



CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
October 6, 2025 at 6:30 PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, District 1 Councilmember
The Honorable Dami Oladapo, District 2 Councilmember
The Honorable Keisha Jeffcoat, Mayor Pro Tem/District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

CITY COUNCIL WORK SESSION AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. AGENDA ITEMS AND DISCUSSION**
 - a. Events Recap for 2025 - Administrative Supervisor Lily Smith and Events Coordinator Ashlee Houston**
 - b. Employee Handbook Jeanne Pope, HRD**
 - c. Fleet Policy Presentation - Finance Director Karen Ellis**
 - d. IT Policies Presentation - IT Director Frantz Francois**
 - e. Understanding Redevelopment Powers Law and Tax Allocation Districts - Economic Development Director Artie Jones**
 - f. City Council Newsletter - Communications Director Gregory Woods**
 - g. Citywide Mailer - Communications Director Gregory Woods**
 - h. City Council FY 2026 Meeting Calendar - City Clerk Susan Hiott**
- 6. PRE REGULAR MEETING AGENDA REVIEW**
- 7. ANNOUNCEMENTS**
- 8. EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION (O.C.G.A. 50-14-3(B)(1)(A) REAL ESTATE (O.C.G.A. 50-14-3 (B)(1)) PERSONNEL (O.C.G.A. 50-14-3 (B)(2)) AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (B)(4)&(5))**
- 9. ADJOURNMENT**

Persons with special needs relating to handicapped accessibility, disability, or foreign language may contact the City Clerk at (404) 927-9502 or susan.hiott@mableton.gov at least three days prior to the meeting. The clerk

can be located at the City of Mableton Administrative Offices, 1245 Veterans Memorial Highway, Mableton, Georgia 30126 during regular office hours.



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Events Recap for 2025 - Administrative Supervisor Lily Smith and Events Coordinator Ashlee Houston

BACKGROUND/SUMMARY: This will be a recap of events thus far in the 2025 Calendar Year.

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. 2025 Events Recap - Cultural Arts and Affairs Unit Events Presentation - Dr. Ashlee Houston



October 06, 2025

2025 Cultural Arts & Affairs Events Recap

Dr. Ashlee Houston - Event Coordinator



EVENT SPONSORSHIP

SPONSORSHIPS

- ***Monetary for all Events TOTAL: \$10,200***

Food Truck Fridays

Mableton Day Festival

Living Legends Seniors Brunch

Fall Jazz Concert

Holiday Movie Night Series

Seniors Thanksgiving Luncheon

Employee Appreciation Holiday Party

- ***In-Kind Donations for all Events: Tickets, Coupons + Food (Over \$4,000 Value)***

Tickets

Food

Coupons

EVENT REVENUE

REVENUE

- *Revenue for all Events*

Food Truck Fridays

Mableton Day Festival

Living Legends Seniors Brunch

Fall Jazz Concert

Holiday Movie Night Series

TOTAL: 3,260

MARKETING + ADVERTISING

LOCALIQ PARTNERSHIP

Began Partnership in late August

Food Truck Fridays:

- We reached over 41,000 people and tracked over 3000 clicks/swipes.
- Our click-through-rate was 6.61%!!! Average on Facebook is between 0.90% - 1.5%, so we blew away the benchmark
- Note we only saw a huge crowd for the last date (September 19th) as we did not begin the partnership until late August

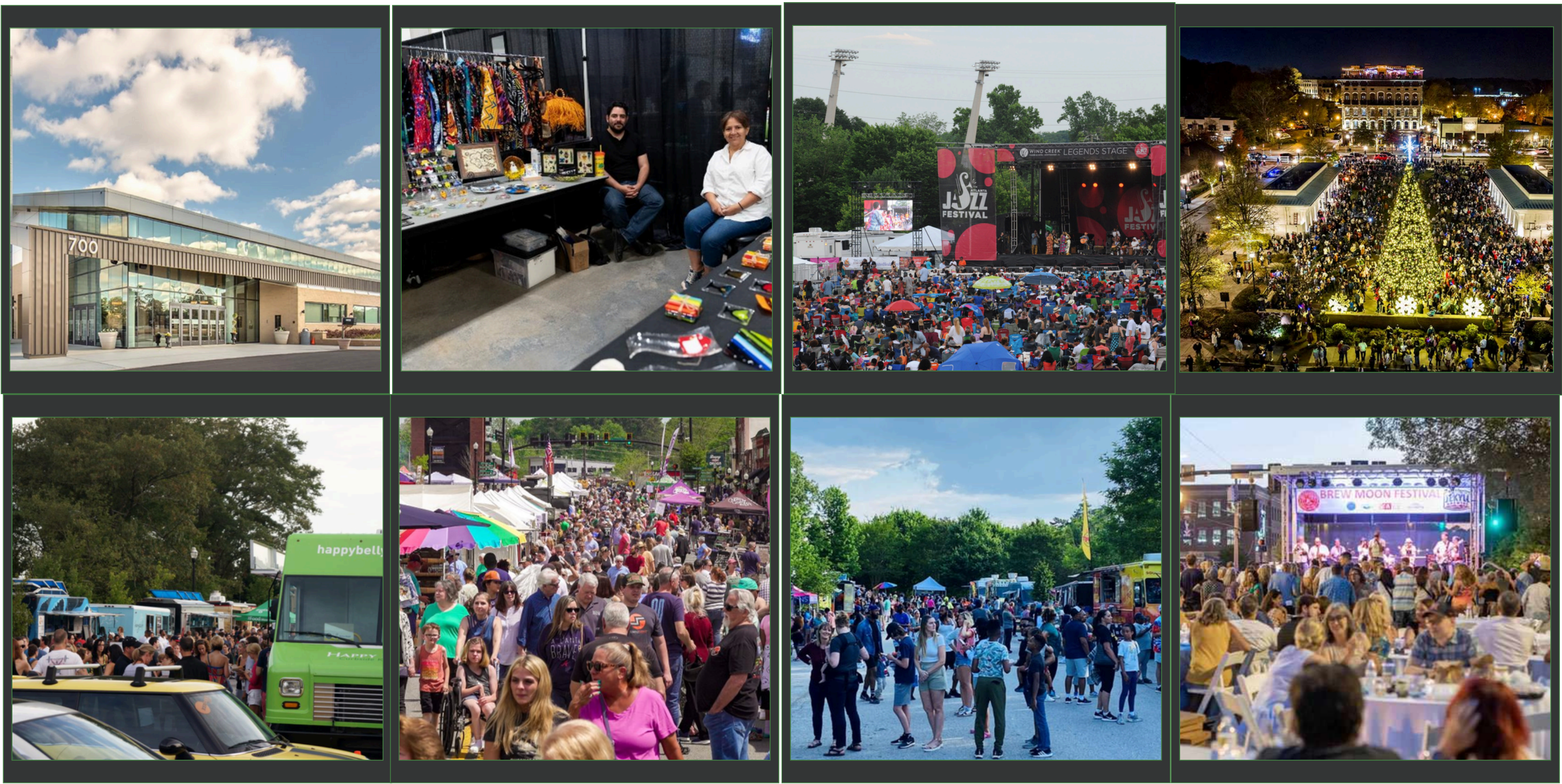
Fall Concert:

- We reached over 63,000 people and tracked just under 7000 clicks/swipes
- Our click-through rate for this campaign was almost 10%

RECOMMENDATIONS

- **Director and City Official Attendance**
- **Bigger Budget**
- **An Event Center Owned by the City**

WHAT CULTURAL ARTS AND AFFAIRS COULD BE WITH THESE RESOURCES



PICTURES FROM CITY OF MABLETON EVENTS





QUESTIONS?



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Employee Handbook Jeanne Pope, HRD

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. HR Handbook Presentation (1)



THE CITY OF MABLETON

Employee Handbook



Welcome to the City of Mableton!

We're thrilled to have you on our team. Since becoming a city in 2023, Mableton has grown fast. What makes this city special isn't just our attractions, parks, or trails; **it's our people**. Every day, your work helps make our community vibrant, inclusive, and enjoyable.

Mableton is one of Georgia's most diverse cities and the *Gateway to the West*. Our mission is to provide top-quality services with honesty, integrity, and teamwork. Together, we are building an innovative city that's safe, sustainable, and full of opportunity for everyone.

Thank you for your dedication. Your contributions make a real difference, and together we will continue to make Mableton a city we can all be proud of—a city where everyone can thrive. Welcome aboard!

A handwritten signature in blue ink, which appears to read "M. Owens".

Michael Owens
Mayor, City of Mableton





CITY OF MABLETON

CITY MANAGER'S OFFICE

Dear Employee,

We are thrilled to have you join the City of Mableton family. Our community is built on the values of collaboration, innovation, and dedication to public service. Each member of our team plays a vital role in fostering a vibrant, inclusive, and thriving city for all our residents.

As you embark on this new journey with us, we want you to know that your contributions are highly valued. Together, we strive to create a positive impact, enhance the quality of life for our citizens, and continuously work toward a brighter future.

This handbook is designed to guide you through our policies, procedures, and resources, ensuring you have the support and information needed to succeed in your role. Please take the time to familiarize yourself with its contents and never hesitate to reach out if you have any questions or need assistance. We are confident that your skills and passion will make a significant difference in our community.

Welcome aboard, and we look forward to achieving great things together.

Best Regards,

William Tanks

William "Bill" Tanks
City Manager

DRAFT



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DISCLAIMER – IMPORTANT NOTICE

This Employee Handbook (“Employee Handbook” or “Handbook”) contains various policies and procedures relating to employment with the City of Mableton (the “City”). Many of the provisions relate in various ways to federal, state, and local laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its policies and procedures and the other provisions of this Employee Handbook at any time. Further, certain job positions may have additional requirements which apply to those specific job duties. Each employee shall be subject to all requirements which have been established regarding his/her position with the City. In the event of a conflict in any such requirements and any provisions set forth in this Employee Handbook, the latter shall be deemed the controlling provision.

Nothing in this Handbook or in any of the City’s personnel policies shall be deemed to constitute a contract of employment and all employees of the City are employees-at-will who may quit at any time for any reason and who may be terminated at any time for any or no reason. No one other than the City Manager may make any promises or assurances or enter into any contract, whether oral or written, that in any way is contrary to or inconsistent with an at-will employment relationship, and any such promises, assurances, or purported contracts shall be invalid and not binding on the City unless adopted, endorsed, and agreed to in writing by the City Manager.

This Employee Handbook has been adopted for administrative purposes only and is not intended and shall not be interpreted or applied (a) as creating any contractual right, any constitutionally-protected property or liberty interest, any expectation of privacy, or any other legally enforceable right, entitlement, or interest; (b) as imposing a heightened standard or duty of care on the City or any City official, officer, director, manager, supervisor, or employee; (c) as constituting a law, rule, or regulation within the meaning of Title 45, Chapter 1 of the Georgia Code; or (d) as materially altering any aspect of the legal relationship between the City and its employees except as otherwise explicitly provided herein.



ADMINISTRATION OF PERSONNEL POLICIES AND PROCEDURES

CITY MANAGER

The City Manager is responsible for establishing, implementing, and administering the personnel policies and procedures of the City. The City Manager also has the authority to interpret the provisions contained in these policies and procedures and to ensure their consistent application throughout the organization.

AMENDMENTS

The personnel rules, regulations, and policies of the City may be amended, modified, or rescinded by the City Manager at any time, subject to applicable federal, state, and local laws. Employees will be provided notice of any substantive changes as soon as practicable following their adoption.

	Equal Employment Opportunity (EEO)	
	Chapter: 1 – General Policies & Procedures	Section: 1.01
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References: EEO Act 1972, Civil Rights Act 1964	Forms:

EQUAL EMPLOYMENT OPPORTUNITY

The City of Mableton is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, marital status, military or veteran status, or any other status or classification protected by applicable federal, state, or local law.

This policy applies to all terms, conditions, and privileges of employment, including, but not limited to: recruitment, hiring, placement, promotion, transfer, demotion, compensation, benefits, training, leaves of absence, discipline, layoff, recall, and termination of employment.

The City prohibits and will not tolerate discrimination, harassment, or retaliation against any employee or applicant for exercising rights protected under this policy or applicable law.

	Employees and Applicants with Disabilities	
	<i>Chapter: 1 – General Policies and Procedures</i>	<i>Section: 1.02</i>
	<i>Approved:</i>	<i>Effective:</i>
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i> <i>Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, the Georgia Equal Employment for People with Disabilities Code, and all other applicable federal, state, and local laws.</i>	<i>Forms:</i>

Employees and Applicants with Disabilities

The City of Mableton fully supports and is committed to complying with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, the Georgia Equal Employment for People with Disabilities Code, and all other applicable federal, state, and local laws. The City provides equal employment opportunity to qualified individuals with disabilities and will make reasonable accommodations where required.

This policy applies to all terms, conditions, and privileges of employment, including, but not limited to: application and recruitment procedures, hiring, job assignments, classification, scheduling, training, advancement opportunities, compensation, benefits, leave of absence, discipline, discharge, and recall. All employment decisions are based on merit, qualifications, and business needs, consistent with applicable law.

DEFINITIONS

A qualified individual with a disability is an applicant or employee who, with or without reasonable accommodation, can perform the essential functions of the position.

An individual with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

Reasonable accommodation means a modification or adjustment to the job, workplace, or application process that enables a qualified individual with a disability to perform the essential functions of a job or enjoy equal employment opportunities, provided it does not impose an undue hardship on the City.

REASONABLE ACCOMMODATIONS

A. Reasonable Accommodations

The City will provide reasonable accommodations to qualified individuals with disabilities who request them, unless doing so would impose an undue hardship on the City or pose a direct threat to the health or safety of the individual or others.

B. Requesting Accommodation – Employees or applicants who believe they need a reasonable accommodation should contact Human Resources. Supervisors and managers who receive such requests must promptly refer them to Human Resources.

C. Interactive Process – Upon receiving a request, the City will engage in a timely, good-faith interactive process with the individual to identify limitations, essential job functions, and potential accommodations. Supporting medical documentation may be requested, consistent with law.

D. Determination of Accommodation – Accommodations will be determined on a case-by-case basis. Options may include modification of non-essential job duties, schedule adjustments, provision of equipment, reassignment to a vacant position, or reasonable leave. Essential functions will not be removed, and performance standards will not be lowered, as an accommodation. If multiple reasonable accommodations

are available, the City may select the option that best meets business needs.

- E. Review and Appeal – Individuals will be informed in writing of the City’s decision regarding their request. An employee or applicant who disagrees with the decision may seek review through the City’s grievance or complaint procedure.

PRE-EMPLOYMENT INQUIRIES AND EXAMINATIONS

The City does not make disability-related inquiries or require medical examinations before a conditional job offer has been extended.

Applicants may be asked whether they can perform the essential functions of the position, with or without accommodation, and may be asked to describe or demonstrate how they would perform those functions.

Post-offer medical examinations may be required for specific positions where there is a bona fide job-related requirement, provided all entering employees in the same job category are subject to the same requirement.

Drug screening is not considered a medical examination and may be conducted pre- or post-offer.

CONFIDENTIALITY

All medical information obtained under this policy will be treated as confidential, maintained in files separate from personnel records, and disclosed only on a need-to-know basis in accordance with applicable law.

RETALIATION PROHIBITED

The City will not tolerate any retaliation against an employee or applicant requesting an accommodation pursuant to this policy. Any individual who believes that he/she may have experienced discrimination or retaliation in violation of this policy should immediately report the situation to Human Resources or through the complaint procedure of the City’s policy regarding discrimination, harassment and retaliation, or through the grievance procedure.

	Dress Code	
	Chapter: 1 – General Policies and Procedures	Section: 1.03
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Dress Code

The City's objective in establishing a business dress code is to allow staff to work comfortably in the workplace, yet still project a professional image for customers, potential employees, and community visitors.

The general standard requires Business Appropriate Attire, as defined below; however, for meetings or other high- profile activities, such as staff and City council meetings, public hearings, city board meetings, presenting at professional conferences, representing the City of Mableton at business or civic events, or attending community meetings, Business Professional Attire would be more appropriate (which includes ties, dress pants and jackets, for men , and suits or businesslike dresses or separates for women). Business Attire should always be neat, clean, and presentable, and reflect a conservative, professional image. Staff members are expected to exercise good judgment in dressing to meet the particular demands of day-to-day business responsibilities and interactions. If an employee experiences uncertainty about acceptable, professional formal business attire for work, he/she should consult with the supervisor or Human Resources staff.

BUSINESS APPROPRIATE ATTIRE

"Business Appropriate Attire" means choosing your attire each day to ensure that you will be professional and presentable in any reasonably anticipated situation. The City, through its staff members, strives to maintain a professional atmosphere and project a positive image to its customers and visitors. This image is affected by the way staff members dress, whether they work in an office environment, a field or technical support position, or in less formal environments. City of Mableton staff members must appear neat, clean and appropriately dressed at all times.

"Business Professional Attire" includes but is not limited to ties, dress pants and jackets for men, and suits or businesslike dresses or separates for women.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, nice-looking synthetic pants, and jeans are acceptable.

Inappropriate slacks or pants include any that are too informal. This includes jeans with rips or holes, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings or simulated pants and any spandex or other form-fitting pants such as people wear for exercise or biking.

Skirts, Dresses, and Skirted Suits

Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below mid-thigh are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sundresses, beach dresses, backless dresses and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire for work if they contribute to the appearance of formal, professional dress. Most suit jackets or sports coats are also desirable attire for the office. Inappropriate attire for work includes tank tops; tube tops; midriff tops; clothing with see-through material; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; backless tops; tops with bare shoulders or plunging necklines; sweatshirts; and t-shirts.

Shoes and Footwear

Conservative walking or athletic shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Thongs, flip-flops, slippers, and any casual shoe with an open toe are not acceptable in the office.

FIELD APPROPRIATE ATTIRE

While the demands of the field rarely warrant traditional business dress, fieldwork should also not be viewed as an excuse for inappropriate or extremely casual attire. Field staff should keep in mind that they are representing the City in the field and should maintain a professional appearance appropriate to those field activities. Field staff should also consider safety and avoid excessively loose, draping, or floppy clothing that could be hazardous on an active construction site or any site involving machinery. It should also be realized that in many situations it is not possible for staff performing fieldwork to change attire prior to returning to the office.

Uniforms

Staff whose jobs require the use of uniforms and/or whose attire must meet prescribed safety standards must follow their department guidelines. Such staff must present a professional image by ensuring that uniforms are complete, clean and in good condition. Uniforms should not be excessively worn or faded. Shirttails should be tucked into pants. Uniform issue shorts may be permissible with City Manager approval. Modifications to uniforms (e.g., unauthorized logos on hats or wearing t-shirts) are not permitted. Uniforms should be worn during work hours only. All staff members must carry or wear the City of Mableton identification badge at all times while at work.

JEWELRY, PIERCINGS AND TATTOOS

Professional appearance can also be affected by jewelry, piercings, tattoos, and the like. Jewelry (including ear piercings) is permissible if kept to a minimum, if tasteful, if not a source of distraction, and if it does not impair job performance or safety.

PERSONAL GROOMING

Professional appearance also includes an emphasis on standards of personal hygiene and good grooming. No staff member shall have an odor generally offensive to others when reporting to work. An offensive body odor may result from lack of good hygiene, from an excessive application of fragrance or from some other cause. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

GENERAL PROVISIONS

Any staff member who does not meet these standards will be subject to corrective action and may be asked to leave the premises to make necessary changes.

Supervisors are responsible for ensuring that employees are in compliance with this policy and all applicable safety standards. Supervisors may use discretion in granting limited exceptions to accommodate special circumstances, e.g., pregnancy or wearing athletic shoes following a foot injury. Departments experiencing difficulty interpreting these guidelines for particular situations should refer their concerns to the Human Resources Department for final determination.

The above guidelines are not intended to be all-inclusive. Rather, the guidelines are intended to help set general parameters for appropriate business attire and allow staff members to make intelligent judgments about items that are not specifically addressed. Rather than focusing on individual items of clothing, the staff member should consider the overall image that he or she represents. The overriding rule is that Business Appropriate Attire should always reflect professionalism.

Employees are authorized to participate in Casual Fridays, during which business casual attire is permitted. All employees should ensure their clothing remains appropriate for the workplace and aligns with company dress code standards.

** Guidelines are subject to change at the discretion of the City Manager. **

	Workplace Privacy	
	Chapter: 1 – Workplace Privacy	Section: 1.04
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

WORKPLACE PRIVACY

The City of Mableton provides facilities, equipment, technology, and resources to employees for the purpose of conducting City business. While employees may occasionally use City property for incidental personal purposes, all such property and systems are provided primarily for work-related use, and employees should not expect privacy in connection with their use.

City Property and Workspaces

All offices, desks, file cabinets, lockers, and other work areas provided by the City remain City property and are subject to search or inspection at any time, with or without notice, when deemed necessary for legitimate business, safety, or legal reasons.

Employees should not use City property to store personal items or information they wish to remain private.

Electronic Communications and Systems

The City provides telephones, computers, email, voicemail, networks, mobile devices, and other electronic systems for City business. Although assigned to or used by employees, these systems and equipment remain the property of the City.

Any electronic data, files, messages, images, or communications created, transmitted, or stored on City equipment or systems are the property of the City and may be monitored, reviewed, or accessed at any time, subject to applicable law.

Employees should have no expectation of privacy in connection with their use of City-provided systems, devices, or networks, including email, voicemail, text messages, internet use, or stored files.

Unauthorized programs, software, or files may not be installed, transmitted, or stored on City computers or systems without prior written approval from the City.

Open Records Compliance

Employees are reminded that electronic and written communications created, transmitted, or stored using City systems may constitute public records and may be subject to disclosure under the Georgia Open Records Act or other applicable laws.

Confidentiality and Professional Use

While the City reserves the right to monitor and access its property and systems, it will do so in a manner consistent with applicable laws, including those protecting employee rights.

Employees are expected to use City property and communication systems in a professional, responsible, and lawful manner at all times.

	Media Communications Policy	
	Chapter: 1 – General Policies and Procedures	Section: 1.05
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Media Communications Policy

The City of Mableton is committed to providing timely, accurate, and consistent information to the public and the media. This policy is designed to maintain positive media relations, encourage accurate coverage of City operations, and ensure compliance with applicable laws regarding public information.

News Media Inquiries

All inquiries from the news media must be treated as a priority and directed promptly to the Communications Department. City staff who receive a media inquiry should make every effort to record the reporter's name, media outlet, contact information, topic of interest, and any stated deadline, and then immediately forward the request to the Communications Department.

The City will respond to all media outlets in a consistent and impartial manner, providing information that is accurate and permissible under applicable law.

Role of the Communications Department

The Communications Department is responsible for coordinating all citywide media relations and ensuring accuracy, consistency, and professionalism in responses to media requests.

The Department will determine the extent and content of the City's position on matters of public interest, consulting with the City Manager, City Attorney, and relevant departments as appropriate.

The Communications Department may refer reporters to subject-matter experts in other departments but will remain available to assist and support those staff in preparing and delivering responses.

No City employee will be compelled to conduct media interviews.

Open Government and Public Records

The City conducts its business in the open, consistent with Georgia law, and recognizes that most City records are public unless specifically exempted.

Exemptions may include, but are not limited to: pending or threatened litigation, land acquisition negotiations, active or incomplete criminal investigations, certain personnel information, and other matters exempt under the Georgia Open Records Act.

Requests from the media for public records must be directed to the City Clerk's Office and will be handled in accordance with the City's Open Records Policy and state law. Departments must consult with the City Attorney's Office if there is uncertainty about whether a record is releasable.

The Communications Department will be notified by the City Clerk's Office when a media-related open records request is received.

Social Media and Online Engagement

The City's Communications staff will proactively manage official City social media accounts, posting updates, monitoring online discussions, and addressing misinformation when appropriate.

All social media use must comply with the City's Social Media Policy.

Any official corrections or responses to online content must be coordinated through the Communications Department to ensure consistency and compliance with applicable law.

News Conferences and Events

News conferences, media briefings, and publicity events must be coordinated in advance with the Communications

Department to ensure consistency, logistical support, and alignment with City messaging.

Corrections, Commentary, and Letters

If factual errors appear in the media, the Communications Department will coordinate an appropriate and timely correction.

Commentary, editorials, or letters to the editor written on behalf of the City must be reviewed and approved by the Communications Department before submission.

Mayor and Council

In accordance with the City Charter, the Mayor serves as the official spokesperson for the City.

When media inquiries to the Mayor or Councilmembers concern operational or administrative matters, they should be referred to the Communications Department to ensure uniformity and accuracy.

Public Safety and Crisis Communications

During public safety incidents, crises, or major emergencies, the City Manager or designee shall serve as the primary spokesperson, in coordination with the Communications Department.

Department Heads, working with the Communications Department, must ensure that departmental emergency operations plans include the development of fact sheets and similar materials on operations, issues, and services that are likely to be of concern in an emergency

	Harassment, Discrimination, and Retaliation Prohibited	
	Chapter: 2 – Harassment, Discrimination, and Retaliation Prohibited	Section: 2.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Harassment, Discrimination, and Retaliation Prohibited

The City of Mableton is committed to maintaining a workplace free of discrimination, harassment, and retaliation. Such conduct is strictly prohibited and will not be tolerated. Any employee, applicant, contractor, volunteer, or other covered individual who engages in conduct that violates this policy will be subject to corrective or disciplinary action, up to and including termination of employment.

The City also prohibits retaliation against anyone who makes a complaint in good faith, participates in an investigation, or exercises rights under this policy or applicable law.

Definitions

Employment Discrimination

Employment discrimination occurs when an individual is subjected to an adverse employment action, decision, or other disparate treatment based, in whole or in part, on a protected characteristic, including race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, national origin, age, disability, genetic information, military or veteran status, political affiliation, or any other classification protected under federal, state, or local law.

Sexual Harassment

Sexual harassment is a form of sex discrimination. For purposes of this policy, sexual harassment includes conduct that may or may not meet the legal definition but is inconsistent with professional standards.

Hostile Work Environment – Unwelcome verbal, written, or physical conduct of a sexual nature (e.g., sexual advances, requests for sexual favors, sexual jokes, comments about appearance, displaying sexually explicit materials, touching) that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Quid Pro Quo – Situations where submission to, or rejection of, sexual conduct is explicitly or implicitly used as a basis for employment decisions.

Workplace Harassment

Workplace harassment includes unwelcome conduct (verbal, written, or physical) based on any protected classification that demeans, ridicules, insults, or shows hostility toward an individual, or that unreasonably interferes with work performance or creates an intimidating, hostile, or offensive work environment.

Retaliation

Retaliation means any adverse action taken against an individual because they made a complaint, opposed unlawful conduct, or participated in an investigation under this policy or applicable law. Retaliation includes intimidation, threats, isolation, negative job actions, or any conduct that would deter a reasonable person from reporting or participating in the process. Retaliation is prohibited by all employees.

Non-Fraternization

Romantic or sexual relationships between supervisors/managers and employees they supervise directly or indirectly are strictly prohibited. Such relationships create actual or perceived conflicts of interest, risk claims of favoritism or harassment, and undermine trust.

If such a relationship occurs, the supervisor or manager will be subject to corrective or disciplinary action, up to and including termination. At the City's discretion, reassignment or transfer may be considered, but resignation may be required to avoid conflicts. This prohibition does not restrict ordinary social interaction that is a natural part of professional work relationships.

Complaint and Reporting Procedures

Employees, applicants, or other covered individuals who believe they have experienced or witnessed discrimination, harassment, or retaliation should promptly report the concern to their supervisor, department head, Human Resources, or directly to the City Manager.

Supervisors and managers who receive a report must immediately forward it to Human Resources and implement interim measures, if necessary, to protect involved individuals.

Reports may also be submitted using the Discrimination/Harassment/Retaliation Incident Report Form, available from Human Resources or the Employee Handbook Appendix.

COMPLAINT AND INVESTIGATION PROCEDURES; CORRECTIVE ACTIONS

Complaint Procedures

Any employee, applicant, or other covered individual who feels that he/she is being or has been subjected to, or that he/she has witnessed others being subjected to, an employment action, policy, or practice or other terms or conditions of employment constituting discrimination, harassment, or retaliation in violation of this policy should promptly report the alleged violation to his/her supervisor, manager, or department head.

Any supervisor, manager, or department head who receives a complaint or report of an alleged violation of this policy or who otherwise has reason to believe that such a violation may have occurred or may be occurring, shall impose any interim remedial measures deemed warranted under the circumstances to ensure that the alleged policy violation cannot continue or resume. Thereafter, the supervisor, manager, or department head shall promptly report the alleged violation to the Human Resources Director or to the City Manager, as appropriate.

Any employee, applicant, or other covered individual who is unable to report, or who does not feel comfortable reporting, an alleged violation of this policy to his/her supervisor, manager, or department head may instead make the report to the Human Resources Director or directly to the City Manager if necessary.

IMPORTANT

Complaints of alleged violations of this policy should be made as soon as possible after the alleged violation(s) has occurred and, where possible, should include completion of the Discrimination/Harassment/Retaliation Incident Report form which is included in the Appendix of this Employee Handbook. The Discrimination/Harassment/Retaliation Incident Report form is also available through the Human Resources Department.

Investigation Procedures

All complaints of discrimination, harassment, or retaliation will be investigated promptly, fairly and completely. The facts and circumstances of the complaint shall determine how and by whom the investigation will be conducted.

Each situation will be handled as discreetly as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining person, or a potential witness. Except as expressly authorized by the City Manager, the Human Resources Director, or the department head, or as otherwise permitted by applicable law, persons who are interviewed shall not discuss the matter at all with co-workers, friends, or management. The City will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation. Nothing in this policy is intended to prohibit or discourage an employee from reporting incidents of alleged discrimination, harassment or retaliation to any appropriate governmental authority.

Disciplinary, Corrective, and Remedial Action

If an investigation reveals facts or conclusions supportive of a complaint or report of discrimination, harassment, or retaliation, appropriate corrective and/or disciplinary action will be taken by City management. Appropriate corrective and/or disciplinary action will be designed to discontinue and prevent a reoccurrence of the action or behavior determined to be volatile of this policy. Depending on the nature of the policy violation and the circumstances of the complaint or report, appropriate corrective and/or disciplinary action may also be designed to facilitate restoration of effective working relationships between the complaining/reporting party and the accused party or any other parties affected by the complaint, report, violation, investigation, or remedial measures taken.

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For relatively minor and/or first-time violations, corrective and/or disciplinary action taken under this policy may range from verbal counseling, issuance of an apology, participation in relevant training, or issuance of a written warning. For moderately severe or repeat violations, corrective and/or disciplinary action taken under this policy may range from a transfer, reassignment, or demotion. For severe, repeat, or ongoing violations of this policy, corrective and/or disciplinary action taken under this policy may include termination, forfeiture of accrued leave balances, and withholding defense and indemnification in the event the violations lead to the assertion of legal claims.

In appropriate cases, remedial action will also focus on the complainant or others adversely affected by the policy violations in question. Among other things, the resources of the City's Employee Assistance Program (EAP) may be made available.

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	Categories of Employment	
	Chapter: 3 – Categories of Employment	Section: 3.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Categories of Employment

The City of Mableton establishes the following employment classifications to clarify employees' status and their eligibility for wages, benefits, and overtime. These classifications are for administrative purposes only and do not guarantee employment for any specific period of time. All employees of the City are employed at-will and may resign or be terminated at any time, with or without cause or notice, consistent with applicable law.

Fair Labor Standards Act (FLSA) Classifications

Exempt Employees

Employees classified as exempt are generally executives, managers, or professional/administrative employees who meet the salary and duties tests established by the U.S. Department of Labor under the Fair Labor Standards Act (FLSA). Exempt employees are not entitled to overtime compensation under federal or state wage and hour laws.

Non-Exempt Employees

Employees classified as non-exempt are covered by the minimum wage and overtime provisions of the FLSA. These employees are generally paid on an hourly basis and are entitled to overtime pay at one-and-one-half times their regular rate of pay for all hours worked beyond 40 in a workweek, unless otherwise provided by law.

City of Mableton Employment Categories

The following categories apply to both exempt and non-exempt employees:

Regular Full-Time

Employees regularly scheduled to work at least 40 hours per week and who are not in a temporary status. Regular full-time employees are generally eligible for the City's full benefits package, subject to the terms, conditions, and eligibility requirements of each benefit plan.

Regular Part-Time

Employees regularly scheduled to work fewer than 40 hours per week but at least 30 hours per week. Regular part-time employees may be eligible for certain benefits on a prorated basis, subject to the terms, conditions, and eligibility requirements of each benefit plan and applicable law.

Temporary / Seasonal / Contract

Employees hired for a specific project, assignment, or season, or to supplement the workforce on a short-term basis. These employees may be scheduled on either a full-time or part-time basis but are employed only for a limited duration. Temporary, seasonal, and contract employees are generally not eligible for City benefits, except as required by law (e.g., Affordable Care Act or workers' compensation coverage).

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	Employment	
	<i>Chapter: 4 – Employment</i>	<i>Section: 4.01</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms: Request for Dual Employment (see Appendix)</i>

EMPLOYMENT

The City of Mableton is committed to selecting and retaining the most qualified individuals for available positions. Employment decisions are based on job-related factors such as education, training, experience, demonstrated skills, and professional character. Nothing in this policy creates a contract of employment. All employees of the City are at-will and may resign or be terminated at any time, with or without cause or notice, consistent with applicable law.

Examinations and Background Screening

As determined by the City Manager and/or the appropriate department head, the selection process may include one or more of the following: oral interviews, evaluation of training and experience, written skills testing, criminal history checks, motor vehicle records, reference checks, education verification, and other lawful background checks.

The City will comply with all applicable federal and state laws in conducting background checks, including the Fair Credit Reporting Act (FCRA), Equal Employment Opportunity (EEO) laws, and the Georgia Open Records Act, as applicable. No candidate will be disqualified based on arrest records alone; only convictions and job-related findings will be considered.

Final Selection of New Employees

The City Manager, or their designee, makes the final hiring decision based on the recommendation of the department head.

Department Directors must be nominated by the Mayor and appointed by the City Council, consistent with the City Charter.

Probationary Period

Newly hired, promoted, or demoted employees must serve a probationary period of one (1) year.

During this period, supervisors will evaluate the employee's performance, work habits, attendance, and overall suitability for the position.

Successful completion of probation requires written approval by both the department head and the City Manager. Completion of probation does not alter the at-will status of employment or create a contractual or property right to continued employment.

The City Manager's approval is required to dismiss probationary employees.

If a promoted employee does not meet performance expectations, they may be reassigned to their prior position (if available), placed in another suitable position, or terminated, at the City Manager's discretion.

Nepotism

Immediate family members (as defined below) shall not be employed within the same department where one would directly or indirectly supervise, influence employment decisions, or otherwise create a conflict of interest.

If two employees within the same department marry or enter into a comparable domestic relationship, the City Manager may require transfer to another department, if available. If no suitable transfer exists, one employee may be required to resign.

For purposes of this policy, "family" includes: spouse, parent, child, sibling, in-laws, stepparents, stepchildren, grandparents, grandchildren, aunts, uncles, nieces, nephews, or any other household member by blood, marriage, or legal relationship.

This policy applies to all employees, regardless of hire date, and no exceptions will be made.

Dual Employment (Outside Employment)

Approval Required

No full-time employee may engage in outside employment without prior written approval from both their department head and the City Manager.

Requests must be submitted in writing (using the City's Dual Employment Request Form or equivalent documentation) and must be renewed annually.

Approved outside employment must be secondary to the employee's City position, which is the employee's primary employment.

Standards for Approval

Approval will not be granted if the outside employment:

Conflicts or reasonably appears to conflict with City duties or interests;

Negatively impacts the reputation or credibility of the City or the employee's department;

Is high-risk, hazardous, or fatiguing in a way that could impair attendance or performance; or

Involves the use of City time, resources, uniforms, equipment, or confidential information.

Suspension or Revocation of Approval

Outside employment approval is suspended (or revoked) for employees who are serving disciplinary suspensions or who are on any type of approved leave of absence due to their own health condition (including but not limited to sick leave or FMLA leave) for the period they are on such leave.

Off-duty Only

Employees shall not engage in any activity relating to outside employment while on duty. For purposes of this prohibition, outside employment includes any recurring outside activity that generates revenue (e.g., consulting, lawn maintenance, accounting/bookkeeping/tax preparation services, or computer repair services for a fee or in exchange for goods, services or other consideration, or online sales-related activities through standalone websites or platforms such as eBay or Amazon).

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	Termination, Resignation and Layoffs	
	Chapter: 5 – Termination, Resignation and Layoffs	Section: 5.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

TERMINATION, RESIGNATION, AND LAYOFFS

Employment with the City of Mableton is at-will. Employees may resign at any time, and the City may terminate employment at any time, with or without cause or notice, consistent with applicable law. The procedures below are intended to clarify expectations regarding voluntary resignation, involuntary termination, and layoffs.

Voluntary Resignation

Employees who wish to resign are encouraged to provide at least two (2) weeks' written notice to their supervisor. A resignation letter stating the reason for leaving is preferred but not required.

Employees who resign in good standing (i.e., provide timely written notice and satisfactorily work the notice period) will receive payment for all accrued, unused Paid Time Off (PTO) up to the maximum allowed, at their regular rate of pay.

A department head may, with the City Manager's approval, waive the notice period or authorize pay in lieu of notice. In such cases, employees will remain eligible for payment of accrued PTO.

Employees who fail to report to work for three (3) consecutive workdays without notifying their supervisor may be deemed to have voluntarily resigned ("job abandonment"), absent mitigating circumstances.

Department heads must notify Human Resources promptly upon receiving a resignation and coordinate an exit interview.

Use of Leave During Notice Period

Employees may not use accrued PTO, sick leave, or holiday time during the notice period unless:

PTO use is specifically approved by the supervisor and City Manager; or

Sick leave is supported by a physician's statement.

Sick leave and holiday leave are not payable upon separation.

Involuntary Termination

Employees terminated for disciplinary reasons are not eligible for payout of accrued PTO unless specifically approved by the City Manager.

Employees who elect to resign in lieu of termination will not be entitled to accrued PTO unless approved by the City Manager.

The department head must notify Human Resources of all involuntary terminations and schedule an exit interview.

Layoffs (Reduction in Force)

The City may conduct layoffs when necessary due to lack of work, lack of funds, reorganization, restructuring, privatization, or other legitimate business needs.

The City Manager has sole discretion to determine the scope of layoffs and which positions are affected.

Employees separated due to layoff will receive payment for accrued PTO up to the maximum allowed.

Return of City Property

Employees are required to return all City property (e.g., uniforms, ID badges, keys, tools, equipment, electronic devices, credit cards, and records) on or before their final day of work.

Employees will not receive payment for accrued PTO until all City property is returned.

Any deduction from final wages for unreturned property will be made only in compliance with applicable wage

and hour laws, including obtaining any required written authorization.

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	Paid Time Off	
	Chapter: 6 – Leaves of Absence	Section: 6.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms: Leave Request Form (see Appendix)

PAID TIME OFF

The City of Mableton provides Paid Time Off (PTO) to eligible employees as a benefit that may be used for vacation, personal time, or other authorized absences. PTO is intended to support employee well-being while ensuring the City can maintain high-quality service to the community.

Employees are not entitled to receive a “cash-out” of unused PTO except as expressly provided in the Termination, Resignation, and Layoff policy. PTO is not considered wages and does not vest, except as specifically provided by City policy or applicable law

ELIGIBILITY

Regular Full-Time Employees: Eligible to accrue PTO beginning on the first day of employment.

Regular Part-Time Employees: Employees scheduled to work at least 30 hours per week are eligible to accrue PTO on a prorated basis.

Temporary, Seasonal, and Contract Employees: Not eligible for PTO.

ACCRUAL RATE FOR EMPLOYEES

PTO accrues each pay period based on an employee’s years of service, as outlined below.

For accrual purposes, “years of service” means continuous City service in a regular position. The City may, at its discretion, give credit for prior directly related job experience upon hire.

PTO will not be advanced before accrual unless expressly approved by the City Manager.

PTO accrues only while an employee is in an active pay status (i.e., working or on approved paid leave). PTO does not accrue during unpaid leaves of absence.

Eligible Part-Time Employees (30+ hours/week): Accrue 2.31 hours per pay period (60 hours per year, equal to 1.5 weeks).

Years of Service	Hours Per Pay Period	Hours Per Year	Weeks Per Year
0 - 5 years	4.62	120	3
6 - 14 years	6.16	160	4
15 - 24 years	7.70	200	5
24 + years	9.23	240	6
Eligible Part-time	2.31	60	1.5

All regular full-time City employees may accrue up to a maximum of Four hundred and eighty (480) hours unless otherwise modified by written agreement or contract. Hours accrued in excess of stated maximums will automatically be transferred from PTO accrual to sick leave accrual each pay period.

USE AND SCHEDULING OF PAID TIME OFF

Except in special circumstances, paid time off should be authorized by the supervisor by requesting leave via the

online time and attendance system, (or using the Employee Leave Request Form, which is included in the Appendix of this Employee Handbook if system is down) at least five (5) working days prior to the requested PTO date. Special circumstances will be determined at the sole discretion of department heads and the City Manager.

Employees will be allowed to take PTO at times most convenient to them, subject to staffing and scheduling needs. However, in order to ensure continued smooth operation and maintenance of a high level of quality in the delivery of service to the citizens of Mableton, the City reserves the right to limit the number of employees that may be absent from a given department at any one time. Where there is a conflict in the vacation choices of two (2) or more employees who cannot be spared at the same time, the department head will determine who will take leave.

No employee who is terminated, resigning, retiring or leaving the City for any reason for which notice is required may use paid time off for any part of his/her notice period without the prior approval of the City Manager or his/her designee.

CHARGING OF PAID TIME OFFHOURS

- A. A full day of absence will generally result in a charge of eight (8) hours of PTO for full-time employees..
- B. Sick leave is used and charged in increments of one (1) hour.
- C. If a City holiday falls during an approved PTO period, the holiday will not be charged against the employee's PTO balance.

	Sick Leave	
	Chapter: 6 – Leaves of Absence	Section: 6.02
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms: Leave Request Form (see Appendix)

SICK LEAVE

Eligibility

All regular full-time employees are eligible to accrue and use sick leave.

Employees hired into a temporary full-time position designated by the City Manager for a duration of one (1) year or longer are eligible after completing six (6) months of continuous service.

Accrual of Sick Leave

Regular full-time employees accrue 4.62 hours of sick leave per pay period (equivalent to approximately 120 hours per year).

Sick leave may be taken once accrued, subject to the requirements of this policy.

Unused sick leave may be carried forward from year to year.

Employees continue to accrue sick leave while in an active pay status (including while on approved paid sick leave or FMLA leave).

Sick leave is not paid out at termination, resignation, or retirement unless required by written contract, collective bargaining agreement, or applicable law.

Permissible Use of Sick Leave

Sick leave with pay may be used only in the following circumstances:

When the employee is unable to work due to personal illness, injury, or medical condition.

When the employee has a scheduled medical, dental, or vision appointment that cannot reasonably be arranged outside of work hours.

When an immediate family member residing in the employee's household is incapacitated due to illness or injury, requires medical treatment, or has been diagnosed with a contagious condition that would endanger others in the workplace.

When the employee's presence at work may jeopardize the health of others due to exposure to a contagious disease, as confirmed by a licensed health care provider.

Requesting and Notifying for Sick Leave

Foreseeable Leave: If sick leave is based on planned medical treatment, employees must provide at least 30 days' advance notice. If 30 days' notice is not possible, notice should be given as soon as practicable.

Unforeseeable Leave: Employees must notify their supervisor as early as possible, but no later than 30 minutes before their scheduled shift begins, stating the reason for the absence.

Failure to provide timely notice may result in denial of sick pay for the period of absence.

Requests should be submitted through the City's online time and attendance system (or, if unavailable, via the Employee Leave Request Form).

Sick leave during the required notice period of resignation, retirement, or termination is not permitted, unless supported by a physician's certification and approved by the City Manager or designee.

Medical Documentation

The City may require a physician's statement or medical certification when:

Sick leave extends beyond three (3) consecutive workdays, The absence falls immediately before or after a holiday, or Abuse of sick leave is suspected.

Documentation may also be required to certify an employee's ability to return to work following illness or injury.

CHARGING OF SICK LEAVE

- A. Sick leave will be charged in increments of one (1) hour or more.
- B. A full day of absence will result in a charge of eight (8) hours for full-time employees.
- C. When a City-recognized holiday occurs during an employee's approved sick leave, the day will be charged as a holiday rather than as sick leave.

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	Family Medical Leave Act (FMLA)	
	Chapter: 6 – Leaves of Absence	Section: 6.03
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References: Family and Medical Leave Act of 1993 ("FMLA"), ADA 1990 & 2008 Amendments	Forms:

FMLA

The City complies fully with the Family and Medical Leave Act of 1993 ("FMLA"), as amended, and applicable state law. Eligible employees are entitled to unpaid, job-protected leave for qualifying family and medical reasons, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligibility

To be eligible, an employee must:

Have worked for the City for at least 12 months (need not be consecutive), and

Have worked at least 1,250 hours during the 12-month period immediately preceding the start of leave.

Employees returning from covered military service will have hours and service credit applied consistent with USERRA.

Leave Entitlement

Eligible employees may take:

Up to 12 workweeks of leave during a rolling 12-month period, measured backward from the date leave begins, for the following:

Birth of a child and care for the newborn within one year of birth.

Placement of a child for adoption or foster care and care within one year of placement.

To care for a spouse, child, or parent with a serious health condition.

The employee's own serious health condition that makes the employee unable to perform essential job functions.

A qualifying exigency related to a spouse, child, or parent on covered active military duty.

Up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (military caregiver leave).

Spouses employed by the City may be limited to a combined 12 weeks of leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition.

Intermittent or Reduced Schedule Leave

May be taken when medically necessary or for covered military exigencies.

Employees must provide sufficient certification from a health care provider.

The City may require temporary reassignment to an equivalent position that better accommodates recurring absences.

Notice and Certification Requirements

Foreseeable Leave: Employees must provide at least 30 days' advance notice. If 30 days is not possible, notice must be given as soon as practicable.

Certification: The City may require medical certification to support leave due to a serious health condition and may require recertification or a second or third opinion at the City's expense.

Fitness for Duty: Employees returning from their own serious health condition after three (3) or more days' absence must provide a fitness-for-duty (RTW Return to Work) release.

Failure to Provide Certification: Failure to provide required certification may result in delay or denial of leave.

Use of Paid Leave During FMLA

FMLA leave is generally unpaid. However, employees must substitute available accrued paid leave (PTO, vacation, sick leave, or other leave, as applicable) in accordance with City policy. Such paid leave will run concurrently with FMLA leave.

If the employee is also receiving workers' compensation or short-term disability benefits, FMLA leave will run concurrently, and the employee may elect to use accrued leave on a prorated basis to supplement partial wage replacement benefits.

Benefits During Leave

The City will maintain group health insurance coverage during FMLA leave on the same terms as if the employee had continued to work.

Employees must continue to pay their share of health insurance premiums. Failure to do so may result in loss of coverage, subject to COBRA continuation rights.

If an employee fails to return to work after FMLA leave, the City may recover health insurance premiums paid on the employee's behalf, unless the failure to return is due to a continuation or recurrence of a serious health condition or circumstances beyond the employee's control.

Job Protection and Reinstatement

Employees returning from FMLA leave are entitled to reinstatement to the same position held before the leave or to an equivalent position with equivalent pay, benefits, and working conditions.

Exception: Certain "key employees" (among the highest-paid 10% of City employees) may be denied reinstatement.

If the City Manager determines that employment restoration must be denied to a key employee to prevent substantial economic injury to the City, the key employee will receive written notice of this determination and an explanation of the reason(s) for the determination and will be afforded a reasonable opportunity to return to work. If the key employee is unable or fails to return to work following receipt of this notice, his/her entitlement to group health plan benefits will continue unless or until (a) the key employee advises the City that he/she does not desire restoration at the conclusion of his/her FMLA leave or (b) the key employee's FMLA leave is exhausted.

	Holidays	
	Chapter: 6 – Leaves of Absence	Section: 6.04
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

HOLIDAYS

The City observes the following holidays:

New Years Eve
 New Year's Day
 Martin Luther King Day
 President's Day
 Juneteenth
 Memorial Day
 Independence Day
 Labor Day
 Indigenous PDay
 Veterans Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 Floating Holiday

Weekend Holidays

If a holiday falls on a Saturday, the preceding Friday will generally be observed as the holiday.

If a holiday falls on a Sunday, the following Monday will generally be observed as the holiday.

Department heads may adjust schedules as necessary to ensure adequate staffing and uninterrupted essential services.

Eligibility

Regular full-time employees are eligible for paid holidays.

Part-time, temporary, and seasonal employees may be eligible only if specifically provided under departmental policy or an applicable employment agreement.

Employees must be in paid status on their regularly scheduled workday immediately preceding and immediately following the holiday in order to receive holiday pay, unless on approved leave.

Working on a Holiday

Non-exempt employees who are required to work on an official City holiday will be paid for all hours worked in accordance with the Fair Labor Standards Act (FLSA).

In addition, eligible full-time employees required to work on a holiday will receive up to eight (8) hours of compensatory paid time off (PTO), to be scheduled with their supervisor.

Exempt employees may receive equivalent time off, as determined by the City Manager or designee, but will not receive additional holiday pay.

Floating Holiday

The floating holiday must be scheduled in advance and approved by the employee's supervisor, subject to

staffing and operational needs.

The floating holiday must be taken during the calendar year in which it is granted and may not be carried over or paid out at separation unless required by law.

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	Donation of Paid Leave Time	
	Chapter: 6 – Leaves of Absence	Section: 6.05
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

LEAVE DONATIONS

The City recognizes that employees may experience serious medical emergencies that require extended time away from work. To support eligible employees during such circumstances, the City permits the donation of accrued paid leave time by other employees in accordance with the terms of this policy.

Eligibility to Receive Donated Leave

Regular full-time employees with at least one (1) year of continuous service may request donated leave.

Donated leave may only be used when:

The employee has exhausted all accrued personal leave (e.g., PTO, sick leave, holiday leave); and

The employee or an eligible family member has a serious health condition as defined under the Family and Medical Leave Act (FMLA).

Requests must be supported by appropriate medical documentation, subject to FMLA standards.

Request Process

A qualified employee (or their supervisor, if the employee is unable) must complete a Request for Donated Leave Form and submit it to the Department Head.

The Department Head will review the request and, if appropriate, recommend it to the City Manager.

The City Manager (or designee) will make the final determination.

Approval is not guaranteed and is subject to operational and administrative considerations.

Approved requests will remain valid for ninety (30) days from the date of approval. Requests may be renewed up to three (3) additional periods, for a maximum total of 180 days (6 months).

Donations of Leave

Employees who wish to donate leave must complete a Leave Donation Transfer Form, available in the Human Resources Department. All donated leave will be pooled into a donation bank and allocated to eligible employees based on approved requests.

Donation limits are as follows:

Accrued PTO: No restrictions on donation.

Accrued Sick Leave: Up to eighty (80) hours may be donated, provided the donating employee retains a balance of at least eighty (80) hours of sick leave.

Holiday Leave: Not eligible for donation

Administration of Donated Leave

Donated leave is applied separately from other forms of accrued leave.

Employees do not accrue additional leave benefits while using donated leave.

Approval of donated leave does not guarantee approval of a leave of absence; the underlying leave request remains subject to normal City policies and FMLA requirements.

Confidentiality and Compliance

The City will process all donated leave requests in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and applicable confidentiality policies. Participation in this program is voluntary, and the City cannot guarantee that leave will be donated once a request is approved.

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	Leave of Absence without Pay	
	<i>Chapter: 6 – Leaves of Absence</i>	<i>Section: 6.06</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

LEAVE OF ABSENCE WITHOUT PAY

The City recognizes that employees may, under certain circumstances, need to take an extended period of time away from work. In such cases, and subject to the conditions below, a leave of absence without pay may be granted at the City's discretion.

Eligibility and Approval Authority

Up to 14 calendar days: May be approved by the Department Head.

15 calendar days or more, up to 6 months: May be approved by the City Manager upon recommendation of the Department Head.

Approval is not guaranteed and is considered on a case-by-case basis based on operational needs and the best interests of the City.

Effect on Leave and Benefits

Leave without pay may not be used to circumvent use of accrued paid leave or FMLA leave when applicable.

Employees do not accrue annual leave, sick leave, or holiday pay during periods of leave without pay.

Holidays occurring during unpaid leave will not be paid.

Request Procedure

Requests must be submitted in writing to the employee's supervisor and should state the reason for the leave and the expected duration.

Medical-related requests should be submitted directly to the Department Head, who will coordinate with Human Resources.

Requests should be made as far in advance as practicable.

In extraordinary circumstances, the City Manager may place an employee on leave without pay without a written request if warranted.

Circumstances for Approval

Leave of absence without pay is not an entitlement but may be granted where justified, including but not limited to:

Long-term employees with a strong performance and disciplinary record.

Employees with unique skills or training critical to City operations.

Extraordinary personal or family circumstances as determined by the City.

ADA Considerations:

If a qualified individual with a disability requests unpaid leave as a reasonable accommodation, the request will be referred to Human Resources for interactive review in accordance with the Americans with Disabilities Act (ADA). Such leave may be granted unless it creates an undue hardship for the City.

Employment Restoration

The City will make reasonable efforts to return the employee to the same or a comparable position at the conclusion of approved leave.

However, this policy does not create a guarantee of reinstatement. Positions may be modified, reassigned, or eliminated at the City's discretion, except where otherwise required by law (e.g., under FMLA or ADA).

Benefits During Leave

Employees must contact Human Resources prior to beginning leave to review the impact on benefits.

Employees may continue group health and dental coverage under COBRA by paying the full cost of coverage in advance on a monthly basis.

Arrangements for premium payments must be made with the Finance Department.

Return to Work

For medical leaves, the City may require a healthcare provider's certification confirming that the employee is fit to return to duty.

Failure to return to work upon expiration of approved leave, or taking leave without approval, will be considered unauthorized absence and may result in disciplinary action up to and including termination.

DRAFT

	Military Leave	
	Chapter: 6 – Leaves of Absence	Section: 6.07
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References: USERRA	Forms:

MILITARY LEAVE

The City complies fully with all applicable federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Georgia Military Leave Law. Eligible employees are entitled to military leave of absence for service in the U.S. Armed Forces, National Guard, or Reserves.

Employees will not be subjected to discrimination or retaliation based on their military service, application for service, or obligation to serve.

Paid Military Leave (Short-Term)

Eligible employees are entitled to up to fifteen (15) working days of paid military leave per calendar year for annual training, drills, or other official military duty.

During this period, employees will continue to receive their regular pay and benefits, provided they submit a copy of their official orders or complete the City's Verification of Military Duty Form.

Paid leave under this section runs concurrently with any applicable state or federal entitlements.

Unpaid Military Leave (Extended Duty)

Military leave beyond the fifteen (15) paid days will be unpaid unless the employee elects to use accrued paid leave.

Employees on extended military leave may be entitled to continue group health insurance benefits for up to 24 months under USERRA, provided the employee pays the required portion of the premiums.

For deployments lasting 91 days or more, the City Manager may approve continued benefits coverage beyond the statutory minimum, subject to City policy.

Reemployment Rights

Employees returning from military service will be reinstated to the same or an equivalent position with the same seniority, status, pay, and benefits they would have attained had they not been absent, provided:

The employee provides advance written or verbal notice of the need for leave (unless impossible or unreasonable under the circumstances).

The employee has not exceeded the cumulative service limits established under USERRA (generally five years of service, subject to statutory exceptions).

The employee returns to work or applies for reemployment within the timelines set forth in USERRA.

Upon return, employees will be treated as though they were continuously employed for purposes of seniority,

pension, and other benefits.

Procedures

Employees should provide a copy of their military orders to their Department Head as soon as practicable.

If written orders are not immediately available, employees must notify their Department Head of their obligation to serve and complete the Verification of Military Duty Form when possible.

Questions about benefits continuation, reemployment rights, or policy interpretation should be directed to Human Resources.

DRAFT

	Bereavement Leave	
	Chapter: 6 – Leaves of Absence	Section: 6.08
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Bereavement Leave

Eligibility and Entitlement

Regular full-time employees may be granted up to three (3) paid workdays of bereavement leave following the death of an immediate family member.

Bereavement leave is intended to provide time for employees to make necessary arrangements and attend services.

Definition of Immediate Family

For purposes of bereavement leave, immediate family includes:

Parent, stepparent

Spouse or domestic partner (as recognized under applicable law)

Child (including stepchild, foster child, or legal ward)

Sibling (including stepsibling)

Mother-in-law, father-in-law, son-in-law, daughter-in-law

Grandparent or grandchild

Aunt or uncle

Request Procedure

Employees must notify their supervisor as soon as practicable of the need for bereavement leave.

Supervisors may request reasonable documentation, such as an obituary or other verification of the death and relationship, either at the time of the request or upon the employee's return to work.

Conditions

Bereavement leave days do not accrue and will not be paid out upon separation from City employment.

The three (3) days of leave do not need to be taken consecutively but must be taken within a reasonable period in connection with the death or funeral.

Additional time off beyond three (3) days may be requested through accrued leave (PTO, sick leave, or other available leave), subject to supervisor approval

	Training	
	<i>Chapter: 7 - Training</i>	<i>Section: 7.01</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

TRAINING

The City is committed, within the limits of available resources, to providing training opportunities that enhance employees' knowledge, skills, and abilities in support of the City's operational needs and compliance obligations. Training may also be provided to obtain or maintain required licenses, certifications, or continuing education, and to foster professional growth that benefits the City and the public it serves.

Types of Training Opportunities

Training opportunities may include, but are not limited to:

On-the-job training conducted under the direction of supervisors or experienced staff.

In-house workshops coordinated by City departments or Human Resources.

External training, seminars, and conferences provided by recognized agencies, associations, or professional organizations.

Mandatory Training

The City may require employees to attend specific training programs as a condition of employment or continued employment when such training is necessary to:

Comply with federal, state, or local legal requirements.

Maintain required licenses or certifications.

Support workplace safety, security, and non-discrimination initiatives.

Promote a respectful and inclusive workplace.

Examples include, but are not limited to:

New employee orientation.

Non-harassment/sexual harassment prevention.

Diversity, equity, and inclusion awareness.

Americans with Disabilities Act (ADA) compliance.

Workplace violence prevention and safety training.

Roles and Responsibilities

The Human Resources Director, in collaboration with Department Heads, will identify and establish training needs and timing for each department.

Department Heads are responsible for ensuring that employees complete mandatory training and for recommending additional training opportunities consistent with departmental and City goals.

Employees are expected to actively participate in assigned training and apply learned skills to their work.

Training Records

Departments may maintain internal training records for their employees.

All training records must be transmitted to Human Resources for inclusion in each employee's official personnel file.

Training records will be maintained in accordance with applicable records retention laws and policies.

Disclaimer

Nothing in this policy creates a contractual right to training opportunities. The City reserves the discretion to determine training content, availability, and participation requirements based on organizational needs and available resources.

	Disciplinary Action	
	Chapter: 8 - Discipline	Section: 8.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Disciplinary Action

The City recognizes the importance of maintaining fair, consistent, and equitable procedures when addressing employee performance and conduct issues. Disciplinary action may be necessary in cases involving unsatisfactory performance, violations of workplace policies or procedures, inappropriate conduct, or violations of law.

Guiding Principles

The City encourages self-discipline and accountability. Employees are expected to comply with all workplace rules, policies, and standards of conduct.

When self-discipline is not sufficient, the City may impose disciplinary measures as corrective action intended to:

- Encourage improved performance and conduct.

- Protect the integrity of City operations.

- Safeguard the health, safety, and welfare of employees and the public.

Disciplinary actions may range from verbal counseling to termination of employment, depending on the nature, severity, and frequency of the issue.

Disciplinary Action

Disciplinary measures may include, but are not limited to: verbal counseling, written reprimands, suspension with or without pay, demotion, or termination of employment.

The City reserves the right to determine the appropriate level of discipline in each circumstance. Progressive discipline may be used where appropriate, but progressive steps are not required.

Nothing in this policy requires the City to apply discipline in any particular order or prevents the City from imposing immediate and significant discipline, including termination, when warranted.

At-Will Employment

Employment with the City is at will. Either the employee or the City may terminate the employment relationship at any time, with or without notice, and with or without cause, subject only to applicable law.

The adoption of disciplinary standards or procedures does not create a contract of employment, a guarantee of continued employment, or any property interest or due process right in employment.

The City reserves the right to modify, deviate from, or revoke these procedures at its sole discretion.

	Standards of Conduct, Gifts and Gratuities	
	Chapter: 8 - Standards of Conduct	Section: 8.02
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

STANDARDS OF CONDUCT

City employees are expected to maintain the highest standards of honesty, integrity, and professionalism in the performance of their duties. While it is not possible to list every form of misconduct, the following examples illustrate conduct that may result in corrective or disciplinary action, up to and including termination of employment. This list is not exhaustive:

- A. Failure or refusal to perform assigned work or follow oral/written instructions (insubordination).
- B. Inefficiency, neglect, or lack of application in the performance of duties.
- C. Careless, negligent, unauthorized, or improper use of City property, equipment, or vehicles; or damage, destruction, or personal use without prior approval.
- D. Conduct that endangers the safety, health, or property of others.
- E. Allowing unauthorized persons to access City facilities or property without approval.
- F. Failure to conduct oneself in a respectful, courteous, and professional manner toward coworkers, supervisors, contractors, vendors, residents, or the public.
- G. Failure to report for duty at the assigned time and place without a valid excuse.
- H. Absence without authorization ("job abandonment").
- I. Improper use of the timekeeping system, including clocking in/out for another employee ("buddy punching"). Such conduct may result in termination.
- J. Creating, ignoring, or contributing to unsafe or unsanitary working conditions.
- K. Failure to obtain or maintain required licenses, certifications, or qualifications for the job.
- L. Failure to use safety equipment or comply with safety rules.
- M. Gambling on City property or at City work sites.
- N. Misuse of sick leave or other forms of leave.
- O. Violations of the City's anti-discrimination, anti-harassment, or anti-retaliation policies.
- P. Conduct unbecoming of a City employee, including actions that damage the employee's reputation, undermine public trust, or create concern among colleagues, residents, or partner agencies.
- Q. Theft, misappropriation, or misuse of City funds, assets, or resources.
- R. Falsification, misrepresentation, unauthorized alteration, or improper destruction of City records or documents.
- S. Spreading false or misleading information, or unauthorized entries into City records or systems.
- T. Actions that disrupt City operations or interfere with the delivery of public services.
- U. Harassment, intimidation, or unauthorized visits to the home of a City employee or official for job-related disputes.
- V. Horseplay, fighting, or other conduct that endangers the safety or well-being of others.
- W. Possession of unauthorized firearms or weapons on City property or while on duty, in violation of City policy or applicable law.
- X. Possession, use, or being under the influence of alcohol, illegal drugs, or unauthorized intoxicants while on duty.
- Y. Unauthorized release of confidential or protected City information.
- Z. Engaging in outside employment or activities that create an actual or apparent conflict of interest.
- AA. Using personal, political, or outside influence to secure promotions, transfers, pay changes, leave approvals, or other employment-related actions.
- BB. Violating provisions of this Employee Handbook or other applicable City policies.
- CC. Violating departmental policies, procedures, standard operating procedures (SOPs), directives, or rules.
- DD. Violating applicable City ordinances, state law, or federal law.

EE. Engaging in conduct that constitutes a felony or a misdemeanor involving dishonesty, fraud, or moral turpitude.

FF. Any other conduct which, in the City's sole discretion, warrants disciplinary action.

Gifts and Gratuities

Employees must avoid actions that could create or appear to create a conflict of interest or impair public trust in City government. Specifically:

Employees shall not use their position for personal gain, provide preferential treatment, impede efficiency, compromise independence or impartiality, make decisions outside official channels, or take any action that undermines public confidence.

No employee shall solicit or accept rewards of any kind, whether direct or indirect, for the performance of duties, or request any gratuities, or use his or her position, relationships, or contacts with the City to seek favors or preferential treatment of any kind. Further, an employee shall not accept gratuities of any kind, whether direct or indirect, in the course of his/her duties with the City, or from any person or entity where the relationship was established in the course of his/her duties with the City, with a value in excess of one hundred dollars (\$100.00) without the express written permission of the City Manager. Nothing in this section shall prohibit an employee from: (1) receiving any occasional food or beverage of nominal value; or (2) receiving any promotional item or items generally distributed to the general public, provided that the acceptance of such item or items will not influence his or her performance or failure to perform any official action.

SELF-REPORTING

An employee who is the subject of a criminal investigation, or has been arrested, indicted, or convicted of any federal, state, or local offense, other than a minor traffic offense, must promptly notify their immediate supervisor.

	Non-Disciplinary Administrative Leaves of Absence	
	Chapter: 8 - Discipline	Section: 8.03
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

NON-DISCIPLINARY ADMINISTRATIVE LEAVES OF ABSENCE

The City may place an employee on a non-disciplinary administrative leave of absence when circumstances require temporarily removing the employee from active duty. Such circumstances may include, but are not limited to:

- When the employee is the subject of an internal investigation or disciplinary review.
- When the employee is arrested or is the subject of a criminal investigation.
- When other circumstances exist in which the employee's continued presence at work may interfere with operations, create a disruption, compromise safety, or otherwise be contrary to the City's best interests.

Nature of Leave

With Pay: Non-disciplinary administrative leave will ordinarily be with pay, unless circumstances warrant otherwise.

Without Pay: Leave without pay may be imposed if keeping the employee on active payroll would create an undue hardship for the City or if the City Manager (or designee) determines it is otherwise appropriate.

Approval and Duration

A department head may authorize a short period of non-disciplinary administrative leave.

Any administrative leave exceeding three (3) workdays must be approved in advance by the City Manager or the City Manager's designee.

The duration of such leave will be limited to the period reasonably necessary to allow the City to investigate and evaluate the matter and determine appropriate next steps.

Employment Status

Placement on non-disciplinary administrative leave is not disciplinary in nature and does not, in and of itself, constitute an adverse employment action. Employees remain subject to the City's at-will employment relationship, and further administrative, corrective, or disciplinary action may follow depending on the outcome of the review or investigation.

	Initiation of Disciplinary Action	
	Chapter: 8 - Discipline	Section: 8.04
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

INITIATION OF DISCIPLINARY ACTION

The City is committed to addressing performance concerns and misconduct in a manner that is fair, consistent, and consistent with operational needs. Disciplinary action may be initiated by supervisors, department heads, or other management officials, as described below.

Verbal Counseling

Any supervisor may issue verbal counseling when appropriate to address performance or conduct concerns.

Verbal counseling is considered a corrective measure and not a formal disciplinary action but may be documented for reference in the employee's personnel file.

Initiation of Disciplinary Action

A supervisor may recommend other forms of disciplinary action concerning an employee under their direct supervision.

Such recommendations should be documented using the City's Disciplinary Action Recommendation Form or equivalent documentation.

Documentation should describe the conduct or performance issue, relevant facts, and any supporting information for consideration by higher-level management.

Review and Approval

Recommendations are reviewed through the chain of command within the department.

At each level, management may concur with, reject, or modify the recommendation, or direct additional review.

The department head (or designee) will make the final determination of disciplinary action to be imposed within the department, except as provided below.

Any demotion or termination must also be reviewed and approved by the City Manager or designee before becoming final.

Employee Meeting and Response

Prior to a final disciplinary decision, the recommending or reviewing supervisor should meet with the employee to discuss the matter.

The employee may provide a written statement responding to the allegations or concerns, which will be attached to the record for consideration.

A department head may, when appropriate, initiate disciplinary action without a written recommendation from a supervisor, but the employee should normally be given the opportunity to respond before final action is taken.

Notice to Employee

Once a decision has been made, the employee will be provided with written notice of the action, including:

A summary of the facts and circumstances forming the basis of the action.

The City policy, departmental rule, or directive involved.

The effective date of the action.

The employee will be asked to sign or acknowledge receipt of the notice. Signature confirms only receipt, not agreement. If the employee refuses, the refusal will be noted and witnessed by two (2) supervisors.

A copy of the notice will be provided to the employee and placed in the personnel file.

Appeal Rights

Employees may seek further administrative review of disciplinary actions only through the City's established grievance procedure, which serves as the exclusive internal review process.

	Disciplinary and Corrective Actions	
	<i>Chapter: 8 - Discipline</i>	<i>Section: 8.05</i>
	<i>Approved:</i>	<i>Effective:</i>
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

DISCIPLINARY AND CORRECTIVE ACTIONS

The City is committed to maintaining a fair, consistent, and lawful approach to employee performance and conduct concerns. While corrective measures are preferred where appropriate, the City reserves the right to impose disciplinary action, up to and including termination, when circumstances warrant.

Types of Disciplinary Action

Supervisors may issue verbal or written counseling under appropriate circumstances. In addition, and in increasing order of severity, the following types of disciplinary action may be imposed or recommended:

- A. Verbal Counseling (documented as appropriate)
- B. Written Counseling
- C. Suspension with or without Pay (subject to City Manager approval)
- D. Demotion or Other Reduction in Duties/Authority (with City Manager approval)
- E. Termination of Employment (with City Manager approval)

In cases where suspension without pay is imposed, the department head may, with prior approval from the City Manager or designee, permit or require the employee to use accrued paid time off during the suspension.

If an employee's absence during suspension would impose a significant hardship on operations, the City may require the employee to work during part or all of the suspension, in which case equivalent accrued paid time off will be forfeited.

Disciplinary Probation

A department head may place an employee on disciplinary probation for up to six (6) months in conjunction with disciplinary action. With City Manager approval, probation may be extended for an additional six (6) months.

Corrective Action

Corrective action may be imposed in conjunction with, or in lieu of, formal discipline. Corrective action is generally considered non-disciplinary and may include, but is not limited to:

Placement on a performance improvement plan (PIP) or performance probation.

Mandatory training.

Referral to the Employee Assistance Program (EAP).

Temporary reassignment of duties or responsibilities.

Progressive Discipline

The City supports the principle of progressive discipline, meaning that corrective or disciplinary measures generally increase in severity if problems persist. However:

The City reserves the discretion to bypass one or more steps in progressive discipline when warranted by the seriousness of the conduct or performance issue.

Termination may occur without prior disciplinary steps when the circumstances justify it.

Different types of misconduct or performance deficiencies may be considered cumulatively, even if unrelated.

Nothing in this policy requires that three (3) incidents of misconduct occur before termination, nor does it restrict the City's authority to take immediate action in cases of serious violations.

Other Disciplinary Actions

Other forms of discipline not expressly listed may be utilized when deemed appropriate, with approval of the City Manager or designee.

Documentation and Recordkeeping

All disciplinary actions (other than verbal counseling) must be documented using the City's Disciplinary Action Recommendation Form or an approved equivalent (paper or electronic).

Documentation must include the nature of the issue, the action taken, and supporting details.

All related records—including recommendations, employee responses, final decisions, acknowledgments, and resignations in lieu of discipline—must be promptly transmitted to the Human Resources Department for inclusion in the official personnel file.

Departments may maintain copies for internal use; however, the Human Resources Department's file will serve as the official record unless otherwise directed by the City Manager.

	Grievance Procedure	
	<i>Chapter: 9 – Grievance Procedure</i>	<i>Section:</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

STATEMENT OF POLICY

The City recognizes that complaints, disputes, and misunderstandings (“Grievances”) may arise in the workplace. A Grievance may be based on an employee’s good-faith belief that they have been treated unlawfully, in violation of City policy, or that a policy or procedure has been unfairly applied.

This procedure is designed to provide employees with a fair and orderly process for raising and resolving Grievances, free from coercion, retaliation, or discrimination. While the City encourages resolution at the lowest possible level, all Grievances properly presented under this procedure will be considered.

This procedure applies to all City employees. Nothing in this policy creates a contract of employment or alters the City’s status as an at-will employer.

Grievable and Non-Grievable Matters

Grievable matters are actions, events, or conditions in the workplace that directly and negatively affect the employee and are within the City’s control. Grievances may be disciplinary or non-disciplinary in nature.

Non-grievable matters include, but are not limited to:

Verbal or written counseling, referrals to the Employee Assistance Program (EAP), or informal corrective action.

Layoffs, furloughs, demotions, transfers, reductions in force, or other employment actions due to reorganization, restructuring, or budgetary considerations.

Voluntary resignations, except where the employee alleges failure to follow established policy.

Pay levels or benefits, except allegations of unpaid overtime or improper deductions.

Position classifications, except allegations of misclassification under the Fair Labor Standards Act (FLSA).

Performance evaluations.

Work assignments, duties, or responsibilities consistent with the position description or a reasonable extension thereof.

Shift or schedule changes, absent an allegation of failure to follow established policy.

Legislative actions of the City Council, such as ordinances, resolutions, and budgets.

Non-selection for promotion, absent an allegation of failure to follow established promotional policies.

Reasonable security measures.

Temporary or emergency changes to working conditions.

Exception: Any of the above may be grievable if alleged to involve unlawful discrimination, harassment, or retaliation within the jurisdiction of the City Manager.

General Considerations

Employees may request reasonable time off to process a Grievance, subject to supervisory approval, using paid leave or leave without pay.

The Human Resources Department is available to answer questions and assist employees with formatting Grievances.

All Grievance filings, responses, and appeals must be in writing and filed within established timeframes.

Employees are encouraged to first seek resolution informally with their supervisor.

Procedure

Step One – Informal/Departmental Resolution

Employees should first discuss concerns with their immediate supervisor.

If unresolved, the employee must submit a written Grievance to the supervisor within five (5) workdays of the incident or

discovery.

Supervisors should respond in writing within two (2) workdays.

If unsatisfied, the employee must submit the Grievance to the next supervisory level within two (2) workdays. If a supervisor fails to respond, the matter is deemed denied and must be advanced within two (2) workdays.

If the Grievance involves the employee's supervisor, it may be filed with the next level of supervision.

Step Two – Department Head Review

If unresolved, the employee may submit a written Grievance to the Department Head and Human Resources within two (2) workdays of the Step One response.

The written Grievance must include:

1. The facts and basis for the complaint.
2. Alleged wrongful act(s) and resulting harm.
3. The specific remedy sought.
4. Relevant dates, times, and documentation.

The Department Head and Human Resources will meet with the employee and issue a written decision within ten (10) workdays.

For probationary employees, the Department Head's decision is final.

Step Three – City Manager or Personnel Hearing

If a Grievance unrelated to demotion or termination of employment is not satisfactorily resolved in Step Two or if the Department Head fails to meet with the employee or to respond to the Grievance within the time specified, a non-probationary employee may submit a written Grievance directed to the City Manager and Human Resources Director within five (5) workdays of the Step Two response date.

Except as provided below, the Step Three Grievance must include:

- A. A statement of the purpose of the Grievance and the desired outcome.
- B. A statement that the chain of command has been followed (or an explanation of each instance in which the chain of command was not followed); and
- C. Copies of all previous versions of the Grievance submitted by the employee through Steps One and Two, including all written responses, associated correspondence, and any other documentation relevant to the Grievance.

Notwithstanding the foregoing, when a Grievance based on a demotion or termination of employment is initiated at Step Three, the Grievance must include the items enumerated above for Step Two Grievances.

When the Step Three Grievance does not involve the employee's demotion or termination of employment, it will be reviewed and decided by the City Manager.

In so doing, the City Manager, at his/her discretion, will determine the method he/she considers appropriate for reviewing the Grievance and arriving at an appropriate resolution. The City Manager may base his/her decision solely on the record presented or he/she may, among other things, meet with and/or interview the employee, meet with and/or interview the supervisors and/or department head involved in the

decision or action being grieved and/or other witnesses, consult with outside parties, etc., or any combination thereof as he/she deems appropriate.

If the City Manager was directly involved in the decision or action being grieved or is otherwise unavailable, the City Manager or his/her designee may appoint a department head or other suitable individual to serve in his/her place and review and consider the Step Three Grievance.

Upon completion of his/her review, the City Manager (or any department head or other individual serving in his/her place) will respond to the Step Three Grievance within fifteen (15) calendar days.

When the Step Three Grievance involves the employee's demotion or termination of employment, it will be heard by the City's Personnel Hearing Officer. The Personnel Hearing Officer will preside over a personnel hearing and issue written findings and conclusions regarding the Grievance, as well as a recommended decision, to the City Manager or his/her designee.

1. Upon receipt of a compliant Step Three Grievance relating to the employee's demotion or termination of employment, the City Manager shall arrange for the Human Resources Director to notify the Personnel Hearing Officer of the Grievance and the need for a hearing within ten (10) workdays.
2. The Human Resources Director shall also cause to be provided to the Personnel Hearing Officer a copy of the Grievance and all attachments thereto.

PERSONNEL HEARINGS

Personnel Hearing Officer

A. Appointment

1. The Personnel Hearing Officer is appointed by the City Manager for the purpose of hearing Grievance appeals relating to demotions and terminations of employment and serves at the City Manager's pleasure. The City Manager may also appoint two (2) alternate Personnel Hearing Officers who will serve in the event the Personnel Hearing Officer is unable for any reason to serve.
2. The Personnel Hearing Officer shall enter into an agreement with the City Manager pursuant to which the terms and conditions of the Personnel Hearing Officer's service to the City and compensation are established.

B. Qualifications. The Personnel Hearing Officer shall not be an employee or other agent or representative of the City and shall have the following qualifications:

1. A law degree.
2. Admission to the State Bar of Georgia.
3. A working knowledge of, and the ability to understand, the provisions of the City's Employee Handbook and personnel policies, the City's Code of Ordinances, the City Charter, the laws of the State of Georgia (including local government law) and regulations pertaining thereto, and legal interpretations thereof by Federal and State courts.
4. A working knowledge of administrative hearings and procedures.
5. The ability to analyze and interpret laws, rules and policies and logically apply them to cases under review; and
6. The ability to prepare organized and concise written material utilizing technical and legal terminology.

Personnel Hearing Procedure

A. Scheduling and Notice of Hearing

1. Within ten (10) workdays of his/her receipt of a Step Three Grievance relating to the employee's demotion or termination of employment, the Personnel Hearing Officer shall schedule a hearing and notify the employee, the Human Resources Director and the City Manager.
2. Such notice shall be provided at least thirty (30) calendar days prior to the scheduled hearing date.

B. Attendance at Hearing; Legal Counsel

1. Attendance is limited to the Personnel Hearing Officer, the employee, the department head or other individual(s) responding to the alleged Grievance ("respondent"), the City Manager, and the City's legal counsel.
2. The employee shall have the right to retain and consult with his/her own legal counsel at his/her own expense; however, for Grievances not involving termination, the employee's legal counsel shall not be present at the hearing.
3. For Grievances involving termination, the employee's legal counsel may be present for the hearing and consult with the employee but shall not respond for the employee before the Personnel Hearing Officer, examine witnesses, or otherwise actively participate in the hearing.
4. Witnesses may only be present while testifying.
5. For Grievances involving termination of employment, if the Assistant Manager or his/her designee determines that a name-clearing hearing is warranted in light of the reason or grounds for termination, the Step Three Grievance hearing may be open to the public to serve this dual purpose.

C. Witness Lists

1. Not later than ten (10) workdays prior to the hearing, each party will provide the Personnel Hearing Officer with a list of witnesses (if any) to attend the hearing on the party's behalf. The Personnel Hearing Officer will provide each party with a copy of the other party's witness list within two (2) workdays of receipt.
2. Each party may add names to his/her original witness list based on the other party's witness list, but any additions must be submitted to the Personnel Hearing Officer and the other party not later than three (3) workdays prior to the hearing. The Personnel Hearing Officer may exclude the testimony of any witness who is not disclosed in accordance with this paragraph, absent good cause for the party's non-compliance.

D. Hearing Format

1. The Personnel Hearing Officer will preside over the hearing and rule upon all procedural matters.
2. An audio recording of proceedings will be made. Upon commencement of the hearing, the Personnel Hearing Officer will state the date and introduce him/herself, the parties, and any other attendees for the record. Copies of the audio recording may be obtained, upon request and payment of copying expenses, after the Personnel Hearing Officer has forwarded his findings, conclusions, and recommendation to the City Manager or his designee.
3. The Personnel Hearing Officer will swear in each party and any other witness providing testimony during the hearing by requiring him/her to respond affirmatively to the following: "Do you swear or affirm that the testimony you are about to give will be the truth, the whole truth and nothing but the truth?"

4. After the employee gives an opening statement not to exceed fifteen (15) minutes, the Personnel Hearing Officer will have thirty (30) minutes to ask questions of the employee. The respondent will then have an opportunity to make an opening statement not to exceed fifteen (15) minutes. If the employee seeks relief against more than one respondent, each respondent will have an opportunity to make an opening statement. After hearing each respondent, the Personnel Hearing Officer will have thirty (30) minutes to ask questions.
 5. After the opening statements and questions have been completed, the employee will call each of his/her witnesses. The employee will have twenty (20) minutes to ask questions of each witness. If the Personnel Hearing Officer determines that the testimony of a witness may require additional time because the testimony is particularly involved, the employee may be allowed additional time for questioning. Following the employee's questioning, the Personnel Hearing Officer will have thirty (30) minutes to ask questions of the witness.
 6. After the employee has called all of his/her witnesses, each respondent will then have the chance to call witnesses. Each respondent will have twenty (20) minutes to ask questions of each of its witnesses. If the Personnel Hearing Officer determines that the testimony of a witness may require additional time because the testimony is particularly involved, the respondent may be allowed additional time for questioning. Following the questioning by each respondent of each of its witnesses, the Personnel Hearing Officer will have thirty (30) minutes to ask questions of the witness.
 7. If provided to the Personnel Hearing Officer and the other party at least five (5) workdays in advance of the hearing, the Personnel Hearing Officer may consider the sworn statement of a witness who cannot or will not appear at the hearing; provided, however, that the statement must affirmatively explain the reason for the witness's non-appearance. The Personnel Hearing Officer may decline to consider any statement which he/she determines fails to adequately explain the witness's non-appearance.
 8. After each side has called all of their witnesses, the employee and each respondent will have fifteen (15) minutes to make a closing statement.
- E. Evidence; Burden of Proof; Hearing Record
1. The Personnel Hearing Officer will base his/her findings, conclusions, and recommendations solely on the record made in accordance with the procedure outlined herein.
 2. The burden of proof at the hearing shall be on the employee. To satisfy the burden of proof, the employee must establish by a preponderance of the evidence that he/she was wrongfully demoted or terminated as alleged in the Grievance.
 3. The Personnel Hearing Officer will decide what testimony or other evidence to admit and is not required to follow state or federal rules of evidence (including those pertaining to hearsay). Testimony or evidence may be excluded if it is cumulative, immaterial, irrelevant, offered for improper purposes, if its harm outweighs its potential value, or for any other good and sufficient reason. While the Personnel Hearing Officer should exercise reasonable flexibility so that he/she receives sufficient information on which to base his/her findings, conclusions, and recommendation, he/she nevertheless must ensure that the scope of the hearing remains confined to the issue(s) presented in the Grievance.
 4. The Personnel Hearing Officer will determine when the hearing record is closed. Upon closure of the record, the Personnel Hearing Officer work with the Human Resources Director to include that both have complete and accurate copies of the hearing record, including the audio recording thereof.

F. Post-Hearing Procedures; Final Decision

1. The Personnel Hearing Officer will prepare a written report consisting of his/her findings of fact and conclusions regarding the application of any federal, state, or local law, rule, or regulation, any Charter provision, ordinance, policy, or procedure of the City, or any departmental SOP, directive, or order, or any other proper source of authority implicated by or relevant to the events precipitating the Grievance. The report should also include a summary of the testimony and other evidence admitted during the hearing upon which the Personnel Hearing Officer's findings and conclusions are based. Finally, the report should include the Personnel Hearing Officer's recommendation(s) as to whether the Grievance should be sustained or denied.
2. The Personnel Hearing Officer will transmit his/her written report and the hearing record to the City Manager within twenty (20) workdays of the closing of the record. For purposes of this requirement, the hearing record includes the audio recording of all testimony, opening statements, and closing arguments, the Grievance itself and all attachments thereto, and all other documentary and other forms of evidence accepted into the hearing record. The Personnel Hearing Officer shall not provide copies of his/her written report to the parties at this time.
3. Upon receipt of the Personnel Hearing Officer's written report and the hearing record, the City Manager, in the exercise of his sole discretion, may either (a) proceed to make a final decision on the Grievance based on his/her review and consideration of the report and hearing record or (b) delegate the task of making the final decision on the Grievance to the City Manager or other qualified individual.
4. In considering the written report of the Personnel Hearing Officer, the City Manager or his/her designee shall have the right, but not the obligation, to request that the Personnel Hearing Officer reopen the hearing record to receive additional testimony or other evidence when the City Manager or his/her designee deems such a request necessary.

G. Final Decision

1. If the City Manager or his/her designee approves the Personnel Hearing Officer's recommendation(s), copies of the written report shall be transmitted to the employee, the respondent(s) involved, legal counsel, and the Human Resources Director as the final decision on the Grievance.
2. If the City Manager or his/her designee rejects the Personnel Hearing Officer's recommendation(s), he/she shall make his/her own decision without further hearing. Upon being reduced to writing, the decision of the City Manager or his/her designee shall be final. Copies of the Personnel Hearing Officer's written report and the written decision of the City Manager or his designee shall be provided to the employee, the respondent, the Human Resources Director, and any legal counsel involved in the Level Three Grievance.

GRIEVANCE ADMINISTRATOR; DISCLAIMER

A. Coordinator; Custodian

1. The Human Resources Director shall act as coordinator of the Grievance process, including any personnel hearings that may be conducted as provided herein, throughout and following the process.
2. The Human Resources Director shall act as the City's official custodian of all records comprising each Grievance, including any attachments thereto, as well as the entire record from any personnel hearing conducted on a Grievance, including the audio recording of the hearing and all documentary and other evidence admitted into the record during the hearing, the Personnel Hearing Officer's

written report and any written decision issued by the City Manager or his designee on the Grievance. The Human Resources Director shall establish and maintain a file of all such Grievances and related materials, which file shall be maintained in a secure area within Human Resources.

3. The Human Resources Director shall conduct, or cause to be conducted, an annual analysis of formal Grievances to serve as a management tool in determining potential problem areas within City which may need to be addressed. The annual report of the completed analysis shall be forwarded to the City Manager.
- B. Disclaimer. The City is an "at will" employer, and no aspect of this Grievance Procedure is intended or should be interpreted or applied so as to impose any restrictions or limitations on the City's right to terminate or otherwise modify any employment relationship at any time, with or without cause or with or without notice.

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	Classification, Compensation Plan and Payroll Practices	
	<i>Chapter: 10 – Classification, Compensation Plan and Payroll Practices</i>	<i>Section:</i>
	<i>Approved:</i>	<i>Effective:</i>
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

Classification, Compensation Plan and Payroll Practices

The City Manager, in consultation with the Human Resources Director, is responsible for establishing and maintaining a classification system that includes an inventory of all City positions and accurate job descriptions for each classification. Job descriptions will outline the general duties, responsibilities, and qualifications of each position but are not intended to limit management's authority to assign work.

Compensation

The City Manager, in consultation with the Human Resources Director, shall establish and administer a compensation plan designed to provide:

Equal pay for equal work in compliance with applicable federal and state laws, including the Equal Pay Act.

Competitive pay ranges for each classification to support recruitment, retention, and alignment with market conditions and comparable public-sector employers.

Nothing in this policy creates a contractual right to continued employment or to any specific rate of pay. Pay ranges and classifications may be adjusted at the City's discretion and in accordance with budgetary and operational needs.

Overtime

The City complies with the Fair Labor Standards Act (FLSA) and applicable state laws regarding overtime pay.

Non-exempt employees: Overtime is defined as hours actually worked in excess of 40 hours in a defined workweek (or other applicable FLSA threshold for certain public safety positions).

Paid leave (including vacation, sick leave, holiday, bereavement, jury duty, or military leave) does not count as hours worked when calculating overtime.

All overtime must be approved in advance by the employee's supervisor or department head. Unauthorized overtime may result in disciplinary action, though the City will pay for all hours worked.

Exempt employees: Employees properly classified as exempt under the FLSA are not eligible for overtime compensation. Employees will be informed of their exempt or non-exempt status at hire or when their position changes.

Deductions from Pay / Safe Harbor

The City of Mableton complies with the salary basis requirements of the FLSA and does not make improper deductions from the salaries of exempt employees.

Permitted deductions include, but are not limited to:

- A. Legally required deductions (e.g., income taxes, Social Security).
- B. Deductions for employee benefits, when authorized in writing by the employee.
- C. Full-day absences for personal reasons other than sickness or disability.
- D. Full-day absences for sickness or disability, if deductions are made in accordance with a bona fide plan or policy providing wage replacement.
- E. Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct violations.
- F. Partial pay in the first or last week of employment, or during unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions:

If an employee believes an improper deduction has been made, they should report it immediately to Human Resources.

The City will promptly investigate and, if an improper deduction is confirmed, reimburse the employee. Retaliation against employees who report concerns is strictly prohibited.

Benefits-Related Deductions

Employees may request changes to benefits-related deductions through Human Resources. All changes must be in writing and subject to plan rules and deadlines. Employees are responsible for reviewing their pay stubs and promptly reporting errors.

Changes in Personal Information

Employees must notify Human Resources of any changes that may affect payroll, benefits, or emergency contact information, including:

Address or phone number.

Emergency contact.

Beneficiary designations.

Tax withholding status.

Marital status, dependents, or other benefits-related information.

The City is not responsible for loss of benefits or other consequences resulting from an employee's failure to provide timely updates.

Pay Advances

The City does not provide payroll advances or personal loans to employees.

ADMINISTRATIVE PAY CORRECTIONS

The City takes reasonable steps to ensure that employees are paid correctly and on time

In the event that there is an error in a paycheck, the employee should promptly bring the discrepancy to the attention of the Finance & Human Resources Department so that adjustments in pay and/or deductions can be corrected as quickly as possible. In the event of an overpayment, the Finance Department will work with the employee to determine a feasible repayment schedule.

	Employee Performance	
	Chapter: 11 – Employee Performance	Section:
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

EMPLOYEE PERFORMANCE

The City's performance evaluation system provides a structured process for communicating with employees about their job performance, including strengths, areas for development, and overall effectiveness. Performance evaluations are one of several factors the City may consider in making employment-related decisions such as promotions, performance-based pay adjustments, training opportunities, and disciplinary actions. Performance evaluations are intended to encourage dialogue between supervisors and employees and to support continuous improvement. However, nothing in this policy or in the evaluation process creates a contract of employment, a guarantee of continued employment, or alters the City's status as an at-will employer.

Employees Subject to Evaluation

Regular Full-Time Employees: All regular full-time employees are generally evaluated annually, based on the prior twelve (12) months of service.

Probationary Employees: Employees serving a probationary period may be evaluated at approximately three (3) months and six (6) months from the start of probation. Additional evaluations may be conducted if deemed necessary by management.

Other Evaluations: The City reserves the right to conduct evaluations at any time, including for developmental, corrective, or administrative purposes.

Completed evaluations should be reviewed with the employee, signed by both the supervisor and the employee, and forwarded to Human Resources for inclusion in the personnel file.

Performance Evaluation Process

Supervisor's Role: The employee's immediate supervisor is responsible for preparing the evaluation and conducting the evaluation meeting.

Employee Acknowledgment: The employee's signature on the evaluation confirms only that the evaluation has been discussed, not that the employee agrees with the rating or comments. If the employee declines to sign, the supervisor should note the refusal on the evaluation form.

Employee Comments: Employees may provide written comments to be attached to the evaluation form.

Department Head Review: Evaluations must be reviewed and approved by the department head (or designee) prior to being discussed with the employee.

Confidentiality

Performance evaluations are confidential personnel records and will be maintained by Human Resources in accordance with applicable laws, including the Georgia Open Records Act.

	Purpose / Administration of Benefits Program	
	Chapter: 12 – Employee Benefits	Section: 12.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

EMPLOYEE BENEFITS

The City of Mableton recognizes that employee benefits are an important part of total compensation and can significantly support the health, security, and well-being of employees and their families. The City strives to offer a comprehensive and competitive benefits program consistent with available resources and the needs of its workforce.

Administration of Benefits Program

The Human Resources Department is responsible for the day-to-day administration of the City's benefits programs in accordance with applicable laws, policies, and procedures.

The City provides covered employees with Summary Plan Descriptions (SPDs) and other official plan materials describing benefits eligibility, coverage, and employee responsibilities.

In the event of any conflict between this handbook, SPDs, or other descriptive materials, the official plan documents and/or insurance contracts will govern and control. Employees should rely on those official plan documents as the final authority regarding benefits.

All benefits, including employer contributions toward premiums, are subject to change or termination at the sole discretion of the City. The City also reserves the right to require employees to pay any future increases in premiums, co-pays, deductibles, or other benefit-related costs.

Questions regarding eligibility, enrollment, or coverage should be directed to the Human Resources Department.

Disclaimer

Nothing in this policy or in any benefit description creates a contractual right to benefits, continued employment, or any guarantee of future benefit coverage. The City of Mableton remains an at-will employer, and participation in any benefit plan is subject to the terms of the governing plan documents and applicable law.

	Life, Accidental Death and Dismemberment, and Disability Insurance	
	Chapter: 12 – Employee Benefits	Section: 12.02
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE

The City of Mableton currently provides life insurance for full-time employees who work a minimum of forty (40) hours per week. Employees are eligible for this benefit on the first of the month following thirty (30) days of service. The life benefit is \$30,000. The cost of this coverage is paid for in full by the City.

In addition, employees may choose to purchase additional, voluntary life insurance for their spouse and dependent children.

DISABILITY INSURANCE

Short-Term Disability

The City of Mableton currently provides short-term disability insurance (STD) for eligible full-time employees who work a minimum of forty (40) hours per week.

Eligibility begins on the first day of the month following thirty (30) days of continuous full-time service.

If an eligible employee becomes disabled and is unable to work due to a qualifying medical condition, STD benefits provide 60% of base salary, subject to the policy's maximum limits and waiting period requirements.

The City pays the full cost of this coverage.

STD coverage does not create an independent entitlement to leave. Employees who are absent due to illness or injury must request and use available leave (e.g., sick leave, PTO, FMLA leave, or leave of absence without pay if approved) in accordance with City policy and applicable law.

Long-Term Disability (LTD)

The City of Mableton is currently evaluating options for a long-term disability (LTD) insurance plan.

If implemented, LTD coverage would provide income protection for eligible employees who remain unable to work after the exhaustion of STD and other leave entitlements.

Employees will be notified in writing when LTD coverage becomes available, including details regarding eligibility, benefits, costs, and enrollment.

Disclaimer

This policy is a summary of benefits only. All life, AD&D, and disability insurance coverage is subject to the terms, conditions, exclusions, and limitations set forth in the applicable insurance contracts and plan documents. In the event of a conflict between this policy and the plan documents, the plan documents will govern. The City

reserves the right to modify, amend, or terminate these benefits at any time.

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Medical, Dental, and Vision Insurance, Health Savings (HSA) and Flexible Spending (FSA) Accounts, and Other Payroll Deduction Programs

Chapter: 12 – Employee Benefits

Section: 12.03

Approved:

Personnel Affected: All Personnel

Revised:

References:

Forms:

MEDICAL, DENTAL, AND VISION INSURANCE

The City of Mableton currently offers medical, dental, and vision insurance to all eligible regular full-time employees.

COVERAGE

Coverage begins on the first day of the month following the employee's date of hire, subject to timely completion of enrollment forms.

Employees are required to contribute toward the cost of premiums for themselves and their dependents. Contribution amounts are established annually and may be adjusted at the City's discretion.

Coverage for dependents is available only as defined by the applicable insurance plan documents. Enrolling an ineligible person as a dependent is considered fraud and may result in disciplinary action, up to and including termination, as well as possible legal action.

Employees may be asked to provide documentation verifying dependent eligibility (e.g., marriage certificates, birth certificates, or other supporting documents).

Plan documents, including Summary Plan Descriptions (SPDs), govern all terms, conditions, and limitations of coverage. In the event of a conflict between this handbook and the plan documents, the plan documents will control.

Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA)

The City may make available Health Savings Accounts (HSAs) and/or Flexible Spending Accounts (FSAs) to eligible employees, subject to federal regulations and carrier requirements.

Eligibility, contribution limits, and covered expenses are defined by the Internal Revenue Code (IRC) and the plan documents. Employees are responsible for understanding annual IRS limits on contributions.

Participation is voluntary, and employee contributions are made through pre-tax payroll deductions, as permitted by law.

HSA and FSA elections generally remain in effect for the full plan year unless the employee experiences a qualifying life event as defined by the IRS (e.g., marriage, divorce, birth of a child).

Additional details are available in the plan documents and from the Human Resources Department.

Other Payroll Deduction Programs

The City may, at its discretion, make available other voluntary benefit and payroll deduction programs for employees.

Examples of such programs include supplemental life insurance, disability insurance, retirement savings options, or dependent care plans.

Participation in these programs is voluntary, and the full cost is the responsibility of the employee, unless otherwise specified.

Enrollment, eligibility, and program details are governed by the applicable plan documents.

Disclaimer

This policy is intended as a summary of available benefits. All benefits are subject to the terms, conditions, exclusions, and limitations of the official plan documents and contracts. The City reserves the right to modify, amend, or terminate any benefit plan or payroll deduction program at any time, subject to applicable law.

	Benefits Continuation / COBRA	
	<i>Chapter: 12 – Employee Benefits</i>	<i>Section: 12.04</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

BENEFITS CONTINUATION/COBRA

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as amended, the City of Mableton offers eligible employees and their qualified beneficiaries the opportunity to continue group health insurance coverage in certain circumstances where coverage would otherwise end due to a qualifying event.

Qualifying Events

Examples of qualifying events include, but are not limited to:

- A. Voluntary resignation or termination of employment for reasons other than gross misconduct.
- B. A reduction in an employee's work hours that causes loss of coverage, including certain unpaid leaves of absence.
- C. Divorce or legal separation of the covered employee.
- D. Death of the covered employee.
- E. A dependent child no longer meets plan eligibility requirements.

Cost of Coverage

Under COBRA, continuation coverage must be paid for entirely by the employee or qualified beneficiary.

The cost will equal the full premium for the coverage plus an administrative fee, as permitted by law.

Premium payment requirements and deadlines will be provided in the COBRA election notice.

Election and Notice Requirements

The Human Resources Department will provide a general COBRA notice to all eligible employees at the time they first become covered under the City's group health plan, and a specific COBRA election notice following a qualifying event.

Employees and qualified beneficiaries are responsible for notifying the Human Resources Department of certain qualifying events, such as divorce, legal separation, or a dependent losing eligibility, within the timeframe required by law in order to preserve continuation rights.

Duration of Coverage

In most cases, COBRA continuation coverage lasts for up to 18 months from the date of the qualifying event.

Coverage may be extended up to 29 months in cases of disability (as defined under COBRA) or up to 36 months for dependents under certain circumstances, such as divorce, legal separation, or death of the employee.

Disclaimer

This summary is intended to provide general information regarding COBRA continuation rights. In all cases, the official plan

documents and applicable federal regulations govern. If there is any conflict between this policy and the plan documents, the plan documents will control.

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	Workers' Compensation	
	<i>Chapter: 12 – Employee Benefits</i>	<i>Section: 12.05</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

WORKERS' COMPENSATION

The City of Mableton complies with the Georgia Workers' Compensation Act (O.C.G.A. § 34-9-1 et seq.). All City employees are covered by workers' compensation insurance, which provides medical, wage replacement, and other benefits in the event of a work-related injury or occupational illness.

Eligibility and Benefits

An employee with a compensable work-related injury or illness may be entitled to:

Medical benefits for authorized treatment.

Income benefits equal to two-thirds (66 2/3%) of the employee's average weekly wage, up to the statutory maximum set by the State Board of Workers' Compensation.

Permanent partial or total disability benefits, where applicable.

Income benefits generally begin on the eighth (8th) calendar day of disability. If the disability extends beyond 21 consecutive days, the first seven (7) days will typically be paid retroactively.

Employees may elect to use available accrued leave (sick leave, Paid Time Off, or other paid leave) to supplement workers' compensation wage benefits up to their normal rate of pay.

Reporting Requirements

Immediate reporting of all job-related injuries or illnesses is mandatory.

The employee must notify his or her supervisor as soon as practicable following the injury.

The supervisor must complete an Injury Report/First Report of Injury with input from the employee and forward it to the Human Resources Department in accordance with City and state reporting requirements.

In cases of a true emergency, the employee should seek medical attention at the nearest emergency facility.

Medical Treatment

The City maintains a panel of physicians in compliance with state law. Employees must seek initial treatment from a physician on the panel unless the situation is a true emergency.

Unauthorized treatment may not be covered under workers' compensation.

Coordination with Leave Policies

Workers' compensation benefits do not provide an independent right to job-protected leave.

Time away from work due to a compensable injury or illness will run concurrently, where applicable, with leave entitlements under the Family and Medical Leave Act (FMLA) or other City leave policies.

Employees who exhaust paid leave may be placed on unpaid leave in accordance with City policy.

Employee Responsibilities

Cooperate with all reasonable requests for documentation and medical certification.

Communicate regularly with the supervisor and Human Resources and Third Party Administrator regarding work status and return-to-work expectations.

Provide a fitness-for-duty certification before returning to work.

	Employee Assistance Program (EAP)	
	<i>Chapter: 12 – Employee Benefits</i>	<i>Section: 12.06</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

EMPLOYEE ASSISTANCE PROGRAM

The City of Mableton provides an Employee Assistance Program (EAP) to support employees and their eligible dependents in addressing personal or work-related issues that may affect health, well-being, or job performance. The EAP is designed to promote a healthy balance between work and personal life through confidential, professional counseling, assessment, and referral services.

Services

The EAP offers confidential counseling and referral services at no cost for a set number of visits per issue each year, as specified in the City's current EAP agreement.

Services are available 24/7 via a professional hotline staffed by licensed or certified counselors.

Employees and dependents may access additional sessions beyond the allotted free visits at their own expense.

Services may include short-term counseling, crisis intervention, assessment, referral to community resources, and guidance on issues such as stress, substance use, family concerns, or workplace challenges.

Confidentiality

Participation in the EAP is strictly confidential to the fullest extent allowed by law.

Information disclosed to the EAP will not be shared with the City without the employee's written authorization, except where disclosure is required by law (e.g., imminent threat of harm, court order, or mandatory reporting obligations).

EAP records are maintained separately from personnel files.

Access to the Program

Employees may access the EAP in one of the following ways:

Self-Referral: Employees may contact the EAP provider directly.

Supervisory Recommendation: A supervisor may encourage an employee to use the EAP if performance, conduct, or behavior suggests personal issues may be affecting work. The decision to participate remains voluntary.

Mandatory Referral: In rare cases of significant or ongoing performance or conduct issues, or where safety is a concern, the City may require EAP participation as a condition of continued employment.

Mandatory referrals require prior consultation with the Human Resources Director and the City Attorney.

Employees must sign a HIPAA-compliant release permitting the EAP to confirm compliance with attendance and treatment requirements. No personal health information will be disclosed to the City without the employee's written consent.

Fitness-for-Duty / Risk Evaluations

A fitness-for-duty or risk evaluation may be required when there are reasonable concerns that an employee may be unable to safely or effectively perform essential job functions or may pose a risk to self or others.

Such evaluations must be approved by the Department Head in consultation with Human Resources and the City Attorney.

The City will pay the cost of the evaluation.

Evaluation reports will be maintained as confidential medical records by Human Resources and not placed in the employee's personnel file.

The cost of any treatment recommended following the evaluation is the responsibility of the employee.

Time Off and Compensation

Time spent voluntarily using the EAP during scheduled work hours must be charged to accrued leave (Paid Time Off or leave without pay).

Time spent attending an initial mandatory referral session or fitness-for-duty evaluation during work hours will be treated as time worked and compensated at the employee's regular rate of pay.

Any subsequent treatment or counseling beyond the initial mandatory session will be handled as personal leave.

Relationship to Disciplinary Action

Participation in the EAP does not exempt an employee from disciplinary action.

The City may proceed with disciplinary measures, up to and including termination, if performance or conduct deficiencies persist regardless of EAP participation.

Referral to the EAP is not a substitute for corrective or disciplinary action.

	Educational Assistance Program	
	Chapter: 12 – Employee Benefits	Section: 12.07
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References: Previous revisions 01/11/2011, 07/01/2014	Forms:

Educational Assistance Program

The City of Mableton encourages lifelong learning and supports employees who pursue education to enhance their knowledge, skills, and career growth. The City promotes voluntary participation in accredited educational programs outside of regular working hours and provides financial assistance, subject to eligibility, program requirements, and available funding.

Eligibility

To qualify for participation in the Educational Assistance Program, employees must:

Be employed in a regular full-time position for at least twelve (12) consecutive months prior to the beginning of the course.

Maintain satisfactory job performance and be in good standing (i.e., not on probation or subject to active disciplinary action).

Be enrolled in courses offered by an accredited college, university, or technical school recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

Contract, temporary, and part-time employees are not eligible.

Assistance Amount

Employees may be reimbursed for 100% of eligible expenses, up to a maximum of \$3,000 per fiscal year.

Eligible expenses include: tuition, required textbooks, registration fees, lab fees, and technology/course-related fees.

Ineligible expenses include: athletic, activity, recreation, parking, transportation, health/wellness, or other non-course-related fees or supplies.

Expenses exceeding \$3,000 may not be carried over to future years.

Approval Criteria

A course is generally eligible for approval if:

It enhances the employee's ability to perform their current position or prepares them for future roles within the City;

It is part of an approved degree or certification program (remedial/non-credit courses are not eligible);

Funds are available in the department budget; and

The employee is not receiving reimbursement for the same expense from another source.

Approval is granted per course and per academic term. Approval of one course or program does not obligate the City to approve future courses.

Application Process

Employees seeking reimbursement must:

Before registration: Submit an Educational Assistance Application for Approval Form with course descriptions/syllabi, estimated expenses, and program of study details to their Department Head, Human Resources, and Finance for written approval.

Register for and pay tuition and fees up front.

Notify Human Resources of any course substitutions.

Reimbursement Requirements

Employees must achieve a grade of “B” or better (or equivalent passing mark for technical programs that do not issue letter grades).

Within 14 days after the end of the academic term, employees must submit to Human Resources:

1. The Educational Assistance Reimbursement Request Form,
2. Itemized receipts for approved expenses, and
3. A copy of the grade report.

If the grade report is not available within 14 days, the form and receipts must still be submitted within the deadline, with the grade report provided as soon as it becomes available.

Approved reimbursements will be issued in the next available payroll cycle.

Repayment Agreement

Employees who voluntarily resign (other than for documented medical disability) or are involuntarily terminated for reasons other than layoff within twelve (12) months of receiving reimbursement must repay the City the full amount reimbursed during that period.

Employees must sign a Repayment Agreement as a condition of reimbursement.

Repayment may be deducted from the employee’s final paycheck to the extent permitted by law; otherwise, the City will establish a repayment schedule.

	Health Insurance Portability and Accountability Act (HIPAA) Medical Privacy Policy	
	Chapter: 12 – Employee Benefits	Section: 12.08
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

HIPAA

The City of Mableton is committed to safeguarding the privacy and confidentiality of Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and applicable state laws. All employees who have access to PHI as part of their job duties are required to handle such information responsibly and confidentially.

Definition of Protected Health Information (PHI)

PHI refers to individually identifiable health information received, created, maintained, or transmitted by the City's group health plan or a healthcare provider, health plan, or healthcare clearinghouse. PHI includes information related to:

An individual's past, present, or future physical or mental health condition,
The provision of health care to an individual, or
Payment for the provision of health care.

Examples include: medical conditions, health status, claims experience, medical histories, genetic information, disability records, and results of physical examinations.

HIPAA Privacy Officer

The Human Resources Director is designated as the City's HIPAA Privacy Officer (HPO). The HPO is responsible for:
Developing and implementing HIPAA-compliant privacy procedures,
Responding to questions and concerns regarding PHI, and
Ensuring employee rights under HIPAA, including:

- The right to request restrictions on certain uses and disclosures of PHI;
- The right to access their health information maintained by the City's health plan;
- The right to request amendments to their PHI;
- The right to request an accounting of certain disclosures of PHI.

Permissible Uses and Disclosures of PHI

The City may use or disclose PHI without an employee's authorization only as permitted by HIPAA, including:

To the individual employee to whom the PHI belongs;

To healthcare providers for treatment, payment, or health care operations;

To authorized parties when requested by the employee;

To government agencies for reporting or enforcement purposes;

To workers' compensation carriers, when authorized by law;

For claims processing involving disability or leave-related programs (e.g., ADA, FMLA);

To federal officials for lawful national security or protective service purposes.

The City will not otherwise use or disclose PHI without the employee's signed written authorization.

Employee Authorization for Disclosure

When an employee requests that PHI be disclosed to another person or entity, the following process applies:

The employee must complete and sign an Authorization to Disclose Employee Health Information form.

The authorization must be submitted to the HPO.

The HPO will verify the request with the employee and document when the disclosure is made.

A copy of the completed authorization will be returned to the employee.

In rare circumstances, such as a medical emergency, the HPO or Human Resources may disclose PHI to medical personnel or an employee's designated emergency contact without prior authorization, consistent with HIPAA allowances.

Employee Access and Amendment Rights

Employees may request access to their PHI by submitting a written request to the HPO. Access will be provided in a private, secure setting. Employees may request copies of their PHI at their own expense.

Employees may also request amendments to their PHI. Requests must be supported by appropriate documentation. If the City denies a requested amendment, the employee's statement of disagreement will be added to the record.

Complaints and Investigations

Employees who believe their PHI has been improperly used or disclosed should report the concern to their immediate supervisor or the HPO.

The HPO will notify the City Manager and initiate an investigation.

Findings and recommendations will be documented, and corrective or disciplinary actions may be imposed when violations are substantiated.

Retaliation or harassment against an employee who files or participates in a complaint investigation is strictly prohibited and will result in disciplinary action, up to and including termination.

Confidentiality and Enforcement

Confidentiality of complaints and the investigation thereof will be maintained to the greatest extent possible. Information obtained from the complainant will not be discussed with other employees except as necessary to investigate and resolve the complaint.

It is unlawful to retaliate against or harass any individual filing a complaint or who may cooperate in the investigation of a complaint. Any employee who is found to have engaged in retaliation or harassment will be subject to disciplinary action, up to and including termination of employment.

Records Retention

Personnel records and disclosures of PHI will be maintained for a period of six (6) years as required by federal law, unless a state law requires a longer retention period.

	Retirement	
	Chapter: 13 – Retirement	Section:
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Georgia Municipal Employees Benefits System (GMEBS) DEFINED BENEFITS PLAN

The City of Mableton participates in the Georgia Municipal Employees Benefits System (GMEBS) Defined Benefit Plan. This pension plan provides eligible employees with a lifetime annual retirement benefit calculated as follows:

$$2.0\% \times \text{Final Average Earnings (FAE)} \times \text{Years of Credited Service} = \text{Lifetime Annual Benefit}$$

Final Average Earnings (FAE): The average of the highest five (5) consecutive years of earnings.

Participation: Eligible employees are enrolled in the plan upon employment, in accordance with plan requirements.

Plan Governance: The terms and benefits of the plan are governed exclusively by the official plan documents, which control in the event of any conflict with this policy summary.

Deferred Compensation Plan – Section 457(b)

The City also offers employees the opportunity to participate in a 457(b) Deferred Compensation Plan.

Voluntary Participation: Employees may elect to contribute a portion of their pay, on a pre-tax or Roth basis (if available), subject to applicable federal limits.

Contribution Limits: Contributions are subject to the annual maximum deferral limits established by the Internal Revenue Service (IRS). Employees are responsible for ensuring that contributions, when combined with other applicable retirement plan contributions, do not exceed IRS limits.

Employer Match: The City does not currently make matching contributions to employee 457(b) plan accounts.

Additional Information: Employees should contact the Human Resources Department for current IRS contribution limits and for guidance regarding coordination with other retirement plans.

Disclaimer: This policy is intended to provide a summary of retirement benefits available to employees. In the event of any inconsistency between this policy and the official GMEBS plan documents or IRS regulations, the official governing documents and federal law will prevail. The City reserves the right to amend or discontinue participation in either plan at any time, subject to applicable laws and contractual obligations.

DRAFT

	Computer Use and Social Media	
	Chapter: 14 – Computer Use and Social Media	Section:
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

SOCIAL MEDIA POLICY

This policy applies to all City of Mableton employees, regardless of whether social media or networking activity occurs during or outside of work hours, on or off City property, through personal or City devices, or under an employee's name, anonymously, or using a pseudonym.

Professional Standards: As public employees, all staff are held to a higher standard of conduct than the general public. Employees must exercise professionalism, judgment, and integrity in both official and personal online communications.

City Representation: Employees must not present personal opinions as official City positions or disclose confidential or proprietary information. Only authorized employees may post or respond on behalf of the City.

Conduct Standards: Social media activity that violates City policies, creates workplace disruption, or reflects adversely on the City may result in disciplinary action, up to and including termination. Conduct considered unacceptable includes, but is not limited to:

- Disclosure of confidential or non-public information.
- Harassment, discrimination, or retaliation in violation of City policy or law.
- Statements that impair the efficiency, integrity, or public trust in City operations.

Department-Specific Rules: With approval from the City Manager or designee, departments with unique operational or safety concerns may adopt more restrictive social media procedures.

Nothing in this policy is intended to interfere with employees' rights under the National Labor Relations Act (NLRA), including the right to engage in protected concerted activity regarding wages, hours, or other terms and conditions of employment.

Computer Use Policy

The City of Mableton provides information technology (IT) resources—including computers, email, networks, software, and internet access—for the purpose of conducting official City business.

Authorized Use: IT resources must be used in a lawful, ethical, and professional manner consistent with City policies, job responsibilities, and applicable federal and state law.

Prohibited Use: Employees may not use City IT resources to:

- Engage in illegal activity or violations of federal or state law.
- Access, transmit, or store obscene, harassing, discriminatory, or threatening material.
- Conduct outside business or personal commercial ventures.
- Download, install, or use unauthorized software or applications.
- Introduce malicious software, security threats, or otherwise compromise City systems.

Personal Use: Limited personal use of City IT resources is permitted if it does not:

- Interfere with job performance or City operations.
- Result in additional cost to the City.
- Violate this or any other City policy.

Monitoring and Privacy: Employees should have no expectation of privacy when using City IT resources. The City reserves the right to monitor, access, retrieve, and disclose any data transmitted, received, or stored on City systems, subject to applicable laws.

User Agreement: All employees must review and sign a City IT User Agreement acknowledging their understanding of appropriate and prohibited uses.

DRAFT

	Drug and Alcohol Policy: Purpose and Scope	
	Chapter: 15 – Drug and Alcohol Policy	Section: 15.01
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

Drug and Alcohol Policy

PURPOSE

The City is committed to providing a safe workplace for its employees, and to establishing programs that promote high standards of employee health, performance, and productivity. The City will not tolerate drugs and alcohol in the workplace. In keeping with the spirit and intent of this commitment, the City has established a drug and alcohol policy (the “Drug and Alcohol Policy”) consistent with the provisions of Title 34, Chapter 9, Article 11 of the Official Code of Georgia Annotated (OCGA § 34-9-414(a)(2)).

SCOPE

This policy explains in detail the steps necessary for pre-employment, post-accident, reasonable suspicion, and random drug testing. All employees of the City are required to review this Drug and Alcohol Policy and to sign the Employee Acknowledgement form which is included in the Appendix of this Employee Handbook pursuant to which he/she acknowledges receipt and reading of the Drug and Alcohol Policy and that he/she understands, accepts and agrees to comply with the provisions of the Drug and Alcohol Policy.

The Drug and Alcohol Policy applies to all City employees while on duty, while on City property or property that the City operates, or while operating City-owned, rented, or leased vehicles, whether on or off City property, or while operating a personal vehicle while conducting City-related business. The City prohibits all unlawful drug use, possession, sales or purchases whether on or off duty.

The use, possession, sale, or purchase of illegal drugs or other controlled substances for which the employee has no valid prescription is strictly prohibited at all times. Reporting for work under the influence of alcohol, illegal drugs, or other controlled substances for which the employee has no valid prescription is strictly prohibited. The City retains complete discretion to take whatever actions are necessary to protect the health and safety of all its employees.

	Drug and Alcohol Policy: Testing and Reporting	
	<i>Chapter: 15 – Drug and Alcohol Policy</i>	<i>Section: 15.02</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

DRUG AND ALCOHOL POLICY TESTING AND REPORTING

Applicants

The City of Mableton is committed to providing and maintaining a safe, healthy, and productive workplace. Consistent with this commitment and with the requirements of Title 34, Chapter 9, Article 11 of the Official Code of Georgia Annotated (OCGA § 34-9-414(a)(2)), the City has established this Drug and Alcohol Policy.

The goals of this policy are to:

- Promote workplace safety and efficiency.
- Support employee health and well-being.
- Maintain compliance with applicable federal and state laws, including the Georgia Workers' Compensation Drug-Free Workplace Program and, where applicable, U.S. Department of Transportation (DOT) regulations.
- Prohibit the unlawful use, possession, distribution, manufacture, or sale of alcohol, illegal drugs, and controlled substances in the workplace.

The City will not tolerate violations of this policy and will take appropriate action, up to and including termination of employment, to ensure compliance and protect the safety of employees and the public.

Scope

This policy applies to all employees of the City, regardless of position or rank, and covers conduct that occurs:

- During work hours, whether on or off City property.
- On City premises or property operated by the City.
- While operating City-owned, leased, or rented vehicles or equipment.
- While operating a personal vehicle when conducting City business.

The following are strictly prohibited:

- The unlawful use, possession, sale, purchase, distribution, or manufacture of drugs or controlled substances.
- The use or possession of controlled substances without a valid prescription.
- Reporting for duty or performing work under the influence of alcohol, illegal drugs, or misused prescription drugs.
- The City also prohibits off-duty conduct involving drugs or alcohol when such conduct adversely affects workplace safety, employee performance, or the City's public trust.

Employee Acknowledgment

All employees are required to review this policy and sign an Employee Acknowledgment Form, included in the Appendix of this Employee Handbook, confirming that they have received, read, and agree to comply with the policy.

Testing

As part of its commitment to a drug- and alcohol-free workplace, the City conducts drug and alcohol testing in accordance with applicable law. This may include:

Pre-employment testing
Post-accident testing
Reasonable suspicion testing
Random testing (where permitted or required by law, including DOT regulations)

Testing Procedures

The City will pay for the drug test and select a qualified professional to conduct the testing.

All specimen collection and testing will be conducted in accordance with the provisions of OCGA § 34-9-415. Testing for the presence of alcohol will be conducted by analysis of breath, blood, or urine. Testing for illegal drugs or controlled substances will be conducted by analysis of blood or urine to include, without limitation, testing for the presence of:

- A. Amphetamines.
- B. Cannabinoids (marijuana).
- C. Cocaine.
- D. Opiates; and
- E. Phencyclidine (PCP).

If an employee or applicant produces a negative dilute, he/she will be allowed one (1) re-test, upon which he/she must produce a negative result. Any employee or applicant re-testing due to a negative dilute must re-test the next day possible, first thing in the morning, and avoid excess fluids before testing.

If an employee or applicant's drug test is non-negative/diluted, the professional conducting the testing will contact the employee or applicant directly to ask a series of questions to determine if he/she is taking any legally prescribed medication that could have contributed to the non-negative result. If the employee or applicant claims he/she does have a valid medical explanation, he/she will be given forty-eight (48) hours to submit the necessary documentation before the results of the test are released to the City's Human Resources Department.

If the employee or applicant is able to provide the necessary documentation and it is determined to be valid, the result will be reversed and reported to the Human Resources Department as a negative result. If the employee or applicant is unable to provide the necessary documentation within forty-eight (48) hours, the result will be released to the Human Resources Department as a positive result.

All information received by the City as a result of any testing procedure is considered confidential but may be entered into evidence or disclosed into any civil or administrative proceedings when the information is relevant to any issue raised in the proceedings.

DRAFT

	Drug and Alcohol Abuse Disciplinary or Corrective Action	
	<i>Chapter: 15 – Drug and Alcohol Policy</i>	<i>Section: 15.03</i>
	<i>Approved:</i>	
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

DRUG AND ALCOHOL ABUSE DISCIPLINARY OR CORRECTIVE ACTION

1. Consequences of Violations

If an applicant or employee tests positive for drugs or alcohol, or otherwise engages in conduct that violates this policy, the City will take corrective or disciplinary action as it deems appropriate under the circumstances. Such action may include, but is not limited to:

A. Applicants – Disqualification from employment consideration.

B. Employees – One or more of the following:

Mandatory referral to the Employee Assistance Program (EAP) or a substance abuse treatment program approved by the City;

Suspension with or without pay;

Last-chance or return-to-work agreements;

Termination of employment.

The severity of the action will depend on factors such as the nature of the violation, the employee's work history, prior policy violations, safety concerns, and applicable laws or regulations.

2. Refusal or Tampering

An applicant or employee will be treated as having tested positive if he or she:

Refuses to submit to testing;

Adulterates, dilutes, or substitutes a specimen;

Attempts to use another person's specimen or send an imposter;

Fails to sign required testing forms; or

Otherwise refuses to cooperate in a manner that materially interferes with the testing process.

Such conduct will result in disqualification for employment (for applicants) or disciplinary action up to and including termination (for employees).

3. Searches

The City provides offices, workspaces, desks, lockers, file cabinets, vehicles, equipment, and other resources for use by employees in the performance of their duties. These remain City property, and employees should have no expectation of privacy in such items.

The City reserves the right to open, search, and inspect City property at any time, with or without notice, when it has a legitimate business reason, including but not limited to ensuring compliance with this policy.

The City may also conduct searches of employee-assigned property (such as vehicles, lockers, or workstations) when there is a reasonable basis to believe the employee is engaging in conduct prohibited by this policy.

Refusal to submit to or cooperate with such a search may result in immediate discipline, up to and including termination.

4. Responsibility

All employees are responsible for understanding, acknowledging, and complying with this Drug and Alcohol Policy and related procedures. Supervisors and managers share responsibility for enforcing this policy consistently and fairly.

5. Assistance and Rehabilitation

The City recognizes that alcoholism and drug addiction are treatable conditions and supports early identification and treatment. Accordingly, the City:

- A. Encourages employees to voluntarily seek help if they or their family members may be experiencing alcohol or drug-related issues;
- B. Encourages the use of qualified professionals in the community for assessment and treatment; and
- C. Maintains access to a current list of qualified community professionals and treatment resources.

Participation in an EAP or rehabilitation program may be covered under the City's benefits plans; however, ultimate financial responsibility for treatment rests with the employee.

Employees who voluntarily seek assistance before a workplace violation occurs will not be disciplined solely for requesting help. However, participation in treatment or rehabilitation does not excuse violations of this policy or shield employees from disciplinary action for misconduct, poor performance, or violations of City policy.

	Travel and Subsistence	
	Chapter: 16 – Travel and Subsistence	Section:
	Approved:	
	Personnel Affected: All Personnel	Revised:
	References:	Forms: Request from Finance Department

TRAVEL AND SUBSISTENCE

This section provides guidance on authorized expenditures for all departments. This section shall cover those costs incurred for travel and meal expenses by any City employee who travels on City-related business. Operating guidelines and procedures for procuring travel and meal expenses shall be issued under separate cover(s) as they do not constitute or necessitate City Council approval.

APPROPRIATION

In conjunction with the annual budget process, the City Council shall authorize department appropriations for travel and meal expenses consistent with the annual adopted operating budgets. Departments shall not incur travel expenditures unless an appropriation is available, or budget amendment has been completed.

EXPENDITURE APPROVAL

All expenditures relating to travel and meals shall be processed consistently and in strict adherence to the policies and procedures established by the finance department. Once the Finance Department receives the proper documentation from the incurring departments, approval of the expenditure shall occur. The Finance Department shall only process transactions for payment based upon the proper approval for the dollar amount of the expenditure, including adequate documentation, received either electronically or in writing.

SETTLEMENT OF DISPUTED REIMBURSEMENT CLAIMS

The Finance Department shall review expenditure documents for compliance and appropriateness with all City policies and procedures. Expenditure approval requests that are not in compliance with these policies and procedures shall be returned to the originating department with Finance Department recommendations for changes (e.g., travel issues, cellular phone use). In the event the originating department does not agree with the Finance Department's recommendations, the City Manager shall make the final decision regarding whether to authorize the reimbursement.

TRAVEL EXPENSES

The City shall reimburse/pay expenses incurred by elected officials and employees for travel relating to official business of the City. Official business shall be deemed that which has been approved prior to the expenditure being incurred on a City travel authorization form. Travel authorization forms are required for any travel exceeding fifty (50) miles from the employee's place of work.

The City Manager, City Manager, department heads and management of the City shall be allowed to conduct official City business while on travel. The submission of expenses related to such official business will be required in order to receive reimbursement. Such items may include expenses associated with meetings or business meals outside of the scope of the purpose of travel.

Lodging

Hotel/motel charges shall qualify for reimbursement when they exceed a fifty (50) mile radius from the employee's place of work. All traveling personnel shall minimize the expense associated with hotel/motel costs by procuring a government rate for qualified stays. Lodging expenses shall be benchmarked against the U.S.

General Services Administration (GSA) approved per-diem rate of reimbursement. When the GSA rate is exceeded by twenty percent (20%) or more, additional justification shall be required from the traveler, which may include conference agendas or other proof of a negotiated room rate. When traveling in the State of Georgia, all travelers must use the hotel/motel tax-exempt status form. Sales and occupancy taxes charged for lodging within the State of Georgia do not qualify as eligible reimbursable travel expenses under this policy. Per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Hotel accommodations for travel less than a fifty (50) mile radius from the City must be approved by the employee's department head. Elected officials, the City Manager, City Manager, department heads, and management of the City shall be allowed hotel accommodations for travel less than a fifty (50) mile radius from the City, based upon meeting schedules and attendance needs.

Transportation

Approved modes of transportation include vehicle, air, rail, taxi, or public transportation. The method selected by the traveler shall be subject to the most economically feasible, taking into consideration the value of time. If a City vehicle is available, it should be used in lieu of a personal vehicle. The City will not reimburse for the use of a personal vehicle within ten (10) miles of an employee's official headquarters and/or residence. Any expenses related to the use of the vehicle such as parking fees, tolls, etc. will be reimbursable as long as receipts are provided.

- A. *Mileage*. Miles traveled in personal vehicles shall be reimbursed at the rate designated by the IRS. Mileage shall be calculated using the employee's place of work as the origination point, so long as the employee reported to work prior to departing to the destination. In the event the employee does not report to work prior to traveling to the destination, mileage shall be reimbursed from the employee's origin, less his/her normal commute to the workplace. Expenses associated with employee's vehicles such as fuel, oil, tires, etc. (deemed normal wear and tear) shall not be subject to reimbursement and will be the responsibility of the traveler.

Miles traveled in City-owned vehicles shall not be subject to reimbursement to the traveler. However, expenses associated with the travel in City vehicles such as fuel, oil, tires, etc. shall be the responsibility of the City, and necessary purchases should follow normal purchasing guidelines and processes.

- B. *Rental Cars*. Expenses associated with rental cars, i.e. rental expenses and fuel, will be paid at cost, as long as receipts are provided. Employees shall rent mid-size or smaller vehicles, or an appropriate vehicle size based upon the number of employees needing transportation. Expenses associated with exceeding this car class will be the responsibility of the traveler. Employees should decline additional insurance coverage offered by rental car companies since the City's insurance coverage is applicable to car rentals.
- C. *Air/Rail*. Travel will be limited to coach/economy classes of service. In the event the traveler chooses a class higher than coach/economy (business or first class) or to extend the trip and change departure or arrival dates, the difference of the expense shall be the responsibility of the traveler. Any reduction in the expense associated with transportation costs as a result of extended or modified travel dates for personal benefit shall not be provided back to the traveler. Baggage fees associated with air/rail travel are reimbursable as they relate to the length of time of the approved travel.
- D. *Taxi/Shuttle*. Expenses associated with local transportation will be deemed eligible expenses as long as receipts are provided with point-to-point explanations for this mode of transportation. Such documentation should accompany receipts.

Meals/Incidentals

Expenses associated with meals (breakfast, lunch and dinner) and incidentals (snacks, tips, miscellaneous) shall be administered on a per diem basis by the City. Per diem amounts will be derived from the U.S. General Services Administration(GSA),which can be found at their website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. When an employee does not have a City P-Card, per diem will be advanced to the employee prior to travel via a travel P-card. Receipts will be required on incidental or meal expenses. Any overages of meal expenses will be the responsibility of the employee, while any savings will be retained by the City on the travel P-card as of the travel date expiration.

Alcoholic beverages are not allowed as reimbursable expenses and will not be reimbursed pursuant to the City's personnel policies. Expenses incurred for meals when travel has not included overnight stay shall be reimbursed as provided below.

Program/Seminar/Conference Fees

Charges relating to the traveler's attendance at the particular event (training, conference, seminar, etc.) shall be paid by the corresponding department, subject to the provisions identified for expenditures in the City's expenditure and purchasing policies. Any additional fees, over and above the originally advertised registration fee, resulting from late registration will be the responsibility of the employee, unless otherwise approved by a supervisor.

Telephone/Long Distance

Telephone, fax, long-distance, Internet, and communication expenses (including postage) shall be reimbursed when relating to the traveler's employment.

Laundry/Dry Cleaning

When travel is scheduled for more than five (5) consecutive days, reimbursement for laundry and dry-cleaning expenses will be allowed. Expenses shall be paid at the cost of the services provided, and receipts must be submitted to validate the amount.

Dependents/Spouses

Dependents/spouses accompanying employees on official business shall not be eligible for reimbursed expenses by the City. If a dependent or spouse accompanies an employee on an authorized business trip, only those expenses that can be directly attributed to the employee will be reimbursed. Per diem used for expenses other than those directly attributable to the employee will not be allowed; the per diem amount will not be increased because of dependent/spouse travel.

On-the-Job Injuries

Employees on official business shall follow the City's workers' compensation policies in the event of any on-the-job injury.

NON-TRAVEL MEALS

Expenses related to the furnishing of meals, snacks, or food should be limited to the following circumstances:

- A. A meeting hosted by the City Council, City Manager, or City Manager.
- B. A meeting during regularly scheduled business hours required by law or authorized by a department head which is anticipated to last more than four (4) hours and which, is scheduled through normal mealtimes.
- C. A business meal in order to discuss a specific item of City business; and
- D. A meal that is an integral part of a scheduled meeting at which the individual is required to attend.

Receipts provided for meals within this category should detail the nature of the meeting and the people who were present for discussion.

SUBMISSION OF EXPENSES

All expenses relating to travel shall be submitted to the Finance Department no later than ten (10) days after return from the trip or receipt of monthly Travel Expense Statement. In the case where direct reimbursement of travel is necessary, expenses will be reimbursed based on approved Travel Authorization Forms with appropriate supporting documentation, including required receipts. Itemized receipts are required to be submitted in support of a request for reimbursement of expenditures or as support to a Travel Expense Statement. If there is not an itemized receipt for a particular expenditure, a Purchase Card Missing Receipt Form must be completed as to why the receipt is unavailable, including a description itemizing and confirming the expenses. All travel related receipts, submitted for support or reimbursement, should indicate either the name of the traveling employee, the department, or the City. In the event that an individual submits an expense statement or reimbursement without an itemized receipt more than twice in a calendar year, the individual will be responsible for those expenses directly.

	Active Shooter & Smoking	
	<i>Chapter: 17 – Safety Procedures</i>	<i>Section: 17.01</i>
	<i>Approved:</i>	<i>Effective:</i>
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms:</i>

Active Shooter & Smoking

The City of Mableton is committed to maintaining a safe and healthy workplace for all employees, contractors, and the public.

Each employee shares responsibility for workplace safety and must:

Perform work in a safe and responsible manner at all times.

Follow all safety rules, training, and instructions provided by supervisors.

Report immediately any unsafe condition, incident, or hazard that may cause injury or property damage. Reports should be made to the employee's immediate supervisor, who will notify the Director of Human Resources and Risk Management.

Cooperate in any accident investigation and in the implementation of corrective actions.

Failure to comply with established safety procedures may result in disciplinary action, up to and including termination.

Active Shooter or Workplace Violence Events

The City prioritizes the safety and preservation of life during any violent or emergency situation. In the event of an active shooter or similar threat, employees are encouraged to follow the Avoid | Deny | Defend™ model, consistent with nationally recognized safety training:

Avoid – If it is safe, employees should immediately evacuate the facility and move to a secure location away from danger.

Deny – If evacuation is not possible, employees should secure their location by locking or barricading doors, turning off lights, silencing phones, and remaining quiet.

Defend – As a last resort, and only if their lives are in imminent danger, employees may defend themselves using reasonable and available means.

At the earliest safe opportunity, employees must call 911 and follow instructions from law enforcement.

The City will provide training and resources to employees to help them prepare for and respond appropriately to such emergencies.

Smoking and Tobacco Use

The City is committed to providing a safe and healthy environment consistent with the Georgia Smokefree Air Act of 2005. Smoking and the use of tobacco products—including but not limited to cigarettes, cigars, chewing tobacco, pipes, and electronic cigarettes/vaping devices—are prohibited in:

All City-owned or leased buildings and facilities.

All City-owned or leased vehicles.

Enclosed work areas such as offices, hallways, restrooms, stairwells, conference rooms, classrooms, lounges, and breakrooms.

Entrances, exits, or areas where smoke could infiltrate buildings through ventilation systems.

Smoking Areas:

Smoking and tobacco use are only permitted in designated outdoor areas, if provided.

Employees may use tobacco products only during designated meal or rest breaks. "Smoke breaks" outside of approved breaks are not authorized.

	Vehicle and Road Safety Policy	
	<i>Chapter: 17 – Safety Procedures</i>	<i>Section: 17.02</i>
	<i>Approved:</i>	<i>Effective:</i>
	<i>Personnel Affected: All Personnel</i>	<i>Revised:</i>
	<i>References:</i>	<i>Forms: Vehicle and Road Safety Policy Acknowledgment form (see Appendix)</i>

Vehicle and Road Safety

The City of Mableton is committed to promoting road safety and responsible driving by all of its employees and contractors operating City vehicles ("Staff"). To ensure that this commitment is carried through, the City has adopted a Vehicle and Road Safety Policy that requires all Staff who operate City owned or leased/rented vehicles to do so in a lawful and safe manner. The aforementioned vehicles will be used strictly during the performance of work for the business of the City and will by no means be considered available for personal use.

All City employees will receive and review the City's Vehicle and Road Safety Policy. It is the employee's responsibility to read through this document and understand the safety policies and procedures that are in place. New employees will be asked to return a signed acknowledgement form stating they have read the document in its entirety and will comply with all policies and procedures.

Vehicles owned, titled to, leased or otherwise controlled by the City ("City Vehicles") are authorized for use in the performance of all approved travel and essential duties for which transportation is required. Use is not authorized for unofficial travel duties or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capabilities of the vehicle.

Since the City has the sole discretion in determining who may operate City Vehicles, the City has the right to review any appropriate documents including driving records and proof of a valid driver's license.

BACKGROUND CHECKS

To ensure that any Staff who drives a City Vehicle in the course of his or her job duties maintains a valid driver's license (see Driver Responsibility), the City will check both criminal and motor vehicle records ("MVR") of all applicants prior to making offers of employment, and all current staff at least once each year. As part of the hiring process, applicants are required to sign a written consent form allowing the City to check their criminal and MVRs at any time prior to or during employment. All Staff must have a valid driver's license. If a Staff member's license is misplaced or revoked, his or her supervisor shall be notified immediately.

REPORTING OF TRAFFIC INCIDENTS

Any Staff who drives a City Vehicle as any part of his or her job with the City shall report to his or her supervisor any citations, DUI violations, or accidents ("Incidents") received at any time after he or she becomes employed/contracted with the City, including Incidents occurring while on or off duty and/or in personal vehicles. Failure to report such incidents within forty-eight (48) hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline up to and including immediate discharge.

AUTHORIZED USE OF CITY VEHICLES

City Vehicles may be utilized for the following authorized purposes:

- A. For City business.
- B. When on official travel status between place of business and place of temporary lodging.

- C. When on official travel status and not within reasonable walking distance, between place of business or place of temporary lodging and:
 - a. Places to obtain meals, and
 - b. Places to obtain medical assistance, including a drugstore.
- D. To transport officers, officials, Staff, clients or guests of the City.
- E. To transport consultants, contractors, or commercial firm representatives when in the direct interest of the City of Mableton.
- F. To transport materials, supplies, equipment, parcels, baggage or other items belonging to or serving the interest of the City.
- G. To transport any person or item in an emergency situation.
- H. To commute between place of performance of official business and personal residence when specifically authorized by provisions stipulated herein.
- I. "Take home" City Vehicles are allowed only by explicit approval of the City Manager or his designee, provided that the individual's place of residence is within a thirty (30) mile radius of the City limits. Persons serving in an on-call capacity are allowed to drive City Vehicles to their place of residence if it is outside of the thirty (30) mile radius, with prior approval from the City Manager. During times of emergency, the City Manager may approve additional City Vehicles for use in a "take home" capacity.
- J. If a Staff member assigned a "take home" vehicle is on sick, annual, personal, administrative leave, or any combination thereof, in excess of five (5) working days, the immediate supervisor will ensure that the assigned City Vehicle is placed in a secure environment on the premises of the City. The immediate supervisor will ensure that the vehicle's keys are readily available for City use.
- K. "De minimis" personal use such as lunch or an occasional stop for a personal errand on the way between a business location and the Staff member's home that would extend the normal commute by an amount insufficient to constitute an additional unapproved trip or travel; and
- L. Other circumstances not anticipated herein where the City Manager or his designee so authorizes in writing.

UNAUTHORIZED USE

All use of a City Vehicle other than as described above is considered unauthorized use.

DEPARTMENT POOL ASSIGNMENT

City Vehicles not assigned to a specific person/position are designated as pool assignment vehicles ("Pool Vehicles"). Pool Vehicles are to be utilized by department personnel as directed by the Department Director or designee. Pool Vehicles may be used by personnel for out-of-town travel within the State of Georgia on City business, or as eight (8) hour assignment vehicles on a temporary basis (less than a week). Pool Vehicles must be reserved for use by notifying the Special Projects Manager or designee. Individuals driving Pool Vehicles shall complete the required vehicle log, including miles driven and destination.

FUEL CARDS

Each City Vehicle will be assigned a fleet fuel card, and each Operator will be assigned a unique, 4-digit PIN for fueling. Fuel cards shall only be used for the vehicle to which an Operator is assigned and shall not be removed from the vehicle except for conducting transactions. Only fuel may be purchased on the fuel card and Operators shall make all reasonable efforts to fuel at service stations with reasonable fuel costs. Unless otherwise indicated or directed, only 87 octane gasoline shall be utilized. Vehicle operators shall enter accurate odometer readings when prompted to at the fuel pump. If a fuel card is missing or lost, the Operator shall immediately notify his or her supervisor, who shall notify the City Clerk and Fleet Manager to deactivate and replace the card.

Please refer to the City of Mableton' City Fleet Vehicle Use and Maintenance guide for specific information regarding current, approved vendors and where to fuel assigned vehicles.

NO IDLING

The purpose of this provision is to establish guidelines to eliminate the unnecessary idling of City Vehicles as part of an ongoing effort to reduce fuel consumption and reduce the City's environmental footprint. This will clarify City policy to reduce fuel consumption and describe departmental relationships, responsibilities and participation in the NO Idling section of this policy.

- A. Appropriate use of City Vehicles includes the following:
 - a. City Vehicles shall not be parked with the engine operating for more than thirty (30) seconds, unless it is essential to the performance of work.
 - b. Initial "warm up" idling shall be minimized. If a City Vehicle's windows are clear, driving shall be started no more than thirty (30) seconds from the start of idling.
 - c. Initial "warm up" for diesel vehicles shall be limited to 3-5 minutes, or as otherwise recommended by the vehicle's manufacturer. If a City Vehicle will be stopped for more than thirty (30) seconds, except as required while operating the vehicle in routine traffic, the engine shall be turned off, as idling for more than ten (10) seconds uses more fuel than it takes to restart the vehicle.
- B. Exceptions: Due to the diverse nature of the City's vehicle fleet, exceptions are needed to this No Idling provision. Consequently, the provisions of the policy do not apply to:
 - a. The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation of equipment required for job performance.
 - b. Vehicles forced to remain motionless because of traffic conditions over which the Operator has no control.
 - c. The primary engine of a motor vehicle being operated for maintenance or diagnostic purposes.
 - d. The primary engine of a motor vehicle when necessary to operate defrosters, heaters, air conditioners or even other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers.

DRIVER RESPONSIBILITY

All drivers who operate vehicles owned by, titled to or otherwise controlled by the City are responsible for the proper care, use and safety of those City vehicles. Drivers must adhere to the following minimum responsibilities:

- A. Possess and maintain a valid state-issued driver's license approved for the class appropriate for the vehicle being operated.
- B. Practice safe driving by observing all public safety laws and driving courteously.
- C. Wear seatbelts (drivers and passengers) at all times.
- D. Ensure that vehicles are used for authorized purposes only.
- E. Adhere to vehicle operation control procedures.
- F. Ensure that vehicles are maintained within manufacturer's safe operation standards. (Please refer to the City of Mableton' City Fleet Vehicle Use and Maintenance guide for preventative maintenance vendor information.)
- G. Use City approved facilities for fuel, oil and related services (regular unleaded fuel and/or propane only).

- H. When fueling dual fuel vehicles, complete the mileage log located in the vehicle (the goal is to operate these vehicles on propane almost all of the time).
- I. Report to the fleet services manager and the immediate supervisor any accidents, damages or breakdown of vehicle equipment immediately.
- J. Follow established accident reporting procedures.
- K. Shall not use a cell phone, smart phone or other electronic device while the vehicle is in motion, except with a hands-free device. Except when,
 - a. Reporting a traffic crash, medical emergency, fire, criminal activity or hazardous road conditions.
 - b. An employee or contractor of a utility service provider acting within the scope of their employment while responding to a utility emergency.
 - c. A first responder (law enforcement, fire, EMS) during the performance of their official duties.
 - d. When in a lawfully parked vehicle—this DOES NOT include vehicles stopped for traffic signals and stop signs on the public roadway.
- L. Refrain from transporting excessive loads of unsecured luggage, equipment, or other moveable items.
- M. Accept legal responsibility for violations and fines resulting from actions of the driver.
- N. Pay for parking of City vehicles in situations where reserved spaces are not provided. Violators are personally responsible for tickets and other fines resulting from illegal parking or storage of vehicles, and any other reason for being ticketed.
- O. Ensure that the vehicle is clean and presentable at all times.
- P. Keep track of all vehicle keys and remote access devices. If keys or remote access devices are lost, personnel will be charged for the cost of their replacement.
- Q. Intoxicated or otherwise impaired individuals may not operate City vehicles.
- R. Smoking or drinking alcoholic beverages is explicitly prohibited in City vehicles.

ACCIDENT REPORTING PROCEDURE

Should the driver of a vehicle covered by this policy be involved in a collision, regardless of fault, the operator shall immediately contact 911 so a police officer and, if needed, medical aid can be dispatched. The operator should contact his/her supervisor and/or the department head. The department head or his/her designee will notify the fleet services manager of the collision. The driver involved in the collision *shall not admit fault* to the investigating officer.

- A. Obtain case card and case number from responding officer.
- B. All City vehicles that have been rendered non-drivable from a collision will be towed, using the current, approved vendor.
- C. It will be the responsibility of the person assigned the vehicle or the department head (or designee) to obtain a damage estimate from the current, approved vendor. The estimate should be forwarded to the fleet services manager.
- D. Drivers will make themselves available for statements in the event insurance companies need additional information.
- E. All drivers involved in a preventable accident are required to take a drug test within five (5) hours of the incident.
 - a. Driver will be transported to the drug test by a supervisor or their designee.
 - b. Driver may not operate a City-owned, leased or rented vehicle until the drug test results are returned with a negative result.
- F. Any driver involved in a preventable accident, may face disciplinary action. See Preventable Accident Disciplinary Action Guidelines for recommended action.

A preventable vehicle accident is defined as an unintentional vehicle collision occurring between one or more vehicles, a fixture or fixed object, which results in identifiable damage or injury and is the direct result of a driving infraction or violation of traffic law. Weather related incidents may not be held against the driver if the vehicle was being operated with reasonable care and caution.

PREVENTABLE ACCIDENT DISCIPLINARY ACTION RECOMMENDATION GUIDELINE

OFFENSE:	<u>ACTION RECOMMENDED</u>
First Accident within Two (2) Years	Written Warning and Deductible payment of up to \$300
Second Accident within Two (2) Years	One (1) Day Suspension, Deductible payment of up to \$300 and loss of take-home car for up to one (1) month.
Third Accident within Two (2) Years	Three (3) Day Suspension, Deductible payment of up to \$500 and loss of take-home car for up to three (3) months.
Fourth Accident within Two (2) Years to Five (5) years	Up to termination of employment.
Failure to report an accident	Minimum One (1) Day Suspension.

	Fleet GPS Policy	
	Chapter: 17 – Safety Procedures	Section: 17.03
	Approved:	Effective:
	Personnel Affected: All Personnel	Revised:
	References:	Forms:

POLICY

It is the policy of the City to promote employee safety and the productive and efficient delivery of public services, to ensure compliance with federal and state laws, local ordinances and City policies, to preserve City assets by ensuring their proper utilization, and to reduce waste of City resources.

PURPOSE

- A. In accordance with the Statement of Policy, the City, in its discretion, may install, activate, and utilize GPS-based automatic vehicle location systems (“**GPS Equipment**”) on vehicles owned, leased, or otherwise used by the City (“**City Vehicles**”). In the case of contractor and subcontractor owned vehicles utilized in the service of contracts with the City, the written permission of the vehicle’s owner will be obtained prior to the installation, activation, or utilization of such GPS Equipment.
- B. GPS Equipment generates and records valuable fleet management data regarding use, location, and service requirements of GPS equipped City Vehicles, providing supervisory and fleet management personnel with access to information such as vehicle trouble codes, mileage, current or past locations, and routes. Such information can be used to improve operational efficiency and productivity, as well as for other legitimate governmental and business purposes including, but not limited to, coordinating multi-vehicle assignments, locating vehicles under emergency circumstances, and assisting in the recovery of lost or stolen vehicles.
- C. GPS Equipment can be used for personnel management purposes as well, such as monitoring current or past locations, idling times, stops, speeds, hard braking or rapid acceleration of GPS equipped City Vehicles. Such information can be used to determine compliance with federal and state laws, local ordinances, City policies or departmental rules, to investigate complaints, to confirm completion of assignments, to identify and correct performance deficiencies, or to address driving habits causing unnecessary wear and tear on vehicles.
- D. To the full extent of applicable law, the City reserves the right to use GPS Equipment for such purposes, subject to the terms and conditions of this policy.

NO EXPECTATION OF PRIVACY

- A. Employees, contractors, and others who drive or otherwise use City Vehicles have no right of privacy with respect to their use of such vehicles, including their current or past locations, routes, idling times, stops, rates of acceleration, speeds, or other legitimate fleet and/or personnel management information while using such vehicles, and therefore should have no expectation of such privacy. On or before the effective date of this policy, as a mandatory prerequisite to driving or otherwise using a City Vehicle, all City employees, contractors, and others who drive or otherwise use City Vehicles shall sign acknowledgments that they have received and read this policy, that they fully understand its terms and conditions, and that they have no expectation of privacy with respect to their use of any City Vehicle (including, but not limited to, the information the GPS Equipment makes available to supervisory and fleet management personnel).
- B. Fleet management personnel will take reasonable steps to ensure that all GPS equipped City Vehicles include signage, visible from the position of the vehicle’s driver, setting forth the following notice: “This vehicle is subject to GPS monitoring. There is no right of privacy in the use of this vehicle.” Notwithstanding the foregoing, the absence of any such notice shall not create any privacy rights in the use of City Vehicles, prohibit the otherwise appropriate use of GPS Equipment by supervisory or fleet management personnel, or

preclude

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the imposition of otherwise appropriate corrective and/or disciplinary action based on information obtained through the use of GPS Equipment.

ACCESS TO GPS INFORMATION

- A. Information transmitted from GPS Equipment is updated continuously, and notifications are filtered by the department to which the City Vehicle is assigned. Each department director whose department is assigned a GPS equipped City Vehicle shall designate a representative to receive all GPS notifications sent to that department ("Departmental Representative").
- B. Each Departmental Representative, as well as any director, manager, supervisor, or other City employee with authorized access to information transmitted from GPS Equipment, will sign a written acknowledgment of this policy to be maintained by the Fleet Services Manager. This acknowledgment will include a statement to the effect that this policy strictly prohibits (1) the disclosure of information transmitted from GPS Equipment to any unauthorized individual and (2) the use of such information for any reason inconsistent with the letter and intent of this policy. No such employee may access such information without first having complied with this requirement.
- C. The GPS Equipment will provide notification to the Departmental Representative when a City Vehicle is in need of repair or maintenance. A text notification will also be sent to the assigned driver of the City Vehicle according to the City's records ("Assigned Driver"), at the phone number on file with the City.
- D. It is the responsibility of the Assigned Driver to notify the Departmental Representative of any change in contact information.
- E. It is the responsibility of the Assigned Driver to complete all maintenance and service to the City Vehicle on a regular basis and in a timely manner. All other maintenance or service issues related to a City Vehicle must be reported to the Fleet Services Manager by the Assigned Driver within two business days of discovering same. Notwithstanding the foregoing, any Assigned Driver who is employed by a contractor and is assigned to operate a vehicle owned by said contractor may report such maintenance and service issues in accordance with his/her employer's policies and procedures.

PROHIBITED ACTS

It shall constitute a violation of this policy for any City employee, contractor, or other individual who drives or otherwise uses City Vehicles either to commit or to assist, conceal, or otherwise purposefully facilitate the commission of any of the following acts:

- A. Any unauthorized attempt to damage, remove, replace, disable, disconnect, turn off, unplug, disarm, override, or otherwise tamper with GPS Equipment or to block, impede, interfere with, disrupt, delay, jam, or otherwise affect the device's ability to transmit complete, accurate, and timely data is prohibited. This includes, but is not limited to, the use of any GPS jammer, signal blocker, disrupter or other such device, software, or application, as well as any effort to shield the GPS Equipment and/or City Vehicle to accomplish a similar result.
- B. Any removal, defacing, concealing, or altering of the GPS Equipment notice inside a City Vehicle is prohibited.
- C. Any access to information generated by GPS Equipment by an unauthorized employee, including a Departmental Representative or other employee who has not signed an acknowledgment as provided above is prohibited.
- D. Any personal or otherwise unauthorized use of information generated by GPS Equipment is prohibited.
- E. Any operation or other use of a City Vehicle by any employee who has not signed an acknowledgment as provided above is prohibited.

Any City employee found to have committed a prohibited act or other violation of this policy will be subject to corrective or disciplinary action, up to and including discharge. Any prohibited act or other violation of this policy committed by an employee of a contractor will be reported to said contractor.

RESERVATION OF RIGHT TO AMEND

This policy is subject to modification or revocation at any time, for any reason, with or without notice. It has been adopted for administrative purposes only and is not intended and shall not be interpreted or applied (a) as creating any contractual right, any constitutionally-protected property or liberty interest, any expectation of privacy, or any other legally enforceable right, entitlement, or interest; (b) as imposing a heightened standard or duty of care on the City or any City official, officer, director, manager, supervisor, or employee; (c) as constituting a law, rule, or regulation within the meaning of Title 45, Chapter 1 of the Georgia Code, or, except as expressly provided above, (d) as materially altering any aspect of the legal relationship between the City and its employees or between the City and its contractors.

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City of Mableton

Human Resources Employee Handbook

October 6, 2025

Human Resources Department Mission

The HR Department focuses on delivering a fair, efficient, and flexible system that empower departments to effectively manage their teams, boost productivity, and offer cost-effective services for Mableton taxpayers.

We foster an inclusive and supportive environment, while encouraging the organization to think strategically about the future of our workforce and be a positive, impactful presence in the community.

October 6, 2025

Employee Handbook

1. Clarity and Consistency
2. Sets Expectations
3. Legal Protections
4. Resource for Success

October 6, 2025

Human Resources Department Mission

Standardized Operations

Faster and more efficient service delivery to Mableton residents.

Defined Ethical Conduct

Upholding the City's commitment to **transparency and trust** in public service.

Clear Professional Development

Supporting staff growth, retention, and a high-quality employee experience.

Accountability & Compliance

Mitigating risk and ensuring all operations are conducted in accordance with state and federal law.

October 6, 2025



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Fleet Policy Presentation - Finance Director Karen Ellis

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. Resolution Adopting City Fleet Vehicle Policy Rev. 10.1.25
2. Fleet Policy Draft 202510

**A RESOLUTION ADOPTING A CITY OF MABLETON FLEET MANAGEMENT
POLICY AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, section 2.16(b) of the City Charter authorizes the City Council “to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with this charter and the Constitution and the laws of the State of Georgia, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the City”;

WHEREAS, the City Council desires through this Resolution to establish rules and regulations governing the City’s vehicles and fleet management; and

WHEREAS, the City Council finds this Resolution to be in the best interests of the health, safety and welfare of the City.

IT IS HEREBY RESOLVED by the governing authority of the City of Mableton, as follows:

Section 1. **Adoption.** The City hereby adopts the *City of Mableton Fleet Management Policy* attached hereto.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All Resolutions and parts of Resolutions in conflict with this Resolution are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (d) In the event any portion of this Resolution shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this

Resolution which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of this Resolution.

Section 3. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 4. The effective date of this Resolution shall be the date of adoption, unless ordained otherwise by the City, or required otherwise by the City Charter, state and/or federal law. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO RESOLVED this _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Dr. Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

City of Mableton Fleet Management Policy



The City of Mableton is committed to building a modern, efficient, and environmentally responsible fleet that supports the City's operational needs while reducing our environmental impact. Our mission is to integrate sustainability, innovation, and fiscal responsibility into fleet management practices to ensure long-term benefits for the community, the environment, and future generations.

Through this mission, the City of Mableton's fleet will not only serve as a reliable operational resource but also as a driver of environmental stewardship, fiscal responsibility, and community well-being.

Fleet Sustainability Mission

We strive to achieve this mission by:

Reducing Emissions: Utilizing low- to zero-emission vehicles and adopting clean energy technologies.

Optimizing Efficiency: Implementing telematics, route optimization, and preventive maintenance programs to minimize fuel consumption and extend asset life cycles.

Sustainable Procurement: Prioritizing environmentally friendly and cost-effective fleet assets, parts, and services.

Accountability & Compliance: Ensuring all fleet operations meet or exceed federal, state, and local environmental standards, including Georgia Clean Air and Energy policies.

Innovation & Adaptability: Leveraging data, emerging technologies, and best practices to continuously improve sustainability outcomes.

Community Impact: Demonstrating leadership in sustainability by modeling practices that support public health, air quality, and climate resilience.

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Chapter 1: Introduction

Section 1.1 Background

The sustainability efforts for the City of Mableton consist of five elements: natural environment, built environment, financial, organizational, and civic governance. Each of these five elements reflects part of Mableton's **mission and vision** that are impacted by actions, decisions, and policies. The City should strive to touch each element in all that it does.

VISION: Mableton will be nationally recognized as a beautiful community where multiple generations can live in safety, flourish in business, and succeed in a historic, **sustainable environment** with exceptional education and transportation options.

MISSION: In support of the Mableton vision the City government will: encourage and maintain a beautiful community, meet public safety needs, develop an environment for business success, promote sustainable projects and activities, identify and preserve historic and neighborhood resources, facilitate educational opportunities, and improve transportation conditions, connectivity, and options while listening to and communicating with the public.

Under the natural environment element, the City is committed to creating an **energy-efficient fleet**. As the City continues to grow its fleet, we will monitor metrics, maintenance costs, and vehicle lifespan to assess electric and hybrid models to maintain energy efficiency. As fleet vehicles near retirement, continued consideration of energy-efficient replacements will be a top priority in new vehicle selection.

City vehicles prove to be a valuable resource in serving the Mableton citizenry; however, a concerted effort by all City employees is required to maintain a high quality, low-cost vehicle fleet.

Section 1.2 Purpose

The purpose of this plan is to establish a uniform and comprehensive policy for decision-making at all levels of City government related to the acquisition, assignment, use, and disposal of City-owned and titled vehicles. The plan establishes a strategy for achieving 100 percent compliance with mandates for the City's energy-efficient fleet conversion.

Further, the plan also guides the programming of funds necessary to continue fleet operations. This policy establishes standards and assigns responsibilities that must be enforced in all functional areas and will be revised periodically to reflect the changing needs of the City. This is essential to meet the City's enterprise-wide fleet mission.

Section 1.3 Applicability

The policies outlined in this plan apply to all City employees regarding vehicle usage in the provision of services to the City's citizens, except as otherwise indicated. This plan applies to all motorized and non-motorized passenger and service vehicles that are owned by, titled to, or otherwise controlled by or through the City.

Chapter 2: Department Director, Division Manager, Supervisor, & Fleet Liaison Responsibilities

Section 2.1 General

Department Directors, Division Managers, Fleet Liaisons, and other supervisors are responsible for compliance with this Fleet Management Policy and for implementing vehicle-operating procedures within their departments/divisions, which assure compliance by all operators within their respective department/division. Department Directors are also responsible for designating positions eligible for exclusive assignments within the parameters of this policy and submitting assignment to Fleet Management. Additionally, Department Directors are responsible for submitting requests for new and replacement vehicles to Fleet Management for review and recommendation in accordance with budget guidance. Requests for any exemptions outlined in the criteria of this plan are required to route through the official process for City Manager approval, including the proper forms and documentation.

Section 2.2 Vehicle Requirements, Budgeting, & Assignments

Department Directors have the following responsibilities with respect to vehicle requirements and budgeting:

2.2.1 On an annual basis, review proposed vehicle acquisitions and replacements to ensure that the request justifies City ownership of the required vehicle(s) in alignment with the City's mission, vision, sustainability goals, and other City policies. This review will also consider vehicle performance parameters and design characteristics with emphasis on the minimum levels necessary to accomplish the required work. The results of this review will be submitted to Fleet Management for inclusion in bid or purchase specifications.

2.2.2 Prepare written justifications for vehicle requirements or options above the standards prescribed in Appendix A *Standard Vehicle Specifications* prior to initiating a purchase transaction. The justifications will be submitted to Fleet Management for review and recommendation to the operating and capital budget review committees.

2.2.3 Designate positions eligible for exclusive vehicle assignments and pool vehicle assignments within the parameters of this plan. See Appendix B *Vehicle Assignment Policy*.

2.2.4 Submit a list of exclusive vehicle assignments with justification to Fleet Management at time of vehicle purchase or transfer, including take-home assignments. See Appendix C *Take-Home Vehicle Policy*.

2.2.5 Send the completed form in Appendix D, *Fuel Cards and PINs Policy*, to Purchasing at Fleet@Mableton.gov to obtain or cancel personal identification numbers (PINs) for employees who require access to City fuel cards.

2.2.6 Develop justifications for new (program modifications/service enhancements) and replacement vehicles during the annual budget preparation cycle and submit such justifications for review and recommendation. See Appendix E *Replacement Criteria*.

2.2.7 Ensure that vehicles are turned in at the same time replacement vehicles are received, except when other arrangements are necessary to ensure the equipment transfer from old to new vehicles does not jeopardize the delivery of services.

2.2.8 All requests for the City's enterprise-wide fleet (vehicle and motorized equipment) modifications will be submitted to the Department Director and Fleet Liaison in writing. Request will be forwarded to the Fleet Supervisor and Purchasing Manager.

Section 2.3 Vehicle Purchasing and Leasing

Department Directors have the following responsibilities with respect to vehicle purchasing and leasing:

2.3.1 Comply with the City Purchasing Policy in all matters related to vehicle procurement.

2.3.2 Rent or lease vehicles and related equipment to meet short-term workloads that do not justify purchase. Rental or lease justification must be coordinated with the Purchasing Division and Fleet Management. Long-term rentals or leases (six months or longer) require City Manager approval due to the resultant increase in the department's budgeted fleet size. Vehicles may be rented or leased when:

2.3.2.1 No assigned or operable City vehicle is available for the intended use.

2.3.2.2 In compliance with the City expenditure policy, it is determined to be in the best interest of the City and is the most economical means of providing the required transportation.

Section 2.4 Vehicle Use

Department Directors, Division Managers, or Fleet Liaisons have the following responsibilities with respect to vehicle use:

2.4.1 Establish internal controls to monitor the dispatch, use, and return of vehicles.

2.4.2 Provide vehicles for scheduled servicing for preventative maintenance, warranty maintenance, and climatic conditioning programs as close as possible to the time requested by Fleet Management.

2.4.3 Utilize Appendix F, *Vehicle Maintenance Request Form*, pursuant to this section.

2.4.4 Ensure that operators understand the warranty coverage on new and rebuilt vehicles or components and report malfunctions promptly to Fleet Management.

2.4.5 Ensure that employees use vehicles only for official City business. The lists of authorized and unauthorized uses in Appendix G serve as guidelines for determining when the use of a City vehicle is or is not appropriate.

2.4.6 Periodically review vehicle pool usage to verify appropriate use.

2.4.7 Ensure that no department vehicles have attached to them any marking, identification, bumper sticker, or sign which includes the name(s) of City officers or employees.

2.4.8 In his or her discretion, may waive the display of seals or vehicle numbers on department vehicles with City Manager approval. Send request for waiver with written justification to Fleet Management.

2.4.9 Determine which vehicles require confidential license plates according to instructions from the Georgia Department of Revenue and provide Fleet Management with the required information and certification letters for submitting the applications to the State.

2.4.10 Take appropriate action on reports of vehicle abuse, misuse, accidents, or damage as documented to the department by Fleet Management or others.

2.4.11 Refer any safety, maintenance, or service issues identified with vehicles to Fleet Management for resolution.

2.4.12 During emergency conditions, Department Directors requiring emergency fleet support will contact Fleet Management, which will provide the requested fleet support within City's policies and procedures.

Section 2.5 Operator Qualifications & Training

Department Directors and Fleet Liaisons have the following responsibilities with respect to operator qualifications and training:

2.5.1 Review operator qualification and training upon initial assignment of employees to their respective departments to ensure operators are qualified and possess required licensing to operate vehicles. Provide operator training on how to report accidents and breakdowns. Verify that the department possesses authorized driver forms, acknowledging comprehension of operator responsibilities under this plan as maintained by the Human Resources department.

2.5.2 Conduct periodic reviews to assess employee performance of operator responsibilities.

2.5.3 Promote safety awareness in coordination with Risk Management.

2.5.4 Promote drug and alcohol abuse awareness in coordination with Risk Management.

2.5.5 All operators of City vehicles must attend a defensive driving class at least every three years.

2.5.6 Take appropriate disciplinary action when necessary.

Section 2.6 Fuel Conservation

2.6.1 Department Directors and Fleet Liaisons will proactively encourage operators to follow outlined fuel conservation practices. See Section 4.4.

Section 2.7 Department Fleet Liaisons

2.7.1 Department Directors must appoint a Fleet Liaison to work with Fleet Management. Fleet Liaisons coordinate asset management, budgeting, and administrative activities with the Fleet Management Division. Fleet liaisons coordinate maintenance activities with vendors. One person may fill both functions if desired.

Section 2.8 Reporting

All employees that are operators of City vehicles have the following responsibilities with respect to reporting:

2.8.1 Report vehicle incidents to Fleet Management and Risk Management by telephone **immediately** and submit written Incident Reporting Forms in Appendix H within **24 hours** of the incident. Depending on the type of incident, the vehicle/equipment involved in an incident may be brought to Fleet Management for an evaluation within 24 hours of the incident or at a maximum on the next business day.

2.8.2 All drivers of City vehicles involved in an incident resulting in more than superficial damage are **required** to be tested for drug and alcohol use by the contracted Occupational Health Clinic immediately or within a reasonable timeframe. This testing will be conducted regardless of fault in the accident or perceived intoxication. A copy of the paperwork given to the employee by the Occupational Health Clinic needs to be submitted to Risk Management.

2.8.3 Department Directors are **required** to submit an *Incident Review Score Sheet* (Appendix I) with any incident report submitted to Fleet Management and Risk Management.

2.8.4 Immediately report lost or stolen license plates to Fleet Management and obtain a copy of the written police report. Send a copy of the police report with a request for a replacement license plate to Fleet Management within **five** business days.

Chapter 3: Fleet Management Division Responsibilities

Section 3.1 General

3.1.1 On an annual basis, Fleet Management must review the City vehicle standards to determine if the standards should be changed and recommend such changes to the City Manager.

Section 3.2 Vehicle Requirements and Budgeting

Fleet Management has the following responsibilities with respect to vehicle requirements and budgeting:

3.2.1 Reviews and recommends approval or disapproval of specifications for the purchase of new or replacement vehicles and related equipment.

3.2.2 Reviews, classifies, and designates vehicles eligible for replacement based on established criteria and operational costs. See Appendix E for replacement criteria.

3.2.3 Develops specifications for purchasing vehicles based on department reviews of vehicle performance parameters and design characteristics.

3.2.4 Prepares, coordinates, and approves bids or requests for proposals for vehicles and equipment in conjunction with user departments and Purchasing as appropriate.

3.2.5 Reviews justifications for replacement vehicles and exceptions to the vehicle standards in Appendix A developed by the departments during budget preparation and recommends approval or disapproval to the Finance Director and City Manager.

Section 3.3 Vehicle Acquisition

The City may acquire vehicles through procurement, donation, transfer, rental, lease, seizure, or condemnation. Fleet Management has the following responsibilities with respect to vehicle acquisition:

3.3.1 Takes delivery of all vehicles and heavy equipment regardless of source to accomplish acceptance inspections and to process the vehicles into the City inventory.

3.3.2 Provides the Purchasing Division the information on all vehicles and heavy equipment acquired through the above sources or through any acceptable method so that the vehicles and/or heavy equipment can be recorded in the fixed asset inventory.

3.3.3 Complies with the City Purchasing Policy in all matters related to the procurement of vehicles and heavy equipment.

3.3.4 Accepts title to, and possession of, vehicles donated to the City that have been approved by the City Council for City use. Vehicles are not accepted with liens in force or with restrictions on use, assignment, or disposition. However, vehicles donated under a grant program may be accepted with restrictions imposed by the grant program.

3.3.5 Coordinates and controls vehicle transfers into and out of departments using established fixed asset transfer procedures.

3.3.6 Obtains clear titles before placing into service any vehicles condemned by the courts and transferred to the City by court order. Once in service, City vehicle policies and fixed asset inventory procedures apply.

3.3.7 Fleet Management is authorized to procure vehicles used by the City's law enforcement agencies through direct negotiations. Such authorization will only be exercised when the required procurement activity outlined within the City's Purchasing Policy would jeopardize the ultimate use of the vehicle.

3.3.7.1 Vehicles or heavy equipment acquired through the exception granted in section 3.3.7, will not exceed 125% of the average cost of a marked pursuit vehicle, including the required equipment. Fleet Management is authorized to purchase used vehicles for these purposes.

3.3.8 Fleet Management will affix an asset tag to each vehicle and enter the unique identification number into the City's asset tracking system.

Section 3.4 Fuel Management

3.4.1 Fleet Management will generate the report on a monthly basis to ensure that highly accurate fuel consumption data is produced for the City's enterprise-wide fleet. This process allows the City of Mableton to make the best decisions in increasing efficiency, reducing unnecessary costs, and staying up to date on enterprise-wide fixed asset monitoring as it transitions to a more energy-efficient fleet.

3.4.2 Fleet routing is the process of determining the most effective routes for a set of vehicles that need to visit a set of locations. Fleet Management will work with Department Directors and Fleet Liaisons on fleet routing periodically.

Section 3.5 Vehicle Titles, Registrations, Markings, & Cameras

Fleet Management has the following responsibilities with respect to vehicle titles, registrations, and markings:

3.5.1 The Fleet Management Division will sign title and registration applications on behalf of the City. All City vehicles must be titled and licensed to the City. Titles for federal- or state-funded vehicles or equipment will comply with the grant agency's requirements. City vehicles must display a valid government license plate except for vehicles involved in undercover law enforcement operations. Fleet Management will coordinate the requirements for confidential license plates with the appropriate law enforcement department, and submit applications as required by the Georgia Department of Revenue.

3.5.2 The Fleet Manager or Department Liaison will apply for all City vehicle and motorized equipment licenses and titles as required by Federal and State laws and maintain all required records. Exceptions may be granted for vehicles certified by Department Directors for the conduct of undercover law enforcement work. Protective services Department Directors should maintain exceptions on file for security purposes. Excepted vehicles are automatically exempt from other identification of vehicle requirements.

3.5.3 Fleet Management places City wraps, seals, vehicle numbers, etc. on vehicles during acceptance processing, except for vehicles waived by Department Directors. Vehicle numbers must be at least two inches high and placed on the left and right front fenders or the rear of the vehicle as space permits. Fleet

Management maintains departmental waivers on file of the standard vehicle color and the requirement to display seals and vehicle numbers.

3.5.4 Ensures that no vehicles have attached to them any marking, identification, bumper sticker, sign, or flag except those approved within City standards. Approved City standards are those official markings in use upon adoption of this policy that identify a City vehicle as such. Any exceptions to City standards must be requested in writing by Department Directors to Fleet Management. Fleet Management will make a recommendation to the City Manager for final approval.

3.5.5 In addition to wraps, seals, and other markings, Fleet Management will coordinate installation of cameras in all City-owned vehicles.

Section 3.6 Vehicle Maintenance

Fleet Management will ensure that the quality of service, maintenance, and repair work performed on City vehicles by City staff and outsource contractors conforms to vehicle manufacturer recommended standards, as a minimum. Fleet Management's goal is for 100 percent of repairs to be completed on time and right the first time. Fleet Management:

3.6.1 Operates a preventive maintenance program that schedules vehicles for periodic servicing as recommended by the original equipment manufacturer. This provides an opportunity for early detection and correction of pending component failure. Preventative maintenance reports are available and can be generated every month or on an as needed basis from the Fleet Management system. Each department will work to maintain compliance with the preventive maintenance program.

3.6.2 Exercises warranty coverage to repair new and rebuilt vehicles and components. This will include warranty coverage for heavy equipment.

Section 3.7 Vehicle Utilization and Disposal

Fleet Management has the following responsibilities with respect to vehicle utilization and disposal:

3.7.1 Monitors fleet utilization. Periodically recommends to Department Directors the rotation of vehicles with high or low monthly utilization. The Minimum Utilization Standards in Appendix J provide a benchmark for assessment. Vehicle/equipment that does not consistently meet the Minimum Utilization Standards will be subject to reassignment or removal from the fleet upon recommendation from Fleet Management.

3.7.2 Periodically recommends to the City Manager the establishment of vehicle pools and the reassignment of vehicles from departments to the pools.

3.7.3 Disposes of obsolete, surplus, and underutilized vehicles through public auction, third party auction, and internet sales in coordination with the Purchasing Division. Trade-ins or other disposition methods may be implemented in compliance with the City Purchasing Policy.

Section 3.8 Reporting and Training

3.8.1 Reports vehicle failures or damage identified from activities other than normal wear and tear to the Department Director responsible for which the vehicle is assigned. Such notification will be copied to Risk Management and maintained within Fleet Management.

3.8.2 Fleet Management will notify the appropriate Department Director, Risk Manager, and Purchasing Manager of any suspected vehicle and motorized equipment misuse and/or abuse. Risk Management will investigate and make a determination if any vehicle or motorized equipment misuse or abuse has occurred and take appropriate action(s).

3.8.3 Make end-of-month reports available to departments as requested or needed.

3.8.4 Provide education and training as requested and needed to fleet liaisons within City departments to reduce accidents, injuries and save lives.

3.8.5 At minimum, Fleet Management will provide an annual report to the City Manager describing efforts to control fleet size and cost including details on the size, composition, and cost of the fleet, how it is projected to change in the future, vehicle utilization, vehicle disposition, and driver/vehicle safety (training, certification, incident reporting). Additionally, Fleet Management will provide separate reporting for electric vehicle chargers located in secure areas utilized exclusively by City vehicles.

Chapter 4: Operator Responsibilities

Section 4.1 General

Operators are considered a City employee or an approved volunteer. Operators must be in compliance with Appendix K *Employee Standards for Safe Operation of Use of Motor Vehicles*.

4.1.1 Operators of City-owned vehicles must possess and maintain a valid driver's license approved for the class appropriate for the vehicle regulations of the State of Georgia.

4.1.2 Operators must notify within 24 hours the Department Director of **any** traffic citation received while operating any vehicle and any license suspension whether said suspension resulted from use of a City vehicle or otherwise. Operators must give consent to have a driver's history report (DHR) run on them every three years.

4.1.3 Volunteers must provide an approved Motor Vehicle Registration ("MVR"), sign a statement acknowledging comprehension of operator responsibilities regarding this policy, sign a waiver of liability form, and meet the other requirements of this paragraph prior to being approved as operators by a department. Volunteers must be made aware that they are not insured or provided any protection under the City's insurance coverage. Volunteers shall be able to document successful completion of a defensive driving class within the last three years.

4.1.4 Operators must adhere and conform to all traffic laws and ensure that vehicles are used for authorized purposes only. Operators must adhere to all City ordinances, policies, and procedures. Operators are responsible for the proper care, use, and safety of City vehicles. Established incident reporting procedures must be followed.

4.1.5 Operators are responsible for the cleanliness of the exterior and interiors of the vehicles/equipment in which they operate and/or are assigned. Thus, ensuring that the vehicles/equipment's interior is kept clean and clutter free to ensure a safe and clean driving environment. Vehicles/equipment exteriors should be kept clean to ensure that the vehicle represents the best image of the City.

Section 4.2 Operating Procedures

Operators must comply with the following procedures relating to safe and efficient operation of City vehicles:

4.2.1 Practice safe driving by observing all public safety traffic laws and driving courtesy.

4.2.2 Perform operator checks to include a full walk-around inspection of the vehicle to verify condition and serviceability. See Appendix L *Vehicle Inspection Checklist*. Operators will check fluid levels and tire inflation as recommended by the manufacturer. All users are responsible for the exterior and interior appearance; any vehicle they operate is their responsibility to keep clean and clutter free.

4.2.3 Ensure that drivers and passengers comply with seat belt safety requirements.

4.2.4 Operate vehicles within the manufacturer's safe operating limitations.

4.2.5 Operators must be registered with the Purchasing Division prior to using the fueling system. A fuel card will be issued to approved employees to purchase fuel for City vehicles only and will be assigned by employee number. The Purchasing Manager will generate the report on a monthly basis. (See Appendix C)

4.2.6 **Immediately** report to their supervisor any damage or breakdown. (See Appendix H)

4.2.7 Contact the appropriate police department having jurisdiction to report an accident and immediately notify the respective Department Director as well as the Risk Management and Fleet Management. The vehicle/equipment involved in an accident must be brought to Fleet Management for an evaluation within 24 hours of the accident or at a maximum on the next business day.

4.2.8 Appear in person for court or administrative proceedings on traffic charges resulting from the operator's use of City vehicles; avoid making any admissions by pleading guilty; and if found guilty, accept legal responsibility for violations and fines resulting from actions of the operator.

4.2.9 Refrain from transporting excessive loads or unsecured luggage, equipment, or other movable items.

4.2.10 Pay for parking of City vehicles in situations where free parking is not provided, subject to reimbursement.

4.2.11 Park authorized take-home vehicles in off-street locations, if available.

4.2.12 In accordance with the Take-Home Vehicle Policy in Appendix C, parking authorized take-home vehicles at the home- base of operation of the employee during off-hours is to be used for normal job-related activities only.

4.2.13 Park other City vehicles in City parking areas during off-duty hours.

4.2.14 Operators and drivers will exercise due care when operating a motor vehicle and will not engage in any activities which will distract the operator or driver from safe operation of their vehicle.

Section 4.3 Authorized and Unauthorized Uses

Operators are responsible for ensuring that vehicles owned by, titled to, or otherwise controlled by the City are only used to conduct City business that requires the use of the vehicle. See Appendix G for lists of authorized and unauthorized uses.

Section 4.4 Fuel Conservation

Operators will actively promote fuel conservation when operating City vehicles. Helpful measures proven effective in reducing consumption include, but are not limited to:

4.4.1 Consolidating and coordinating trips.

4.4.2 Using the postal service, telephones, and courier services when appropriate.

4.4.3 Not allowing vehicles to idle when not in service (Appendix M, *No-Idling Policy*).

- 4.4.4 Observing speed limits.
- 4.4.5 Ensuring that proper vehicle maintenance is performed and proper tire inflation is maintained.
- 4.4.6 Selecting the appropriate vehicle for a required task.
- 4.4.7 Avoiding rapid acceleration, fast stops, and excessive engine RPM.
- 4.4.8 Maintaining constant speeds.
- 4.4.9 Not overfilling/overcharging tanks.

Chapter 5: Other Department Responsibilities

Section 5.1 Purchasing Division (Finance Department)

5.1.1 The Purchasing Division of the Finance Department coordinates vehicle purchases with the participating departments and Fleet Management. These entities monitor compliance with the City Purchasing Policy.

5.1.2 The following forms and procedures will be utilized:

Vehicle Request Form (Appendix N)

- After budget approval, a formal request is submitted by Fleet Management to Purchasing or Designee Purchasing Manager.
- Purchasing will receive the request from Fleet Management and start the process.
- Purchasing will be contacting and negotiating with vendor.
- Purchasing receives the Buyer's Order(s) from vendor (State contract or preferred).
- From there, Purchasing submits the Buyer's Order(s) to the Fleet Management to process a requisition based on approved signed form or Designee Purchasing Manager.
- Purchasing receives the Requisition to convert to a PO.
- Purchasing sends to Risk Management the vehicle information using the fleet master file as a template or Buyer's Order to add insurance on the vehicle.
- Request requirements:
 - Department Director or designee signature
 - After a requisition order is generated, a notification is sent to Risk Management
 - City Manager or designee (Finance Director) and Fleet Management signature

Buyers Procedures:

- Purchasing will buy and sign all paperwork for vehicles.
- Notification sent to Risk Management for Certificate of Insurance (COI)
- Once all paperwork is completed by Finance/Purchasing. The Fleet Manager can retrieve the vehicle.

Delivery Procedures:

- All vehicle deliveries will be to Purchasing for routing as follows:
 - Non-Police Department vehicles to City Hall – unless upfitting is required, then to the contracted vendor
 - Police Department vehicles to contracted vendor for outfitting
- Once upfitting is completed a notification is sent to the Purchasing Manager
- Once upfitting is completed the Purchasing Manager will notify Fleet Management to receive
- Fleet Management will then assign vehicle numbers and handover to the user department:
 - Unmarked vehicles are assigned the last 4 digits of the VIN.
 - Marked vehicles are assigned by Police Department and provided to Fleet Management.

Assignment/Transfer Procedures:

- Before any City vehicles leave their current department or are reassigned within a department, an Assignment Form in Appendix D must be filled out and signed by the Department Director or Fleet Liaison
- See Appendix P Assignment/Transfer Form
- Fleet Liaison will submit signed form to the Fleet Manager at Fleet@Mableton.gov
- Fleet Management to notify the Purchasing Manager and update the Fleet Master List

Section 5.2 Risk Management Division (Human Resources Department)

The City's Human Resources Department is responsible for Risk Management and ensuring the enterprise-wide fleet condition, driver safety, and motorized equipment are in compliance with insurance standards. Risk Management will coordinate with each department to mitigate each of the risks all City drivers and motorized equipment operators may face, whether those risks come from within (ex: dangerous driving) or without (ex: dangerous weather).

5.2.1 The Human Resources Department, in conjunction with each department, ensures that the provisions of the City Drug and Alcohol-Free Workplace Policy are followed.

5.2.2 Risk Management is required to ensure:

- All City drivers and motorized equipment operators are required to take online training assessments.
- Instruction cards are located in all City vehicle's glove compartment.

5.2.3 Risk Management will provide after-hours tire repair and towing service information to all Department Directors.

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Appendix A Standard Vehicle Specifications

The City's fleet is currently utilized by the following departments:

- Facilities & Property Management
- Public Safety (pending)
- Sustainability Waste & Beautification
- Parks and Recreation
- Community Development
 - Code Enforcement and Building Officials
- Purchasing

The following standards apply to the distinct types of vehicles maintained within user departments.

A.1 General

A.1.1 In alignment with the City's mission, vision, and Sustainable Mableton goals, standard vehicles will have a hybrid fuel source at minimum. Where all-electric is available and within budget, electric will be the preferred fuel source choice.

A.2 Standard General-Purpose Vehicles

All vehicles owned/titled to the City are required to display fleet vehicle numbers and seals unless exempted pursuant to section 2.5.7 of the policy. General-purpose vehicles may be equipped with operational emergency lights (white and amber). Emergency lights require approval of the Georgia State Patrol (https://dps.georgia.gov/sites/dps.georgia.gov/files/related_files/site_page/102736809AMBER-LIGHTS_Application1011.pdf).

A.2.1 Sport Utility Vehicles

The approved standard vehicle will be a small to mid-size sport utility vehicle (SUV) equipped with the manufacturer's advertised standard equipment. The standard vehicle will be established on an annual basis and will be a vehicle that has been determined by Fleet Management, with City Manager approval, to be best suited for the City's needs and economical requirements.

A.2.2 Pickup Trucks

The approved standard pickup truck is a full-size pickup truck, with the manufacturer's advertised standard equipment. Small, extended cab, two-wheel drive, four-cylinder engine pickup trucks may be purchased at the discretion of the Department Director with written justification and the concurring recommendation from Fleet Management with City Manager approval.

A.2.3 Sedans

Sedans are exceptions to the standard and must have Fleet Management and City Manager approval.

A.2.4 Exceptions

Exceptions to the standards may be necessary to ensure the most economical price and value is obtained for the City. Such exceptions will include the evaluation of safe and functional operating capabilities needed to meet specific job demands such as towing, operating off road, transporting heavy payloads, or performing law enforcement or fire services duties. Department Directors must submit requests for new and replacement exceptions to these requirements in writing, with accompanying justification to Fleet Management during

the budget process. Fleet Management will make a recommendation for final approval. Fleet Management will maintain the list of approved exceptions on file.

A.2.5 General-Purpose Vehicle Color

White is the standard color for all City general-purpose vehicles. Department Directors may waive this standard for their departments with the recommendation of Fleet Management and the approval of the City Manager.

A.2.6 General-Purpose Vehicle Equipment

The following items of equipment will be required in all marked patrol vehicles:

- a) Fire extinguisher.
- b) Spare tire.
- c) Reflective vests.
- d) Flares.
- e) First Aid kit.
- f) Gloves.
- g) AED is optional and permitted only when driver is trained in its use.

A.3 Public Safety Vehicles

A.3.1 General Specifications

Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, will be equipped with operational emergency lights and a siren. Emergency lights require approval of the Georgia State Patrol (<https://dps.georgia.gov/document/publication/dps-41a-red-and-blue-light-permit-application-instructionspdf/download>).

Vehicles used primarily for transporting detainees will have driver separated from the detainee by a safety barrier and will have the rear compartment modified to minimize the opportunity for exit of detainees.

A.3.2 Standard Public Safety Vehicles Uniform Pursuit Vehicles

All uniform pursuit vehicles owned/titled to the City are required to display the fleet vehicle identification number and public safety (Police, Fire) decals. The approved standard vehicle will be a pursuit rated sedan or SUV equipped with the manufacturer's advertised standard equipment and the following optional equipment: V6/V8 engine, automatic transmission, air conditioning (manual), AM/FM radio, power assisted brakes and steering, power door locks and windows, intermittent wipers, and supplemental restraint system (air bag), when available.

A.3.4 Patrol Vehicle Equipment

The following items of equipment will be required in all marked patrol vehicles:

- a) Fire extinguisher.
- b) Spare tire.
- c) First Aid kit.
- d) Crime Scene tape.
- e) Gloves.
- f) Fingerprint Kit.
- g) AED (when trained)
- h) Patrol Rifle.

A.3.5 Undercover Vehicles

Undercover Vehicles may be purchased on an as-needed basis within funding parameters. Written justification for undercover vehicles is required. The justification will be submitted to Fleet Management for review and recommendation to the City Manager's Office. The total cost of approved purchases for any given year will not exceed the total amount approved for the combined purchases of these types of vehicles for each department. The purchase of undercover type vehicles will be purchased through direct negotiation with dealers by Fleet Management on behalf of City. These purchases will be made without readily identifying the types and brands of vehicles to ensure covert operations are not jeopardized. The average cost per vehicle should not exceed the current cost of a fully equipped pursuit sedan by more than 25 percent. Vehicles, which exceed 25 percent of the average cost, will require a recommendation from Fleet Management as well as City Manager approval. The user department will have the authority to select which brand and model vehicles that are best suited to meet the department's current operations and will be exempt from decals and color restriction at the discretion of the Department Director.

A.3.6 Special Operations Vehicles

Special Operations Vehicles, such as full-size crew cab pickup trucks or four-wheel drive vehicles, may be purchased at the discretion of the Department Director with written justification and the recommendation of Fleet Management and City Manager approval.

A.3.7 Detective and Investigation Vehicles

The approved standard vehicle is a mid-size sedan or SUV equipped with the manufacturer's advertised standard equipment. For vehicles assigned as detective, investigation, District Attorney, Solicitor, and Juvenile vehicles, the Department Director may waive this standard vehicle with the recommendation of Fleet Management and City Manager approval.

A.3.8 Seized Vehicles

Written justification for seized vehicles is required. The justification will be submitted to Fleet Management for review and recommendation to the City Manager's Office must be completed prior to taking ownership of any vehicle.

A.3.9 Restricted Vehicles

Written justification for restricted vehicles is required. The justification will be submitted to Fleet Management for review and recommendation to the City Manager's Office.

A.3.10 Citizen Patrol Vehicles

Written justification for restricted vehicles is required. The justification will be submitted to Fleet Management for review and recommendation to the City Manager's Office.

A.3.11 Vehicle Color

Black is the standard color for all City pursuit rated and public safety vehicles. Department Directors may waive this standard for their departments by request to Fleet Management and acquiring City Manager approval.

A.4 Pool Vehicles

A.4.1 The Fleet Manager will provide vehicle pool services to all City departments on a rental vehicle basis. Pools are a proven strategy in reducing fleet size and cost reduction, each Department Director will encourage vehicle pool assignments over individual vehicle assignments.

A.5 Utilization

A.5.1 Vehicles that do not meet the minimum utilization requirements for the vehicle type or application will be subject to reassignment upon Fleet Management's review and recommendation. These vehicles will either be downgraded to a smaller more economical vehicle, reassigned to the Fleet Motor Pool, reassigned to another department where there is a justifiable need or turned over to Fleet Management (salvage) for disposal. Refer to Appendix J Minimum Utilization Standards.

Appendix B Vehicle Assignment Policy

B.1 Categories

Department Directors must ensure compliance with vehicle assignments as prescribed in this policy and any written department procedures. Vehicles may be assigned for the exclusive use of an operator or position in one of the following categories:

B.1.1 Shift Assignment: Authorized use of City vehicles for official business only during scheduled work periods. Commuting privileges are not authorized. The provisions in Appendix G apply.

B.1.2 On-Call Vehicle: Authorized use of the vehicle after normal working hours for non-public safety emergency response for scheduled on-call personnel. Commuting privileges are authorized. The provisions in Appendices C and G apply.

B.1.3 Protective Services: Authorized use of the vehicle for official business for the period of time the employee is working plus with commute privileges as specified in department procedures established by the Department Director with the concurrence of the City Manager. The provisions of Appendices C and G apply. The Protective Services category includes the Police Department. Department directors must provide Fleet Management with a current copy of department vehicle procedures.

B.2 Authority to Assign

B.2.1 Assignment of vehicles to Department Directors is as determined by the City Manager.

B.2.2 Assignment of vehicles to employees, other than Department Directors, is as determined by the Department Director or Fleet Liaison pursuant to this policy and department procedures.

B.2.3 The following factors should be considered before assigning vehicles for shift use:

- The vehicle is used extensively each working day, but the employee does not meet the criteria for on-call or protective services assignment.
- It is less expensive to furnish a vehicle than to pay mileage for personal vehicle use.
- The nature of the work may cause unusual depreciation or wear on a personal vehicle.
- A vehicle other than a passenger car is required, or the vehicle needs special equipment installed, such as emergency lights, storage, etc., to perform a job.

B.2.4 The following factors should be considered in determining if on-call assignment of a vehicle is appropriate:

- The City Manager or designee determines that specific circumstances not expressly stated in this policy warrant on-call assignment in the best interests of the City.
- In all cases, the cost of personal mileage reimbursement should be greater than the cost of the on-call vehicle assignment.

B.3 Authority to Authorize Reimbursements

B.3.1 Department Directors may authorize reimbursements for official City business use of personal vehicles per the City's Travel policy. Mileage for commuting to and from work is not reimbursable.

B.4 Annual Reviews

B.4.1 Department Directors will send Fleet Management written justifications for vehicle assignments annually for review.

B.5 Miscellaneous Guidance

B.5.1 All assignments, including personal vehicle reimbursements, are subject to the monetary limitations imposed by the City Council as part of the annual budget process.

B.5.2 An exclusive vehicle assignment may be part of the compensation package for certain City employees, usually at the executive management level. These employees may receive a monthly vehicle allowance in lieu of City vehicle use as determined by the City Manager.

B.5.3 The employee to whom a vehicle is assigned must keep accurate records relative to personal and business use of the vehicle. These records are used to compute taxable income to the employee on an annual basis. The employee is responsible for the tax consequences of personal use of a City vehicle.

B.5.4 City-owned vehicles, properly titled and identified, may be transferred by administrative agreement from one City department to another. Any such transfer must be coordinated and approved by Fleet Management. When asked by another city for a donation of a surplus City vehicle, such donation will be approved by the City Manager.

B.5.5 Notwithstanding any other provision of the policy, or of any other policy, internal department/agency/office directive or operating procedures, no employee will be on duty or otherwise acting within the scope of his or her official duties solely by virtue of his or her operation of a City vehicle.

B.5.6 If an accident or damage to a vehicle occurs during use while outside the parameters of this policy, the employee could be liable for any costs incurred.

B.5.7 Any exceptions to the above must be approved by the City Manager or designee.

B.6 Vehicle and Equipment Pools

Pools generally consist of administrative vehicles (sedans, vans, and pickups), equipment assigned in limited numbers, or equipment with low utilization that can be shared to avoid purchasing additional units (tractors, backhoes, etc.). The City Manager may assign department responsibility for operating approved City pools in compliance with this policy as recommended by Fleet Management. Fleet Management must periodically review vehicle utilization and recommend to the City Manager vehicles that should be reassigned to City

pools, or because of operating necessity, be exempted from compliance with utilization requirements.

B.6.1 Pool Vehicles

Pooling vehicles can be a cost-effective way to provide timely and responsive transportation in situations where full-time vehicles are not justified or available. Pool vehicles support employees with occasional travel requirements and may be substituted for regularly assigned vehicles that are out of service for repairs or maintenance.

B.6.1.1 Pool vehicles will be maintained under the supervision and budget of each user department. A sufficient number of vehicles will be assigned to pools and maintained by the City to meet demand requirements.

B.6.1.2 Employees eligible to use pool vehicles are those authorized for use by their Department Director or designee where written approval on the appropriate form(s) is provided to Fleet Management and:

- Not assigned a City-owned vehicle or who do not normally have access to a City vehicle.
- Turning a vehicle in for servicing.
- Requiring occasional vehicle use (less than 50 percent of a normal workweek).
- In possession of a valid driver's license approved for the class appropriate for the vehicle regulations of the State of Georgia and consented to have an MVR run.

B.6.1.3 Employees using pool vehicles are responsible for the following:

- Following all provisions of this plan and policy regarding operator responsibilities.
- Refueling vehicles as required. Normally, operators should refuel vehicles before returning them when the fuel gauge indicates 0.5 tank or less.
- Reporting damage to pool vehicles to the respective Department Director or Fleet Liaison.
- Understanding that moving violations or traffic accidents may result in disciplinary action, up to and including revocation of vehicle pool privileges and/or termination.
- When it is most efficient and cost effective, a pool vehicle may be checked out and taken home overnight if travel necessitates leaving or arriving outside normal working hours. All provisions of this policy must apply.

B.6.1.4 Each user department is responsible for vehicle pool operations and preventive maintenance and repair service for pool vehicles.

B.6.2 Equipment Pool

The City's equipment pool operates under the supervision of Fleet Management. Departments shall recommend to Fleet Management the equipment to keep in the pool and budget for its acquisition and replacement. Purchases for the equipment pool follow the normal vehicle approval/requisition/purchase

cycle. Fleet Management determines usage rates for pool equipment.

B.6.2.1 Equipment maintained in the pool will meet the following criteria:

- Can be utilized in the operations of different departments.
- Will receive less than 50 percent utilization if purchased for only one department.
- Will significantly benefit the operating efficiency of the City in conducting official City business.

B.6.2.2 Operators authorized by their respective Department Director or designee in writing on the appropriate form(s) will comply with the following guidelines in order to facilitate smooth operations of the equipment pool:

- Perform operator checks according to manufacturer's recommendations and refuels the equipment as required.
- Return the equipment in good condition, both mechanically and in appearance, so it is ready to go to the next job with a full tank of fuel.
- Notify Fleet Management of any malfunction, repairs, or maintenance that should be accomplished on the equipment before additional use occurs.
- Report any damage to pool equipment to the respective department.

Appendix C Take-Home Vehicle Policy

The City's take-home vehicle program ensures that assigned employees can respond to emergencies within the City twenty-four (24) hours per day, seven (7) days a week. The use of take-home vehicles while off duty traveling to and from work is to be viewed as a privilege and not an automatic fringe benefit or employment right. This privilege is subject to revocation at any time.

C.1 General

C.1.1 Department Directors are responsible for approving all vehicle assignments pursuant to Appendix B Vehicle Assignment Policy.

C.1.2 When in doubt, the deciding criteria should be the nature of the travel task.

C.1.3 Employees living outside a **thirty (30) mile radius** of the city limits of the City of Mableton are prohibited from taking an assigned vehicle home unless specifically permitted to do so in writing by the Department Director or designee.

C.1.4 If the employee has a change of residence or if the vehicle is being parked at a different address than the original approved location, then the employee **must** notify the Department Director and Fleet Liaison and complete a new Authorized Driver Form as maintained by the Human Resources Department.

C.2 Protective Services Assignments

C.2.1 Protective services assignment employees are not permitted to take assigned police vehicles home outside of the thirty (30) mile radius. Employees will be allowed to park their vehicles in a secure location at the 30-mile mark with expressed approval from the Department Director or designee. This location should be a county/city fire station or a county/city police department. Employees will be allowed to make stops to and from work, within reason, including but not limited to dry cleaners, pharmacy, doctor, grocery store, fitness center, etc. Any stops should be within the immediate vicinity of the route taken to and from work.

C.3 Special Circumstances

C.3.1 Any circumstances resulting in an employee absence longer than five (5) scheduled days will require that the take-home vehicle be parked in a City-owned parking lot, locked, and not to be used except in emergencies. Employees will claim the vehicle upon return to duty. A vehicle can be parked at an employee's residence only during regularly scheduled days off and duty time.

C.3.2 Any exceptions to this rule will require a preapproved written authorization from the Department Director.

C.4 Take-Home Vehicle Reported as Income

C.4.1 The value of the personal use of a take-home vehicle, except for protective service assignments, will be reported as income annually on the assigned employee's W-2.

Appendix D Fuel Cards and PINs Policy

D.1 Requests for employee fuel cards and personal identification numbers (PINs) should be submitted by Department Directors or Fleet Liaisons to Fleet Management at Fleet@Mableton.gov.

D.2 If multiple fuel cards or PINs are requested at the same time, an email containing all the necessary information required should be submitted.

D.3 If a fuel card becomes non-operational, the operator must take the card to Fleet Management between 8:00am and 5:00pm to have it replaced at no charge.

D.4 If a fuel card is lost, the operator must go to Fleet Management between 8:00am to 5:00pm and have the card replaced. The fee for the card will be placed on a work order and billed to the vehicle.

D.5 If the PIN issued does not work, the employee should contact Fleet Management and describe the "error" message from the dispenser display.

D.6 Personal use of a fuel card is strictly prohibited.

Appendix E Replacement Criteria

E.1 Fleet Management must recommend for City Manager approval the establishment of replacement criteria to meet department requirements to support the replacement of economically obsolete or inoperable vehicles as necessary to maintain a safe, efficient, and dependable fleet. Replacement criteria serve as guidelines for evaluating each vehicle against economic and operational considerations, including original capital outlay; estimated replacement cost; cost of continued operation; cost of repair, downtime, and maintenance; and suitability for intended use. Disposal of a vehicle that is not cost effective to keep is in the best interest of the City regardless of age or mileage.

E.2 Vehicles meeting the eligibility requirements for replacement will not necessarily be selected for replacement during a given budget year.

E.3 A vehicle, or related equipment item, may be considered for replacement regardless of the established minimum replacement interval, if Fleet Management determines that the vehicle has been wrecked or damaged (including wear caused by normal operating conditions) to the extent that it is in an unsafe or inoperable condition beyond economical repair. Any replacements are subject to budgetary and purchasing policies as appropriate.

E.4 Vehicles may meet or exceed at least two of the following criteria to be eligible for replacement:

E.4.1 The Fleet Management division director determines that it is no longer cost effective to retain.

E.4.2 The accumulated repair costs reach or exceed 80 percent of the depreciated price.

E.4.3 Replacement parts or components are no longer available.

E.4.4 Vehicle odometer/hours or vehicle age is reached or exceeded as in Table 1. Vehicles not specifically listed in this table must be evaluated against miles/hours/age criteria for a similar type of vehicle.

Vehicle Type	Units of Measure	Minimum Quantity
Standard Admin Vehicle	Miles/Years	125,000/5
Standard Admin Pick-up	Miles/Years	125,000/6
Motorcycle	Miles/Years	45,000/4
Pursuit Sedan (Protective Services)	Miles/Years	100,000/4
Pick-up Truck (Protective Services)	Miles/Years	100,000/4
Pursuit SUV (Protective Services)	Miles/Years	100,000/4
Admin Sedan (Protective Services)	Miles/Years	125,000/5

Truck/Van/Utility Vehicle	Units of Measure	Minimum Quantity
GVWR < 5,500#	Miles/Hours/Years	100,000/2800/6
GVWR 5,501 – 9,999#	Miles/Hours/Years	125,000/3500/6
GVWR 10,000 – 25,000#	Miles/Hours/Years	135,000/3800/8
GVWR > 25,000#	Miles/Hours/Years	145,000/4100/10

Construction and Misc. Equipment	Units of Measure	Minimum Quantity
Air Compressor (Sm Pull Behind)	Hours/Years	6,000/5
Air Compressor (Lg Pull Behind)	Hours/Years	10,000/10
Backhoe (Sm)	Hours/Years	2,500/10
Backhoe (Lg)	Hours/Years	5,000/15
Excavator (Sm Wheel/Track)	Hours/Years	3,000/10
Excavator (Lg Wheel/Track)	Hours/Years	5,000/15
Farm Tractor (Sm)	Hours/Years	3,000/6
Farm Tractor (Lg)	Hours/Years	8,000/8
Forklift (Sm)	Hours/Years	5,000/8
Forklift (Lg)	Hours/Years	8,000/10
Grader (Sm)	Hours/Years	6,000/14
Grader (Lg)	Hours/Years	18,000/18
Hydro Seeder Truck	Miles/Years	145,000/10
Hydro Seeder Trailer	Years	10
Loader (Wheel/Track)	Hours/Years	8,000/10
Sweeper (Sm)	Hours/Years	4,000/8
Sweeper (Lg)	Hours/Years	15,000/15
Trailer (12-ton Flatbed/Lowboy)	Years	5
Trailer (Sm)	Years	10

E.5 The number of spare vehicles maintained by the City shall not exceed ten percent (10%) of the overall fleet.



Appendix F Vehicle Maintenance Request Form

(for maintenance with costs over contracted rates)

Date Requested: _____

Requestor Information

Department: _____

Division: _____

Current Operator: _____

Vehicle Information

Asset #: _____

VIN: _____

Tag #: _____

Make #: _____

Model: _____

Mileage: _____

Maintenance Description: _____

Estimated Total Cost: _____

Requestor Name: _____

Requestor Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Department Head Name: _____

Department Head Signature: _____

Purchasing Manager Name: _____

Purchasing Manager Signature: _____

Risk Manager Name: _____

Risk Manager Signature: _____

Fleet Supervisor Name: _____

Fleet Supervisor Signature: _____

Notes: _____



Appendix G Authorized and Unauthorized Uses

G.1 Authorized uses include:

- The performance of protective services duties by personnel designated by the appropriate Department Director.
- Travel between place of official business and place of temporary lodging while on official travel status.
- Travel (not within reasonable walking distance) between place of official business or temporary lodging and places to obtain meals or medical assistance (including drugstores) while on official travel status.
- Transport of employees, officials, or guests of the City with proper waiver on file and successful completion of a defensive driving class.
- Transport of consultants, contractors, or commercial firm representatives when in the direct interest of the City with proper waiver on file and successful completion of a defensive driving class.
- Transport of prisoners or detainees.
- Transport of any person or item in an emergency.
- Commute between the place of dispatch or place of performance of official business to a personal residence when specifically authorized by this plan. See Appendices B and C.
- Transport of program participants in vans.
- Minimal personal use such as an occasional stop for meals, personal errands, or subsistence shopping while enroute to City business.

G.2 Unauthorized uses include:

- City has zero tolerance for operating City vehicles or equipment while under the influence.
- Travel or task performance of a personal nature not connected with the accomplishment of official business.
- Travel or task performance beyond the stated capabilities of the vehicle.



- Transport of family members, friends, associates, or other persons who are not employees of the City or those whose transport does not serve an official or legitimate governmental purpose.
 - **Exception**-Family members may be transported in a valid family emergency only to the extent necessary to alleviate the emergency situation. Because of potential liability issues, unauthorized use is strictly prohibited unless the use is approved in writing by City Manager and Risk Management. Without this prior approval, automobile liability claims arising from any unauthorized use will not be paid.
- Transport of hitchhikers, except for law enforcement personnel responding to a potential emergency.
- Transport of items or cargo having no relation to the conduct of official business.
- Transport of acids, explosives, weapons, ammunition, or highly flammable material except in an emergency, law enforcement situation, or performance of an authorized task in the normal scope of duties.
- Transport of any item, equipment, or cargo that projects from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving.
- Extending the length of dispatch beyond that required to accomplish the official business purpose of the trip.
- Transportation between place of residence and place of employment unless authorized use of a vehicle in a category that allows take home privileges. See Appendices B and C.
- Outings except planned official City activities.
- Loan of a vehicle for use in non-City authorized functions.
- When in doubt, the deciding criterion should be the importance of the task to the mission of the City.
- Smoking, vaping, and using tobacco products are prohibited while using any City-owned vehicle/equipment.
- Transport of any alcoholic container, either open or unopened, is prohibited in any City-owned vehicle/equipment.



Appendix H Incident Reporting Form



GIRMA Incident Report Form

How to Report a Claim:

Option 1: Email – Please email completed form to GIRMAclaims@tnwinc.com.

Option 2: Phone – To report a claim over the phone, please call **844-246-9510**.

Please indicate the type of claim and complete the applicable section(s) below.

Auto Physical Damage	Property Damage (Building / Miscellaneous / Mobile Equipment)
☐ to Member Auto ☒ to Non-Member Auto	☐ to Member Owned ☒ to Non-Owned



General Claim Information (To Be Completed for All Claims)

Member Name	City of Brookhaven	GIRMA Member Number	BR-09				
Address	4362 Peachtree Road	city	Brookhaven	State	GA	Zip Code	30319
Member Contact Person Information							
Name	Lillian Young, Risk Management Officer	Phone	470-540-9188	Email	lillian.young@brookhavenga.gov		

Date of Loss		Time of Loss					
Address of Incident		City	Brookhaven	State	GA		
Police/Fire Called to Scene?	☐ Yes ☐ No	Responding Agency		Police Report Number		Citation Issued	☐ Yes ☐ No
Description							

Auto Physical Damage to Member Vehicle

Year	Make	Model	VIN	Tag Number	Current Location of Vehicle
Driver's Name		Driver's Date of Birth		Driver's Phone Number	
Used for Business		☐ Yes ☐ No		Estimated Cost to Repair	

Auto Physical Damage to Other Vehicle (Not Member Owned)

Name	Date of Birth	Address	City	State	Zip	Phone
Owner of Vehicle						
Driver, if Other than Above						
Make of Vehicle Year Model	Tag Number	Area of Damage	Estimate of Damage	Current Location of Vehicle		
Name of Insurance Company		Policy Number	Phone			



Appendix I Incident Review Score Sheet

Risk Management and Fleet Management have an obligation to review all incidents involving City employees. Risk Management will review every accident involving City employees and equipment, even if there is no negligence on the part of a City employee.

CONTRIBUTING FACTOR (Choose One; Most Harmful)	Points	GOOD DRIVING CREDIT	Points
D.U.I.	+20	Over 2 years but less than 3 years	-1
Reckless Driving	+20	Over 3 years but less than 5 years	-2
Hit & Run	+20	Over 5 years but less than 7 years	-3
Speeding (26 + over limit)	+20	Over 7 years but less than 9 years	-4
Speeding (25 or less than limit)	+9	Over 9 years but less than 11	-5
Failure to obey traffic control device	+8	Over 11 years but less than 13	-6
Due Regard during use of emergency equipment	+6	Over 13 years but less than 15	-7
Operating on the wrong side of roadway	+5	Over 15 years	-8
Improper/Unsafe U-turn	+6	Over 17 years	-10
Failure to yield right of way	+5	Good Driving Credit Subtotal	
Improper passing	+6	DRIVING HISTORY	
Too fast for conditions	+4	1st Avoidable accident	0
Improper lane change	+4	2nd Avoidable accident in 24 months	+2
Failure to maintain lane/Left roadway	+4	3rd Avoidable accident in 24 months	+4
Driver inattentive/distracted	+4	4th Avoidable accident in 24 months	+6
Following too closely	+4	5th Avoidable accident in 24 months	+8
Struck fixed object	+4	Driving History Subtotal	
Improper backing	+4	TOTAL COMBINED SCORE	
Other	+2		
Contributing Factor Sub-Total		DISCIPLINARY ACTION RECOMMENDATION (See Appendix K.6)	
EMERGENCY EQUIPMENT		Loss of safe driving balance	0
Not required	0	Documented verbal counseling	+1 to +2
Required - Used Properly	-1	Written reprimand	+3 to +4
Required - Used improperly	+1	1-Day Suspension	+5 to +6
Required - Not in use	+2	2- Day Suspension	+7 to +8
Not authorized by policy	+3	Minimum 3- Day Susp up to termination	+9 to +10
Emergency Equipment Subtotal		Minimum 4- Day Susp up to termination	+11 to +12
INJURIES (all parties involved)		Minimum 5- Day Susp up to termination	+13 to +15
No injuries	0	Termination	16+
Injury Complaint	+1		
Visible injuries	+2		
Serious injuries	+5		
Fatality	+7		
Injuries Subtotal			
Vehicle Privileges Recommendation			
Loss of take-home privileges for 7 days	+5 to +6		
Loss of take-home privileges for 30 days	+7 to +10		
Loss of take-home privileges for 90 days	+11 to +14		
Loss of take-home privileges for 6 months	+15		



I.1 Definitions

Reportable Traffic Accident – Any vehicle collision resulting in injury, damage to a department vehicle or damage to private property.

Reportable Incident – Any vehicle related incident resulting in damage to a department vehicle less than \$250 and where no other private property or vehicles are damaged.

Avoidable Accident – Any reportable incident or traffic accident that was avoidable through prudent, cautious, and defensive driving by the operator, and/or by following departmental policy or state law.

I.2 Discipline Guidelines

I.2.1. Unavoidable accidents do not require any discipline. Remedial training in defensive driving may be required but is not considered a disciplinary action.

I.2.2 Any avoidable accident that an employee has been involved in within the previous twenty-four (24) months will be considered in the administration of disciplinary measures. Discipline will be approved by the City Manager or designee and may include actions up to termination.

Reportable Incidents will not be considered in the administration of the above disciplinary actions.

Failure to report an incident with a City vehicle will be a minimum of a one-day suspension.



Appendix J Minimum Utilization Standards

Vehicles that do not meet the minimum utilization requirements for the vehicle type or application may be subject to reassignment upon Fleet Management's review and recommendation. These vehicles may either be downgraded to a smaller more economical vehicle, reassigned to the Fleet Motor Pool, reassigned to another department where there is a justifiable need or turned over to Fleet Management (salvage) for disposal.

Vehicle/Equipment Type	Minimum Monthly Utilization
Sedan, Pickup Truck, and Van (2WD)	500 miles
Pursuit Sedan	500 miles
Motorcycle	500 miles (seasonal)
Bus	500 miles
Four-Wheel Drive Vehicle	200 miles
Utility Truck	500 miles
Bucket Truck	200 miles
Dump Truck	500 miles
Loader/Backhoe	50 hours
Tractor	50 hours

Annual Vehicle Mileage	Qualifies for:
0 – 6,000	Motor Pool/personal vehicle
6,001 – 10,000	Compact, 4 door/4 passenger/4 cylinders
10,001 – 15,000	Intermediate mid-size, 4 door/5 passenger/ 4 cylinders
15,001 – 20,000	Mid-size, 4 door/6 passenger/6 cylinder



Appendix K Employee Standards for Safe Operations or Use of Motor Vehicles

K.1 Purpose

- To establish minimum standards for the safe operation or use of motor vehicles by City employees whose job duties require them to be licensed to operate a motor vehicle.
- To establish a system by which the City may examine and evaluate the motor vehicle driving records of prospective and existing City employees.
- To seek to identify City employees who may pose an elevated or excessive risk to persons or property while operating a motor vehicle.
- To manage and reduce the risk of damage to City or private vehicles and private or public property.
- To manage and reduce the risk of injuries to City employees and the public.
- To establish procedures for monitoring the driving history of job applicants or City employees whose job duties require a current, valid driver's license.
- To establish procedures to be followed when the City determines that an applicant's or employee's driving history is unsatisfactory or would pose a risk as outlined within this section.

K.2 Responsibility for Reporting

Employees, who as part of their job functions are required to possess a valid driver's license, must report any personal traffic-related citation or arrests related to the operation or use of a motor vehicle, whether on personal time or during working hours, to his/her immediate supervisor (except for parking tickets). Employees must report such citation or arrest as promptly as practical, but not later than the end of the work shift if said citation or arrest occurs during employee's work shift, and not later than the beginning of employee's next shift if the citation or arrest occurs while employee is in an off-duty status. This reporting requirement extends to the employees' operation or use of City or private vehicles. Any employee who fails to notify his/her supervisor in the manner called for herein is subject to disciplinary action up to and including termination.

Employees must promptly, and as soon as possible under the circumstances, notify their immediate supervisor of any accident involving a City vehicle.

Department Directors are responsible for notifying Risk Management of any citation, arrest of a City employee, or the occurrence of an accident involving a City vehicle.



K.3 To Whom This Policy Applies

All current, active City employees and all prospective City employees are covered by this policy. Prospective employees are covered upon their acceptance of a conditional offer of employment, pending background check and final review of their employment application.

K.4 Review Procedures

K.4.1 Review of Driving Records

The Human Resources Department may review the driving records of job applicants who have been tendered or are about to be tendered a conditional offer of employment with the City after first obtaining appropriate authorization from the prospective employee.

Risk Management may review the driving records of all City employees after first obtaining appropriate authorization from the employee. Reviews will include the most recent three-year period. In cases of a driving under the influence of alcohol or drugs citation appearing in a three-year period, a review may be expanded to include a seven-year period.

Driving records of City employees may be checked annually. Records may be checked on a sampling basis, or all employees who drive for a particular department may be reviewed.

Risk Management may conduct a driver's license check, calculate the points accumulated for the last three years and send a report to the director of the employee's department.

K.4.2 Points Accumulation Standard

Any employee, or prospective employee, whose point accumulation exceeds five points, and whose job responsibilities include operation of a motor vehicle, will be deemed in violation of this policy. Any employee whose point accumulation exceeds 10 points will in no case be permitted to operate a motor vehicle in the course of City employment.

K.4.3 Refusal to Consent to Examination of Driving Records

The City deems it a condition of employment that driving records be reviewed, upon the sole discretion of the Human Resources Director. A conditional job offer will be withdrawn when a prospective employee refuses to execute consent to a review of driving records. For City employees, refusing to agree to consent for a review of driving records is a violation of this policy.

K.5 Authorization

Before obtaining a motor vehicle record from the Georgia Department of Driving Services, Risk Management should obtain authorization from the employee or prospective employee. The employee's or prospective employee's signature should be notarized on the consent form.

Department Directors should be notified of anyone refusing to sign an Authorized Driver Form as maintained by the Human Resources Department. Employees who refuse to sign the form may not be allowed to operate a City-owned vehicle at the discretion of their respective departments. Each department (using its discretion)



will determine whether an individual who is not allowed to drive a City owned vehicle can drive his/her own personal vehicle on City business. In such cases, the individual should verify that they carry liability limits of \$300,000 or more.

K.6 Driving Point Key for Determining Driver Eligibility and Discipline (See Appendix I)

Eligibility / Action

- A. **No Risk (0 points):** The driver is eligible for hire and approved to operate city vehicles without restriction.
 - B. **Low Risk (1-2 points):** The driver provides minimal risk, is eligible for hire and approved to operate city vehicles with documented verbal counseling.
 - C. **Under Review (3-4 points):** The driver is assigned mandatory training and placed on probation, with continued driving privileges dependent on management approval. An employee may drive a City vehicle (including pool vehicle) but should be notified that additional points could result in more severe disciplinary action.
 - D. **Suspension (5-15 points):** The driver is assigned mandatory training and placed on probation, with suspension and possible discharge. An employee may not drive a City vehicle (including pool vehicle) during the period of suspension. Department Director/elected official/agency head should notify employee in writing and should be given verbal and/or written notification that further violations could result in more serious actions against the employee up to and including termination.
 - E. **Disqualified (16+ points):** The driver is not eligible for hire in a driving position or the driver's current city vehicle privileges are revoked. Department Director/elected official/agency head should notify employee in writing and should be given verbal and/or written notification that driver may be reassigned and if he or she can no longer fulfill the requirements of the job, the Department Director will have the option to terminate employment.
- *Points older than three years may be removed from the employee's records.*
 - *City employees, who when requested, fail to execute a consent to review driving records, may be ineligible for hire in a driving position. They may additionally be subject to disciplinary action in accordance with merit system rules and policies. If deemed ineligible to drive means an employee can no longer fulfill the requirements of his or her job, the Department Director will have the option to terminate employment.*

K.7 Notice and Disciplinary Action

It will be the responsibility of the reviewing department to notify the applicant/employee and the employee's Department Director of any infraction under this policy. The reviewing department will additionally ensure that (as appropriate) Fleet Management is notified.

Action taken under this policy will be in the discretion of the Risk Management and Fleet Management and will be determined on a case-by-case basis, taking into consideration such factors as potential loss of public confidence in City government, damage to property, injury to any person, intentional or reckless conduct, nature of traffic offenses involved, and past disciplinary record.



Due to the nature of certain protective service positions, other safety-sensitive positions, and positions requiring a Commercial Driver's License, more restrictive, departmental and/or state rules and regulations may apply to individuals employed in these capacities.

K.8 Suspended Driver's License for DUI Offense

Subject to City's Drug and Alcohol-Free Workplace Policy, more restrictive departmental and/or federal and state rules and regulations applicable to protective services positions and other safety-sensitive positions, the Department Director may allow an employee to continue with his/her driving responsibilities, provided the employee has a valid temporary driving permit issued by the Georgia Department of Driving Services.

K.9 Revocation of Driver's License

Any employee who is unable to do their job adequately because of loss of a required license, certificate, or other job requirement may be separated from the service. Such separation will be made only after an attempt has been made to transfer the employee to a position for which the employee is qualified.

K.10 Applicable Law

This policy is to be interpreted and applied consistently with applicable federal, state, and local law, including but not limited to the Americans with Disabilities Act.



Appendix L Vehicle Inspection Checklist

Employee Name (print):												Vehicle #, Make, & Model:											
Week of:	Mon			Tues			Wed			Thurs			Fri			Sat			Sun				
	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A		
Engine Oil, Fuel, Washer, and Coolant- adequate levels																							
Battery/electrical system																							
Windshield & Mirrors - operating and not damaged																							
Doors and Windows - operating and not damaged																							
Foot Brake, Parking Brake - operating																							
Tires – wear and pressure (spare) proper tread																							
Inspection and License Plate Stickers valid																							
Check Ground under Vehicle for Fluid Leaks, Exhaust																							
Emergency Equipment accounted for																							
First aid kit on hand																							
Fire extinguisher																							
Warning reflectors and flares																							
Flashlight with batteries																							
Jack, lug-wrench, and spare tire																							
Communication device (working radio etc.)																							
Documentation (as needed)																							
Insurance card in glove compartment																							
Registration in glove compartment																							
Check for Cleanliness & Damages [interior and exterior]																							
Fuel Level, Gauges (e.g., speedometer, dash warning lights)																							
Windshield Wipers properly working & not worn																							



Employee Name (print):												Vehicle #, Make, & Model:									
Week of:	Mon			Tues			Wed			Thurs			Fri			Sat			Sun		
	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A
Horn and steering wheel operating properly																					
Head Lights, Taillights, Turn Signals, Flashers, Warning Lights etc.																					
Defrosters, Heaters, and Air Conditioner [when applicable]																					
Seat Belts and upholstery in good condition																					
Siren [when applicable]																					
Reflective safety vest																					
<i>Notes: (Photograph and report any malfunctions, missing items, failures, and items not operating properly immediately to your supervisor)</i>																					
Employee Signature:												Date:									



Appendix M No-Idling Policy

Introduction

Although the City of Mableton strives to be a 100% Electric Vehicle City, Fleet Management may have a mix of electric and hybrid vehicles in its fleet to balance sustainability goals with operational needs.

Electric Vehicles (EVs): When running at idle, EVs only use battery power for accessory systems like climate control or the radio, whereas gas cars burn fuel to keep their engines running. Also, EVs are vastly more efficient in traffic jams and stationary situations, using minimal battery power for accessories compared to the continuous fuel consumption of a gas engine.

Hybrid Vehicles: Hybrid vehicles automatically shut off their gasoline engines to save fuel when stopped or moving slowly, with the electric motor providing power. When the engine does run while idling, it serves to charge the battery and power vehicle accessories like the air conditioning. While the engine cycling on and off is a normal and intentional design for hybrids, prolonged periods of sitting idle can negatively affect the battery over time.

The City of Mableton recognizes its role as a community leader and aims to set an example. This policy sets out to emphasize the importance of reducing any non-essential use of energy in an effort to become more sustainable in use of energy and tax dollars, as well as take part in reducing our overall impact on the environment.

Purpose: The purpose of this policy is to emphasize the importance of reducing any non-essential use of energy in an effort to become more sustainable in use of energy and tax dollars.

Scope: This policy applies to all City employees that operate a City fleet vehicle.

Objective: To ensure that sustainable practices are being incorporated into City projects according to the sustainability of Mableton.

Policy:

- 1) City fleet vehicles shall not be parked with the engine operating for more than two minutes unless it is essential for performance of work or in an emergency situation.
- 2) For hybrid vehicles, initial “warm up” idling should be minimized. Driving after no more than 30 seconds of idling, assuming your vehicle’s windows are clear.
- 3) Vehicles with diesel engines shall not be shut down unless the vehicle is going to idle for more than 20 minutes. Stopping and starting a diesel engine excessively, which might be required when repairing potholes or picking up garbage/recycling containers, can be hard on the engine.



Appendix N Vehicle Request Form

Date Requested: _____ Department: _____ Division: _____

Budget Reference: _____ Charge To: _____ P.O. #: _____

Vehicle Type: _____ Vehicle Quantity: _____

Justification: _____

Estimated Cost per Vehicle (including upfitting): _____

Estimated Total Cost: _____

Requestor Name: _____

Requestor Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Department Head Name: _____

Department Head Signature: _____

Purchasing Manager Name: _____

Purchasing Manager Signature: _____

Risk Manager Name: _____

Risk Manager Signature: _____

Fleet Supervisor Name: _____

Fleet Supervisor Signature: _____

Notes: _____



Appendix O Vehicle Assignment/Transfer Form

Date Requested: _____

Vehicle Information –

Asset #: _____ VIN: _____ Tag #: _____

Make #: _____ Model: _____ Mileage: _____

Reason for Transfer: _____

Transferor Information –

Department: _____ Division: _____ Current Operator: _____

Transferee Information –

☐ Department: _____ Division: _____ Proposed Operator: _____
☐ Surplus

Requestor Name: _____ Requestor Signature: _____

Supervisor Name: _____ Supervisor Signature: _____

Department Head Name: _____ Department Head Signature: _____

Purchasing Manager Name: _____ Purchasing Manager Signature: _____

Risk Manager Name: _____ Risk Manager Signature: _____

Fleet Supervisor Name: _____ Fleet Supervisor Signature: _____

Notes: _____



VEHICLE CHANGES 2023

MAMURRAY@lockton.com

Lillian Young, City of Brookhaven BR-09

Date Needed

Quantity

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AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: IT Policies Presentation - IT Director Frantz Francois

BACKGROUND/SUMMARY: The City of Mableton is committed to establishing clear, consistent, and employee-focused technology policies that reflect the city’s cybersecurity, data integrity, and responsible technology use standards.

The policies presented today are scaled, employee-oriented versions of broader and more detailed ITSR policies currently being developed for full departmental and audit compliance. These policies are designed to set expectations for all city employees while ensuring alignment with federal and industry standards, including NIST, ISO, CISA, and the FBI’s CJIS Security Policy.

Upon adoption, these policies will be incorporated into the City of Mableton Employee Handbook and serve as foundational guidance for all staff in their daily technology use and conduct.

The four policies being presented for consideration and approval are:

1. **Generative AI Acceptable Use Policy**
2. **Confidentiality and Acceptable Use Policy**
3. **Information Technology and Cybersecurity Policy - Employee Handbook Version**
4. **Social Media Policy – Employee Handbook Version**

These documents will ensure employees understand their responsibilities regarding data protection, appropriate system use, social media conduct, and emerging technologies such as AI.

BUDGETED/FINANCIAL IMPACT – FUND: No immediate budgetary impact. Adoption of these policies enhances compliance readiness and supports cybersecurity insurance and audit standards.

RECOMMENDATION: That Mayor and Council approve the four employee-focused IT policies for inclusion in the City of Mableton Employee Handbook.

ATTACHMENTS:

1. Information Technology and Cybersecurity Policy



Department of Information Technology and Security Risk



Information Technology and Cybersecurity Policy (Employee Handbook version)

Document Name:	Version:	Document Author:	Effective Date:	Next Review Date:	Control Owner:
ITSR-IT-Sec-Policy_handbook	1.0	Michael Owens	1/1/2025	1/1/2026	ITSR Director
	1.1	Frantz Francois			

Purpose

The City of Mableton provides technology resources to support employees in delivering efficient, secure, and high-quality public service. This policy ensures that all technology and data are used responsibly, ethically, and in compliance with city, state, and federal regulations.

Scope

This policy applies to all City of Mableton employees, contractors, interns, elected officials, and volunteers who use or have access to city-owned technology systems, data, or networks.

1. Acceptable Use of City Technology



- City computers, email accounts, phones, and internet access are provided for official city business.
 - Limited personal use is permitted if it does **not interfere with work, consume excessive resources, or violate any law or policy.**
 - Users may **not**:
 - Access, store, or transmit offensive, discriminatory, or illegal material.
 - Use city systems for personal business, outside employment, or political activity.
 - Install unapproved software or connect unauthorized hardware (e.g., personal routers or USB drives).
-

2. Email and Communication

- All official city correspondence must use city email accounts.
 - Users should write emails as if they were public records — because they are.
 - Do not send confidential or sensitive information (such as personnel data or legal matters) through unsecured channels.
 - Phishing or suspicious emails should be immediately reported to the IT Department.
-

3. Passwords and Access Control

- All city systems require strong passwords that meet minimum complexity standards.
- Passwords must not be shared or reused across systems.
- Multi-Factor Authentication (MFA) must be enabled wherever available.



- Users should lock their computers when away from their desk and log out at the end of the workday.

4. Data Security and Confidentiality

- City data — including resident records, financial information, and internal documents — is confidential and may only be accessed by authorized personnel.
- Data must not be stored on personal devices, personal cloud accounts, or external drives without written authorization.
- Any suspected data loss or unauthorized access must be reported immediately to the IT Department or supervisor.

5. City-Issued Devices

- City-issued devices (laptops, phones, tablets) remain property of the City of Mableton.
- Users are responsible for maintaining physical security of devices.
- All devices must be returned upon separation, transfer, or at the request of IT.
- Devices may be remotely monitored, updated, or wiped to protect city data.

6. Internet and Social Media

- Internet use must support city operations.
- Streaming, gaming, or excessive non-work browsing is prohibited.
- Social media use must comply with the City's Social Media Policy and reflect professionalism and respect for the community.



7. Incident Reporting

If you suspect a cybersecurity incident (such as phishing, malware, or a lost device), you must:

1. Immediately disconnect from the network (if possible).
 2. Notify your supervisor and the IT Department.
 3. Do not attempt to fix or conceal the issue on your own.
-

8. Monitoring and Privacy

- City systems are subject to monitoring and auditing to ensure security and compliance.
 - Employees should have no expectation of privacy when using city systems or devices.
-

9. Policy Compliance

- Violations of this policy may result in disciplinary action, up to and including termination and potential legal penalties.
 - Compliance with IT standards also supports the City's GIRMA cyber insurance coverage and audit readiness.
-

10. Acknowledgment

All employees, contractors, and interns must sign an acknowledgment form confirming that they have read, understood, and agree to follow this policy.

Name: _____

Title/Department: _____



Signature: _____

Date: _____

Confidentiality and Acceptable Use Policy

Document Name:	Version:	Document Author:	Effective Date:	Next Review Date:	Control Owner:
ITSR-Confidentiality_Acceptable_Use_Policy	1.0	Michael Owens	1/1/2025	1/1/2026	ITSR Director
	1.1	Frantz Francois			

1. Purpose

The purpose of this policy is to ensure the responsible, secure, and ethical use of the City of Mableton's technology systems, digital assets, and confidential information.

All users—employees, contractors, elected officials, vendors, and consultants—share a duty to protect City data, maintain public trust, and comply with state and federal privacy and security requirements.

2. Scope

This policy applies to anyone who accesses or uses:

- City-owned or leased computers, mobile devices, email, or network systems.
- Cloud-based or on-premise City data, applications, and software.
- Confidential or proprietary City information, regardless of format.



3. General Responsibilities

All authorized users of City systems and data must:

- Use City resources only for official business, with limited personal use allowed if it does not interfere with work duties or violate this policy.
- Protect all City devices and data from unauthorized access, loss, or disclosure.
- Follow all City cybersecurity, privacy, and information management standards.
- Treat City information as public property that must be handled with integrity, professionalism, and care.

4. Confidentiality and Data Protection

Authorized users are responsible for protecting all information to which they have access, including personal, financial, and operational data.

Users must **not**:

- Disclose or share confidential data (such as Social Security numbers, driver's license numbers, or banking information).
- Access or use data for personal benefit or any purpose not related to City operations.
- Disclose health-related information protected under the HIPAA Privacy and Security Rules.
- Store City data on personal devices, personal cloud accounts, or removable media without written approval.
- Remove or copy City records except as required for official duties.

City employees and contractors handling financial transactions must comply with the Payment Card Industry Data Security Standard (PCI DSS) and related City procedures.



5. Protection of City Technology and Intellectual Property

- Do not copy, alter, disassemble, reverse-engineer, or decompile City or vendor software.
- All intellectual property created for the City—by employees, vendors, or consultants—is the property of the City of Mableton, unless otherwise stated in a written agreement.
- Report immediately any lost, stolen, or compromised City device to the ITSR Department.

6. Passwords, Authentication, and Access Control

- All users must maintain strong, unique passwords and never share them with others.
- City systems that support Multi-Factor Authentication (MFA) must have it enabled.
- City-issued mobile devices must be password-protected and locked when unattended.
- Users are responsible for all activity conducted under their credentials.

7. Prohibited Uses

City technology and information systems may not be used to:

- Access or share offensive, discriminatory, or illegal content.
- Conduct personal business, political activity, or outside employment.
- Circumvent security controls, install unauthorized software, or connect unapproved devices.
- Engage in harassment, threats, or any behavior violating City policies or law.

8. Reporting and Enforcement



- Users must immediately report suspected data breaches, phishing attempts, or policy violations to their supervisor and the ITS Department.
- Any violation of this policy may result in disciplinary action up to and including termination of employment or contract, loss of system access, and potential legal consequences.
- Violations may also impact the City's cybersecurity insurance and audit compliance.

9. Reference Standards and Resources

- **City of Mableton Information Security & Cybersecurity Policies:**
www.mableton.gov/ITSR
- **HIPAA Privacy and Security Rules:** www.hhs.gov/hipaa
- **Georgia Personal Information Protection Act** (O.C.G.A. §10-1-910 et seq.)
- **Payment Card Industry Data Security Standards (PCI DSS):**
www.pcisecuritystandards.org

10. Acknowledgment

All users of City systems, including employees, contractors, and consultants, must sign an acknowledgment form confirming they have read, understood, and agree to comply with this policy.

Name: _____

Title/Department: _____

Signature: _____

Date: _____



Generative AI Acceptable Use Policy

Document Name	Version	Author	Department	Document Owner
ITSR-GENAI-USE	1.0	Michael Owens	ITSR	IT Director
	1.1	Frantz Francois		

1. Purpose

The purpose of this policy is to establish guidelines for the ethical and responsible use of generative AI tools by officials, employees, and contractors of the City of Mableton. The policy ensures that all AI-generated content is accurate, transparent, and aligns with the city's values and objectives.

2. Scope

This policy applies to all officials, employees, and contractors of the City of Mableton who use generative AI tools for creating content, drafting documents, or making decisions on behalf of the city.

3. Policy Statements

3.1 Transparency

- Any document or content created with the assistance of generative AI must be clearly labeled as AI-generated.
- The identity of the human author responsible for the final product must be disclosed alongside the AI-generated content.

3.2 Human Oversight

- All AI-generated content must be reviewed, edited, and approved by a human before being used in any official city communication, document, or submission.



- The human author is ultimately responsible for the content's accuracy, relevance, and alignment with city policies and intent.

3.3 Accuracy and Verification

- AI-generated content must be thoroughly proofread and verified for accuracy, factual correctness, and alignment with the city's intent before it is used.
- Officials, employees, and contractors must ensure that AI-generated content is free of bias, errors, or misleading information.

3.4 Training and Education

- All users of generative AI tools must undergo training on the ethical and responsible use of AI, including understanding the limitations and risks associated with AI-generated content.
- Users must be familiar with this Acceptable Use Policy and agree to abide by its guidelines.

3.5 Use Cases

- Generative AI may be used for tasks such as drafting documents, generating reports, creating content, and assisting with data analysis.
- AI tools should **not** be used to make final decisions or create content that has not been reviewed by a human.
- AI tools must not be used to generate content deemed sensitive, confidential, or legally binding without explicit approval from a senior city official.

3.6 Monitoring and Compliance

- The City of Mableton will monitor the use of generative AI tools to ensure compliance with this policy.
- Non-compliance may result in disciplinary action.
- This policy will be reviewed and updated regularly to adapt to changes in technology, legal requirements, and ethical standards.

3.7 Public Communication

- The City of Mableton will communicate openly with the public about the use of generative AI, including safeguards to ensure responsible and ethical use.
- The city will seek feedback from the community on the use of AI tools and make necessary adjustments to maintain public trust.



4. Acknowledgment

All officials, employees, and contractors must sign an acknowledgment form confirming that they have read, understood, and agree to abide by this Generative AI Acceptable Use Policy.

Name: _____

Title/Department: _____

Signature: _____

Date: _____



Social Media Policy (Employee Handbook Version)

Document Name:	Version:	Document Author:	Effective Date:	Next Review Date:	Control Owner:
ITSR-Social_media_policy_handbook	1.0	Michael Owens	1/1/2025	1/1/2026	ITSR Director
	1.1	Frantz Francois			

Purpose

To ensure that employees use social media responsibly and professionally, supporting public trust and the city's mission.

1. Personal Use

- Employees may use social media for official city purposes, as necessary, within the scope of their job duties during the work day.
- Do not post confidential city information, offensive content, or anything that could harm the city's reputation.
- If you identify yourself as a city employee, make clear your opinions are your own.

2. Official City Accounts

- Only authorized staff may post on city social media accounts.
- Posts must be accurate, respectful, and related to city programs, events, or services.
- Do **not** post political content or endorsements on official accounts.



3. Public Records

- Social media posts and messages may be public records under Georgia law.
- Do not delete or conceal posts except as allowed under city records rules.

4. Comment Management

- Official pages may moderate comments that are obscene, threatening, harassing, or spam.

5. Compliance

- Violations of this policy may result in disciplinary action, up to termination.
- Questions about appropriate social media use should be directed to the Director of Communications or the Public Relations Coordinator.

Acknowledgment

I have read and understand the City of Mableton Social Media Policy and agree to follow its guidelines.

Name: _____

Signature: _____

Date: _____



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: ECONOMIC DEVELOPMENT DEPARTMENT

ISSUE/AGENDA ITEM TITLE: Understand Redevelopment Powers Law and Tax Allocation Districts

BACKGROUND/SUMMARY:

Redevelopment Powers Law

- Passed by Georgia in 1985.
 - Allows cities and counties, with **voter approval**, to use special financing tools for redevelopment.
 - City Council must first pass a **resolution**, then the **General Assembly** passes local legislation, and finally voters approve in a **referendum**.
-

What is a TAD?

- A TAD is Georgia's version of **Tax Increment Financing (TIF)**.
 - **How it works:**
 1. Property values inside a district are frozen at a "base" level.
 2. As redevelopment occurs, tax revenues above that base (the "increment") go into a special fund.
 3. Money is used to pay for public improvements (roads, utilities, housing, etc.) or repay bonds.
 4. When costs are paid off, the district ends and all tax revenue returns to the city, county, and schools.
-

Benefits

- ✓ Encourages new private investment.

- ✓ Pays for improvements without raising taxes.
 - ✓ Helps revitalize struggling areas.
 - ✓ Grows the tax base long-term.
-

Considerations

- ⚠ ☐ Increment revenues can't be used for general budgets until the TAD ends.
 - ⚠ ☐ If development doesn't happen, revenue may fall short.
 - ⚠ ☐ TADs can last 20–30 years.
-

Georgia Examples

- **Atlantic Station (Atlanta)** – Brownfield turned into a major mixed-use center.
 - **BeltLine TAD (Atlanta)** – Funding trails, parks, housing, and infrastructure.
 - **Camp Creek Marketplace (East Point)** – Retail and road upgrades.
 - **Downtown Smyrna TAD** – Streetscape and mixed-use growth.
-

Next Step for Mableton

Council to adopt a **resolution in October 2025**, so the General Assembly can pass enabling legislation by **April 2026**, leading to a **public referendum in November 2026**.

BUDGETED/FINANCIAL IMPACT – FUND: Financial Impact's of TAD's have more pros than cons, as it pertains to not utilizing existing general fund tax revenue to incentivizing developers to invest in the City of Mableton.

RECOMMENDATION: It is recommended by staff that the Mableton City Council consider adopting redevelopment powers law at the late October 2025 / early November 2025 City Council meeting. A sample resolution prepared by our City Attorney adopting redevelopment powers law is available for the City Council's review.

ATTACHMENTS: None



Overview on Tax Allocation Districts (TADs)

How TADs Work

1. **Base Value Freeze** – When a TAD is created, the taxable value of property inside the district is “frozen” at the current level.
2. **Increment Capture** – As redevelopment occurs, property values rise. The **additional property tax revenue (the increment)** above the frozen base is placed into a special TAD fund.
3. **Use of Funds** – Increment revenues are used to:
 - Repay bonds issued upfront to finance public improvements, or
 - Reimburse developers for eligible costs through “pay-as-you-go” financing.
4. **District Termination** – The TAD continues until debts and redevelopment costs are repaid, after which the full property tax revenue flows back to the general funds of the city, county, and school district (if participating).

Advantages of TADs

- **Catalytic Investment** – Attracts private development that may not occur otherwise by funding infrastructure, site prep, and public amenities.
- **Self-Financing** – Relies on future tax growth within the district, not on existing general fund revenues.
- **Leverage** – One dollar of TAD funding can unlock many more dollars in private investment.
- **Flexibility** – Can be structured as bond financing or pay-as-you-go, tailored to project needs.
- **Targeted Revitalization** – Focuses resources on distressed areas, corridors, or underutilized sites in need of redevelopment.
- **Job Creation & Tax Base Growth** – Stimulates commercial, residential, and mixed-use projects that increase long-term revenues once the TAD expires.

Disadvantages of TADs

- **Revenue Diversion** – During the life of the TAD, tax increments are unavailable to the city's general fund, county, and schools (unless negotiated for participation).
 - **Risk Exposure** – If property values don't increase as projected, the increment may be insufficient to cover bonds or commitments.
 - **Equity Concerns** – Benefits may concentrate in TAD areas, while non-TAD neighborhoods see slower reinvestment.
 - **Complexity** – Requires detailed redevelopment plans, legal approvals, and oversight to ensure compliance.
 - **Long Time Horizon** – TADs often last 20–30 years, tying up increment revenues for extended periods.
-

Balanced View for Mableton:

TADs are one of the most effective redevelopment tools in Georgia. They can transform underutilized corridors (such as Six Flags/I-20 gateways or Floyd Road commercial strips), but they require careful structuring to balance community needs, protect school and city finances, and ensure that public benefits (infrastructure, affordable housing, jobs) are guaranteed alongside private development gains.

History of Tax Allocation Districts (TADs) in Georgia

- **1985 – Enabling law.** Georgia's General Assembly adopted the **Redevelopment Powers Law** (O.C.G.A. §36-44), authorizing cities and counties—after a local referendum—to create TADs (Georgia's version of tax-increment financing).
- **1992 – First Georgia TAD.** Atlanta created the **Techwood/Westside TAD** (recertified/expanded in 1998), establishing the state's initial model for using increment to fund major urban redevelopment.
- **2001–2005 – Early flagship deals.** Atlanta issued its first TAD bonds (Westside TAD) and financed the **Atlantic Station** brownfield conversion with TAD bonds (circa \$67–\$76M in early issuances). The **BeltLine TAD** was approved in 2005 with a 25-year financial plan.
- **2008 – Court ruling and constitutional fix.** The Georgia Supreme Court's **Woodham v. City of Atlanta** decision restricted use of **school tax**

increments in TADs. Voters then approved **Constitutional Amendment 2** (Nov. 4, 2008), restoring school-board-approved participation in TADs.

- **Post-recession evolution.** A 2019 policy study documents Georgia's TAD growth pattern and confirms Atlanta/Georgia's first TAD chronology. Programs since then have increasingly targeted **infrastructure, housing, and catalytic mixed-use** with pay-as-you-go and bond structures.

How TADs work

A TAD freezes the base taxable value inside a district; **future growth in property-tax revenue (the “increment”)** is set aside to reimburse eligible public costs or repay TAD bonds per an adopted redevelopment plan. The district dissolves when obligations are satisfied and the governing body votes to end it under state law.

Notable Georgia Projects Funded (in whole or part) by TADs

- **Atlantic Station (Atlanta)** – Nationally recognized brownfield conversion of the former Atlantic Steel site; TAD proceeds funded remediation, streets, utilities, parking and other public works—enabling billions in private investment.
- **Atlanta BeltLine TAD (Atlanta)** – Adopted in **2005** as the fiscal backbone for trails, transit-ready corridors, parks, and affordable housing; subsequent bonds and pay-go revenues have supported multiple phases and Westside neighborhood projects.
- **Westside TAD grants (Atlanta)** – Ongoing Westside TAD resources have helped close gaps for redevelopment and housing (e.g., 2024 Westside TAD grant supporting English Avenue housing).
- **Perry-Bolton TAD (Northwest Atlanta)** – Helped unlock large infill housing tracts (e.g., Dupont Commons/Marietta Road area) on former industrial land.
- **Camp Creek Marketplace & Corridors (East Point) – Camp Creek TAD (2001)** and the Corridors/Downtown plan used TAD as a key tool to attract private retail, roadway upgrades, and site work along key corridors.
- **Smyrna Downtown TAD (Cobb County) – Established 2003** around downtown to spur mixed-use, corridor reinvestment (South Cobb Dr./Spring Rd./Windy Hill).
- **Columbus River District TADs (Muscogee County) – The Uptown (River District) TAD** has funded parking and public infrastructure supporting large mixed-use (e.g., up to ~\$38M request for Riverfront Place deck and improvements).

Why this matters for Mableton

- **Legal framework is established and flexible.** Georgia law provides wide latitude to tailor district boundaries, project lists, and finance methods in a local redevelopment plan adopted by ordinance after public process.
- **Proven tool in Cobb/metro Atlanta.** Neighboring jurisdictions (Smyrna, Atlanta, East Point) have used TADs to drive corridor reinvestment, brownfield cleanup, and housing—use cases directly relevant to **Six Flags/I-20 gateways, aging corridors, and catalytic sites** near Mableton.
- **Housing & infrastructure leverage.** Recent Westside TAD grants illustrate how Georgia TADs are being used to **add affordable housing and rehab aging units** while funding critical public improvements—an approach Mableton can adapt to local priorities.



Georgia Redevelopment Powers Law – Steps and Timeline

1. City Council Workshop Discussion

- **Purpose:** Provide an overview of the Redevelopment Powers Law (O.C.G.A. § 36-44) and its benefits, such as enabling tax allocation districts (TADs) and other redevelopment tools.
- **Timing:** October 6, 2025 (planned workshop).
- **Outcome:** Informal consensus on whether to pursue adoption.

2. Adoption of Resolution Requesting Local Legislation

- **Action:** City Council passes a **formal resolution** authorizing the request for local legislation to grant redevelopment powers.
- **Responsible Party:** Mayor and City Council.
- **Timing:** Regular session following the workshop (ideally by **late October 2025**).
- **Details:**
 - The resolution must specify the City's intent to seek the General Assembly's approval.
 - Draft resolution prepared by the City Attorney's office.
 - This resolution is transmitted to the local legislative delegation.

3. Submission to Georgia General Assembly

- **Action:** Local delegation sponsors the bill during the **2026 Legislative Session** (January–March 2026).
 - **Notes:**
 - The bill is local legislation and must pass both chambers.
 - Once passed, it is signed by the Governor.
 - **Timeline:** Passage typically occurs within the same session if submitted early.
-

4. Scheduling and Conducting the Local Referendum

- **Action:** Upon enactment of the local law, the City Council must call for a referendum.
 - **Requirements:**
 - Must comply with Georgia election law deadlines (O.C.G.A. § 21-2).
 - Coordinate with the County Board of Elections to select a date.
 - Provide appropriate public notices and ballot language.
 - **Timing:**
 - Earliest practical date: **General or Special Election in late 2026** (e.g., November 2026 General Election).
 - Allow **90–120 days** for notice, ballot preparation, and voter education.
-

5. Post-Referendum Implementation

- **If Approved by Voters:**
 - City Council may adopt ordinances establishing **Redevelopment Areas** and **Tax Allocation Districts (TADs)**.
 - Prepare Redevelopment Plans in compliance with statutory requirements.
 - Begin negotiations with taxing jurisdictions for participation in TADs.
 - Prepare for issuance of TAD bonds or other financing mechanisms.

- **If Rejected:**
 - The process ends unless reintroduced in a future election cycle.

6. Approximate Timeline

Step	Target Date
Workshop & Initial Discussion	October 6, 2025
Resolution Adoption	Late October–November 2025
Submission to General Assembly	January–March 2026
Enactment of Local Law	By April 2026
Call for Referendum	Mid–2026
Referendum Vote	November 2026 (General)
Adoption of Redevelopment Plans	Early 2027
First TAD Financing/Projects	Late 2027–2028

7. Key Legal Considerations

- **Compliance with O.C.G.A. § 36-44:** Ensure all redevelopment areas and plans meet statutory definitions and procedural requirements.
- **Public Transparency:** Provide ample public information and outreach regarding TAD impacts on schools and other taxing bodies.
- **Bond Validation:** Any TAD bond issuance requires judicial validation proceedings in superior court.
- **Coordination with Taxing Jurisdictions:** Agreements with the County and School District may be necessary for full participation.



Understanding Tax Allocation Districts (TADs)

How TADs Benefit Local
Governments and Developers

02	Overview	08	Property Tax Before Development
03	What is TAD?	09	Property Tax After Development
04	How TADs Work	10	Estimate Total over 20 Years
05	Permissible Uses of TAD Funds	11	Benefits to Developers
06	Benefits to Local Governments	12	Key Takeaways
07	Example	13	Q&A

—● What is a Tax Allocation District (TAD)? ●—



A TAD is a designated redevelopment area where future increases in property taxes (the tax increment) are used to finance infrastructure and development costs.

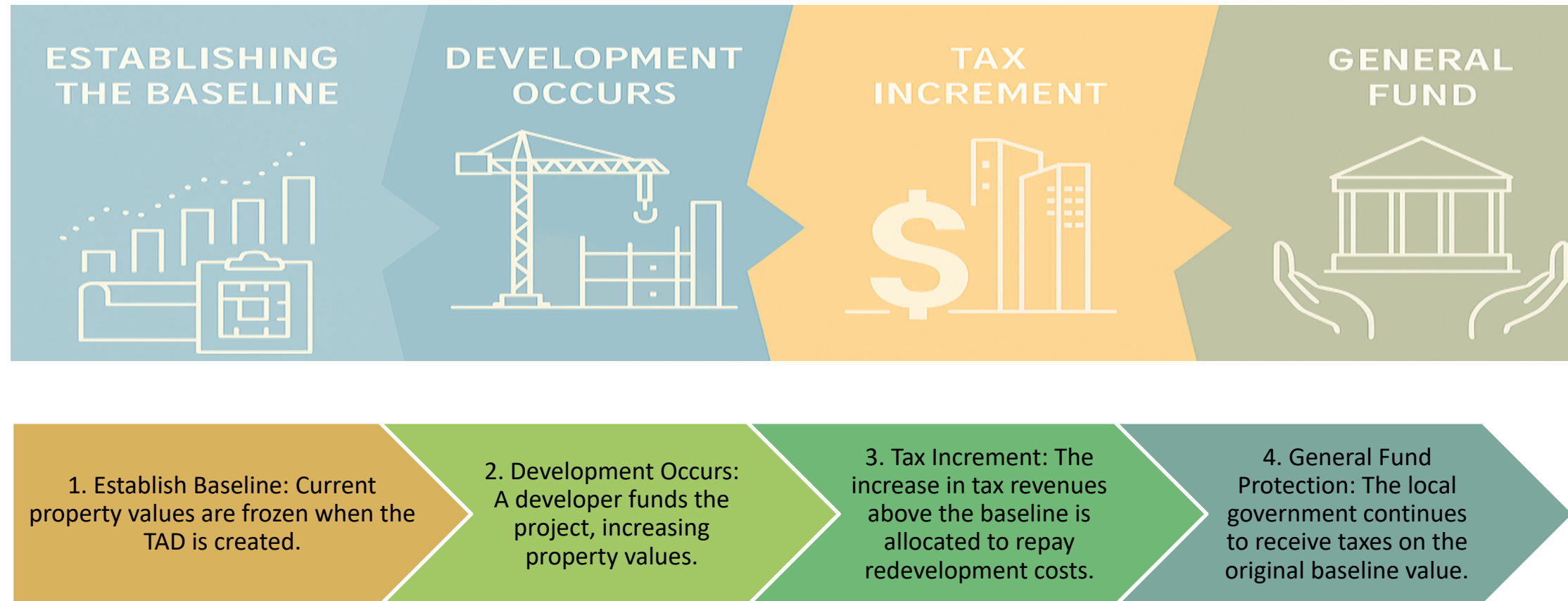


Authorized under Georgia's Redevelopment Powers Law (O.C.G.A. §36-44).



TADs are commonly used to revitalize blighted or underdeveloped areas.

• How TADs Work •



Benefits to Local Governments



Stimulates economic development without using general fund revenue.



Revitalizes blighted or underutilized areas.



Expands the tax base over time.



Enhances public infrastructure and community amenities.



Attracts private investment and jobs.

Permissible Uses of TAD Funds

Public infrastructure improvements (roads, sidewalks, utilities, water/sewer upgrades).

Land acquisition, site preparation, and environmental remediation.

Construction or rehabilitation of public facilities (parks, plazas, parking decks).

Affordable or mixed-income housing development support.

Streetscape enhancements and beautification projects

Debt Service payments on bonds issued to finance redevelopment activities

Other costs directly related to the redevelopment plan and approved by the local government

Example

Scenario: Redevelopment of an Underutilized Parcel

Item	Value/Rate
Base Assessed Property Value (Before Development)	\$2,000,000
Developed Assessed Property Value (After Redevelopment)	\$12,000,000
Local Combined Millage Rate (County + Schools)	30 mills (i.e., 3.0%)
Duration of TAD	20 years

Calculate the Property Tax Before Development (Baseline)

Step 1: Convert millage to a percentage

$$30 \text{ mills} = 30 \div 1,000 = \mathbf{0.03 (3\%)}$$

Step 2: Multiply by base value

This **\$60,000** continues to flow to the City's **general fund and other taxing bodies** during the life of the TAD—no existing revenues are diverted.

Calculate the Property Tax After Redevelopment

Determine the Increment (TAD Revenue)

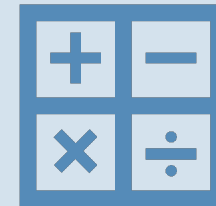
 The **\$300,000** annual increment is the **new revenue** created solely by the redevelopment.

These funds can be pledged to repay TAD bonds or reimbursed to the developer for **eligible expenses** (infrastructure, site prep, utilities, etc.).

- Ignoring growth and inflation for simplicity:

📌 **\$6 million** becomes available for redevelopment activities **without tapping the City's general fund**. Any increase in property values or millage rates during the 20 years would make the increment—and therefore the TAD fund—even larger.

**Estimate Total
Available TAD Funds
Over 20 Years**



Benefits to Developers

Access to financing for site preparation, infrastructure, or other costs.

Reduces upfront development expenses.

Encourages investment in areas that might otherwise be financially unfeasible.

Partnership with local government improves project credibility and support.



Key Takeaways



TADs leverage future tax revenues generated by development—not existing general fund revenues.

Local governments benefit from economic growth and expanded tax base without immediate budget impact.

Developers benefit from cost recovery, making transformative projects possible.

TADs are a win-win tool for revitalizing communities.

**A RESOLUTION OF THE CITY OF MABLETON, GEORGIA, REQUESTING AND
AUTHORIZING THE CITY'S LOCAL LEGISLATIVE DELEGATION TO
INTRODUCE LEGISLATION AT THE REGULAR 2026 SESSION OF THE GEORGIA
GENERAL ASSEMBLY AUTHORIZING A REFERENDUM ELECTION FOR THE
CITY'S EXERCISE OF REDEVELOPMENT AND OTHER POWERS AND FOR
OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council ("City Council") thereof;

WHEREAS, the City Charter Section 2.16(b) authorizes the City *"to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with this charter and the Constitution and the laws of the State of Georgia, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the City of Mableton;"*

WHEREAS, Article IX, Section II, Paragraph VII(b) of the Georgia Constitution authorizes the General Assembly by local law, to grant to the City all redevelopment and other powers under Chapter 44 of Title 36 of the O.C.G.A., the "Redevelopment Powers Law," as amended, to undertake and carry out community redevelopment, to create tax allocation districts, to issue tax allocation bonds, and to incur other obligations and to exercise redevelopment powers as fully as the "Redevelopment Powers Law" may now or hereafter permit and not to limit any redevelopment powers permitted under the Redevelopment Powers Law;

WHEREAS, the Georgia Constitution further provides that no local law of the General Assembly granting the City all redevelopment and other powers under the "Redevelopment Powers Law" shall become effective unless approved in a referendum by a majority of the qualified voters voting thereon in the City;

WHEREAS, the City wishes to convey its desire to have local legislation granting the City all redevelopment and other powers under the "Redevelopment Powers Law" and calling for a referendum election submitting this local legislation to the electors of the City for approval or rejection; and

WHEREAS, the City Council finds this Resolution to be in the best interests of the health, safety and welfare of the City.

IT IS HEREBY RESOLVED by the governing authority of the City of Mableton, as follows:

Section 1.

- a. **Request to Mableton Local Legislative Delegation:** The City of Mableton, Georgia, respectfully requests that the City's Local Legislative Delegation introduce legislation at the 2026 regular session of the Georgia General Assembly:
1. Granting the City all redevelopment and other powers under the "Redevelopment Powers Law," as amended, which shall include authorization to undertake and carry out community redevelopment, to create tax allocation districts, to issue tax allocation bonds, and to incur other obligations within the meaning of and as fully permitted under the provisions of Article IX, Section II, Paragraph VII(b) of the Constitution of the State of Georgia of 1983, as amended, and to authorize the City to exercise redevelopment powers as fully as the "Redevelopment Powers Law" may now or hereafter permit and not to limit any redevelopment powers permitted under the Redevelopment Powers Law, and
 2. Authorizing an election in the City concerning the approval or rejection of such local legislation granting the City all redevelopment and other powers under the "Redevelopment Powers Law," as amended.
- b. **Proposed Legislation.** A template for the local legislation that the Local Legislative Delegation may present to legislative counsel for review is attached hereto as Exhibit "A."
- c. **Instruction to City Clerk.** The City Clerk is hereby instructed to promptly email copies of this Resolution to all members of the City's Local Legislative Delegation.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All Resolutions and parts of Resolutions in conflict with this Resolution are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (d) In the event any portion of this Resolution shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Resolution which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of this Resolution.

Section 3. As of the adoption of this Resolution, all alcoholic beverage and regulatory license and permit fees within the City of Mableton shall be imposed and administered pursuant to Chapter 5 and Chapter 7 of the of the Code of Ordinances of the City of Mableton.

Section 4. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 5. The effective date of this Resolution shall be the date of adoption, unless ordained otherwise by the City, or required otherwise by the City Charter, state and/or federal law. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO RESOLVED this _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Dr. Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

Exhibit A

A BILL TO BE ENTITLED

AN ACT

To authorize the City of Mableton, Georgia, to exercise all redevelopment and other powers under Article IX, Section II, Paragraph VII(b) of the Georgia Constitution and Chapter 44 of Title 36 of the O.C.G.A., the "Redevelopment Powers Law," as amended; to provide for a referendum; to provide effective dates; to provide for automatic repeal under certain circumstances; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

The City of Mableton shall be and is authorized to exercise all redevelopment and other powers under Chapter 44 of Title 36 of the O.C.G.A., the "Redevelopment Powers Law," as amended. The intention of this Act is to authorize the City of Mableton to undertake and carry out community redevelopment, to create tax allocation districts, to issue tax allocation bonds, and to incur other obligations within the meaning of and as fully permitted under the provisions of Article IX, Section II, Paragraph VII(b) of the Constitution of the State of Georgia of 1983, as amended, and to authorize the City of Mableton to exercise redevelopment powers as fully as the "Redevelopment Powers Law" may now or hereafter permit and not to limit any redevelopment powers permitted under the "Redevelopment Powers Law."

SECTION 2.

The municipal election superintendent of the City of Mableton shall call and conduct an election as provided in this section for the purpose of submitting this Act to the electors of the City of Mableton for approval or rejection. The municipal election superintendent shall conduct that election on the date of the general primary in [INSERT DATE], and shall issue the call and conduct that election as provided by general law. The municipal election superintendent shall cause the date and purpose of the election to be published once a week for two weeks immediately preceding the date thereof in the official organ of Cobb County, Georgia. The ballot shall have written or printed thereon the words:

"Shall the Act be approved which authorizes the City of Mableton to utilize tax allocation districts and redevelopment powers under the 'Redevelopment Powers Law,' as it may be amended from time to time?

() YES

() NO"

All persons desiring to vote for approval of the Act shall vote "Yes," and all persons desiring to vote for rejection of the Act shall vote "No." If more than one-half of the votes cast on such question are for approval of the Act, then Section 1 of this Act shall become of full force and effect immediately. If Section 1 of this Act is not so approved or if the election is not conducted as provided in this section, Section 1 of this Act shall not become effective and this Act shall be automatically repealed on the first day of January immediately following that election date. The expense of such election shall be borne by the City of Mableton. It shall be the municipal election superintendent's duty to certify the result thereof to the Secretary of State.

SECTION 3.

Except as otherwise provided in Section 2 of this Act, this Act shall become effective upon its approval by the Governor or upon its becoming law without such approval.

SECTION 4.

All laws and parts of laws in conflict with this Act are repealed.



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: City Council Newsletter - Communications Director Gregory Woods

BACKGROUND/SUMMARY: City Council would start a quarterly newsletter. This presentation will showcase the implementation process of this newsletter for Council.

BUDGETED/FINANCIAL IMPACT – FUND: The cost will not exceed \$5,400 a year.

RECOMMENDATION: The council has decided to move forward with Mailchimp. We are recommending the immediate implementation and process of the newsletter.

ATTACHMENTS:

1. Quarterly Newsletter



DEPARTMENT OF COMMUNICATIONS

QUARTERLY NEWSLETTER PLAN

Presented by: Gregory Woods,
Director of Communications

PLATFORM USE

Platform: Mailchimp

- Plan cost: **\$450 per month**
- Annual total: **\$5,400**
- Provides professional newsletter design, analytics, list management, and subscriber tools.

Recommendation:

- Begin **quarterly newsletters** to balance staff capacity and consistency.
- Option to expand to monthly in the future.

WORKFLOW

Newsletter Creation Process

- **Councilmembers:** Each writes their own newsletter content.
- **Submission:** Send to the Executive Assistant to Council.
- **Template Input:** Executive Assistant will place text/images into a template designed by Communications.
- **Support:** Graphic Designer from Communications will assist until staff are confident with the system.

Deadlines

- **Quarterly newsletters:** Submit **two weeks before send date.**
- **Monthly newsletters:** Submit **one week before send date.**

NEWSLETTER BEST PRACTICES

For Municipal Newsletters

- **Keep it concise:** Short headlines, summaries, and links for more details.
- **Use consistent branding:** City logo, colors, and fonts.
- **Make it visual:** Photos of events, people, and places in Mableton.
- **Focus on value:** Announcements, upcoming events, community resources, policy updates.
- **Be accessible:** Plain language, alt text for images, ADA-compliant formatting.
- **Respect frequency:** Quarterly = focused, strategic updates; Monthly = shorter, timely reminders.
- **Encourage engagement:** “Click here,” surveys, sign-ups, event registrations.

NEWSLETTER BEST PRACTICES

Suggested Inaugural Newsletter Structure

- **Welcome Message** – From Mayor or City Council
- **District Highlights** – Updates from each district (Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon)
- **Citywide News** – Policies, ordinances, projects, milestones
- **Community Events** – Upcoming festivals, council meetings, holidays
- **Resident Resources** – Links to city website, service requests, contacts
- **Closing Note** – Thank you message, call to action, social media links



MOCK NEWSLETTER



Building Mableton's Future Together

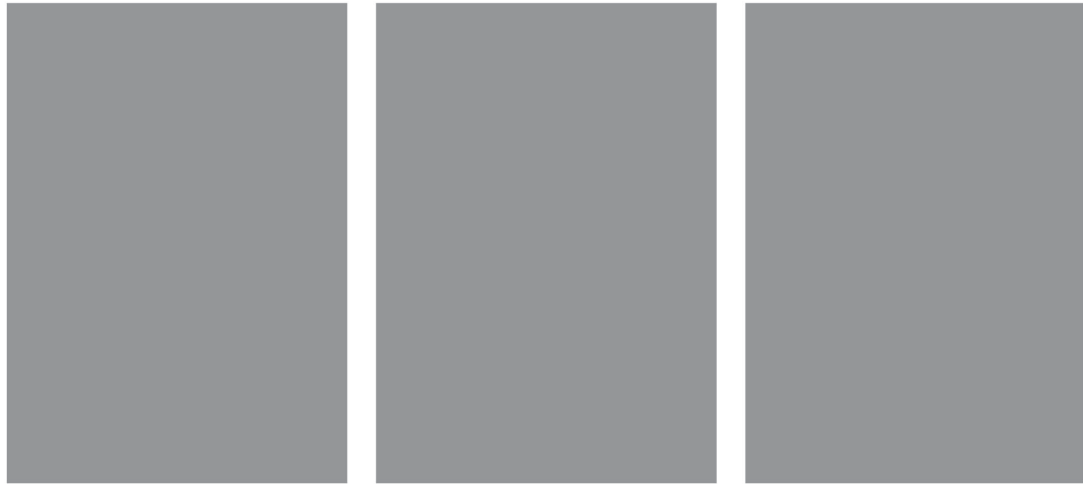
Welcome Note

Thank you for your support as we continue building a stronger Mableton. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure.

Story 1:

Sidewalk improvements underway along Veterans Memorial Hwy.

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Story 2:

New youth mentorship program launched with local schools.

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Story 3:

Public safety forum recap and upcoming initiatives.

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Citywide News



- Council unanimously passes Safe and Healthy Housing Ordinance.
- Comprehensive Plan 2045 update: Community workshops continue this spring.

Upcoming Events



Veterans Day Ceremony – Nov. 11 at City Hall

Resident Resources

Sign up for city alerts:
mabletonga.gov/signup

Report code enforcement issues:
<https://mableton.gov/code-enforcement>

Follow us



We are one Mableton.
Thank you for staying engaged in your city.

LEGAL CONSIDERATIONS

(GEORGIA LAW)

- Under Georgia law, **resident email addresses are considered personal data.**
- **Best Practice:** Do **not manually add emails** without consent.
- Instead, use **opt-in sign-up forms** on the City's website and public events.
- Mailchimp supports legally compliant **sign-up pages, QR codes, and embedded forms.**



QUESTIONS?



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Citywide Mailer - Communications Director Gregory Woods

BACKGROUND/SUMMARY: The Dept. of Communications will present to council a draft mailer that could be sent to residential properties within city boundaries to inform citizens that they are now residents of the City of Mableton.

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. Mableton Mailer



DEPARTMENT OF COMMUNICATIONS

CITYWIDE MAILER

Presented by: Gregory Woods,
Director of Communications



PERSONALIZED ADDRESSED MAIL

What Is Personalized Addressed Mail?

Delivers addressed mailers to all Mableton residents using our verified mailing list.

USPS data requirement:

22,533 pieces of addressed mail needed to reach all Mableton residents.

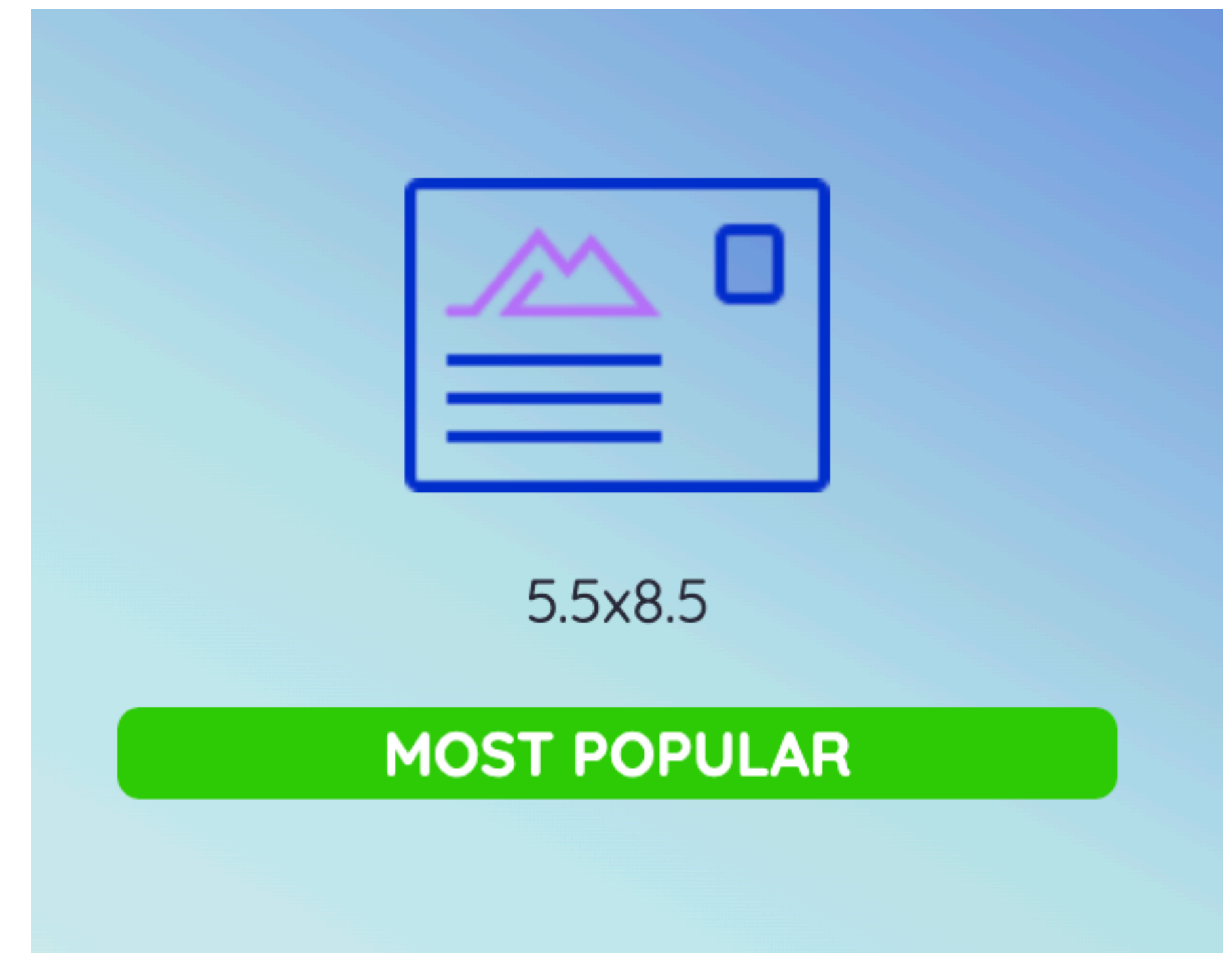
COST BREAKDOWN

USPS preferred vendor: **Taradel (Mail Marketing Company)**

Mailer size: **5.5" x 8.5" postcard**

Cost: **\$0.71 per mailer**

Total cost: \$16,000.00



MAILER EXAMPLE



WELCOME TO THE CITY OF MABLETON

Cobb County's Newest City!

KNOW YOUR ZONE

*Grow with us, thrive with us,
and get involved!*

Councilman Ron Davis
District One
404-927-9489
ron.davis@mableton.gov

Councilwoman Dami Oladapo
District Two
404-927-9473
dami.oladapo@mableton.gov

Mayor Pro Team Keisha Jeffcoat
District Three
404-927-9497
keisha.jeffcoat@mableton.gov

Councilwoman Patricia Auch
District Four
404-927-9475
patricia.auch@mableton.gov

Councilman T.J. Ferguson
District Five
404-927-9408
tj.ferguson@mableton.gov

Councilwoman Debora Herndon
District Six
404-927-9468
debora.herndon@mableton.gov

Mayor Michael Owens
404-927-9505
michael.owens@mableton.gov

**You now live in the City of Mableton, represented by
a Mayor and City Council working to improve city
services and your quality of life.**

Mableton.gov | Main Office: (404) 590-2511

**Scan to learn about your
representatives, city services,
and upcoming events.**



QUESTIONS?



AGENDA ITEM MEMORANDUM

MEETING OF: October 6, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: City Council FY 2026 Meeting Calendar - City Clerk Susan Hiott

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. Copy of 2026 - Council Meetings Schedule-MF

**DRAFT CITY OF MABLETON – MAYOR AND COUNCIL
REGULARLY SCHEDULED MEETINGS – 2026**

Mayor and Council of the City of Mableton **regularly scheduled** meetings of the City Council, during the calendar year of **2026**, are to be held at the EpiCenter135 Riverside Pkwy, Austell, GA 30168. The Monday Work Sessions start at **6:30 p.m.** and the Regular Council Meetings start at **6:30 p.m.**. The second work session of the month starts at **5:15 p.m.** The regular meetings are held on the 2nd and 4th Wednesday of the month. *Additional special called meetings may be called and posted in accordance with Mableton City Charter and Georgia Open Meetings Law. Cancellations or changes in meeting location or time will be posted.*

Date/2026	Type Meeting	Starting Time		Date/2026	Type Meeting	Starting Time
January 6	Tuesday Regular Meeting Per Charter Require.	6:30 P.M.		July 6	Monday Work Session	6:30 P.M.
January 28	Wednesday Work Session	5:15 P.M.		July 8	Wednesday Regular Meeting	6:30 P.M.
January 28	Wednesday Regular Meeting	6:30 P.M.		July 20-22	NO MEETINGS	SUMMER BREAK
January - GMA Cities United Summit	Jan. 23-26, 2026	Omni Hotel Centennial Park - Atlanta		August 10	Monday Work Session	6:30 P.M.
February 9	Monday Work Session	6:30 P.M.		August 12	Wednesday Regular Meeting	6:30 P.M.
February 11	Wednesday Regular Meeting	6:30 P.M.		August 26	Wednesday Work Session	5:15 P.M.
February 27 - March 1	Spring Planning Conference	TBD		August 26	Wednesday Regular Meeting	6:30 P.M.
February 25	Wednesday Work Session	5:15 P.M.		September 9 - Wed.	Wednesday Work Session Labor Day was on Monday	5:15 P.M.
February 25	Wednesday Regular Meeting	6:30 P.M.		September 9	Wednesday Regular Meeting	6:30 P.M.
March 9	Monday Work Session	6:30 P.M.		September 23	Wednesday Work Session	5:15 P.M.
March 11	Wednesday Regular Meeting	6:30 P.M.		September 23	Wednesday Regular Meeting	6:30 P.M.
March 25	Wednesday Work Session	5:15 P.M.		October 14 - Wed.	Wednesday Work Session because Indigenous People Day was Monday	5:15 P.m.
March 25	Wednesday Regular Meeting	6:30 P.M.		October 14	Wednesday Regular Meeting	6:30 P.M.
April 6	Monday Work Session	6:30 P.M.		October	Fall Planning Conference	TBD
April 8	Wednesday Regular Meeting	6:30 P.M.		October 28	Wednesday Work Session	5:15 P.M.
April 22	Wednesday Work Session	5:15 P.M.		October 28	Wednesday Regular Meeting	6:30 P.M.
April 22	Wednesday Regular Meeting	6:30 P.M.		November 9 - Mon.	Monday Work Session	5:15 P.M.
May 11	Monday Work Session	6:30 P.M.		November 9 - Mon.	Monday Reg. Mtg. Wednesday is Veterans Day	6:30 P.M.
May 13	Wednesday Regular Meeting	6:30 P.M.		November 25	NO MEETING	5:15 P.M. CANCELLED
May 27	Wednesday Work Session	5:15 P.M.		November 25	HAPPY THANKSGIVING	6:30 - NO MEETING CANCELLED
May 27	Wednesday Regular Meeting	6:30 P.M.		December 7	Monday Work Session	6:30 P.M.
June 8	Monday Work Session	6:30 P.M.		December 9	Wednesday Regular Meeting	6:30 P.M.
June 10	Wednesday Regular Meeting	6:30 P.M.		December 21-23	NO MEETINGS	MERRY CHRISTMAS
Public Hearings	Budget Adoption	TBD				
June 24	Wednesday Work	5:15 P.M.				
June 24	Wednesday Regular	6:30 P.M.				
June 26-30, 2026	GMA Conference	Savannah, GA				

