

TOWN OF MOORESVILLE



Employee Handbook

A Guide to Town Employment

2021

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Dear Employee,

Thank you for joining the Town of Mooresville team. On behalf of the Board of Commissioners and your fellow employees, I am delighted to welcome you. It is my hope that, during your time here, you will feel challenged, engaged, valued and rewarded. Every employee is a representative of our Town and an integral part of providing services to our community.

Our mission is to enhance the quality of life in our community by providing high-quality services and directing well-planned growth while encouraging inclusion and belonging, which cannot be fulfilled without the hard work and dedication of each of our employees.

Our core values of pride, integrity and commitment are central to everything we do.

Pride in each job and interaction while treating every person we encounter with dignity and respect.

Integrity in our actions while maintaining the trust of our community and respect for each other.

Commitment to a culture of diversity and equity that empowers our community and includes all voices.

In joining the Town of Mooresville, I trust you will share these values and that you will join me in making sure that our residents and visitors have the best service we can offer from the Town.

You should feel free to approach me at any time with feedback, questions or suggestions. If you have an idea on how to accomplish a task more efficiently or enhance a service, I want to hear about it. I believe the best solutions come about when all perspectives are heard and considered.

Again, welcome to our team.

Sincerely,

A handwritten signature in black ink that reads "Randall W. Hemann". The signature is written in a cursive, flowing style.

Randall W. Hemann
Town Manager

INTENT

This handbook is intended to provide employees with highlighted information on the policies and practices of the Town of Mooresville, as well as the organization's philosophies and background. It also contains overviews of employee programs, employee requirements and guidelines for employee conduct and responsibilities. It is not intended to be a comprehensive review of all of the town's personnel policies or procedures. For these reasons, employees with questions concerning a particular benefit or the applicability of a policy or practice should refer to the specific document which establishes the benefit, policy, or practice (such as applicable insurance plans). Employees are also welcomed to direct any specific questions to the Department of Human Resources.

Unless otherwise stated in Town of Mooresville policies and procedures, the policies and procedures outlined in this handbook apply to all direct hire employees under the supervision of the Town Manager. Contractual agreements are exempt unless otherwise stated in their contracts.

Nothing in this handbook should be construed as a promise or assurance of continued employment. Receipt of this handbook does not constitute an employment contract, nor does it modify in any way the Town of Mooresville's employment-at-will policy. The Town of Mooresville reserves the right to modify or amend any information contained in this handbook at any time, without notification.

Any exceptions to Town of Mooresville policies and procedures must have prior written approval of the Town Manager.

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SECTION 1

ABOUT THE TOWN OF MOORESVILLE

- Overview
- Organization & Leadership
- Organizational Chart
- History

1.1 OVERVIEW

The Town of Mooresville, North Carolina, is the largest municipality in Iredell County and one of the fastest growing communities in the Charlotte region. The median household income is \$67,656 with a median home value of \$218,700. Property values continue to increase, as more people recognize the many great assets that are available to people that live in the Town of Mooresville. With two excellent public school districts, Mooresville Graded School District and the Iredell-Statesville School District, as well as several private and charter schools, children in Mooresville can expect to receive a great education! There are numerous parks and recreational opportunities throughout Mooresville, in addition to beautiful Lake Norman, the largest man-made body of water in North Carolina, which forms the Town's western boundary.

The most prominent industries in the town are retail trade (17.3%), manufacturing (13.6%), and healthcare and social assistance (12.4%). Located on Lake Norman, Mooresville is 20 square miles in size.

According to the United States Census Bureau, as of July 1, 2019, Mooresville has a population of 39,132.

The racial breakdown of the town is as follows:

- Caucasian: 79.8%
- African American: 11.2%
- Hispanic or Latino: 7.5%
- Asian: 5.6%
- American Indian: 0.4%
- Native Hawaiian: 0.1%
- Two or more races: 2.3%

1.2 ORGANIZATION & LEADERSHIP

The Town of Mooresville operates under the council-manager form of government. The non-partisan Board of Commissioners and Mayor formulate policy for the administration of the Town and act as the governing body. The Board of Commissioners is made up of the Mayor and six members elected for four-year terms.

The Mayor presides at all meetings and serves as Chief Executive Officer and official head of the Town government. He may cast a vote only in the case of a tie. The Mayor is elected to serve a two-year term.

The Mayor Pro Tempore performs the duties of the Mayor in the Mayor's absence or disability. One of the Town Commissioners is selected by his or her fellow commissioners to a term of two years and serves in such capacity at the discretion of the remaining members of the Board.

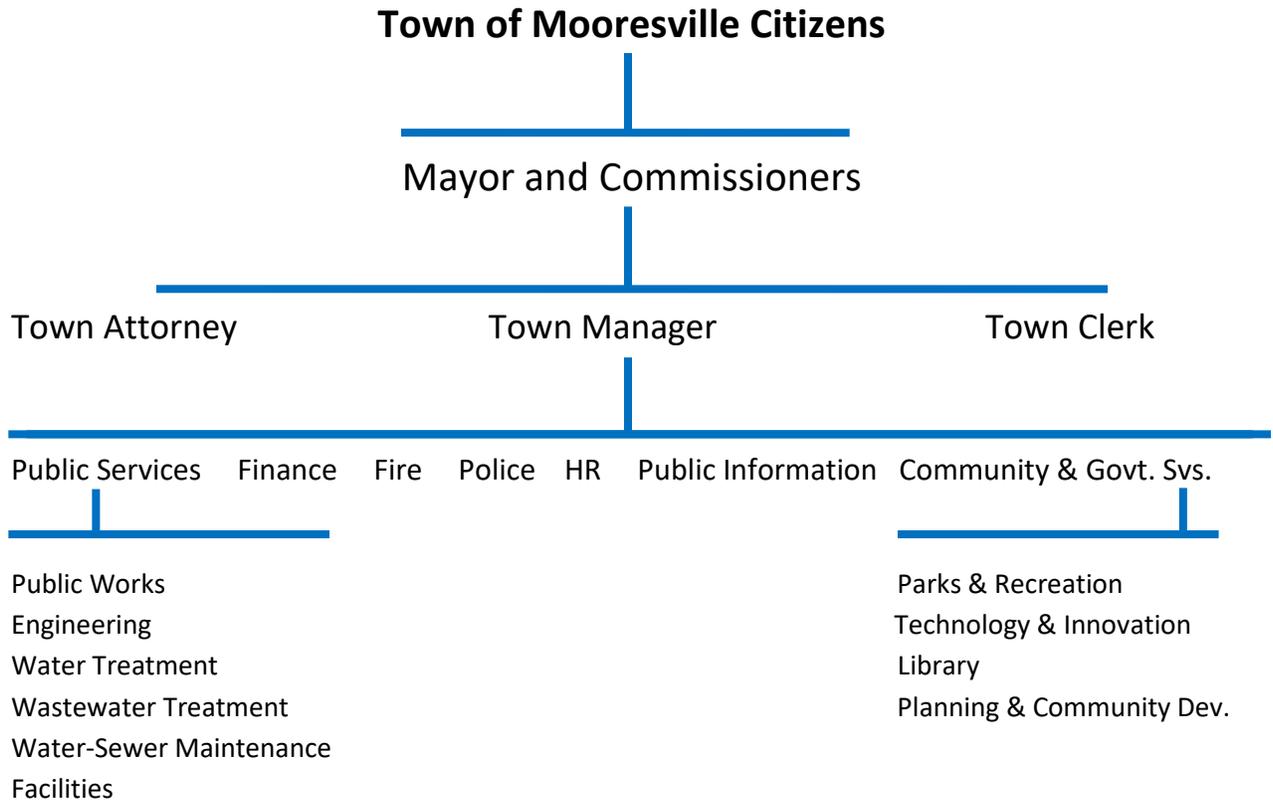
The Town Manager serves as the Town's Chief Administrative Officer. The position is responsible for implementing the policies of the Board of Commissioners, directing business and administrative

procedures, and appointing departmental officers. The Town Manager is assisted by two Assistant Town Managers, Town Clerk, Town Attorney and eighteen staff departments.

The Town of Mooresville Departments:

- Public Works (Streets, Sanitation, Traffic)
- Planning & Community Development
- Engineering/ Stormwater
- Public Utilities (Water Treatment, Wastewater Treatment, Water-Sewer Maintenance)
- Facilities
- Fire
- Police
- Human Resources
- Finance
- Public Information
- Technology & Innovation
- Parks & Recreation
- Library

1.3 ORGANIZATIONAL CHART



1.4 HISTORY

Throughout history, there have been many notable contributions to this Town and the nation, by the residents of Mooresville. Below, are a select few:

John Franklin Moore

In the 1850's local farmer John Franklin Moore hoped to bring his community together by donating land for the establishment of a depot and he encouraged others to help establish a small village on the location in the late 1850's. This contribution brought together a small community called Moore's Siding. This small village later became a Town and the Town was incorporated as Mooresville in 1873, with 25 people as the total population. The Town limits were set as a mile radius off of the Depot which stayed as the exact center of Town until 1995, when the corporate limits were extended past Route 150.

N.F. Woods

Naurice F. Woods, who was principal of Dunbar School, was one of the community leaders who helped in the desegregation of Mooresville Schools in the 1960s. He was also a leader within the black community and a respected educator. Dunbar school reopened in 1962 as Woods Elementary School and in 1993 it reopened as a campus of Mooresville High School and was renamed the N.F. Woods Advanced Technology and Arts Center.

Selma Burke

Selma Burke, who lived from December 31, 1900 until August 29, 1995, was an American sculptor and a member of the Harlem Renaissance movement. Burke is best known for her bas relief portrait of Franklin D. Roosevelt that inspired the profile found on the obverse of the dime. She described herself as "a people's sculptor" and created many pieces of public art, often portraits of prominent African-American figures like Duke Ellington, Mary McLeod Bethune and Booker T. Washington. In 1979, she was awarded the Women's Caucus for Art Lifetime Achievement Award.

Other Notable Facts from Mooresville's History

Reid's Memorial Presbyterian Church is the oldest African American church within the Town of Mooresville. The Church was organized in 1867, 6 years before the Town was incorporated and was the first African American church within the new Town limits.

In 1974 the Town worked with Southern Railways to create the Tunnel that allowed people to get across Town when the trains were unloading at the flour mill. The Tunnel (still there today) connected Main Street at Mackey Street, now part of the flour mill, to Academy Street. It was completed in 1975.

Mooresville's first largest fire was at a store on Main Street called, Western Auto circa 1982, where we could have lost all of Main Street.

Lake Norman is a man-made lake which was formed when Duke Power Company began damming the Catawba River. The creation of the lake dramatically recreated the border of Iredell County, helping to reshape the future of Mooresville.

Mooresville has three historic districts. The Mooresville Historic District which includes much of the downtown commercial district, consists of 62 buildings and 8 sites. The depot, D.E. Turner Hardware Co. store and First Presbyterian Church are sites of note.

The Mooresville Mill Village Historic District, where between 1902 and 1930 over 400 homes were built to provide housing for the influx of workers coming to work at the cotton mill.

South Broad Street Row is a historic district of older homes, some of which are now in commercial use.

SECTION 2

EMPLOYMENT

Employment - At - Will
Equal Employment Opportunity
Americans with Disabilities Act
Background Checks
Harassment-Free Workplace
Standards of Conduct
Conflicts of Interest
Employment of Relatives
Media Relations
Political Activity
Confidential Information
Probationary Period of Employment

2.1 EMPLOYMENT-AT-WILL

The Town of Mooresville is an at-will employer. Employment is not for a specific term and is at the mutual consent of the employee and the Town of Mooresville. Either the employee or the Town of Mooresville can terminate the employment relationship, with or without notice, with or without cause, at any time. Moreover, no employee or representative of the Town of Mooresville, other than the Board of Commissioners, has any authority to enter into any agreement for employment for any specific period of time, or to make any contrary agreement. Any such agreement must be in writing and signed by a representative of the Board of Commissioners and the employee.

Nothing in this employee handbook is intended to create an employment agreement express or implied. Nothing contained in this or any other document provided to employees is intended to be or intended to be construed as a contract that employment or any benefit will be continued to any period of time.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Town of Mooresville to ensure equal opportunity in all privileges, terms and conditions of employment without discrimination on the basis of race, sex, gender identity or expression, sexual orientation, citizenship status, color, national origin, religion, age, disability (physical or mental), pregnancy, medical condition including sickle cell trait or hemoglobin C trait, marital status, parental status, veteran status, or any other status protected by law. The Town of Mooresville prohibits and will not tolerate any such discrimination or harassment. This policy applies to all phases of the employment relationship, such as recruitment, hiring, promotion, transfer, reduction in force, benefits, performance evaluation, compensation, career development program, and training.

2.3 AMERICANS WITH DISABILITY ACT

The Town of Mooresville works to reasonably accommodate employees with disabilities that may affect their ability to successfully perform their job. All requests for reasonable accommodation should be directed to the Department of Human Resources. A member of the HR team will work with the employee to gather the necessary information to engage in the interactive process with the employee and their supervisor. All requests for accommodation will be considered against the requirements of the position and the ability of the Town to make an accommodation.

Employees with questions or concerns should contact the Department of Human Resources.

2.4 BACKGROUND CHECKS

It is required that all employees prior to being hired or considered for a position consent to a background check. Background verification is performed prior to and after a job offer is made and employment is contingent on its successful completion. Employees who do not successfully complete the background verification may be terminated, or the conditional offer of employment may be withdrawn.

2.5 HARASSMENT-FREE WORKPLACE

The Town of Mooresville is committed to a work environment free from all forms of harassment in which individuals are treated with respect and dignity. We maintain a strict policy of prohibiting all forms of unlawful harassment, including harassment based on race, gender, color, age, national origin, physical or mental ability, religion, marital status, parental status, veteran status, medical condition, or any other category protected by law. We consider all forms of harassment to be intimidating misconduct which undermines the integrity of the employment relationship, damages morale, and interferes with work effectiveness. Such conduct will not be tolerated. Harassment may take many forms including:

- Verbal conduct such as use of profanity, obscenities, derogatory jokes or comments or slurs.
- Verbal conduct, such as derogatory posters or pictures, cartoons, drawings, gestures, or suggestive or obscene letters, notes or invitations.
- Physical conduct such as unwanted, suggestive or offensive touching, assault, impeding or blocking normal movement, or interference with another employee's work.
- Use of computers, including the internet, cell phones or e-mail system, to transmit, communicate, solicit or receive derogatory messages or material.
- Threats and demands, including those directed at another employee or made in a joking manner.
- Retaliation for having reported harassment.

Any employee who is determined to have engaged in such conduct will be subject to disciplinary action, up to and including termination. In the event harassment is by a non-employee, the Town of Mooresville will take corrective action as is deemed appropriate under the circumstances.

SEXUAL HARASSMENT

The Town of Mooresville will not tolerate sexual harassment of or by its employees, including executives, managers, supervisors, co-workers, vendors, volunteers, applicants or customers. Employees are expected to avoid any conduct that could reasonably be interpreted as prohibited sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct by an employee is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances, flirtations or propositions
- Subtle pressure or requests for sexual favors
- Sexually explicit or offensive jokes or innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess or sexual deficiencies
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters, suggestive or obscene letters, notes or invitations.
- The use of the internet, cell phones or e-mail system to transmit, communicate or receive sexually suggestive, pornographic or sexually explicit pictures, messages or material.

It is important to understand that stories, cartoons, gifts, nicknames and comments of a sexual nature may be offensive to others and will not be tolerated.

Any employee who is determined to have engaged in such conduct will be subject to disciplinary action, up to and including termination. In the event sexual harassment is by a non-employee, the Town of Mooresville will take corrective action as is deemed appropriate under the circumstances.

REPORTING HARASSMENT

Employees who believe they have been subjected to or witnesses any conduct prohibited by the Town of Mooresville are expected to report the conduct to the Department of Human Resources or any Department Director. Employees are also expected to inform others in the workplace whenever conduct is unwelcome, offensive, in poor taste or inappropriate.

All reports of harassment will be investigated fully and promptly and, to the extent reasonably possible, on a confidential basis.

All employees have a personal responsibility to conduct themselves in compliance with this policy and report any observations of harassment. Every member of management has a personal responsibility to work to ensure a harassment-free environment and refer all reports of harassment to the Department of Human Resources.

NON-RETALIATION

The Town of Mooresville prohibits retaliatory action against any employee for reporting, expressing opposition to, or assisting in an investigation of, any unlawful or illegal incident, including incidents of harassment. Any employee who is determined to have engaged in such retaliatory action will be subject to disciplinary action, up to and including termination.

2.6 STANDARDS OF CONDUCT

The Town of Mooresville strives to maintain a high level of public confidence. This can be sustained only if employees observe the highest standards of conduct and ethical behavior in the performance of their duties. Employees should be alert to the Town of Mooresville's ethical and legal responsibilities. All actions should be based on honesty, sound judgment and an informed conscious. This commitment is the cornerstone of the Town of Mooresville's success and status as a leader within the community.

The Town of Mooresville has established a Code of Conduct through its personnel policies and seeks to maintain standards of employee conduct and supervisory practices that will, in the interest of the Town of Mooresville and its employees, support and promote effective operations. Employees are expected to follow the Code of Conduct, as well as observe all policies and procedures and applicable laws and regulations. Managers and supervisors will ensure employees are informed of Town and departmental policies and procedures as well as applicable laws, rules and regulations.

In most instances, good judgment will dictate appropriate behavior. However, the Town of Mooresville reserves the right to determine unacceptable behavior. While it is impractical to list every aspect of behavior which is or is not appropriate, the following list includes some examples of types of conduct that are considered impermissible. Violation of any of these may result in disciplinary action, up to and including termination.

- Falsification of, destroying, or making a material omission on forms, records or reports including timesheets, employment applications, personnel records, customer records or other Town documents.
- Unauthorized possession of Town of Mooresville or employee property, gambling, carrying unauthorized weapons or explosives, or violating criminal laws on Town of Mooresville premises or in Town of Mooresville vehicles or by using Town of Mooresville property.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or Town operations.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions, directions, or orders. Failure to perform reasonable duties which are assigned.
- Unauthorized or inappropriate use of Town material, time, equipment or property.
- Damaging or destroying Town property through negligent, careless, or willful acts.
- Conduct that the Town of Mooresville feels reflects adversely on the employee, program/department, or Town.
- Engaging in such other practices as the Town determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Town, its employees or citizens.
- Failure to follow safety or security policies, procedures and regulations.

- Violating the Town’s non-discrimination or anti-harassment policy.
- Establishing a pattern of excessive absenteeism or tardiness.
- Reporting to work intoxicated or under the influence of prescribed or non-prescribed drugs.
- Illegally manufacturing, possessing, using, selling, distributing or transporting drugs.
- Failure to follow Federal, State or local laws and regulations.
- Other behavior or performance issues that in the opinion of the Town of Mooresville require disciplinary action.

2.7 CONFLICTS OF INTEREST

The Town of Mooresville respects the rights of employees to engage in activities outside of employment that do not conflict with the Town’s interests. The Town of Mooresville reserves the right to require any employee to cease an activity which it determines to be in conflict with the interests of the Town.

While describing all the circumstances and conditions that may involve a conflict of interest is impossible, the following list is intended to provide guidance for employees.

- Employees are expected to put forth their best efforts to the interests of the Town of Mooresville and the conduct of its affairs.
- Employees are expected to provide full disclosure of potential conflicts of interest to the Department Director.
- Employees are expected to maintain confidentiality about the Town and information concerning the Town of Mooresville and its customers.
- No employee may engage in outside work that will interfere with his or her primary job with the Town of Mooresville. All outside employment, including self-employment, must be approved by the Department Director.
- Employees are expected to refrain from doing anything that might interfere with the success of the Town of Mooresville.
- Employees may not accept a professional retainer, commission, consulting fee or any other fee arrangement or remuneration without prior full disclosure and approval by the Town Manager.
- Outside work may not be done during an employee’s regularly scheduled work hours.
- The Town of Mooresville facilities, equipment, labor or supplies may not be used to conduct any outside activity.
- Any employee doing any professional outside work is under obligation to advise his or her client that the work is in no way by, for, or in the name of the Town of Mooresville.
- Employees may not accept personal gifts or favors of substantial value (>\$50).
- Employees may not disclose confidential information concerning the property, government, or affairs of the Town or use such information to advance financial or other private interest of themselves or others.
- Employees may not use any information gained as an employee of the Town to advance financial or other private interest of themselves or others.

Any questions regarding a possible conflict of interest or outside work should be discussed with the Department Director or with the Department of Human Resources.

2.8 EMPLOYMENT OF RELATIVES

Applications for employment received from individuals who have immediate family members currently employed by the Town of Mooresville will be given the same consideration as other applicants for the same position and will not be given preferential consideration. A person will not be hired for a position in which a supervisory or managerial relationship would exist with an immediate member of his or her family. Employees may not be involved in the hiring process of an immediate family member. Any such employee must excuse themselves from the hiring process, even if his or her position ordinarily requires participation.

For this procedure, the term immediate family member is defined as an employee's parent, child, spouse, sibling, grandparent and grandchild, including individuals related by marriage (in-laws or step relationships).

2.9 MEDIA RELATIONS

The official spokespersons of the Town of Mooresville are as follows: Mayor and Town Commissioners, Town Manager, Assistant Town Manager, Town Attorney, Town Clerk, Public Information Officer and Department Directors. They are the only individuals who can, at will, communicate with any member of the public media. If any other employee wishes to make a public statement, engage in an interview, or in any way communicate with the media in any manner having to do with or referring to the Town of Mooresville whether at the employee's or the media's instigation – the employee must first notify the Public Information Officer and his/her Department Director.

2.10 POLITICAL ACTIVITY

Each employee has a civic responsibility to encourage good government. Town employees, on their own time, may attend political meetings and may support principles and policies of political organizations in accordance with the United States Constitution and applicable state and federal laws.

2.11 CONFIDENTIAL INFORMATION

During the course of employment, employees may learn, see or acquire confidential information about the Town of Mooresville, other employees, or our citizens. Such information is to be handled in strict confidence and is to be shared only with those persons within the Town of Mooresville who need to know such information. Employees are expected to deal with confidential information in a manner which complies with state and federal laws and regulations. Unauthorized access to confidential information is prohibited.

Confidential information may include, but is not limited to, medical records, citizen related discussions, employee records, other personal information regarding Town employees or former employees, utility billing records, economic development information, records of criminal investigations, and business or financial records.

Unless required by law, no employee may, during the term of employment or thereafter, use or disclose to others outside of the Town of Mooresville any confidential information. We recognize the need to comply with reporting requirements as mandated by federal, state and Town laws and regulation.

BREACH OF CONFIDENTIALITY

Employees must recognize the unauthorized disclosure of confidential information could cause irreparable harm and be detrimental to the Town of Mooresville. Any violation may result in disciplinary action, up to and including termination. Employees who violate confidentiality laws may also be subject to sanctions as imposed by federal or state law.

2.12 PROBATIONARY PERIOD OF EMPLOYMENT

An employee appointed or promoted into a regular position shall serve a probationary period. It is the purpose of the probationary period to provide a time for the Town to determine whether an employee has shown the ability to meet the initial expectations for the position. All non-public safety employees will serve a probationary period of 6 months. Employees newly appointed to the following public safety positions will have a 12-month probationary period:

- Police Officer
- Firefighter

During the probationary period, supervisors will monitor an employee's performance and communicate with the employee concerning performance progress. Before the end of the probationary period, the supervisor will conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. This evaluation will be documented in the employee's personnel file. The supervisor will recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six (6) additional months upon the recommendation of the employee's department director.

An employee who is dismissed during the initial probationary period does not have any appeal rights. This restriction also applies to employees whose initial probationary period is extended. However, a promoted employee who is dismissed, transferred or demoted during the probationary period applicable to employee promotions may appeal through the Town's Grievance Procedure.

SECTION 3

COMPENSATION & PERFORMANCE

Employment Status
Job Classification
Salary Administration
Timekeeping
Overtime
Payday
Payroll Deductions
Payroll Verification
Direct Deposit
Performance Evaluations
Longevity Program
Employee Development & Training
Job Transfers & Promotions
Employee Separation
Disciplinary Action Guidelines
Grievances

3.1 EMPLOYMENT STATUS

Employment status is determined by the number of hours an employee is regularly scheduled to work each week and an employee's eligibility for benefits. This status does not guarantee employment for a specified term or reflect any assurance or guarantee of continued employment. Employment is at the mutual consent of the employee and the Town of Mooresville.

REGULAR FULL-TIME

Regular full-time employees are those who are regularly scheduled to work 37.5 hours or more per week. After completion of required eligibility periods, employees are entitled to all applicable Town benefits.

REGULAR PART-TIME

Regular part-time employees are those who are regularly scheduled to work less than 37.5 hours per week. After completion of required eligibility periods, regular part-time employees working 20 or more hours per week are entitled to receive certain applicable Town benefits. Employees who are scheduled to work less than 20 hours per week are not eligible to receive any Town benefits.

TEMPORARY

Temporary employees are those hired for a specific task or project not to exceed a defined period of time; usually nine months to one year. Temporary employees are not eligible to receive Town benefits.

INTERMITTENT

Intermittent employees are those who do not work a regular set schedule, work on an as needed basis and are not eligible to receive any Town benefits.

Please contact the Department of Human Resources for more information.

3.2 JOB CLASSIFICATION

Each position at the Town of Mooresville has been given a job title and classified as either exempt or non-exempt for payroll and benefit purposes. Employees will be advised upon commencement of employment of their job classification and title. The Town reserves the right to change the job classification or title of any employee or position as appropriate to reflect changes in job duties or the requirements of applicable federal or state laws.

NON-EXEMPT EMPLOYEES

Non-exempt employees include all employees who are covered by the overtime provisions of the federal Fair Labor Standards Act or applicable state laws.

EXEMPT EMPLOYEES

Exempt employees include all employees who are classified by the Town as exempt from the overtime provisions of the federal Fair Labor Standards Act or applicable state laws.

3.3 SALARY ADMINISTRATION

The Town of Mooresville recognizes the importance, contribution and performance of its employees in pursuing, achieving and supporting our overall mission. The salary administration program is designed

to ensure each employee is paid fairly based on experience and education applicable to the job and internal pay equity within the Town.

Each position is assigned a job grade. Within each job grade there are established salary ranges. Each range is broad in order to allow adjustment based on skill development and job performance. Jobs are analyzed, compared to similar jobs within the Town and similar organizations, and placed accordingly into the applicable job grade. Wage rates and salaries are reviewed regularly for appropriateness and revised as required.

3.4 TIMEKEEPING

Each employee's paycheck will be based on a completed time record submitted for that work period and approved by the employee's supervisor. Employees are responsible for reviewing their time records for accuracy and correctness.

Approved time records are to be submitted to Payroll by noon on the Monday following the end of the pay period unless as otherwise directed by the Finance Department. Exceptions to the deadline may result when holidays occur during a pay week. These exceptions will be communicated as they occur.

Any false entry or unauthorized altering to time records or any violation of the time record rules will be considered falsification of records and may result in disciplinary action up to and including termination.

3.5 OVERTIME

Non-exempt employees are not permitted to work any overtime or perform any job duties or functions outside of their normal working hours unless the overtime work is scheduled and approved in advance. Non-exempt employees who are required or permitted to work overtime will receive overtime pay in accordance with the requirements of all applicable state and federal laws. Although non-exempt employees will be paid for all overtime hours worked, unauthorized overtime may result in disciplinary action up to and including termination.

3.6 PAYDAY

Our payroll runs Monday through Sunday on a biweekly (every two-week) schedule. Employees are paid biweekly for time worked during the preceding payroll period. Supervisors will advise new employees of the pay schedule. When a payday falls on a bank holiday, paychecks will be deposited on the previous business day. The Finance Department distributes all direct deposit advices via email.

3.7 PAYROLL DEDUCTIONS

The Direct Deposit Advice is a record of the total pay for the period indicated, as well as the amounts deducted. These notices serve as receipts of earnings and deductions. Federal and state laws require certain amounts to be deducted from every paycheck, such as:

- Federal withholding tax
- State withholding tax
- Social Security taxes up to the required amount
- Medicare taxes

- NC Local Government Retirement System

Certain legal deductions will be processed in accordance with applicable laws. Other deductions may be made from a paycheck with the employee's written authorization.

3.8 PAYROLL VERIFICATION

Employees are responsible for the accuracy of their personal information, including name, address, marital status, federal and state withholding allowances and Social Security number. Payroll records must be kept up-to-date so taxes can be credited correctly and reported accurately.

Employees should also review the Direct Deposit Advice carefully each payday. Employees should report any discrepancies involving pay or leave hours to Human Resources within thirty calendar days following the payday in which the discrepancy occurred.

3.9 DIRECT DEPOSIT

The direct deposit of pay to a financial institution is mandatory for all employees. This program allows employees the flexibility of simultaneously distributing funds to more than one account. It also provides employees the security of knowing that pay will be deposited automatically, even during an absence from work. Employees receive a Direct Deposit Advice on payday, itemizing deductions and deposit amounts.

3.10 PERFORMANCE EVALUATIONS

The Town of Mooresville's performance evaluation system sets a framework for employees and supervisors to work together to define and clarify job responsibilities, identify opportunities for development and establish goals for the year. The system allows a top-down, bottom-up collaboration, where employees can be evaluated not only on the results they have achieved, but also on how they achieved them.

While open dialogue regarding performance is expected to occur throughout the year, each employee's job performance will be formally reviewed at least twice per year. Employees are expected to achieve a "good" rating on their performance appraisal, which indicates employees are performing all defined job expectations with full competence and consistently producing quality results. As a reward for performance, employees who achieve a rating of "good" or higher may be awarded an annual merit increase depending on the level of performance. Employees who receive a rating of "fair" or "poor" will not receive a merit increase. Employees who fail to correct or improve performance deficiencies may be subject to disciplinary action up to and including termination.

3.11 LONGEVITY PROGRAM

The Town of Mooresville's longevity program recognizes and rewards employee loyalty. As budgeted by the Town Board of Commissioners, employees who have been employed with the Town for at least one year may be compensated for years of service.

3.12 EMPLOYEE DEVELOPMENT & TRAINING

The Town of Mooresville is committed to supporting employees in their professional development. To provide opportunities for career advancement and growth, the Town offers a career pathing program and a variety of online and classroom training programs through the Department of Human Resources.

To participate in the career pathing program, contact the Department of Human Resources. Courses, times, locations and dates for available training programs are communicated on a regular basis. All employees will receive access to our online learning platform as part of their onboarding. Employees should discuss professional development goals with their supervisor to determine the most appropriate courses in which to enroll. Course enrollment is contingent upon supervisory approval.

3.13 JOB TRANSFERS AND PROMOTIONS

The Town of Mooresville encourages all employees to apply for higher-level positions or lateral transfers for which they qualify. Open positions are posted regularly. Employees who wish to apply for a transfer or promotion should discuss it first with their supervisor. Generally, employees should be in their job for at least six months before applying for a change in position. In addition, employees must have a good performance and attendance record. Qualified employees interested in applying for any of the posted positions should follow established procedures.

The Town of Mooresville may, in its discretion, determine that certain positions need not be posted, and reserves the right to hire qualified candidates without posting positions. The Town also reserves the right to transfer, reassign, demote or promote employees to support reasonable and necessary organizational needs.

Please contact the Department of Human Resources for more information.

3.14 EMPLOYEE SEPARATION

The Town of Mooresville is an at-will employer. Employment is not for a specified term and is at mutual consent of the employee and the Town of Mooresville. Either the employee or Town can terminate the employment relationship with or without notice, or with or without cause, at any time.

All employees, except Department Directors are asked to give adequate written notice, of at least 10 working days, if there is a decision to leave the employ of the Town, so an orderly transition of responsibilities may be arranged. Department Directors are asked to provide notice of at least 15 working days. The written notice should indicate the reason for leaving, the employee's last day of work, and must be signed by the employee. Failure to provide minimum notice to the Town may result in forfeiture of payment for accumulated vacation leave. Employees may not end employment on a holiday. The employee's last day must be the last day physically worked.

RETURN OF TOWN PROPERTY

Any security or identification cards, laptop computers, cell phones, tools, equipment, credit cards, keys, uniforms, or other Town property must be returned on, or prior to, the employee's last day of work.

EXIT INTERVIEWS

As part of the separation process, Human Resources will extend an offer to participate in an exit interview to all employees who voluntarily leave employment with the Town. These interviews allow employees to communicate their views on the employment experience at the Town and discuss any issues concerning benefits or final pay.

3.15 DISCIPLINARY ACTION GUIDELINES

At the sole discretion of the Town of Mooresville, inappropriate workplace behavior and violations of policies, procedures, applicable laws, rules or regulations, may be addressed through disciplinary action. Various types of employee discipline may be imposed that include, but are not limited to the following: informal coaching, training or counseling; verbal warning; written warning; demotion; or, suspension. None of these disciplinary actions are required to be used before termination from employment occurs, nor are the listed actions required to be used in any specific order. The disciplinary action that is appropriate will vary based upon the nature of the offense, the circumstances surrounding its commission, and the employee's past record with the Town.

Employees are reminded that employment with the Town of Mooresville is at-will and may continue only at the mutual consent of the employee and the Town.

3.16 GRIEVANCES

The Town of Mooresville has established a formal grievance procedure to allow employees the opportunity for review of decisions or actions relating to working conditions, misinterpretation or unfair application of policy, wages, and disciplinary actions. Please note that employees are expected to make an effort to resolve any issues informally with the appropriate supervisor prior to filing a formal grievance. For more information, contact the Department of Human Resources.

SECTION 4

A PROFESSIONAL WORKPLACE

Open Communication
Customer Service
Hours of Work
Alternate Work Schedules
Meal Periods & Breaks
Attendance & Punctuality
Personal Appearance
Solicitation
Use of Technological Resources
Facilities & Equipment
Telephones & Fax Machines
Personal Work Areas
Employee Records
Employee Personal Information Changes

4.1 OPEN COMMUNICATION

Managers and employees are encouraged to communicate openly and honestly on a regular basis. Supervisors and managers are committed to the success of our employees. Open communication should allow everyone to feel comfortable doing the following things:

- Communicating needs and expectations
- Asking questions and discussing problems
- Sharing any suggestions to improve work processes and team performance

Supervisors are an important link to many of the resources available for an employee's personal and professional development. When assistance or support is needed, employees should begin with their supervisor. The Department of Human Resources can also provide information or answer questions regarding Town policies or other work-related issues.

4.2 CUSTOMER SERVICE

We are a customer service-oriented organization that prides ourselves in providing the best services for our citizens. Therefore, the ability to provide excellent customer service is critical to the success of each employee, whether the customers are inside or outside the organization. The Town of Mooresville relies on each employee's expertise, commitment, dedication and team spirit to provide stellar service to everyone.

4.3 HOURS OF WORK

Regular business hours for the Town of Mooresville vary based on departmental need. The full-time workday is at least 7.5 hours, exclusive of the meal period and the full-time work week is at least 37.5 hours. The Town of Mooresville reserves the right to schedule work hours in accordance with business operations and each supervisor will advise employees regarding specific work hours.

Staggered schedules and extended hours may be necessary depending on departmental requirements. For example, some Town services are 24-hour operations and therefore employees may be scheduled to work weekends, extended shifts and/or night shifts. These shift variations will be communicated to employees by the appropriate supervisor. In certain pre-approved situations, flexible schedules may be permissible if the schedule meets the operational needs of the department.

Employees may be required to work overtime to meet the needs of the department. Employees must receive prior approval from their supervisor before overtime hours are scheduled and worked. The Town of Mooresville will comply with applicable provisions of the federal Fair Labor Standards Act and applicable state laws.

4.4 ALTERNATE WORK SCHEDULES

The Town of Mooresville is committed to developing, maintaining and supporting alternate work schedules where it is reasonable and practical to do so and where operational productivity may be maintained and/or improved. The types of alternative work schedules that may be available to employees are: Flextime, Voluntary Compressed Schedules and Telecommuting. These work

arrangements are not considered an employee benefit, and there may be positions for which an alternate work schedule is not possible.

FLEXTIME

Flexitime is a voluntary work schedule available for certain qualified Town of Mooresville employees which allows those employees to work outside of standard working hours, while maintaining a high level of service during peak operating hours.

VOLUNTARY COMPRESSED SCHEDULES

This plan is a voluntary work schedule for certain qualified Town of Mooresville employees that allow those employees the opportunity to work a full-time hours in a reduced number of days.

TELECOMMUTING

Telecommuting is a voluntary work arrangement available for certain qualified Town of Mooresville employees that allow those employees to work from another location for one or several days each week, linked to the Town of Mooresville by computer and/or phone or fax.

A Town of Mooresville Telecommuting Agreement must be approved and signed by the employee, the supervisor, the department director, the Assistant Town Manager (if applicable) and the Town Manager. Before entering into any telecommuting agreement, the supervisor and department manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement.

Employees interested in working an alternate work schedule should discuss it with their supervisor. All requests must go through the appropriate approval process.

4.5 MEAL PERIODS AND BREAKS

Breaks and meal periods are intended to provide an opportunity for rest and relaxation. Accordingly, they should be enjoyed away from employee workspaces where available, or in appropriate designated areas.

A meal period is provided to employees scheduled to work 7.5 or more hours in a day. Meal periods are not considered hours worked and therefore are not compensated. A meal period must consist of at least thirty consecutive minutes during which the employee is completely relieved from work. Meal periods will be scheduled by the employee's supervisor. Meal periods must be coordinated within the department so that there is always adequate coverage during operational hours.

Two paid fifteen-minute breaks may be provided, as a privilege to employees, during a regular 7.5 hour work schedule. The purpose of break periods is to provide employees with a short respite from normal work activities. Break periods are considered time worked. Supervisors may schedule break periods at any time to reflect departmental operating needs.

Break periods cannot be accumulated to be taken together later in the day, nor can they be combined with the meal period to extend the total length of the meal period.

4.6 ATTENDANCE AND PUNCTUALITY

The quality of services the Town of Mooresville provides depends heavily upon its employees. Punctual and consistent attendance is a condition of employment. Employees are expected to be at their workstations, ready to begin work at the scheduled work time.

Employees who will be absent or late, must notify the appropriate supervisor at least thirty minutes prior to the start of the assigned shift or as determined by the department. Direct notification by phone must be given by the employee to the appropriate supervisor or designee.

Employees are required to maintain regular contact for any period of unscheduled absence, unless the employee and supervisor agree to other arrangements.

Excessive, repeated or frequent absences are disruptive to the workflow of the Town of Mooresville. Employees should not assume that an absence is permissible merely because there is enough vacation or sick leave available to cover time off. Likewise, arriving late or leaving early in connection with schedule work times, breaks or meal periods must be pre-approved by a supervisor.

Attendance records are maintained and tracked by supervisors. Excessive absenteeism and/or tardiness may result in disciplinary action, up to and including termination. An employee absence of three consecutive working days, without contacting the employee's supervisor or designee, may be considered a voluntary resignation.

Employees should discuss their department's specific attendance guidelines with their supervisor.

4.7 PERSONAL APPEARANCE

All employees, regardless of work location, are required to maintain a positive, clean-polished and professional image at all times. All employees are expected to adhere to the following guidelines.

DRESS

Employees should wear professional, clean, pressed business-appropriate attire. The following are classified as inappropriate dress items. Department Directors or supervisors may identify additional inappropriate dress items, relevant to the work environment.

- Any clothing displaying advertising, unless endorsed or sponsored by the Town of Mooresville
- Sweatpants, jogging suits and cut-off shorts
- Any clothing that reveals bare backs and midriffs
- Any inappropriate revealing, sheer or provocative clothing
- Tube tops, tank tops or like shirts
- Any hats, caps or head covering that do not bear the Town of Mooresville emblem
- No denim pants of any color, unless approved by supervisor or endorsed by the Town of Mooresville

OTHER RELATED ITEMS

Hair should be clean, combed and neatly trimmed or arranged. Clean personal hygiene habits must be maintained. Pierced jewelry is permitted at the discretion of the Department Director. Tattoos are permitted at the discretion of the Department Director; however, inappropriate and offensive markings must be covered during work hours. In addition, strong-smelling perfumes, colognes and body lotions are discouraged.

The Town of Mooresville reserves the right to determine what is proper and appropriate in terms of dress, hygiene, public safety, in compliance with federal and state laws, and appearance. These standards may vary with department specific guidelines. Supervisors are responsible for ensuring dress code standards are maintained and have the authority to send employees, who do not meet the personal appearance guidelines, home without pay.

Frequent or intentional disregard of this policy may result in disciplinary action, up to and including termination.

4.8 SOLICITATION

To ensure a productive work environment where employees and Town operations may function without disruption, the Town of Mooresville prohibits solicitation - when the employee being solicited is, or should be performing his/her job duties. Solicitation is not permitted in any public areas.

The following are types of solicitations which may occur during work hours, if sponsored by the Town of Mooresville:

- United Way Campaign and Town sponsored fundraisers
- Events sponsored by a department, scheduled in a designated area, and approved by the Town Manager.

4.9 USE OF TECHNOLOGICAL RESOURCES

The Town of Mooresville utilizes technological resources to enhance our operations and systems of communication. Technological resources may include, but are not limited to, office phones, cell phones, fax machines, copying machines, computers, laptops, electronic mail, the internet, hardware, software and data.

All communications and information sent, received or stored on Town of Mooresville equipment are considered the property of the Town of Mooresville. Personal privacy cannot be expected, and utilization of these resources may not be conducted in any way that may disrupt Town operations or may be in violation of Town policy or state and/or federal laws. The Town of Mooresville, in its discretion, reserves the right to monitor, access, retrieve and delete any material stored in, created, received, or sent on Town equipment, for any reasons and without the permission of any employee. If an employee does not want a communication viewed by the Town of Mooresville, such employee should not utilize resources provided by the Town.

It is the employee's responsibility to become familiar with the Town's Use of Technological Resources policy prior to using any technological resource.

E-MAIL

Electronic mail (e-mail) can provide an excellent means of communicating with other employees, our citizens, outside vendors and other governmental entities. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. For example, e-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Also, e-mail records and computer files may be considered public information and may be subject to public access and subject to discovery in litigation. Therefore, users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memos written on Town of Mooresville letterhead.

INTERNET

Employees who are provided with computers have access to the internet to assist them in performing their jobs. The internet can be a valuable source of information and research. Use of the internet; however, must be tempered with common sense and good judgment. Employees who abuse their privilege to use the Internet may be subject to disciplinary action, up to and including termination.

In order to protect our employees, the Town of Mooresville uses software to identify inappropriate or sexually explicit internet sites. Such sites are blocked from access by Town of Mooresville networks. In the event an employee encounters inappropriate or sexually explicit material while browsing on the internet, the employee is expected to immediately disconnect from the site and report it to the appropriate supervisor.

SOCIAL MEDIA

Social media has become a popular way to share information with others. However, the use of social media also presents potential risks and carries with it certain responsibilities. Social media includes all means of communicating, posting information, or content of any sort on the Internet, including to your own or someone else's blog, journal/diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not it's associated or affiliated with the Town, as well as any other form of electronic communication. The same principles and guidelines found in the Town's policies apply to your activities online.

Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that conduct that adversely affects your job performance, the performance of other Town employees or otherwise adversely affects our residents, people who work on behalf of the Town or the Town's legitimate business interests may result in disciplinary action. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action or termination. Refrain from using social media while on work time or on equipment the Town provides, unless it is work-related, as authorized by your supervisor. Do not use your or anyone else's Town e-mail address to register on social networks, blogs or other online tools utilized for personal use.

SECURITY

Security is expected to be of primary concern to all employees. All passwords must remain confidential. User IDs and passwords may not be shared with fellow employees. The hardware and software used by the Town of Mooresville is covered by agreements and copyrights concerning its use. Thus, employees may not install or copy any software, hardware or accessories stored on any office computer or attempt to modify existing settings or configurations set by Technology and Innovation staff.

Improper or unlawful usage may garner negative publicity for the Town of Mooresville and expose us to significant legal liabilities. An employee who discovers or suspects misuse of Town of Mooresville property should immediately contact the appropriate supervisor or Technology and Innovation.

Each department may have more specific guidelines on the use of technological resources than are included in this handbook or in the Town's policy. Employees are encouraged to familiarize themselves with all applicable policies, procedures and guidelines related to the specific resources that are used.

4.10 FACILITIES & EQUIPMENT

Equipment and furniture used by Town of Mooresville employees (including offices, cubicles, desks, file cabinets, computers, and any other equipment in the work area) are the sole property of the Town. The Town of Mooresville reserves the right to open this property at any time, with or without notice or consent of the employee. This includes any owned, leased, operated or managed buildings, facilities, vehicles, storage facilities, parking lots and any other designated Town property.

4.11 TELEPHONES & FAX MACHINES

Town telephones and fax machines are provided to communicate with citizens, business associates and fellow employees. In order to provide exceptional customer service employees should answer the telephone in a courteous, pleasant and professional manner according to established departmental standards.

All personal telephone calls should be kept to an absolute minimum and when they are necessary, should be kept brief. Long distance personal telephone calls are not permitted at any time with Town telephones. Use of Town fax machines for non-business related purposes is not permitted.

The Town of Mooresville may monitor telephone calls and records of such calls made while on business time, including personal phone calls, to ensure that calls are handled in a professional and efficient manner. Supervisors may review telephone usage and analyze patterns to ensure that The Town of Mooresville's telephone resources are devoted to maintaining the highest levels of productivity.

Any employee who engages in excessive personal telephone calls, or uses Town telephones, copiers and fax machines for personal reasons, as determined by management, may be subject to disciplinary action, up to and including termination.

4.12 PERSONAL WORK AREAS

Workspace standards are determined by Department Directors. However, in general, each employee's workspace and surrounding areas should be safe, neat and free of clutter, conforming to the work environment of each department's activities and appearance.

Employees should be mindful of others. Anything displayed in the workspace and surrounding areas should be in good taste and should not violate any Town policy or be perceived by others as offensive.

The Town is not responsible for any articles that are placed or left in any employee area that are lost, damaged, stolen, or destroyed.

4.13 EMPLOYEE RECORDS

Employees may review those parts of their personnel file permitted under North Carolina law in the presence of a Human Resources representative or may request copies of their employee file to be made. The following information is considered public record:

- Name
- Age
- Date of original employment or appointment to service
- Current position
- Title
- Current salary
- The terms of any contract by which the employee is employed whether written or oral, past or current, to the extent that the Town has a written contract or record of the oral contract in its possession.
- Date and amount of each increase or decrease in salary
- Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification
- Date and general description of the reasons for each promotion
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal.
- The office to which the employee is currently assigned

4.14 EMPLOYEE PERSONAL INFORMATION CHANGES

Employees are responsible for updating their own personal information with the Department of Human Resources should any change occur to their personal status. Such changes include marriage, birth of a child, payroll tax status or change of address. This is necessary in order to maintain accurate records and to ensure that employees' compensation, benefits, federal and state earnings statements and other official materials are processed correctly.

SECTION 5

A SAFE & HEALTHY WORKPLACE

Safety

Incident & Accident Reporting

Security Access

Drug & Alcohol-Free Workplace

Tobacco-Free Workplace

Preventing Violence in the Workplace

Transportation

Children in the Workplace

5.1 SAFETY

Employee health and safety is a priority at the Town of Mooresville. Creating and maintaining a safe and healthy environment is the responsibility of every employee. Employees are expected to follow established work practices, to take the time to perform jobs safely and to comply with the following safety rules:

- All established safety procedures must be followed.
- All work-related injuries/illnesses/accidents must be reported to the appropriate supervisor and Risk Management immediately.
- Unsafe working conditions must be reported to the appropriate supervisor and Risk Management immediately.
- All personal protective equipment must be used in any area for which it has been issued. If proper protective equipment is not available, the employee should request proper protective equipment from the appropriate supervisor before proceeding.
- If an employee is unsure how to perform an assigned task or operate a machine, the employee should ask the appropriate supervisor before proceeding.
- Only the proper tool(s) should be used for the job. If the proper equipment is not available, the employee should ask the appropriate supervisor before proceeding.
- Defective equipment or tools should never be used.
- Employees should use proper techniques in lifting and ask for assistance in lifting any object that is too bulky, awkward or heavy to be lifted safely by one person.

Prompt notification of unsafe conditions will help the Town of Mooresville prevent future injuries or illnesses. An employee will not be subjected to retaliation for reporting safety problems or concerns. All employees are encouraged to make suggestions for improvement of workplace conditions and/or related policies.

WORKERS' COMPENSATION INSURANCE

The Town of Mooresville maintains workers' compensation insurance to cover injuries or illnesses that arise out of employment and occur during the course of employment. This insurance provides medical treatment in addition to payment for lost earnings that result from work-related injuries. Any employee who suffers an on-the-job injury or illness, no matter how minor, must report that injury or illness to the appropriate supervisor and Risk Management. Under no circumstances shall Workers' Compensation prescriptions be paid for with a Town of Mooresville credit card.

5.2 INCIDENT AND ACCIDENT REPORTING

Any unusual events or circumstances that are not consistent with the normal routine operation of the Town, department, or its staff should be reported immediately to the appropriate supervisor and Risk Management. Some examples include, but are not limited to, slips, trips, falls, near misses, malfunctioning or damaged equipment, citizen or visitor injury, theft, threats or actions of violence.

5.3 SECURITY ACCESS

Offices at all Town of Mooresville facilities are regulated by a security control system in an attempt to provide a safe working environment for all our employees. All Town of Mooresville employees will be issued a picture ID badge. The ID must be displayed at all times during working hours unless the employee's duties involve heavy labor or activities that could pose a safety hazard or cause the ID to be damaged, or the employee is working in an undercover capacity with the Police Department. On the badge, the employee's picture, name and job title must be clearly displayed at all times. Pins or other items may not be worn on or attached to the badge.

5.4 DRUG AND ALCOHOL-FREE WORKPLACE

The Town of Mooresville is committed to providing employees with a safe, productive working environment and also providing our citizens with services of the highest quality.

The manufacture, distribution, storage, purchase, dispensation, possession, consumption, or use of any illegal drug, counterfeit controlled substance, or alcohol while at the workplace, in a Town vehicle, at official Mooresville functions, or while engaged in Town business is strictly prohibited.

Employees shall not use illegal substances or abuse legal substances in a manner which may impair their ability to perform job duties safely and productively, or that might impair senses, coordination, or judgment. Under no circumstances may an employee perform employment-related duties, whether on or off Town premises, while under the influence of alcohol or illegal substances.

An employee taking a prescribed drug or medication that may adversely affect such employee's ability to perform work in a safe and productive manner must report such use to his or her supervisor so that a determination can be made on the ability of such employee to commence work.

TOWN SPONSORED FUNCTIONS

If alcoholic beverages are served at a Town sanctioned function or gathering, all employees are expected to behave responsibly. In no event shall a Town employee operate a Town vehicle after consuming any amount of alcohol at such a function or gathering.

SEARCHES AND INSPECTIONS

Town of Mooresville management may conduct unannounced searches and inspections of Town facilities and property including employee offices, Town vehicles, and work areas for illegal drugs or alcohol. Full employee cooperation is expected in conducting any search.

TESTING

Employees may be subjected to random drug testing, depending on the position held in the organization. Typical positions subject to random testing are public safety jobs, Commercial Driver's License (CDL) holders, and other safety sensitive jobs.

Employees may be subjected to mandatory drug testing upon reasonable suspicion that the employee has been consuming drugs or alcohol or is under the influence of drugs or alcohol. Also, employees may be subjected to mandatory testing upon application for employment, upon promotion, demotion or

transfer, after a workplace accident involving Town personnel or equipment (including motor vehicles), or during or following a drug/alcohol treatment or rehabilitation program.

Employees who believe they may have an alcohol or other drug or substance abuse problem are encouraged to voluntarily seek assistance before workplace problems occur.

5.5 TOBACCO-FREE WORKPLACE

With the exception of some limited uses as part of law enforcement functions, tobacco use is prohibited at all times in all locations of all work areas, facilities and vehicles operated, owned, leased, occupied, managed or controlled by the Town of Mooresville. Tobacco products do include e-cigarettes or vaping products. Employees who wish to use tobacco products will be permitted to do so outside of the building in areas at least 50 feet away from any entry of any facility. The Town of Mooresville is committed to promoting healthy living.

5.6 PREVENTING VIOLENCE IN THE WORKPLACE

The Town of Mooresville believes that all people should be treated with dignity and respect. The Town of Mooresville will not permit threats or acts of violence against co-workers, citizens, visitors, or any other persons who are either on Town premises or have contact with employees in the course of their duties. All threats or acts of violence, including those made in a joking manner, will be taken seriously and will be fully investigated.

All employees have a personal responsibility to report any observations of acts or threats of violence to their supervisor, the Department of Human Resources, Risk Management, or the Police Department. The Town of Mooresville will promptly respond to any incident or suggestion of violence. No employee will be subjected to retaliation for reporting any incident of violence.

Any violation of this policy may result in disciplinary action, up to and including termination.

5.7 TRANSPORTATION

Where a position requires the driving of a motor vehicle, the employee must have the appropriate valid driver's license and a good driving record. The Town of Mooresville provides insurance for Town vehicles. Employees are expected to drive safely and courteously and abide by NC law and rules set forth in the Town of Mooresville Fleet Safety Policy. The use of tobacco products in Town vehicles is prohibited except as permitted in certain law enforcement operations.

SEAT BELTS

The use of seat belts is required for all occupants of a Town-owned vehicle, Town equipment where seat belts are provided and non-Town owned vehicles used for Town of Mooresville business. Certain exceptions exist for public safety personnel. The operator must ensure that all occupants use seat belts at all times. No person shall be transported in a vehicle unless there is a seatbelt provided.

CELL PHONES

The Town of Mooresville prohibits the non-emergency use of all cell phones while operating a Town vehicle or operating any vehicle while in the service of the Town. In such occurrences, employees should pull out of traffic to a safe location when using a cell phone. In addition, the Town prohibits the actions of texting and e-mailing while operating a Town vehicle or operating any vehicle while in the service of the Town.

TRAFFIC CITATIONS

Town of Mooresville employees are personally responsible for the payment of fines and any related costs for any traffic citations for which the employee is found in violation that are received while driving a Town vehicle. Under no circumstances shall citations be paid with Town of Mooresville funds.

5.8 CHILDREN IN THE WORKPLACE

In order to limit disruptions during scheduled work time and to promote safe operations, children are not permitted in work areas during the employee's scheduled work time. However, children may visit work with Department Director approval.

SECTION 6

TIME OFF

Holidays
Vacation Leave
Sick Leave
Jury Duty
Family & Medical Leave
Voluntary Shared Leave
Military Leave
Parental School Leave
Unpaid Leave of Absence
Volunteer Time Off

6.1 HOLIDAYS

All regular full-time and regular part-time employees who work twenty or more hours per week are eligible to receive holiday leave. Regular part-time employees who work twenty or more hours per week will receive holiday pay on a pro-rated basis. The following are recognized as Town of Mooresville-paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas (according to schedule)

To be eligible for holiday leave, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved in advance by the supervisor.

Paid holidays (other than Christmas) which fall on a Saturday will be observed on the preceding Friday and if the holiday falls on a Sunday it will be observed on the following Monday.

Employees are allowed five holidays to be carried forward from December 31 to January 1 with any remaining holidays being converted to sick leave.

FLOATING HOLIDAY

On January 1st of each year, each person employed by the Town as of December 31st of the preceding year shall receive one paid floating holiday. Employees hired after January 1st will be granted a floating holiday upon hire. Floating Holidays must be taken within the calendar year in which such holiday is granted. Such holiday must be approved by the employee's supervisor in accordance with the expectations set forth by the Department Director and will be scheduled and approved based on the department's needs and departmental operations.

HOLIDAY DURING VACATION, SICK OR OTHER PAID LEAVE

If a paid holiday falls during an employee's scheduled paid leave (vacation, sick or other paid leave), the holiday will not be counted as vacation, sick or other paid leave taken. An employee who commences an unpaid leave of absence on the last scheduled workday preceding or following a holiday will not receive holiday pay.

WORK ON A HOLIDAY

Employees required to work on a holiday will be given another day off at a time mutually convenient to the employee and the Town.

REGULARLY SCHEDULED DAY OFF

An employee whose regularly scheduled day off falls on a holiday will be given another day off at a time mutually convenient to the employee and the Town.

HOLIDAYS AND TERMINATION

If an employee's termination coincides with an observed holiday, the last day actually worked prior to the holiday will be considered the date of termination. An employee may not extend the date of termination to include a holiday.

6.2 VACATION LEAVE**ELIGIBILITY**

Regular full-time employees and regular part-time employees who are scheduled to work twenty hours a week or more are eligible for vacation leave. Regular part-time employees who work twenty or more hours per week will receive vacation pay on a pro-rated basis.

ACCRUAL

Leave accrual begins with the employee's date of hire. If a temporary, intermittent or part-time employee working less than twenty hours per week receives a status change to regular full-time or regular part-time working twenty or more hours per week, accrual will begin with the effective date of the status change.

MAXIMUM CARRYOVER

A maximum of 240 vacation leave hours may be carried over to the next calendar year. Vacation leave in excess of 240 hours will automatically be converted to sick leave.

LEAVE PAYOUT UPON SEPARATION

Employees who have successfully completed the probationary period and who provide at least two weeks' notice will be paid for accumulated vacation leave upon separation, up to a maximum of 240 hours.

SCHEDULING VACATION LEAVE

Employees should follow departmental guidelines when requesting vacation leave. Generally, a request for vacation leave should be made to the supervisor as far in advance as possible, or as soon as practical. Department Directors or supervisors are responsible for approving vacation leave requests. Vacation leave may not be approved if the leave interferes with the service needs of the Town. All requests will be considered based on criteria such as department needs, timeliness of the request, employee's length of service, or any other factors based upon the service needs of the Town. Leave requests in excess of three weeks must have prior approval of the Department Director. Leave requests in excess of twelve weeks must have prior approval of the Town Manager.

UNSCHEDULED LEAVE

Each employee has a responsibility to assist in the efficient operation of the Town by preventing excessive unscheduled absences. For unscheduled absences, it is the employee's responsibility to notify the appropriate supervisor in accordance with departmental guidelines.

6.3 SICK LEAVE

ELIGIBILITY

Regular full-time employees and regular part-time employees who are scheduled to work twenty hours a week or more are eligible for sick leave. Regular part-time employees who work twenty or more hours per week will receive sick leave pay on a pro-rated basis.

ACCRUAL

Leave accrual begins with the employee's date of hire. If a temporary, intermittent or part-time employee working less than twenty hours per week receives a status change to regular full-time or regular part-time working twenty or more hours per week, accrual will begin with the effective date of the status change. Sick leave is earned at one workday per month, twelve workdays per year.

GENERAL USE

Sick leave may be used for an employee's personal use or for the care of an immediate family member under the following circumstances: sickness, bodily injury, psychological, medical or dental examinations or treatment, or exposure to a contagious disease when continuing work may jeopardize the health of others.

WORKERS' COMPENSATION DISABILITY LEAVE

Sick leave may be used to supplement Worker's Compensation Disability Leave both during the waiting period before benefits begin and afterward to supplement the remaining 1/3 of salary. An employee may not exceed the regular gross salary amount using this provision.

BEREAVEMENT

In the event of a death in an employee's immediate family, the Town of Mooresville will allow the use of up to five days of bereavement leave per occurrence to handle family affairs, attend the funeral and burial, and as a period of grieving. For purposes of this policy, immediate family is defined as employee's parent, child, spouse, sibling, grandparent and grandchild, including individuals related by marriage (in-law or step relationships).

The employee is expected to make arrangements with his/her supervisor prior to being absent from work.

If more than five days are required, the employee may make a request to the Department Director to use earned vacation leave or unpaid leave.

The Town of Mooresville reserves the right to request satisfactory documentation to support the need or eligibility to use leave for bereavement.

MAXIMUM CARRYOVER

Sick leave is cumulative for an indefinite period of time and may be converted upon retirement for service credit.

LEAVE PAYOUT UPON SEPARATION

Sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from employment, except as stated for employees retiring or terminated due to a reduction in force.

MEDICAL STATEMENT

Documentation of illness or injury from a licensed health care provider may be required for any absence and is required for any such absence of three consecutive days or more. Depending on the length and circumstances of an employee's illness or injury, the Town of Mooresville may require a written release to work from a licensed health care provider before the employee may return to work.

6.4 JURY DUTY

In the event an employee is summoned for jury duty, the Town of Mooresville will provide the employee paid leave for the duration of the jury service. Jury service fees paid to the employee by the court will not be deducted from the employee's pay.

To be eligible for jury or witness pay, the employee must provide the appropriate supervisor with a copy of the notice of selection for jury duty or a copy of the subpoena for witness duty as far in advance as possible. Upon completion of jury or witness service, the employee may be required to submit a receipt from the court verifying the time served to the appropriate supervisor.

6.5 FAMILY AND MEDICAL LEAVE**ELIGIBILITY**

To be eligible for Family Medical Leave, an employee must have been employed by the Town of Mooresville for at least twelve months and must have worked at least 1,250 hours of service during the twelve-month period preceding the commencement of the leave. The twelve-month period shall be determined using the "rolling forward" method.

LEAVE ENTITLEMENT

Eligible employees may request up to twelve weeks of Family Medical Leave for the following reasons:

- Birth or placement of a child – Eligible employees may request a leave of absence to provide care for a child following the child's birth, adoption or foster placement in the employee's home. This leave must conclude twelve weeks after the child is born, adopted or placed in the employee's home.
- Illness of a family member – Employees may request a leave of absence to provide care for a child, parent or spouse who has a serious health condition as certified by a licensed healthcare provider.

- Illness of an employee – Employees may also request a leave of absence if they are unable to work due to their own serious health condition as certified by a licensed health care provider.
- Qualified exigency leave for families of members of the National Guard or Reserves or of a regular components of the Armed Forces – An employee whose spouse, son, daughter or parent has been notified an impending call or order to covered active military duty or who is already on covered active duty may request a leave of absence as certified by the call-up notice. This type of leave may commence as soon as the individual receives the call-up notice.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

Qualified exigency is defined as: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and, 8) additional activities that arise out of active duty, provided that the employee and the Town of Mooresville agree, including agreement on timing and duration of leave.

Covered active duty is defined as: 1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and 2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

Eligible employees may request up to twenty-six weeks of Family Medical Leave for the following reason:

- Military Caregiver Leave – Eligible employees may request a leave of absence to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to twenty-six weeks in a single twelve-month period to take care of that service member.

Covered service member is defined as a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury; or, a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including National Guard or Reserves) at any time during the period of five years preceding the date of which the veteran undergoes that medical treatment, recuperation or therapy.

Serious injury or illness is defined as in the case of a member of the Armed Forces, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's duty and was aggravated by service in the line of duty on an active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Serious injury or illness is defined as in the case of a veteran who was a member of the Armed Forces at any time during a period when the person was a covered service member, means a qualifying (as defined by the U. S. Secretary of Labor) injury or illness that was incurred by the member in the line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's duty and was aggravated by service in the line of duty on an active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

INTERMITTENT LEAVE

Employees can take leave on an intermittent basis or work a reduced schedule under the following circumstances:

Intermittent/Reduced leave may be taken when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, because of qualified exigency leave for families of members of the Armed Forces, and for military caregiver leave. Intermittent/Reduced leave may be taken to care for a newborn or newly placed adopted or foster care child only with Town of Mooresville approval and is not required by law.

ROLLING FORWARD METHOD

The Town of Mooresville will measure the twelve-month period as a rolling twelve-month period measured forward from the date an employee's first FMLA leave begins. FMLA leave already taken for FMLA purposes will be deducted from the total number of weeks available.

APPLICATION AND COMMENCEMENT

Contact the Department of Human Resources for the appropriate forms, certification requirements, timelines and rules surrounding the use of Family Medical Leave.

BENEFITS DURING LEAVE

Group insurance benefits ordinarily provided by the Town of Mooresville and for which the employee is otherwise eligible and enrolled will be continued during the period of leave. However, employees must continue to pay the employee portion of the premium(s), if applicable, in order to continue coverage.

JOB RESTORATION

Upon return from Family Medical Leave, all eligible employees will be restored to their original position or to an equivalent position with virtually identical benefits, pay, and other terms and conditions of employment. Employees who return after taking more than the twelve-week Family Medical Leave entitlement are not covered by restoration rights.

Employees on Family Medical Leave must notify the Department of Human Resources at least two weeks prior to the end of leave of their availability to return to work. The Town of Mooresville may require appropriate medical certification before an employee returns to work. An employee's failure to return from leave or failure to contact the Department of Human Resources on the scheduled date of return will be considered a voluntary resignation.

Exceptions to these provisions may apply. Employees who are interested in taking Family Medical Leave should contact the Department of Human Resources.

USE OF PAID LEAVE

During Family Medical Leave all accrued vacation, sick and holiday leave must be used prior to taking unpaid leave. Any paid or unpaid time off used for Family Medical Leave counts against the twelve or twenty-six week Family Medical Leave entitlement.

MARRIED EMPLOYEES

Parents or spouses who are both employed by the Town of Mooresville may take a maximum combined total of twelve weeks of Family Medical Leave in a twelve-month period for the birth, adoption, or foster care placement of their child. If spouses or parents are both employed by the Town, they may take a combined total of twenty-six weeks of Family Medical Leave in a twelve-month period to care for a covered service member.

6.6 VOLUNTARY SHARED LEAVE

There are sometimes occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave so as to provide assistance to a fellow Town employee. Voluntary Shared Leave provides an opportunity for employees to assist another employee affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave. Contact the Department of Human Resources for the policy details, procedures and appropriate forms surrounding the use and donation of Voluntary Shared Leave.

6.7 MILITARY LEAVE

TRAINING

Employees in the Uniformed Service will receive up to two calendar weeks per year of unpaid leave for:

- Active duty for training (annual training or special schools)
- Inactive duty training (drills - usually on weekends)

This does not apply to duties resulting from disciplinary action or inactive duty training performed for the convenience of the member.

If the compensation received while on military duty is less than the salary that would have been earned during the same period as a Town employee, the employee shall receive differential pay for the two

calendar weeks. This pay shall be the difference between military basic pay and the employee's base pay.

If such duty is required beyond the two calendar weeks, the employee is eligible to take accumulated vacation leave or be placed into a leave without pay status and the provisions of that leave shall apply. There are exceptions to this policy. Please contact the Department of Human Resources for additional information.

ACTIVE DUTY

Employees in the Uniformed Service on full-time active duty will receive leave without pay.

If the compensation received while on active military duty is less than the salary that would have been earned during the same period as a Town employee, the employee shall receive differential pay for the length of service. This pay shall be the difference between military basic pay and the employee's base pay.

BENEFITS

Group insurance benefits ordinarily provided by the Town of Mooresville and for which the employee is otherwise eligible and enrolled will be continued during the period of leave. However, employees must pay their dependent's premium(s) in order to continue coverage.

RE-EMPLOYMENT RIGHTS

Upon returning from military leave, the employee is entitled to re-employment rights and maintenance of employment benefits if the employee meets the following eligibility criteria:

- The employee must have given formal advance notice to the Town that he or she was leaving the job for service in the uniformed services;
- The employee must have been released from service under honorable conditions; and
- The employee must have reported back to the Town of Mooresville as set out below.

NOTICE BY RETURNING EMPLOYEES

A returning employee's notification of intent to return to work must be made promptly following completion of military service. Time limits for returning to work depend on length of a person's military service.

- Service of 1 to 30 days – Returning employees whose military service was less than 31 days must report to the Town of Mooresville either on the first day of the first regularly scheduled work period following completion of service, or as soon as possible.
- Service of 31 to 180 days – Returning employees whose military service was more than 30 days, but less than 181 days must contact the Department of Human Resources no later than 14 days following the completion of military service.
- Service of more than 180 days – Returning employees, whose military service is for more than 180 days, must contact the Department of Human Resources no later than 90 days from the completion of service.

- Notice by disabled persons – Employees who are hospitalized from injuries incurred by military service may apply for re-employment within 2 years.
- Failure to give timely notice – If a returning employee fails to notify the Department of Human Resources or report to work within specified time limits, the employee will be subject to the Town of Mooresville’s rules governing unexcused absences.

RETURNING EMPLOYEES’ JOB RIGHTS

The position to which a returning employee is entitled also depends on the length of military service.

- Service of 90 days or less – Returning employees whose military service was less than 91 days are entitled to return to the position in which they were employed or would have been employed if their employment had not been interrupted.
- Service of more than 90 days – Returning employees whose military service was for more than 90 days are entitled to return to the position in which they were employed, would have been employed, or a position of like seniority, status and pay, the duties of which the person is qualified to perform.

6.8 PARENTAL SCHOOL LEAVE

Employees may take up to four hours per calendar year of unpaid leave to participate in school activities for their child(ren). For additional information, employees should contact their supervisor or the Department of Human Resources.

6.9 UNPAID LEAVE OF ABSENCE

All employees are eligible to apply for an unpaid leave of absence. Employees must submit a formal, written request for an unpaid leave of absence to the appropriate supervisor a minimum of thirty days in advance of the requested leave date. Thirty days’ notice may be waived by the Town Manager in the event of a condition that in the Town Manager’s opinion warrants lesser notice. The request may be approved at the discretion of the employee’s Department Director. Factors that may be considered in determining whether to grant an unpaid leave of absence include, but are not limited to:

- The operational needs of the department, including the impact on other employees
- The employee’s length of service, performance and level of responsibility
- The reason for the request
- Leave history

Requests for leave which total more than thirty days must have approval of the Town Manager.

All appropriate paid leave must be used prior to taking an unpaid leave of absence.

MEDICAL STATEMENT

Documentation of injury or illness from a licensed health care provider may be required for any medically related absence. Depending on the length and circumstances of the employee’s own illness or injury, the Town of Mooresville may require a written release from a licensed health care provider before the employee may return to work.

BENEFITS

Employees granted unpaid leaves of absence of over thirty days must contact the Department of Human Resources for benefits consultation. The Town of Mooresville paid benefits may cease, in which COBRA coverage will apply.

REINSTATEMENT

Failure to return to work immediately after the expiration date of the authorized unpaid leave of absence may be considered job abandonment by the employee and may be regarded as a voluntary resignation.

7.0 VOLUNTEER TIME OFF

Employees can donate up to 16 hours per calendar year toward any approved school, nonprofit or charitable organization within North Carolina. More than one agency may be chosen. This donated time, up to 16 hours per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken.

On January 1st of each year, each eligible person employed by the Town as of December 31st of the preceding year shall receive 16 hours of Volunteer Time Off (VTO) to be used during the calendar year and before December 31st. This time is refreshed on January 1st of each year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage. Employees will not be paid out for any VTO time accrued upon termination of employment.

SECTION 7

BENEFITS

Group Insurance Plans
Flexible Spending Accounts
Employee Assistance Program
Licensure & Certifications
Educational Assistance
Retirement
Supplemental Retirement Income Plan (401-k)
Law Enforcement Officers' Separation Allowance
Local Government Employees Credit Union
Health & Wellness

7.1 GROUP INSURANCE PLANS

The Town of Mooresville offers a variety of group insurance benefits to eligible employees to protect their health, their way of life, and their families.

All provisions of group insurance plan benefits are subject to change, including plans offered, services covered, payment arrangements and the Town of Mooresville’s contribution to premiums.

ELIGIBILITY

Employees meeting other requirements shall be eligible for coverage on the first day of the month after thirty days following date of hire.

Type of Insurance	Eligible Employees
Medical/Dental/Vision/Life	Regular full-time and regular part-time employees working at least 20 hours per week
Retirement	Regular full-time and regular part-time employees working a minimum of 1,000 hours per year

ENROLLMENT

Enrollment in all benefits, with the exception of the 401k and pension, must be done through Employee Self Service. Enrollment must be completed within thirty days of eligibility. Enrollment is not automatic. If enrollment is not completed within thirty days, enrollment may only occur under the provisions for Open Enrollment or Qualifying Conditions Enrollment.

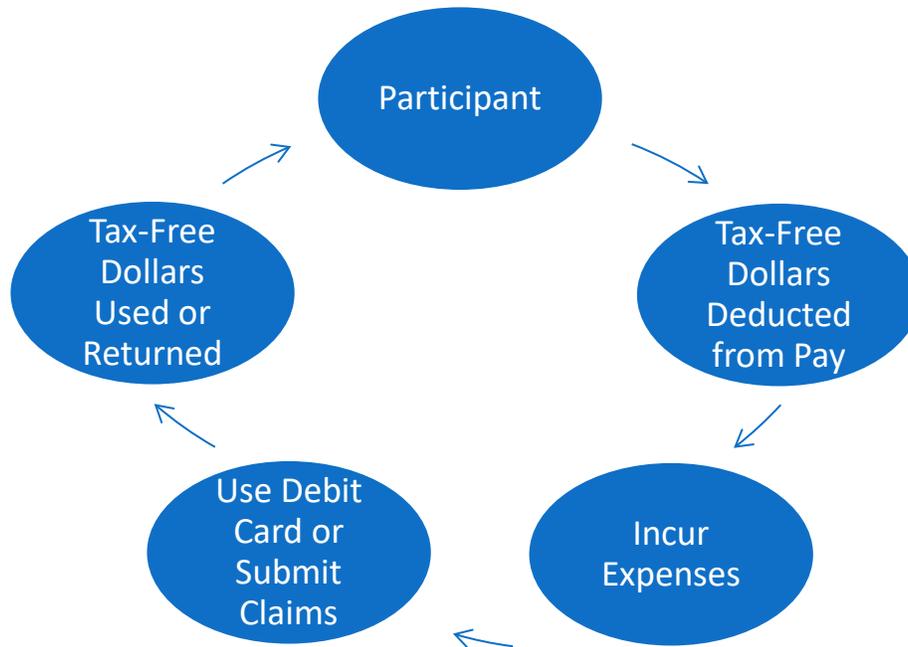
Employees will be provided with Summary Plan Descriptions when they become eligible. Should any discrepancies occur regarding these plans; the Summary Plan Descriptions will govern.

Please contact the Department of Human Resources for more information.

7.2 FLEXIBLE SPENDING ACCOUNTS

The Town of Mooresville offers eligible employees the opportunity to use part of the money they would normally pay in taxes to pay health care and dependent day care expenses through a Flexible Spending Account plan. Enrolling in the plan allows an employee to deposit part of their earnings, before federal, state and Social Security taxes are paid, to a special Dependent Care and/or Health Care Reimbursement Account. Then, when eligible dependent care or health care expenses are incurred, the employee, spouse and/or dependent may withdraw the tax-free dollars to be reimbursed for eligible dependent care and health care expenses.

Here is how the plan works:



7.3 EMPLOYEE ASSISTANCE PROGRAM

All Town of Mooresville employees, their household members, and their dependents have access to the Town's Employee Assistance Program (EAP). The EAP is a confidential counseling and referral service that can help participants resolve personal concerns, so they can be their best at work and home.

Among other things, the EAP can help with:

- Work stress
- Anger management
- Family/parenting issues
- Marital or relationship problems
- Anxiety or depression
- Alcohol or drug dependencies
- Coping with change
- Grief or bereavement

Contact the Department of Human Resources for more information.

7.4 LICENSURE & CERTIFICATIONS

The Town of Mooresville will reimburse eligible employees for renewals of and new licenses or certifications required or preferred for their respective positions. For further information please contact your supervisor or the Department of Human Resources.

7.5 EDUCATIONAL ASSISTANCE

The Town of Mooresville is committed to encouraging employees in the pursuit of continued training and education fields that are related to the long-term success of the Town. Based on funding, the Town of Mooresville allocates resources to allow employees to achieve educational objectives that will assist employees and the Town in their continued development. The Town of Mooresville Educational Assistance Programs includes Tuition Assistance and Continuing Education.

TUITION ASSISTANCE

Tuition assistance is available, based on funding, to encourage employees' personal development through furthering their formal education. The Town of Mooresville provides tuition assistance to eligible employees who successfully complete approved college- level courses of study that are related to the employee's and the Town's continued success and development. Regular full-time employees who have successfully completed their probationary period are eligible to apply for tuition assistance.

Please contact the Department of Human Resources for more information.

CONTINUING EDUCATION

Eligible employees who are required to participate in continuing education as part of their license or certification are granted an appropriate number of work hours per year to attend courses, seminars, or training that is related to their current position. Some allowable, related expenses are also reimbursable. Interested employees should contact their supervisor for more information.

7.6 RETIREMENT

Each regular full-time or regular part-time employee working a minimum of 1,000 hours per year will be enrolled in the Local Government Employees Retirement System on the first day of employment. Enrollment is a condition of employment. Employees contribute, through payroll deduction, a percentage of their gross salary each pay period and the Town also makes a contribution. The employee contribution is tax-deferred, and it does not count as income for tax purposes until either the employee retires or draws contributions out of the retirement system. There is a five-year vesting requirement.

7.7 SUPPLEMENTAL RETIREMENT INCOME PLAN (401-k)

All eligible employees will be enrolled as a member of the State Supplemental Retirement Income Plan on the date of hire. The Town may contribute a percentage of an employee's gross salary each pay period. Employees can also make a tax deferred contribution to their account. Interested employees should contact the Department of Human Resources.

7.8 LAW ENFORCEMENT OFFICERS' SEPARATION ALLOWANCE

The Town of Mooresville provides a special separation allowance to eligible law enforcement officers who retire early or leave service early. Officers should contact the Department of Human Resources for more information.

7.9 LOCAL GOVERNMENTAL EMPLOYEES CREDIT UNION

All Town of Mooresville employees are eligible to join the Local Governmental Employees Credit Union. Additional information is available from the Department of Human Resources or at the Credit Union Office.

7.10 HEALTH AND WELLNESS

Based on funding, regular full-time and regular part-time employees may be eligible for a partial payment or reimbursement for a gym membership or participation in fitness classes. An employee may join a gym of their choice. Employees must provide a record from the facility to the Department of Human Resources documenting that he/she went to the gym at least 4 times a month or participated in at least 4 fitness classes a month and the Town may reimburse a portion of the monthly fee.

ALL EMPLOYEES:

Please read, sign and date the following statement acknowledging that you have received your Employee Handbook. Return this page to Human Resources today.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Town of Mooresville Employee Handbook. I understand that it contains important information on the Town of Mooresville’s policies and practices and on my privileges and responsibilities as an employee. I know that I am responsible for abiding by the contents of this handbook and I will familiarize myself with its content. I also understand that I am responsible for becoming familiar with and abiding by the Town of Mooresville’s policies and procedures, as well as obtaining and understanding future additions or changes to policies and procedures.

I further understand that neither this handbook nor the Town policies and procedures are an employment contract or create any contractual entitlements, and that the Town of Mooresville may change, rescind or add to any policies, benefits, privileges or practices described in the handbook (other than the employment-at-will policy) or other policies and procedures from time to time without prior notice.

I understand that my employment with the Town of Mooresville is not for a specific term and is at the mutual consent of myself and the Town of Mooresville. Accordingly, either the Town of Mooresville or I can terminate the employment relationship at will, with or without cause, at any time.

I understand that if I am provided certain types of equipment by the Town—computers, cell phones, pieces of safety equipment, etc.—I may be responsible for replacement costs for loss or damage to such equipment and such costs may be withheld from my paychecks, including my final paycheck. I also understand that failure to turn in equipment by the last day of employment or as directed by the Town will be considered a loss of such equipment and the costs of such equipment may be withheld from my paychecks, including my final paycheck.

I understand that only the Town of Mooresville Board of Commissioners has the authority to enter into any agreement for employment for any specific period of time, or to make any promise of continued employment.

Employee’s Name (please print legibly)

Employee’s Signature

Date

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