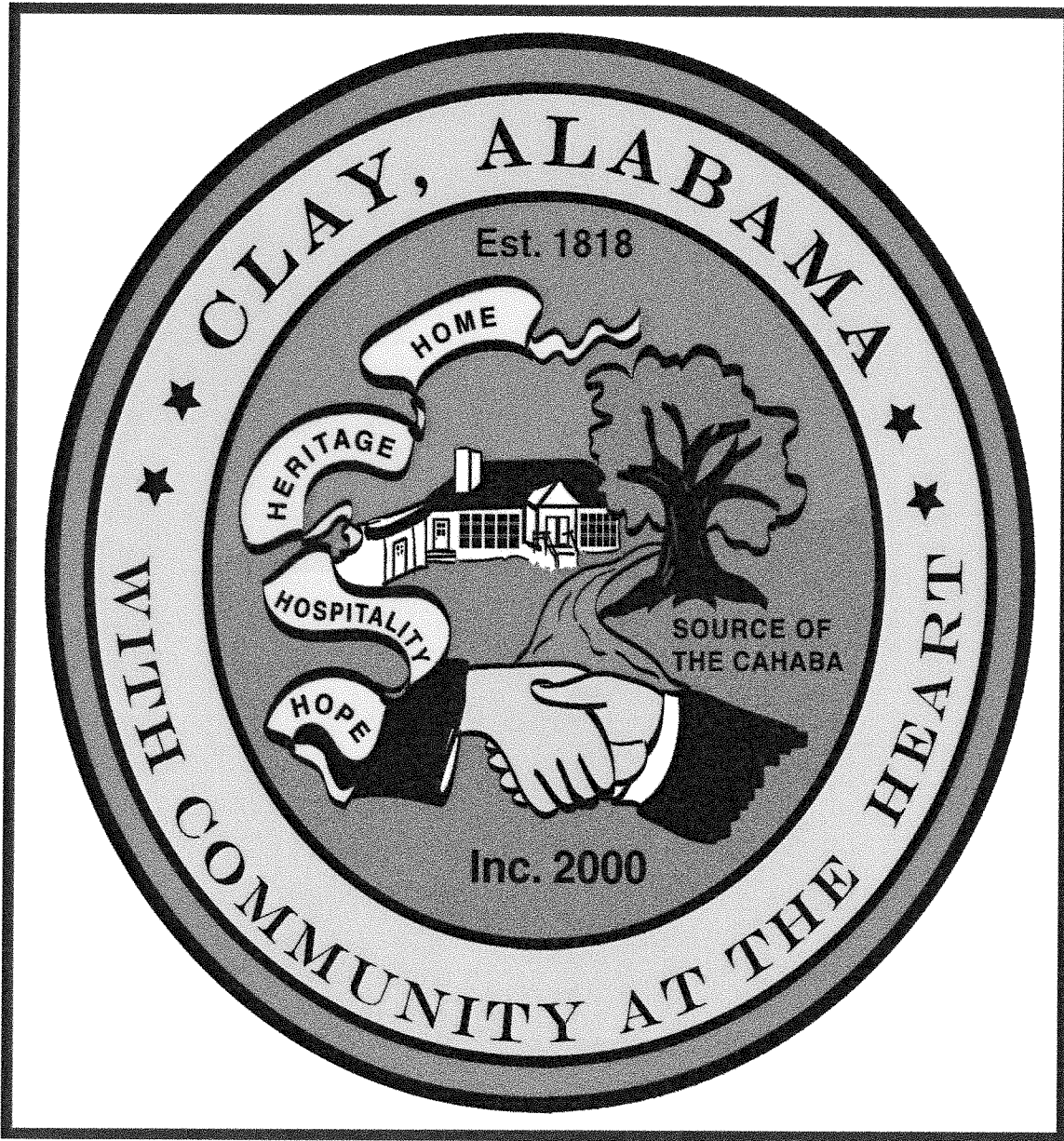


The City of Clay



Personnel Handbook

Ordinance 2013-17

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DEFINITION OF TERMS

ACT

Act No. 248 of the 1945 Legislature of the State of Alabama, as amended (commonly referred to as the "Enabling Act").

ADMINISTRATOR

The Personnel Administrator created by the Act.

APPLICANT

An individual who submits to the City of Clay a complete application for employment or Promotion in the Classified Service.

BOARD or THE BOARD

The Personnel Board created by the Act.

BUSINESS DAY

Any weekday in which the City of Clay is open to the public.

CERTIFICATION

A submission of names of eligible employees from a pre-employment list, a promotion list or an eligible register to the City Council for the purpose of filling a position in the classified service.

CLASS or CLASS OF POSITIONS

A group of positions in the classified service sufficiently similar in respect to the duties, responsibilities and authority that the same descriptive title may be used to identify all positions allocated to the class, that the same requirements as to education, experience, capacity, knowledge, proficiency, ability and other qualifications should be required of the employees, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be made to apply with equity.

COMMON/UNSKILLED LABORER

A person who performs routine, usually repetitive, manual duties requiring physical exertion, for which there is no defined Class in the Classified Service.

COMP TIME

Compensatory time off in lieu of being paid overtime wages which applies only to EXEMPT employees.

CLASSIFICATION

The assignment of a position to the appropriate class in accordance with its duties, responsibilities and authority.

DEMOTION

Any change in an employee's Class for which the Pay Grade is lower.

ELIGIBLE CANDIDATE

A person whose name is on a pre-employment, or promotion list, or on an eligible register.

ELIGIBLE LIST

A list containing the names of those persons who have successfully completed prescribed tests, listed and ranked in order of their final earned average from the highest to the lowest and are considered qualified for original appointment to positions in the class for which the test was held.

EMPLOYEE or APPOINTEE

A person in the classified service herein set up and appointed by the City Manager, unless herein specifically accepted.

FULL-TIME

An employee who works an average of thirty-five (35) or more hours per week over a period of six consecutive months.

CITY COUNCIL

The Mayor and City Council of the City of Clay.

MUNICIPALITY or SUCH MUNICIPALITY OR CITY

A village, town or city duly incorporated and not accepted, excluded or excused from the operation of the Act and within a county subject to the Act.

PAY GRADE

The specific pay range as set forth in the Pay Plan for a classification.

PAY STEP

The specific pay rate within a pay range as set forth in the Pay Plan.

PROBATIONARY PERIOD

The uninterrupted (90) ninety day period of paid service following appointment or promotion in the Classified Service.

PROMOTION

An advancement from one class to another related occupational class with increased duties and/or responsibilities, and for which a higher rate of pay is prescribed.

PUBLIC HEARINGS

Meetings of the Board open to the public, whereas any citizen, taxpayer or party at interest may appear and be heard subject to such rules and regulations as may be fixed by the Board.

PUBLIC NOTICE

A written notice placed upon the bulletin board maintained at or near the entrance to the offices of the City of Clay in a place accessible to the public during business hours.

PUBLIC RECORDS

A record which the public shall have the right to inspect in a reasonable manner during ordinary business hours.

QUALIFICATIONS

The minimum experience, educational, physical, and personal requirements determining the eligibility of an applicant for examination.

PRE-EMPLOYMENT LIST

A list containing the persons who meet the qualifications of appointment or vacant positions within the City of Clay.

REGULAR EMPLOYEE

A Full-Time Classified Employee who has completed ninety (90) days of uninterrupted Full-Time service following an initial appointment in the Classified Service.

SPECIFICATIONS

A formal statement descriptive of a position, and shall contain:

- (a) The title and class.
- (b) A description of the duties and/or responsibilities thereof.
- (c) The minimum qualifications required of applicants therefore as to education, experience, physical ability and other attributes.

TEMPORARY POSITION

Any position in the classified service which is not permanent.

TESTS

Written and/or oral examinations and/or other methods established by Rules and Regulations of the Board and/or the Administrator as herein provided, to determine the merit, efficiency, and general fitness of applicants for positions.

TITLE

The term used to determine all employment by class and grade and shall be descriptive of the duties of the position.

RULE 1

PURPOSE OF THE RULES

The purpose of the Rules is to carry out the provisions of the law and to provide for the orderly administration of the merit system. The Rules shall provide among other things:

- (a) For the preparation and maintenance of a position classification plan for all positions in the classified service, based upon a similarity of duties performed and responsibilities assumed, so that the same schedule of pay may be applied to all positions in the same class. Each position in the classified service shall be allocated to one of the classes in the plan.
- (b) For a pay plan for all employees in the classified service. The plan shall be composed of salary grades and ranges of pay with minimum and maximum rates of compensation, and such intermittent steps or rates as may be deemed necessary for proper recruitment and retention of personnel. The pay plan shall be fully integrated with the classification plan.
- (c) As needed, to determine the relative fitness of individuals who meet announced requirements to perform the duties of the positions in the classified service.
- (d) For rejection of candidates who fail to meet announced job requirements or who are found lacking in conduct or character; or who have attempted any deception or fraud with respect to an examination or candidacy for appointment, or for any other reason deemed just and applicable.
- (e) For a probationary period of 90 days, before appointment is complete and regular status is conferred on the probationary employee.
- (f) For provisional, emergency, temporary, seasonal, and part-time employment, within the framework of these Rules.
- (g) For the preparation and maintenance of records of performance of all employees in the classified service. Such records shall be considered in counseling employees regarding work improvement; in determining salary increases and decreases provided in the pay plan; and as a factor in promotion, demotion, layoff, transfers and reinstatement.
- (h) For the development of special emphasis and provisions for the inclusion in the merit system of individuals who are physically and mentally handicapped.
- (i) For the establishment and operation of a policy of nondiscrimination on the basis of sex, age, race, creed, color or national origin in recruiting, hiring, promoting, upgrading, training, job assignments, discharge or other disciplinary measures, compensation, or other terms and conditions or privileges of employment.
- (j) For the development and operation of programs to improve the effectiveness and morale of employees in the public service, including training, safety, health, counseling, and employee relations.
- (k) For imposition of disciplinary measures of dismissal, demotion, and suspension without pay; and for provision for appeal from such actions as set forth in these Rules.
- (l) For establishing procedures governing layoff, reinstatement, disciplinary actions and grievances.
- (m) For hours of work and holidays; for vacation, sick and special leave with or without pay.
- (n) For the prohibition of political activity on the part of any employee in the classified service.
- (o) For other Rules, Regulations and directives not inconsistent with the Civil Service Law, this shall aid in its effectiveness.

THE PERSONNEL BOARD

The Personnel Board shall consist of three members. The original Board members shall be appointed as follows:

One (1) member shall be appointed for a term of six (6) years; One (1) member shall be appointed for a term of four (4) years; and One (1) member shall be appointed for a term of two (2) years and thereafter such appointments shall be for terms of six (6) years. No member of the Board, at the time neither of appointment, nor for three years prior to appointment, shall have held public office or political party office, nor have been a candidate for public office. Vacancies during unexpired terms shall be filled for the remainder of the term by the Citizens Supervisory Commission.

DUTIES OF THE PERSONNEL BOARD

In addition to the duties set forth elsewhere in the law and the Personnel Rules, the Personnel Board shall:

- (a) Meet in regular session as needed to transact the business of the board.

- (b) Hear and render decisions relative to disciplinary and related matters as set forth in the law and these Personnel Rules.
- (c) Conduct inquiries and investigations as to the force and effect of these Personnel Rules in reference to Employee Appeals.

EXPENSES OF THE PERSONNEL BOARD

The Chairman of the Board shall receive seventy-five (75) dollars per day for attendance upon trials and hearings, subject to the limitations as set forth below. Each member of the Board other than the Chairman shall receive fifty (50) dollars for each meeting of the Board attended by him/her and fifty (50) dollars per day for attendance upon trials or hearings, subject to the certain limitations: Each Board member will be entitled to fifty (50) dollars per meeting for expenses to be paid from the general fund of the City of Clay. Other expenses, such as personnel seminars, will be paid from the general fund of the City of Clay, upon approval of the City Council.

LEGAL SERVICES FOR THE BOARD

The Board will be covered by the Insurance City serving the City and will have access to the City Attorney on all legal matters.

PERSONNEL ADMINISTRATOR

The City Council of the City of Clay shall appoint the City Manager to be the Personnel Administrator and to supervise the City of Clay personnel records and shall serve as secretary for the Personnel Board and will be allowed such time as is necessary to carry out policies and directives set forth by the Personnel Board.

- (a) The City Manager shall serve as secretary to the Board.
- (b) Prepare for approval of the Board, such directives, Rules and Regulations as are needed to carry out the provisions of the law, including but not limited to
 - 1. Rules governing examinations, recruitment, appointments, suspensions, dismissal, certifications, layoffs, sick, vacation, and other types of leave, resignations, reinstatements, promotions, demotions, transfers, salary, classification, and other Rules as deemed necessary in the interest of a sound personnel and merit system.
 - 2. In connection with such investigations or inquiries, the Board shall have the power to administer oaths, subpoenas and require the attendance of witnesses, and the production of records, documents, and papers pertaining to the subject under consideration.
- (c) Shall maintain an official roster of all positions and employees in the classified service, wherein shall be recorded in various personnel transactions affecting the employee.
- (d) Shall have the full authority to authorize tele-commuting and flex-time, when applicable

STATUS OF PRESENT AND FUTURE EMPLOYEES

The service shall be divided into two categories, as follows:

- (a) A classified service comprised of all employees and appointees holding regular positions in the service of the City of Clay. Employees occupying these positions shall be deemed to be in the classified service unless specifically exempted from the service in accordance with the Act.
- (b) The unclassified service shall include:
 - 1. All employees or appointees of a city or county board of education, or a library board; persons engaged in the profession of teaching in the public schools;
 - 2. Officials elected by popular vote.
 - 3. The judge of Municipal Court.
 - 4. The City Attorney.
 - 5. One private secretary of a member of the City Council, and of each officer except judges elected by the vote of the people.
 - 6. Common laborers (The definition of what constitutes "common labor" shall be determined by the City Manager)

Members of boards who are not employed on a full-time basis and are not required to devote their time and services exclusively to such counties and municipalities therein.

Attorneys, physicians, surgeons, and dentists who, with the express or implied permission of an appointing authority of such county or city hold themselves out for employment by others in the same or a like line of work as that performed by them for such appointing authority.

PERSONNEL RECORDS

To ensure the security and confidentiality of personnel records, the City of Clay shall protect information in personnel records from unauthorized access, use, modification, destruction, or disclosure. Personnel records must be stored in a reasonably secured manner.

- (a) All persons whose official duties require access to, and use of, personnel records shall be responsible and accountable for safeguarding those records and for ensuring that the records are secured whenever they are not in use or under the direct control of the City of Clay City Manager.
- (b) Personnel records shall contain only information concerning an individual that is relevant and necessary to accomplish the goals of these Rules or as otherwise required by state or federal law. To the extent any medical information is acquired from an applicant or employee, such information shall be maintained in a separate file.

PUBLIC RECORDS

Any person seeking review of any public record of the Board shall request such review in writing. The City Manager shall permit review of such records, subject to reasonable restrictions as to the time, place and manner of such review, taking into account confidentiality, convenience, and related factors. The City shall charge any reviewing party the reasonable costs associated with such review.

PRESERVATION OF RECORDS

Minutes of Board meetings, active employment rosters, and financial records shall be retained permanently. Applications and examination papers of successful candidates shall be retained for the duration of appropriate eligible registers.

AMENDMENTS TO RULES

The City Council, by public hearing, may from time to time amend the Rules.

COMPUTATION OF TIME

In computing any period of time prescribed by the Enabling Act or the Rules and Regulations for notice to be filed or perfection of an appeal to the Personnel Administrator or the Personnel Board, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a day in which the Clay City Hall is not open to the public, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a day in which the Clay City Hall is not open to the public. Whenever a party has the right or is required to do some act or take some proceeding within a prescribed period after the service of a notice or other paper upon him by the Personnel Administrator or the Personnel Board and the notice or paper is served upon him by mail, three (3) calendar days shall be added to the prescribed period.

RULE 2

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Clay provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with federal state and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Clay expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of The City of Clay's employees to perform their expected jobs duties is absolutely not tolerated.

RULE 3

ADA/ADAA POLICY

The Americans with Disabilities Act and the Americans with Disabilities Amendments Act, known as ADAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations, so that they may perform the essential duties of the position held.

It is the policy of The City of Clay to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with the regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our city policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

RULE 4

CLASSIFICATION AND PAY PLAN

PURPOSE OF THE CLASSIFICATION PLAN

The classification plan provides a complete inventory of all positions in the classified service and an accurate description and specifications for each class of work. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the classified service.

COMPOSITION OF THE CLASSIFICATION PLAN

The classification plan shall consist of:

- (a) A grouping in classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions.
- (b) Class titles, descriptive of the work of the class, which identify the class and which shall be used in all personnel, accounting, budget, and related records. No person shall be appointed to or employed in a position in the classified service under a title not included in the classification plan. Working titles used in the course of departmental routine to indicate authority status in the organization or administrative rank may be continued in use for those purposes.
- (c) Written specifications for each class of positions consisting of: A title which is descriptive and consistent with other titles in the plan; a brief overall description of the kind and level of work; examples of typical duties performed in positions in the class; qualification requirements setting forth the necessary experience, education, license or other special requirements, and the required knowledge, skills and abilities needed in order to perform the work. Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated and treated as a full definition of the class. Specifications are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

USES OF THE CLASSIFICATION PLAN

The classification plan is to be used:

- (a) As a guide in recruiting and examining candidates for employment.
- (b) In determining lines of promotion and in developing employee training programs.
- (c) In determining in conjunction with wage surveys and job analysis, salaries to be paid for various types of work.
- (d) In determining personnel service items in departmental budgets.
- (e) In providing uniform job terminology understandable by all officials, employees and the general public.

PREPARATION OF THE CLASSIFICATION PLAN

The City Manager will be responsible for the preparation of the Classification Plan. Upon the completion of the plan, the City Manager shall submit to the City Council a copy of the tentative class specification for each position class. The tentative position classes shall be presented to the City Council for approval.

ADOPTION OF THE CLASSIFICATION PLAN

The City Manager shall submit the classification plan to the City Council for their approval and adoption. Prior to adoption, the Council shall hold a public hearing to give members a chance to voice their views on the plan and to appeal position allocation. After the public hearing the Board shall adopt the Classification Plan, and the City Manager shall certify the plan to the City Council. The plan shall become effective the next pay period after adopted by the City Council.

CLASSIFICATION PLAN

The City Manager and City Council will be responsible for insuring that the Classification Plan for the City of Clay reflects the duties to be performed by each employee to which each position is allocated.

- (a) The Board or the City Council may recommend the establishment of new position classes and the deletion or revision of existing classes.
- (b) The City Manager shall be responsible for submitting to the City Council, in writing, a comprehensive job description describing the duties of each new position established.

PURPOSE OF THE PAY PLAN

The pay plan shall provide the basis of compensation for employees in the classified service. The plan shall be constructed to provide fair compensation for all classes in the classification plan with due regard to such factors as:

- (a) Varying degrees of difficulty and responsibility among several classes of work.
- (b) Prevailing rates of pay and fringe benefits for similar employment in private establishments and other similar public jurisdictions in the area.
- (c) Recruiting experience for the several classes of work.
- (d) Financial conditions of the City Council.

COMPOSITION OF THE PAY PLAN

The Pay Plan shall contain:

- (a) Special and specific provisions for administering the plan.
- (b) A basic salary grade for each position class in the classification plan.

- (c) A basic salary schedule containing the minimum rate, maximum rate and the intermediate rates of pay for each salary grade; and a conversion of rates for basis of payment.
- (d) The basis of pay, indicating the number of weekly work hours in general application to the classified service or exceptions thereto.

PREPARATION OF THE PAY PLAN

The City Manager and the Clay City Council shall prepare the pay plan for the various classes of work done in the City of Clay.

ADOPTION OF THE PAY PLAN

The City Manager shall furnish copies of the pay plan to The City Council, and shall provide the opportunity for the City Council, employees and the public to present their views individually or collectively. Upon final adoption by the City Council, the plan shall be certified by the City Manager. The plan shall become effective the next pay period after adoption of the plan by the City Council.

AMENDMENTS TO THE PLAN

The Pay Plan shall be amended in the following manner:

- (a) The City Council may raise or lower the basic salary schedule in the pay plan by applying the same percentage increase or decrease to the entire schedule.
- (b) The City Council may by order or resolution change the salary grade of one class or a number of classes in the plan.
- (c) The pay plan shall be amended when the City Council adds a new position class to the classification plan and fixes the salary grade.

ADMINISTRATION OF THE PAY PLAN

Each Employee in the classified service shall be paid at one of the rates set forth in the Pay Plan for the classification in which he serves, in accordance with these Rules and the special provisions for administering the Pay Plan.

- (a) **SALARY ADVANCEMENT.** Salary advancement within established salary ranges shall be based on meritorious performance on the job and shall be in accordance with the special provisions for administering the Pay Plan. An efficiency rating reflecting satisfactory performance shall be required for advancement. Advancement from the first to the second step in the range shall be allowed a full-time regular employee after the completion of (180) One hundred eighty days of satisfactory service. An employee with continued satisfactory service shall be eligible for future increases until such time as the maximum rate for the range is reached.

RULE 5

DISCIPLINARY ACTIONS AND APPEALS

DISCIPLINARY POLICY

The tenure of every employee in the classified service shall be conditioned on the satisfactory conduct of the employee and continued, efficient performance of assigned duties and responsibilities. Employees serving in a probationary period may be disciplined or dismissed by the City Manager without right of appeal. The reasons for such action shall be furnished in writing to the employee and City Manager. A permanent employee may be dismissed, demoted, or suspended for cause or for any other reason deemed to be in the best interest of the public service and shall have the right of appeal as set forth in the following provisions.

CAUSES FOR DISCIPLINARY ACTION

The following are among the causes which shall be sufficient for dismissal, demotion or suspension:

- (a) Absent without leave.
- (b) The commitment of any criminal act.
- (c) Conduct unbecoming an employee in the public service.
- (d) Conviction of a criminal offense or of a misdemeanor involving moral turpitude.
- (e) Disorderly or immoral conduct.
- (f) Failure to pay or make proper provision for the liquidation of just debts.
- (g) Incapacity due to mental or physical disability of a permanent nature.
- (h) Incompetence or inefficiency.
- (i) Insubordination.
- (j) Intoxication while on duty or public intoxication while off duty.
- (k) Neglect of duty.
- (l) Negligence or willful damage to public property or waste of public supplies or equipment.
- (m) Violation of any lawful or reasonable Regulations or order made and given by a superior officer.
- (n) Willful violation of any of the provisions of the Civil Service Law or of these Rules.
- (o) Refusal of employee to testify or answer any questions before any board or any body authorized to conduct any hearing concerning the affairs of government or the conduct of any officer or employee, on the grounds his testimony would tend to incriminate him or refusal to waive immunity from prosecution.
- (p) For any other reason deemed to be in the best interest of the public service and not inconsistent with the rules and regulations arising therein.

DEFINITION OF GRIEVANCE

A grievance is generally defined as a claim by an employee that he or she is adversely affected by the misinterpretation or misapplication of a written city policy. Either employee or supervisor to the grievance may appeal the City Manager's determination in writing within 10 days from date of receipt.

DISMISSAL AND DEMOTION

Notice of dismissal or demotion shall be in writing and shall set forth:

- (a) The cause of action.
- (b) The date dismissal or demotion is to become effective.
- (c) Any other information deemed appropriate.

A copy of such notice shall be delivered to the City Manager on the same day that notice is served on the employee. Notification shall be made prior to or on the date such dismissal or demotion is to be effected.

SUSPENSION

The Mayor or the City Manager may suspend, for improper behavior and without pay, an employee in the classified service. (In the event such suspension or suspensions do not exceed an aggregate of five (5) calendar days as a singular offense or ten (10) days cumulative in any year of service, the employee shall not have the right of hearing. Should the suspension or suspensions exceed the five days limitation for a single offense or ten days cumulative limitation, a permanent employee shall have the right of appeal as provided in this policy.

APPEAL

An employee with permanent status shall have the right to appeal disciplinary action of dismissal, demotion, or suspension (within the limits prescribed in this policy). Such employee desiring to appeal shall within ten (10) calendar days after notice thereof, file with the City Manager, in duplicate, a written answer to the charges and request a hearing. Such answer shall contain:

- (a) The reason of dismissal, demotion, or suspension.
- (b) An admission or denial of guilt.
- (c) Reasons why the dismissal, demotion, or suspension should not take effect. Upon receipt of the appeal, the City Manager shall forward a copy thereof to the City Council.

HEARING

The Board shall order a public hearing of such charges. The hearing shall be for the purpose of determining whether or not the employee, by reason of his act or acts as charged and his record of service, merits retention in the service or should be removed there from or otherwise disciplined; and to that end the Board shall not be bound to technical rules of evidence but shall diligently seek all of the

information and evidence bearing on the merits of the case. Either party at interest may be represented by counsel. The hearing will be held by the Personnel Board.

WITNESSES

It shall be the duty of the City Manager to subpoena witnesses other than character witnesses, for or against the employee upon written request and affidavit that their testimony is necessary. Employees in the classified service shall be required to attend and testify without subpoena.

DECISION

The Board shall render its decision within ten (10) calendar days after the conclusion of the hearing which shall forthwith be certified to the City Council and enforced by it. Copies of the decision shall be delivered to all other parties of interest. The Board may rescind, modify or increase the penalty imposed by the City Council as warranted by the facts adduced at the hearing.

RECORD OF TESTIMONY

The Board may require that testimony introduced at hearings be recorded but same shall not be transcribed except upon further order.

CITIZENS MAY FILE CHARGES

Any person who desires to file charges against an employee shall file such charges in writing and shall recite therein the specific act or acts of the employee constituting such cause to the City Manager. The City Manager shall serve a copy of the charges on the accused employee and shall fix a day for the hearing. The accused employee shall, within five (5) calendar days after service, file a written answer to the charges. Failure on the part of the accused employee to file such answer shall be deemed an admission of the truth of such charges without further investigation or hearing on the part of the Board. The hearing will be held before the Mayor, the testimony shall be recorded.

JUDICIAL REVIEW

The decision of the Board based upon all proceedings before the Board shall be final, subject to appeal by either party to the Circuit Court to review questions of law and the question of whether or not the decision or order of the Board is supported by substantial and legal evidence. On such appeal the Circuit Court shall review the record and shall affirm, reverse, remand or render said cause. The decision of the Board shall be controlling until reversed on appeal as provided herein. The appeal shall be perfected by filing with the City Manager a statement in writing, signed by the party appealing, to the effect that said party appeals from the decision or order of the Personnel Board to the Circuit Court, which statement shall be filed within ten (10) calendar days from the announcement of the decision or order of the Personnel Board.

OTHER APPEALS - SUSPENSIONS

Any employee suspended without right to hearing before the Board may obtain a review of his or her suspension by the City Manager by filing a request with the City Council not more than ten (10) days thereafter a written answer to such charges and a request for such review. A hearing shall be held thereon not more than twenty (20) days thereafter to determine whether such suspension should be rescinded. At any such hearing such employee may be represented by counsel and present relevant testimony.

The City Council may authorize a representative to conduct such hearing and submit within five (5) days thereafter a finding of facts and law together with recommendations to the City Council. Within a period of the ten (10) days after such hearing the City Council may rescind all or any part of such suspension. A suspended employee shall be entitled to full salary for any period of suspension rescinded hereunder.

CONFIRMATION OF COMPLIANCE

The City Council shall immediately comply with all decisions and orders of the Personnel Board and shall within thirty (30) days deliver written confirmation of compliance with said decisions and orders to the Personnel Board.

RULE 6

ATTENDANCE AND LEAVES

COMPUTATION OF WORK DAY

The following rules shall apply in computing regular work hours for pay during one work day:

- (a) Administrative Department, Public Works Department, Inspection Services, Municipal Court, Park and Recreation Department and any other departments or positions not included herein, eight hours of pay in a 24 hour period.
- (b) In the event an employee chooses not to observe a rest or break and/or meal period during any work day, such break or period shall be deemed forfeited and shall not be accumulated for leave or for pay.

TIME REPORTING

A centralized attendance record shall be maintained for each employee by the City Manager. This shall be the only attendance record that has any force or effect in the calculation or interpretation of compensation or benefits owed to an employee under this policy. This record shall include the approved work period for the employee; the hours of duty scheduled for each work period; absences from work; or earned overtime pay. An employee may review his or her attendance record upon reasonable request to the City Manager. All employees shall report leave used if a full schedule is not worked. The Supervisor shall be responsible for ensuring that their employees work the approved scheduled hours, and accurately complete payroll time sheets for each pay period.

ATTENDANCE

Employees shall be at their designated places of work at the beginning of the scheduled work time. If an employee fails to report, is tardy or absent, leaves the work place without proper authorization, or misuses leave privileges, such employee will be subject to disciplinary action. Time sheets shall indicate an employee's attendance during the preceding pay period. An employee's supervisor may cancel an employee's scheduled leave at any time if an emergency situation occurs and/or the employee is needed to meet the manpower requirements. In the event of such cancellation, the employee shall report to work as directed. Failure to report shall be grounds for disciplinary action.

EXCUSED LEAVE WITH PAY

In order for excused leave with pay to be considered, an employee shall report an absence to his or her immediate Supervisor or designee in accordance with this policy. In the event that there is no departmental policy, the employee shall personally notify his or her immediate supervisor prior to his or her scheduled reporting time on the workday on which the absence occurs, if possible. The employee shall report his or her reason for absence and expected return date.

EXCUSED LEAVE WITHOUT PAY

An employee who does not have sufficient leave, yet is excused by his or her Supervisor from work for a period of less than two calendar weeks, may be eligible for excused leave without pay. An absence of greater than two weeks must be in accordance with this policy.

UNEXCUSED LEAVE

An employee, who fails to report to work without the permission of his or her Supervisor, or without sufficient notice, shall be considered on unexcused leave and shall be subject to disciplinary action, up to and including termination. All hours absent shall be reported as leave without pay, and the employee shall not be entitled to any benefits for such period of time he or she is on unexcused leave.

- (a) An employee who fails to report to work without permission of the Supervisor for a period of two consecutive workdays shall be considered to have abandoned the job and to have resigned without notice.

WORK PERIOD

The following shall apply in computing the work period:

- (a) The first work period shall begin on the start of the work day (or respective off-day) of the employee on Thursday, July 04, 2013. Subsequent work periods shall be computed consecutively thereafter.

PAY PERIOD

The pay period for all employees shall be a fourteen consecutive calendar day period beginning with the start of the employee's work day (or respective off-day) on and continuing bi-weekly thereafter.

WORK SCHEDULES

Subject to budgetary limitations and staff availability, the City Manager shall schedule the work hours of all employees and/or departments as prescribed in this policy hereof to provide office and field services a minimum of eight hours per day, Monday through Friday except as follows:

- (a) If a department is staffed by part-time employees only.
- (b) If any such work day is a holiday as defined in this policy.

HOLIDAYS

All full-time employees may observe leave with pay on the following holidays:

1. New Year's Day (January 1st);
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day (July 4th);
6. Labor Day (1st Monday in September);

7. Veteran's Day (November 11th);
8. Thanksgiving Holiday November, Thursday and Friday
9. Christmas Holiday December 25.

**The Mayor has the discretion to declare additional holidays and closings*

If a holiday falls on a Saturday then the actual holiday will be observed on the Friday before. If a holiday falls on a Sunday, then the actual holiday will be observed the next day on Monday.

Comp Time:

The City Manager is the only employee with EXEMPT classification and therefore is the only employee who can earn comp time.

PTO Policy:

Paid Time Off (PTO) provides all employees with full-time classification with paid time away from work that can be used for vacation, personal time, personal illness or time off to care for dependents. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. The PTO policy takes the place of sick, absence, personal time and vacation.

Employees who leave the employment of the City with PTO entitlement for the current calendar year shall be compensated for such.

PTO is earned on a weekly basis and is credited to an employee's PTO bank on the first day of the month following the month PTO was earned. PTO is not earned for months when unpaid leave is taken. PTO is not earned by part-time, temporary or contract employees.

PTO is earned on the following schedule:

YEARS OF SERVICE	PTO
90 Days to 3 Years	2 Hours per full time week
3 Years to 10 Years	3 Hours per full time week
Over 10 Years	3.5 Hours per full time week

A maximum of 40 Hours PTO can be carried over to the next calendar year, to provide a buffer for illness and personal needs. The total number of hours carried over from one year to the next can never exceed 40. Any PTO in excess of 40 hours will be lost if it is unused in the calendar year unless extenuating circumstances have prevented the employee from taking schedule PTO. In these cases, PTO may be carried over and taken in the first half of the next year with the approval of the City Manager.

REASONS FOR LEAVE

You may take family/ medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter, (2) the placement of a son or daughter with you for adoption or foster care, (3) to care for a spouse, son, daughter or parent ("covered relation") with a serious health condition, or (4) because of your own serious health condition which renders you unable to perform the functions of your position. Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the City who request leave because of reasons "1" or "2" or to care for an ill parent may only take combined total of 12 weeks leave during any 12-month period.

NOTICE OF LEAVE

If your need for family/ medical leave is foreseeable, you must give the City at least 30 days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within 1 to 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, you are expected to notify the City within 1 to 2 business days of learning of your need for leave, except in extraordinary circumstances. The City has Request for Family/ Medical Leave forms available from the City Manager. These forms should be used when requesting leave.

MEDICAL CERTIFICATION

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the City Manager. When you request leave, the City Manager will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The City, at its expense, may require an examination by a second health care provider designated by the City, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The City may require subsequent medical re-certification on a reasonable basis.

REPORTING WHILE ON LEAVE

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the City on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work.

LEAVE IS UNPAID

Family medical leave is unpaid leave (**although you may be eligible for short- or long-term disability payments and/ or worker's compensation benefits under those insurance plans**). If you request leave because of birth, adoption, or foster care placement of a child, any accrued paid vacation, (**or personal leave**) first will be substituted for unpaid family/ medical leave. If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, time in your PTO bank will be substituted before for any unpaid family/ medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100 percent of your salary.

MEDICAL AND OTHER BENEFITS

During an approved family/ medical leave, the City will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the City will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium on a monthly basis. Your health care coverage will cease if your premium payment is more than 30 days late. At the end of the leave period, should you elect not to return to work for at least 30 calendar days, you will be required to reimburse the City for the cost of the premiums paid by the City for maintaining coverage during your unpaid leave. This is not permitted unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

There is no obligation for the city to continue to provide or accrue any benefits other than health care under the FMLA. If you choose to continue other benefits, you are responsible for all premium payments to be made.

- (a) Before resuming work, the Employee must submit a statement from their health care provider indicating whether they can return to work with or without restrictions. Failure to return to work when required could be considered a voluntary separation.

MAXIMUM CAP ON LEAVES OF ABSENCE

The maximum amount of time any Employee can incur on leaves of absence (if granted by the City and approved) of any type is 12 months (one year) from the date that the qualifying leave began. This is counted on a rolling 12 month period. The leave will be counted for any specific event or combination of event(s), including personal or military leaves, Family and Medical Leave, absence due to other medical leaves, disability, or injury. If there has been a period of 12 months where an Employee has not been able to engage in the essential functions of their employment assignment, and is still unable to return to work, the individual will then be separated from the active employment roster.

- (a) Please note that all rules, regulations, and guidelines for each leave provision event remain intact. This cap exists for the purpose of setting a maximum allowable amount of time off should extenuating situations exist where a leave may need to be extended or coordinated with other regulations or provisions. Please check with the City Manager regarding any questions about leave or leave eligibility. All leaves must be approved in advance, and other guidelines must be followed, depending upon the type of leave requested.

NOTICE TO CITY BY EMPLOYEE.

All employees shall notify their supervisor, in writing, of the expected leave date and expected return date. Said employees shall further notify their supervisor as soon as possible regarding any date changes. A copy shall be furnished to the City Manager for inclusion in the employee's file.

COMPENSATION OF EMPLOYEE DURING LEAVE

All employees shall be compensated as follows:

- (a) Any accrued sick days shall be first expended; then
- (b) Any accrued vacation time shall be expended; then in addition to the above, the City will pay for the employee's health insurance for two (2) calendar months after the City's obligation accrues (i.e. at such time as sick days and vacation time is expended) or until the employee returns to work, whichever shall first occur.

The City's obligation to compensate employees or provide benefits for sick and/or maternity leave shall in no event extend beyond six (6) weeks, unless otherwise authorized by the City Manager.

BENEFITS DURING LEAVE

No sick time or vacation time shall accrue to the employee during any sick or maternity leave.

BEREAVEMENT PAY

Each full-time employee shall, in addition to sick days, be entitled to three (3) work days of bereavement leave with pay in the event of death of a member of the immediate family of an employee. Such bereavement leave shall not be cumulative and shall not be charged against vacation or sick days provided herein. Said bereavement leave, with pay, may be extended by an additional two days upon approval by the Mayor. For bereavement pay purposes, the immediate family of an employee shall be limited to the son, daughter, spouse, mother or father of the employee.

COURT PAY AND JURY DUTY.

All employees, who appear in any court, on matters related to their official duties an employee of the City, who serve on jury duty, who are subpoenaed and appear as witnesses on matters in which the City is interested, in other legal proceedings, either administrative, legislative or judicial, or who appear officially before a magistrate for the purpose of obtaining warrants on a matter in which the municipality has a legal interest, shall be compensated by conforming to the following rules:

- (a) Compensation shall be provided on those occasions only when the employee is not otherwise receiving compensation for such work hours from the City.
- (b) Compensation from the City shall be the difference between the normal City earnings of an employee and compensation paid as income (or for loss thereof) to the employee by other authorities. Payments to the employee for mileage, travel, clothing, meals and housing shall not be deducted from the normal City earnings.
- (c) Compensation shall be provided for appearance in which the employee is a defendant subject to the case having arisen from the discharge of official duties for the municipality. Compensation shall not be payable for private litigation of an employee.
- (d) Compensation for an appearance at a location within the City or within Jefferson County, at a time other than during the normal work hours of the employee shall include one hour travel time in addition to a minimum of one hour appearance time. Compensation for an appearance at a location other than within the City or within Jefferson County shall include the actual travel time in addition to the actual appearance hours.
- (e) Any activities covered hereunder which are remitted and reported for pay, shall be approved by the respective department chief of the employee making request for payment.

MILITARY AND JOB TRAINING PAY

All full-time employees, who are temporarily called to duty of training by the City, the State of Alabama, the United States of America, or an official agency thereof, which necessitates leave during normal work hours of an employee, including, but not limited to, armed services or job-related training activities, shall be compensated at the normal rate of pay of the employee less any compensation derived from loss of income less any earnings of such employee from such official organization. Any employee who receives compensation and/or earnings, from a source other than the City of said cause, shall immediately report same and disclose full details thereon to the City Manager.

LEAVE WITHOUT PAY

Any employee who desires a leave of absence without pay shall submit a written request for such leave to their Supervisor, which shall be submitted to the City Manager for approval/denial. Such request shall specify the reason for such leave, the last work date, the date of return to work, and the mailing address of the employee during such leave. If such leave of absence is less than or equal to six months in duration, such employee shall upon return retain the seniority and other benefits as of the last day worked but no such benefits shall accrue while the employee is off work. If such leave of absence is greater than six months in duration, the City Council shall determine whether such employee shall retain seniority and benefits upon return to work. A copy shall be furnished to the Personnel Administrator for inclusion in the employee's file.

- (a) The Mayor is hereby authorized to grant a leave of absence without pay for the duration of six months or less upon request of an employee, provided same shall be duly reported to the City Council.
- (b) The City Manager shall approve or deny any request by an employee for a leave without pay, for a proposed duration greater than six months.
- (c) No provision herein shall be construed to require either the Mayor or the City Council to grant a request of an employee for a leave of absence without pay.
- (d) Except as provided herein any employee, who may be so granted a leave of absence, shall be permitted to reimburse the City, in advance, for any insurance premium due for such employee during such period of absence, and without such reimbursement all insurance premium payments by the City shall cease effective on the last day worked by the employee.

WORK VERIFICATION

Each employee shall record his/her time of arrival and departure for each work day (and any unpaid meal period or other unpaid interval and/or leave with pay during each work day) by punching the employee's respective official time clock to imprint upon a time card the employee's daily time of beginning and ending of work, if applicable. Each employee shall file with the Supervisor of the employee, not later than the last day of each pay period, his/her original time card for the pay period.

- (a) Each Supervisor shall submit to the City Manager, not later than the day next succeeding the last of each pay period the aforesaid employee time cards for the department together with an annual attendance sheet for each employee; and shall, on said annual attendance sheet, a daily capitulation of hours worked, days absent with sick leave, holiday, vacation or other absences, regular hours worked, overtime hours worked, and overtime accumulated for each employee. The Supervisor, or designee thereof, shall verify the accuracy of both the time card and the annual attendance sheet of each employee.
- (b) The City Manager shall verify that the attendance sheet of each employee is correct, and shall, not later than the second day of succeeding the last day of the pay period, forward such original time cards and attendance sheets to the person in charge of payroll, for computing the payroll.

REPORT COMPLIANCE

Any employee who is required by any provision of this ordinance to submit a report, and who fails to do so, shall be subject to a one day suspension without pay for the first offense, a three day suspension without pay for the second offense, provided the latter occurs within twelve months following the first offense. Continued noncompliance shall subject the employee either to a fifteen day (or less) suspension without pay, or dismissal from employment with the City, at the discretion of the City Council.

DETERMINATION OF PAY

An employee's basic regular hourly rate of compensation shall be computed by the following rules:

- (a) If an employee is an hourly wage rate employee, the City Manager shall determine the basic regular hourly rate of compensation.
- (b) If an employee is a full time salaried employee, the City Manager shall determine the annual or monthly salary.

EMPLOYEE AND STAFF STATUS

Any city employees and staff members, who have either been appointed, hired or elected by the City Council, or by the Mayor with City Council approval, shall continue to be construed to be employees of the City, or, in the event of a City general election, shall be deemed to have been reappointed or rehired to their respective positions, and at the same compensation therefore, until the City Council shall lawfully alter such status of employment with the City.

RULE 7

HEALTH AND SAFETY

The City maintains comprehensive programs to prevent health or safety risks. The quality of work life has a high priority in our organization, which means that safety and health protection responsibilities must be regarded seriously by all Employees. The City's goal is to minimize injury or illness or business interruption due to accidents, fire or other hazards.

To fulfill this goal, the City is committed to:

- (a) Maintaining programs that identify and assess occupational health and safety risks.
- (b) Providing the funds to implement health and safety programs that control and minimize risks to Employees.
- (c) Controlling and reducing Employee exposure to all hazardous agents in accordance with government regulations.
- (d) Informing Employees of health and safety risks and ensuring all Employees of the organization understand the City's health and safety measures.
- (e) Providing incentive programs that encourage Employees to identify, control, and minimize health and safety risks.
- (f) Planning, designing, and constructing safe and healthful work environments in all facilities
- (g) Establishing operating methods that minimize health and safety risks.
- (h) Encouraging all Employees to work in a safe and healthful manner and providing direction toward this objective, when needed.
- (i) Each Employee is responsible for working safely and reporting unsafe conditions.

ON THE JOB ACCIDENTS/ JOB INCURRED INJURIES

Accidents occurring on the job must be reported to their immediate Supervisor and the City Manager immediately. A drug screen will be performed, and if injured, a medical examination completed by an authorized physician.

- (a) The Supervisor will complete an *Authorization for Treatment* form and send Employee to the authorized treatment facility. If the accident occurs on the weekend/ holiday and/ or between the hours of 4:30 p.m. and 8:30 a.m., the Employee must go to the designated after hours facility. Upon sending an Employee to the treatment facility for care, the City Manager must authorize the employee going for the drug screen. An Employee injured on the job while performing assigned duties must report to the designated City clinic. They will be paid regular straight time rate for the lost time for this visit during regular working hours. If the doctor sends the Employee home, they will be paid the remainder of that workday at their regular straight time rate.
- (b) The Supervisor must complete a *First Report of Injury* form (both front and back), with or without injury. This form must be completed and turned in to the City Manager immediately following the accident.
- (c) The following day will be considered the first waiting day for workers' compensation. If an Employee has accumulated medical/ sick leave or personal days, this time may be used for payment during the required workers' compensation waiting period. When an Employee has no medical/ sick leave time accumulated, they will not receive any payment during the waiting period until workers' compensation begins.
- (d) Employees that have an on the job accident, with or without injury, must be sent immediately to the designated City's doctor/ clinic for a drug screen and, if necessary, medical examination.

***Note:** If an Employee decides on not to return to work after the examination, there will be no reimbursement for that time. Also, current Employees who are screened for suspicion of drugs or alcohol will only be reimbursed if the test results are negative, and then they are permitted to return to work.

AIDS/ CATASTROPHIC ILLNESS

The City is committed to protecting the health of all Employees and providing a safe work environment. The City is also committed to protecting the rights and confidentiality of any Employee with AIDS or any other catastrophic illness. Job modifications may be made when appropriate. The City complies with the provisions of the Americans with Disabilities Act of 1990, and prohibits discrimination on the basis of disability.

Rule 8

DRUG AND ALCOHOL POLICY

Drug and alcohol abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the use of drugs and alcohol may impair the well-being of all Employees, the public at large, and result in damage to City property. It is the joint responsibility of the Employee and the City to ensure that the Employee reports to work fit to perform his or her job functions. Substance abuse impedes job responsibility. It is the policy of the City that Employees should not be involved with the unlawful use, possession, sale or transfer of drugs/ narcotics in any manner which may impair an individual's ability to perform his or her assigned job tasks, or otherwise affect the City's business interests. Employees shall not consume or possess alcoholic beverages or illegal drugs in the workplace. No level of intoxication will be tolerated in the workplace.

The specifics of the policy are as follows:

- (a) The City does not differentiate between drug users and drug pushers or sellers. Any Employee urging others to use illegal drugs, giving, or in any way transferring such drugs to another person or selling such drugs while on the job or on City premises will be subject to immediate separation. Any Employee who possesses or uses any alcoholic beverages on City property or in a City vehicle during the performance of his duties for the City off of City property or during breaks in the workday will be subject to immediate separation.
- (b) Any Employee who arrives for work with the presence of alcohol or illegal drugs (as detected by testing) in his or her system due to their consumption during non-working time will be subject to immediate disciplinary action.
- (c) Any Employee who is prescribed medication by a licensed physician is responsible for obtaining assurances from the physician that such medication will not impair the Employees judgment or ability to perform job tasks.
- (d) Employees shall be prohibited from the ingestion of hemp food products or coca food products. (Ingestion of hemp seed oil/food products can result in a positive test for marijuana). A Medical Review Officer may not accept consumption of hemp products, or coca teas, or medical marijuana as an excuse for a positive drug test.
- (e) The unlawful involvement with drugs/ narcotics off City property, during non-working time, will constitute grounds for immediate dismissal when this involvement adversely affects the City's business interest.
- (f) An Employee who knows or believes that there is unlawful involvement with drugs/ narcotics or involvement with alcohol contrary to this policy should refer the information promptly to the City Manager. The City will utilize all investigative techniques available, including testing and searches as required to detect policy violations. Any Employee who refuses to submit to the tests or searches will be subject to immediate disciplinary action or dismissal.
- (g) Evidence obtained by the City of the unlawful use, sale or possession of drugs/ narcotics will be turned over to the proper law enforcement agency for appropriate action.

The City intends for all Employees to work in a safe, healthy and productive environment. We will not tolerate the sale, use or possession of drugs or alcohol in the workplace.

In order to provide a safe, healthy and productive environment, certain events may automatically trigger a drug test. These events are:

- (a) **Pre-employment Screen/Physical Examination:** Pre-employment drug, alcohol and physical exams will be conducted on a routine basis as part of the hiring approval process for all new employees with the City of Clay, including full-time, part-time, and temporary. This pre-employment screen also applies to interns, volunteers and individual contractors working on a substantially dedicated basis with the City, and any person permitted to drive a city vehicle. All such candidates for employment, or other individuals, will be required to sign an informed consent to drug and alcohol testing and release of liability and medical information form as part of the employment application process. Offers of employment are contingent upon the applicants satisfactorily passing the drug and alcohol screens. Conditional offers of employment may be made prior to receiving the drug and alcohol screening results; if however, the subsequent test results indicate the presence of illegal drugs, alcohol, and/or non-prescribed prescription drugs, the offer of employment will be rescinded.
- (b) **On-the-job injuries:** While W/C laws vary from state to state, every worker's compensation claim will trigger a drug test. Contact your Personnel Administrator for W/C laws in your state.
- (c) **On-the-job/post accidents:** Any accident in a City vehicle will trigger a drug test. "Accident" should not be limited to a City vehicle; slips, trips and falls are also types of accidents. Post-accident testing is required as soon as possible after an occurrence as described in this paragraph. Testing shall include a urine screen for drugs and a blood test or chemical/mechanical (Breathalyzer, Intoxilyzer, etc.) for alcohol. Neither the employee nor the employee's supervisor needs to take further action for testing compliance if the alcohol test is completed within two (2) hours of the occurrence and the drug test is completed within eight (8) hours of the occurrence. If tests are not administered within the prescribed times, employees and their supervisors are subject to disciplinary action, absent a written statement which establishes a clear and convincing reason for the tests' not having been administered within the time periods identified. At the City Manager or Mayor's discretion an employee may be removed from driving and/or operating machinery until results of the Post-accident are reported.

- (d) **Reasonable Suspicion, activity or behavior, which would cause a reasonable person to believe that an Employee was in violation of our substance abuse policy.** Examples are: excessive absenteeism, Monday/ Friday absences, unauthorized absences, sleeping on the job, impaired behavior, etc. It is the repeated pattern of this type of behavior that will trigger a drug test.
- (e) **Random Screening:** A random screening procedure exists so that at any time any Employee may be requested to go for immediate drug testing. Employees are pulled from the workplace by a totally objective, random procedure and may be asked to go immediately to our lab provider for drug screening. Positive results, after validation, will lead to immediate separation unless a declaration has been made prior to testing.
- (f) **CDL (Commercial Drivers License) Drivers** are those who, at any time or for any reason, whether part of, or in addition to, their regular job, drive, or may be asked to drive, city owned vehicles requiring a Commercial Drivers License (CDL). All employees holding a current and valid CDL are subject to being called upon to drive commercial vehicles, whether in their own departments or others; therefore they are considered CDL Drivers under this Policy. These employees are subject to "Pre-employment testing", "Reasonable Suspicion" testing, "Post-Accident" testing, "Return to Duty" testing, and "Annual No-Notice" testing for illegal and non-prescribed prescription drugs and alcohol.

Any Employee involved in a triggering event will be instructed how and where to proceed for the drug test. Unless physically unable due to an accident, failure to take the drug test in the allotted time frame will be grounds for immediate separation. Any Employee sent for an alcohol test must be driven to the testing site. The City will not assume liability for Employees driving themselves to the testing site. Professionals using approved methods, strict controls and the latest technology will conduct the drug test. Any test that shows positive for a controlled substance will automatically trigger a second test, using the same sample, to confirm the results.

A procedure is in place to safeguard against release of the results of any drug tests administered pursuant to this program to any person who does not have a need to know, and to maintain the results in the strictest confidence.

Some people express concerns that the test may be so sensitive that they pick up false readings or they pick up trace elements. We appreciate these concerns and have addressed them in two ways. First, **our contracted lab** adjusted the sensitivity levels to be high enough not to pick up false readings. Second, the labs are using a different, more sophisticated method of testing.

A **confirmed**, positive drug screen could result in immediate dismissal or disciplinary action of the employee.

Test Results:

Pending Tests - When the initial drug screen test result is positive, or when an initial alcohol breathalyzer screen shows an alcohol concentration level of 0.04 grams per 210 liters of breath or higher, it will be considered a "pending" positive test until the split sample from the same void (i.e. a "confirming test") is completed, or a second breathalyzer alcohol test is taken.

Confirmed Positive Tests - A second analysis performed on the same urine sample from which the pending positive test was taken which tested positive for illegal drugs shall be confirmed positive test for drug impairment. A second breathalyzer screen, performed at least 15 minutes after a pending positive first test, which shows an alcohol concentration level of 0.02 grams per 210 liters of breath shall constitute a confirmed positive test for alcohol impairment. An adulterated, diluted or masked test will be considered a positive test.

Penalties for Violation of Substance Abuse Policy

ALL EMPLOYEES receiving a confirmed positive test for Drugs or Alcohol could be terminated from employment, whether such confirmed positive test results from the following: reasonable suspicion, random, on the job post-accident or injury drug testing.

Diluted Drug Screen Specimens

If in a City requested drug screen (requested or conducted for any of the above reasons) a specimen is indicated as diluted, the following guidelines apply:

- (a) If the specimen is "positive" and diluted, the result is declared as "positive" and there will be no re-test or second chance
- (b) If the specimen is "negative" and diluted, a second specimen and testing will be required as soon as possible, and the results of the second test will be those used as the final result in this test cycle, even if the second test is negative and diluted.
- (c) If the Employee refuses a second test, it is a refusal to test and will be handled the same as a "positive" result.

SEARCH AND INVESTIGATIVE PROCEDURES

The City maintains a strong commitment to its Employees to provide a safe work place, and to establish programs promoting high standards of safety. Consistent with the spirit and intent of this commitment, the City expects Employees to report for work in proper condition to perform their duties. The intent of this policy/ procedure is to prevent the use and the presence of drugs, alcohol, or other contraband in the working environment. The sale, possession, use or purchase of firearms or other weapons, illegal (non-prescription) drugs, or alcoholic beverages on City property is cause for immediate discharge.

Employees reasonably suspected of possession, use, sale or purchase of the above contraband on City property or in the work place may be suspended without pay pending an investigation of the circumstances. The City will endeavor to complete investigation within a seventy-two (72) hour period. To ensure such contraband does not enter or affect the work place, the City may take any or all of the following steps while Employees are on City property or in the work place:

- (a) Observe actions of Employees.
- (b) Counsel Employees.
- (c) Search Employee's personal items, as necessary.
- (d) Require chemical screening (e.g. urinalysis).

Searches of Employee's personal property or work area will take place only in the Employee's presence. All searches under this policy/procedure will occur with the utmost discretion and consideration for the Employee(s) involved. Employees refusing to allow a search will be subject to immediate discharge.

Rule 9

HARASSMENT/ SEXUAL HARASSMENT

The City is committed to maintaining a work environment that is free of discrimination and conduct, which may be considered harassing, coercive or disruptive. There will be **zero** tolerance of harassment of City Employees by anyone, including any manager, co-worker, vendor, citizens or customers of the City.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's status, such as sex, color, race, ancestry, religion, national origin, age, disability, marital status, military or military reserve status, veteran status, citizenship status, or any other protected group status, and also includes harassment that is not based on any of these expressly protected characteristics. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Harassment includes any kind of offensive behavior, whether verbal, physical or by gestures. For example, "using threatening or abusive language toward fellow Employees" is a violation, as is "intimidating, harassing, coercing or threatening Employees or their families." There is also zero-tolerance toward any type of retaliation or retaliatory behavior.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No Employee, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to unwelcome, personally offensive behavior, which debilitates morale, and therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including separation of employment.

Management Responsibility

Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful and against City policy. In addition, the City and its management are responsible for taking action against acts of sexual harassment/ harassment by all personnel, regardless of whether the act cited was sanctioned or specifically forbidden and whether or not the City knew or should have known of its occurrence.

Upon notification of a complaint of sexual harassment/ harassment, an independent investigation of all allegations shall be conducted. Frivolous and baseless complaints will not be tolerated; therefore, if an investigation discloses that false accusations have been made, the City Council shall be consulted in executive session for appropriate action.

Employee Responsibility

It is the responsibility of the Employee to report any and all incidences of harassment to appropriate City representatives. The City Council will act in good faith to respond to any and all allegations. Failure to report harassment of any type could result in violation of City policy and potential disciplinary action.

The City Council agrees to respond in good faith to any and all allegations that are also made, in good faith, by any City Employee or individual doing business with the City or any of its subsidiary companies.

Policy Implementation

It is the responsibility of each supervisor/ manager, to ensure that his/ her respective area(s) of responsibility is in full compliance with this policy and associated legal guidelines.

All Employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify your supervisor, the City Manager or the Mayor. This policy provides multiple alternative means of reporting harassment so that the Employee has the choice of whom to report harassment. The City forbids retaliation against anyone for reporting any kind of harassment or cooperating in a harassment investigation.

It is the responsibility of the City Manager or the Mayor to: provide guidance; investigate or coordinate the investigation of charges of impropriety; and recommend appropriate action. Administration through coordination with Corporate Legal Counsel, as required, will provide guidance and assistance in proper handling of allegations.

Legal Definitions and Guidelines

Unwelcome sexual advances, (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) Submission to such conduct is either an explicit or implicit term or condition of employment, (e.g., promotion, training, time keeping, or overtime assignments, etc.) or;
- (b) Submission to or rejection of the conduct is used as a basis for making employment decisions, or;
- (c) The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Non-Retaliation Policy

In no way will the City permit any type of retaliatory behavior among or between any staff members. This applies in cases of reporting any incident of harassing behavior, complaints, grievances, workers compensation claims, or the raising of any critical issue or concern before any representative of the City. Any and all Employees are to be aware that the City has a “**zero-tolerance**” toward any type of retaliatory behavior, just as there is “**zero-tolerance**” on drug use, workplace harassment, workplace violence, and others. Any incident of alleged behavior should be reported through the appropriate chain of command, beginning with the immediate supervisor, City Manager and including representatives of the City Council.

RULE 10

PROHIBITED ACTIVITY

ACTIVITIES PROHIBITED.

No person shall be appointed or promoted to, or dismissed from any position, or in any way favored or discriminated against with respect to employment because of his sex, political or religious opinions or affiliations, or his race.

- (a) No person shall seek or attempt to use any political endorsement in connection with any appointment to a position.
- (b) No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any consideration.
- (c) No person in the employment of any city, whether classified or unclassified, shall be denied the right to participate in county and state political activities to the same extent as any other citizen of the State of Alabama, including, endorsing candidates and contributing to campaigns of his choosing.
- (d) No person in the employment of any county, whether classified or unclassified, shall be denied the right to participate in city and state political activities to the same extent as any other citizen of the State of Alabama, including endorsing candidates and contributing to campaigns of his own choosing.
- (e) All persons in the employment of any city or county shall have the right to join local political clubs and organization and state or national political parties.
- (f) All persons in the employment of any city or county shall have the right to publicly support issues of public welfare, circulate petitions calling for or in support of referendums, and contribute freely to those of his choosing.

No person shall attempt to use his official authority or position for the purpose of influencing the vote or political action of any person. Any person who violates this section of this Act shall be guilty of a felony punishable by a fine not to exceed \$10,000.00 or imprisonment in the State penitentiary for a period not to exceed two (2) years or both. (Act 608 of the 1978 State Legislature, General Laws of the State of Alabama.)

CANDIDACY FOR PUBLIC OFFICE

In the event an employee resigns his position for the purpose of becoming a candidate for nominations or election to public office, he shall be eligible for a leave of absence without pay if the following conditions are met:

- (a) A written resignation is submitted to the City Manager stating the purpose of such resignation with a copy forwarded to the City Council.
- (b) Within the six (6) month period next succeeding the day of resignation he is reinstated to the eligible list for said position.
- (c) The position has not been filled between the day of his resignation and the day of his appointment.
- (d) He is reappointed to the position within the six (6) month period next succeeding the day of resignation.

If each of the foregoing conditions is met, the employee shall be considered for all purposes as having been on a leave of absence.

CONFLICT OF INTEREST

In order to avoid a conflict of interest, the City Manager may require that a classified employee who wishes to engage in any outside work or activity for personal profit, file a written request setting out the nature of such outside employment.

DUTIES OF MUNICIPAL OFFICIALS

All elected authorities and officials subject to this Act shall assist in the implementation and maintenance of the provisions of the Act and the Rules and Regulations, and aid in the administration of the merit system program.

RULE 11
SMOKING AND USE OF TOBACCO
IN THE
WORKPLACE/SMOKE-FREE ENVIRONMENT

Certain local and state governments have passed ordinances and laws requiring employers to adopt and implement policies to protect the rights of the public and Employees to an environment unpolluted by tobacco smoke and other by-products. As a responsible employer, the City has implemented the following policy:

The City recognizes the growing awareness of health issues concerning the effects of tobacco smoke and other tobacco by-products in the work environment, and takes the responsibility of maintaining a healthful and clean working environment. To support this, the following guidelines have been implemented to attempt to meet the needs of all employees at City locations:

- (a) The City's buildings, leased property, warehouses, vehicles, and any indoor spaces are considered to be "Smoke Free" and "Tobacco-Free" working environments. This includes, but is not limited to, lobbies, conference rooms, common areas, break rooms, office areas, production areas, storage rooms, interiors of City-owned or leased vehicles, maintenance areas, warehouse facilities, and any other part of any City owned or leased facility or property that is an enclosed area.
- (b) Tobacco products may only be used on City property in designated OUTDOOR areas. Tobacco or tobacco products are not to be used in any area near or adjacent to hazardous materials, chemical or paper storage, loading docks, or other areas where hazards could be created due to the presence of tobacco products.
- (c) Tobacco products are not to be used while operating city equipment.
- (d) Employees who use tobacco products in the designated outdoor area are fully accountable for proper disposal of tobacco waste in appropriate receptacles or disposal devices. Failing to do so will result in disciplinary action.

RULE 12

COMMUNICATIONS AND MISCELLANEOUS

INTEROFFICE MAIL SYSTEM

The City email system is for the distribution of City mail only, it is not to be used for personal mail. Employees shall not use email to distribute chain letters or to solicit or recruit others for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. This includes any other forms of electronic communication.

PARKING

All Employees must park in the designated parking spaces for employees. See the City Manager for further details.

HAZARDOUS WEATHER CONDITIONS

The City's standing policy concerning hazardous weather conditions is that we are always open for business. If weather conditions are hazardous it is the responsibility of the Employee to decide if they should attempt to come in to work. However, each Employee must call their manager and make them aware of their situation. When weather conditions improve to allow safe travel, then each Employee is expected to come to work on their normal shift. So, while your safety comes first, you are otherwise expected to be at work. The City of Clay's determination regarding hazardous weather shall follow the Jefferson County Board of Education.

OPERATION OF CITY VEHICLES

Any employee of the City who has authorization to drive any city vehicle shall use courtesy and respect while driving. Employees must abide by the law at all times. Anyone violating these regulations resulting in tickets and/or fines could be reprimanded in the form of a write up in their personnel file, suspension and possible dismissal from the City.

DRESS AND APPEARANCE CODE

The City guidelines regarding work attire are flexible, yet adhere to basic standards of safety and appropriateness. Employees are expected to present an acceptable, businesslike, and appropriate appearance at all times that they are representing the City, whether it be in an office setting, or representing the City in an official function away from a City facility. Employees who disregard City dress, appearance, and grooming guidelines are subject to counseling and disciplinary action up to and including separation. Any Employee who reports to work with what would commonly be deemed as an "inappropriate appearance" will be sent home, in unpaid status, to change into more appropriate attire and return to work.

The City does reserve the right to amend or modify this policy on an as needed basis when situations arise where a more restrictive dress and appearance code may be more appropriate.

Office/ Administrative Employees

Office Employees may wear what is commonly referred to as "business casual" attire. No torn, stained, dirty, worn, excessively faded, or altered clothing is allowed. No sweat suits, athletic attire, sports attire, or similar items should be worn. Jeans may be worn, but they may not be torn, ragged, excessively faded, or otherwise judged as inappropriate for a work setting. During summer months the City Offices will allow a more relaxed dress code allowing capris, walking shorts and sandals.

Any Employee who has a guest in any of the City facilities, or who may be participating in an off-site visit, should wear traditional business attire. Traditional business attire is commonly defined as a suit/ jacket/ blazer and tie for men and a suit/ pantsuit/ jacket or blazer and skirt or dress for women, appropriate footwear (closed heel and toe), and hosiery, and the appropriate accessories, etc. Exceptions to this policy will be noted on a case by case basis in advance of the meeting and/ or visit.

Revealing (no bare midriffs or inappropriate exposure of body parts, men or women) or too tight or too small/ short clothing is not permitted. All clothing should be in original condition (no cut-off shorts or shirts, torn sleeve shirts, etc.). Reasonable standards of appropriate work attire will be used to assess issues such as those indicated above.

Good grooming and appropriate personal hygiene are always expected.

Public Works Employees

Dress should be appropriate for your environment, and may include tee-shirts, jeans, sweatshirts, sweat suits, and other casual attire. Where an Employee is issued a uniform or similar, the Employee is expected to wear their uniform(s).

- (a) Messages, logos, or phrases on clothing should be acceptable by reasonable community standards and must not convey or communicate language or images that may be offensive, incite controversy among Employees, or in any way create a hostile or harassing work environment.
- (b) All clothing, including hats, will present a neat, clean, professional appearance.
- (c) Long, loose, dangling clothing, jewelry, and hair are a safety hazard. Such items/ clothing must be secured or removed. Nails of excessive length are seen as a safety hazard and therefore not advised. Where there could be a risk factor, nails will have to be trimmed to a safe and acceptable length.
- (d) All shoes and footwear must be closed at the toe and heel, suitable for walking on and working on hard concrete surfaces and in congested work areas, and should be comfortable for standing for long periods of time.

- (e) Revealing (no bare midriffs or inappropriate exposure of body parts, men or women) or too tight or too small/ short clothing is not permitted. All clothing should be in original condition (no cut-off shorts or shirts, torn sleeve shirts, etc.). Reasonable standards of appropriate work attire will be used to assess issues such as those indicated above.
- (f) Good grooming and appropriate personal hygiene are always expected.

ALWAYS...Employees are asked to use their better judgment in selecting attire for the workplace. If you have any doubt, please contact your supervisor before wearing a questionable garment...or contact the City Manager. As noted, should anyone report to work in attire deemed to be unacceptable, you will be asked to leave work and correct the condition in an unpaid status. Counseling and corrective disciplinary action will occur for repeated violations.

STATEMENT OF CONFIDENTIALITY ACKNOWLEDGMENT

I acknowledge that this manual is neither a contract nor guarantee of employment nor is it intended to be. I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specified length of term of employment. Accordingly, it is recognized and I acknowledge that either the City or I may choose to terminate the working relationship at will at any time, with or without a specific reason or notice. I acknowledge that the City can change, alter, delete, or amend its policies, procedures, rules and regulations at any time without notice and that there exists no implied covenants, warranties or guarantees that are derived from the employment relationship.

STATEMENT OF CONFIDENTIALITY

In return for my at-will employment, I acknowledge that while employed or subsequent thereto I shall not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm or corporation in any manner whatsoever, any confidential information concerning any matters affecting or relating to the business of the City or its principals, including, without limiting the generality of the foregoing, any of its clients, pending projects and proposals, the prices it attains or has attained from the sale of, or which it sells or has sold, its services or products, marketing strategies, its manner of operations, financial statements, documents, client lists, forms, business plans, project information, architectural plans, computer discs, meeting minutes, telephone lists or any information that the City deems confidential in its sole discretion. I acknowledge the privileged nature of the above described work and covenant not to remove any such information (written, audio, video) from the possession of the City premises during or after the term of employment.

I further acknowledge that some job positions with the City will require execution of a separate employment agreement that governs the rights and obligations of me and the City. I will execute such Agreement if the job position for which I am hired or in which I am later placed requires same.

ACKNOWLEDGMENT

My signature acknowledges that I have read and understand the policies and procedures contained in the Employee POLICY AND PROCEDURE GUIDE and my at will employment status.

Employee Signature

Date

CITY OF CLAY SALARY SCHEDULE

Effective 10/15/07

Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
4	hourly	7.60	8.01	8.39	8.85	9.28	9.76	10.20	10.73	11.25	11.85
	bi-weekly	608.00	640.80	671.20	708.00	742.40	780.80	816.00	858.40	900.00	948.00
	semi-monthly	658.67	694.20	727.13	767.00	804.27	845.87	884.00	929.93	975.00	1027.00
	monthly	1317.33	1388.40	1454.27	1534.00	1608.53	1691.73	1768.00	1859.87	1950.00	2054.00
	annually	15808.00	16660.80	17451.20	18408.00	19302.40	20300.80	21216.00	22318.40	23400.00	24648.00
5	hourly	8.01	8.39	8.85	9.28	9.76	10.20	10.73	11.25	11.85	12.41
	bi-weekly	640.80	671.20	708.00	742.40	780.80	816.00	858.40	900.00	948.00	992.80
	semi-monthly	694.20	727.13	767.00	804.27	845.87	884.00	929.93	975.00	1027.00	1075.53
	monthly	1388.40	1454.27	1534.00	1608.53	1691.73	1768.00	1859.87	1950.00	2054.00	2151.07
	annually	16660.80	17451.20	18408.00	19302.40	20300.80	21216.00	22318.40	23400.00	24648.00	25812.80
6	hourly	8.39	8.85	9.28	9.76	10.20	10.73	11.25	11.85	12.41	13.02
	bi-weekly	671.20	708.00	742.40	780.80	816.00	858.40	900.00	948.00	992.80	1041.60
	semi-monthly	727.13	767.00	804.27	845.87	884.00	929.93	975.00	1027.00	1075.53	1128.40
	monthly	1454.27	1534.00	1608.53	1691.73	1768.00	1859.87	1950.00	2054.00	2151.07	2256.80
	annually	17451.20	18408.00	19302.40	20300.80	21216.00	22318.40	23400.00	24648.00	25812.80	27081.60
7	hourly	8.85	9.28	9.76	10.20	10.73	11.25	11.85	12.41	13.02	13.69
	bi-weekly	708.00	742.40	780.80	816.00	858.40	900.00	948.00	992.80	1041.60	1095.20
	semi-monthly	767.00	804.27	845.87	884.00	929.93	975.00	1027.00	1075.53	1128.40	1186.47
	monthly	1534.00	1608.53	1691.73	1768.00	1859.87	1950.00	2054.00	2151.07	2256.80	2372.93
	annually	18408.00	19302.40	20300.80	21216.00	22318.40	23400.00	24648.00	25812.80	27081.60	28475.20
8	hourly	9.28	9.76	10.20	10.73	11.25	11.85	12.41	13.02	13.69	14.39
	bi-weekly	742.40	780.80	816.00	858.40	900.00	948.00	992.80	1041.60	1095.20	1151.20
	semi-monthly	804.27	845.87	884.00	929.93	975.00	1027.00	1075.53	1128.40	1186.47	1247.13
	monthly	1608.53	1691.73	1768.00	1859.87	1950.00	2054.00	2151.07	2256.80	2372.93	2494.27
	annually	19302.40	20300.80	21216.00	22318.40	23400.00	24648.00	25812.80	27081.60	28475.20	29931.20
9	hourly	9.76	10.20	10.73	11.25	11.85	12.41	13.02	13.69	14.39	15.09
	bi-weekly	780.80	816.00	858.40	900.00	948.00	992.80	1041.60	1095.20	1151.20	1207.20
	semi-monthly	845.87	884.00	929.93	975.00	1027.00	1075.53	1128.40	1186.47	1247.13	1307.80
	monthly	1691.73	1768.00	1859.87	1950.00	2054.00	2151.07	2256.80	2372.93	2494.27	2615.60
	annually	20300.80	21216.00	22318.40	23400.00	24648.00	25812.80	27081.60	28475.20	29931.20	31387.20
10	hourly	10.20	10.73	11.25	11.85	12.41	13.02	13.69	14.39	15.09	15.83
	bi-weekly	816.00	858.40	900.00	948.00	992.80	1041.60	1095.20	1151.20	1207.20	1266.40
	semi-monthly	884.00	929.93	975.00	1027.00	1075.53	1128.40	1186.47	1247.13	1307.80	1371.93
	monthly	1768.00	1859.87	1950.00	2054.00	2151.07	2256.80	2372.93	2494.27	2615.60	2743.87
	annually	21216.00	22318.40	23400.00	24648.00	25812.80	27081.60	28475.20	29931.20	31387.20	32926.40

CITY OF CLAY SALARY SCHEDULE

Effective 10/15/07

Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
11	hourly	10.73	11.25	11.85	12.41	13.02	13.69	14.39	15.09	15.83	16.62
	bi-weekly	858.40	900.00	948.00	992.80	1041.60	1095.20	1151.20	1207.20	1266.40	1329.60
	semi-monthly	929.93	975.00	1027.00	1075.53	1128.40	1186.47	1247.13	1307.80	1371.93	1440.40
	monthly	1859.87	1950.00	2054.00	2151.07	2256.80	2372.93	2494.27	2615.60	2743.87	2880.80
	annually	22318.40	23400.00	24648.00	25812.80	27081.60	28475.20	29931.20	31387.20	32926.40	34569.60
12	hourly	11.25	11.85	12.41	13.02	13.69	14.39	15.09	15.83	16.62	17.46
	bi-weekly	900.00	948.00	992.80	1041.60	1095.20	1151.20	1207.20	1266.40	1329.60	1396.80
	semi-monthly	975.00	1027.00	1075.53	1128.40	1186.47	1247.13	1307.80	1371.93	1440.40	1513.20
	monthly	1950.00	2054.00	2151.07	2256.80	2372.93	2494.27	2615.60	2743.87	2880.80	3026.40
	annually	23400.00	24648.00	25812.80	27081.60	28475.20	29931.20	31387.20	32926.40	34569.60	36316.80
13	hourly	11.85	12.41	13.02	13.69	14.39	15.09	15.83	16.62	17.46	18.33
	bi-weekly	948.00	992.80	1041.60	1095.20	1151.20	1207.20	1266.40	1329.60	1396.80	1466.40
	semi-monthly	1027.00	1075.53	1128.40	1186.47	1247.13	1307.80	1371.93	1440.40	1513.20	1588.60
	monthly	2054.00	2151.07	2256.80	2372.93	2494.27	2615.60	2743.87	2880.80	3026.40	3177.20
	annually	24648.00	25812.80	27081.60	28475.20	29931.20	31387.20	32926.40	34569.60	36316.80	38126.40
14	hourly	12.41	13.02	13.69	14.39	15.09	15.83	16.62	17.46	18.33	19.24
	bi-weekly	992.80	1041.60	1095.20	1151.20	1207.20	1266.40	1329.60	1396.80	1466.40	1539.20
	semi-monthly	1075.53	1128.40	1186.47	1247.13	1307.80	1371.93	1440.40	1513.20	1588.60	1667.47
	monthly	2151.07	2256.80	2372.93	2494.27	2615.60	2743.87	2880.80	3026.40	3177.20	3334.93
	annually	25812.80	27081.60	28475.20	29931.20	31387.20	32926.40	34569.60	36316.80	38126.40	40019.20
15	hourly	13.02	13.69	14.39	15.09	15.83	16.62	17.46	18.33	19.24	20.21
	bi-weekly	1041.60	1095.20	1151.20	1207.20	1266.40	1329.60	1396.80	1466.40	1539.20	1616.80
	semi-monthly	1128.40	1186.47	1247.13	1307.80	1371.93	1440.40	1513.20	1588.60	1667.47	1751.53
	monthly	2256.80	2372.93	2494.27	2615.60	2743.87	2880.80	3026.40	3177.20	3334.93	3503.07
	annually	27081.60	28475.20	29931.20	31387.20	32926.40	34569.60	36316.80	38126.40	40019.20	42036.80
16	hourly	13.69	14.39	15.09	15.83	16.62	17.46	18.33	19.24	20.21	21.20
	bi-weekly	1095.20	1151.20	1207.20	1266.40	1329.60	1396.80	1466.40	1539.20	1616.80	1696.00
	semi-monthly	1186.47	1247.13	1307.80	1371.93	1440.40	1513.20	1588.60	1667.47	1751.53	1837.33
	monthly	2372.93	2494.27	2615.60	2743.87	2880.80	3026.40	3177.20	3334.93	3503.07	3674.67
	annually	28475.20	29931.20	31387.20	32926.40	34569.60	36316.80	38126.40	40019.20	42036.80	44096.00
17	hourly	14.39	15.09	15.83	16.62	17.46	18.33	19.24	20.21	21.20	22.26
	bi-weekly	1151.20	1207.20	1266.40	1329.60	1396.80	1466.40	1539.20	1616.80	1696.00	1780.80
	semi-monthly	1247.13	1307.80	1371.93	1440.40	1513.20	1588.60	1667.47	1751.53	1837.33	1929.20
	monthly	2494.27	2615.60	2743.87	2880.80	3026.40	3177.20	3334.93	3503.07	3674.67	3858.40
	annually	29931.20	31387.20	32926.40	34569.60	36316.80	38126.40	40019.20	42036.80	44096.00	46300.80

CITY OF CLAY SALARY SCHEDULE

Effective 10/15/07

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
18	hourly 15.09 bi-weekly 1207.20 semi-monthly 1307.80 monthly 2615.60 annually 31387.20	15.83 1266.40 1371.93 2743.87 32926.40	16.62 1329.60 1440.40 2880.80 34569.60	17.46 1396.80 1513.20 3026.40 36316.80	18.33 1466.40 1588.60 3177.20 38126.40	19.24 1539.20 1667.47 3334.93 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20
19	hourly 15.83 bi-weekly 1266.40 semi-monthly 1371.93 monthly 2743.87 annually 32926.40	16.62 1329.60 1440.40 2880.80 34569.60	17.46 1396.80 1513.20 3026.40 36316.80	18.33 1466.40 1588.60 3177.20 38126.40	19.24 1539.20 1667.47 3334.93 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80
20	hourly 16.62 bi-weekly 1329.60 semi-monthly 1440.40 monthly 2880.80 annually 34569.60	17.46 1396.80 1513.20 3026.40 36316.80	18.33 1466.40 1588.60 3177.20 38126.40	19.24 1539.20 1667.47 3334.93 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80	27.08 2166.40 2346.93 4693.87 56326.40
21	hourly 17.46 bi-weekly 1396.80 semi-monthly 1513.20 monthly 3026.40 annually 36316.80	18.33 1466.40 1588.60 3177.20 38126.40	19.24 1539.20 1667.47 3334.93 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80	27.08 2166.40 2346.93 4693.87 56326.40	28.43 2274.40 2463.93 4927.87 59134.40
22	hourly 18.33 bi-weekly 1466.40 semi-monthly 1588.60 monthly 3177.20 annually 38126.40	19.24 1539.20 1667.47 3334.93 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80	27.08 2166.40 2346.93 4693.87 56326.40	28.43 2274.40 2463.93 4927.87 59134.40	29.83 2386.40 2585.27 5170.53 62046.40
23	hourly 19.24 bi-weekly 1539.20 semi-monthly 1667.47 monthly 3334.93 annually 40019.20	20.21 1616.80 1751.53 3503.07 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80	27.08 2166.40 2346.93 4693.87 56326.40	28.43 2274.40 2463.93 4927.87 59134.40	29.83 2386.40 2585.27 5170.53 62046.40	31.31 2504.80 2713.53 5427.07 65124.80
24	hourly 20.21 bi-weekly 1616.80 semi-monthly 1751.53 monthly 3503.07 annually 42036.80	21.20 1696.00 1837.33 3674.67 44096.00	22.26 1780.80 1929.20 3858.40 46300.80	23.38 1870.40 2026.27 4052.53 48630.40	24.54 1963.20 2126.80 4253.60 51043.20	25.76 2060.80 2232.53 4465.07 53580.80	27.08 2166.40 2346.93 4693.87 56326.40	28.43 2274.40 2463.93 4927.87 59134.40	29.83 2386.40 2585.27 5170.53 62046.40	31.31 2504.80 2713.53 5427.07 65124.80	32.83 2622.40 2842.53 5727.07 68424.80

CITY OF CLAY
SALARY SCHEDULE

Effective 10/15/07

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
25	hourly	21.20	22.26	23.38	24.54	25.76	27.08	28.43	29.83	31.31	32.90
	bi-weekly	1696.00	1780.80	1870.40	1963.20	2060.80	2166.40	2274.40	2386.40	2504.80	2632.00
	semi-monthly	1837.33	1929.20	2026.27	2126.80	2232.53	2346.93	2463.93	2585.27	2713.53	2851.33
	monthly	3674.67	3858.40	4052.53	4253.60	4465.07	4693.87	4927.87	5170.53	5427.07	5702.67
	annually	44096.00	46300.80	48630.40	51043.20	53580.80	56326.40	59134.40	62046.40	65124.80	68432.00
26	hourly	22.26	23.38	24.54	25.76	27.08	28.43	29.83	31.31	32.90	34.52
	bi-weekly	1780.80	1870.40	1963.20	2060.80	2166.40	2274.40	2386.40	2504.80	2632.00	2761.60
	semi-monthly	1929.20	2026.27	2126.80	2232.53	2346.93	2463.93	2585.27	2713.53	2851.33	2991.73
	monthly	3858.40	4052.53	4253.60	4465.07	4693.87	4927.87	5170.53	5427.07	5702.67	5983.47
	annually	46300.80	48630.40	51043.20	53580.80	56326.40	59134.40	62046.40	65124.80	68432.00	71801.60
27	hourly	23.38	24.54	25.76	27.08	28.43	29.83	31.31	32.90	34.52	36.27
	bi-weekly	1870.40	1963.20	2060.80	2166.40	2274.40	2386.40	2504.80	2632.00	2761.60	2901.60
	semi-monthly	2026.27	2126.80	2232.53	2346.93	2463.93	2585.27	2713.53	2851.33	2991.73	3143.40
	monthly	4052.53	4253.60	4465.07	4693.87	4927.87	5170.53	5427.07	5702.67	5983.47	6286.80
	annually	48630.40	51043.20	53580.80	56326.40	59134.40	62046.40	65124.80	68432.00	71801.60	75441.60
28	hourly	24.54	25.76	27.08	28.43	29.83	31.31	32.90	34.52	36.27	38.06
	bi-weekly	1963.20	2060.80	2166.40	2274.40	2386.40	2504.80	2632.00	2761.60	2901.60	3044.80
	semi-monthly	2126.80	2232.53	2346.93	2463.93	2585.27	2713.53	2851.33	2991.73	3143.40	3298.53
	monthly	4253.60	4465.07	4693.87	4927.87	5170.53	5427.07	5702.67	5983.47	6286.80	6597.07
	annually	51043.20	53580.80	56326.40	59134.40	62046.40	65124.80	68432.00	71801.60	75441.60	79164.80
29	hourly	25.76	27.08	28.43	29.83	31.31	32.90	34.52	36.27	38.06	39.93
	bi-weekly	2060.80	2166.40	2274.40	2386.40	2504.80	2632.00	2761.60	2901.60	3044.80	3194.40
	semi-monthly	2232.53	2346.93	2463.93	2585.27	2713.53	2851.33	2991.73	3143.40	3298.53	3460.60
	monthly	4465.07	4693.87	4927.87	5170.53	5427.07	5702.67	5983.47	6286.80	6597.07	6921.20
	annually	53580.80	56326.40	59134.40	62046.40	65124.80	68432.00	71801.60	75441.60	79164.80	83054.40
30	hourly	27.08	28.43	29.83	31.31	32.90	34.52	36.27	38.06	39.93	41.95
	bi-weekly	2166.40	2274.40	2386.40	2504.80	2632.00	2761.60	2901.60	3044.80	3194.40	3356.00
	semi-monthly	2346.93	2463.93	2585.27	2713.53	2851.33	2991.73	3143.40	3298.53	3460.60	3635.67
	monthly	4693.87	4927.87	5170.53	5427.07	5702.67	5983.47	6286.80	6597.07	6921.20	7271.33
	annually	56326.40	59134.40	62046.40	65124.80	68432.00	71801.60	75441.60	79164.80	83054.40	87256.00
31	hourly	28.43	29.83	31.31	32.90	34.52	36.27	38.06	39.93	41.95	44.06
	bi-weekly	2274.40	2386.40	2504.80	2632.00	2761.60	2901.60	3044.80	3194.40	3356.00	3524.80
	semi-monthly	2463.93	2585.27	2713.53	2851.33	2991.73	3143.40	3298.53	3460.60	3635.67	3818.53
	monthly	4927.87	5170.53	5427.07	5702.67	5983.47	6286.80	6597.07	6921.20	7271.33	7637.07
	annually	59134.40	62046.40	65124.80	68432.00	71801.60	75441.60	79164.80	83054.40	87256.00	91644.80

CITY OF CLAY SALARY SCHEDULE

Effective 10/15/07

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	
32	hourly	29.83	31.31	32.90	34.52	36.27	38.06	39.93	41.95	44.06	46.30
	bi-weekly	2386.40	2504.80	2632.00	2761.60	2901.60	3044.80	3194.40	3356.00	3524.80	3704.00
	semi-monthly	2585.27	2713.53	2851.33	2991.73	3143.40	3298.53	3460.60	3635.67	3818.53	4012.67
	monthly	5170.53	5427.07	5702.67	5983.47	6286.80	6597.07	6921.20	7271.33	7637.07	8025.33
	annually	62046.40	65124.80	68432.00	71801.60	75441.60	79164.80	83054.40	87256.00	91644.80	96304.00
33	hourly	31.31	32.90	34.52	36.27	38.06	39.93	41.95	44.06	46.30	48.61
	bi-weekly	2504.80	2632.00	2761.60	2901.60	3044.80	3194.40	3356.00	3524.80	3704.00	3888.80
	semi-monthly	2713.53	2851.33	2991.73	3143.40	3298.53	3460.60	3635.67	3818.53	4012.67	4212.87
	monthly	5427.07	5702.67	5983.47	6286.80	6597.07	6921.20	7271.33	7637.07	8025.33	8425.73
	annually	65124.80	68432.00	71801.60	75441.60	79164.80	83054.40	87256.00	91644.80	96304.00	101108.80
34	hourly	32.90	34.52	36.27	38.06	39.93	41.95	44.06	46.30	48.61	51.03
	bi-weekly	2632.00	2761.60	2901.60	3044.80	3194.40	3356.00	3524.80	3704.00	3888.80	4082.40
	semi-monthly	2851.33	2991.73	3143.40	3298.53	3460.60	3635.67	3818.53	4012.67	4212.87	4422.60
	monthly	5702.67	5983.47	6286.80	6597.07	6921.20	7271.33	7637.07	8025.33	8425.73	8845.20
	annually	68432.00	71801.60	75441.60	79164.80	83054.40	87256.00	91644.80	96304.00	101108.80	106142.40
35	hourly	34.52	36.27	38.06	39.93	41.95	44.06	46.30	48.61	51.03	53.59
	bi-weekly	2761.60	2901.60	3044.80	3194.40	3356.00	3524.80	3704.00	3888.80	4082.40	4287.20
	semi-monthly	2991.73	3143.40	3298.53	3460.60	3635.67	3818.53	4012.67	4212.87	4422.60	4644.47
	monthly	5983.47	6286.80	6597.07	6921.20	7271.33	7637.07	8025.33	8425.73	8845.20	9288.93
	annually	71801.60	75441.60	79164.80	83054.40	87256.00	91644.80	96304.00	101108.80	106142.40	111467.20
36	hourly	36.27	38.06	39.93	41.95	44.06	46.30	48.61	51.03	53.59	56.27
	bi-weekly	2901.60	3044.80	3194.40	3356.00	3524.80	3704.00	3888.80	4082.40	4287.20	4501.60
	semi-monthly	3143.40	3298.53	3460.60	3635.67	3818.53	4012.67	4212.87	4422.60	4644.47	4876.73
	monthly	6286.80	6597.07	6921.20	7271.33	7637.07	8025.33	8425.73	8845.20	9288.93	9753.47
	annually	75441.60	79164.80	83054.40	87256.00	91644.80	96304.00	101108.80	106142.40	111467.20	117041.60
37	hourly	38.06	39.93	41.95	44.06	46.30	48.61	51.03	53.59	56.27	59.07
	bi-weekly	3044.80	3194.40	3356.00	3524.80	3704.00	3888.80	4082.40	4287.20	4501.60	4725.60
	semi-monthly	3298.53	3460.60	3635.67	3818.53	4012.67	4212.87	4422.60	4644.47	4876.73	5119.40
	monthly	6597.07	6921.20	7271.33	7637.07	8025.33	8425.73	8845.20	9288.93	9753.47	10238.80
	annually	79164.80	83054.40	87256.00	91644.80	96304.00	101108.80	106142.40	111467.20	117041.60	122865.60
38	hourly	39.93	41.95	44.06	46.30	48.61	51.03	53.59	56.27	59.07	62.03
	bi-weekly	3194.40	3356.00	3524.80	3704.00	3888.80	4082.40	4287.20	4501.60	4725.60	4962.40
	semi-monthly	3460.60	3635.67	3818.53	4012.67	4212.87	4422.60	4644.47	4876.73	5119.40	5375.93
	monthly	6921.20	7271.33	7637.07	8025.33	8425.73	8845.20	9288.93	9753.47	10238.80	10751.87
	annually	83054.40	87256.00	91644.80	96304.00	101108.80	106142.40	111467.20	117041.60	122865.60	129022.40

CITY OF CLAY SALARY SCHEDULE

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Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
39	hourly	41.95	44.06	46.30	48.61	51.03	53.59	56.27	59.07	62.03	65.12
	bi-weekly	3356.00	3524.80	3704.00	3888.80	4082.40	4287.20	4501.60	4725.60	4962.40	5209.60
	semi-monthly	3635.67	3818.53	4012.67	4212.87	4422.60	4644.47	4876.73	5119.40	5375.93	5643.73
	monthly	7271.33	7637.07	8025.33	8425.73	8845.20	9288.93	9753.47	10238.80	10751.87	11287.47
	annually	87256.00	91644.80	96304.00	101108.80	106142.40	111467.20	117041.60	122865.60	129022.40	135449.60
40	hourly	44.06	46.30	48.61	51.03	53.59	56.27	59.07	62.03	65.12	68.39
	bi-weekly	3524.80	3704.00	3888.80	4082.40	4287.20	4501.60	4725.60	4962.40	5209.60	5471.20
	semi-monthly	3818.53	4012.67	4212.87	4422.60	4644.47	4876.73	5119.40	5375.93	5643.73	5927.13
	monthly	7637.07	8025.33	8425.73	8845.20	9288.93	9753.47	10238.80	10751.87	11287.47	11854.27
	annually	91644.80	96304.00	101108.80	106142.40	111467.20	117041.60	122865.60	129022.40	135449.60	142251.20
41	hourly	46.30	48.61	51.03	53.59	56.27	59.07	62.03	65.12	68.39	71.81
	bi-weekly	3704.00	3888.80	4082.40	4287.20	4501.60	4725.60	4962.40	5209.60	5471.20	5744.80
	semi-monthly	4012.67	4212.87	4422.60	4644.47	4876.73	5119.40	5375.93	5643.73	5927.13	6223.53
	monthly	8025.33	8425.73	8845.20	9288.93	9753.47	10238.80	10751.87	11287.47	11854.27	12447.07
	annually	96304.00	101108.80	106142.40	111467.20	117041.60	122865.60	129022.40	135449.60	142251.20	149364.80
42	hourly	48.61	51.03	53.59	56.27	59.07	62.03	65.12	68.39	71.81	75.42
	bi-weekly	3888.80	4082.40	4287.20	4501.60	4725.60	4962.40	5209.60	5471.20	5744.80	6033.60
	semi-monthly	4212.87	4422.60	4644.47	4876.73	5119.40	5375.93	5643.73	5927.13	6223.53	6536.40
	monthly	8425.73	8845.20	9288.93	9753.47	10238.80	10751.87	11287.47	11854.27	12447.07	13072.80
	annually	101108.80	106142.40	111467.20	117041.60	122865.60	129022.40	135449.60	142251.20	149364.80	156873.60
43	hourly	51.03	53.59	56.27	59.07	62.03	65.12	68.39	71.81	75.42	79.19
	bi-weekly	4082.40	4287.20	4501.60	4725.60	4962.40	5209.60	5471.20	5744.80	6033.60	6335.20
	semi-monthly	4422.60	4644.47	4876.73	5119.40	5375.93	5643.73	5927.13	6223.53	6536.40	6863.13
	monthly	8845.20	9288.93	9753.47	10238.80	10751.87	11287.47	11854.27	12447.07	13072.80	13726.27
	annually	106142.40	111467.20	117041.60	122865.60	129022.40	135449.60	142251.20	149364.80	156873.60	164715.20
44	hourly	53.59	56.27	59.07	62.03	65.12	68.39	71.81	75.42	79.19	83.13
	bi-weekly	4287.20	4501.60	4725.60	4962.40	5209.60	5471.20	5744.80	6033.60	6335.20	6650.40
	semi-monthly	4644.47	4876.73	5119.40	5375.93	5643.73	5927.13	6223.53	6536.40	6863.13	7204.60
	monthly	9288.93	9753.47	10238.80	10751.87	11287.47	11854.27	12447.07	13072.80	13726.27	14409.20
	annually	111467.20	117041.60	122865.60	129022.40	135449.60	142251.20	149364.80	156873.60	164715.20	172910.40
45	hourly	56.27	59.07	62.03	65.12	68.39	71.81	75.42	79.19	83.13	87.30
	bi-weekly	4501.60	4725.60	4962.40	5209.60	5471.20	5744.80	6033.60	6335.20	6650.40	6984.00
	semi-monthly	4876.73	5119.40	5375.93	5643.73	5927.13	6223.53	6536.40	6863.13	7204.60	7566.00
	monthly	9753.47	10238.80	10751.87	11287.47	11854.27	12447.07	13072.80	13726.27	14409.20	15132.00
	annually	117041.60	122865.60	129022.40	135449.60	142251.20	149364.80	156873.60	164715.20	172910.40	181584.00

**CITY OF CLAY
SALARY SCHEDULE**

Effective 10/15/07

Grade		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
46	hourly	59.07	62.03	65.12	68.39	71.81	75.42	79.19	83.13	87.30	91.70
	bi-weekly	4725.60	4962.40	5209.60	5471.20	5744.80	6033.60	6335.20	6650.40	6984.00	7336.00
	semi-monthly	5119.40	5375.93	5643.73	5927.13	6223.53	6536.40	6863.13	7204.60	7566.00	7947.33
	monthly	10238.80	10751.87	11287.47	11854.27	12447.07	13072.80	13726.27	14409.20	15132.00	15894.67
	annually	122865.60	129022.40	135449.60	142251.20	149364.80	156873.60	64715.20	172910.40	181584.00	190736.00
47	hourly	62.03	65.12	68.39	71.81	75.42	79.19	83.13	87.30	91.70	96.22
	bi-weekly	4962.40	5209.60	5471.20	5744.80	6033.60	6335.20	6650.40	6984.00	7336.00	7697.60
	semi-monthly	5375.93	5643.73	5927.13	6223.53	6536.40	6863.13	7204.60	7566.00	7947.33	8339.07
	monthly	10751.87	11287.47	11854.27	12447.07	13072.80	3726.27	14409.20	15132.00	15894.67	16678.13
	annually	129022.40	135449.60	142251.20	149364.80	156873.60	164715.20	172910.40	181584.00	190736.00	200137.60
48	hourly	65.12	68.39	71.81	75.42	79.19	83.13	87.30	91.70	96.22	101.07
	bi-weekly	5209.60	5471.20	5744.80	6033.60	6335.20	6650.40	6984.00	7336.00	7697.60	8085.60
	semi-monthly	5643.73	5927.13	6223.53	6536.40	6863.13	7204.60	7566.00	7947.33	8339.07	8759.40
	monthly	11287.47	11854.27	12447.07	13072.80	13726.27	14409.20	15132.00	15894.67	16678.13	17518.80
	annually	135449.60	142251.20	149364.80	156873.60	164715.20	172910.40	181584.00	190736.00	20137.60	210225.60