be provided and used when work is being performed around water, storage tanks, reservoirs, digester, or settling tanks.
23. All chemicals will be properly stored and labelled. Employees should be properly trained in the use of chemicals.

C. BASIC SAFETY RULES FOR POLICE EMPLOYEES

The following basic safety rules have been established as general guidelines for all departmental personnel. This list is not intended to be all-inclusive. Rather, it serves as a fundamental guide in the prevention of work related accidents and injuries. Wherein any provision listed below conflicts with any other directive of the Department, the more restrictive will apply.

1. All candidates for employment will be administered a thorough physical examination prior to employment, This examination will include a stress-type electrocardiogram when deemed necessary by the examining physician.
2. All new employees will be properly trained before they are allowed to assume independent duties. Accident prevention principles and safe work practices will be incorporated into new-employee orientation and training.
3. All members should receive an annual physical examination by a qualified physician, as well as a semi-annual blood pressure check. When such examinations are provided y the City, participation is required and a record of the results will be maintained in the members personnel file.
4. The Department will develop and maintain updated written directives governing arrest, search, transportation of prisoners, handling of weapons, use of deadly and non-deadly force, vehicular pursuits, emergency driving, firearms training, and similar high-risk operations.
5. Horseplay involving members while on duty is strictly prohibited.
6. Officers will be required to inspect their vehicles prior to each tour of duty. Vehicles will further be inspected at least weekly by supervisory personnel. Periodic safety inspections will be conducted by a qualified mechanic as part of our routine vehicle maintenance procedures.
7. All police vehicles used primarily for the transportation of prisoners will be equipped with a safety shield or partition.
8. Officers will be required to qualify with their duty firearm(s) and duty ammunition, both day and night, on at least an annual basis,
9. Shotguns transported in police vehicles will be carried with the chamber empty and the safety engaged.
10. Each officer will be provided with concealable body armor which should be worn at all times when on duty. Body armor must be worn when required by departmental directives or upon the order of a field supervisor.
11. Officers who are required to direct traffic will be provided with and required to wear a high-visibility reflective vest.
12. All officers will be trained to respond to the release of hazardous materials in accordance with OSHA 1910.120
13. Eye and Ear protection will be provided for use by officers when engaged in firearms training.

14. Members will be required to wear seat belts when operating or riding as a front seat passenger in a departmental vehicle.
15. A fire evacuation plan for the police facility will be developed and posted in key locations throughout the building. All exits from the Police facility will be properly marked and free of obstructions barring egress in the event of fire. An adequate number of appropriate and properly located fire extinguishers will be installed and inspected on a monthly basis to ensure proper charge and condition.
16. Each police vehicle will be provided with a appropriately rated fire extinguisher, inspected weekly to ensure proper charge and condition.

D. BASIC SAFETY RULES FOR FIRE EMPLOYEES

The following basic safety rules have been established as general guidelines for all departmental personnel. This list is not intended to be all-inclusive. Rather, it serves as a fundamental guide in the prevention of work related accidents and injuries.

1. All fire fighters are required to follow the national Protection Association Standard 1500 as its Occupational Safety and Health Policy.
2. All full-time members of the department will receive an initial annual physical exam, a stress type electrocardiogram, and pulmonary function test.
3. All full-time members of the department will receive a semi-annual blood pressure check.
4. Fire fighters will be properly trained in the use of personal protective equipment.
5. Fire fighters will wear NFPA approved protective equipment and clothing during training sessions and firefighting.
6. The diaphragm in the control valve of breathing apparatus will be inspected in accordance with manufacturer's specifications.
7. Fire fighters will wear a self-contained breathing apparatus' when entering a potentially hazardous area.
8. The department will participate in a comprehensive pre-planning system in determining hazardous chemicals and explosives.
9. Drivers and fire fighters will utilize seat belts and safety harness while in transit to and from a response to a fire.
10. Drivers will be trained in safe defensive/emergency driving techniques.
11. Vehicles will be inspected by a qualified mechanic on at least a quarterly basis.
12. Fire fighters will comply with NC traffic laws, rules, and regulations.
13. Fire fighters will use appropriate warning devices (audio and visual) when responding to an emergency call.
14. Fire fighters will don personal equipment prior to an emergency response on all vehicles.
15. Warning signs will be installed in the immediate vicinity of the fire station identifying it to pedestrians and vehicular drivers.
16. Ladders, pike poles, and other items projecting from vehicles will be equipped with covers to prevent "head bump" accidents.
17. Fire fighters will be adequately trained to respond to the release of hazardous substances in accordance with OSHA 1910.120.

III. Self-Inspection

A strong self-inspection program will identify hazards and job hindrances so they can be corrected before they cause a loss. Operations and facilities should be formally inspected on a routine basis. However, employees will be instructed to be on the lookout for unsafe acts, conditions, and incidents that may result in an accident. These should be reported to your departmental safety representative.

Checklist are provided to conduct self-inspections; a copy of the previous inspection report will be provided to the inspector on the next inspection. It is the responsibility of the Department Head to schedule inspections and designate inspectors.

These checklists include a general checklist to cover the various hazards found in most work settings, as well as specialized checklists to apply to specific departments.

FORM PROCESS:

The accident investigation form should be routed to the department head, departmental safety representative, and the safety coordinator, each accident report is to be discussed at safety committee meetings. As these reports are discussed treat each injury and incident as though it produced a major injury or damage. This will lead to improved accident control and prevention.

SAFETY INSPECTION CHECKLIST GENERAL FORM

This list is intended only as a reminder, look for other Insafe acts and conditions.

RECEIVING, SHIPPING, STORAGE

1. Proper equipment available to transport large items.
2. Sufficient space for safe movement of trucking equipment.
3. Storage in walkways and exits. Aisles clearly marked.
4. Strains from storing or removing items.
5. Improper stacking (ht. 7 ft., heavy items on lower shelves).
6. Lighting, ventilation in storage areas.
7. Guard rails, toe boards, wire mesh at front on overhead.
8. Other.

HOUSEKEEPING

1. Restrooms/washrooms cleaned as necessary.
2. Floors/stairs-grease, oil spills, holes, uneven places, loose objects. Spills cleaned up immediately.
3. Excess material, waste and debris; dust or lint build up
4. Definite place for each object
5. Waste adequately disposed of. Sufficient containers.
6. Racks for soft drink bottles.
7. Rodents and insects.
8. Standing water.
9. First aid (kits; Emergency number by phone).
10. Food, drinks and cigarettes kept out of the work area.
11. Other

LIGHTING

1. Unnecessary, improper use-adequacy.
2. Lights during a shutdown (portable lights for emergencies).
3. Clear of combustibles
4. Glare on working surfaces.
5. Stairs properly lighted
6. Other

CHEMICALS

1. Proper storage of flammables (cabinets away from ignition source-marked "No Smoking -Fire Hazard").
2. Containers properly marked and labelled, closed when not in use; checked for leaks.

3. Other

GROUNDS

1. Dead limbs, trees, leaves.
2. Pot holes, uneven surfaces-filled or marked.
3. Sidewalks-clear, broken concrete, uneven.
4. Broken glass, litter, debris picked up
5. Poison plants, rodents and insects.
6. Traffic, caution, regulatory signs posted.
7. Standing water
8. Other

BUILDING/WORK CONDITIONS-MAINTENANCE

1. Floor hazards marked (uneven, holes, loose carpet); walkways and aisles
2. Handrails and reads on stairs.
3. Locks and shelves secure.
4. Condition of walls (water damage, paint).
5. Falling hazards overhead.
6. Windows-operation
7. Top Heavy filing cabinets; drawers kept closed.
8. Stool for use of upper/lower cabinet drawers.
9. Noise levels-protection
10. Areas being cleaned or repaired blocked off and labelled
11. Other

ELECTRICITY

1. Electrical transformers clearance-meets code (3ft. guide)
2. Switch panels clearance-meets code (3ft. guide)-closed
3. Live electrical parts guarded.
4. Grounding-freezers, refrigerators, air conditions, pumps, motors, etc, plugs match outlets.
5. Hand held appliances grounded
6. Heavy duty extension cords only-continuous, undamaged, related for load, 3-wire ground, temporary use only.
7. High voltage warning signs- over 150 volts.
8. Frayed or defective wiring or cords, right wiring for the job.
9. Multiple outlet strips have circuit breakers.
10. Circuits, motors, fuses, outlets not above capacity
11. Correct fuses being used.
12. Electrical connection tight
13. Waterproof cords outdoors
14. Other

HEATING AND VENTILATION

1. Boiler room ventilation
2. Boiler checked daily
3. Fumes, odors.
4. Other

FIRE SAFETY

1. Exit doors swing out, unlocked from inside.
2. Doors at end of hallways and stairwells operate properly (fire doors should be kept closed).
3. Exit signs visible from all hallways.
4. Exit lights for areas.
5. Periodic fire drills. Evacuation plan posted.
6. Fire extinguishers-accessible, adequate size and type
7. Extinguishers mounted or are signs visible, recharge date indicated.
8. Materials that could burn kept away from lights and machinery
9. Two remote exits-room with more than 25 people. (check building code)
10. No smoking clearly marked and obeyed
11. Butt containers available and serviceable.
12. U.L. listed portable heaters- electrical only (non-combustible surface, clearance, tipping hazards, well-ventilated area).
13. Machines and motors kept free of dust and grease.
14. Fire alarm locations familiar to workers
15. Flammables used only in areas with good ventilation
16. SDS Checked for fire hazard.
17. Fire doors at stairwells of hallways propped open.
18. Other.

UNSAFE PRACTICES

1. Horseplay
2. Improper lifting, carrying
3. Unnecessary running
4. Sitting on tilted chairs
5. Standing on Boxes, chairs, cans, Etc.
6. Hard hats, proper eye protection, gloves, steel toes shoes used where necessary
7. Electric fans properly guarded.
8. Employees wear seat belts
9. Use of tools, equipment without proper authority.
10. Unsafe speeds- work, operate equipment.
11. Employees ride on loads, mount or dismount while in motion
12. Backing one person assists driver
13. Equipment, materials hauled- properly secured

14. Other.

MISCELLANEOUS

1. Emergency eye wash and showers were required monthly inspections documented
2. Water coolers available at job sites, properly labelled.
3. Employees near vehicular traffic wear proper clothing or safety vests
4. Proper safety cones, signs, warning devices used at job sites near vehicular traffic.
5. Gasoline transported in approved containers
6. Hand tools inspected
7. Flat belts, V-belts, chains guarded.

STREET DEPARTMENT INSPECTION CHECKLIST

This list is intended only as a reminder; look for other unsafe acts and conditions.

1. Trenches designed by competent person, properly shored, braced, sloped.
2. Adequate means of exit-trenches four feet deep or more
3. Excavated materials two feet from trench
4. Back-up alarms on mobile equipment with limited visibility
5. Vehicle warnings lights used at worksite locations
6. Gloves, brightly colored clothing worn.
7. Dusty operations isolated or enclosed at facility.
8. Uncontained oily rage, piles of rubbish
9. Sharp edged tolls in sheaths.
10. Tolls clean and repaired
11. Explosion-proof boxes near flammable liquid operations.
12. Plastic hand lamps (not metal)-guarded bulb
13. Containers over 25 gallons flammable liquids-vented, grounded.
14. Hazardous and corrosive chemicals-properly stored; labelled
15. Chemicals exceed shelf life
16. Insecticides, herbicides-applicable regulations
17. Licensed operators supervise spraying of insecticides or herbicides
18. Tools and equipment used as designed.
19. Confined space entry checklists and permit used as required
20. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors:

Date:_____

G. WATER/SEWER TREATMENT INSPECTION CHECKLIST

This list is intended only as a reminder, look for other unsafe acts and conditions

1. Chlorine danger sign on door.
2. Chlorinator room door locked.
3. Chlorinator room exhaust fan-adequate, operational, switch outside.
4. SCBA equipment adjacent to chlorinator room -operational
5. Employees trained in use of chlorine.
6. Respiratory protective equipment properly inspected.
7. Granular chlorine in dry location- free of petroleum products.
8. Competent persons design trenches- properly shored, braced, sloped
9. Adequate means of exit- trenches four feet deep or more.
10. Excavated materials two feet from trench
11. Life jackets provided and used for work around water, reservoirs, tanks.
12. Chemicals exceed shelf life.
13. Insecticides, herbicides-applicable regulations.
14. Licensed operators supervise spraying of insecticides, herbicides.
15. Hazardous, corrosive materials- properly stored; labelled
16. Supplies of non-potable water clearly marked.
17. Backflow protection- present; operational
18. Tools in racks, boxes, toolroom-sufficient storage facilities
19. Sharp edged tools in sheath
20. Tools clean and repaired
21. Uncontained oil rags, piles of rubbish.
22. Confined space entry checklist and permit used as required.
23. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors: _____

Date: _____

MACHINE GUARDING

1. Machines guarded at exposed points of operation, ingoing nip points, blades, rotating parts, operating points that send off flying chips or sparks.
2. Ability to turn power on and off quickly
3. Use of push sticks, not your hands, to feed material in to the machine
4. Comfortable working position to minimize fatigue
5. Check machines before use-report problems
6. Check to make sure machine receives required maintenance

COMPRESSED GAS CYLINDERS

1. Cylinders secured upright by chain or cable and marked
2. Cylinders kept 20 feet away from combustible materials
3. Away from stairs and elevators
4. In locations where they are unlikely to be knocked over or banged
5. Valves closed and valve protection caps screwed down
6. Oldest cylinders placed so they will be used first
7. Cylinders moved by hand truck, Secured upright.
8. Cylinders not carried by hand or rolled
9. Cylinders kept away from sparks, heat, fire, electrical circuits.
10. Valves opened by hand, not by wrench or tool.
11. No smoking around cylinders.

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors:

Date: _____

B) OFFICE INSPECTIN CHECKLIST

This list is intended only as a reminder; look for other unsafe acts and conditions.

1. File drawers left open
2. More than one file drawer open
3. Tripping hazard- phone cords, electrical wires
4. Slip resistant floors-linoleum, polished
5. Rugs secured- do not slip or skid
6. Paper towels to wipe up spills
7. Non-skid strips, floor mats at building entrance
8. Heavy objects not stored in high places
9. Glass doors, windows clearly marked (4 ½ ft. above floor).
10. Protruding objects, pencil sharpeners, equipment beyond edge of table, desk, door frame.
11. Pointed objects (pin, razor blades, thumbtacks) safely stored.
12. Ashtrays available (butts not in trashcans).
13. Stepladders sturdy, safely used. Non-slip treads.
14. Chairs sturdy-tilt-back chairs balance
15. Phones, electrical outlets, lights, equipment, furniture arranged to facilitate efficient use of space
16. Flammables in wastebaskets
17. Business machines properly grounded.

Corrective Action Taken: Comments on action taken or recommended:

Department Head:

Inspectors:

Date:

C) POLICE DEPARTMENT INSPECTION CHECKLIST

See Departmental procedures specific to your Agency

This is intended only as a reminder, look for other unsafe acts and conditions.

1. Vehicles equipped with safety shield or screen.
2. Transportation of loaded shotgun-shell in chamber
3. Bulletproof vests worn.
4. Annual firearms qualification-live ammo, night firing, use duty weapon, shooting glasses, hearing protection
5. Directing traffic-visibility- vests
6. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head: _____

Inspectors: _____

Date: _____

D) FIRE DEPARTMENT INSPECTION CHECKLIST

See Departmental Procedures Specific to your Agency

This list is intended only as a reminder, look for other unsafe acts and conditions.

1. Protective equipment and clothing worn during training and firefighting.
2. Diaphragm in control valve of SCBA inspected- manufacturer's specs.
3. SCBA used entering hazardous area.
4. Wheel chocks used-excepted on apparatus floor.
5. Personal protective equipment donned prior to response on vehicle.
6. Warning sign in immediate vicinity of station.
7. Items projecting from vehicles covered
8. Smoke detector adjacent to sleeping quarters operational.
9. Routes to slide poles-lighted, obstructions, safety enclosures.
10. Oily rags container
11. Tools in racks, box, toolroom-sufficient storage facilities.
12. Sharp edged tools in sheaths
13. Tools clean and repaired
14. Plastic hand lamps (not metal) guarded bulb.
15. Tools and equipment used as designed.
16. Other.

Corrective Action Taken: Comments on action taken or recommended.

Department Heads:

Inspectors:

Date:

E) MAINTENANCE/GARAGE/WAREHOUSE/SHOP INSPECTION CHECKLIST

This list is intended only as a reminder, look for other unsafe acts and conditions.

1. Tire changing protective cage used and adequate
2. Exhaust ventilation system operational-adequate.
3. Guard rails along grease work pit when not in use
4. Charging automotive type batteries-no smoking, clear of spark producing devices.
5. Safety lights used for drop cords when under vehicles
6. Welders grounded, dry area, insulated terminals, proper clothing (cotton).
7. Safety devices to prevent dump bodies falling
8. Dusty operations isolated or enclosed
9. Tools in racks, box, toolroom-adequate storage facilities
10. Sharp edged tools in sheath
11. Tools clean and repaired
12. Explosion-proof boxes near flammable liquid operations.
13. Plastic hand lamps (not metal)- guarded bulbs
14. Containers over 25 gallons flammable liquids- vented, grounded
15. Hazardous, corrosive materials- properly stored, labelled.
16. Tools and equipment used as designed
17. Overhead cranes, pulleys, jacks marked with permissible load; equipped with hook safety latch mechanism.
18. Uncontained oily rags, piles of rubbish.
19. Other.

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors:

Date: _____

F) STREET DEPARTMENT INSPECTION CHECKLIST

This list is intended only as a reminder, look for other unsafe acts and conditions.

1. Trenches designed by competent person, properly shored, braced, sloped.
2. Adequate means of exit- trenches four feet deep or more
3. Excavated materials two feet from trench
4. Back-up alarms on mobile equipment with limited visibility
5. Vehicle warnings lights used at worksite locations
6. Gloves, brightly colored clothing worn.
7. Dusty operations isolated or enclosed at facility
8. Uncontained oily rags, piles of rubbish.
9. Sharp edged tools in sheaths
10. Tools clean and repaired
11. Explosion-proof boxes near flammable liquid operations
12. Plastic hand lamps (not metal) guarded bulb
13. Containers over 25-gallon flammable liquids- vented, grounded
14. Hazardous and corrosive chemicals-properly stored; labelled
15. Chemicals exceed shelf life
16. Insecticides, herbicides-applicable regulations.
17. Licensed operators supervise spraying of insecticides or herbicides
18. Tools and equipment used as designed
19. Confined space entry checklists and permit used as required
20. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors:

Date:

G) WATER/SEWER TREATMENT INSPECTION CHECKLIST

This list is intended only as a reminder, look for other unsafe acts and conditions

1. Chlorine danger sign on door.
2. Chlorinator room door locked.
3. Chlorinator room exhaust fan-adequate, operational, switch outside.
4. SCBA equipment adjacent to chlorinator room -operational
5. Employees trained in use of chlorine.
6. Respiratory protective equipment properly inspected.
7. Granular chlorine in dry location- free of petroleum products.
8. Competent persons design trenches- properly shored, braced, sloped
9. Adequate means of exit- trenches four feet deep or more.
10. Excavated materials two feet from trench
11. Life jackets provided and used for work around water, reservoirs, tanks.
12. Chemicals exceed shelf life.
13. Insecticides, herbicides-applicable regulations.
14. Licensed operators supervise spraying of insecticides, herbicides.
15. Hazardous, corrosive materials- properly stored; labelled
16. Supplies of non-potable water clearly marked.
17. Backflow protection- present; operational
18. Tools in racks, boxes, toolroom-sufficient storage facilities.
19. Sharp edged tools in sheath
20. Tolls clean and repaired
21. Uncontained oil rags, piles of rubbish
22. Confined space entry checklist and permit used as required.
23. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head:

Inspectors: _____

Date: _____

Operating Factors	Management Controls	Questioning Guide
People	Selection Placement	What qualification is necessary to perform the task? Who is most qualified? Why was the employee selected if not most qualified?
People	Training	What instructions or training were provided? What additional training is needed?
People	Lead	What instructions or rules were not followed? What additional rules or enforcement action should be established?

Operating Factors	Management Controls	Questioning Guide
Equipment	Selection/Arrangement	Why was this equipment used? What equipment should be used? What guards were or were not used? What arrangement problems were present? What additional design and arrangement controls are necessary?
Equipment	Use	How did the quality or hazards of the equipment contribute to the loss? What additional purchasing controls are necessary?
Equipment	Maintenance	What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved? What Personal Protective Equipment is provided? When should Personal Protective Equipment be used? What Personal Protective Equipment should be provided?

Operating Factors	Management Controls	Questioning Guide
Material	Selection	What design characteristics contributed to the loss? How should the material be designed?
Material	Placement	How was the material arranged, handled and used? How should the material be arranged, handled and used? Where should the material be arranged?
Material	Processed	Why was the material being used? What material should be used?

Operating Factors	Management Controls	Questioning Guide
Environment	Design & Arrangement	Why was it designed and arranged this way? How should it be designed and arranged?
Environment	Purchasing	What purchasing controls are necessary?
Environment	Housekeeping	When should housekeeping be performed? How should housekeeping be improved?
Environment	Maintenance	What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?

H) SUPERVISORS ACCIDENT/INCIDENT INVESTIGATION REPORT

This report is to be completed and turned in to Risk/Safety manager within 24 hours.

Employees name: _____ Department: _____

Date of Accident: _____ Time of Accident: _____ Date of Report: _____

Where?

(Employees description of accident)

What happened?

Why did it happen?

Take or recommend action. Determine which of the 16 items require additional attention

<u>People:</u>	<u>Equipment:</u>	<u>Material:</u>	<u>Environment:</u>
Select	Select	Select	Plants
Place	Arrange	Place	Animals
Train	Use	Handle	Temperature
Lead	Maintain	Process	Insects, etc.

What should be done?

(what is your plan of action to prevent recurrence?)

Correction Action Taken:

Investigated by: _____

Dept. Head's Review: _____

Safety Director's Review: _____

Safety Rep. Review: _____

Comments:

A. Safety Training

1. Objective: An effective safety program is made possible through quality supervision, employee training, a thorough understanding (by all employees) of the accomplishment of hazardous jobs, and the consistent following of established rules in daily operation. The aim of Safety Training is to reduce or eliminate the occurrence and recurrence of accidents on and off the job by educating all employees to be able to recognize hazards of life, health, and property and to avoid exposure to them by learning and using safe work practices, avoiding and eliminating unsafe conditions and by properly and safely using inherently hazardous materials and equipment.
2. Teaching Methods: The individual responsible for preparation and presentation of periodic training sessions will select the method to be used. The following are recommended:

- (a) Seminar Discussions
- (b) Film(s), followed by informal discussions and/or question and answer period.
- (c) Demonstration and Participation
- (d) Lectures presented by qualified employees or quests.

Other methods are available and may be used at the option of the responsible individual.

3. Schedule of Topics: Although the schedule of Safety Training Topics listed below need not be adhered to rigidly, all primary subjects listed should be covered during any given twelve (12) month period. If any particular topic has no on-the-job hazards. Training is not restricted to the prescribed topics continuing skill training in areas of high exposure may be added. For instance, Motor Equipment Operators many receive training in Motor Vehicle Safety at each meeting in addition to the scheduled topic.

<u>Month:</u>	<u>Primary Topics (Examples):</u>	<u>Optional Topics:</u>
January	Trips, Slips, and Falls of Persons	First Aid
February	Materials Handling and Lifting	Home Workshop
		Tool Handling
March	Electrical Safety	Treatment of Shock
April	Office Safety	Sports and Leisure-Time Safety
May	Safe Housekeeping	Sun Hazards
June	Motor Vehicle Safety	Artificial Respiration
July	Vacation Safety	Home/Garden Safety
August	Machine and Equipment Guarding	First Aid
September	Health Hazards	

October	Fire Prevention and Protection	Hunting/Firearm Safety
November	Protective Equipment	Winter Driving Hazards
December	Winter Hazards	Holiday Safety

4. Duration of Training Sessions: Since the need for Safety Training varies according to the degree of exposure to hazardous conditions, it is impractical to establish mandatory minimum amounts of training to be received each month. As a rule of thumb, however, it seems likely that very much less than 30-60 minutes per month would be ineffective. Although it is an established fact that large amounts of well-prepared safety training will result in reduced returns; thus, two 45-minute sessions would be more effective than one 1 ½ hour session.
5. Scheduling of Training: Each Department Head will be responsible for establishing a schedule of training for his/her department. This responsibility may be delegated to the Safety Representative at his/her option.
6. Report of Training Accomplished: A report will be prepared by the person responsible for the training session, and will be forwarded to the Safety Coordinator by the last Friday of each month after the training was accomplished. Additional copies may be prepared for file and intervening supervisory levels at their request.
7. Training Assistance: The Safety Coordinator will act as liaison in procuring instructors, visual aids, etc., on request.
8. On-the Job Training: On-the-job training should be given by supervisors responsible for the individual. This training should include:

Explanation of the safety program

Prescribed personal protective clothing and equipment

Emergency treatment of injuries

How to report a fire or serious injury and/ or accident.

Specific hazards associated with the job

General hazards encountered in the work area and how to avoid them

9. Specialized Training: Specialized training should be required from time to time for special areas of operation and to meet specific requirements of unique tasks. These include special equipment for personnel working with or exposed to toxic or corrosive chemicals, storage of toxic or corrosive liquids or solids and other special requirements such as handling of explosives.
10. First Aid Training for Supervisors: all supervisors and selected employees should be training in First Aid. Many injuries can be effectively treated in the field, thereby eliminating the need to visit a doctor for a minor injury.
11. Safe Lifting Practices Training: Experience has shown that many employees are injured while lifting items incorrectly. Employees should be instructed on a periodic basis on the safe, correct practices that should be observed in order to avoid injury. These are seven basic steps to be followed in any type of lifting procedure.
 - (a) Get as close to the object as possible
 - (b) Firm natural footing
 - (c) Squat or bend knees
 - (d) Keep spine straight
 - (e) Bring weight up against your body
 - (f) Straighten using your thigh muscles

12. Housekeeping: Good Housekeeping is an important element of accident prevention. It should be of primary concern to all supervisors and employees. Listed below are simple rules for housekeeping.
- (a) Storage Areas- All materials should be maintained in near stockpiles for ease of access. Keep aisles and walkways clear of loose materials and tools.
 - (b) Work Areas- Clean up loose materials, waste, etc. immediately. This is especially important in aisles and in the vicinity of ladders, ramps, stairs, and machinery. Tools and loose materials should be removed immediately if a hazard is created.
 - (c) Areas Used by Personnel- Empty bottles, containers, and papers should not be allowed to accumulate where lunches are eaten on the jobsite. Trash cans should be provided.
 - (d) Oil and Grease- Spills of oil, grease, or other liquid should be cleaned up immediately or sprinkled with sand or an oil absorbing compound.
 - (e) Disposal of Waste- An effective means of preventing litter is the provision of suitable receptacles for waste, scrap, etc. Combustible waste, such as oily rags, paper, etc., should be stored in a safe place, such as a covered metal container, and disposed of regularly.
 - (f) Protruding Nails- Protruding nails should either be removed or bent over. This should be done as this hazard develops. Cleaned lumber should be stacked in orderly piles. Workers performing this task should wear heavy gloves and hard soled shoes.
 - (g) Lighting- Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.
 - (h) Defective Equipment- Check for and report all defective equipment, especially electric cords and plugs.
 - (i) Tripping Hazards- Watch for loose floor coverings, stair treads, etc., and repair immediately.
13. Safety Orientation Training- Safety orientation for new and transferred employees is a key element of occupational education and a major factor in safety. Instructing employees in principles of safety and checking to make sure they use them can help prevent costly accidents and injuries. This training is the responsibility of the supervisor.

Initial safety orientation for new or transferred employees will cover:

- (a) Common work place hazards such as moving equipment or other vehicles, electrical conductors, toxic gases and fumes, potential slipping and tripping hazards, and unsafe materials and tools. The accident history of the department/division should be briefly outlined.
- (b) The protective equipment the employee will be required to wear, such as hard hat or safety shoes, and its use and care. Clothing requirements should also be covered.
- (c) Clean up and housekeeping responsibilities of the employee.

Review how to keep the work place orderly and the vehicles neat. Point out where scrap, debris and refuse go.

- (d) The critical safety rules such as, smoking in vehicle refueling area is hazardous and forbidden.

- (e) Accident reporting procedures to follow for a vehicle accident, employee personal injury accident, property damage or injury to a visitor. The employee should understand that he or she report these incidents to the supervisor as soon as practical.
- (f) Through discussion of the city-wide discipline and incentive policies.

NEW EMPLOYEE CHECKLIST BY SUPERVISOR

Employee's Name: _____ Date: _____

- ____1. Tour of work area.
- ____2. Explained job description
- ____3. Instruct in fire safety program
- ____4. Explained training program
- ____5. Explained work schedule and importance of meeting schedule.
- ____6. Explained importance of proper handling of supplies
- ____7. Read applicable sections of Policies and Procedures Manual.
- ____8. Explained safety program, including safety rules and incentive/disciplinary program
- ____9. Smoking Policies explained
- ____10. Personal appearance including jewelry, neat uniforms, personal hygiene, etc.
- ____11. Explained accident reporting procedure
- ____12. Explained personnel policies and evaluation program
- ____13. Instructed in hazard communication

Date: _____

Signature of Supervisor: _____

Signature of Employee: _____

CITY OF KANNAPOLIS
OCCUPATIONAL EXPOSURE
TO BLOODBORNE PATHOGENS
EXPOSURE CONTROL PLAN
(OSHA 1910.1030)

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APPENDICES

APPENDIX A. LISTING OF EMPLOYEES DETERMINED TO HAVE OCCUPATIONAL EXPOSURE

APPENDIX B. HEPATITIS B VACCINATION

APPENDIX C. HEPATITIS B VACCINE REFUSAL

APPENDIX D. EXPOSURE CONTROL INCIDENT REPORT FORM

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APPENDIX H. DOCUMENTATION OF ANNUAL EDUCATION FORM

1. EXPOSURE DETERMINATION AND SCHEDULE OF IMPLEMENTATION

1.0 Purpose. This policy is established to prevent the spread of bloodborne viruses passed through contact with human blood, tears, sweat, saliva, gastric secretions, urine, feces, and breast milk. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, and methods of personal protection shall be used automatically in such situations. The local government covered by this policy shall be referred to throughout as "the employer."

2.0 Exposure Determination. The safety Coordinator, in consultation with the City Manager, shall prepare a list of job classifications and positions in which employees have occupational exposure to bloodborne pathogens through regular contact with human bodily fluids (see Appendix A). Jobs found to be at risk shall be classified as "Category I: involving frequent contact with blood and other bodily fluids on a frequent and regular basis with a high risk of exposure; or Category II: potentially at risk from exposure to blood and bodily fluids during an emergency situation, but normal job duties have only a slight risk of exposure."

3.0 Exposure Control Plan. The Exposure Control Plan shall contain at least the following elements: (A) Exposure determination of employees as required by Section 2.0; (B) the schedule and implementation of compliance with Occupational Health and Safety Administration (OSHA) CFR 1910.1030; and (C) The procedure for evaluation of circumstances surrounding reported exposure incidents. A copy of the Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or revised employee positions with occupational exposure. A copy of The Exposure Control Plan shall be made available to the Assistant Secretary and the Director of OSHA on request for examination and copying.

4.0 Information and Training Programs. All employees with occupational exposure shall participate in a training program provided at no cost to them during regular working hours. Training shall be provided at the time of initial assignment to tasks with occupational exposure (see Appendix F) and shall be initially held on or before October 31, 1992. Annual training for all employees shall be provided within one year of their previous training. The employer shall provide additional training when changes such as modifications or restricting of job tasks affect employees' occupational exposure.

The training program shall include the following elements: (A) An accessible copy of the regulatory text of OSHA Standard 1910.1030 and an explanation of its contents; (B) A general explanation of the explanation of the epidemiology and symptoms of bloodborne diseases; (C) An explanation of the modes of transmission of bloodborne pathogens; (D) An explanation of the employees' exposure control plan and the means by which the employee can obtain a copy of the written plan; (E) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; (F) An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment; (G) Information of the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; (H) An explanation of the basis for selection of personal protective equipment; (I)

Information on the Hepatitis B vaccine, including its efficiency, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge; (J) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; (K) An explanation of the procedure to follow if an exposure incident occurs; (L) Information on the post-exposure evaluation and follow-up that the employer is required to provide for employees following an exposure incident; and (M) An opportunity for interactive questions and answers with the person conducting the training session.

5.0 Hepatitis B Vaccination. The employer shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. The employer shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series, are made available at no cost to the employee, made available to the employee at a reasonable time and place, performed with the supervision of a licensed physician or by another licensed health care professional, and provided according to the recommendations of the US Public Health Service.

The Hepatitis B vaccination shall be made available after the employee has received the training required in Section 4.0 and within ten working days (contingent on available vaccine supply) of initial assignment for all employees unless the employee has previously received the complete Hepatitis B vaccination series. Participation in a screening program shall not be a prerequisite for receiving the Hepatitis B vaccination, but at a later date while still covered under this plan decides to accept the vaccination, the employer shall make available Hepatitis B vaccination at that time. All employees who decline to accept Hepatitis B vaccination shall sign the statement in Appendix C. If a routine booster dose of Hepatitis B vaccine is recommended by the US Public Health Service at a future date, such booster dose(s) shall be made available.

6.0 Post-Exposure Evaluation and Follow-Up. Following a report of the exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements: (A) Documentation of the route(s) of exposure, under which the exposure incident occurred; and (B) Identification and documentation of the source individual, unless identification is infeasible or prohibited by law. All exposure incidents shall be reported immediately using the report form in Appendix D of this policy.

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV and HIV status need not be repeated. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

7.0 Information Provided to the Health Care Professional. The employer shall ensure that the health care professional evaluation an employee after an exposure incident is provided the following information (A) A copy of this regulation; (B) A description of the exposed employee's duties as they relate to the exposure and circumstances under which the exposure occurred; (C) Results of the source individual's blood testing, if available; (D) All medical records relevant to the appropriate treatment of the employee.

8.0 Health Care Professional's Written Opinion. The employee shall receive a copy of the evaluation health care professional's written opinion within 15 days of the completion of the post-exposure evaluation and testing. The employee shall be informed of the results of the evaluation, and shall be told about any medical conditions resulting from exposure to blood or other infectious materials which require further evaluation or treatment. All other findings or diagnosis shall remain confidential and shall not be included in the written report.

9.0 Medical Records. The employer shall establish and maintain an accurate record for each employee with occupational exposure in accordance with OSHA Standard 29 CFR 1910.20. This record shall include (A) the name and social security number of the employee; (B) A copy of the employee's Hepatitis B vaccination status, including the dates of all Hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination; (C) A copy of all results of examinations, medical testing, and follow-up procedures as required after an exposure incident; (D) the employer's copy of the health care professional's written opinion after the post-exposure evaluation; and (E) A copy of all information provided to the health care professional as required by OSHA Standard 29 CFR 1910.20.

The employer shall ensure that all employees medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace. The employer shall maintain all required medical records for the duration of employment plus thirty years.

10.0 Training Records. Training records shall include the following information: (A) the dates of the training session; (B) the contents or a summary of the training session; (C) the names and qualifications of persons conducting the training and (D) the names and job titles of all persons attending the training sessions. Training records shall be maintained for three years from the date on which the training occurred.

11.0 Availability of Records. Employee medical records required by OSHA Standard 29 CFR 1910.02 shall be provided on request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to the Director and the Assistant Secretary of the Occupational Safety and Health Administration of the US Department of Labor.

I) PERSONAL PROTECTING AND WORK CONTROL PRACTICES

- 1.0 General Practices. All bodily fluids shall be considered potentially infectious materials. Engineering and work control practices shall be used to eliminate or minimize employee exposure. Work control practices shall be examined or maintained and replaced on a regular schedule to ensure their effectiveness.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transportation, or shipping.

- 2.0 Personal Protective Equipment. When there is occupational exposure, the employer shall provide at no cost to the employee appropriate personal protective equipment, such as gloves, gowns, face shields and masks, or eye protection. The employer shall provide training for employees in the proper use and wearing of various pieces of protective equipment and clothing. Gloves shall be disposable and waterproof.

Employees shall use personal protective equipment in all situations involving contact with blood and other potentially infectious materials. If an employee declines the use of his protective equipment, it will be under rare and extraordinary circumstances on his professional judgement. The employee shall be prepared to document and justify his actions.

Appropriate personal protective equipment shall be issued to the employee in his appropriate size and available at the work site location.

Gloves must be worn if contact with blood or bodily fluids may occur. Gowns shall be worn if soiling of clothing with blood or bodily fluids may occur. A mask shall be worn in the event of aerosolizing of blood or bodily fluids. As in excessive coughing. Goggles, shall be worn when spattering of blood or bodily fluids may occur. Hand washing shall be done after contact with bodily fluids whether or not gloves are worn.

- 3.0 Procedures Following Employee Exposure. When blood exposure occurs, the employee should immediately wash off the blood with alcohol. In the event of an accidental needle stick, the employee shall see a licensed physician or health care professional as soon as possible. An Exposure Control Incident Report Form (see Appendix D) should be immediately filled out, and reported to designated person. A follow-up Report of Blood and Body Fluid Exposure Form (see Appendix E) is to be taken to the professional health care provider, completed, and returned to City of Kannapolis Personnel Department.

4.0 Disposal and Handling of Souled and Contaminated Articles. All non-disposable articles soiled with blood or bodily fluid shall be bagged and cleaned and rendered safe before they are put back into service. Bloody or soiled disposable articles shall be carefully bagged and discarded as is appropriate for biohazardous waste. Needles and syringes shall be disposed of in a rigid, puncture resistant container labeled "contaminated sharp," Blood spills should be cleaned as soon as possible with solution of bleach diluted 1:10 with water.

Vehicles should be kept as clean as possible and mopped regularly with a disinfecting solution.

5.0 Communication of Hazards to Employees. Large storage containers of contaminated articles, or refrigerators and freezers containing blood or other potentially infectious material, shall contain the label "BIOHAZARD", with lettering and symbols in fluorescent orange or orange-red. These are the same labels used in hospitals and medical laboratories.

APPENDIX A- EXPOSURE DETERMINATION

The following job classifications have been determined as those in which assigned employees are subject to occupational exposure to bloodborne pathogens:

CATEGORY 1: none

CATEGORY 2:

Department: Public Works
Street and Water/Sewer Distribution
Construction Maintenance Worker 1
Construction Maintenance Worker 2
Construction Maintenance Worker 3
Foreman
Crew Chief
Operations Manager

POLICE
Police Officer
Police Sergeant
Police Lieutenant
Police Captain
Police Chief

FIRE DEPARTMENT
Fire Fighter
Fire Fighter Engineer
Fire Inspector
Lieutenant
Captain
District Chief
Assistant Fire Chief
Fire Chief

HEPATITIS B VACCINATION

Name: _____

SS#: _____ - _____ - _____

HBV Antibody Testing Results (Circle one)

Not tested

Not Immune

Immune

I understand that the vaccine should not be given to anyone that is immunocompromised, allergic to yeast or any other component of the vaccine, or to pregnant women or nursing mothers unless clearly necessary. Relative contraindications include any serious active infection, severely compromised cardiopulmonary function, or any person to whom a febrile or systemic reaction could cause a serious health risk. I certify that to the best of my knowledge I do not have any of the above listed conditions, have been informed of the potential risks and benefits of the HBV vaccination, and request to receive the vaccination.

Signature

Date

HBV Vaccination Schedule

	Planned	Administered	Received by (Signature)
First dose	_____	_____	_____
Second dose	_____	_____	_____
Third dose	_____	_____	_____

Detach and give to employee for reminder if desired

Name _____

Your Hepatitis B Vaccination schedule is:

1st dose

2nd dose

3rd dose

Date: _____

Date: _____

Date: _____

APPENDIX C

HEPATITIS B VACCINATION REFUSAL

Name: _____

SS# _____ - _____ - _____

THE FOLLOWING MUST BE SIGNED BY THE EMPLOYEE IF HEPATITIS B VACCINATION IS REFUSED.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature

Date

INCIDENT REPORT: EMPLOYEE EXPOSURE TO BLOODBORNE PATHOGENS

COMPLETE QUESTIONS 1-9. GIVE COMPLETED REPORT TO SUPERVISOR OR DESIGNATED PERSON.

1. Employee Name: _____ Job Title: _____

2. Department: _____ Supervisor: _____

3. Date of Exposure ____/____/____ Time of Exposure _____ AM/PM

4. Type of Exposure (needle stick, cut, splash, etc.) _____

Type of fluid _____ Amount of fluid (if known) _____

Severity (depth of injury, fluid injected, etc.) _____

5. Part of body exposed (mouth, eyes, skin break, etc.) _____

6. Location of exposure (clinic, lab, etc.) _____

7. Please describe how and why the exposure occurred (include job duty being performed at time of exposure, extent and duration of exposure).

8. Personal protective equipment used (gloves, mask, etc.) _____

9. Date Exposure reported ____/____/____ Time exposure reported _____ AM/PM

Exposure reported to: _____

THIS SECTION TO BE COMPLETED BY SUPERVISOR OR DESIGNATED PERSON

10. Did the employee see a physician regarding the exposure? Circle one Yes No

If Yes, Name of physician _____

Telephone Number: _____

Physician's Instructions

11. Did the employee request to be monitored for HBV and HIV antibodies following the exposure?

Yes/No If no, why not?

12. Source of exposure (if known)

13. Evaluation/ treatment (include condition of skin if applies)

14. Follow-up of employee (including referrals)

15. Describe the corrective action taken to prevent recurrence of exposure

Supervisor _____ Date: _____

ORIGINAL TO BE FILED IN PERSONNEL DEPARTMENT

APPENDIX E CITY OF KANNAPOLIS FOLLOW-UP REPORT OF BLOOD AND BODY FLUID EXPOSURE

Employee's name _____

(last)

(First)

(Middle or Maiden)

Date of Birth _____ Social Security _____

Department: _____ Date of Exposure _____

The following recommendations were made based on my examination and laboratory findings:

RECOMMENDATIONS

CARE PROVIDED

_____ HBIG

HBIG GIVEN _____

_____ Booster dose Hepatitis B vaccine

Hepatitis B booster _____

_____ This employee should receive a series of Hepatitis B vaccine to protect against future exposure and be placed on the exposure determination document.

I have met with the above employee on _____. The above recommendations have been explained to the employee. The employee has been counseled regarding the findings of my evaluation, and my medical conditions which may have resulted from the exposure. I have also advised the employee regarding recommendations for further treatment or evaluation of indicated.

Date: _____

Signature of Medical Provider _____

Address: _____

Phone: _____

RETURN TO:

CITY OF KANNAPOLIS

PERSONNEL DEPARTMENT

P.O. BOX 1199

KANNAPOLIS, NC 28082-1199

A COPY OF THIS REPORT WAS GIVEN TO THE ABOVE EMPLOYEE ON _____

Signature and Title _____

APPENDIX F

Required Contents of Blood Borne Pathogen Training Classes

1. An accessible copy of the regulatory text of the standard and an explanation of its contents.
2. A general explanation of the epidemiology and symptoms of blood borne diseases.
3. An explanation of the modes of transmission of blood borne pathogens.
4. An explanation of the employer's exposure control plan and then means by which the employee can obtain a copy of the written plan.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use of appropriate engineering controls, work practices, and personal protective equipment.
7. Information on the types, proper use, location, removal, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine, including information on efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
10. Information on the proper actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and the medical follow-up that will be made available.
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure.
13. An explanation of the signs/labels/color coding for biohazard materials.
14. An opportunity for interactive questions and answers with the person conducting the training.

DOCUMENTATION OF INITIAL EDUCATION

By my signature below, I acknowledge that I have received information and training regarding:

- Transmission of bloodborne pathogens
- Methods of recognizing activities with exposure to bloodborne pathogens
- Explanation of methods to prevent or reduce exposure including engineering
- Controls work practice controls, protective equipment
- The types, use, location, handling, decontamination, and disposal of protective equipment
- Hepatitis B vaccination
- Appropriate procedures for exposure incidents
- Labeling of Biohazards
- Methods for the disposal of medical waste

I have received an explanation of the OSHA standard 1910.1030 Bloodborne Pathogens Rule and my employer's Exposure Control Plan and have been informed as to how I may obtain a written copy of these.

The training session was conducted by: _____

Qualifications of individual conducting training session:

[illegible]

APPENDIX H DOCUMENTATION OF ANNUAL EDUCATION

By my signature below, I acknowledge that I have received information and training regarding:

- Transmission of bloodborne pathogens
- Methods for recognizing activities with exposure to bloodborne pathogens
- Explanation of methods to prevent or reduce exposure including engineering
- Controls, work practice controls, protective equipment
- The types, use, location. Handling, decontamination, and disposal of protective equipment
- Hepatitis B vaccination
- Appropriate procedures for exposure incidents
- Labeling of Biohazards
- Methods for the disposal of medical waste
- Changes in exposures or exposure control methods

The training session was conducted by: _____

Qualifications of individual conducting training session: _____

Name _____ Job Title _____ Training Date: _____ Signature _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CITY OF KANNAPOLIS
CONFINED SPACE ENTRY
PROCEDURES AND GUIDELINES
REVISED: JANUARY 1993

I. Policy

It is the policy of the City of Kannapolis to comply with the Occupational Safety and Health Act (OSHA) confined space standards (1910.252, 1926.21, 1926.352 and 1926.353.)

II. Purpose

The purpose of this document is to describe the guidelines and procedures to be followed by our employees when entering and working in confined spaces. These guidelines and procedures have been designed to eliminate the incidence of confined space accidents, injuries and illnesses.

III. Personnel Affected

These procedures and guidelines apply to all departments and to all employees (temporary, permanent, part-time, and full time) who, while performing their jobs, are exposed to or enter confined spaces. Visitors, vendors, contractors and any other non-employees will not be allowed to enter any confined space owned by the City unless all contractual requirements of the City have been met. Contractors will be required to meet all standards outlined in this policy.

IV. Responsibilities

1. It shall be the responsibility of each department supervisor to ensure that provisions of this policy are carried out within their respective department. They shall be responsible to initiate disciplinary action for any violation of these procedures.
2. It shall be the responsibility of City employees performing duties involving confined space entry to notify their supervisor of any changes or conditions affecting this policy. Employees shall familiarize themselves with this policy and comply with it at all times.
3. Employees are also responsible for becoming familiar with this policy and the requirements set forth in the policy. Employees must comply with this policy as well as other safety policies, and are to immediately report unsafe conditions to their supervisor.
4. The supervisor will monitor compliance as described by this policy.
5. Each department is responsible for identifying and marking each confined space within the department. A list of these must be maintained and noted during training.

6. The intent of this policy is to provide safe working conditions for City employees. Section III of this policy makes reference to contractors. Contractors are responsible for the safety of their own employees.
7. Independent contractors and their employees shall familiarize themselves with this policy and shall comply with it at all times.

V. Definitions

These definitions are given for the purpose of this document only.

Atmosphere: refers to gases, vapors, mists, fumes, and dusts within a confined space.

Ceiling level: the OSHA maximum airborne concentration of a toxic agent to which an employee may be exposed for 15 minutes for most chemicals.

Peak level: The specified concentration above the ceiling level permissible for the time period given in OSHA table z.3, 19200.1000.

Confined Space: refers to a space which by design has limited openings for entry and exit, has unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. Confined spaces include, but are not limited to storage tanks, pits, silos, boilers, ventilation and exhaust ducts, tunnels, sewers and underground utility vaults. A simple definition of a confined space is a space which has any one of the following characteristics:

- limited openings for entry and exit
- unfavorable natural ventilation
- not designed for continuous worker occupancy

“Class A” Confined Space: A confined space that could be immediately dangerous to life or health. These include, but are not limited to, rotating machinery, oxygen deficiency, explosive or flammable atmospheres, and concentrations of toxic substances either present initially or from slow release from other sources.

“Class B” Confined Space” A confined space in which the potential hazard would not require any special modification of the work procedure.

Hot Work: Any work which produces a source of ignition such as burning, welding, riveting, drilling, and space heating.

Inerting: Displacement of the atmosphere by a non-reactive gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Isolation: A process whereby the confined space is removed from service and completely protected against accidental mechanical agitation or entry of material by: Blanking off (skillet type metal blind between flanges), misaligning sections of all lines and pipes, electrical lockout of all sources of power, and blocking or disconnecting all mechanical linkages.

Lower Explosive Level (LEL): The minimum concentration of a combustible gas or vapor in air, expressed as percent by volume, which will ignite if an ignition source of sufficient energy is present.

Oxygen Deficiency: refers to an atmosphere containing less than 17.4% oxygen.

Oxygen Enriched Atmosphere: refers to an atmosphere containing more than 25% oxygen.

Permissible Exposure Limit (PEL) the OSHA maximum 8-hour time weighted average, ceiling level, or peak level, of any airborne contaminant to which a person may be exposed repeatedly without adverse effect. The PEL for a work day longer than 8 hours may be lower than the 8-hour PEL, depending on the contaminant.

PPM: Parts per million

Purging: The method by which gases, vapors, or other airborne impurities are displaced from a confined space.

Respirator (approved) A device which has met the requirement of 1910.134 and is designed to protect the wearer from inhalation of harmful atmosphere, and which has been approved by the National Institute for Occupational Safety and Health (NIOSH).

Standby Person: A person assigned to remain on the outside of the confined space and to be in communication with those working inside.

Upper Explosive Limit (UEL): The concentration of a combustible gas or vapor in the air above which ignition will not be supported.

Upper Flammable Limit (UFL): The concentration of a combustible gas or vapor in the air above which ignition will not be supported.

VI. Entry Policy

Entry into a Class A confined space is strictly forbidden. Whenever testing indicates a Class A confined space exists, the space shall be purged and/or ventilated to a Class B category. If purging and/or ventilation cannot reduce the space below a Class A category, the written is required before entry.

VII. Pre-Planning

One person, normally the supervisor of the work group, shall be responsible for all aspects of confined space entry. The job shall be pre-planned with all those involved in the work to be performed. Pre-planning includes:

- A. Determination of the hazardous properties of materials which are in or may enter the space through pipes and/or other connections while workers are in the confined space.
- B. Establishing lock-out, tag-out procedures to guarantee against equipment starting or materials entering while workers are in the confined space.

- C. The cleaning, purging, and ventilating procedure
- D. Emergency rescue procedures
- E. Determination of protective clothing and equipment that will be necessary.

VIII. Checklist

A confined space entry checklist shall be available at the work site BEFORE entry is made into a space designated as a confined space. The checklist provides a list of actions to be taken prior to entry and establish requirements for testing, monitoring, safety equipment and rescue. The supervisor involved shall complete the checklist. (See Attached Checklist). The employee issuing the Checklist and the employee requesting the checklist shall complete the checklist and post it near the entrance to the confined space.

An entry permit shall be part of the checklist (see Attached Permit)

Blanket Checklists can be issued for routine work. An example of a blanket checklist would be for the Lift Station Pump Checkers that enter the same confined spaces on a regular basis. The supervisor still needs to insure an entry permit whenever entering an area tested.

When work in the confined space is completed, the person who completed the checklist shall ensure all personnel and equipment are out of the confined space. They shall then sign off on the checklist and turn it in to their supervisor. This supervisor can train the checklist for future reference, but is not required to keep it beyond the completion of the job.

IX. Testing and Monitoring

A. Testing

1. Test equipment will be assigned to the Department Supervisor who shall be responsible for the periodic calibration of testing and monitoring equipment. A record of each calibration shall be made, and a copy kept with the equipment. Calibration shall be in accordance with the manufacturers guidelines.
2. Initial testing of the atmosphere shall be conducted outside of the confined space
3. Minimum testing prior to entering a confined space shall include oxygen level, combustible gas level and the presence of hydrogen sulfide, methane gas, and other combustible gases.

Testing shall be accomplished at top, mid-depth, and bottom of all confined spaces before entry. Entry shall not be permitted if testing indicates the space is a Class A space. To qualify as a Class B space, oxygen level shall not be less than 19.5% or greater than 21% combustible gas level shall not exceed 20%, and hydrogen sulfide level shall not exceed 10 ppm. Levels outside these limits must be corrected by cleaning and/or purging/ventilation followed by retesting.

4. Testing for other contaminants such as carbon monoxide (CO), carbon dioxide, ammonia, benzene, etc. and hydrocarbon vapors shall be done if potentially hazardous levels are suspected.

5. Hot work of any type is prohibited when tests indicate the oxygen concentration is above 21% or flammable has concentration exceeds 20% LFL or LEL.
6. Atmosphere test results shall be recorded on the Confined Space Entry Permit.

B. Monitoring

Confined Space work areas shall be continuously monitored while work is in progress for oxygen level, combustible gas level and hydrogen sulfide level by the use of approved monitoring equipment.

X. Confined Space Entry

A. No entry shall be permitted unless forced ventilation is provided or the atmosphere is found to be safe by testing for oxygen deficiency and the presence of explosive and toxic gases or fumes.

B. Where an unsafe atmosphere is detected on initial testing of the confined space, the confined space shall be ventilated and retested to be assured safe working conditions exist prior to personnel entering the confined space.

C. Provisions shall be made for an adequate continuous supply of air.

Compliance with these regulations will be achieved by following procedures set forth below

1. Prior to removing a manhole cover, appropriate warning signs and/or barricades shall be placed ahead of the work zone. If possible, trucks and vehicles shall be parked so as to provide additional protection from traffic and other equipment in the vicinity.
2. Open manholes upstream and downstream from the working manhole to encourage natural ventilation, if practical. Be sure these manholes are properly barricaded.
3. Test for oxygen deficiency, combustible vapors and toxic fumes.
4. Forced ventilation will not be required unless hazardous conditions are likely (such as in the vicinity of gasoline stations, gas lines, garbage dumps, oil storage area, etc.) However, all these confined spaces will be tested prior to entry and will be monitored continuously while a person is inside. Ventilation is required where hydrogen sulfide is present.
5. In cases where forced ventilation is required, the ventilation will be continued as long as a person is inside the confined space.
6. A person entering a confined space shall wear a hard hat, safety shoes, proper clothing, etc. A harness and life line must be worn if the confined space is deeper than five feet (5') when descending and ascending the confined space.
7. If at any time, while working in the confined space, the worker has any indication of a feeling of nausea, sleepiness or loss of alertness, the worker will exit the confined space immediately.
8. Two workers must be above ground when a worker is working in a confined space. One worker must be over the manhole and the other must be within calling distance of the manhole. The only exception is when approved rescue devices are available for use.

9. If a worker is overcome or loses consciousness in a confined space, every effort will be made to effect rescue using the attached safety harness from outside the confined space. If entry into the confined space becomes necessary, call the dispatcher and request immediate assistance from Public Safety. Be sure to specify the exact location of the emergency.
10. A rescue worker shall never enter a confined space unless additional assistance is available at the scene of the rescue.
11. Workers outside of the manhole (standby men) shall never enter the confined space or leave the area and the workers in the confined space unattended without being replaced by another worker. Under no circumstances shall the standby man enter the confined space without appropriate personal protective equipment or without other standby workers outside the manhole.

When entering confined spaces through manholes, all other provisions of this policy are to be followed in addition to the provisions of this section.

XI. Safety Equipment and Clothing

The job supervisor will determine the safety equipment and clothing required for all personnel involved in the job. These items shall be specified on the checklist, inspected before use, and their use made mandatory.

This will involve:

- A. Clothing as required to provide protection for work being done.
- B. Head, hand and foot protection as required.
- C. NIOSH approved respirators suitable for the expected type of exposure are to be used when adequate ventilation is not possible or in emergencies.
- D. Smoking by workers is prohibited in and around confined spaces.

XII. Purging and Ventilating

Spaces shall be purged and/or ventilated until a Class B Category is achieved and ventilation shall be continued to maintain the space at a Class B category. Whenever possible, multiple ports, hatches, manholes, etc. Will be opened to ventilate the space. Air moving equipment shall be used as necessary with testing at all levels of the space to assure that a Class B category is maintained.

XIII. Safe Access

- A. If the confined space is entered by a ladder, the ladder shall remain in place and shall be securely anchored while workers are inside the confined space.
- B. If the confined space is deeper than five feet (5'), a harness and life line shall be worn to provide fall protection.

VIV. Standby Worker(s)

- A. No worker shall enter a confined space unless a full-time standby person is stationed outside the confined space entrance and is in constant communication with the workers inside the confined space.

- B. It shall be the standby worker's responsibility to provide assistance to the workers in the confined space, and to summons emergency assistance in the event of an emergency.
- C. Standby workers shall follow the procedures outlined in Parts X C-8, 9, 10, and 11 of these procedures.
- D. It shall be the responsibility of the standby worker to keep track of all employees entering and exiting the confined space.
- E. The standby worker shall have no other responsibilities or duties other than those listed above which will take his attention away from the workers in the confined space.

XV. Rescue and Emergency

- a. Limit the number of persons entering the space to the absolute minimum
- b. The standby person shall be stationed where visual contact can be maintained with the person in the confined space. If visual contact cannot be maintained, a method of communication must be agreed upon or provided before entering
- c. Some method of communication must be available for the standby person to alert others outside the confined space if an emergency arises.
- d. The person entering shall wear a safety harness and lifeline if the space is deeper than five feet. A minimum of two persons or one person with a device having adequate mechanical advantage to life the worker out of the confined space shall be available for rescue.
- e. The standby worker or a nearby person shall have available and be trained in the use of first aid equipment and/or CPR.
- f. Employees shall be briefed on rescue procedures before the job begins, to minimize confusion in the event of an emergency.
- g. The appropriate fire-fighting equipment shall be located outside of an d convenient to the confined space if hot work is being performed.

XVI. Multi-Person Entry

Adequate standby personnel and equipment shall be provided for multi-person entry. The number of standby personnel should be determined by the type of confined space, the types of potential hazards, number of workers in the confined space, etc. one standby person for each worker in the confined space is a generally acceptable ratio.

XVII. Entry without Standby Person

Absolutely Forbidden

XVIII. Training

Every worker who may work in a confined space or in support of workers in confined space shall have adequate, thorough and frequent training in the hazards and correct procedures for working in confined spaces. This training shall include the following as a minimum.

Confined spaces hazard recognition

Use of power ventilating equipment
Atmosphere sampling and testing devices
Use of all rescue and support equipment
Use of fire-fighting equipment
Emergency rescue procedures and practices
Lock-out procedures and isolation.
CPR and/or First Aid Procedures.

XIX. Exceptions

1. For purposes of this document, water meter vaults are not considered confined spaces if they:
 - A. are less than five feet deep, or
 - B. are less than ten feet deep and have a fixed ladder for entry and exit, and
 - C. Have all vault covers removed, making the entire vault top open
2. Meter readers shall not enter a water meter vault without a standby person

City of Kannapolis
CONFINED SPACE ENTRY PROGRAM

The City of Kannapolis recognizes employees may face special hazards from working in confined spaces that due to various chemical and physical properties may cause death or serious injury to employees who may enter them. This Confined Space Entry Program is developed in accordance with OSHA §1910.146. It is established to identify, evaluate, and control such spaces, and more important, to detail procedures and responsibilities for entering and working within confined spaces.

Adherence to the policies and directives contained in this program is mandatory for all supervisors and employees of the City, Supervisors and employees failing to follow this program are subject to disciplinary action and/or dismissal.

DEFINITIONS

Acceptable Entry Conditions- the condition that must exist in a permit space to allow entry and to ensure employees can safely enter into and safely work within a permit required confined space.

Confined Space- a space that-

- 1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- 2) Has limited or restricted means for entry or exit; and
- 3) Is not designed for continuous employee occupancy

Entry- the action by which a person passes through an opening into a permit required confined space. Entry is considered to occur as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit- the written or printed document provided by the City to allow and control entry into a permit space.

Entry Supervisor= the person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.

Hazardous Atmosphere- at atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (or escape unaided), injury, or acute illness from one or more of the following conditions:

- 1: Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL)

- 2: Airborne combustible dust at a concentration that meets or exceeds its LFL. (This may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less.)
- 3: Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- 4: Atmospheric concentration of any substance for which a dose of permissible limit is published (in Subpart G Occupational Health and Environmental Control; or Subpart Z Hazardous and Toxic Substances); or
- 5: any other atmospheric condition that is immediately dangerous to life or health.

Inverting: the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible

Non-Permit Confined Space- a confined space that does not contain, or with the respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Permit Required Confined Space- A confined space that has one or more of the following characteristics

- 1- Contains or has a potential to contain a hazardous atmosphere; or
- 2- Contains a material that has the potential for engulfing an entrant; or
- 3- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
- 4- Contains any other recognized serious safety or health hazard.

Prohibited Condition- any condition in a permit space that is not allowed by the permit during the time when entry is authorized.

Testing- the process by which the hazards are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

CONFINED SPACE LOCATIONS

Worksites within the City that have been identified and employees informed of their locations and which are permit required confined spaces. Potential spaces meeting the definition of a confined space are evaluated prior to entry to determine the need for a permit.

RESPONSIBILITIES

Employer:

- 1- Will evaluate the work place and identify permit required confined spaces
- 2- Inform exposed employees of the existence, location of, and the danger posed by the permit space by posting danger signs or by any other equally effective means.
- 3- Determine if employees will or will not enter permit required space. If not, take effective measures to prevent employees from entering the permit space.
- 4- Provide and document training for entrants, attendants, entry supervisors, and (if used) in-house rescue personnel. Kannapolis Fire Department is designated as the confined space rescue team.
- 5- Designate the appropriate supervisor(s) as entry supervisor(s)

- 6- Provide all specified equipment required for entry in a permit required confined space as outlined in this program at no cost to the employees, maintain that equipment properly, and ensure that employees use that equipment properly.
- 7- When acting as host employer for a contractor performing permit space entry work, shall,
 - a. Inform contractor of permit space entry program
 - b. Apprise contractor of hazards of particular permit spaces and precautions and procedures implemented for protection of employees in or near permit spaces;
 - c. Coordinate entry operations with contractor when both will be working in or near permit spaces and debrief contractor after entries.
 - d. Obtain information from contractor of permit program to be followed and coordinate multiple entry operations.
 - e. Debrief contractors of the hazards encountered or created
 7. If necessary, reclassify a non-permit confined space as a permit space when there are changes in use or configuration.

Employees:

- 1) Will not enter any permit required confined space unless specifically authorized by an enter supervisor and only in full accordance with this program and the OSHA standard.
- 2) Attend and complete any scheduled training required by his/her supervisor and this program
- 3) When selected as an entrant, attendant, or entry supervisor, perform those duties as outlined in this program.

PERMIT REQUIRED CONFINED SPACE ENTRY PROGRAM AND PROCEDURES

All permit required confined spaces will be identified by the department head, supervisor, or entry supervisor. Exposed employees will be informed of such spaces through posting with warning signs or other equally effective means. Such as facility maps or training. Only trained and qualified employees will be authorized as permit space entrants, attendant, or entry supervisor.

No employee shall enter a permit space without having a properly completed entry permit signed by an entry supervisor.

Entry Permit procedures are as outlined below:

1. Before entry is authorized, the employee shall obtain and prepare an entry permit.
2. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
3. The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
5. The entry supervisor shall terminate entry and cancel the entry permit when:
 - (A) The entry operations covered by the entry permit have been completed; or
 - (B) A condition that is not allowed under the entry permit arises in or near the permit space

6. The canceled entry permit shall be retained for at least one year to facilitate review of the confined space program annually.

Testing and Monitoring

- 1) Test the space as necessary to determine if acceptable entry conditions before beginning entry operations. Initial testing of the atmosphere must be done from outside the confined space prior to any entry. If isolation of the space is infeasible because the space is large or part of a continuous system (such as sewer), entry conditions will be continuously monitored where entrants are working.
- 2) Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.
- 3) When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors. Parameters for non-hazardous atmospheres are
 - a. Oxygen between 19.5 and 23.5 percent
 - b. Flammability less than ten percent of the lower flammability limit (LFL).
 - c. Toxicity less than the permissible exposure limit (PEL).

An authorized attendant must be present and monitoring the entry at all times. The attendant will not be assigned any other duties that may interfere with his attendant duties.

Equipment required for permit required confined space entry includes that equipment required for testing and monitoring; ventilating; communications between the entrant and attendant; cell phone for summoning rescue; personal protection; lighting; barriers/shields for opening; means of ingress and egress; and any other equipment necessary for safe entry and rescue.

Rescue and emergency services

- 1) Non-entry rescue is the preferred method for rescue of personnel from a permit required space. Employees will not enter a permit space for rescue.
- 2) To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase overall risk of entry or would not be of value to any rescue. Retrieval system requirements are:
 - a. Each entrant shall use a chest or full body harness, with a retrieval line attached at the center of the back near shoulder level, or other appropriate point.
 - b. The other end of retrieval line shall be attached to a mechanical device or fixed point outside of the permit space enabling immediate use. A mechanical device will be used to retrieve personnel from vertical type permit spaces more than five feet deep.
 - c. If injured entrant is exposed to any substance with a required MSDS or similar document, that MSDS or document will be made available to the medical facility treating entrant.
- 3) If rescue should become necessary, the attendant will:
 - a) Notify and summon emergency rescue personnel by calling 911
 - b) Attempt non-entry rescue procedures to the extent possible by the circumstances

- c) Monitor the situation and be ready to give rescuers information on how many victims and their status, what hazards, chemical types, concentrations, etc. are present.
- 4) Only designated trained rescue/first responder personnel will enter permit spaces for rescue purposes. The Kannapolis Fire Department is the designated confined space rescue team. Each designated rescue team member will be trained on:
 - a) Use of personal protective and rescue equipment necessary for making the rescue from the permit space;
 - b) Performance of assigned rescue duties and also that training required of authorized entrants;
 - c) Basic first-aid and cardiopulmonary resuscitation (CPR). At least one member of the rescue team will hold current certification in first aid and CPR.

Each rescue team member will practice making permit space rescues at least once every 12 months, by means of simulated rescue operations and in spaces representative of the types of permit spaces from which rescue is to be performed.

Permits will be cancelled by the enter supervisor upon completion of the work, or when any prohibited condition arises. Permits cannot just be set to expire. Cancelled permits must be kept for the annual review.

DUTIES OF THE ENTRANT, ATTENDANT, AND ENTRY SUPERVISOR

Entrant

1. Know the hazards that may be faced, including the mode, signs or symptoms, and consequences of the exposure;
2. Properly use equipment as required
3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to alert entrants of the need to evacuate the space
4. Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.
5. Exit from the permit space as quickly as possible whenever:
 - a. An order to evacuate is given by the attendant or the entry supervisor, or an evacuation alarm is activated
 - b. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.

Attendant:

- 1) Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
- 2) Is aware of possible behavioral effects of hazard exposure
- 3) Continuously maintain an accurate count and identity of authorized entrants
- 4) Remain outside the permit space during entry operations until relieved by another attendant
- 5) Communicate with entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate.
- 6) Monitor activities inside and outside space to determine if safe for entrants to remain in space and order evacuation when necessary

- 7) Summon rescue and emergency services when assistance for emergency exit from permit space is necessary
- 8) Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - a. Warn them to stay away, or exit immediately if they have entered
 - b. Inform the entrants and entry supervisor if unauthorized persons enter the permit space
- 9) Perform non-entry rescues as specified by policy procedure
- 10) Perform no duties that might interfere with their primary duty to monitor and protect authorized entrants.

Entry Supervisor

1. Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
2. Verify that acceptable conditions for entry exist before endorsing the permit and allowing entry to begin.
3. Terminate the entry and cancel the permit when entry operations are complete or a prohibited condition arises.
4. Verify that rescue services are available and the means for summoning them are operable.
5. Remove unauthorized individuals who enter or who attempt to enter the permit space.
6. Determine, whenever responsible and at appropriate intervals, that acceptable entry conditions are maintained.

Training

Only trained and qualified employees may be authorized as entrant, attendant, entry supervisor, or in-house rescue team members. The training will establish proficiency in the duties required by this program so that the employee acquires the understanding knowledge, and skill necessary for the safe performance of his/her duties.

Training must be completed before employee is assigned duties under this program, before there is a change in assigned duties and, whenever a supervisor has reason to believe either that there are deviations from permit space entry procedures or inadequacies in the employee's knowledge or use of this program. Supervisors will certify that this training has been accomplished. The certification will contain the employee's name, signatures or initials of the trainers, and the dates of training. The certification will be kept on file.

ALTERNATE ENTRY PROCEDURES

Alternate entry procedures may only be used when the only hazard is an actual or potential hazardous atmosphere. If alternate entry procedures are used, no permits are needed, no attendant or supervisor is required, and rescue provisions need not be used/ Training and a written certification are required.

Conditions to Be Met to Qualify for Alternate Procedures:

- The only hazard posed by permit space is an actual or potential hazardous atmosphere.
- Continuous forced air ventilation alone is sufficient to maintain safe permit space.
- Monitoring and inspection data that supports above demonstrations have been developed and documented.

-If initial entry is necessary to obtain above data, it shall be performed in accordance with this program

-Documented determinations and supporting data will be made available to entrants.

Entry must be in accordance with the following requirements:

- 1) Any condition making it unsafe to remove an entrance cover shall be eliminated before removing the cover. When entrance covers are removed, the opening shall be promptly and effectively guarded.
- 2) Before entry, the internal atmosphere shall be tested with a calibrated direct-reading instrument, for the following conditions in the order given:
 - a. Oxygen content 19.5-23.5
 - b. Flammable gases and vapors $\leq 10\%$ of LEL
 - c. Potential toxic air contaminants: $< \text{PEL}$
- 3) There may be no hazardous atmosphere within the space whenever any employee is inside the space.
- 4) Continuous forced air ventilation shall be used as follows:
 - a. Entry not permitted until hazardous atmosphere is eliminated
 - b. Ventilation shall be directed to immediate areas where employees are or will be present and will continue until all employees have left the space.
 - c. Air supply shall be from a clean source and may not increase hazards in space.
- 5) Atmosphere within space shall be periodically tested as necessary to ensure that ventilation is adequate. If hazardous atmosphere is detected during entry:
 - a. Each employee shall leave space immediately
 - b. Space shall be evaluated to determine how hazardous atmosphere developed; and
 - c. Measures must be taken to protect employees from hazardous atmosphere before any subsequent entry.
- 6) The entry supervisor will verify that the space is safe for entry and that all of the above requirements have been met. Such verification will be in writing to include the date, location of the space, and the signature of the person providing the certification, and shall be made available to each employee before entry.

WRITTEN PERMIT

The following information must be included in the written permit. The permit must be a standardized format for each entry.

1. The permit space to be entered.
2. The purpose of the entry
3. The date and the authorized duration of the entry permit
4. The authorized entrants within the permit space, by name or by such other means.
5. The personnel, by name, currently serving as attendants

6. The individual, by name currently serving as entry supervisor, which space for signature or initials.
7. The hazards of the permit space to be entered.
8. The measure used to isolate the permit space and to eliminate or control permit space hazards before entry.
9. The acceptable entry conditions
10. The results of initial and periodic tests, with the names or initials of the testers and when the tests were done.
11. The rescue and emergency services that can be summoned and the means for summoning them.
12. The communications procedures used by authorized entrants and attendants to maintain contact during the entry.
13. Equipment (such as personal protective equipment, testing, communications, alarm system, and rescue equipment) to be provided for compliance with this section.
14. Any other information whose inclusion is necessary in order to ensure employee safety.

Any additional permits, such as for hot work, that have been issued for work in the permit space should be attached to the entry permit.

PROGRAM REVIEW

Cancelled entry permits will be retained on file for at least one year. The Confined Space Program will be reviewed within one year of each entry using these cancelled permits to revise the program as necessary to ensure employees are protected from permit space hazards. A single review covering all entries in the preceding year may be conducted.

CONFINED SPACE ENTRY PERMIT (PRE-ENTRY/ENTRY CHECKLIST)

Date and Time: _____ Date and Time Expires: _____
 Issued: _____ Work to be performed: _____
 Site: _____ Job Supervisor: _____
 Equipment to be worked on: _____

Pre-Entry (See Safety Procedure)

1. Atmospheric Checks Time: _____
 Oxygen: _____ %
 Explosive: _____ % LFL
 Toxic: _____ PPM

2. Source Isolation (No Entry):
 Pumps or lines blinded
 Disconnected, or blocked
 N/A Yes No
 _____ _____ _____
 _____ _____ _____

3. Ventilation Modification:
 Mechanical
 Natural Ventilation only
 _____ _____ _____
 _____ _____ _____
 _____ _____ _____

4. Atmospheric check after isolation and ventilation
 Oxygen _____ % > 19.5%
 Explosive _____ %LFL < 10%
 Toxic _____ PPM < 10 PPM H2S
 Time _____

If conditions are in compliance with the above requirements and there is no reason to believe conditions may change adversely, then proceed to the Permit Space Pre-Entry Check List. Complete and post with this permit. If conditions are not in compliance with the above requirements or there is reason to believe that conditions may change adversely, proceed to the Entry Check-List portion of this permit.

Entry (See Safety Procedure)

Entry, standby, and back up persons:	Yes	No
Successfully completed required training?	Yes	No
Is it current?	Yes	No

Equipment:	N/A	Yes	No
Direct reading gas monitor tested			
Safety harnesses and lifelines for entry and standby persons			
Hoisting equipment			
Powered communications			
SCBA's for entry and standby persons			
Protective clothing			
All electric equipment listed			
Class I Division I, Group D			
And non-sparking tools			

Rescue Procedure:

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and re understood. Entry cannot be approved if any squares are marked in the "NO" Column. This permit is not valid unless all appropriate items are completed.

Permit and Check List Prepared By: _____

Approved By: _____

Reviewed by (Confined Space Operations Personnel): (Printed name & Signature)

This permit to be kept at job site. Return job site copy to safety office following job completion.

Memorandum

To: Mike Legg, City Manager

From: Tina Cline, Human Resource Director

Date: October 24, 2005

RE: Amend Safety Policy Manual

At the recommendation of OSHA environmental safety consultant Mark Earles the City has developed an Asbestos exposure control policy and has provided training to all affected employees.

Attached is the policy as reviewed and recommended by the Executive Safety Committee the Safety Policy Manual can be amended with the City Manager's approval and does not require approval by City Council.

Action Requested:

Approve amending the Safety Policy Manual by including the Asbestos Exposure Control policy as Appendix XII in accordance with the Occupational Safety and Health Standards Act (§1926.1101).

Approval:

Mike Legg, City Manager

Date

Reviewed by:

Executive Safety Committee; Geri Brown, City of Charlotte

Attachment

AC-PIPE REPAIR POLICY WATER DISTRIBUTION

The purpose of this policy is to inform the employees that the City of Kannapolis, The Division of Water Distribution is complying with the OSHA Asbestos Standard for the Construction Industry. Title 29 Code of Federal Regulations 1926.1101, by training exposed employees, assigning a training Competent Person, having appropriate work practices to reduce employee exposure and properly disposing asbestos containing material. The City of Kannapolis, The Division of Water Distribution will only engage in Type III work on asbestos-cement pipe that contain asbestos as defined in 29 CFR 1926.1101.

Definitions

Asbestos-Containing Material (ACM) any material containing more than one percent asbestos

Class III Asbestos Work- means repair and maintenance operations where ACM (asbestos containing material) is likely to be disturbed.

- Note: Water Distribution does not remove or handle TSI or surfacing material in any way

Competent Person- One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them. Also, one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure and who has the authority to take prompt corrective measures to eliminate them.

Negative Initial Exposure Assessment- a demonstration by the employer, which complies with the criteria in 29 CFR 1926.1101 (f)(2)(iii). That employee exposure during an operation is expected to be consistently below the permissible exposure limit for asbestos.

Regulated Area- an area established by the employer to demarcate areas where class III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate.

Procedures for a Water Tap on Asbestos-Cement Pipe

1. Establish a regulated area by establishing a working zone
2. Expose pipe
3. Clean and wet exposed pipe
4. Install saddle and corporation
5. Install tapping machine
6. Tape pipe, cut a hole in the top of a one-gallon container, and apply water simultaneously while tapping. This must be done with two people.
7. Close corporation and remove tapping machine

Water Main Repair (Full Circle Repair Clamp)

1. Establish a regulated area by establishing a working zone
2. Expose pipe
3. Clean and wet exposed pipe
4. Install and secure clamp

Water Main Repair (Dresser Couplings)

1. Establish a regulated area by establishing a work zone
2. Expose pipe
3. Clean and wet exposed pipe
4. Cut a hole in the top of a one-gallon container and apply water simultaneously while cutting the pipe with a non-abrasive cutting tool such as pipe cutters. This process will take two people.
5. Remove cut section or end and place and remove pipe to spoil pile only if the pipe is not friable (pulverized or crushed into fine pieces)
6. Install dresser coupling and new replacement pipe

Disposal of Cut Pipe

Waste disposal requirements depend on whether the asbestos waster is friable or non-friable. If the landfill does not consider non-friable, or hard waster, as a hazardous waste, then the non-friable asbestos waste can be disposed of in any landfill that handles everyday household waste. Landfills operated by BFI Inc. Have the following requirements for accepting asbestos cement pipe:

- Friable, insulated waster must be double wrapped with 6ml polyurethane and labeled
- Non-friable does not have to be wrapped
- If material is no longer than 22' it can be placed in roll-off container

Employee Exposure Assessment

On December 6, 1996 an evaluation of Class III asbestos cement pipe work was conducted Using Mount Airy utility workers. The asbestos pipe was donated from the City of Kannapolis. The Asbestos content was 10% Chrysotile, 5% Amosite and 5% Crocidolite. This work was performed under laboratory conditions that were intended to simulate actual field conditions as closely as possible. For the operations monitored, no asbestos was detected. Therefore the City of Kannapolis has established a negative exposure assessment for asbestos-cement pipe repair and tapping.

Training

The employees of the Water Distribution Division of the Utility Department are exposed to only the hazards of asbestos pipe repair and tapping. The Training Outline for these hazards is listed below:

1. Hazards of Asbestos
 - a. Types of Asbestos
 - b. Personnel Health
 - c. Public Health
2. Role of the Competent Person
 - a. Who are the Competent Persons?
 - b. Hazard Assessment
 - c. Job Site Management
3. Work Practices
 - a. Only Wet Methods
 1. Water Tap
 2. Water Main Repair
 3. Disposal of the AC pipe

Respirators

Respirators are not required to be worn in circumstances where the exposure to a contaminant is low the permissible exposure level. However, the employees of the Water Distribution Division are allowed to wear approved respirators voluntarily. The approval is for dust masks that are NIOSH approved only and the employee is given a copy of appendix D of 29 CFR 1910.134.

Medical Surveillance

29 CFR 1926.1101 requires the employer to provide medical surveillance in the following circumstances:

1. Employees who have a combined total of 30 or more days per year are engaged in Class III work.
2. Employees who are exposed at or above a permissible exposure limit

The employees of the Water Distribution Division do not meet these criteria. Also 29 CFR 1926.1101 (m) states that any day in which a worker engages in class III operations on intact material for one hour or less and while doing so, adheres fully to the work practices specified in this standard, shall not be counted.

How to get information on Asbestos

1. The National Cancer Institute 1-800-4-Cancer
2. The American Cancer Society 404-320-3333
3. The American Heart Association 214-750-5300
4. The American Lung Association 212-245-8000
5. The Office on Smoking and Health
US Department of Health and Human Services
5600 Fisher Lane, Park Building, Room 110
Rockville, Maryland 20857

CITY OF KANNAPOLIS
HAZARD COMMUNICATION PROGRAM

Hazard Communication
29 CFR 1910.1200
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City of Kannapolis

Hazard Communication Program

I. Objective

The objective of this program is to set forth policies and procedures concerning Hazard Communication which will enhance the safety and well being of City of Kannapolis employees. Furthermore, execution of this program is designed to help City of Kannapolis comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. Assignment of Responsibility

Fire Chief Ernie Hiers *is* the Hazard Communication Officer and is responsible for insuring that responsible persons noted herein adhere to this program and report properly.

III. Program

The following items are to be followed to insure compliance with the OSHA Hazard Communication Standard and the safety of our employees.

A. Hazardous Chemical List

A list of the hazardous materials and chemicals used in the course of the City of Kannapolis activities will be maintained and updated by the Risk Manager. This list is to include all substances that require a Safety Data Sheet (SDS).

One copy of this list will be kept in the front of each SDS book and one copy will be kept on file with the Hazard Communication Officer. For each chemical used in the workplace, an SDS sheet must be available on that jobsite.

B. SDSs

The Risk Manager will keep all SDSs in an organized fashion and will place them in all departments for all employees to view at will. A duplicate set of SDS information will be maintained by the Hazard Communication Officer.

SDS books and the Hazardous Chemical List will be maintained and kept up to date by Risk Manager. As obsolete SDSs are replaced by updated copies, they will be retained for 30 years.

The Risk Manager will periodically verify that SDSs correctly reflect chemical reformulations, improvements, or updates.

If a hazardous chemical or substance is received without a proper SDS, the receiving person will immediately notify the Hazard Communication Officer. The Risk Manager will immediately contact the manufacturer or distributor of the product. If the manufacturer or distributor is unable to produce an SDS, the Hazard Communication Officer will return the product to the supplier.

(Note: Material Safety Data Sheets (MSDSs) cannot be used after June 1, 2015.)

C. Labeling and Pictograms

Each container of a hazardous chemical must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, pictogram(s), signal word(s), and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the Hazard Communication Officer to ensure that appropriate labels are in place and that replacement labels are available.

Portable containers of hazardous materials do not require labeling if the materials are transferred from labeled containers and are intended for immediate use by the employee who performs the transfer. Portable containers not immediately used will be emptied and cleaned when necessary.

D. Training

All full- and part-time employees, and new hires are required to be trained on the following:

1. label elements;
2. pictograms;
3. SDS format to facilitate recognition and understanding of the product, its required personal protective equipment (PPE) , and first aid requirements;
4. the chemicals they will be exposed to;
5. locations of SDSs; and
6. chemicals in supply lines within the site.

(Note: If required, Department of Transportation (DOT) pictograms and identification placards should also be included in this training.)

Each affected employee working for or associated with City of Kannapolis is required to review the training material with the Hazard Communication Officer and sign the acknowledgment form, which will be placed in the employee's file. This training is to be done during the new employee orientation process before the new employee assumes status as an active employee.

Employees will receive training on any new hazardous chemical/material introduced into the workplace before the chemical/material is used or when changes are made to the program.

E. Storage

All storage areas for hazardous substances will be secured, properly ventilated, and identified by signs.

F. Non-Routine Tasks

Before any non-routine task is performed, employees shall be advised and/or they must contact their supervisor for special precautions to follow and (*Responsible Person*) shall inform any other personnel who could be exposed.

If a non-routine task is necessary, their supervisor will provide the affected employees with information about the activity as it relates to the specific chemicals expected to be encountered:

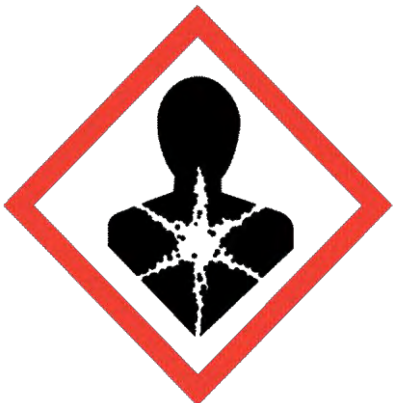


1. specific chemical name(s) and hazard(s);
2. personal protective equipment required and safety measures to be taken;
3. measures that have been taken to lessen the hazards including ventilation, respirators; and
4. emergency procedures.

A city representative will contact each contractor before work starts to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

G. Program Compliance

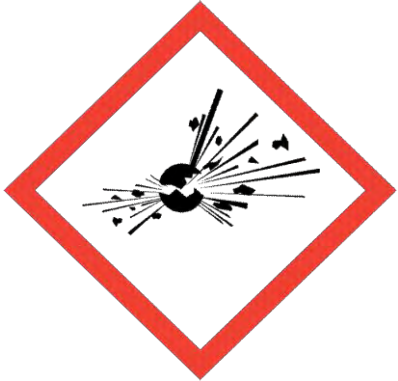

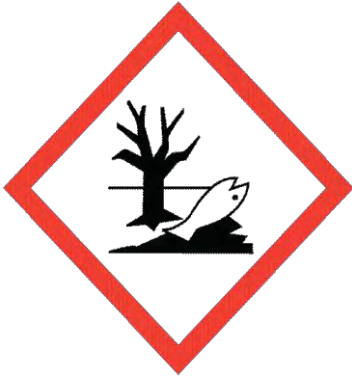
Any direct or intentional violation or non-compliance with this program may result in the termination of the person or persons involved in accordance with city policy.

Attachment A Pictograms and Hazards

<p style="text-align: center;">HEALTH HAZARD</p> 	 <p style="text-align: center;">FLAME</p>	 <p style="text-align: center;">GAS CYLINDER</p>
<p>Carcinogen</p> <p>Mutagenicity</p> <p>Reproductive Toxicity</p> <p>Respiratory Sensitizer Target</p> <p>Organ Toxicity</p> <p>Aspiration Toxicity</p>	<p>Flammable</p> <p>Pyrophorics</p> <p>Self-Heating</p> <p>Emits Flammable Gas</p> <p>Self-Peroxides</p>	<p>Gases Under Pressure</p>

<p style="text-align: center;">CORROSION</p> 	 <p style="text-align: center;">EXCLAMATION MARK*</p>	 <p style="text-align: center;">FLAME OVER CIRCLE</p>
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Skin Corrosion/Burns	Irritant (skin and eye)	Oxidizers
Eye Damage	Skin Sensitizer	
Corrosive to Metals	Acute Toxicity	
	Narcotic Effects	
	Respiratory Tract Irritant	
	Hazardous to Ozone Layer	
	*(Non-Mandatory)	

EXPLODING BOMB	SKULL AND CROSSBONES	ENVIRONMENT*
		
Explosives Self-Reactives Organic Peroxides	Acute Toxicity (fatal or toxic)	Aquatic Toxicity *(Non-Mandatory)

Attachment B

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City State

Postal Code Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

**Highly flammable liquid and vapor.
May cause liver and kidney damage.**

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: Lot Number

Gross weight: Fill Date: Expiration Date:

Attachment C

SECTIONS ON A SAFETY DATA SHEET

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format that must include the section numbers, headings, and associated information listed below:

Section 1, Identification

Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; and restrictions on use.

Section 2, Hazard(s) identification

Includes all hazards regarding the chemical and required label elements.

Section 3, Composition/information on ingredients

Includes information on chemical ingredients and trade secret claims.

Section 4, First-aid measures

Includes important symptoms/effects, including acute or delayed and required treatment.

Section 5, Fire-fighting measures

Lists suitable extinguishing techniques and equipment and chemical hazards from fire.

Section 6, Accidental release measures

Lists emergency procedures; protective equipment; proper methods of containment; and cleanup.

Section 7, Handling and storage

Lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; and personal protective equipment.

Section 9, Physical and chemical properties

Lists the chemical's characteristics.

Section 10, Stability and reactivity

Lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information

Includes routes of exposure; related symptoms including acute and chronic effects; and numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information

Includes the date of preparation or last revision.

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

***Note:** Since other agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 of 29 CFR 1910.1200(g)(2).

Attachment D

OSHA Resources

The following items can be downloaded from the OSHA website at <https://www.osha.gov/pls/publications/publication.html> or ordered from OSHA by calling (800) 321-6742:

Hazard Communication: Hazard Communication Wallet Card

OSHA 3658 - 2013

Hazard Communication Standard: December 1st, 2013 Training Requirements for the Revised Standard Fact Sheet

OSHA FS-3642 - 2013

Hazard Communication Standard: Labels and Pictograms- Brief

OSHA BR-3636 - 2013

Hazard Communication Safety Data Sheets

OSHA 3493 – 2012

Hazard Communication Standard Pictograms

OSHA 3491 - 2012

Hazard Communication Standard: Safety Data Sheets – Brief

OSHA BR-3514 - 2013

Hazard Communication: Steps to an Effective Hazard Communication Program for Employers That Use Hazardous Chemicals Fact Sheet

OSHA FS-3696 – 2014

City of Kannapolis

Safety Program: Article VII, Excavations

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Purpose

The purpose of the Trenching and Shoring Program is to ensure the Safety and well being of all City of Kannapolis Employees during excavation and shoring operations from cave-ins, engulfment, hazardous atmospheres and other risks associated with excavations.

Upon arrival on the job site, a visual (pre-job) inspection of the area by a competent person must be done. Surface encumbrances must be removed or made safe i.e., removal of assigns, concrete, trees, shrubs. In accordance with NIOSH 2001-128, all City employees will comply with the use of channeling devices and traffic and control procedures.

If at any time, the competent person(s) foresees any potential hazards, he/she shall immediately stop or shut down the work site.

Contact List

The Trenching and Shoring Administrator is the Risk Manager/ Safety Officer.

The Assistant Trenching and Shoring Administrator is the Water Resources Director.

The Competent Person(s) Named in this program are:

Susan Gibson

Jack Phillips

Ronald Rice

Chris Ritchie

Kevin Ritchie

Bryan Roberts

Jeff Rogers

Steve Wingle

In case of an Emergency dial 911

DEFINITIONS 29CFR 1926.650

(A) Scope and Application. This subpart applies to all open excavations made in the earth's surface.

Excavations are defined to include trenches.

(B) Definitions applicable to this subpart

Accepted Engineering Practices: Those requirements that are compatible with standards of practice required by a registered professional engineer.

Actual Slope: The slope to which an excavation face is excavated

Aluminum Hydraulic Shoring: A pre-engineered shoring system comprised of aluminum hydraulic cylinders (cross braces) used in conjunction with vertical rails (uprights) or horizontal rails (wales). Such system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

Bell-Bottom Pier Hole: A type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

Benching (Benching System): A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Cave-in: The separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person

Close Sheeting: The placement of planks side-by-side allowing as little space as possible between them

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Cross Braces: The horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or wales.

Distress: A cave-in imminent or is likely to occur. Distress is evidenced by such phenomena as the development of fissures in the face of or adjacent to an open excavation; the slumping of material from the face or the bulging or heaving of material from the bottom of an excavation; the spalling of material from the face of an excavation; and raveling, i.e. small amounts of material such as pebbles or little clumps of material suddenly separating from the face and trickling or rolling down into an excavation.

Excavation: Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Faces or Sides: The vertical or inclined earth surfaces formed as a result of excavation work.

Failure: The breakage, displacement, permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

Hazardous Atmosphere: An atmosphere which by reason of being explosive flammable, poisonous, corrosive, oxidizing, irritation, oxygen deficient, toxic, or otherwise harmful, may cause death, illness or injury.

High Concentration of a Flammable Gas: A concentration in excess of 20 percent of the lower flammable limit of the gas

Kick out: The accidental release or failure of a cross brace.

Maximum Allowable Slope: The steepest incline of an excavation face that is acceptable for the most favorable site conditions as protected against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise (H:V)

Mudsills: Wales installed at the toe of the trench sides; wales embedded into the mud that support the uprights from kicking out.

Occupational Illness: Any abnormal condition or disorder caused by exposure to environmental factors associated with employment. For excavations this might include illnesses caused by the inhalation of toxic vapors.

Occupational Injury: any injury such as a cut, fracture, sprain or amputation that results from a work-related accident or from the exposure involving a single incident at work

Oxygen Deficiency: Oxygen deficiency occurs in atmospheres containing less than 19.5 percent oxygen.

Protective System: A method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Ramp: An inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood. (See Structural Ramp).

Registered Professional Engineer: A person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a "registered professional engineer" within the meaning of this standard when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

Sheeting: The members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

Shield (shield system) a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either pre-manufactured or job-built in

accordance with 1926.652 (c)(3) or (c)(4). Shields used in trenches are usually referred to as “trench boxes” or “trench shields.”

Shoring (Shoring System): A structural such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Short-term Exposure: A period of time less than or equal to 24 hours that an excavation is open. This applies only to excavations in Type A soil less than 12 feet deep.

Sides: See Faces

Skip or Spot Shoring: When individual timber uprights or individual’s hydraulic shores are not placed in contact with the adjacent member

Sloping (Sloping System): A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharging loads.

Stable Rock: Natural Solid mineral material that can be excavated with vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving-in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

Structural Ramp: A ramp built of steel or wood usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

Support System: a structural such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation

Tabulated Data: Tables and charts approved by a registered professional engineer and used to design and construct a protective system

Tight Sheeting: The use of specially edged timber planks, like tongue and groove at least 3 inches thick. Steel sheet piling or similar construction that resists the lateral pressure of water and prevents loss of backfill is also tight sheering.

Trench (Trench Excavation): a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

Trench Box: See “Shield”

Trench Shield: See “Shield”

Uprights: The vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not contact each other. Uprights placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called "sheeting":

Wales: horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

Excavation

Walking surfaces in and around excavation sites shall be maintained from tripping hazards. Spoils piles will be kept three (3) feet beyond excavation site where applicable with a minimum of two (2) feet.

In accordance with 29 CFR 1926 Subpart P Appendix B, all excavation sites will attempt to be sloped or benched. In accordance with 29 CFR 1926. 652 Subpart P Appendix D, when sloping is not feasible, i.e. in the road; etc. a shore/or shield must be utilized.

EVACUATION REQUIREMENTS

- A. Surface Encumbrances. All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.
- B. Underground installations
 - 1. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
 - 2. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to located underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installation are used 1926.651(b)(3)
 - 3. When excavation operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means.
 - 4. While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.
- C. Access and Egress
 - 1. Structural Ramps
 - a. Structural ramps that are used solely by employees, as a means of access or egress from excavations shall be designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design, and shall be constructed in accordance with the design.

- b. Ramps are runways constructed of two or more structural members shall have the structural members connected together to prevent displacement
 - c. Structural members used for ramps and runways shall be of uniform thickness
 - d. Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping
 - e. Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments to the top surface to prevent slipping.
- 2. Means of egress from trench excavations. A Stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet (1.22m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.
- a. Exposure to vehicular traffic: Employees exposed to public vehicular traffic shall be provided with and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.
- b. Exposure to falling loads: No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with 1926.601(b)(6), to provide adequate protection for the operator during loading and unloading operations.
- c. Warning system for mobile equipment: when mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.
- d. Hazardous atmospheres
 - 1. Testing and controls. In addition to the requirement set forth in subparts D and E of this part (29 CFR 1926.50-1926.107) to prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:
 - 1. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in area where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22m) in depth.
 - 2. Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with subparts D and E of this part respectively.
 - 3. Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.
 - 4. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.
 - 2. Emergency rescue equipment
 - 1. Emergency rescue equipment such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may

reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

2. Employees entering bell-bottom pier holes, or other similar deep and confined footings excavations, shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials, and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.
- e. Protection from hazards associated with water accumulation
1. Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support of shield systems to protect from cave-ins, water removal to control the level accumulating water, or use of a safety harness and lifeline.
 2. If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.
 3. If Excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person and compliance with paragraphs (h)(1) and (h)(2) of this section.

Stability of adjacent structures

1. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.
2. Excavation below the level of the base of footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:
 1. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or
 2. The excavation is in stable rock; or
 3. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation activity; or
 4. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.
3. Sidewalks, pavements and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

(J) Protection of employees from loose rock or soil

1. Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection
2. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such

materials or equipment at least 2 feet (61 m) from the edge of excavations, or by the use or retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

K. Inspections

1. daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.

2. Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems. Hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

(I) Fall Protection

1. Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with 1926.502(b) shall be provided where walkways are 6 feet (1.8 m) or more above lower levels.

PROTECTIVE SYSTEM

Every City of Kannapolis employee will install protective systems according to manufacturer's specifications.

All Engineering certifications (Tabulated Data) must be on the job site.

The City of Kannapolis's Water Resources Department may/may not utilize the protective equipment listed below

- Trench Shield
- Hydraulic Shoring
- Hydro pneumatic shoring
- Build-a-box
- Screw-jacks
- Timbers
- Walers

The competent person will ensure all OSHA rules and regulations are met when sloping and benching is being utilized.

An engineer (PPE) will assess any above ground and/or below ground structure that may reasonably place a surcharge load on the protective system. Upon completion, the competent person will ensure that the Engineer will produce a signature and sealed documentation stating the results.

All of the data gathered will be documented and placed on the Soil Testing Sheet.

Note: All Protective Systems must be certified by a PPE (Engineers). All equipment must be maintained by manufactured standards. All shields and shoring must be inspected annually.

\$1926.652 Requirements for protective systems.

A. Protection of employees in excavations

1. Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with paragraph (b) or (c) of this section except when:

Excavations are made entirely in stable rock; or

Excavations are less than 5 feet (1.25 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

2. Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

B. Design of sloping and benching systems. The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of paragraph (b)(3), or, in the alternative, paragraph (b)(4), as follows.

(1) Allowable configurations and slopes.

- a. Excavations shall be sloped at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal), unless the employer uses one of the other options listed below.
- b. Sloped specified in paragraph (b)(1)(i) of this section, shall be excavated to form configurations that are in accordance with the slopes shown for Type C soil in Appendix B to this subpart.

(2) Determination of slopes and configurations using Appendices A and B. Maximum allowable slopes, and allowable configurations for sloping and benching systems, shall be determined in accordance with the conditions and requirements set forth in appendices A and B to this subpart.

(3) Designs using other tabulated data

- a. Designs of sloping or benching systems shall be selected from and be in accordance with tabulated data, such as tables and charts
- b. The tabulated data shall be in written form and shall include all of the following:
 1. Identification of the parameters that affect the selection of a sloping or benching system, drawn from such data;
 2. Identification of the limits of use of the data, to include the magnitude and configuration of slopes determined to be safe;
 3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.

(c) At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.

(4) Design by a registered professional engineer

-Sloping and benching systems not utilizing Option (1) or Option (2) or Option (3) under paragraph (b) of this section shall be approved by a registered professional engineer.

(b) designs shall be in written form and shall include at least the following:

(1) The magnitude of the slopes that were determined to be safe for the particular project;

(2) the configurations that were determined to be safe for the particular project; and

(3) The identity of the registered professional engineer approving the design.

(c) At least one copy of the design shall be maintained at the jobsite while the slope is being constructed. After that time the design need not be at the jobsite, but a copy shall be made available to the Secretary upon request.

(C) Designs of support systems, shield systems, and other protective systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of paragraph I(1); or, in the alternative, paragraph I(2); or, in the alternative, paragraph I(3); or, in the alternative, paragraph I(4) as follows:

1- Designs using appendices A, C, and D. Designs for timber shoring in trenches shall be determined in accordance with the conditions and requirements set forth in appendices A and C to this subpart. Designs for aluminum hydraulic shoring shall be in accordance with paragraph I (2) of this section, but if manufacturer's tabulated data cannot be utilized, designs shall be in accordance with appendix D.

2- Designs Using Manufacturer's Tabulated Data

- a. Design of support systems, shield systems, or other protective systems that are drawn from manufacturer's tabulated data shall be in accordance with all specifications, recommendations, and limitations issued or made by the manufacturer.
- b. Deviation from the specifications, recommendations, and limitations issued or made by the manufacturer shall only be allowed after the manufacturer issues specific written approval.
- c. Manufacturer's specifications, recommendations, and limitations, and manufacturer's approval to deviate from the specifications, recommendations, and limitations shall be in written form at the jobsite during construction of the protective system. After that time this data may be stored off the jobsite, but a copy shall be made available to the Secretary upon request.

3- Designs using other tabulated data

- a. Designs of support systems, shield systems, or other protective systems shall be selected from and be in accordance with tabulated data, such as tables and charts.
- b. The tabulated data shall be in written form and include all of the following:
 1. Identification of the parameters that affect the selection of a protective system drawn from such data
 2. Identification of the limits of use of the data
 3. Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data

- c. At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.
- 4. Design by a registered professional engineer.
 - a. Support systems, shield systems, and other protective systems not utilizing Option 1, Option 2, or Option 3, above shall be approved by a registered professional engineer.
 - b. Designs shall be in written form and shall include the following:
 - 1. A plan indicating the sizes, types, and configurations of the materials to be used in the protective system; and
 - 2. The identity of the registered professional engineer approving the design.
 - c. At least one copy of the design shall be maintained at the jobsite during construction of the protective system. After that time, the design may be stored off the jobsite, but a copy of the design shall be made available to the Secretary upon request.

D. Materials and equipment

- 1. Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function
- 2. Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner, that will prevent employee exposure to hazards.
- 3. When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service and shall be evaluated and approved by a registered professional engineer before being returned to service.

E. Installation and removal of support

1. General

- A. Members of support systems shall be securely connected together to prevent sliding, falling, kick outs, or other predictable failure.
- B. Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.
- C. Individual members of support systems shall not be subjected to loads exceeding those that those members were designed to withstand.
- D. Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.

E. Removal shall begin at and progress from the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation

F. Backfilling shall progress together with the removal of support systems from excavations

2. Additional requirements for support systems for trench excavations.

A. Excavation of material to a level no greater than 2 feet (.61 M) below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.

B. Installation of a support system shall be closely coordinated with the excavation of trenches.

F. Sloping and benching systems. Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

G. Shielding Systems-

1. General.

(i) Shield systems shall not be subjected to loads exceeding those, which the system was designed to withstand.

(ii) Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

(iii) Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields

(iv) Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

2. Additional requirement for shield systems used in trench excavations. Excavations of earth material to a level not greater than 2 feet (.61 m) below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

Soil

29CFR 1926.652 Appendix A to Subpart P, OSHA mandates all soil must be classified. Classification of soil must be documented and kept on file for five (5) years. Soil classification must be performed immediately once excavation begins. Visual and manual analyses must be maintained until excavation is completed and backfilled.

If the soil does not pass the visual and manual analyses, or if there may be a disagreement, no City of Kannapolis may continue with the project until a PE (Engineer) has tested the soil.

Appendix A to Subpart P Soil Classification

(a) Scope and application-

1. Scope. This appendix describes a method of classifying soil and rock deposits based on site and environmental conditions, and on the structure and composition of the earth deposits. The appendix contains definitions, sets forth requirements, and describes acceptable visual and manual test for use in classifying soils.
2. Application. This appendix applies when a sloping or benching system is designed in accordance with the requirements set forth in §1926.652(b)(2) as a method of protection for employees from cave-ins. This appendix also applies when timber shoring for excavations is designed as a method of protection from cave-ins in accordance with appendix C to subpart P of part 1926, and when aluminum hydraulic shoring is designed in accordance with appendix D. This appendix also applies if other protective systems are designed and selected for use from data prepared in accordance with the requirements set forth in §1926.652 (c), and the use of the data is predicated on the use of the soil classification system set forth in this appendix.
3. Definitions. The definitions and examples given below are based on, in whole or in part, the following: American Society for Testing Materials (ASTM) Standards D653-85 and D2488; The Unified Soils Classifications (USDA) Textural Classification Scheme; and The National Bureau of Standards Report BSS-121.

Cemented soil: Soil in which a chemical agent, such as calcium carbonate, holds the particles together such that a hand-size sample cannot be crushed into powder or individual particles by finger pressure.

Cohesive Soil: Clay (fine grained soil), or soil with a high clay content, which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical side slopes, and is plastic when moist. Cohesive soil is hard to break up when dry, and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.

Dry Soil: soil that does not exhibit visible signs of moisture content.

Fissured: A soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.

Granular soil: Gravel, sand, or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion. Granular soil cannot be molded when moist and crumbles easily when dry.

Layered system: two or more distinctly different soil or rock types arranged in layers. Micaceous seams or weakened planes in rock or shale are considered layered.

Moist Soil: a condition in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small diameter threads before crumbling. Moist granular soil that contains some cohesive material will exhibit signs of cohesion between particles.

Plastic: A property of a soil, which allows the soil to be deformed or molded without cracking, or appreciable volume change.

Saturated soil: a soil in which the voids are filled with water. Saturation does not require flow. Saturation or near saturation is necessary for the proper use of instruments such as a pocket penetrometer or shear vane.

Soil classification system: a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability. The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the environmental conditions of exposure.

Stable rock: Natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

Submerged soil: soil that is underwater or is free seeping.

Type A: Cohesive soils with an unconfined compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: Clay, silty clay, sandy clay, clay loam and in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

1. The soil is fissured; or
2. The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
3. The soil has been previously disturbed; or
4. The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
5. The material is subject to other factors that would require it to be classified as a less stable material.

Type B:

1. Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or
2. Granular cohesion less soils including; angular gravel (similar to crushed rock) silt, loam, sandy loam, and in some cases, silty clay loam and sandy clay loam.
3. Previously disturbed soils except those which would otherwise be classed as Type C soil.
4. Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
5. Dry rock that is not stable; or
6. Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

Type C:

1. Cohesive soil with an unconfined compressive strength of 0.5 tsf (48kPa) or less; or
2. Granular soils including gravel, sand, and loamy sand; or
3. Submerged soil or soil from which water is freely seeping; or
4. Submerged rock that is not stable, or
5. Material in a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or steeper

Unconfined compressive strength: the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

Wet Soil: soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slump or begin to flow when vibrated. Granular material that would exhibit cohesive properties when moist will lose those cohesive properties when wet.

Requirements-

1. Classification of soil and rock deposits. Each soil and rock deposit shall be classified by a competent person as Stable Rock, Type A, Type B, or Type C in accordance with the definitions set forth in paragraph (b) of this appendix.
2. Basis of classification. The classification of the deposits shall be made based on the results of at least one visual and at least one manual analysis. Such analysis shall be conducted by a competent person using tests described in paragraph (d) below, or in other recognized methods of soil classification and testing such as those adopted by the American Society for Testing Materials, or the U.S. Department of Agriculture textural classification system.
3. Visual and manual analyses. The visual and manual analyses, such as those noted as being acceptable in paragraph (d) of this appendix, shall be designed and conducted to provide sufficient quantitative and qualitative information as may be necessary to identify properly the properties, factors, and conditions affecting the classification of the deposits.
4. Layered systems. In a layered system, the system shall be classified in accordance with its weakest layer. However, each layer may be classified individually where a more stable layer lies under a less stable layer.
5. Reclassification. If, after classifying a deposit, the properties, factors, or conditions affecting its classification change in any way, a competent person shall evaluate the changes. The deposit shall be reclassified as necessary to reflect the changed circumstances.

Acceptable visual and manual tests-

1. Visual Test. Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.
2. Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarily of coarse-grained sand or gravel is granular material.
3. Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.
4. Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-line openings such as tension cracks could indicate fissured material. If chunks of soil spall off a vertical side, the soil could be fissured. Small spalls are evidence of moving ground and are indications of potentially hazardous situations.
5. Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.
6. Observe the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.

7. Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.
8. Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

Manual tests. Manual analysis of soil samples is conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil properly.

Plasticity. Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8 inch in diameter.

Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a two-inch (50mm) length of 1/8-inch thread can be held on one end without tearing, the soil is cohesive.

Dry strength. If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps which break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand, or silt. If the dry soil breaks into clumps which do not break up into small clumps and which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.

Thumb Penetration. The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. (This test is based on the thumb penetration test described in American Society for Testing and Materials (ASTM).

Standard Designation D2488— “Standard Recommended Practice for Description of Soils (Visual—manual procedure)

Type A- Soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb; however, they can be penetrated by the thumb only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test should be conducted on an undisturbed soil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to a minimum the effects of exposure to drying influences. If the excavation is later exposed to wetting influences (rain, flooding), the classification of the soil must be changed accordingly.

Other strength tests. Estimates of unconfined compressive strength of soils can also be obtained by use of a pocket penetrometer or by using a hand-operated shear vane.

Drying test. The basic purpose of the drying test is to differentiate between cohesive material with fissures, unfissured cohesive material, and granular material. The procedure for the drying test involves drying a sample of soil that is approximately one inch thick (2.54cm) and six inches (15.24cm) in diameter until it is thoroughly dry.

If the sample develops cracks as it dries, significant fissures are indicated.

Samples that dry without cracking are to be broken by hand. If considerable force is necessary to break a sample, the soil has significant cohesive material content. The soil can be classified as a unfissured cohesive material and the unconfined compressive strength should be determined.

If a sample breaks easily by hand, it is either a fissured cohesive material or a granular material. To distinguish between the two, pulverize the dried clumps of the sample by hand or by stepping on them. If the clumps do not pulverize easily, the material is cohesive with fissures. If they pulverize easily into very small fragments, the material is granular.

SLOPING AND BENCHING

The competent person will ensure that all the below standards are met when sloping and benching are being utilized.

An engineer (PPE) will assess any above ground and/or below ground structure that may reasonably place a surcharge load on the sloping procedure. Upon completion, the competent person will ensure that the Engineer will produce a signature and sealed documentation station the results.

All of the data gathered will be documented and placed on the department's approved soil analysis sheet.

Appendix B to Subpart P Sloping and Benching

- a. Scope and application. This appendix contains specifications for sloping and benching when used as methods of protecting employees working in excavations from cave-ins. The requirements of this appendix apply when the design of sloping and benching protective systems is to be performed in accordance with the requirements set forth in §1926.652(b)(2).

- b. Definitions

Actual Slope means the slope to which an excavation face is excavated

Distress means that the soil is in a condition where a cave-in is imminent or is likely to occur. Distress is evidenced by such a phenomena as the development of fissures in the face of or adjacent to an open excavation; the subsidence of the edge of an excavation; the slumping of material from the face or the bulging or heaving of material from the bottom of an excavation; the spalling of material from the face of an excavation; and raveling i.e., small amounts of material such as pebbles or little clumps of material suddenly separating from the face of an excavation and trickling or rolling down into the excavation.

Maximum allowable slope means the steepest incline of an excavation face that is acceptable for the most favorable site conditions as protection against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise (H:V).

Short Term exposure means a period of time less than or equal to 24 hours that an excavation is open.

- c. Requirements—
1. Soil classification. Soil and rock deposits shall be classified in accordance with appendix A to subpart P of part 1926.
 2. Maximum allowable slope. The maximum allowable slope for a soil rock deposit shall be determined from Table B-1 of this appendix.
 3. Actual slope.
 - a. The actual slope shall not be steeper than the maximum allowable slope.
 - b. The actual slope shall be less steep than the maximum allowable slope, when there are signs of distress. If that situation occurs, the slope shall be cut back to an actual slope which is at least $\frac{1}{2}$ horizontal to one vertical (1/2H:1V) less steep than the maximum allowable slope.
 - c. When surcharge loads from stored material or equipment, operating equipment, or traffic are present, a competent person shall determine the degree to which the actual slope must be reduced below the maximum allowable slope, and shall assure that such reduction is achieved. Surcharge loads from adjacent structures shall be evaluated in accordance with §1926.651(i).
 4. Configurations. Configurations of sloping and benching systems shall be in accordance with Figure B-1.

SLOPE CONFIGURATIONS

(ALL slopes stated below are in the horizontal to vertical ratio)

B-1.1 Excavations made in Type A soil.

1. All simple slope excavation 20 feet or less in depth shall have a maximum allowable slope of $\frac{3}{4}$:1. Exception: Simple slope excavations, which are open 24 hours or less (short term) and which are 12 feet or less in depth shall have a maximum allowable slope of $\frac{1}{2}$:1.
2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of $\frac{3}{4}$ to 1 and maximum bench dimensions as follows:
 - All excavations 8 feet or less in depth which have unsupported vertically sided lower portions shall have a maximum vertical side of 3 $\frac{1}{2}$ feet.
 - All excavations more than 8 feet but not more than 12 feet in depth which unsupported vertically sided lower portions shall have a maximum allowable slope of 1:1 and a maximum vertical side of 3 $\frac{1}{2}$ feet.
 - All excavations 20 feet or less in depth, which have vertically sided lower portions that are supported or shielded, shall have a maximum allowable slope of $\frac{3}{4}$:1. The support or shield system must extend at least 18 inches above the top of the vertical side.
3. All other simple slope, compound slope, and vertically sided lower portion excavations shall be in accordance with the other options permitted under §1926.652(b).

B-1.2 Excavations Made in Type B Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1.
2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1 and maximum bench dimensions as follows:

3. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1:1.
4. All other sloped excavations shall be in accordance with the other options permitted in §1926.652(b).

B-1.3 Excavations made in Type C Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1 ½:1.
2. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1 ½:1.
3. All other sloped excavations shall be in accordance with the other options permitted in §1926.652(b).

B-1.4 Excavations Made in Layered Soils

1. All excavations 20 feet or less in depth made in layered soils shall have a maximum allowable slope for each layer as set forth below.
2. All other sloped excavations shall be in accordance with the other options permitted in §1926.652(b).

Appendix C to Subpart P—Timber Shoring for Trenches

- a. Scope. This appendix contains information that can be used timber shoring is provided as a method of protection from cave-ins in trenches that do not exceed 20 feet (6.1 m) in depth. This appendix must be used when design of timber shoring protective systems is to be performed in accordance with §1926.652(c)(1). Other timber shoring configurations; other systems of support such as hydraulic and pneumatic systems; and other protective systems such as sloping, benching, shielding, and freezing systems must be designed in accordance with the requirements set forth in §1926.652 (c).
- b. Soil Classification. In order to use the data presented in this appendix, the soil type or types in which the excavation is made must first be determined using the soil classification method set forth in appendix A of subpart P of this part.
- c. Presentation of Information. Information is presented in several forms as follows:
 1. Information is presented in tabular form in Tables C-1.1, C1.2, and C1.3, and Tables C-2.1, C2.2, and C2.3 following paragraph (g) of the appendix. Each table presents the minimum sizes of timber members to use in a shoring system, and each table contains data only for the particular soil type in which the excavation or portion of the excavation is made. The data are arranged to allow the user the flexibility to select from among several acceptable configurations of members based on varying the horizontal spacing of the cross braces. Stable rock is exempt from shoring requirements and therefore, no data are presented for this condition.
 2. Information concerning the basis of the tabular data and the limitations of the data is presented in paragraph (d) of this appendix, and on the tables, themselves.
 3. Information explaining the use of the tabular data is presented in paragraph (e) of this appendix.
 4. Information illustrating the use of the tabular data is presented in paragraph (f) of this appendix.
 5. Miscellaneous notations regarding Tables C1.1 through C1.3 and Tables C2.1 through C2.3 are presented in paragraph (g) of this Appendix.
- d. Basis and limitations of the data.
 1. Dimensions of timber members.

- The sizes of the timber members listed in Tables C1.1 through C1.3 are taken from the National Bureau of Standards (NBS) report, "Recommended Technical Provisions for Construction Practice in Shoring and Sloping of Trenches and Excavations." In addition, where NBS did not recommend specific sizes of members, member sizes are based on an analysis of the sizes required for use by existing codes and on empirical practice.
 - The required dimensions of the members listed in Tables C1.1 through C1.3 refer to actual dimensions and not nominal dimensions of the timber. Employers wanting to use nominal size shoring are directed to Tables C2.1 through C2.3, or have this choice under §1926.652(c)(3), and are referred to The Corps of Engineers, The Bureau of Reclamation or data from other acceptable sources.
2. Limitation of application
- It is not intended that the timber shoring specification apply to every situation that may be experienced in the field. These data were developed to apply to the situations that are most commonly experienced in current trenching practice. Shoring systems for use in situations that are not covered by the data in this appendix must be designed as specified in §1926.652(c).
 - When any of the following conditions are present, the members specified in the tables are not considered adequate. Either an alternate timber shoring system must be designed or another type of protective system designed in accordance with §1926.652.
 - a. When loads imposed by structures or by stored material adjacent to the trench weigh in excess of the load imposed by a two-foot soil surcharge, The term "adjacent" as used here means the area within a horizontal distance from the edge of the trench equal to the depth of the trench
 - b. When vertical loads imposed on cross braces exceed a 240-pound gravity load distributed on a one-foot section of the center of the cross brace.
 - c. When surcharge loads are present from equipment weighing in excess of 20,000 pounds.
 - d. When only the lower portion of a trench is shored and the remaining portion of the trench is sloped or benched unless: The sloped portion is sloped at an angle less steep than three horizontal to one vertical; or the members are selected from the tables for use at a depth which is determined from the top of the overall trench, and not from the toe of the sloped portion.
 - e. Use of Tables. The members of the shoring system that are to be selected using this information are the cross braces, the uprights, and the wales, where wales are required. Minimum sizes of members are specified for use in different types of soil. There are six tables of information, two for each soil type. The soil type must first be determined in accordance with the soil classification system described in appendix A to subpart P of part 1926. Using the appropriate table, the selection of the size and spacing of the members is then made. The selection is based on the depth and width of the trench where the members are to be installed and, in most instances, the selection is also based on the horizontal spacing of the cross braces. Instances where a choice of horizontal spacing of cross bracing is available, the horizontal spacing of the cross braces must be chosen by the user before the size of any member can be determined. When the soil type, the width and depth of the trench, and the horizontal spacing of the cross braces are known, the size and vertical spacing of the cross braces, the size and vertical spacing of the wales, and the size and horizontal spacing of the uprights can be read from the appropriate table.

A trench dug in Type A soil is 13 feet deep and give feet wide.

From Table C1.1 from acceptable arrangements of timber can be used.

Space 4x4 cross braces at six feet horizontally and four feet vertically.

Wales are not required.

Space 3x8 uprights at six feet horizontally. This arrangement is commonly called "skip shoring."

Arrangement #B2

Space 4x6 cross braces at eight feet horizontally and four feet vertically.

Space 8x8 wales at four feet vertically.

Space 2x6 uprights at four feet horizontally

Arrangement #B3

Space 6x6 cross brace at 10 feet horizontally and four feet vertically.

Space 8x10 wales at four feet vertically.

Space 2x6 uprights at five feet horizontally.

Arrangement #B4

Space 6x6 cross braces at 12 feet horizontally and four feet vertically.

Space 10x10 wales at four feet vertically.

Spaces 3x8 uprights at six feet horizontally.

(2) Example 2.

A trench dug in Type B soil in 13 feet deep and five feet wide. From Table C1.2 three acceptable arrangements of members are listed.

Arrangement #B1

Space 6x6 cross braces at six feet horizontally and five feet vertically.

Space 8x8 wales at five feet vertically

Space 2x6 uprights at two feet horizontally.

Arrangement #B2

Space 6x8 cross braces at eight feet horizontally and five feet vertically.

Space 10x10 wales at five feet vertically.

Space 2x6 uprights at two feet horizontally.

Arrangement #B3

Space 8x8 cross braces at 10 feet horizontally and five feet vertically.

Space 10x12 wales at five feet vertically.

Space 2x6 uprights at two feet vertically.

(3) Example 3.

A trench dug in Type C soil is 13 feet deep and five feet wide.

From Table C1.3 two acceptable arrangements of members can be used.

Arrangement #B1

Space 8x8 cross braces at six feet horizontally and five feet vertically.

Space 10x12 wales at five feet vertically.

Position 2x6 uprights as closely together as possible.

If water must be retained use special tongue and groove uprights to form tight sheeting.

Arrangement #B2

Space 8x10 cross braces at right feet horizontally and five feet vertically.

Space 12x12 wales at five feet vertically.

Position 2x6 uprights in a close sheeting configuration unless water pressure must be resisted.

Tight sheering must be used where water must be retained.

(4) Example 4.

A trench dug in Type C soil is 20 feet deep and 11 feet wide. The size and spacing of members for the section of trench that is over 15 feet in depth is determined using Table C1.3. Only one arrangement of members is provided.

Space 8x10 cross braces at six feet horizontally and five feet vertically.

Space 12x12 wales at five feet vertically.

Use 3x6 tight sheeting.

Use of Tables C2.1 through C2.3 would follow the same procedures.

(g) Notes for all Tables.

1. Member sizes at spacing other than indicated are to be determined as specified in §1926.652(c), "Design of Protective Systems."
2. When conditions are saturated or submerged use Tight Sheeting. Tight Sheeting refers to the use of specially-edged timber planks (e.g., tongue and groove) at least three inches thick, steel sheet piling, or similar construction that when driven or place in position provide a tight wall to resist the lateral pressure of water and to prevent the loss of back fill material.
3. All spacing indicated is measured center to center.
4. Wales to be installed with greater dimension horizontal.
5. If the vertical distance from the center of the lowest cross brace to the bottom of the trench exceeds two and one-half feet, uprights shall be firmly embedded or a mudsill shall be used. Where uprights are embedded, the vertical distance from the center of lowest cross brace to the bottom of the trench shall not exceed 36 inches. When mudsills are used, the vertical distance shall not exceed 42 inches. Mudsills are wales that are installed at the toe of the trench side.
6. Trench jacks may be used in lieu of or in combination with timber cross braces.
7. Placement of cross braces. When the vertical spacing of cross braces is four feet, place the top cross brace no more than two feet below the top of the trench. When the vertical spacing of the cross brace is five feet, place the top cross brace no more than 2.5 feet below the top of the trench.

Appendix D to Subpart P—Aluminum Hydraulic Shoring for Trenches

- A. Scope. This appendix contains information that can be used when aluminum hydraulic shoring is provided as a method of protection against cave-ins in trenches that do not exceed 20 feet (6.1m) in depth. This appendix must be used when design of the aluminum hydraulic protective system cannot be performed in accordance with §1926.652 (c)(2).
- B. Soil Classification. In order to use data presented in this appendix, the soil type or types in which the excavation is made must first be determined using the soil classification method set forth in appendix A of subpart P of part 1926.
- C. Presentation of Information. Information is presented in several forms as follows:
 - 1. Information is presented in tabular form in Tables D1.1, D1.2, D1.3, and D1.4. Each table presents the maximum vertical and horizontal spacing that may be used with various aluminum member sizes and various hydraulic cylinder sizes. Each table contains data only for the particular soil type in which the excavation or portion of the excavation is made. Tables D-1.1 and D-1.2 are for vertical shoes in Types A and B soil. Tables D-1.3 and D1.4 are for horizontal waler systems in Types B and C soil.
 - 2. Information concerning the basis of the tabular data and the limitations of the data is presented in paragraph (d) of this appendix.
 - 3. Information explaining the use of the tabular data is presented in paragraph (e) of this appendix
 - 4. Information illustrating the use of the tabular data is presented in paragraph (f) of this appendix
 - 5. Miscellaneous notations (footnotes) regarding Table D-1.1 through D-1.4 are presented in paragraph (g) of this appendix.
 - 6. Figures, illustrating typical installations of hydraulic shoring, are included just prior to the Tables. The illustrations page is entitled "Aluminum Hydraulic Shoring; Typical Installations."
- D. Basis and limitations of the data.
 - 1. Vertical shore rails and horizontal wales are those that meet the Section Modulus requirements in the D-1 Tables.
Aluminum material is 6061-T6 or material of equivalent strength and properties.
 - 2. Hydraulic cylinders specifications.
2-inch cylinders shall be a minimum 2-inch inside diameter with a minimum safe working capacity of no less than 18,000 pounds of axial compressive load at maximum extension. Maximum extension is to include full range of cylinder extensions as recommended by product manufacturer.
3-inch cylinders shall be a minimum 3-inch inside diameter with a safe working capacity of not less than 30,000 pounds of axial compressive load at extensions as recommended by product manufacturer.
 - 3. Limitation of application
It is not intended that the aluminum hydraulic specification apply to every situation that may be experienced in the field. These data were developed to apply to the situations that are most commonly experienced in current trenching practice. Shoring systems for use in situations that are not covered by the data in this appendix must be otherwise designed as specified in §1926.652(c). When any of the following conditions are present, the members specified in the Tables are not considered adequate. In this case, an alternative aluminum hydraulic shoring system or other type of protective system must be designed in accordance with §1926.652.
 - a. When vertical loads imposed on cross braces exceed a 100-pound gravity load distributed on a one-foot section of the center of the hydraulic cylinder.
 - b. When surcharge loads are present from equipment weighing in excess of 20,000 pounds.

- c. When only the lower portion of a trench is shored and the remaining portion of the trench is sloped or benched unless:
The sloped portion is sloped at an angle less steep than three horizontal to one vertical; or the members are selected from the tables for use at a depth which is determined from the top of the overall trench, and not from the toe of the sloped portion.

Use of Tables D-1.1, D-1.2, D-1.3 and D-1.4. The members of the shoring system that are to be selected using this information are the hydraulic cylinders, and either the vertical shores or the horizontal wales. When a waler system is used the vertical timber sheeting to be used is also selected from these tables. The Tables D-1.1 and D-1.2 for vertical shores are used in Type A and B soils that do not require sheeting. Type B soils that may require sheeting, and Type C soils that always require sheeting are found in the horizontal wale Tables D-1.3 and D-1.4. The soil type must first be determined in accordance with the soil classification system described in appendix A to subpart P of part 1926. Using the appropriate tables, the selection of the size and spacing of the members is made. The selection is based on the depth and width of the trench where the members are to be installed. In these tables the vertical spacing is held constant at four feet on center. The tables show the maximum horizontal spacing of cylinders allowed for each size of wale in the waler system tables, and in the vertical shore tables, the hydraulic cylinder horizontal spacing is the same as the vertical shore spacing.

Example 1

A trench is dug in Type A soil is 6 feet deep and 3 feet wide. From Table D-1.1: Find vertical shores and 2-inch diameter cylinders spaced 8 feet on center (o.c) horizontally and 4 feet on center (o.c) vertically. (see figures 1&3 for typical installations.)

Example 2

A trench is dug in Type B soil that does not require sheeting, 13 feet deep and 5 feet wide. From Tables D-1.2: Find vertical shores and 2-inch diameter cylinders spaced 6.5 feet o.c. horizontally and 4 feet o.c. vertically. (See Figure 1&3 for typical installations.)

Example 3

A trench is dug in Type B soil that does not require sheeting, but does experience some minor raveling of the trench face.

The trench is 16 feet deep and 9 feet wide. From Table D-1.2: Find vertical shores and 2-inch diameter cylinder (with special over sleeves as designated by footnote #B2) Spaced 5.5 feet o.c. horizontally and 4 feet o.c. vertically plywood (per footnote) (g)(7) to the D-1 Table) should be used behind the shores. (See Figures 2&3 for typical installations.)

Example 4

A trench is dug in previously disturbed Type B soil, with characteristics of a Type C soil, and will require sheeting. The trench is 18 feet deep and 12 feet wide. 8 foot horizontal spacing between cylinders is desired for working space. From Table D-1.3: Find horizontal wale with a section modulus of 14.0 spaced at 4 feet o.c. vertically and 3-inch diameter cylinder spaced at 9 feet maximum o.c. horizontally 3x12 timber sheeting is required at close spacing vertically. (See Figure 4 for typical installation.)

Example 5

A trench is dug in Type C soil, 9 feet deep and 4 feet wide. Horizontal cylinder spacing in excess of 6 feet is desired for working space. From Table D-1.4: Find horizontal wale with a section modulus of 7.0 and 2-inch diameter cylinders spaced at 6.5 feet o.c. horizontally. Or, find horizontal wale with a 14.0 section modulus and 3-inch diameter cylinder spaced at 10 feet o.c. horizontally. Both wales are spaced 4 feet o.c. vertically. 3x12 timber sheeting is required at close spacing vertically. (See Figure 4 for typical installation.)

Footnotes, and general notes, for Tables D-1.1, D-1.2, D-1.3, and D-1.4

1. For applications other than those listed in the tables, refer to §1926.652(c)(2) for use of manufacturer's tabulated data.
For trench depths in excess of 20 feet, refer to §1926.652(c)(2) and §1926.652(c)(3),
2. 2-inch diameter cylinders, at this width, shall have structural steel tube (3.5x6.5x0.1875) over sleeves, or structural over sleeves of manufacturer's specification, extending the full, collapsed length.
3. Hydraulic Cylinders capacities
2-inch cylinders shall be a minimum 2-inch inside diameter with safe working capacity of not less than 18,000 pounds axial compressive load at maximum extension. Maximum extension is to include full range of cylinder extensions as recommended by product manufacturer.

3-inch cylinders shall be a minimum 3 inches inside diameter with a safe work capacity of not less than 30,000 pounds axial compressive load at maximum extension. Maximum extension is to include full range of cylinder extension as recommended by product manufacturer.
4. All spacing indicated is measured center to center
5. Vertical shoring rails shall have a minimum section modulus of 0.40 inch.
6. When vertical shores are used, there must be a minimum of three shores spaced equally, horizontally, in a group.
7. Plywood shall be 1.125 in. thick softwood or 0.75 inch. Thick, 14 ply, arctic white birch (Finland form). Please note that plywood is not intended as a structural member, but only for prevention of local raveling (sloughing of the trench face) between shores.
8. See appendix C for timber specifications.
9. Wales are calculated for simple span conditions.
10. See appendix D, item (d), for basis and limitations of the data.

Appendix E to Subpart P—Alternatives to Timber Shoring

Appendix F to Subpart P—Selection of Protective Systems

The following figures are a graphic summary of the requirements contained in subpart P for excavations 20 feet or less in depth.

Protective systems for use in excavations more than 20 feet in depth must be designed by a registered professional engineer in accordance with §1926.652(b) and (c).

Training

Upon the arrival of new-hires, they must be trained in the following:

- Trenching and Shoring
- Traffic Safety
- Personal Protective Equipment
- Equipment Operations for the job descriptions
- Soil Classification

No new hire will be allowed on the job site without a Competent Person's direct supervision.

The City of Kannapolis will review and document program operations at least annually to evaluate their success and meeting the goals and objectives so that deficiencies can be identified and the program and/or the objectives can be revised when they do not meet the goal of effective safety and health protection.

Any employees considered, as a "Competent Persons" must be trained annually.

TRAINING DOCUMENTATION

Name of the Instructor: _____ Date: _____

Subject: _____

[illegible]

Contractors

Contractors must follow all 29 CFR 1926.650-652, Subpart P Appendix C, Subpart P Appendix D, Subpart A Appendix A, also 29 CFR 1910 and comply with all City of Kannapolis's regulations pertaining to all safety aspects. They must provide documentation of all training and Trenching and Shoring Programs.

APPENDIX A EQUIPMENT

- Truck (crew)
- Dump Truck (heavy)
- Excavator
- Mini Excavator
- Air compressor
- Pneumonic Compressor
- Hand Tools
- Back Hoe
- Loader
- Farm Tractor
- Bush Hog
- Hydraulic Shore
- Trench Shield
- Pump (Mud/Water)
- Jetting and Vac Truck
- Tamp/Ditch Compactor
- Aluminum Shoring
- Timber
- Excavation Box

FACT SHEET: OSHA'S REVISED STANDARD FOR EXCAVATIONS

SCOPE

Covers all open excavations; defines excavation to include trenches.

General Requirements

Protection of employees in excavations against cave-ins except when the excavation is in stable rock or less than five feet deep and examination by a competent person provides no evidence that a cave-in should be expected; and against falling rock, soil or material by use of an "adequate" system. The latter operation includes scaling to remove loose rock or soil, installation of protective barricades and other "equivalent protection." Material or equipment which might fall or roll into an excavation must be kept at least two feet from the edge of excavations, or have training devices, or be prevented from falling with a combination of both precautions.

Daily inspections of excavations, adjacent areas, and protective systems by a competent person and the removal of exposed employees if evidence of possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions until necessary precautions have been taken.

Removal of or neutralization of surface encumbrances which may create a hazard.

Estimate location of underground installations (sewer, telephone, electrical, fuel and other lines; storage tanks, etc.) prior to digging; pinpoint actual locations as estimated locations are approached.

Ramps, runways, ladders or stairs as means of access/ egress must be within 25 feet of an employee work area if a trench is four feet or deeper.

Warning system or mobile equipment including barricades, hand or mechanical signals, or stop logs.

Testing and Controls for hazardous atmospheres including emergency rescue equipment and daily inspections for potentially hazardous conditions by a "competent person". Controls include respirators or additional ventilation, if needed, and individually attended lifelines during descent into bell-bottom pier holes or similar excavations.

Support system such as shoring, bracing, or underpinning to ensure the stability of adjacent structures such as buildings, walls or sidewalks.

Requirements for Protective Systems

Sloping and benching systems—four options:

A slope of 34 degrees or less, in lieu of soil classification. A slope of this gradation or less is considered safe for any type of soil.

Maximum allowable slopes and allowable configurations for sloping and benching systems will be determined through use of Appendices A (Soil Classification) and B (Sloping and Benching).

Designs of sloping or benching shall be selected from and be in accordance with data provided in written form, the text to identify: Criteria that affect the selection, the limits of use of the data and sufficient explanatory data as necessary to assist in making a correct choice of a protective system.

At least one copy of the tabulated data identifying the Registered Professional Engineer who approved the information shall be maintained at the jobsite during the time the work is being carried out.

Excavations can be designed by a Registered Professional Engineer, put in written form and kept at the worksite, but must include, at least, the magnitude and configuration of the slopes determined to be safe for the project and the name of the RPE who approved the plan.

Support, Shield and other protective systems—four options:

Designs for timber shoring in trenches set in accordance with the conditions and requirements determined by using Appendices A and C (timber shoring for trenches). For aluminum hydraulic shoring, Appendices A and D can be used if manufacturers' tabulated data is not available.

Designs using manufacturers' tabulated data may be used, deviation allowed only with specific, written approval of the manufacturer.

Designs using other tabulated data may be used provided the data is in writing and includes: Explanatory information to aid the user in making a selection, the criteria determining the selection, and the limits on the use of the data. At least one copy of the information, including the identity of the RPE, Kept at the worksite during construction of the protective system.

Design by a Registered Professional Engineer. Design systems not using any of the three previously cited options must be approved by the RPE, shall be in writing and include the identity of the RPE and details such as sizes, types, and configurations of the materials to be used, At least one copy of the plan to be at the jobsite during construction.

The standard allows an employer to use a trench box or shield that is either designed or approved by a registered professional engineer (RPE) or is based on tabulated data prepared or approved by an RPE.

The standard allows construction workers to remain inside trench shields that are being repositioned, provided that the shields are moved horizontally only and the shields are not lifted.

According to the new standard, information necessary for the safe installation, placement, use and removal of any trench support system must be available at the work site at all times, but a written log or record of inspections is not necessary.

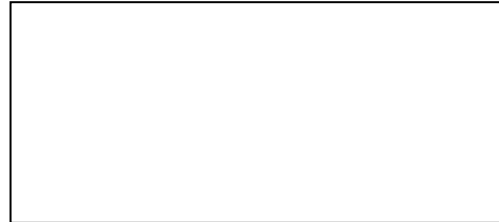
This final standard goes into effect 60 days after publication in the Federal Register.

TRENCHING/EXCAVATION PERMIT FORM

SUPERVISOR'S NAME: _____ DATE: _____

CREW # _____ CRAFT: _____

LOCATION OF PROPOSED EXCAVATION/TRENCH:



LOCATION SKETCH, IF NECESSARY

DEFINITIONS:

Excavation- Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Trench- a narrow excavation, in relation to its length, made below the surface of the found. In general, the depth is greater than the width, but the width measured at the bottom does not exceed fifteen feet.

SIGNOFFS: (Indicate that trench/excavation is in accordance with applicable OSHA standards and construction practice.

SUPV. _____ Date: _____

Safety. _____ Date: _____

If safety cannot approve the layout of the excavation/trench, then the location engineering section will be contacted for assistance engineering information to be entered on the reverse side of this form.

EXAMPLE FORM

Figure 5: Trenching/Excavation Permit Form

CITY OF KANNAPOLIS

HAZARD COMMUNICATION PROGRAM

The City of Kannapolis, is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of City policy as well as an important public program under the OSHA Act. We have implemented this Hazard Communication Program as outlined herein.

Larry Phillips, Fire Chief, will have the overall responsibility for coordinating the program for the City of Kannapolis.

ACCESS TO THE WRITTEN PROGRAM

All, or any part of this written Hazard Communication Program is available to employees, their designated representatives, the Assistant Secretary of Labor for OSHA and the Director of the National Institute for Occupational Safety and Health (NIOSH). This is available from the person named above for review and copying.

LABELING

- a. No hazardous chemicals will be accepted for use in the facility, or shipped to any outside location, unless labeled with at least the following information:
 - Identity of the hazardous chemical(s)
 - Appropriate hazard warnings
 - Name and address of the chemical manufacturer, importer, or other responsible party
- b. All in house containers of hazardous chemicals will be labeled with at least the following information:
 - Identity of the hazardous chemical(s)
 - Appropriate hazard warnings
- c. In-house labels are stocked at each facility
- d. Each department head is responsible for reviewing and assuring label information is kept current.
- e. No label is to be defaced or removed when a material is received or in use.

SAFETY DATA SHEETS (SDS)

- A. A safety data sheet containing the information required by the Hazard Communication Standards will be kept for all chemicals on City property. The SDS will be the most current one supplied by the chemical manufacturer, importer, or distributor. You have the right to view these.
- B. The SDS's are filed in a notebook labeled SDS at each location. They are accessible to employees in the work area during each work shift.

EMPLOYEE INFORMATION AND TRAINING PROGRAM POLICY

- A. All employees including temporary employees, working with or potentially exposed to hazardous chemicals, will be appropriately informed and trained per 1910.1200(h) concerning the potential hazards of the chemicals to which they may be exposed.
- B. All employees will be informed of the details of the Hazard Communication Program including an explanation of the labeling system and the material safety data sheets, and how employees can use the appropriate hazard information.
- C. We will provide employees with training when new hazardous chemicals are introduced, or before non-routine tasks are to be performed that could involve exposure to hazardous chemicals.
- D. Reinforcement of training will be conducted through topics at safety meetings as appropriate.
- E. The extent of information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the chemicals. The applicable SDS's, the text of the OSHA Hazard Communication Standard (1910.1200), and this written program will be used as sources of information during the training sessions.

CONTRACTOR POLICY

Outside contractors must be provided with all necessary information concerning the potential hazards of the substances to which they may be exposed and appropriate protective measures required to minimize their exposure.

Whenever possible, the contractor or agency management should be provided with a list of hazardous chemicals and the safety data sheets for the materials their employee will be using in the course of their work in our area.

Checklist

1. Listed all of the hazardous chemicals in our workplace.
2. Established a file for information on hazardous chemicals
3. Obtained an SDS for each hazardous chemical in use.
4. Developed a system to ensure that all incoming hazardous chemicals are labeled.
5. Reviewed each SDS to be sure it is complete.
6. Made sure that SDS's are available where necessary.
7. Developed a written hazard communication program.
8. Developed a method to communicate hazards to employees and others.
9. Informed employees of protective measures for hazardous chemicals used in the workplace.
10. Alerted employees to other forms of warning that may be used.

[illegible]

CITY OF KANNAPOLIS

RESPIRATORY PROTECTION POLICY

1.0 POLICY

It is the policy of the City of Kannapolis to maintain a safe working environment for the employees of the City and to comply with the Occupational Safety and Health Act (OSHA) Respiratory Protection Standards (1910.134).

2.0 PURPOSE

The purpose of this policy is to provide guidance and information for the proper selection, care, use, maintenance, fitting and medical requirements of respiratory devices.

3.0 PERSONNEL AFFECTED

This policy applies to all departments and to all employees who, while performing their duties for the City can be required to wear respiratory protection. It shall be the responsibility of each department head to ensure that the provisions of this policy are carried out within their respective departments.

4.0 EQUIPMENT SELECTION

Respiratory safety equipment shall be selected on the basis of hazards to which the employee is exposed.

4.1 Proper respirator safety equipment for the City shall be positive-pressure self-contained breathing apparatus.

4.2 All apparatus shall be approved by NIOSH and MSHA.

4.3 Should gas masks be used for specific respiratory hazards, canisters shall be properly labeled and colored in accordance with Table I-1 of 1910.134.

4.4 Each canister shall have a label warning that gas masks should be used only in atmospheres containing sufficient oxygen to support life (at least 16%).

5.0 EQUIPMENT USE

5.1 Standard procedures have been developed for respiratory equipment use. These procedures consist of the manufacturer's instructions on proper use and care and are located for reference in Appendix A.

5.2 Personnel shall be familiar with their assigned respiratory apparatus and the procedures for use.

5.3 In areas where the wearer, with respiratory equipment failure, could be overcome by a toxic or oxygen deficient atmosphere, at least one additional person shall be present. Communication shall be maintained between both persons at all times.

5.4 Approved respiratory protection equipment shall be readily available and must be used by all personnel when the need arises.

5.5 Respirators shall not be worn when conditions prevent a good face seal. Such conditions include:

- (A) Growth of a beard;
- (B) Long sideburns;
- (C) Temple pieces on glasses;
- (D) Or facial deformities.

5.6 Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. If corrective spectacles or goggles are required, they shall be worn as not to affect the fit of the facepiece.

6.0 EQUIPMENT CLEANING

Respirators maintained for emergency use shall be thoroughly cleaned and disinfected after each use per manufacturer's specifications in Appendix A.

7.0 EQUIPMENT MAINTENANCE

7.1 Equipment shall be properly maintained to retain its original effectiveness and shall be inspected monthly and after each use.

7.2 A program for maintenance and care of respirators includes the following basic services;

- (A) Inspection for defects;
- (B) Cleaning and sanitizing;
- (C) Repair and reconditioning;
- (D) Storage;
- (E) Written procedures and record keeping.

7.3 Replacement or repairs shall be done only by experienced persons with parts designed for the respirator. No attempt shall be made to replace components or to make adjustments beyond the manufacturer's recommendations. Reducing or admission valves or regulators shall be returned to the manufacturer or to a trained technical for adjustment or repair.

8.0 EQUIPMENT STORAGE

8.1 After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

8.2 Respirators shall be stored in a convenient, clean and sanitary location that is quickly accessible at all times.

8.3 Instructions for proper storage of emergency respirators are found in the "care and use" instructions referenced in Appendix A.

9.0 EQUIPMENT INSPECTION

9.1 Respirators for emergency use, such as self-contained breathing apparatus, shall be thoroughly inspected at least once a month and after each use.

9.2 Respirator inspection shall include a check of the tightness of connections and the condition of the facepiece, headbands, valves and hoses. Worn or deteriorated parts shall be replaced.

9.3 It shall be determined that the regulator and warning devices function properly.

9.4 Rubber and elastomer parts shall be inspected for pliability and signs of deterioration. Stretching or manipulating these parts with a massaging actions will keep them pliable and flexible and prevent them from taking a set during storage.

9.5 Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. Cylinders kept for emergency purposes shall be recharged after each use.

9.6 Each Department Head shall be responsible for the inspection of the respirators in their charge. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

10.0 EMPLOYEE TRAINING

10.1 For safe use of any respirator, it is essential that the user be properly instructed in its selection, use, and maintenance. Both supervisors and workers shall be so instructed by a State Certified Instructor from the City's Fire Department. Training shall be conducted no less than once annually. Training shall provide an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal and to wear it in normal air for a long familiarity period.

11.0 MEDICAL REQUIREMENTS

11.1 Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained. Persons shall not use a respirator unless it has been determined that they are physically able to perform the work and use the equipment. A qualified physician shall determine what health and physical conditions are pertinent.

- (a) the respirator user's medical condition shall be reviewed at least every two years.
- (b) Records shall be kept of examinations and shall be the responsibility of the Safety Coordinator.
- (c) It shall be the responsibility of each Department Head to schedule appointments for medical examinations.
- (d) The Department Head shall provide the Physician with information regarding the type of respirator used the type of work being performed, the extent of usage and any other special environmental conditions.
- (e) Special evaluations shall be performed after prolonged absences from work for medical reasons or whenever a functional disability has been identified.

11.2 A Physician determined by the City shall certify whether the individual is permitted to use a respirator. The Physician shall classify the examinee in categories as follows:

- (a) Class 1- no restrictions;
- (b) Class 2- some specific use restrictions
- (c) Class 3- no respirator use under any circumstances

Test results shall be forwarded to the Safety Coordinator for documentation and review.

11.3 A medical history questionnaire should be utilized to identify the following:

- a. Previously diagnosed disease;
- b. Psychological problems;
- c. Breathing problems;
- d. Past problems with respirator use;
- e. Any known physical deformities or abnormalities which may interfere with respirator use.

11.4 The physical shall designate work restrictions that are based on the person's medical history or current health condition. Disqualifying reasons for respirator use shall include but are not limited to:

- a. Facial deformities and facial hair that interfere with a proper sealing of the respirator as determined by fit-testing.
- b. Individuals with prescription eyeglasses who are required to wear a full-face respirator shall use special frames for their glasses that do not interfere with the facepiece seal.
- c. The employee's hearing shall be adequate to ensure communication and response to instructions and alarm systems. Individuals with perforated tympanic membranes cannot wear respirators in hazardous areas where inhalation or absorption of toxic materials may occur.
- d. Diseases affecting pulmonary function may prevent respirator use.
- e. The examining physician shall determine if any existing cardiac disease will affect respirator use.

- f. The examining physician shall determine if any endocranial disorder will affect respirator use.
- g. The examining physician shall determine if any neurological disability will affect respirator use.
- h. The examining physician shall determine if an individual should be denied use of a respirator due to a history of problems related to prescription drug use.
- i. The examining physician shall determine by clinical history or indication of severe anxiety if an employee's psychological condition will affect respirator use.

11.5 For individuals requiring heavy or strenuous exertion, additional evaluation may be necessary.

City of Kannapolis
LOCK-OUT/TAG-OUT POLICY

COMMITMENT

The City of Kannapolis is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of City policy as well as an important public program under the Occupational Safety and Health Standards Act (§1910.147). This Lock-Out/Tag-Out (LO/TO) program is implemented as outlined herein concerning the servicing and maintenance of machines and equipment in which the unexpected energization, start up or release of stored energy could cause injury to employees.

RESPONSIBILITY

Department heads have the responsibility to

- A. Implement this LO/TO policy by directing all supervisors to identify the activities where the LO/TO should be used, to identify affected employees inform all affected employees of the impending utilization of the lockout procedure and make it known to all employees.
 - Which equipment is to be locked out.
 - Why it is locked out and all hazards involved.
 - Who is affected.
 - Approximately how long this procedure will be in effect.
 - Ensuring that all necessary equipment is available to comply with this policy.
- B. Enforce compliance with this policy. All appropriate employees presently employed and new employees, must be trained and granted the responsibility for the purpose and the use of the LO/TO policy.

Supervisors have the responsibility to

- A. Identify those areas or equipment where LO/TO should be used. Supervisors should conduct a thorough survey to locate the identify all equipment or other sources of energy that might accidentally or inadvertently become activated and cause injury to personnel.
- B. Train all personnel in the location of the areas listed in the appropriate use of the LO/TO equipment.
- C. Provide necessary equipment to properly perform LO/TO.
- D. Enforce compliance with this policy.

Employees have the responsibility to

- A. Understand their assigned tasks relating to LO/TO.
- B. Comply with the directives of this policy.
- C. Advise supervisors as to the need for LO/TO equipment.
- D. Maintain LO/TO devices in good working condition.
- E. Refrain from starting, energizing, or using any machine or equipment that has been observed to be locked or tagged out.

Risk Management has the responsibility to

- A. Assist each department in selecting an appropriate procedure of energy isolation if questions arise as to the proper means of control.
- B. Train appropriate supervisors and assist in the training of employees in the City's LO/TO policy.
- C. Audit each department's compliance with this policy on a regular basis.

ACCESS TO THE WRITTEN PROGRAM

All or any part of this written LO/TO policy is available to employees, their designated representatives and the Assistant Secretary of Labor for Occupational Safety and Health (OSHA). This is available from the safety representative in the particular area for review and copying.

EMPLOYEE INFORMATION AND TRAINING PROGRAM POLICY

- a. All employees including temporary employees, working around energized equipment will be appropriately informed and trained per OSHA 1910.147 standard concerning the hazards of energized equipment and LO/TO procedures and devices to otherwise disable machines to prevent unexpected energization.
- b. All employees will be informed of the details of the LO/TO policy and the appropriate device will be put in place if an employee is required to remove or bypass a guard or other safety device. This procedure will also be used if an employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed, upon the material being processed or where an associated danger zone exists during a machine operating cycle.
- c. Training will be performed before an employee is one who locks or implements a tag out system procedure on machines or equipment to perform servicing or maintenance.
- d. An authorized employee is one who locks or implements a tag out system procedure on machines or equipment to perform servicing or maintenance.
- e. LO/TO devices are provided to all authorized employees in their affected Divisions and will be utilized according to OSHA standard 1910.147. The placement of a tag out device on an energy-isolating device is required to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed as required.
- f. If an energy-isolating device is capable of being locked out, the authorized person shall utilize a lock out device.
- g. LO/TO devices shall be singularly identified, standardized and shall be the only devices used for controlling energy and shall not be used for any other purpose. They should be substantial enough to prevent removal without the use of excessive force or unusual techniques. Tags should not deteriorate when used in corrective environments where chemicals are handled and stored.
- h. LO/TO devices shall indicate the identity of the employee applying the device and warn against hazardous conditions if the machine or equipment is energized.
- i. Periodic inspections of the energy control procedures shall be performed annually by the Risk Manager to ensure that the procedure and the requirements are being followed.

- j. Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
- k. Affected employees will be notified before the employer or authorized employee changes the application and removal of lockout device or tagout devices. Notification shall be given before the control is applied and after they are removed from the machine or equipment.
- l. Each lockout or tagout device shall be removed from each energy-isolating device by the employee who applied the device. When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the Department Director, provided that all affected employees are notified in advance of the device's removal and the employee who installed the device is notified that the device has been removed.
- m. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or re-position, the machine or equipment should be clear of all tools and materials and employees should be removed from the immediate work areas before the removal of LO/TO devices and the machine or equipment is energized to proceed with testing or repositioning. De-energize all systems and reapply energy control measurements to continue the servicing and or maintenance.
- n. Contractors or outside servicing personnel engaged in activities covered by the City's LO/TO program shall inform each other of their respective procedures to comply with the OSHA Standard.
- o. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization, start-up of the machine or equipment, or release of stored energy.

GENERAL ENERGY CONTROL PROCEDURE

The following procedure is used for certain, straightforward LO/TO situations. In order to use this procedure, the equipment being worked on and the circumstances involved with that work must meet the criteria of the OSHA standard.

BASIC RULES FOR USING LO/TO SYSTEM PROCEDURES

- a. All equipment will be locked or tagged out to protect against accidental or inadvertent operation, when this operation could cause injury to personnel.
- b. Do not attempt to operate any switch, valve or other energy-isolated device where it is locked or tagged out.

Sequence of LO/TO System Procedure

- A. Notify all affected employees that a LO/TO system is going to be utilized on a piece of City equipment, as well as the reason it is being performed. The "Authorized" employee must know the type and magnitude of the energy that the equipment uses and understand the hazards of this energy.

- B. If the equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open the toggle switch, etc.)
- C. Operate the appropriate switches, valves or other energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that in springs, parts or equipment that are elevated and could drop, rotating fly-wheels, capacitors, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained. This can be accomplished by methods such as repositioning, blocking, bleeding down, grounding, etc.
- D. LO or TO the energy isolating devices with the appropriate individual locks or tags. After making sure that no personnel are exposed, check the effectiveness of having locked/tagged out the energy sources. This can be done by operating the push button or other normal operating control to make sure the equipment will not operate.

CAUTION: Return operating controls to “Neutral” or “OFF” positions after performing these tests.

- E. The equipment is now locked or tagged out.

Restoring Machines or Equipment to Normal Production Operations

- A. After the work being performed is completed and the equipment is ready to resume normal production operations, check the area around the equipment to ensure that no one is exposed.
- B. After all tools have been removed from around the equipment, guards have been reinstalled and employees are in the clear, remove all LO/TO devices. Operate the energy isolating devices to restore energy to the equipment.

Procedure Involving More Than One Person

- A. In the preceding steps, if more than one person is required to lock out or tag out equipment, each person will place their own personal lock out or tag out device on the energy isolating devices.
- B. When an energy-isolating device cannot accept multiple locks or tags, a multiple LO/TO device (such as a multi-holed hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment that allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet.
- C. As each person no longer needs to maintain his or her lockout protection, each person will remove his/her lock from the box or cabinet.

EQUIPMENT SPECIFIC ENERGY CONTROL PROCEDURES

While we can use the “General Energy Control Procedure,” previously mentioned, when working with some of the City’s equipment, much of our equipment requires that a separate Energy Control Procedure be written specifically for that piece of equipment. As a result, the City has prepared specific Energy Control Procedures for affected equipment. Each department will identify equipment requiring a separate Energy Control Procedure and will prepare and maintain procedures for utilization by department employees.

Each Energy Control Procedure Includes the following information:

- A. Identity and description of the equipment to which the procedure applies.
- B. Controls that exist on each piece of equipment (buttons, switches, etc.)
- C. The types of energy used by the equipment.
- D. Energy sources and isolation devices associated with the equipment.
- E. Shutdown procedures to be used to de-energize the equipment.
- F. Release and start-up procedures to be used with the equipment.

The City realizes that these procedures may need to be revised if modifications are made to the equipment or our energy systems. Whenever modifications of this type are made, the City will review the Energy Control Procedures associated with the affected equipment.

The City also realizes that our Energy Control Procedures should be periodically reviewed to make sure they are accurate and up-to-date. To keep our procedures current, as well as fulfill the OSHA requirement in this area, we will review these procedures annually.

ENERGY SOURCES/ISOLATION DEVICES

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified.

Energy Types: (Check all those applicable)

Electrical _____ Pneumatic _____ Hydraulic _____
Steam _____ Chemical _____ Thermal _____
"Stored Energy" _____ Other: _____

Sources Devices

Location

Type of Lock/Tag Needed

INVOLVED EMPLOYEES

The following employees may be involved, in various ways, with the shutdown, servicing and restart of this equipment.

“Authorized” Employees

Department/Location

“Affected” Employees

Department/ Location

“Other Employees”

Department/Location

CITY EMPLOYEE TRAINING INFORMATION THAT SHOULD BE COVERED

The following outline presents the type of general information that should be given to employees to meet OSHA's "LO/TO" training requirements.

- **EACH OF THE MACHINES WE USE IS OPERATED BY SOME FORM OF ENERGY.**
- Energy always has the potential to be dangerous.
- We need to be careful working around it.

ONE TYPE OF "ENERGY RELATED" INJURY OCCURS VERY FREQUENTLY.

- This happens when someone is working on equipment.
- Then someone else, who is unaware that the equipment is being serviced, turns the equipment on.

BECAUSE OF THESE SITUATIONS, IN THE FALL OF 1989 OSHA ENACTED "LO/TO" REGULATIONS.

- These regulations are meant to protect people working on set-up, repair or maintenance of machinery.
- OSHA estimates the regulations will save over 100 lives and prevent 60,000 injuries annually.

LO/TO IS REALLY A FAIRLY SIMPLE CONCEPT.

- The objective is to disable the machine being serviced.
- This is accomplished by "isolating" the machine from its energy source.
- Locks, tags and other mechanisms are used to perform this "isolation".

WE ARE EXPOSED TO SITUATIONS CALLING FOR A LO/TO MORE OFTEN THAT WE REALIZE. EXAMPLES ARE:

- Repairing circuits
- Cleaning and oiling machinery
- Clearing jammed mechanisms
- Rebuilding equipment
- Doing machine "set-up"

THE PURPOSE OF THE REGULATIONS IS TO HAVE FACILITIES SET UP LO/TO PROGRAMS AND PREVENT EMPLOYEE INJURY.

- Essential to the regulations is establishing an "Energy Control Plan"
- This plan includes LO/TO procedures
- It also requires employee training.

TYPICALLY, WE COME INTO CONTACT WITH FIVE DIFFERENT TYPES OF ENERGY.

- Electrical
- Hydraulic
- Pneumatic
- Chemical
- Thermal

ALL OF THESE TYPES OF ENERGY CAN EXIST IN TWO "STATES"

- Active
- Stored

ANY TYPE OF ENERGY, IN ANY FORM, CAN BE HAZARDOUS.

- Because of this, LO/TO procedures should be used with all types of energy.

LO/TO INVOLVES USING COMMON SENSE.

- We want to isolate a machine from its source of energy.

THERE ARE A NUMBER OF TYPES OF LOCK OUT DEVICES.

- Padlocks
- Chains
- Valve Clamps
- Wedges
- Key Blocks
- Pins
- Etc.

TAGOUT DEVICES PROVIDE VISUAL WARNINGS.

- They can also indicate reasons equipment is “out-of-service.”
- They can designate person(s) servicing the machine, as well.

TAGS SHOULD ONLY BE USED TO PROVIDE INFORMATION!

- They should not be used as a substitute for locks.

THE CITY WILL PROVIDE LO/TO DEVICES.

- They must be identified as being for LO/TO use only.
- You should never use “non-designated” devices for LO/TO purposes.

LO/TO DEVICES MUST ALSO HAVE OTHER CHARACTERISTICS. THEY SHOULD BE:

- Easy to identify
- Durable
- Difficult to remove

ONLY CERTAIN EMPLOYEES ARE “AUTHORIZED” TO INSTALL LO/TO DEVICES.

- These employees must be able to recognize hazardous energy sources.
- They must know the type and magnitude of energy in their work areas.
- They must also be aware of methods to control this energy.

EMPLOYEES WORKING AROUND LOCKED OUT MACHINE CAN ALSO BE AFFECTED.

- They must know your facility’s Energy Control Procedures.
- They must also be informed whenever LO/TO work is performed.
- And they are prohibited from restarting locked-out machines

BEFORE BEGINNING LO/TO PROCEDURES, A NUMBER OF PEOPLE MUST BE NOTIFIED. THEY INCLUDE:

- Employees working directly with the equipment
- Employees in surrounding areas

THE LO/TO MECHANISMS YOU SHOULD BE DETERMINED BY THE “ENERGY ISOLATION DEVICES” YOU ARE WORKING WITH.

THERE ARE A NUMBER OF TYPES OF “ENERGY ISOLATION DEVICES” THEY INCLUDE:

- Electrical Panels
- Circuit Breakers
- Valves
- Etc.

WHEN PERFORMING LO/TO, ALWAYS FOLLOW THE CITY’S ENERGY CONTROL PLAN.

- You must also be aware of the City’s policy.

ONCE INITIAL LO/TO PROCEDURES ARE COMPLETED, YOU MAY NEED TO “DISSIPATE” STORED ENERGY. THERE ARE A NUMBER OF WAYS TO DO THIS, DEPENDING ON THE EQUIPMENT YOU ARE WORKING ON. THEY INCLUDE:

- Attaching “grounds” to electrical systems
- Adjusting valves on hydraulic/pneumatic systems.
- Using “blanks” in piping systems.
- “Bleeding” or draining systems.
- Releasing spring tension
- Dissipating extreme cold or heat

AFTER DISSIPATING RESIDUAL ENERGY, ADDITIONAL LO/TO MECHANISMS MAY NEED TO BE INSTALLED.

ONCE “ENERGY DISSIPATION” AND ADDITIONAL LO/TO IS COMPLETED, “VERIFICATION” SHOULD BE PERFORMED. TO DO THIS, YOU NEED TO:

- Clear personnel from the surrounding area
- Make sure switches, valves and other mechanisms cannot be turned on.
- Check electrical systems with a volt meter.
- Press all “start” buttons.
- Throw all switches and levers that would activate equipment.
- Return switches and buttons to the “off” position.

THERE ARE A NUMBER OF SPECIAL SITUATIONS REQUIRING ADDITIONAL LO/TO PROCEDURES, THESE INCLUDE:

- When shift changes occur during machine servicing.
- Working with functionally “linked” equipment.
- Working with “Locked-on” systems.
- When multiple people are servicing a machine.
- When “Outside Contractors” are involved.

SHIFT OR PERSONNEL CHANGES CALL FOR SPECIFIC PROCEDURES.

- Maintaining continuity is a key procedure
- Departing personnel must remove LO/TO devices
- Incoming personnel should install their own devices

IN CERTAIN SITUATIONS, SUPERVISORS SHOULD BE CONTACTED REGARDING APPROPRIATE PROCEDURES. THESE INCLUDE:

- When working with “linked” equipment
- When encountering “Locked-on” systems, etc.

SOME SITUATIONS REQUIRE USING A “BUDDY SYSTEM.”

- This is usually when the power source is not in sight of a machine’s operating controls.
- One person locks out the power and operates power controls for testing.
- The “buddy” observes machinery as it is tested.

SOME SITUATIONS INVOLVE MULTIPLE PEOPLE/GROUPS SERVICING EQUIPMENT. IN THESE SITUATIONS, YOU MUST:

- Use special LO/TO devices accommodating multiple locks.
- Have each authorized employee install their own lock and tag.
- Assign one individual to supervise the LO/TO process to ensure all procedures are followed appropriately.
- For multiple groups, each group should have one authorized employee to supervise the group’s LO/TO process.

“CONTRACTOR” SITUATIONS ARE ALSO IMPORTANT

- City representatives should maintain communication with outside contractors to ensure LO/TO procedures are understood and followed appropriately.

AFTER EQUIPMENT SERVICING HAS BEEN COMPLETED, PROPER LO/TO RELEASE PROCEDURES MUST BE FOLLOWED. YOU MUST:

- Remove all non-essential items and tools from the surrounding area
- Clear personnel from the area
- Remove LO/TO devices.
- Check to make sure the machine is ready to operate.

A KEY STEP IN THE RELEASE PROCEDURES IS HAVING EMPLOYEES REMOVE LO/TO DEVICES

- The devices must be removed by the employee(s) who installed them
- At the direction of the Department Director, the employer can remove them, but only in emergency situations and provided all notification procedures are followed.

ONCE LO/TO DEVICES ARE REMOVED, EQUIPMENT SHOULD BE TEST RUN

- This may require the use of the “buddy system.”

SOME FACILITIES HAVE SPECIAL LO/TO DEVICE “SIGN IN/SIGN OUT” PROCEDURES. WITH THIS SYSTEM YOU MUST:

- Obtain devices from central locations
- “Sign Out” the devices being obtained
- Return devices to the location from which they were obtained
- “Sign-In” the devices returned

SOMETIMES MACHINES MUST UNDERGO “TEMPORARY RESTART” WHILE LOCKED OUT. THESE SITUATIONS SHOULD BE HANDLED EXACTLY AS A NORMAL RELEASE AND RESTART.

- First remove LO/TO devices
- Follow the standard release procedure
- Restart the machine
- When you are finished, reinstall the original locks/tags

WHEN WORKING WITH ELECTRICALLY POWERED EQUIPMENT, ADDITIONAL RULES MUST BE FOLLOWED. YOU MUST:

- Follow general LO/TO principles
- Identify all sources of electrical power
- Shut off the equipment at its point of operation (before disconnecting)
- Locate the “On-Off” switch on the “Switch Box” or Panel (in most cases, this is the main power source.)
- Stand away from the Panel (to the side on which switch is located) when throwing the switch.
- Move the switch to the “Off” position
- Use the appropriate lock and tag to lock out the energy source

THERE ARE ALSO SOME “SPECIAL” SITUATIONS YOU MAY ENCOUNTER WITH ELECTRICAL MACHINERY. FOR INSTANCE:

- If there is more than one source of energy, locking out the main panel may be best
- Older or specialized machinery may require you to remove fuses

HYDRAULIC AND PNEUMATIC SYSTEMS HAVE THEIR OWN CHARACTERISTICS.

- They must be treated differently from electrical systems
- These systems usually involve pipes and valves
- The hazards encountered when working with these systems are usually “pressure releases” (steam, hydraulic fluid, etc.)

LOCK OUT DEVICES SPECIFICALLY MADE FOR HYDRAULIC AND PNEUMATIC SYSTEMS SHOULD BE USED WHEN WORKING IN THESE SITUATIONS. THESE DEVICES INCLUDE:

- Padlocks and Chains
- Valve Clamps
- Normally, standard tags are sufficient

OTHER STEPS SHOULD ALSO BE TAKEN WHEN WORKING WITH HYDRAULIC/PNEUMATIC SYSTEMS. YOU SHOULD ROUTINELY:

- Bleed pressurized lines
- Test for remaining pressure using “downstream” valves.
- Install “blinds” in piping when appropriate

ADDITIONAL PRECAUTIONS SHOULD BE TAKEN TO PROTECT AGAINST THE SLOPPAGE OF MAJOR MOVING PARTS IN THESE SYSTEMS. YOU NEED TO:

- Use blocks, rackets or pins to immobilize the parts
- Isolate equipment from vibrations of nearby traffic and other machines
- Shut down adjacent machines, if necessary.

LO/TO IS ESSENTIAL WHE WORKING ON MOST EQUIPMENT AND MACHINERY.

- Always use common sense
- Remember LO/TO procedures

COMMUNICATION AND WORKING TOGETHER ARE THE KEYS TO GOOD LO/TO PROCEDURES!

ENERGY CONTROL PROCEDURE

The following Energy Control Procedure should be used for the equipment listed below.

Date Written: _____ Dates of Revisions _____, _____, _____

Authors: _____

Review Personnel: _____ Date Reviewed: _____

Approvals: _____ Date Approved: _____

EQUIPMENT DESCRIPTION:

General Description: _____

Manufacturer: _____

Location: _____

CONTROLS

The following Controls, including "Start/Stop" buttons toggle switches, emergency stop buttons, shut-off valves, etc. have been identified for this equipment.

DESCRIPTION OF CONTROL

LOCATION OF EQUIPMENT

APPENDIX A
Manufacturer's Instructions for Care and Use

PLEASE SIGN AND RETURN TO PERSONNEL DEPARTMENT WITHIN TWO WORKING DAYS.

STATEMENT AND SIGNATURE OF EMPLOYEE

I have read and understand the City of Kannapolis Safety Policy and Program. I accept my responsibilities as outline by the document.

Signature

Date

SAFETY COMMITTEE MINUTES

Date: _____

Time: _____

MEMBERS PRESENT:

NON-MEMBERS ATTENDING:

MEMBERS ABSENT:

OLD BUSINESS: (Include special functions of committee since last meeting)

NEW BUSINESS: (Include special functions and objectives for coming months)

EMPLOYEE ACCIDENTS (INJURIES REPORT)

EMPLOYEE FIRST AID INCIDENTS REPORT:

INSPECTION CHECKLIST REPORT:

SUMMARY OF SAFETY TRAINING held during previous month:

OTHER:

SAFETY INSPECTION CHECKLIST GENERAL FORM

Indicate if
Corrective
Action needed:

This list is indicated only as a reminder; look for other unsafe acts and conditions,

RECEIVING, SHIPPING, STORAGE

1. Proper equipment available to transport large items.
2. Sufficient space for safe movement of trucking equipment.
3. Storage in walkways and exits. Aisles clearly marked.
4. Strains from storing or removing items
5. Improper stacking (ht. 7ft., heavy items on lower shelves.)
6. Lighting, ventilation in storage areas.
7. Guard rails, toe boards, wire mesh at front on overhead.
8. Other.

HOUSEKEEPING

1. Restrooms/washrooms cleaned as necessary
2. Floors/stairs-grease, oil spills, holes, uneven places, loose objects, spills cleaned up immediately
3. Excess material, waste and debris; dust or lint build up
4. Definite place for each object
5. Waster adequately disposed of. Sufficient containers
6. Racks for soft drink bottles
7. Rodents and insects
8. Standing water
9. First aid (kits: Emergency number by phone)
10. Food, drinks, and cigarettes kept out of the work area.
11. Other.

LIGHTING

1. Unnecessary, improper use- adequacy
2. Lights during a shutdown (portable lights for emergencies)
3. Clear of combustibles
4. Glare on working surfaces
5. Stairs properly lighted
6. Other.

CHEMICALS

1. Proper storage of flammables (cabinets away from ignition source-marked)
2. Containers properly marked and labelled, closed when not in use; checked for leaks.
3. Other.

GROUNDS

1. Dead limbs, trees, leaves
2. Pot holes, uneven surfaces-filled or marked.
3. Sidewalks-clear, broken concrete, uneven
4. Broken glass, litter, debris picked up
5. Poison plants, rodents and insects
6. Traffic, caution, regulatory signs posed
7. Standing water
8. Other

BUILDINGS/WORK CONDITIONS-MAINTENANCE

1. Floor hazards marked (uneven, holes, loose carpet); walkways and aisles clear of obstacles
2. Handrails and treads on stairs
3. Locks and shelves secure
4. Condition of walls (water damage, paint)
5. Falling hazards overhead
6. Windows-operation
7. Top heavy filing cabinets; drawers kept closed
8. Stool for use of upper/lower cabinet drawers
9. Noise levels-protection
10. Areas being cleaned or repaired blocked off and labelled
11. Other

ELECTRICITY

1. Electrical transformers clearance-meets code (3 ft. guide)
2. Switch panels clearance- meets code (3 ft. guide)-closed
3. Live electrical parts guarded
4. Grounding-Freezers, refrigerators, air conditions, pumps, motors, etc., plugs match outlets
5. Hand held appliances grounded
6. Heavy duty extension cords only-continuous, undamaged, ready for load, 3 wire ground, temporary use only
7. High voltage warning signs-over 150 volts
8. Frayed or defective wiring or cords, right wiring for the job
9. Multiple outlet strips have circuit breakers
10. Circuits, motors, fuses, outlets not above capacity
11. Correct fuses being used
12. Electrical connections tight
13. Waterproof cords outdoors
14. Other

HEATING AND VENTILATION

1. Boiler room ventilation
2. Boiler checked daily
3. Fumes, odors.
4. Other

FIRE SAFETY

1. Exit doors swing out, unlocked from inside
2. Doors at end of hallways and stairwells operate properly (fire door should be kept closed)
3. Exit signs visible from all hallways
4. Exit lights for areas
5. Periodic fire drills. Evacuation plan posted
6. Fire extinguishers-accessible, adequate size and type
7. Extinguishers mounted or are signs visible, recharge date indicated
8. Materials that could burn kept away from lights and machinery
9. Two remote exits-room with more than 25 people (Check building code)
10. No smoking clearly marked and obeyed
11. Butt containers available and serviceable
12. U.L. listed portable heaters-electrical only (non-combustible surface, clearance, tipping hazards, well-ventilated area)
13. Machines and motors kept free of dust and grease
14. Fire alarm locations familiar to workers
15. Flammables used only in areas with good ventilation
16. MSDS checked for fire hazard
17. Fire doors at stairwells of hallways propped open
18. Other

UNSAFE PRACTICES

1. Horseplay
2. Improper lifting, carrying
3. Unnecessary running
4. Sitting on tilted chairs
5. Standing on boxes, chairs, cans, etc.
6. Hard hats, proper eye protection, gloves, steel toed shoes used where necessary
7. Electric fans properly guarded
8. Employees wear seatbelts
9. Use of tools, equipment without proper authority
10. Unsafe speeds-work, operate equipment
11. Employees ride on loads, mount or dismount while in motion
12. Backing one person assists the driver
13. Equipment, materials hauled-properly secured
14. Other

MISCELLANEOUS

1. Emergency eye wash and showers were required, monthly inspections documented.
2. Water coolers available at job sites, properly labelled
3. Employees near vehicular traffic wear proper clothing or safety vests
4. Proper safety cones, signs, warning devices used at job sites near vehicular traffic
5. Gasoline transported in approved containers
6. Hand tools inspected
7. Flat belts, V-belts, chains guarded

MACHINE GUARDING

1. Machines guarded at exposed points of operation, ingoing nip points, blades, rotating parts, operating points that send off flying chips and sparks.
2. Ability to turn power on and off quickly
3. Use of push sticks, not your hands, to feed material into the machine
4. Comfortable working position to minimize fatigue
5. Check machines before use-report problems
6. Check to make sure machine receives required maintenance.

COMPRESSED GAS CYLINDERS

1. Cylinders secured upright by chain or cable and marked
2. Cylinders kept 20 feet away from combustible materials
3. Away from stairs and elevators
4. In locations where they are unlikely to be knocked over or banged
5. Valves closed and valve protection caps screwed down
6. Oldest cylinders placed so they will be used first
7. Cylinders moved by hand truck, secured upright
8. Cylinders not carried by hand or rolled
9. Cylinders kept away from sparks, heat, fire, electrical circuits
10. Valves opened by hand, not by wrench or tool
11. No smoking around cylinders

Corrective Action Taken: Comments on action taken or recommended:

Department Head: _____

Inspectors: _____

Date: _____

OFFICE INSPECTION CHECKLIST

This list is intended only as a reminder; look for other unsafe acts and conditions.

1. File drawers left open
2. More than one file drawer open
3. Tripping hazard-phone cords, electrical wires
4. Slip resistant floors-linoleum, polished
5. Rugs secured-do not slip or skid
6. Paper towels to wipe up spills
7. Non-skid strips, floor mats at building entrance
8. Heavy objects not stored in high places
9. Glass doors, windows clearly marked (4 ½ ft. above floor)
10. Protruding objects, pencil sharpeners, equipment beyond edge of table, desk, door frame.
11. Pointed objects (pin, razor blades, thumbtacks) safely stored
12. Ashtrays available (butts not in trash cans)
13. Stepladders sturdy, safely used. Non-slip treads
14. Chairs sturdy-tilt back chairs balance
15. Phones, electrical outlets, lights, equipment, furniture arranged to facilitate efficient use of space
16. Flammables in wastebaskets
17. Business machines properly grounded

Corrective Action Taken: Comments on action taken or recommended:

Department Head: _____ Inspectors: _____

Date: _____

POLICE DEPARTMENT INSPECTION CHECKLIST

See Departmental Procedures

Specific to your Agency

This list is intended only as a reminder, look for other unsafe acts and conditions.

1. Vehicles equipped with safety shield or screen
2. Transportation of loaded shotgun-shell in chamber
3. Bulletproof vests worn
4. Annual firearms qualification-live ammo, night firing, use duty weapon, shooting glasses, hearing protection
5. Directing traffic-visibility, vests.
6. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head: _____

Inspectors: _____

Date: _____

FIRE DEPARTMENT INSPECTION CHECKLIST

See Departmental Procedures

Specific to your Agency

This list is intended only as a reminder; look for other unsafe acts and conditions.

1. Protective equipment and clothing worn during training and firefighting
2. Diaphragm in control valve of SCBA inspected-manufacturer's specs
3. SCBA used entering hazardous area
4. Wheel chocks used-excepted on apparatus floor
5. Personal protective equipment donned prior to response on vehicle
6. Warning signs in immediate vicinity of station
7. Items projecting from vehicles covered
8. Smoke detector adjacent to sleeping quarters operational
9. Routes to slide poles-lighted, obstructions, safety enclosures
10. Oily rags container
11. Tools in racks, box, toolroom-sufficient storage facilities
12. Sharp edged tools in sheaths
13. Tools clean and repaired
14. Plastic hand lamps (not metal) guarded bulb
15. Tools and equipment as designed
16. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head: _____

Inspectors _____

Date: _____

MAINTENANCE/GARAGE/WAREHOUSE/SHOP INSPECTION CHECKLIST

This list is intended only as a reminder; look for other unsafe acts and conditions.

1. Tire changing protective cage used and adequate
2. Exhaust ventilation system operational-adequate
3. Guard rails along grease work pit when not in use
4. Charging automotive type batteries-no smoking, clear of spark producing devices
5. Safety lights used for drop cords when under vehicles
6. Welders grounded, dry area, insulated terminals, proper clothing (cotton)
7. Safety devices to prevent dumb bodies falling
8. Dusty operations isolated or enclosed
9. Tools in racks, box, toolroom-adequate storage facilities
10. Sharp edged tools in sheath
11. Tools clean and repaired
12. Explosion-proof boxes near flammable liquid operations.
13. Plastic hand lamps (not metal) guarded bulbs
14. Containers over 25 gallons flammable liquids-vented, grounded
15. Hazardous, corrosive materials-properly stored, labelled
16. Tools and equipment used as designed
17. Overhead cranes, pulleys, jacks marked with permissible load; equipped with hook safety latch mechanism
18. Uncontained oily rags, piles of rubbish.
19. Other

Corrective Action Taken: Comments on action taken or recommended.

Department Head: _____

Inspectors: _____

Date: _____

STREET DEPARTMENT INSPECTION CHECKLIST

This list is intended only as a reminder; look for other unsafe acts and conditions

1. Trenches designed by competent person, properly shored, braced, sloped.
2. Adequate means of exit-trenches four feet deep or more
3. Excavated materials two feet from trench
4. Back-up alarms on mobile equipment with limited visibility
5. Vehicle warnings lights used at worksite locations
6. Gloves, brightly colored clothing worn
7. Dusty operations isolated or enclosed at facility
8. Uncontained oily rags, piles of rubbish
9. Sharp edged tools in sheaths
10. Tools clean and repaired
11. Explosion- proof boxes near flammable liquid operations
12. Plastic hand lamps (not metal) guarded bulb
13. Containers over 25 gallons flammable liquids-vented, grounded
14. Hazardous and corrosive chemicals-properly stored, labelled
15. Chemicals exceed shelf life
16. Insecticides, herbicides-applicable regulations
17. Licensed operators supervise spraying of insecticides or herbicides
18. Tools and equipment used as designed
19. Confined space entry checklists and permit used as required
20. Other

Corrective Action Taken: Comments on action taken or recommended

Department Head: _____

Inspectors: _____

Date: _____

WATER/SEWER TREATMENT INSPECTION CHECKLIST

This is intended only as a reminder; look for other unsafe acts and conditions.

1. Chlorine danger sign on door
2. Chlorinator room door locked
3. Chlorinator room exhaust fan-adequate, operational, switch outside.
4. SCBA equipment adjacent to chlorinator room-operational
5. Employees trained in use of chlorine
6. Respiratory protective equipment properly inspected
7. Granular chlorine in dry location-free of petroleum products
8. Competent persons design trenches-properly shored, braced, sloped
9. Adequate means of exit-trenches four feet deep or more
10. Excavated materials two feet from trench
11. Life jackets provided and used for work around water, reservoirs, tanks
12. Chemicals exceed shelf life
13. Insecticides, herbicides-applicable regulations
14. Licensed operators supervise spraying of insecticides, herbicides
15. Hazardous, corrosive materials-properly stored, labelled
16. Supplies on non-potable water clearly marked
17. Backflow protection-present, operational
18. Tools in racks, boxes, toolroom-sufficient storage facilities
19. Sharp edged tools in sheath
20. Tools clean and repaired
21. Uncontained oily rags, piles of rubbish
22. Confined space entry checklists and permit used as required
23. Other

Corrective Action Taken: Comments on actions taken or recommended:

Department Head: _____ Inspectors: _____

Date: _____

SUPERVISORS ACCIDENT/INCIDENT INVESTIGATION REPORT

Employee's Name: _____ Department: _____

Date of Accident: _____ Time of Accident: _____ Date of Report: _____

Where? _____

(Employee's description of accident)

What Happened?

(What acts, failures to act and/or conditions contributed most directly to this accident? What? Where? When? Who? How? Why?)

Why did it happen?

(Take or recommend action. Determine which of the 16 items require additional attention.)

<u>People</u>	<u>Equipment</u>	<u>Material</u>	<u>Environment</u>
Select	Select	Select	Plants
Place	arrange	place	animals
Train	use	handle	temperature
Lead	maintain	process	insects, etc.

What should be done?

(What is your plan of actions to prevent recurrence?)

Corrective Action Taken:

Investigated by: _____

Dept. Head's Review: _____

Safety Director's Review: _____

Safety Rep. Review: _____

Comments:

Operating Factors	Management Controls	Questioning Guide
People	Selection Placement	What qualification is necessary to perform the task? Who is most qualified? Why was the employee selected if not most qualified?
People	Training	What instructions or training were provided? What additional training is needed?
People	Lead	What instructions or rules were not followed? What additional rules or enforcement action should be established?

Operating Factors	Management Controls	Questioning Guide
Equipment	Selection/Arrangement	Why was this equipment used? What equipment should be used? What guards were or were not used? What arrangement problems were present? What additional design and arrangement controls are necessary?
Equipment	Use	How did the quality or hazards of the equipment contribute to the loss? What additional purchasing controls are necessary?
Equipment	Maintenance	What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved? What Personal Protective Equipment is provided? When should Personal Protective Equipment be used? What Personal Protective Equipment should be provided?

Operating Factors	Management Controls	Questioning Guide
Material	Selection	What design characteristics contributed to the loss? How should the material be designed?
Material	Placement	How was the material arranged, handled and used? How should the material be arranged, handled and used? Where should the material be arranged?
Material	Processed	Why was the material being used? What material should be used?

Operating Factors	Management Controls	Questioning Guide
Environment	Design & Arrangement	Why was it designed and arranged this way? How should it be designed and arranged?
Environment	Purchasing	What purchasing controls are necessary?
Environment	Housekeeping	When should housekeeping be performed? How should housekeeping be improved?
Environment	Maintenance	What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?

NEW EMPLOYEE CHECKLIST BY SUPERVISOR

Employee's Name: _____ Date: _____

1. _____ Tour of work area.
2. _____ Explained job description
3. _____ Instruct in fire safety program
4. _____ Explained training program
5. _____ Explained work schedule and importance of meeting schedule
6. _____ Explained importance of proper handling of supplies
7. _____ Read applicable sections of Policies and Procedures Manual
8. _____ Explained safety program, including safety rules and incentive/disciplinary program
9. _____ Smoking policies explained
10. _____ Personal appearance including jewelry, near uniforms, personal hygiene, etc.
11. _____ Explained accident reporting procedure
12. _____ Explained personnel policies and evaluation program
13. _____ Instructed in hazard communication

Date

Signature of Supervisor

Signature of Employee

CONFINED SPACE ENTRY CHECKLIST
(Recommendations for Safe Entry)

DO NOT ENTER A CONFINED SPACE UNTIL YOU HAVE CONSIDERED EVERY QUESTION, AND HAVE DETERMINED THE SPACE TO BE SAFE.

Use the following checklist to evaluate the confined space.

_____ YES _____ NO Is entry necessary?

TESTING

_____ YES _____ NO Are the instruments used in atmospheric testing properly calibrated?

_____ YES _____ NO Was the atmosphere in the confined space tested?

_____ YES _____ NO Was the oxygen at least 19.5%-not more than 21%?

_____ YES _____ NO Were toxic, flammable, or oxygen-displacing gases/vapors present?

_____ Hydrogen Sulfide

_____ Carbon Monoxide

_____ Methane

_____ Carbon Dioxide

_____ Other (list) _____

MONITORING

_____ YES _____ NO Will the atmosphere in the space be monitored continuously while work is going on?

_____ YES _____ NO Will the atmosphere in the space be monitored periodically while work is going on? (if yes, give the interval: _____)

REMEMBER-ATMOSPHERIC CHANGES OCCUR DUE TO THE WORK PROCEDURE OR THE PRODUCT STORED. THE ATMOSPHERE MAY BE SAFE WHEN YOU ENTER, BUT IT CAN CHANGE VERY QUICKLY.

CLEANING

_____ YES _____ NO Has the space been cleaned before entry is made?

_____ YES _____ NO Was the space steamed?

_____ YES _____ NO If the space was steamed, was it allowed to cool?

VENTILATION

_____ YES _____ NO Has the space been ventilated before entry?

_____ YES _____ NO Will ventilation be continued during entry?

_____ YES _____ NO Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?

_____ YES _____ NO If the atmosphere was found unacceptable and then ventilated, was it retested before entry?

ISOLATION

_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO

Has the space been isolated from other systems?
Has electrical equipment been locked out?
Have Disconnects been used where possible?
Has mechanical equipment been blocked, chocked, and
disengaged where necessary?
have lines under pressure been blanked and bled?

CLOTHING/EQUIPMENT

_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO

Is special clothing required (boots, chemical suits, glasses, etc.)
if so, specify. _____
Is special equipment required (for Example, rescue
equipment, communications equipment, etc.)? If so, specify
Are special tools required (for example, spark proof tools)?
If so, specify. _____

RESPIRATORY PROTECTION

_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO

Are MSHA/NIOSH-approved respirators of the type required
available at the worksite?
Is respiratory protection required (for example, air-purifying,
supplied air, self-contained breathing apparatus, etc.)?
If so, specify. _____
Can you get through the opening with a respirator on?
(If you do not know, find out before you try to enter.)

TRAINING

_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO

Have you been trained in proper use of a respirator?
Have you received first-aid/CPR training?
Have you been in confined space entry and do you know what to
look for?

STANDBY/RESCUE

_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO
_____ YES _____ NO

Will there be a standby person on the outside in constant visual
or auditory communication with the person on the inside?
Will the standby person be able to see and/or hear the person
inside at all times?
Has the standby person been trained in rescue?
Will safety lines and harnesses be required to remove a person?
Are company rescue procedures available to be followed in the
event of an emergency?
Are you familiar with emergency rescue procedures?
Do you know who to notify and how in the event of an emergency?

PERMIT

(The permit is an authorization in writing that states that the space has been tested by a qualified person that the
space is safe for entry; what precautions, equipment, etc. Are required; and what work is to be done.)

_____ YES _____ NO
_____ YES _____ NO

Has confined space entry permit been issued?
Does the permit include a list of emergency telephone numbers?

CONFINED SPACE
ENTRY PERMIT

For pits, trenches, deep excavations, manholes, vaults, tanks, wells, etc.

JOB DESCRIPTION:

LOCATION:

DATE:

 TIME OF PLANNED ENTRY:

AUTHORIZED ENTRANTS LIST: NAME/DEPARTMENT

1.

2.

3.

ELIGIBLE ATTENDANTS LIST: NAME/DEPARTMENT

1.

2.

3.

INDIVIDUAL(S) IN CHARGE: NAME/DEPARTMENT

1.

2.

WHO TO CALL IN AN EMERGENCY: NAME/DEPARTMENT

1.

2.

3.

4. FIRE/RESCUE/EMT- 911

REVERSE SIDE MUST BE COMPLETED.

RESCUE EQUIPMENT AVAILABLE:

LOCATION

()	OXYGEN	_____
()	RESUSCIATOR	_____
()	FIRST AID	_____
()	DE-FIBRILLATOR	_____

HOW LONG TO PURGE SYSTEM WITH AIR FLOW BEFORE ENTRY: _____

TEST MONITORED	RESULTS	TIME	RESULTS	TIME
a. Oxygen Deficiency	_____	_____	_____	_____
b. Flammable vapors (Methane)	_____	_____	_____	_____
c. Toxic Vapors (Hydrogen Sulfide)	_____	_____	_____	_____

Were procedures for entry of confined space followed? _____ Yes _____ No

I have verified or made the above tests; inspected for overall safe conditions and procedures; and the safety condition and use of lifelines, safety belt, mechanical hoist and other appropriate safety equipment.

_____ Qualified Person

AUTHORIZING SIGNATURE:

SIGN: _____

PRINT NAME: _____

TITLE: _____

PHONE # _____

DATE: _____

TRENCHING/EXCAVATION PERMIT FORM

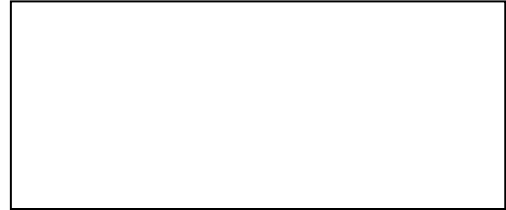
SUPERVISOR'S NAME: _____

DATE: _____

CREW #: _____

CRAFT: _____

LOCATION OF PROPOSED EXCAVATION/TRENCH:



LOCATION SKETCH, IF NECESSARY

DEFINITIONS:

Excavation- Any man-made cut, cavity, trench, or depression made in an earth surface, formed by earth removal.

Trench- a narrow excavation, in relation to its length, made below the surface of the ground. In general, the depth is greater than the width, but the width measured at the bottom does not exceed fifteen feet.

SIGNOFFS: (INDICATE THAT TRENCH/EXCAVATION IS IN ACCORDANCE WITH APPLICABLE OSHA STANDARDS AND CONSTRUCTION PRACTICE)

SUPV: _____

DATE: _____

SAFETY: _____

DATE: _____

IF SAFETY CANNOT APPROVE THE LAYOUT OF THE EXCAVATION/TRENCH, THEN THE LOCATION ENGINEERING SECTION WILL BE CONTACTED FOR ASSISTANCE. ENGINEERING INFORMATION TO BE ENTERED ON THE REVERSE SIDE OF THIS FORM.

EXAMPLE FORM

CHECKLIST:**YES NO**

- | | | |
|--|-------|-------|
| 1. Listed all the hazardous chemicals in our workplace. | _____ | _____ |
| 2. Established a file for information on hazardous chemicals | _____ | _____ |
| 3. Obtained an MSDS for each hazardous chemical in use | _____ | _____ |
| 4. Developed a system to ensure that all incoming hazardous chemicals are labeled. | _____ | _____ |
| 5. Reviewed each MSDS to be sure it is complete | _____ | _____ |
| 6. Made sure that MSDS's are available where necessary | _____ | _____ |
| 7. Developed a written hazard communication program | _____ | _____ |
| 8. Developed a method to communicate hazards to employees and others | _____ | _____ |
| 9. Informed employees of protective measures for hazardous chemicals used in the workplace | _____ | _____ |
| 10. Alerted employees to other forms of warning that may be used. | _____ | _____ |

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EXECUTIVE SAFETY COMMITTEE

DEPARTMENT	REPRESENTATIVE	
City Manager	Lynn Honeycutt	Personnel
Community Dev.	Vanessa Moon	
Finance	Mike Shinn	
	Chris Welch	Secretary
WSA	Jeanie Childers	
Fire	Danny Scott	
	Daryl Cook	
Police	Paul Brown	Chairman
	Randy Cauthen	
Public Works	Melvin Rape	
Street	Dennis German	
	Mike Koontz	
WSD	Leroy Edison	
	Bobby Meeks	
Safety	Larry Phillips	Safety Coordinator

Memorandum

TO: Mike Legg, City Manager

FROM: Tina Cline, Human Resource Director

DATE: January 13, 2005

RE: Amend Safety Policy Manual

At the recommendation of OSHA Consultant, Mark Earles, the City's Safety Policy Manual needs to be updated to include a written Hearing Conservation Program in accordance with the Occupational Safety and Health Standards Act (§1910.95). A hearing conservation program is required when employees are exposed to 85 dBA Time Weighted-Average (TWA) for an 8-hour day.

An assessment of the noise level exposure in Public Works, Park and Recreation, Water Treatment Plant and Fire Department operations found that some employees are exposed to 85 dBA TWA or greater. As a result, the City is required to implement a hearing conservation program that includes:

- Annual hearing tests
- Annual hearing conservation training
- Hearing protection (optional or mandatory)
- Posting of the OSHA Noise Standard (§1910.95)
- Notification of the results of the sound survey
- Implementation of administrative or engineering controls to reduce noise exposure (where the noise level exposure is 90 dBA or greater)

Attached is the proposed policy as reviewed and recommended by the Executive Safety Committee. The Safety Policy Manual can be amended with the City Manager's approval and does not require approval by City Council.

Estimates are being prepared to determine the cost to implement and continue the hearing conservation program.

Action Requested:

Amend the Safety Policy Manual by adding Appendix XI, "Hearing Conservation Program," in accordance with the Occupational Safety and Health Standards Act (§1910.95).

Approval:

Mike Legg, City Manager

Date

Reviewed by:

Executive Safety Committee

Attachment

INTRODUCTION

Under the current OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) all workers exposed to 85 Dba Time Weighted-Average (TWA) are to be included in a hearing conservation program. An effective hearing conservation program is defined to include:

- a) An assessment of noise exposure
- b) Annual audiometric tests of exposed workers
- c) Maintenance of noise and hearing data records
- d) Noise abatement and /or administrative controls
- e) Availability of hearing protectors
- f) Employee training and education

An ongoing noise exposure evaluation program is required under the OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) when "information indicates that any employee's exposure may equal or exceed an 8-hour Time-Weighted Average (TWA) of 85 Dba. Monitoring shall be repeated whenever a change in production, process, equipment or control increases noise exposure to the extent that: 1. Additional employees may be exposed at or above the action level or 2. The reduction in noise level provided by the hearing protectors being used by the employees may be rendered inadequate. A complete sound survey of the operation is recommended at least every two years.

After determining the noise level, and if it is 85 Dba TWA, then it is required that employers provide the employees the following:

- a) Annual hearing tests
- b) Annual hearing conservation training
- c) Hearing protection (optional or mandatory)
- d) The OSHA Noise Standard (29 CFR 1910.95) posted
- e) Notification of the results of the sound survey

If the Noise level exceeds 90 Dba, the OSHA Noise Standard requires the engineering and administrative control measures must be investigated, evaluated and where feasible, utilized to reduce employee exposures. It is important that any measure investigated, utilized, or evaluated to reduce the noise levels be documented.

ENGINEERING MEASURES TO REDUCE NOISE

1. Contact the manufacturer for noise abatement suggestions
2. Purchase of quieter equipment or routine maintenance to reduce noise level
3. Reduce the noise level at the source by the following methods:
 - a. Substitution of materials (i.e., plastic for metal)
 - b. Dampening or reducing surface vibration
 - c. Increasing the distance between the employee and the noise source
 - d. Enclosures or sound insulation material
 - e. Relocation of job tasks that may be completed out of high noise areas

ADMINISTRATIVE MEASURES TO REDUCE NOISE

When engineering measures along cannot reduce the noise below 90 dBA, administrative methods may be used to minimize employee exposure such as worker rotation from high noise levels to quiet areas.

MANAGING THE HEARING CONSERVATION PROGRAM

All employees at the City of Kannapolis who are exposed to a noise level of 85 dBA or above will be in the hearing conservation program and have their hearing checked annually by a qualified medical provider. The Safety Officer will maintain all results of the hearing tests.

Employees will be schedules for hearing test either on-site or at the provider's location. Testing will begin in February 2005 for all employees requiring the annual hearing. Each employee's supervisor or department head will notify affected employees of the test.

It is the responsibility of the Safety Officer to ensure that contractors providing hearing tests to employees meet OSHA requirements. It will be the responsibility of the Safety Officer to obtain and file the following documentation annually from the contractor providing the hearing tests:

- Current audiometer calibration check records
- Last audiometer check
- Background noise level records
- Current audiometer technician certification

APPENDIX XI

If a mobile unit used for testing cannot provide these records, then another testing center will be used.

The Safety Officer will maintain a file for the audiograms, which is separate from other medical or personnel files. These files will be kept confidential. The audiometric file will contain the following:

- Specific equipment used
- Calibration date
- Name of the technician
- Date and time of the test
- Threshold values obtained
- The technician's judgement of the subject's response reliability
- Hearing protection device inspection results
- Refitting or reissuing record
- The employee's TWA
- The technician's comments

HEARING CONSERVATION TRAINING

Hearing Conservation Training is required annually for all employees with noise exposure of 85 dBA TWA or greater. The goal of the training is to orient employees to the purpose of hearing protection, the use of hearing protection and City policy regarding the hearing conservation program.

The following topics will be included in the employee hearing conservation program training.

1) The effects of noise on hearing

It takes years and years and the employee will not realize the gradual hearing loss. The loss occurs without any pain and cannot be corrected by any known medical or surgical treatment. A good rule of thumb to remember is that if you have to raise your voice at a distance of three feet, you are in an area with a possible hazardous noise level. Repeated unprotected noise exposure will cause a permanent hearing loss. The purpose of the hearing conservation program at the City of Kannapolis is to ensure that if an employee ever has a standard threshold shift, the work area and conditions can be modified by using engineering controls or different hearing protection, and the problem can be controlled.

2) The purpose of the annual hearing test and an explanation of the test procedures

The purpose of the annual hearing test is to monitor the employee's hearing. Periodic audiometric testing provides an "early warning" of hearing disability. Factors such as noisy hobbies, ear infections diseases of the ear as well as general illness may also cause hearing loss. All affected employees' hearing will be checked upon employment and once a year. Employees will be notified of any changes in their hearing. An employee cannot fail the test and employees will not lost their job due to the results of the test.

- 3) The purpose of hearing protectors, instructions on selection, the advantages, disadvantages, fitting use and care:

The proper use of hearing protection will prevent many types of hearing loss. Employees must wear the required hearing protection properly and regularly to reap the benefits of the protection. Employees should have already been fitted for the appropriate size and type of ear protection device. If an employee has any problems with the fit of the hearing protectors, they employee should contact his or her supervisor.

HOW TO PROPERLY WEAR HEARING PROTECTORS

It is an OSHA requirement that the employer ensure the proper initial fitting and that the employer provide training in the use and care of all hearing provided to employees.

Employee hearing protection training is required:

1. Annually during hearing conservation training, and
2. Each time an employee shows a standard threshold shift change in hearing

To prevent a hearing loss, hearing protectors must be worn correctly and taken care of. Hearing protection devices can be kept clean by washing them in warm soapy water and making sure they are completely dry before inserting them in the ears. Employees should inspect their hearing protection regularly. If they become damaged, hard, worn out, the City will replace them with a new pair.

Due to the fact that everyone has different size ear canals, each person will be fitted by a trained provider to ensure they receive the right size. Employees will be instructed on how to insert their personal hearing protectors and will also be given the chance to practice in front of the hearing conservationist. Two different types of hearing protectors will be provided to employees. Employees should see their supervisor if there is a problem with the fit comfort of the hearing protectors to obtain a different type of protection.

HOW LONG WILL THE HEARING PROTECTION LAST?

The life of the hearing protector is dependent upon the care it is given. A sponge type hearing protector is disposable but, as long as it is clean, it may be used until it no longer expands. How long the hearing protection lasts is unique to each employee depending on the chemical make-up of their body.

1. Sponge plugs- 1 or 2 days
2. Custom plugs-18-24 months
3. Insert plugs-4-6 months
4. Muffs-Replace when worn out

INSERTING EARPLUGS ONLY INVOLVES TWO STEPS

FIRST: Put your left arm over your head and with your left hand pull up on the right ear.

SECOND: With your right hand insert the earplug. Switch hands and insert the other plug in the same manner.

Remember, both plugs must be worn for complete protection.

RECORDKEEPING

Records are an important part of any effective hearing conservation program. The information contained in these records reflect the quality and effectiveness of the City's hearing conservation program.

A number of documents are required to be maintained under the OSHA Noise Standard once the "Action Level" has been initiated. Some of these records must be retained for specified periods as shown in the following schedule. It is also required that these records be provided, upon request, to employees, representatives designated by the individual employee and the Assistant Secretary of Labor.

The Following Records/Documentation is Required by OSHA:

1. Sound Survey (retain at least two years)
2. Employee notification on the results of the sound survey
3. Posted OSHA Noise Standard
4. Hearing Testing (retain for at least the duration of employment)
 - a. Annual
 - b. Baseline
5. Audiogram Evaluation Requirements
 - a. Standard threshold Shift Requirements
 - b. Physician review
6. Hearing Protection
7. Hearing Conservation Training
8. Audiometer
 - a. Acoustic calibration check
 - b. Exhaustive calibration check
 - c. Biological calibration check
 - d. Self-listening check
9. Booth (if testing is done on site)
 - a. Background noise
10. Recording hearing loss on the OSHA 300 log

EMPLOYEE NOTIFICATION ON THE RESULTS OF THE SOUND SURVEY

Employees must be notified of the results of the sound survey. Whether in written or verbal notification is used, documentation must be maintained. It is recommended that the results of the survey be posted in a central location. Keep records for two years.

POSTED OSHA NOISE STANDARD

It is an OSHA requirement that the OSHA Noise Standard be PERMANENTLY posted in a central location.

HEARING TESTING

The two types of hearing tests are annual hearing tests and baseline hearing tests. Annual hearing testing is required for employees with 85 dBA TWA noise exposure. Testing can be done anytime during the day. Baseline hearing testing is done when an employee is initially hired. The baseline is extremely important because it is the reference against which future audiograms are compared to determine the extent to which an employee's hearing is deteriorating. OSHA says a baseline must be done within 6 months of employment. If a mobile van is used, the baseline is required within one year of an employee's first exposure at or above the "Action Level". However, the employee must wear protection for any period exceeding six months until the baseline is obtained. (North Carolina Worker's Compensation Law has a 90-working day "grace period" (If the baseline hearing test is conducted before the grace period is up then the company may be liable only for subsequent hearing loss.) It is required that the baseline audiogram be preceded by at least 14 hours without exposure to workplace noise. Time that hearing protection is worn may be included as part of the 14 hours without exposure to noise. The employer shall also notify the employee that they need to avoid non-occupational noise exposure during the 14 hours prior the audiometric test. Documentation of this notification is strongly recommended.

A retest audiogram can be conducted to verify or confirm a hearing threshold result. Times when a retest may be needed:

1. If an employee has suffered a standard threshold shift, the employer may obtain a retest within 30 days and use the results of the retest as the annual audiogram.
2. The Audiologist or Physician can request a retest to confirm test results.
3. When problems are suspected by the test giver.

AUDIOMETER

If testing is done on site by the City's provider or hearing conservationist, then the following checks must be made:

1. Acoustic Calibration Check annually
2. Exhaustive Calibration Check at least every two years
3. Biological Calibration Check each day prior to testing
4. Self-Listening Check each day prior to audiometric testing

BOOTH

If testing is done on site by City's provider or hearing conservationist, then the following must be done:

1. Noise levels inside the booth must be checked with the ventilation fan on and off, each time the booth location or environment changes.
2. With no change in the environment or location, it is recommended that the background noise levels be checked every three years.

STANDARD THRESHOLD SHIFT

A standard Threshold Shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 or more dBA at 2000, 3000, and 4000 Hz. If a Standard Threshold Shift has occurred, the employee must be informed in writing within 21 days of the determination. Employees will be trained in using hearing protectors in care of the hearing protectors. If the employee is already using hearing protectors, they will have to be retrained and refitted. If necessary, hearing protectors can be changed to a different type.

EXAMPLE OF A STANDARD THRESHOLD SHIFT AT 2000, 3000, AND 4000 HZ

SEE TABLE 1

APPENDIX XI

RECORDING HEARING LOSS ON THE OSHA 300 LOG

It is required that some types of hearing loss and/or tinnitus be recorded on the Occupational Illness or Injury form. Hearing loss will be recorded on the illness side under repeated trauma. Log on the 300 form within 6 days a Standard Threshold Shift of 10 for North Carolina.

NOTIFICATION OF "QUIET PERIOD" PRIOR TO BASELINE HEARING TEST

Notice to Employee:

It is an OSHA Noise Standard requirement that you be free from high noise exposure for 14 hours before your baseline test.

You should avoid the following types of noise prior to the hearing test.

WORKPLACE NOISE

LAWN MOWERS

LEAF BLOWERS

WEED TRIMMERS

CHAIN SAWS

POWER TOOLS

SMALL ENGINES

CAR RACES

SNOW MOBILES

SMALL AIRPLANES

POWER BOATS

ALL FIREARMS (hunting, target shooting, skeet shooting)

LOUD MUSIC (concerts, Walkman or other headset radio, radio/stereos)

Please wear hearing protection until your baseline hearing test is completed to minimize noise exposure on and off the job.

Acknowledgement:

I have been notified of the need to avoid occupational and non-occupational noise prior to my test.

Employee Signature

Date

STANDARD THRESHOLD SHIFT NOTIFICATION

Notice to Employee:

I have been notified of a Standard Threshold Shift on my last annual hearing test. As a result of my Standard Threshold Shift, I was fitted/refitted with _____
Hearing protection and received instructions in the proper way to wear and care for this protector. I understand that the use of this hearing protection is mandatory.

Acknowledgement:

Signature

Date

HEARING CONSERVATION TRAINING ACKNOWLEDGEMENT

I have been through the Hearing Conservation Training Program at the City of Kannapolis, and I understand that wearing protectors is mandatory in designed areas of the City and/or while performing certain job functions. In the area where I work hearing protection is mandatory, I have received my hearing protectors and realize that additional hearing protectors are available by contacting my supervisor. The following topics were included in training:

1. The effects of noise on hearing.
2. The purpose of the annual hearing test.
3. The purpose of wearing protectors and types of hearing protectors available as well as their proper fit and care.

Employee Signature

Date

EMERGENCY MANAGEMENT PLAN WTP

LOSS OF ELECTRICITY

- WTP HAS Diesel Powered Emergency generator capable of operating all pumps to keep distribution system pressurized
- This equipment is tested automatically under load for ½ hr. per week,

Chemical spills, Chlorine Releases

- Coordinated plans are in place and are on File along
- With training through PSM and RMP.
- Police, Fire Dept., and County HAZMAT are all familiar with plans and procedures
- Operations staff has been trained in initiating response plan procedures including plant evacuation if necessary

Natural Disaster plans -ex-downstream flooding have been coordinated through Police, Fire and Emergency Management Departments.

Public Notification

Customer complaints are screened by Public Works, WTP, and billing Administrators and directed to the appropriate departments. Water quality problems are directed to the WTP Manager.

Public Notification requirements are adopted according to 40C.F.R. 131.32 and the revised rule Part 141 Subpart Q.

Budget

O&M and capital budgeting are submitted by W.T.P. Manager and sent to and the City of Kannapolis Budgeting Department for approval.

EMERGENCY CONTACTS

Manager W.T.P

John Erickson

Work 704-920-3904

Home 704-857-1902

Cell 704-791-0107

Public Works Director

Wilmer Melton

Work 704-920-4200

Cell 704-791-0480

Lake Security

Robert Weaver

Work 704-932-3904

Cell 704-467-3483

Home 704-933-4361

Fire Dept.

704-920-4260

NC Water-Mooresville

704-633-1699

Raleigh (24 hr. Emergency Water)

1-800-662-7956

FLOOD EMERGENCY PLAN-IRISH BUFFALO CREEK

Statement of Purpose

Flooding downstream of the Kannapolis Lake dam can occur in low lying areas during periods of heavy rainfall whether or not Kannapolis Lake rises to a level which causes flow over the dam's spillway. However, Monitoring of lake levels and spillway flow can serve as an indicator of the likelihood of downstream flood hazards and will be used as a method to measure the impact of heavy rainfall.

Designation of Responsibilities

1. **Filter Plant Operator**- will monitor lake level and notify supervisors and/or engineers and police department as specified below in implementation plant.
2. **City of Kannapolis/Alley, Williams, Carman & King Engineering**-will conduct an annual review of the emergency plan, maintain flood plain maps and conduct an annual training session of all personnel involved.
3. **The Kannapolis Police Department**- will provide visual monitoring of flood prone areas and will coordinate all citizen early warning and evacuating procedures in their respective jurisdictions.

Implementation

Phase 1: (possible flooding in critical areas, no impending dam breach)

When Kannapolis Lake level rises **12 inches** during a period of one hour

1. Filter Plant Operator Call
Kannapolis Police 704-920-4000

Manager W.T.P
John Erickson 704-857-1902 Home
704-791-0107 Cell

City Director of Operations
Wilmer Melton 704-791-0480 Cell
2. Kannapolis Police send a car to Buffalo Creek at Pine Street. Observe hourly until water level receding. Proceed with warning and/or evacuation as necessary.
3. Kannapolis Police send a car to Buffalo Creek at "C" Street. Observe hourly until water lever receding. Proceed with warning and/or evacuation as necessary.

Phase II: (Likely flooding of critical areas, no impending dam breach)

When Kannapolis Lake rises **12 inches** during a period of one hour and the spillway is pending overflow within one hour.

1. Filter Plant Operator Call:

Kannapolis Police 704-920-4000

Manager W.T.P

John Erickson 704-857-1902
704-791-0107

Public Works Director

Wilmer Melton 704-791-0480

2. Kannapolis Police send a car to Buffalo Creek at Pine Street. Observe hourly until water level receding. Proceed with warning and/or evacuation as necessary.
3. Kannapolis Police send a car to Buffalo Creek at "C" Street. Observe hourly until water lever receding. Proceed with warning and/or evacuation as necessary.

Phase III: (Flooding of critical areas, dam watch in effect.)

When Kannapolis Lake level reaches **24 inches over spillway.**

1. Filter Plant Operator Call:

Kannapolis Police 704-920-4000

Manager W.T.P

John Erickson 704-857-1902
704-791-0107

Public Works Director

Wilmer Melton 704-791-0480

2. Supervisor and Engineer remain on duty at Filter Plant. Observe and advise all personnel.
3. Police Department remain on duty at critical stations and dispatch cars to observe all structures in flood plain. Warn all residents in flood plain and proceed with evacuation as necessary. **Police Department will make this decision.**

Phase IV: (Flooding occurring, evacuation desirable.)

When Kannapolis Lake level reaches **36 inches** over spillway and rising.

1. Filter Plant Operator or Manager Call

Kannapolis Police Department 704-920-4000

2. Police Department evacuate all flood plain areas.

I have received the above plan and have instructed appropriate personnel.

	Signature	Date
Kannapolis Police Dept., Chief	_____	_____
Cabarrus County Emergency Service	_____	_____
W.T.P. Manger	_____	_____
City Director of Operations	_____	_____
Engineer	_____	_____



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

SUBJECT: Return to Work Program

POLICY NUMBER: 800.07

EFFECTIVE DATE: 11/22/1999

APPROVED: 

AMENDMENT DATE(S):

SUBJECT: RETURN TO WORK PROGRAM

PURPOSE: The primary purpose of this program is to return injured employees to a job suitable to their work restrictions as soon as medically feasible. Early return-to-work and modified duty programs promote a quicker recovery, improve morale, allow injured employees to earn their normal wages, and help departments maintain their productivity.

In addition to serving the employees' best interests, the return to work program also better enables the City to more efficiently manage and contain the costs of its self-insured workers' compensation fund and is consistent with the City's overall safety program.

The return-to-work and modified duty program may also be applied to non-work related injuries or illnesses.

STATEMENT OF POLICY:

Departments and Personnel Affected: This policy applies to all City Departments and all employees eligible to receive workers' compensation benefits from the City.

Procedures of the Return-to-Work Program: The following procedures explain how the City will conduct its Return-to-Work Program.

1. Return-to-Work and Modified Duty Determination.

- a. Eligibility. Any employee with a work-related injury resulting in disability for more than seven (7) calendar days will be eligible for this program.
- b. Notification. The Risk Manager or a designee will notify the treating physician that all injured City employees will be considered for early return-to-work or modified duty assignments. The treating physician will indicate the feasibility of an early return-to-work or modified duty assignment for the injured employee.
- c. If the employee can return to work, the physician will provide clear, written restrictions and indicate their duration. The physician will discuss the restrictions with the employee, and provide written copies to the employee's supervisor and the Risk Manager. *Note: The City reserves the right to a second opinion or review of restrictions.*

The Risk Manager or designee will notify the employee in writing when an appropriate modified duty assignment has been identified and approved.

2. *Return-to-Work and Modified Duty Assignments.*

- a. Priority. To the extent possible, employees participating in this program will be returned to their normal work unit. However, since this will not always be possible, the following priorities will be used as a guideline for making assignments.
 - (1) The employee's primary job assignment with appropriate modifications.
 - (2) A different job assignment within the employee's department.
 - (3) A similar job assignment in a different department.
 - (4) A job assignment anywhere in the City compatible with the employee's work restrictions. Because of the wide array of jobs in City government, most injured employees will be able to return to a modified duty assignment compatible with their work restrictions.
- b. Identification of Modified Duty Assignments. A list of positions and potential modifications of duty shall be identified and maintained by the Risk Manager.
- c. Coordination of Job Assignments. If an employee cannot return to his normal department, the Risk Manager will locate an assignment in a different department, with assistance from the affected Department Director and/or Supervisor. The employee may be returned to his normal department when work limitations and restrictions allow.
- d. Temporary Positions. If a suitable modified duty assignment cannot be found, temporary positions will not be created.
- e. Supervision, Discipline, and Compliance with Work Limitations. Employees in this program will be assigned a new temporary supervisor if moved to a different work unit or department. The temporary supervisor will maintain communications with the employee's regular supervisor with regard to the employee's work performance, participation in required primary departmental training or other activities, and attendance. The employee will be subject to the same work rules and regulations as any other employee, and will be required to perform work within the limitations established by the treating physician. Under no circumstances, however, will the employee be required to perform work outside the limitations established by the treating physician.

- f. Costs. Salaries, wages, and benefits will be charged to the employee's original work unit or department unless a permanent reassignment becomes necessary.
- g. Salary. Employees participating in this program will receive their normal hourly wage for each hour worked or a wage appropriate to the position in addition to other compensation benefits for which the employee may be eligible. For example, if the employee is assigned to a light duty position that is compensated at a lower rate of pay than the employee's usual pay, the employee may be eligible for temporary partial disability payments for the difference in pay.
- h. Termination of Assignment. The modified duty assignment is temporary and may be discontinued when any of the following occur:
 - (1) The treating physician returns the employee to full duty with no restrictions.
 - (2) The treating physician temporarily prohibits the employee from participating in a modified duty assignment.
 - (3) There is no longer an appropriate task within the City that would accommodate the employee's capabilities.
 - (4) The treating physician indicates that the employee has reached maximum medical improvement and will not be able to return to his prior position.
 - (5) An employee has been on modified duty for a period of thirty (30) days. All modified duty cases will receive a thorough re-evaluation at this point to assess the continued need and appropriateness of a temporary modified duty assignment.

3. *Coordination with Workers' Compensation Benefits.*

- a. Paychecks. Employees participating in this program may work less than a normal week in order to meet the limitations established by the treating physician. In those circumstances the employee will be receiving a check from the City for hours worked, and a workers' compensation check for hours not worked. The Risk Manager will need additional information in those circumstances, such as a weekly time sheet signed by the employee and supervisor. The Risk Manager will request the necessary information from the affected supervisors.

- b. Maximum Medical Improvement. Workers' compensation benefits will stop in accordance with the North Carolina Workers' Compensation Act. Typically, this occurs when the employee reaches maximum medical improvement and returns to work full-time.
- 4. *Coordination with the Americans with Disabilities Act (ADA)*. Occasionally injured employees will receive a permanent disability from a work place injury. The City will attempt to make a reasonable accommodation for permanently disabled employees and attempt to return them to their previous position. If a reasonable accommodation is not possible, and the permanent disability will result in the permanent reassignment or retirement of the injured employee, the City's ADA Coordinator will confer with representatives from the City Attorney's Office and/or other resource professionals to ensure that the City has met the requirements of ADA.
- 5. *Coordination with the Family and Medical Leave Act (FMLA)*. Leaves of absences, including paid and unpaid leave and intermittent leave, shall run concurrently with FMLA benefits.
- 6. *Refusal of Modified Duty Assignment*. Refusal by an employee of a modified duty assignment within the doctor's restrictions is the equivalent of refusing to work and may result in termination of workers' comp temporary total disability payments and may subject the employee to further disciplinary action up to and including termination from employment. Workers' comp medical treatment expenses, and any permanent disability rating or vocational rehabilitation would continue and not normally be affected by such action.
- 7. *Coordination with Non-Work Related Injuries or Illnesses*.
 - a. Eligibility. Any employee with an injury or illness resulting in disability for more than seven (7) calendar days will be eligible for this program.
 - b. Notification. The affected employee shall notify the Risk Manager or a designee of the desire to utilize a modified duty assignment. The Risk Manager or designee will notify the treating physician that the employee will be considered for early return-to-work or modified duty assignments. The treating physician will indicate the feasibility of an early return-to-work or modified duty assignment for the injured employee. If the employee can return to work, the physician will provide clear, written restrictions and indicate their duration. The physician will discuss the restrictions with the employee, and provide written copies to the employee's supervisor and the Risk Manager.

- c. Assignment. Once an appropriate modified duty assignment is identified and made the employee shall fall under the same restrictions as for a workers' compensation injury or illness.

Date: 11/22/99

Approval: 

Dear Doctor:

The City of Kannapolis cares about our employees. We are committed to preserving their physical, financial, and emotional health. If one of our employees cannot return to full duty, we will accommodate restriction whenever possible to return the employee to work quickly.

Sincerely,

CITY OF KANNAPOLIS

Employee Name: _____
Social Security #: _____
Date of Injury: _____

To be completed by Examining Doctor:

After examining our employee, please comment on the following:

Injury/illness is _____ is not _____ consistent with description of the incident.

Comments: _____

☐ Employee can return to regular duties as of _____

☐ Employee can return to modified duty as of _____

Physical Capabilities: _____

☐ Employee is unable to return to work in any capacity at this time.

These restrictions are in effect until: _____

Employee is to be rechecked on: _____

Doctor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Please fax a copy of this form to the Human Resource Director/Risk Manager as soon as possible after examining our employee so we may start preparing for the employee's return to work.

Local office contact: (704) 938-5133

Local office Fax: (704) 938-5919

EMPLOYEE JOB DESCRIPTION: FOR TREATING DOCTOR

Employee Name: _____
Local Office Contact: _____
Local Office Phone #: _____
Job Title: _____ Hrs Worked/Day: _____ Week: _____

Description of Job Responsibilities (Describe all duties): Job Description Attached

Check the frequency of the activity required for the employee to perform the job:

Activity	Never	Occasionally (up to 3 hrs.)	Frequently (3 – 6 hrs.)	Constantly (6 – 8 hrs.)
Sitting				
Walking				
Standing				
Bending at neck				
Bending at waist				
Squatting				
Twisting at neck				
Twisting at waist				
Repetitive hand use*				
Simple grasping				
Power grasping*				
Fine Manipulation*				
Pushing & Pulling				
Reaching above shoulder level				
Reaching below shoulder level				

*Describe any hand use in detail:

Please indicate the daily lifting and carrying requirements of the job. Indicate the height the object is lifted from the floor, table or overhead location. Also indicate the distance that the object is carried:

LIFTING:

	Never	Occasionally (up to 3 hrs.)	Frequently (3 – 6 hrs.)	Constantly (6 – 8+ hrs.)	HEIGHT
0 - 10lbs					
11 - 25lbs					
26 - 35lbs					
36 - 50lbs					

CARRYING:

	Never	Occasionally (up to 3 hrs.)	Frequently (3 – 6 hrs.)	Constantly (6 – 8+ hrs.)	DISTANCE
0 - 10lbs					
11 - 25lbs					
26 - 35lbs					
36 - 50lbs					

Describe any additional physical requirements of the employee's job:

Phone () _____
Fax () _____

Claim Number: _____

Office: _____ Phone (____) _____
Fax (____) _____

Risk Management approval: _____ Date : ____/____/____
Signature

MODIFIED DUTY OFFER LETTER

To be sent on local office letterhead when the office has been unable to reach the employee by phone to offer a modified position.

[Date]

VIA CERTIFIED MAIL

[Employee's Name]

[Street, Apt #]

[City, State, Zip Code]

Dear [Employee's Name]:

I have been attempting to reach you by phone since [Date of First Phone Call Attempt] to offer you a modified position which takes into account your modified duty status following your injury of [Date of Injury]. The City of Kannapolis is concerned about its employees' physical and financial well-being and we are pleased to be able to offer you a position which will allow you to earn more than you would on disability while you are easing back to work. The job is with [Department] located at [Address].

This position will start on [Date (at least 5 working days from date letter is sent)] and the hours are from [Time]a.m. to [Time]p.m. Should you be unable to appear at this appointed time, please contact me to make other arrangements at [Telephone Number].

Your treating physician has approved the physical requirements of this position. If you have any questions or concerns, please contact me personally.

Sincerely,

Tina Haithcock

Human Resource Director/Risk Manager

cc: Department Supervisor
Compensation Claims Solutions .

MODIFIED DUTY "NO-SHOW" LETTER

To be sent on local office letterhead one week after the initial job offer letter was sent by certified letter with no response from employee. This letter is also to be sent if employee accepts the position, but then does not appear and does not call to let the City of Kannapolis know the reasons for not reporting for modified duty.

[Date]

VIA CERTIFIED MAIL

[Employee's Name]

[Street, Apt #]

[City, State, Zip Code]

Dear [Employee's Name]:

On [Date], the City of Kannapolis contacted you to offer you a job that meets the physical limitations of your work-related injury. A certified letter was sent to confirm this offer on [Date].

Since you have not appeared at the job site or otherwise contacted us, we assume that you have voluntarily chosen to terminate your employment with the City of Kannapolis. If this is not the case, please call the office by [Date (7 Days from the date this letter was sent)].

We wish you the very best of luck in your future endeavors.

Sincerely,

Tina Haithcock

Human Resource Director/Risk Manager

cc: Department Supervisor
Compensation Claims Solutions



CITY OF KANNAPOLIS
PERSONEL POLICIES AND PROCEDURES

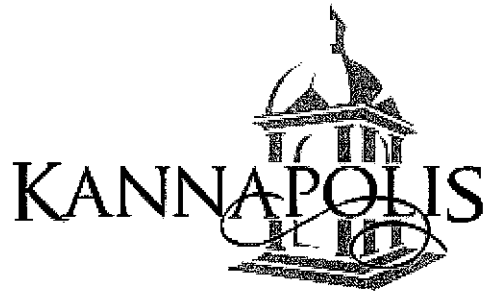
SUBJECT: Fitness Room Policy

POLICY NUMBER: 800.08

EFFECTIVE DATE:

APPROVED: 

AMENDMENT DATE(S):



Employee Utilization of Fitness Room Guidelines

City Hall / Police Headquarters

POLICY STATEMENT:

The City of Kannapolis encourages all employees to maintain a healthy lifestyle both at home and at work. In support of this philosophy, fitness rooms are available for all City of Kannapolis employees to use at their convenience. The open fitness rooms located at the City Hall / Police Headquarters are open from 24 hours daily.

GUIDELINES:

In order to maintain the proper environment for everyone using the facility, the following guidelines *must* be followed:

1. Current City employees (does not include family members, friends or associates) are eligible to utilize the fitness room and related facilities during their personal time. Personal time is considered any time an employee is not scheduled to work such as before or after a scheduled shift, meal breaks during a scheduled work shift, or other benefit or excused time from work. Employees out of work due to a work related illness or injury are not eligible to utilize the fitness facility.
2. Consult a physician before beginning a workout program. Use of the facility and/or any equipment, is at the employee's "own risk". Prior to utilizing the facilities, each employee is required to sign a "hold harmless" statement which releases the City of Kannapolis, City of Kannapolis employees, and agents from any liability for use of the facility and/or any equipment.
3. Prior to using the fitness equipment, each employee must arrange for an on-site orientation in order to learn the proper way of using the equipment to avoid injury to the employee and/or damage to the equipment from improper use. Each employee is responsible for personally arranging his or her orientation with a designated trainer

provided by the City. Appointments with these trainers are scheduled through the Human Resources Department. Access to the fitness rooms is granted only after completing an initial orientation.

4. Use caution when exercising or lifting free weights. A spotter is always recommended when using free weights on a bench. Employees are to return all weights to the storage rack and not leave equipment on the floor.

5. Workout shoes must be worn in the gym at all times.

6. Beverages such as water, sports drinks, and other non-alcoholic beverages may be used during an employee's workout. However, snacks or other food products are not allowed in the area. (All spills must be cleaned up immediately and trash disposed of in a container to be provided)

7. When an employee is finished using a piece of fitness equipment, the employee is responsible for using the cleaning products provided to clean the equipment and immediate area to ensure a sanitary and appropriate environment for the next user.

8. Report of any damaged, broken, or inaccurately calibrated equipment must be immediately reported to General Services by email at ecox@kannapolisnc.gov or phone at 704-920-4314.

9. There is a 20-minute time limit for use of cardio equipment when someone is waiting.

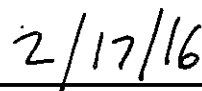
CAUTION NOTE: Music and/or TV volumes must be kept at a level so as to not disturb others that may be working in the area or using the exercise equipment. Use of headphones or earbuds are preferred.

Failure to follow the above stated guidelines and/or procedures may result in an employee's privileges to utilize the fitness room being revoked.

Approved:



Signature



Date



USE OF FITNESS ROOM AGREEMENT

By my signature below, I hereby acknowledge I have received a copy of the Fitness Room Use Policy and agree to abide regulations stated therein. I further acknowledge failure to follow the stated guidelines and/or procedures may result in revocation of privileges to utilize the fitness room.

Printed Name

Employee ID #

Signature

Date



City of Kannapolis
Hold Harmless Agreement for Use of
Fitness Equipment and Room

The undersigned employee has requested the use of fitness equipment and/or facilities owned or operated by the City of Kannapolis and does voluntarily engage in activities for the employee's personal benefit.

I (name of employee) _____, do hereby for myself and my heirs, executors, administrators and successors, understand and agree to the following:

That City of Kannapolis and their respective governing boards, employees, agents, successors and assigns shall not be liable for any damage to the property or to the person by reason of my use or occupancy of the fitness equipment and/or facilities and I agree to save the City of Kannapolis harmless from and against all claims, suits, demands, actions, and the cost and expense thereof, including attorney's fees, arising out of any property damage or personal injury occurring as a result of my use of the fitness equipment and/or premises.

I hereby acknowledge receipt and explanation of the Employee Utilization of Fitness Room Guidelines. I understand my failure to abide by the established guidelines may result in termination of access to the facilities.

I hereby acknowledge I have completed initial orientation and training for proper use of fitness room equipment.

I hereby declare that the terms of this Hold Harmless Agreement have been fully read and understood by me, and the terms are freely and voluntarily entered into and accepted by me.

Print Name

Signature/Date



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: **Infectious/Communicable Disease Control**

POLICY NUMBER: **800.09**

EFFECTIVE DATE: **March 16, 2020**

APPROVED: 

Michael B. Legg
City Manager

AMENDMENT DATE(S): June 1, 2020
October 1, 2023

PURPOSE: To establish policy and procedures to protect visitors, employees, and the workplace from potentially infectious or communicable diseases (hereafter “infectious diseases”).

STATEMENT OF POLICY:

- A) The City of Kannapolis (hereafter “city”) will take proactive steps to protect the workplace from infectious diseases. The goal of the city is to maintain a safe and healthy workplace for all employees while maintaining comprehensive service delivery of essential services.
- B) The city is committed to providing clear information about the nature and spread of potentially infectious diseases as indicated by local, state, or federal public health officials.
- C) An infectious disease outbreak, epidemic, or pandemic shall be determined by a local, state, or federal public health emergency declaration.

PROCEDURES:

- A) The city is committed to providing a safe and healthy workplace, including frequent sanitizing of commonly touched surfaces including but not limited to elevators, common access areas, bathrooms, breakrooms, conference rooms, door handles, and railings. The frequency of this cleaning shall be increased during the officially declared cold and flu season and at any other time necessary at the direction of the City Manager or designee.
- B) In the event of a public health emergency, the City Manager or designee will communicate with public health officials and clinical staff regarding best practices.
- C) All employees are expected to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. Good hygiene is a critical component to the reduction of infectious disease spread. The city strongly encourages healthy practices such as frequent hand washing with warm, soapy water; covering the mouth and nose with a tissue when sneezing or coughing; and discarding used tissues in designated wastebaskets. Hand sanitizing stations are conveniently located in common areas of city facilities but should not replace active hand washing.
- D) In addition to practicing good hygiene, all city employees are strongly encouraged to monitor their health for signs and symptoms of illness before reporting to work each day. Common signs and symptoms of an infectious disease may include but not be limited to:
 - 1. Fever
 - 2. Chills
 - 3. New or persistent cough
 - 4. New onset shortness of breath
 - 5. New onset muscle pain/discomfort
 - 6. New, nonspecific headache
 - 7. Sore throat

8. Sinus pain/pressure

Employees exhibiting symptoms of an infectious disease should stay home and seek medical guidance from a licensed healthcare provider. By reporting to work employees attest that to the best of their knowledge, they are not actively experiencing symptoms of an infectious disease.

- E) All personnel policies and procedures will remain in effect unless superseded by a temporary change in policy. Notification of such changes shall be made by email and posted in each department and will be distributed by the City Manager or designee.
- F) In the event of an infectious disease outbreak, access to and operations in city facilities may be modified in the interest of public and employee health and safety at the direction of the City Manager or designee.
- G) Travel shall be limited during an infectious disease outbreak.
 - 1. All non-essential travel outside the 16-county Charlotte region and business-related travel outside the United States will be generally prohibited unless approved by the City Manager or designee.
 - 2. If travel is necessary and unavoidable, employees should avoid crowded public places such as transportation and conference gatherings to the greatest extent possible.
- H) Alternative work arrangement and agreement requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary alternative work arrangements and agreements should be submitted to the employee's Department Director for consideration.
 - 1. Required alternative work arrangements will be on a case-by-case basis, in the interest of public and employee health and safety, and at the direction of the City Manager or designee.
 - 2. Refer to Personnel Policy 200.14, Flexible Work and Telework for additional information about alternative work arrangements.
- I) Employees should not report to work in any city facility when exhibiting symptoms of an infectious disease (see Procedures, Section D). Employees may return to work in city facilities when all the following conditions are met:
 - 1. Employee has been free from fever for at least 24 hours without the use of fever reducing medications.
 - 2. Symptoms are improving and do not preclude the completion of normal job duties without accommodation.
 - 3. Employee has not been ordered to stay out of work by a licensed healthcare provider.

J) Requests for Medical Information and/or Documentation

1. When absence occurs due to an infectious disease, it may become necessary for the city to request information from an employee and/or the employee's licensed health care provider. This request will be facilitated by the Department of Human Resources and all records will be maintained in accordance with regulatory requirements for protected health information (PHI).
2. The city commits to treating all medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, and first aid and safety personnel.
3. The city reserves the right to require a return-to-work notice from a licensed healthcare provider at any time.

K) The employee health clinic is a free resource available to employees and spouses covered under the city's health insurance plan. The clinic is available by the following means of contact:

1. Online Appointments – www.timecenter.com/cityofkannapolis
2. Synergy Appointment Line – (980)505-8401
3. Kelli Miller, NP – kmiller@kannapolisnc.gov

Additional relevant policies:

200.14 – Flexible Work and Telework
600.05 – Family or Medical Leave
600.07 – Sick Leave