

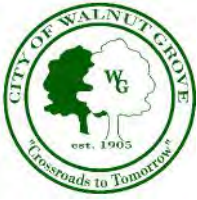
**CITY OF WALNUT GROVE**  
**June 9, 2022 7:00 PM**  
**1021 PARK STREET MUNICIPAL BUILDING**  
**MAYOR AND COUNCIL**

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**Council Meeting Agenda **As Amended****

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- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. AGENDA APPROVAL**
- V. CONSENT AGENDA**
  1. May 12<sup>th</sup>, May 26<sup>th</sup>, May 31<sup>th</sup>, June 2<sup>nd</sup> Meeting Minutes
  - 2. Financials**
  - 3. Invoices over \$5000**
  - 4. Budget Adjustment**
- VI. COMMITTEE REPORTS**
  1. Community Involvement Committee – Linda Pilgrim
  2. Parks and Recreation/Public Works – Jon Dial
  3. Education Involvement Committee – Stephanie Moncrief
- VII. PLANNING AND ZONING COMMISSION – DON CANNON: CHAIR**
- VIII. PUBLIC COMMENTS**
- IX. OLD BUSINESS**
  1. Employee Handbook
- X. NEW BUSINESS**
  - 1. Installation of Elected Official**
    - a. Erica Miles**
  - 2. Budget**
    - a. Public Hearing**
  - 3. Emerald Cove Paving**
  - 4. Comprehensive Plan**



**CITY OF WALNUT GROVE**  
**June 9, 2022 7:00 PM**  
**1021 PARK STREET MUNICIPAL BUILDING**  
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**Council Meeting Agenda **As Amended****

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**XI. REPORTS**

1. Public Works Report
2. Code Enforcement Report
3. Clerk's Report
4. Mayor's Report

**XII. TOWN HALL DISCUSSION**

**XIII. COUNCIL COMMENTS**

**XIV. EXECUTIVE SESSION**

**XV. ADJOURN**

# City of Walnut Grove

## Balance Sheet

As of June 8, 2022

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	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	337,481.40
11.1101 Money Market - General Fund	510,529.39
11.1102 Cash in Bank - 2013 SPLOST	13,932.22
11.1103 Cash in Bank - 2019 SPLOST	291,361.27
11.1104 Cash in Bank - Sewer Operating Account	1,947.73
11.1105 Money Market - Sewer	936,913.56
11.1111 Cash in Bank - DDA	91,449.06
<b>Total Bank Accounts</b>	<b>\$2,183,614.63</b>

# City of Walnut Grove

## Budget vs. Actuals: FY 2022 Budget

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
31.1000 Property Taxes	213,585.89	195,000.00	18,585.89	109.53 %
31.1310 Title Ad Valorem - TAVT	40,247.93	26,000.00	14,247.93	154.80 %
31.1315 Motor Vehicle Tax	2,420.54	2,500.00	-79.46	96.82 %
31.1340 Intangible Tax	5,117.79	500.00	4,617.79	1,023.56 %
31.1600 Real Estate Transfer Tax	1,992.02	1,250.00	742.02	159.36 %
31.1710 Franchise Tax - Electric	62,595.21	59,500.00	3,095.21	105.20 %
31.1730 Franchise Tax - Gas	3,011.60	3,300.00	-288.40	91.26 %
31.1750 Franchise Tax - Cable	9,183.32	6,000.00	3,183.32	153.06 %
31.1760 Franchise Tax - Telephone	2,637.22	3,000.00	-362.78	87.91 %
31.3100 Local Option Sales Tax	230,237.34	210,000.00	20,237.34	109.64 %
31.4200 Alcohol Excise Tax	78,703.16	80,000.00	-1,296.84	98.38 %
31.6200 Insurance Premium Tax	110,001.81	105,000.00	5,001.81	104.76 %
31.8000 Other Taxes	11.54	2,100.00	-2,088.46	0.55 %
32.1110 Alcohol Licenses - Beer	1,250.00	1,250.00	0.00	100.00 %
32.1120 Alcohol Licenses - Wine	200.00	1,000.00	-800.00	20.00 %
32.1130 Alcohol Licenses - Liquor	2,300.00	3,400.00	-1,100.00	67.65 %
32.1200 Business License	10,539.78	10,000.00	539.78	105.40 %
32.2200 Building Permits and Inspections	58,588.47	22,500.00	36,088.47	260.39 %
32.2990 Other Permits	550.00	500.00	50.00	110.00 %
33.4000 Intergovernmental Revenue - State	18,826.38		18,826.38	
34.1910 Election Qualifying Fee	36.00	73.00	-37.00	49.32 %
34.7000 Recreation Income	2,432.60	5,000.00	-2,567.40	48.65 %
34.9999 Other Charges	149.20	850.00	-700.80	17.55 %
35.1000 Fines and Forfeitures	39,045.00	50,000.00	-10,955.00	78.09 %
35.1020 Court Fees - Other	1,821.00	1,500.00	321.00	121.40 %
36.1000 Interest Revenue	452.68	500.00	-47.32	90.54 %
37.1000 Contribution	975.00		975.00	
38.9999 Miscellaneous Revenue	2,318.76		2,318.76	
<b>Total Income</b>	<b>\$899,230.24</b>	<b>\$790,723.00</b>	<b>\$108,507.24</b>	<b>113.72 %</b>
<b>GROSS PROFIT</b>	<b>\$899,230.24</b>	<b>\$790,723.00</b>	<b>\$108,507.24</b>	<b>113.72 %</b>
<b>Expenses</b>				
51.1100 Salaries and Wages	188,813.46	209,400.00	-20,586.54	90.17 %
51.2100 Group Insurance	11,076.69	10,000.00	1,076.69	110.77 %
51.2200 Payroll Taxes - Social Security	11,802.69		11,802.69	
51.2210 Payroll Taxes - Medicare	2,680.13		2,680.13	
51.2215 Payroll Taxes - Federal Unemployment	351.13	500.00	-148.87	70.23 %
51.2220 Payroll Taxes - State Unemployment	3,479.04	500.00	2,979.04	695.81 %
52.1100 Court Software	2,122.47	3,000.00	-877.53	70.75 %
52.1300 IT Services	8,212.12	10,000.00	-1,787.88	82.12 %
52.2110 Solid Waste Collection	58,202.10	60,000.00	-1,797.90	97.00 %
52.2200 Repairs and Maintenance	25,924.21	15,000.00	10,924.21	172.83 %

# City of Walnut Grove

## Budget vs. Actuals: FY 2022 Budget

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2210 Repairs and Maintenance - Vehicles	16,694.45	10,000.00	6,694.45	166.94 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	9,650.00	10,000.00	-350.00	96.50 %
52.2240 Professional Services	6,080.85	5,000.00	1,080.85	121.62 %
52.2241 Professional Services - Engineering	47,850.71	55,000.00	-7,149.29	87.00 %
52.2242 Professional Services - Accounting	29,961.22	35,000.00	-5,038.78	85.60 %
52.2243 Professional Services - Legal	45,994.84	51,000.00	-5,005.16	90.19 %
52.2244 Professional Services - Security	1,633.23	500.00	1,133.23	326.65 %
52.2250 Facility and Grounds Maintenance	13,400.64	15,000.00	-1,599.36	89.34 %
52.2260 Liability Insurance	21,431.00	15,000.00	6,431.00	142.87 %
52.3200 Communications - Telephone	11,011.64	11,000.00	11.64	100.11 %
52.3200 Communications - TelephoneWire	1,029.89	500.00	529.89	205.98 %
52.3300 Advertising	3,296.00	5,000.00	-1,704.00	65.92 %
52.3500 Travel	1,509.55	1,500.00	9.55	100.64 %
52.3600 Dues and fees	2,558.21	3,500.00	-941.79	73.09 %
52.3610 Bank Charges	610.17	100.00	510.17	610.17 %
52.3700 Training and Education	10,397.03	21,500.00	-11,102.97	48.36 %
52.3850 Contract Labor	2,100.00	5,000.00	-2,900.00	42.00 %
52.3900 Other Expenses	3,741.67	3,500.00	241.67	106.90 %
53.1100 Cleaning Supplies	81.01	500.00	-418.99	16.20 %
53.1110 Office Supplies	4,669.46	3,500.00	1,169.46	133.41 %
53.1115 Pavilion Rental Expenses	-30.00	650.00	-680.00	-4.62 %
53.1120 Postage	912.00	1,000.00	-88.00	91.20 %
53.1130 General Supplies - Other	3,265.09	3,000.00	265.09	108.84 %
53.1140 Community Support/Events	3,823.19	5,000.00	-1,176.81	76.46 %
53.1210 Utilities - Water	1,375.57	700.00	675.57	196.51 %
53.1220 Utilities - Gas	903.20	1,050.00	-146.80	86.02 %
53.1230 Utilities - Electricity	32,868.90	30,500.00	2,368.90	107.77 %
53.1270 Gas, Oil, Diesel	8,088.47	500.00	7,588.47	1,617.69 %
53.1700 Other Supplies	79.94		79.94	
53.9999 Miscellaneous Expenditures		6,000.00	-6,000.00	
54.1000 Property	130,000.00	2,000.00	128,000.00	6,500.00 %
54.1400 Capital outlay - Roads Streets and Bridges	0.00	50,000.00	-50,000.00	0.00 %
54.2500 Equipment	13,670.45	10,000.00	3,670.45	136.70 %
54.2600 New Construction	30,482.24	10,723.00	19,759.24	284.27 %
57.1000 Other Business Expenses	686.17	500.00	186.17	137.23 %
57.3000 Library	50,000.00	50,000.00	0.00	100.00 %
57.3300 Peace Officer Annuity/Benefit Fund	2,050.44	2,500.00	-449.56	82.02 %
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education	1,663.30	1,000.00	663.30	166.33 %
57.3375 County Jail Fund	1,843.92	2,000.00	-156.08	92.20 %
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	1,054.55	500.00	554.55	210.91 %

# City of Walnut Grove

Budget vs. Actuals: FY 2022 Budget

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3390 GA Crime Victims Assist. Program		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund		3,500.00	-3,500.00	
57.3392 Sheriff's Retirement Fund of GA	260.00	500.00	-240.00	52.00 %
57.3393 GSCCCA Payouts	5,854.07	4,000.00	1,854.07	146.35 %
57.4000 Walton County Board of Commissioners		5,000.00	-5,000.00	
58.1000 Debt Service - Principal	32,940.71	36,000.00	-3,059.29	91.50 %
Reimbursements	910.96		910.96	
<b>Total Expenses</b>	<b>\$869,068.78</b>	<b>\$790,723.00</b>	<b>\$78,345.78</b>	<b>109.91 %</b>
<b>NET OPERATING INCOME</b>	<b>\$30,161.46</b>	<b>\$0.00</b>	<b>\$30,161.46</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$30,161.46</b>	<b>\$0.00</b>	<b>\$30,161.46</b>	<b>0.00%</b>

City of Walnut Grove Department Financial

July 2021 June 2022

Financial statement table with columns for various departments (100, 200, 300, 400, 500, 600, 700, 800, 900, 1000), budget categories (ACTUAL, BUDGET, OVER/BUDGET), and performance metrics (% OF BUDGET).









## City of Walnut Grove

### **PERSONNEL POLICIES HANDBOOK, WALNUT GROVE, GEORGIA**

*Updated 3/11/2022*

#### CITY OF WALNUT GROVE EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE POLICY STATEMENT

Pursuant to the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, the City of Walnut Grove, Georgia declares and reaffirms a policy of equal employment opportunity and non-discrimination in providing all services to the public. Employment practices in this City shall at all times adhere to the spirit and letter of Federal, State, and Local laws, rules and regulations which guarantee equal employment opportunity to all persons without regard to race, color, sex, religion, national origin, physical handicap or age. Members of minority groups will receive impartial consideration for initial employment and promotion; will possess equal standing and security as a City employee; and will have equal opportunity to receive training, develop skills and have opportunity to advance. Such opportunities shall be limited only by an individual's abilities and the requirements of the work force. All activities, facilities, services and training sponsored, operated or participated in by the town shall be available to all employees without discrimination based on race, color, religion, sex, political belief or affiliation, veteran status, age, national origin or handicap.

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## **ARTICLE I**

### **ENFORCEMENT AND ADMINISTRATION**

The responsibility and authority for the enforcement and administration of the policy set forth herein are vested in the Mayor and Council.

## **ARTICLE II**

### **PAY PLAN**

#### **Section 1. Compensatory Time/ Overtime**

Employees may accrue compensatory time for hours worked in excess of the normal work up to a maximum accumulation of forty hours with the approval of the Mayor. Overtime for which pay is authorized shall be paid at a rate of one and one-half times the regular hourly work rate, but overtime work is not allowed without approval of the mayor.

## **ARTICLE III**

### **RECRUITMENT AND SELECTION**

#### **Section 1.**

When a vacancy occurs, the City should utilize one or more of the following methods to generate a source of applicants for vacant positions: posted on City Hall Bulletin Boards; advertise in a newspaper of local circulation; notify the local Georgia Department of Labor and others. The announcement for the position should include the title, salary range, minimum qualification requirements, manner of making application, and final date on which applications will be accepted. Reasonable effort shall be made to publicize vacancies so that all potential candidates are informed, and qualified persons are attracted to compete. The Mayor and Council shall review all applications for employment to determine whether the applicant meets the established standards of employment and shall schedule all appointments for interviews with the applicant. The Mayor and Council may remove from further consideration the application of an applicant whom:

1. Does not meet the minimum qualifications established for the position;
2. Has failed to submit an application within the prescribed time limit;
3. Has made false statements of material fact, or practices deception in the application;

4. Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment by the City;
5. Has failed to pass a criminal record check or who has been convicted of a felony or otherwise exhibited dishonesty or public conduct offensive to the sensitivity of the public at large;
6. Has any other background information which may be detrimental to employment by the City;
7. After an offer of employment has been made, has failed to pass a physical examination or drug screen as prescribed by City policies;
8. Has failed to report to duty within the time prescribed in an employment offer;
9. Has been employed previously by the City and has been removed for cause, or did not resign in good standing, and is not recommended for reemployment by the Department Director in the department in which the applicant was previously employed.

The Mayor and Council shall review all applications for employment to determine whether the applicant meets the established standards for employment. When appropriate, examinations of all seemingly qualified applicants may be used, which may be written or oral, or a combination of these. Such tests shall be practical in character and shall relate to the duties and responsibilities of the position for which the applicant is being examined. Examination of applicants may also consist of a review of educational experience necessary to perform the duties of the position.

The Mayor and Council shall make a selection from the applicants and the selected applicant may be offered employment by the City contingent upon the applicant passing a drug screen and/or physical examination if required.

Section 2. At the time of employment, the applicant will be required to submit or agree to a department of motor vehicles driving record report, a criminal background check, and a drug screening. The costs for these requirements will be covered by the City.

Section 3. It is the policy of the City not to employ members of an employee's immediate family in the same department or to work under the same supervisor. The policy will not allow two members of an immediate family to be employed at the same time if such employment will result in an employee supervising directly or indirectly a member of his/her immediate family. If a conflict of this policy would occur with the marriage of two employees of the City one spouse must be transferred so as to comply, provided a position is available. If no position is available, one spouse must resign. If a transfer or promotion of an employee would violate this policy, the transfer or promotional opportunity may be denied.

Immediate family for the enforcement of this personnel Handbook is defined as spouse, parents, son, daughter, brother, sister, and grandparents whether by blood or by law. No family member of any of the City Elected Officials shall be hired into a position that violates the above policy for the duration of that Elected Official's term of office.

Employees currently working for the City in the same department with immediate family, on or before 3/1/2010, will be exempt for the purpose of their current position only. This policy applies to promotions, demotions, transfers, reinstatements, and new employees.

## **ARTICLE IV**

### **PROBATION PERIOD**

The probation period or working test shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his or her position, and for rejecting any employee whose performance is not satisfactory. Newly hired employees serving probationary periods are not eligible to apply for other positions within the City

The probation period shall be six (6) months in length. If deemed appropriate, the Mayor and Council may extend the probationary period up to ninety (90) days by written notice to the employee. After an employee has completed half of the probationary period, the City may complete a progress report/performance evaluation on the employee's work. During the probationary period, the employee's supervisor should tell the employee when the employee is not performing satisfactorily. During probation an employee may be removed by the Mayor and Council if the employee is unable or unwilling to perform the duties of the position satisfactorily or if has committed an offense which is considered cause for disciplinary action, or for other reasons consistent with the needs of the town. The chief purpose of all City employment is to serve the needs of the City Government, taxpayers, and citizens. The best interests and needs of the City shall be given paramount consideration in all matters, including the Administration of these policies.

## **ARTICLE V**

### **SEPARATIONS**

Separations or terminations of employees from the City shall be designated as one of the following: Resignation, Abandonment, Lay-Off, Furlough, Reduction-In-Force, Disability, Loss of Job Requirements, Death, Retirement, or Dismissal. At the time of separation and prior to final payment, all records, assets, and other items of City property in the employee's custody shall be transferred to the Mayor. The Mayor and the separated employee will sign a certification to this effect. Any amount due because of shortage in the above shall be withheld from the employee's final compensation.

## **Section 1. Voluntary Resignation**

To resign in good standing, an employee must give at least fourteen calendar day's written notice. An employee leaving in good standing shall be compensated for any unused vacation leave and accrued sick leave. Any full-time or part-time employee leaving the service in good standing will be compensated for any unused sick and vacation leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a right and is subject to the normal working probationary period.

## **Section 2. Abandonment**

An employee, who, without valid reason, fails to report for two consecutive workdays without authorized leave, shall be separated from the payroll and reported as an abandonment. Such an employee shall not be eligible for re-employment and shall not be paid for unused annual leave.

## **Section 3. Dismissal; Immediate Dismissal**

A dismissal is a separation made for definable cause, such as inefficiency, insubordination, other rule violation, or inability to perform the required work satisfactorily.

Any employee who is unable to perform his or her job satisfactorily because of loss of necessary license, or who fails to obtain certification as a job requirement, or who fails to meet other job requirements may be released from his or her position effective immediately. Such an employee shall not be eligible for re-employment and shall not be paid for unused annual leave.

Any employee who is involved in an accident while he or she is on duty shall be required to submit to a drug and alcohol screening. If the result of the drug screening test is positive, the employee will be released from his or her position immediately. Such an employee shall not be eligible for re-employment and shall not be paid for unused annual leave.

Any employee who is involved with any acts of fraud or theft will have a review conducted by the Mayor and Council for his or her actions. If the findings of the review substantiate the allegations, the employee will be released from his or her position immediately. Such an employee shall not be eligible for re-employment and shall not be paid for unused annual leave.

## **Section 4. Death**

If a full-time employee dies while serving in a classified position in the City of Walnut Grove, his or her estate shall be eligible to receive payment for his or her accumulated vacation and sick leave.

## **Section 5. Lay-Off, Furlough, Reduction-In-Force**

An involuntary separation not involving delinquency, misconduct, or inefficiency shall be considered a lay-off or furlough or reduction in force. These may be utilized for budgetary and/or business reasons. To reduce a departmental workforce, employees shall be laid off on the basis of time of service with the City criticalness of skill and past performance of the employee. For a reduction-in-force, any options of keeping the effected employees in employment elsewhere with the City will be given consideration.

## **Section 6. Disability**

If a disability results in the inability to perform the job, and there is no available means to reasonably accommodate the employee, then separation may occur in compliance with the ADA and the following. In cases of disability other than as a result of an on-the-job injury, the Mayor may direct any employee to be examined by a physician. When a disability of any kind is discovered which impairs the ability of an employee to perform the essential functions of a job, or impairs the effectiveness of others, the following action may be taken:

1. If the disability can be corrected, the employee may be allowed a specified reasonable length of time as determined by the Mayor to have it corrected. If the employee fails to take steps to have it corrected within the specified time, the employee may be subject to disciplinary action or termination.
2. If, in the opinion of the examining physician, the disability cannot be corrected, the Mayor shall attempt to reasonably accommodate the employee or place the employee in another position where the essential functions of the job can be performed satisfactorily. If that cannot be accomplished without undue hardship, the Mayor may take steps to separate the employee from the City service through dismissal without prejudice.

## **Section 7. Retirement**

An employee may voluntarily retire at age 62, which shall be considered a voluntary separation. If the employee meets the retirement requirements governing any allocable pension plan covering the employee, then retirement benefits may be paid. The employee's right to benefits shall be determined under the provisions of any retirement plan documents.

## **Article VI**

### **ATTENDANCE AND LEAVE**

The City of Walnut Grove recognizes value in providing a reasonable amount of time



off to assist employees with balancing work and personal needs. To be a responsible steward of public funds, however, the City must account for any pay provided to employees for time not worked. Paid time off must be charged to appropriate paid leave, accumulated compensatory time, paid holiday time, or suspension with pay. This policy defines the available types of paid and unpaid leave and the eligibility for each. It further provides a framework for leave, compensatory time, and holiday administration.

## SECTION A: DEFINITIONS

1. For the purposes of this policy, the following terms and definitions apply:
  - a. **“Immediate family”** means the employee’s spouse, child, parent, grandparent grandchild, brother, and sister, including active step **and in-law relationships**. Immediate family also includes any other person who resides in the employee’s household and is recognized by law as a dependent of the employee.
  - b. **“Workday”** means a day an employee is regularly scheduled to work.
  - c. **Part-time Employee** – An employee has been an employee of the city of at least six (6) months, and who works a regular and continuous job with a regular schedule of thirty-two (32) hours or less per week, and so classified by the City as such.
  - d. **Hourly Employee** - An employee has been an employee of the city of at least six (6) months, and who works a regular and continuous job with a regular schedule of thirty-two (32) hours or more per week, and so classified by the City as such. **Employment Anniversary is the employees hire date.**
  - e. **Appointed Salaried Employee** - An employee has been an employee of the city of at least six (6) months, and who works a regular and continuous job with a regular schedule of thirty-two (32) hours or more per week, and appointment is renewed yearly on the second Thursday of January at a regular council meeting and so classified by the City as such. **Employment Anniversary is the employee’s appointment date.**

### Section 1. Attendance

Records of attendance, annual leave, sick leave and overtime shall be kept on each employee. The hours of work shall be determined in accordance with the needs of the City and the public.

## Section 2. Holidays

The following days are designated as official holidays for employees in the career service:

January 1st-----	New Year's Day
January 17th-----	Martin L. King Day
-----	Good Friday
The last Monday in May-----	Memorial Day
July 4 <sup>th</sup> _____	Independence Day
1 <sup>st</sup> Monday in September-----	Labor Day
4 <sup>th</sup> Thursday of November-----	Thanksgiving
4 <sup>th</sup> Friday of November----- Thanksgiving	Day after
December 24th----- Eve	½ day Christmas
December 25th-----	Christmas
December 26th-----	Day after Christmas
December 31st----- Eve	½ day New Year's

\*Other holidays may be declared by the Mayor and Council at their discretion.

When a holiday falls on a Saturday, the preceding Friday shall be designated as a substitute holiday and observed as the official holiday of that year. When a holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. Exceptions to this rule should rarely be necessary. However, in unusual instances, exceptions may be granted by the Mayor and Council. An employee who is not on approved leave and fails to report on his or her scheduled workday before or after a holiday, shall not be paid for the holiday.

Regular employees shall be paid for holidays based on the number of hours they normally work each day. Part time employees will not be paid for holidays.

## SECTION B: GENERAL PROVISIONS

1. Absences from work will be charged to available annual, sick, or personal leave only on days on which eligible employees would otherwise work and receive pay.
2. Employees who are away from their regular worksite on official business are in workstatus and are not charged leave.
3. Employees are to be charged leave only for the time during which they are absent from work and are not to be required to remain away from duty as a matter of convenience for the purpose of charging leave.
4. Leave cannot be used before it is accrued or converted.

## SECTION C: ANNUAL VACATION LEAVE

1. Non-temporary employees who are regularly scheduled to work thirty-two (32) or more hours per week, are eligible to accrue annual vacation leave as defined in this policy.
2. The following employees are not eligible to accrue annual leave:
  - I. Temporary employees
  - II. Employees who work less than 32 hours per week
3. **Eligible hourly employees** accrue annual leave at the completion of the first 12-month of Employment Period provided they are in pay status for the required amount of time. Accrued annual vacation leave will be available for use at the beginning of the pay period after it is earned, beginning on hire date.
4. **Eligible appointed salaried employees** accrue annual leave at the Completion of the first 12-month of Appointment Employment Period provided they are in pay status for the required amount of time. Accrued annual vacation leave will be available for use at the beginning of the pay period after it is earned, beginning on scheduled

appointment date. Appointed Salaried Employees first year annual vacation leave will be pro-rated from hire date on appointment date.

5. **Eligible full-time employees accrue annual vacation leave at the end of each yearly pay period provided they are in pay status for at least 12 months.**

6. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue annual vacation leave for that pay period.

7. Eligible employees accrue annual vacation leave at the following rates, depending on length of continuous service:

I. Full-time employees:

I. **1-2 Years** Five (5) Days per year

II. **3-9 Years** Ten (10) Days per year

III. **10-19 Years** Fifteen (15) Days

IV. **20-29 Years** Twenty (20) Days

II. Eligible employees begin accruing annual vacation leave at the appropriate higher rate on the **first day of the pay period** after completing the required months of continuous service.

III. The "length of continuous service" begins on the first day an employee reports for work in a position entitled to earn leave. Accrual is based on continuous, unbroken service. If there is a break in service, the "length of continuous service" starts over on the date of rehire, and employees begin to accrue annual leave at the lowest semi-monthly accrual rate.

IV. When the first day of the pay period is a regularly scheduled non-workday and an employee reports to work on the first workday of the pay period, the length of continuous service is calculated from the first day of the pay period.

8. **Annual leave shall not be carried over from the preceding calendar year.**

#### **SECTION D: ANNUAL LEAVE USAGE**

1. Annual leave may be used for any purpose.

2. Unless an emergency exists, **employees must request and receive approval from their supervisors and the Mayor** before using annual leave.
  - A. Supervisors are responsible for approving annual leave request. Prior to approving requests for annual leave, they must consider factors, including, but not limited to:
    - i. workloads,
    - ii. deadlines,
    - iii. priorities,
    - iv. office coverage, and,
    - v. leave requested by other employees.
  - B. Supervisors should make reasonable efforts to grant employees' annual leave requests; however, supervisors are not required to grant requested annual leave when the leave would:
    - i. disrupt work schedules,
    - ii. leave work position uncovered,
    - iii. inconvenience the work force or public, or,
    - iv. contribute to employees' not meeting performance expectations.
    - v. Emergency annual leave requests should be reviewed on a case-by case basis. Supervisors are to determine whether the absence will be charged to annual leave or unauthorized leave without pay.
3. Employees are responsible for planning time off well in advance and notifying their supervisors as soon as possible in order to minimize the interruption to workflow while employees are away.
4. Employees are not required to give specific reasons for requesting annual leave unless a situation such as the following applies:
  - a. the leave is for an unscheduled/emergency absence,
  - b. the City is short staffed or has a major assignment pending,or,
  - c. the employees are under the restrictions of an Attendance Plan.

## SECTION E: PERSONAL LEAVE USAGE

1. Employees may use up to three (3) day of Sick Leave, as defined below, per anniversary year as personal leave.
2. Personal leave may be used for any reason upon receiving supervisory approval of the leave request.
3. Employees must use FLSA compensatory time prior to any other leave.
4. Personal leave is only available for use by employees during the calendar year following the conversion request.
5. When there is a break in service, personal leave is lost.
6. Normally, employees will need to provide at least 24 hours advance notice of intent to use personal leave.
7. Employees are not required to give specific reasons for requesting personal leave, unless a situation such as the following applies:
  - a. the leave is for an unscheduled/emergency absence,
  - b. the City of Walnut Grove is short staffed or has a major assignment pending, or,
  - c. the employees are under the restrictions on an Attendance Plan.
8. Supervisors must make every reasonable effort to grant requests to use personal leave.
9. **Employees cannot use annual, sick, or personal leave during periods of absence in which they are receiving state-funded wage substitutes, including, but not limited to Workers' Compensation benefits.**

## SECTION F: RESTORING FORFEITED LEAVE

1. Annual and/or sick leave forfeited during the current period of employment may be restored to cover periods of absence due to employees' personal illness/disability or the illness/disability of immediate family members. All paid leave and compensatory time must be exhausted prior to restoring forfeited leave.
2. Employees are to submit written requests to their supervisors, which outline the

circumstances that support the restoration of forfeited leave. Supporting documentation, which may include a statement from the attending health care provider, should be included unless the reason for absence has satisfactorily been established.

3. Supervisors are to forward requests to restore forfeited leave to the Mayor for review and approval.

## **SECTION G: ANNUAL LEAVE LUMP SUM PAYMENT AND ANNUAL LEAVE PAYOUT**

1. **NO ANNUAL LEAVE LUMP SUM PAYMENT AND ANNUAL LEAVE PAYOUT WILL BE GIVEN WITHOUT THE APPROVAL OF THE MAYOR.**

## **SECTION H: SICK LEAVE ACCRUAL**

1. Non-temporary hourly, appointed, and salary employees who are regularly scheduled to work thirty-two (32) or more hours per week, are eligible to accrue sick leave as defined in this policy.
2. The following employees are not eligible to accrue sick leave:
  - a. Temporary employees
  - b. Employees who work less than 32 hours per week
8. Eligible employees accrue sick leave at the following rates, depending on length of continuous service:
  - a. Full-time employees:
    - I. **60th day to 60 Months** Ten (10) Days
    - II. **61-120 Months** Twenty (20) Days
    - III. **Over 120 Months** Thirty (30) Days
3. Eligible employees can accumulate up to a maximum of 720 hours of sick leave. Any sick leave in excess of 720 hours is placed in a forfeited status but may be restored in cases of illness or disability. Leave accrued beyond 720 hours is forfeited at the close of business on the last day of the month.

## **SECTION I: SICK LEAVE USAGE**

1. Upon receiving supervisory approval, an employee may use sick leave for

absences due to the following:

- a. Personal illness or disability,
- b. Exposure to contagious disease, when attendance on duty would endanger the health of others,
- c. Dental or medical care; and,
- d. Dental or medical care, illness, accident, or death in the immediate family which requires the employee's presence. "Immediate family" means the employee's spouse, child, parent, grandparent, grandchild, brother, and sister, including active step and in-law relationships. Immediate family also includes any other person who resides in the employee's household and is recognized by law as dependent of the employee.

**NOTE: Generally, sick leave due to the death of an immediate family member should not exceed three (3) workdays or (1) workday for non-immediate family member unless the employee is under the care of a healthcare provider due to a serious health condition (i.e., depression, etc.).**

2. Sick leave for medical or dental care should be limited to the time necessary for the appointment(s) and related travel.
3. Employees who are injured/ill for at least three (3) workdays during a period of annual leave may substitute sick leave for annual leave during the period of injury/illness.
  - a. In order to substitute sick leave for annual leave, employees must submit a request to their supervisor within two (2) weeks of returning to work.
  - b. A statement from their health care provider that justifies the use of sick leave may be required.
4. Employees may request to use FLSA compensatory time in lieu of sick leave. Employees are not, however, required to use FLSA compensatory time prior to sick leave.
5. When there is a break in service, accrued sick leave balances are generally lost. Forfeited leave is also lost when there is a break in service.
6. If employees return to City employment, lost sick leave balances may be restored after 24 months' consecutive employment and forfeited sick leave may be used for retirement credit purposes.
7. Employees are to contact their supervisor or other designated official as soon as



possible when sick leave is needed. When employees are incapacitated, supervisors may accept calls regarding the employees' status from other individuals.

## **SECTION J: EVIDENCE FOR USE OF SICK LEAVE**

1. Employees may be required to report each day by telephone to their supervisor or other designated official and to provide satisfactory evidence for use of sick leave.
  - a. Satisfactory evidence may include a Certification of Serious Health Condition Form, or other medical statement with similar information, completed by the attending health care provider when the reason for leave qualifies as a serious health condition under family and medical leave.
  - b. Employees cannot be required to provide evidence for use of fewer than 2 days of sick leave in a 30-calendar day period unless they have demonstrated excessive or abusive use of sick leave.
2. Excessive and/or abusive use of sick leave is considered a pattern of intermittent, short-term use of sick leave. Establishment of this pattern includes, but is not limited to:
  - a. Frequent use of sick leave in conjunction with holidays, scheduled off days or distribution of pay checks,
  - b. Frequent use of sick leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workload,
  - c. Requesting sick leave for an absence for which annual leave previously been denied,
  - d. Frequent occurrences of illness during the workday,
  - e. Peculiar and increasingly improbable excuses,
  - f. Repetitive use of fewer than 2 days of sick leave in 30 calendar day periods; and,
  - g. Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave (e.g., Attendance Plan).

## **SECTION K: SICK LEAVE DENIAL**

1. Sick leave may be denied for reasons including, but not limited to, the following:
  - a. Excessive or abusive use of sick leave (See Section I of this policy),
  - b. Failure to follow procedures for reporting the absence or requesting the use of leave; or,
  - c. Falsification of documents.
2. Supervisors should carefully review the request prior to denying the sick leave and should be able to support the decision to deny the request.

## **SECTION L: RESTORATION OF LEAVE**

1. The following leave provisions apply to eligible employees who are reinstated or re-employed with the City of Walnut Grove within one (1) year of the effective date of a staff reduction, that resulted in their separation from employment.
  - a. Any previously accumulated and unused sick leave will be restored,
  - b. Any forfeited leave accumulated at the time of the staff reduction will also be credited to employees, but can only be restored and used under the conditions identified in Section N of this policy; and,
  - c. The period of absence between the date of separation and the date of reinstatement or re-employment will not be considered a break in service for the purpose of graduated leave accrual.
2. If an employee with previous state service returns to work on or after July 1, 2003 and remains employed for two consecutive years, the employee is eligible to regain accrued sick leave divested when the employee's previous period of service ended. The employee must make application for the restoration of divested leave and must provide documentation of the amount of divested sick leave. This provision does not apply to forfeited leave.

## **SECTION M: SHORT-TERM LEAVE WITHOUT PAY**

1. Employees may be placed on Short-Term Leave Without Pay for various reasons. This leave without pay may be either authorized or unauthorized, as indicated below. Short-Term Leave Without Pay must not continue for more than ten (10) consecutive workdays in a continuous period of absence. A Request for Personnel/Payroll Action Form must be completed to place employees on Leave Without Pay.

## 2. Authorized Leave Without Pay

- a. Employees who are absent with supervisory approval, but do not have accrued leave to cover the absence, are to be placed in a non-pay status for the period of absence.
- b. Employees who are absent with supervisory approval and choose not to use available paid leave are to be placed in a non-pay status for the period of absence.

## 3. Unauthorized Leave Without Pay

- a. Employees who are absent without supervisory approval are to be placed in a non-pay status instead of allowing them to use accrued leave for the period of absence. Employees absent without approval are subject to disciplinary action, up to and including separation.
  - b. FLSA exempt employees can be placed on Short-term/Other Leave Without Pay for absences from work, as indicated above.
  - c. The act of placing an employee on unapproved leave without pay is not, in and of itself, considered a disciplinary action.
4. When employees are absent from work on Leave Without Pay for the maximum period of ten (10) consecutive workdays, one (1) of the following must occur:
- a. Employees must return to work;
  - b. Appropriate leave or leave without pay must be requested and approved;
  - c. Leave of Absence Without Pay must be requested or,
  - d. Employees must be terminated from employment.

## **SECTION N: LEAVE OF ABSENCE WITHOUT PAY**

1. Managers have the authority to grant leave of absence without pay (LWOP) when determined appropriate.
2. Leave of absence without pay is generally approved only for medical reasons when employees are reasonably expected to be able to return to work.
3. Leave of absence without pay will not be approved for:

- a. attending school (unless attendance is short-term and directly benefits the City of Walnut Grove;
  - b. relocation,
  - c. incarceration; or,
  - d. accepting another job.
4. Leave of absence without pay should be approved only for short periods of time, unless there are extraordinary circumstances that support an extended period of time.
  5. Classified and unclassified employees who are eligible for leave benefits may submit written requests for leave of absence without pay for specified periods of time.
  6. Leave of absence without pay do not cause a break in continuous employment.
  7. Leave of absence without pay may be either regular or contingent.
  8. Regular LWOP
    - a. If regular leave of absence without pay is approved, the position which the employee occupied, or a position of equal grade and pay is held for the employee's return.
    - b. At the expiration of regular leave of absence without pay, the employee will be returned to work without loss of any rights, if the employee has complied with the terms and conditions outlined in the notice of approval.
    - c. Due to the needs of City of Walnut Grove for maintaining coverage, requests for regular leave of absence without pay should be closely reviewed. Employees who have already used twelve (12) work weeks of job protected family and medical leave, are generally not granted an additional regular leave of absence without pay.
  9. Contingent LWOP
    - a. If a contingent leave of absence without pay is approved, the position which the employee occupied is not held.
    - b. The City of Walnut Grove may fill the position from which an employee is on a contingent leave of absence without pay.
    - c. The employee is entitled to return to work only if a "suitable vacancy," as defined in the notice of approval, is available at the expiration of the leave.

- d. Since contingent leave of absence without pay does not guarantee an employee the right to return to work at the expiration, it may not be considered a reasonable accommodation under the Americans with Disabilities Act, as amended.

#### 10. Family and Medical Leave (FMLA)

- a. When absence from work is due to a family and medical leave qualifying reason, employees should be placed on available family and medical leave (with or without pay) prior to placement on leave of absence without pay.
- b. If family and medical leave has been exhausted or is otherwise not available, employees may request leave of absence without pay.
- c. If family and medical leave has already been granted and used, requests for authorized (regular) leave of absence without pay should be closely reviewed and may be denied unless there are extraordinary circumstances that support the requests.

#### 11. Request

- a. Employees are to submit written requests for leave of absence without pay to their supervisor. The request must include the following information:
  - I. Type of leave of absence without pay requested authorized or contingent,
  - II. Reason for the leave of absence without pay,
  - III. Start date; or,
  - IV. Return date.
  - V. Any other information relevant to the request (e.g., statement from attending health care provider).
- b. Requests based on illness, disability or other medical condition of the employee or their family member must include a completed Certification of Serious Health Condition Form or other document containing similar information from the attending health care provider which supports the absence request.
- c. Clarification may be required from the employee and/or attending health care provider prior to a determination being made on the request for the leave of absence without pay.

#### 12. Review

- a. Requests for leave of absence without pay will be reviewed and determinations made based on the following:
  - I. reasons for the leave of absence without pay,
  - II. amount of time requested,
  - III. employees' documented performance, behavior, and attendance records,
  - IV. needs of the organization,
  - V. employees' years of service; and
  - VI. previous accommodation efforts by the organization.
- b. Supervisors are to provide written decisions to employees concerning requests for leave of absence without pay in five (5) business days.
- c. If a leave of absence without pay is approved, the notification is to specify the terms and conditions of the approval, including the following:
  - I. Type of leave of absence without pay requested authorized or contingent,
  - II. Start date,
  - III. Return date; or,
  - IV. The terms for return (e.g., return-to-work statement from the attending healthcare provider).
- d. The written approval of a regular leave of absence without pay must identify the location and job(s) which will be available for employees' return to work.
- e. The written approval of a contingent leave of absence without pay must include the following:
  - I. The organizational unit(s) where a suitable vacancy exist; and,
  - II. The specific job(s) in the organizational that have a suitable vacancy.
  - III. In order to be considered a "suitable vacancy", a position must be properly established, budgeted, and have no other restrictions that must be resolved prior to filling the vacancy.

### 13. Worker's Compensation

- a. Employees who are absent from work due to work-related injuries, illnesses and/or exposures to occupational disease covered under workers'

compensation may request to be placed on unpaid family and medical leave, if appropriate, or leave without pay, rather than use accrued leave to cover the absence. The Leave Election Form must be completed. Employees cannot receive both workers' compensation payments and salary due to using accrued leave for lost work time.

#### 16. Time Limitations

- a. Regular and contingent leave of absence without pay should be approved for short periods of time unless specific circumstances support approving a longer absence. Approval cannot exceed 12 months.
- b. A continuous unpaid leave of absence may not exceed 24 months, unless otherwise required as a reasonable accommodation.
- c. A continuous leave of absence without pay may include any combination of the following:
  - I. Regular,
  - II. Contingent (and any approved extensions),
  - III. Short-term/other, and
  - IV. Unpaid family and medical leave.

#### 17. Extending a Leave of Absence without Pay

- a. An extension of a leave of absence without pay beyond the 12-month period is approved by the employee's organizational unit. If an extension is approved, it will be on a contingent leave of absence without pay basis only. Such an extension should be for a limited period of time and cannot be approved for more than twelve (12) months for a combined total of 24 months.
  - I. Organizational units should only grant an extension for medical reasons and when the employee's condition indicates that the employee will be able to return to work.
- b. Employees are to request extensions in writing. Only requests for a contingent leave of absence without pay will be considered.
- c. Requests for extensions must be accompanied by a statement from the attending health care provider which supports the request for the continued absence.
- d. Authorized officials are to either approve or deny requests in writing and must include the return conditions.

- e. Employees must notify the City of Walnut Grove in writing, of their intent to return to work utilizing the return-to-work statement from their healthcare provider.

## **SECTION O: VOLUNTEER AND ORGAN DONOR LEAVE**

1. Employees who are certified disaster service volunteers are eligible for leave with pay in order to participate in specialized disaster relief activities based on the following conditions:
  - a. There must be a disaster within Georgia or a neighboring state with a reciprocal agreement that has been declared by the President or a State Governor.
  - b. The American Red Cross must request the employees' services.
  - c. Employees are to submit written requests for disaster volunteer leave along with supporting documentation to their supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis.
  - d. Disaster volunteer leave may be granted for up to fifteen (15) workdays (not to exceed 120 work hours) in a 12-month period.

**NOTE: Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request to use annual leave, personal leave, compensatory time or leave without pay**

2. A leave of absence with pay for thirty (30) workdays will be granted to employees who donate an organ for transplantation.
  - a. For purposes of this policy, 'organ' means a human organ, including an eye, that can be transferred from the body of one person to the body of another.
  - b. Employees requesting leave to donate an organ must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating an organ for transplantation.
  - c. If the organ donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.
3. A leave of absence with pay for seven (7) workdays will be granted to employees who donate bone marrow for transplantation.
  - a. Employees requesting leave to donate bone marrow must provide to their



supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating bone marrow for transplantation.

- b. If the bone marrow donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.
4. Employees are to be allowed time during work hours to donate blood, blood platelets or granulocytes (white blood cells) through the pheresis process.

**NOTE: Pheresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.**

- a. Employees must request and receive prior approval from their supervisors to be away from the work area for blood donation. Supervisors may schedule the time to be used for this purpose based on the needs of the organization.
  - b. Time away from work is for the purpose of donating blood, platelets or granulocytes and to recover from the donation. Employees who do not use the time allowed, as specified below, at the time of each donation, do not accrue any right to additional absence or payment.
    - I. Up to two (2) hours per donation [no more than eight (8) hours per year] may be granted when employees donate blood.
    - II. Up to four (4) hours per donation [no more than sixteen (16) hours per year] may be granted when employees donate blood platelets or granulocytes through the pheresis process.
  - c. Employees who donate blood, platelets or granulocytes on non-work time are not to receive time off from work due to the donation.
5. Employees are encouraged to vote. If employees' work schedules do not allow at least two (2) hours either before or after work to vote, the difference in time may be granted to employees for voting purposes. This time is not charged to annual leave, personal leave, compensatory time or leave without pay.
- a. Employees not eligible for voting time may request to use accrued annual leave, personal leave, compensatory time or leave without pay to vote.
  - b. Early voting days is permissible provided in doing so minimally disrupts normal business operations.

## SECTION P: OBSERVING HOLIDAYS

1. The City of Walnut Grove observes holidays each calendar year on dates declared by the City. City offices are closed, and employees do not report for work on declared holidays, except as noted below.
2. A schedule showing the actual dates that the City of Walnut Grove will be closed to observe State holidays for the coming year will be published annually on the City of Walnut Grove website.
3. Holiday Eligibility
  - a. Salaried employees are eligible for holiday pay.
  - b. The following employees are ineligible for holiday pay.
    - I: Temporary employees,
    - II: Employees who work less than 32 hours per week
  - c. In emergency situations or to meet essential business needs, an agency may require one or more employees to work on a holiday.
  - d. To be eligible for pay on a City holiday, an employee must be in pay status for the full scheduled work shift on either the workday immediately before or immediately after the holiday. "Pay status" means either working or taking approved paid time off.
  - e. Employees are not paid for a holiday that occurs the day before they enter or reenter State service.
  - f. Employees are not paid for a holiday that occurs the day after they leave City employment.
  - g. Employees are not paid for a holiday that occurs on their last day of City employment unless the holiday is at the end of their normal workweek.
  - h. Part-time salaried employees are not paid for a holiday that falls on a day they would not have otherwise been scheduled to work. For example, a part-time employee who is scheduled to work Mondays, Wednesdays, and Fridays, would not be paid for a holiday that falls on a Thursday.
  - i. Employees scheduled to work on a holiday who fail to report for any portion

of the scheduled duty and whose absence is not authorized, will not be granted additional compensation or time off for the holiday. Such employee may be subject to leave without pay for the scheduled time not worked and/or other appropriate disciplinary measures.

4. Alternative Work Schedules and Holiday Pay:

- a. Employees eligible for a paid holiday receive pay for the time they would otherwise have worked that day, up to a maximum of eight (8) hours.
- b. Employees on alternative work schedules can make up the additional time by:
  - I. Revert to an 8x5 work schedule during the week of the holiday or for a 2-week cycle for employees on a 9-8-hour workday schedule,
  - II. Use paid leave to supplement the holiday pay and receive full pay for the day; or,
  - III. Work additional time during the week of the holiday to remain in pay status the full workweek.

5. Equivalent Time Off or Deferred Holiday Payout:

- a. Equivalent time off or deferred holiday time will be made available to employees who would otherwise have been eligible for a paid holiday but were either required to work on part or for the entire holiday or whose scheduled day off occurred on a holiday. This excludes part-time employees whose scheduled day off occurred on a holiday are not given equivalent time off or additional compensation for the holiday.
- b. Equivalent time off to observe the holiday will not exceed the time actually worked on the holiday or eight (8) hours, whichever is less.
- c. Employees may be required to use deferred holiday time before using annual leave, sick leave, personal leave, or compensatory time.
- d. Employees who are unable to take equivalent time off within 365 calendar days after a holiday will be paid for the holiday.
- e. Employees who separate from the City of Walnut Grove will be paid for any deferred holiday time not used or paid out prior to separation.
- f. Employees will not be paid for a holiday in advance of the observance of the holiday.
- g. An employee scheduled to work on a holiday who, without prior approval, fails to report for any portion of the scheduled duty will not be granted deferred

holiday time for the time (if any) that was worked on the holiday. Such employee may be subject to leave without pay for the scheduled time not worked and/or other appropriate disciplinary measures.

6. Request to Observe Other Religious Holiday:

- a. Employees may request priority consideration for time off from work to observe a religious holiday that is not observed as a City of Walnut Grove holiday.
- b. To receive priority consideration, the request should be made at least seven (7) calendar days in advance.
- c. An employee may request priority consideration for up to three (3) workdays in each calendar year.
- d. Employees request for time off for religious observance cannot be denied unless:
  - I. The duties performed by the employee are urgently required, and the employee, in the agency's judgment, is the only person available who can perform the duties; or,
  - II. The agency can otherwise show that accommodating the request would be an undue hardship.
- e. Any paid time off granted to observe a religious holiday will be deducted from the employee's accrued annual leave, personal leave, compensatory time, or deferred holiday time available at the time of the observance. If the employee does not have sufficient annual leave, personal leave, compensatory time, or deferred holiday time to cover the period of absence, the agency must allow leave without pay for the absence, unless doing so would be an undue hardship.

**SECTION Q: COURT LEAVE**

1. City of Walnut Grove recognizes employees' obligation to perform civic duties when summoned as a potential juror or witness and grants time off to employees for such purposes.
2. An employee may not be discharged, disciplined, or otherwise penalized because the employee is absent from employment for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires the attendance of the employee.
3. Leave Request and Supporting Documentation:
  - a. An employee who is summoned to perform jury duty or to serve as a

witness during scheduled work time and needs to be absent from work is expected to provide a copy of the summons, subpoena, or other court order to their supervisor, when requesting leave.

- b. Since employees typically will not know in advance how much time will be required to fulfill their court obligation, employees may be required to update their supervisor at reasonable intervals concerning the time needed for absence from duty.

#### 4. Paid Court Leave Eligibility

- a. Paid court leave is granted to non-temporary salaried employees for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires the attendance of the employee during scheduled work hours. Such paid time off is not charged to an employee's accrued leave.

- b. The following employees are not eligible for paid court leave:

- I. All temporary employees,
- II. Employees who work less than 32 hours per week

#### 5. Jury Duty:

- a. Eligible employees will receive paid court leave while on jury duty for the time they are otherwise scheduled to work. Employees will be paid only for the time they are required to appear by the court, plus any additional time that is reasonably necessary, in the opinion of the agency, for the employee to prepare for or return from jury duty.
- b. Employees will not receive any compensation for time spent serving as a juror that exceeds the employee's regular work schedule.
- c. Employees may keep any juror fees and travel allowances they receive from the court.

#### 6. Court Attendance and Witness Duty Leave:

- a. An employee summoned to appear as a witness or required by a court to attend a proceeding will typically be paid in the same manner as an employee serving on a jury. However, an employee will not receive paid court leave to attend a trial, arbitration hearing, or other judicial proceeding in which they are:
  - I. Charged with a crime,
  - II. A plaintiff or defendant,
  - III. Voluntarily appears as a witness,

- IV. A witness in a case arising from or related to their secondary employment or outside business activity,
  - V. Testifying for a fee as an expert witness; or,
  - VI. Have other personal or familial interest in the proceeding.
7. When paid court leave is not applicable, the employee must use annual leave, personal leave, compensatory time, deferred holiday time, or take leave without pay.
8. Return from Court Leave:
- a. Employees are required to report back to work as soon as they are released from jury duty or other court ordered appearance if the release occurs before the end of the scheduled workday. Management may require verification from the court showing the time served. Failure to return timely from court leave is treated as an unexcused absence.
  - b. Employees who are required to appear in court on behalf of the Department are in work status. No leave or leave without pay will be charged.
  - c. Employees who are summoned to appear in court on a State observed holiday or on a scheduled day off, are not entitled to additional time off.

## **SECTION R: VOTING LEAVE**

1. The City of Walnut Grove encourages employees to exercise their right to vote in all federal, state, and local elections. Non-temporary salaried employees may be granted paid time off to vote, up to a maximum of two (2) hours per Election Day, as provided in this section. Paid voting leave is not charged to an employee's accrued leave.
2. Voting Leave Eligibility:
- a. Paid voting leave is available to employees when their work schedule does not allow them at least two (2) hours (including travel) to vote either before or after work. Employees who are scheduled to begin work at least two (2) hours after the polls open or end work at least two (2) hours before the polls close are not eligible for voting leave.
  - b. Paid voting leave is not available for voting midday. It must be used either at the beginning or end of the employee's regular workday.
  - c. Active, salaried, non-temporary employees who are rehired retirees of the Employees' Retirement System of Georgia are not eligible for voting leave while receiving retirement annuity payments during the first 1,040 hours of work

performed in the calendar year.

3. Voting leave covers only the time necessary to give an employee two (2) hours either before or after work to vote. For example, an employee whose work schedule allows only 1½ hours to vote either before or after work would be eligible for 30 minutes of voting leave.
4. For those employees not eligible for voting leave, agencies have the discretion to arrange flexible work schedules for voting purposes. Agencies may also allow employees to use other available paid leave, other than sick leave, if they are not eligible for voting leave or need more than two (2) hours to vote.
5. Employees may be allowed paid voting leave on early voting days, if it determines that doing so minimally disrupts normal operations. This at the supervisor discretion.
6. Requesting Voting Leave
  - a. Employees are responsible for requesting and obtaining approval from their supervisor in advance of taking time off to vote and should schedule the time off in a manner that minimally disrupts normal agency operations.

## **SECTION S. INCLEMENT WEATHER DAYS**

Employees may be granted inclement weather days at the discretion of the Mayor. Employees will be paid for any inclement weather days that are granted.

## **Article VII**

### **Ethics and Conduct**

#### **Section 1. Gifts and Gratuities:**

An employee shall not accept gifts or loans, from organizations, business concerns, or individuals with whom he or she has official relationships on business of the City government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers, and enforcement officers guard against

relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

## **Section 2. Outside Employment**

No employee may engage in any paid employment in addition to his or her employment with the City which interferes with efficient performance of his or her duties and/or which presents a conflict of interests. Failure to comply with this rule will constitute grounds for dismissal.

## **Section 3. Political Activity**

- A. Prohibitions against Political Activity: No City employee shall hold an elective office in the City government, nor shall he or she solicit any contributions or assessments, or services, nor publicly endorse any candidate for any City elective office.
- B. Political Rights of City Employees: Nothing herein contained shall effect the right of the employee to contribute to, hold membership in, serve as an officer of, or support a political party, to vote as he or she chooses, to support or campaign for state or national political candidates, to express privately his/her opinions on all political subjects and candidates, to maintain political neutrality, or to attend political meetings.
- C. Exceptions to this Rule: Any employee who, as a normal foreseeable incidental function to his/her principal job or position, performs duties in connection with an activity financed in whole or part by federal loans or grants, comes under the Federal Hatch Act, which prohibits the following:
  - 1. Use of official authority or influence for the purpose of interfering with an election or nomination for office or affecting the result thereof.
  - 2. Directly or indirectly coercing, attempting to coerce, or advising any other such officer or employee to pay, lend, or contribute any part of his/her salary or compensation or anything else of value to any party, committee, organization, agency or person for political purposes.
  - 3. Active participation in political management or in political campaigns.

## **Section 4. Social Media Use**

Social media includes all types of communication shared in an electronic format, including Facebook, Twitter, YouTube, blogs, wikis, e-mail, social networks, instant messaging, and video-hosting sites, as well as emerging technology that encourages sharing and electronic collaboration. Each vehicle has its own style and privacy options.

Some additional guidelines around social networking are important to remember.



1. Try to limit the amount of time f time you spend on social media while during working hours.
2. Do not use city equipment to access personal social media.
3. Do not share information, pictures, or work examples of City work unless the City has approved such use, images, and work examples on social media sites.
4. Consider the information being distributed and its impact on your credibility as a staff member and your ability to perform your duties.
5. Only allow “true friends” access to your personal information, and carefully consider what you post about your professional activities and environment on personal social networking sites
6. Remember that staff members are expected to follow the ethical and professional standards and associated procedures.
7. If you choose to post information about your work, strive to post only information that is a positive reflection of your efforts working for the City and interacting with the community.

#### 15 Useful Social Media Tips:

1. Do not share confidential information.
2. Obey applicable laws and the Code of Ethics.
3. Respect the City’s time and property. You should participate in personal social media conversations on your own time.
4. Use your best judgment. What you write may have serious consequences. Once you post something on social media, you can’t “get it back.” Even deleting the post doesn’t mean it’s truly gone. Ultimately, you bear sole responsibility for what you post.
5. Replace error with fact. When you see misrepresentations made about the City in social media, you may certainly identify and correct the error. Always do so with respect and with the facts.
6. Be aware of the image you present. Any time you engage in social media, you’re representing yourself and the City. Don’t do anything that discredits you or your service as a professional educator or employee.
7. Be cautious with information sharing. Maintain privacy settings on your social media account, change your passwords regularly, and don’t give out personally identifiable information. Be cautious about the personal details you share on the Internet.
8. Avoid the offensive. Don’t post any defamatory, libelous, vulgar, obscene, abusive, profane, threatening, racially or ethnically hateful, or otherwise offensive or illegal information or material.

9. Don't violate privacy. Don't post any information that would infringe upon the proprietary, privacy, or personal rights of others.
10. Don't violate copyright. Don't post information or other material protected by copyright without permission of the copyright owner.
11. Don't misuse trademarks.
12. Make no endorsements. Don't use the City's name to endorse or promote products, political positions, or religious ideologies.
13. Do not misrepresent yourself. Don't disguise, impersonate, or otherwise misrepresent your identity or affiliation with any other person or entity.
14. Don't promote yourself for personal or financial gain. Don't use the City affiliation to promote, endorse, or benefit yourself or any profit-making group or agency.
15. Follow terms of service. Be familiar with a social media site's terms of service and follow them. For example, having two personal profiles on Facebook violates its terms of service.

### **Article VIII**

#### **Records and Reports**

A file shall be prepared and maintained for each employee. This file shall contain a copy of all personnel documents including appointments, separations, disciplinary actions, performance reports, etc.

Subject to the Open Records Act, which permits extensive disclosure of personnel records, all personnel records shall be considered confidential and available only to the employee and City officials except for the following information which is available to the public during normal working hours: name, class, title, and salary. Employee records shall be kept for seven years after the termination of the employee.

## **Article IX**

### **Position            Descriptions**

#### **Section 1. Job Descriptions**

Job descriptions shall be issued upon employment, for the position applied for. One copy shall be retained by the employee for personal records, and one copy shall be endorsed by the employee and retained by the personnel department for safe-keeping, and shall be placed within the personnel file.

## **Article X.**

### **Attire.**

While the City does not specify a City wide dress code, employees are expected to be clean and neat in appearance during work hours. As representatives of the City employees should present a business-like professional image. In certain types of jobs, employees may be required to wear uniforms. The City may designate specific days as "casual days". Dress on casual days may be less formal, but should always be clean, neat, and suitable for the work place. If lettered or illustrated clothing is worn, it should not promote a particular political, moral, religious, personal or other opinion. Clothing which is obscene, vulgar, offensive, or inflammatory is prohibited. Employees may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Employees who do not comply with established dress code standards may be subject to disciplinary action, up to and including separation from employment. The City may require employees to wear identification badges issued while at work or on duty. Employees are not to wear these identification badges while away from the work place during off-duty hours.

## **Article XI.**

### **City Property.**

City property is to be used for work-related reasons only. Employees are not to use, misuse or permit the use of City property for other than work-related reasons. City property includes, but is not limited to: computers, telephones, fax machines, copiers or other equipment, supplies, vehicles, work areas and furniture. Employees are prohibited from making or charging long-distance telephone calls to the City unless work related. The receiving and making of local telephone calls of infrequent, short duration

is permitted. These privileges may; however, be withdrawn if abused. Voice mail messages should be professional, business-like and communicate accurate information. Employees are responsible for reporting misuse of City property to their supervisors, human resource representatives or other appropriate officials. Misuse of City property may result in disciplinary action, up to and including separation from employment.

## Article XII.

### **SECTION I. HARASSMENT**

- 1. ALL UNLAWFUL HARASSMENT PROHIBITED:** It is the policy of the City that every person employed by the City will be required to act in a manner reflecting our respect for the inherent human dignity of every person. Every person is to be treated as equally worthy of our respect, without reference to that person's race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability. Any harassment of any employee will be considered to be a serious violation of the City's employment principles and will not be tolerated.
  
- 2. SEXUAL HARASSMENT:** The City is committed to a workplace free of sexual harassment and prohibits any kind of sexual harassment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.
  
- 3. HARASSMENT COMPLAINT PROCEDURE:** Any employee who has a complaint of any harassment at work involving supervisors, co-workers, or visitors must bring the problem to the attention of the employee's supervisor, the Department Director/Elected Official or the Human Resources Office. If the complaint involves someone in the employee's direct line of command, then the employee should go to the Human Resources Office with the complaint. Any supervisor observing or having knowledge of any harassment, whether sexual in nature or not, must immediately report the matter to the employee's Department Director/Elected Official or to the Human Resources Office. All harassment complaints will be promptly investigated. Confidentiality will be maintained to the greatest extent possible. When justified, appropriate corrective action will be taken, including termination of any person engaging in harassment, to remedy all violations of this policy. Any retaliation taken as a result of a person making a complaint under this policy is strictly prohibited.

## **SECTION 2: WORKPLACE VIOLENCE**

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, or anyone who conducts business with the City. It is the intent of the City to provide a workplace, which is free from intimidation, threats, or violent acts. The above complaint procedure (Section I, #3) should be followed to report any workplace violence.

### **Article XIII**

## **DISCIPLINARY ACTION**

### **SECTION A: TYPES OF DISCIPLINARY ACTION**

Following are alternatives for disciplinary action:

1. **VERBAL REPRIMAND:** The Mayor may administer a verbal reprimand to correct detrimental employee behavior or poor work performance, and will keep a written record of verbal reprimands. Verbal reprimands may be made a part of the employee's personnel file. Such record maintained should include time, date, and a brief description of the problem and direction given the employee. An employee may submit a written response to the oral warning.
2. **WRITTEN REPRIMAND:** The Mayor may submit a written reprimand to an employee that has been previously given a verbal reprimand when the verbal reprimand has not resulted in the expected improvement, or when more severe initial action is warranted. A written reprimand is accompanied with a personal counseling. Copies shall be placed in the employee's personnel file. Written reprimands must contain specific time, date, offense, place of offense, the signature of the employee, and a statement of expected corrective action to be taken by the employee. The employee involved may submit a written response to the apparent infraction.
3. **SUSPENSION:** The Mayor may suspend an employee with or without pay for disciplinary reasons. A written statement specifically setting forth reasons for suspension and duration of the suspension shall be furnished to the employee. Copies of the suspension shall be placed in the employee's personnel file.
4. **DEMOTION:** Mayor and Council may demote an employee to a lower paying position only if a position is available.
5. **DISMISSAL:** The Mayor and Council may dismiss an employee as outlined in this article. The employee shall attend a private conference, and be furnished notice of dismissal in writing, stating the reasons for dismissal. Copies shall be filed with the Human Resources Officer and placed in the employee's personnel file. Procedures for appeal of a dismissal are provided in Chapter IX, Section C.

Dismissal would indicate that the occurrence(s) have affected the morale, effectiveness, and/or functioning of the City.

## **SECTION B. REASONS FOR DISCIPLINARY ACTION**

Listed below are some of the reasons for which disciplinary action may be taken ranging from a verbal warning to dismissal. The list is not limited to include all offenses for which disciplinary action may be taken, but does include many of the most commonly encountered ones:

1. Being convicted of (a) a felony or (b) a misdemeanor involving moral turpitude, immoral conduct, or indecency, DUI, domestic violence;
2. Being absent without leave;
3. Excessive tardiness – including returning from breaks and/or lunch;
4. Abuse of leave;
5. Inefficiency, negligence or incompetence in performance of duties;
6. Insubordination;
7. Careless, negligent or improper use of City time, property or equipment;
8. Falsification of records or willfully giving false statements to supervisors, officials or the public;
9. Violation of City ordinances, administrative regulations or department rules, including without limitation the City Drug-Free Work Place policy.
10. Instigation of, participation in, or leadership of strike, work stoppage, slow down, artificial restriction of productive work or otherwise interfering with the work of other City employees.
11. Theft or misappropriation of property, of employees or the City
12. Fighting on the job at any time;
13. Carrying weapons of any kind (knives, firearms, explosives), unless job-related and specifically required as a condition of employment; or illegal possession of weapons on City premises at any time;
14. Political activity in conflict with the Ethics and Conduct section of this policy;

15. Repeated rudeness or intemperate statements to the public, supervisors, officials, or fellow employees;
16. Disregard of safety rules or common safety practices;
17. Gambling on the job at any time;
18. Babysitting children while on duty
19. Any violation of the City's Code of Conduct or any Individual Departments' Code of Conduct.

## **ARTICLE XIV**

### **ADOPTION OF POLICIES**

#### **SECTION A. AMENDMENT**

The policies of this Handbook may be amended by the Mayor and Council provided that a notice of the proposed changes to these policies shall be posted at a conspicuous place in the City for a period of at least fourteen (14) days prior to the effective date of the amendment, with copies of the Amendment provided to the employees.

#### **SECTION B. CONSTITUTIONAL AND ELECTED OFFICERS**

Nothing in these policies is to be construed as a limitation on the constitutional or statutory duties, responsibilities and powers of the constitutional or elected officers.

#### **SECTION C. SEVERABILITY**

It is intended that the provisions hereof be severable and should any portion be held invalid, such invalidity shall not affect any other portion.

#### **SECTION D. REPEAL OF CONFLICTING POLICIES**

All Resolutions or Ordinances or Policies or sections thereof in conflict herewith are hereby repealed.

## **ARTICLE XV**

### **EMPLOYEE ACKNOWLEDGEMENT**

The policies herein are not intended to represent and are not, in whole or in part, either an implied or written contract. The employment relationship between the City and any employee is at-will and may be terminated with or without cause and with or without notice, at any time, at the discretion of the City. Only the Mayor and Council have the authority to alter the at-will nature of this relationship.

This Handbook is intended for information purposes only. It does not contain all the information you will need during the course of your employment. You will receive additional information through various notices as well as orally through your supervisor and the Mayor.

The City is committed to reviewing its policies, procedures and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this Handbook are subject to review and change by the City at any time, although the City will strive to give you advance notification.

Please acknowledge receipt of your copy of the City Personnel Handbook and return to the Mayor for inclusion in your personnel file within three (3) days of employment.

My signature below acknowledges that I have received this Handbook of policies, and that I understand it is my responsibility to read and comply with the guidelines described in it.

---

Printed Name

---

Signature

---

Date



**From:** [Jimmy Parker](#)  
**To:** [City Mayor](#)  
**Cc:** [Public Works](#); [City Clerk](#); [Joe Walter](#); [Austin Stone](#); [Jimmy Parker](#)  
**Subject:** RE: Emerald Cove Patching and Resurfacing  
**Date:** Thursday, April 21, 2022 8:26:56 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

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Mayor Moore:

Based on our street patching evaluation completed yesterday, the following is a preliminary estimate for asphalt patching and resurfacing costs within Emerald Cove Subdivision.

Patching: 385 tons @ \$178.22/Tn = \$68,614.70  
Resurfacing: 1,140 tons @ \$82/Tn = \$93,480.00  
**Total = \$162,094.70**

**For budgeting purposes, I would utilize at least a 10% contingency in the current market producing a total budget of roughly \$180,000.**

**Jimmy Parker, PE**

Executive Vice President



Office: 770.338.8172

Cell: 404.790.9000

[www.ppi.us](http://www.ppi.us)

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**From:** City Mayor <mayor@cityofwalnutgrove.com>  
**Sent:** Saturday, March 12, 2022 8:42 AM  
**To:** Jimmy Parker <jparker@ppi.us>  
**Cc:** Public Works <publicworks@cityofwalnutgrove.com>; City Clerk <cityclerk@cityofwalnutgrove.com>; John Allman <jallman@co.walton.ga.us>  
**Subject:** Re: Emerald Cove Patching and Resurfacing

Good morning Jimmy,

After discussing this project with John Allman, we believe it is best to move forward with marking for the deep patching at Emerald Cove. City Of Walnut Grove would like Precision Planning, Inc. to take care of this marking. This is not a rush as the bidding for the deep patching has not been completed for Walton County.

Please let us know when this marking has been complete.

Thank you for your help Jimmy,

**Mark Moore**

Mayor

**City of Walnut Grove**

[770-787-0046](tel:770-787-0046)

Mobile: [678-983-9323](tel:678-983-9323)

[2581 Leone Avenue](#)

[Loganville, GA 30052](#)

[www.cityofwalnutgrove.com](http://www.cityofwalnutgrove.com)

On Mar 11, 2022, at 10:21 AM, City Mayor <[mayor@cityofwalnutgrove.com](mailto:mayor@cityofwalnutgrove.com)> wrote:

Good morning Jimmy,

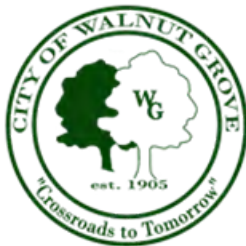
I wanted to reach out to you on the Emerald Cove Patching and Resurfacing project. I would like to discuss moving forward on getting the bidding for the Deep Patching, and coordinating the schedule for completion of the full paving project. I want to see if this project can be completed before the end of this year's paving window or do we wait until next summer.

Also note that we will need Precision Planning to help us mark what areas need to be patched.

Thank you for your help,

**Mark Moore**

Mayor



**City of Walnut Grove**

770-787-0046

Mobile: 678-983-9323

2581 Leone Avenue

Loganville, GA 30052

[www.CityOfWalnutGrove.com](http://www.CityOfWalnutGrove.com)

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**From:** Jimmy Parker <[jparker@ppi.us](mailto:jparker@ppi.us)>

**Sent:** Monday, September 27, 2021 1:58 PM

**To:** City Mayor <[mayor@cityofwalnutgrove.com](mailto:mayor@cityofwalnutgrove.com)>; City Clerk <[cityclerk@cityofwalnutgrove.com](mailto:cityclerk@cityofwalnutgrove.com)>

**Cc:** Jimmy Parker <[jparker@ppi.us](mailto:jparker@ppi.us)>

**Subject:** Emerald Cove Patching and Resurfacing

Mayor:

As requested, I am forwarding the following preliminary asphalt patching and resurfacing cost estimates for Emerald Cove. We will need to physically walk and mark all patching locations prior to contractor mobilization.

**Emerald Cove (1.03 Miles)**

Patching: 920 Tons @ \$133.25/Tn = \$122,590

Resurfacing: 1,080 Tons @ \$72/Tn (County Price) = \$77,760

Budget Contingency @ 10% = \$20,035

**Total Estimate for Emerald Cove: \$220,385**

Thanks,

**Jimmy Parker, PE**

Senior Vice President



Office: 770.267.8800 Cell: 404.790.9000

[www.ppi.us](http://www.ppi.us)

**Jimmy Parker, PE**

Senior Vice President



Office: 770.338.8172

Cell: 404.790.9000

[www.ppi.us](http://www.ppi.us)

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