



**CALL TO ORDER:** Mayor Burke  
**PLEDGE OF ALLEGIANCE:** All  
**INVOCATION:** Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA:**

To add or remove items from the Agenda:

3. **CONSENT AGENDA:**

1. Approval of the February 14, 2012 Regular and Work Session Minutes.

4. **REPORTS AND PRESENTATIONS:**

1. Financial Update (*Presented by Dan Defnall, Finance Officer*)

5. **FIRST PRESENTATION:** None at this time

6. **OLD BUSINESS:**

7. **NEW BUSINESS**

(*Agenda Item 12-02-313*)

1. Presentation of MBTA Work Plan for 2012-13  
(*Presented by MBTA Director, Mike Twomey*)

(*Agenda Item 12-02-314*)

2. Approval of a Resolution of the City of Morrow to Amend the Personnel Rules and Regulations of the City of Morrow with regards to Conditions of Employment; To Repeal conflicting Provisions; and for other purposes.  
(*Presented by HR Manager, Becky Zebe*)

(*Agenda Item 12-02-315*)

3. Approval of a Work Order with Clayton County Transportation & Development in the amount of \$65,496.18 for the resurfacing of Carla Drive and Merchants Way. The Original Georgia Department of Transportation LMIG grant was approved and signed August 23, 2011. (*Presented by City Manager, Jeff Eady*)

8. **GENERAL COMMENTS:**

Citizens-  
City Manager-  
Mayor and Council –

9. **ADJOURNMENT:**

**A RESOLUTION OF THE CITY OF MORROW TO AMEND THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF MORROW WITH REGARDS TO CONDITIONS OF EMPLOYMENT; TO REPEAL CONFLICTING PROVISIONS; AND FOR OTHER PURPOSES.**

WHEREAS, the City of Morrow adopted Personnel Rules and Regulations by Resolution and made effective November 23, 2010, which contains provisions regulating the conditions of employment, and

WHEREAS, the Mayor and Council believes that it is necessary and desirable to amend the existing provisions contained in the following Policies of the Personnel Rules and Regulations:

1. **Policy 2.02 – Probationary Period**

Section II, (D) to be amended to read:

“During the probationary period, a Department Head, with the knowledge of the Human Resources Manager and the City Manager, may discharge the probationary employee for any reason allowed by law.”

2. **Policy 6.06 – Jury Duty Leave**

Section II, (B) to be amended to read:

“Full-time employees will be eligible for payment up to eight (8) hours pay per day based on the number of hours for the jury duty required. Part-time employees are eligible for compensation only for scheduled hours missed due to jury duty. All jury duty stipends paid while receiving pay from the City will be turned in to the Finance Department.”

3. **Policy 7.01 – Rules of Personal Conduct**

Section II, (C) (12) to be amended to read:

“Unauthorized sleeping on the job”

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Morrow, Georgia that these amendments to the Personnel Rules and Regulations shall be in full force and effect upon adoption.

**SO RESOLVED** this 28<sup>th</sup> day of February, 2012

\_\_\_\_\_  
JB Burke, Mayor

Attest:

\_\_\_\_\_  
Evyonne Browning, City Clerk  
(Seal)

**City of Morrow**

**PERSONNEL RULES AND REGULATIONS**

Subject: Probationary Period

Policy No.: 2.02

Page One of Two

Effective Date: Revision effective November 23, 2010

**I. POLICY:** Each full-time and part-time employee who is newly hired will serve a probationary period.

**II. PROCEDURE:**

- A. A probationary period of twelve months is required for all newly hired City employees.
- B. Seasonal/Temporary employees are not eligible for regular status.
- C. During the probationary period, probationary employees are subject to any personnel action, including discharge without prior notice and without right to grieve or appeal under Policy No. 3.02.
- D. ~~If, d~~During the probationary period, a Department Head, with the knowledge of the Human Resources Manager and the City Managers, may discharge the probationary employee for any reason allowed by law. ~~determines that an employee's performance is unacceptable, the employee may be discharged.~~
- E. If, at the completion of the probationary period, an employee has not met all performance requirements, the probationary period may be extended up to 90 days.
- F. Prior to completion of the probationary period, the employee will receive a performance evaluation. A probationary employee who receives an unsatisfactory evaluation may be discharged from City employment.
- G. The effective date of achieving regular employee status will be the first day of the pay period following:
  - 1. Satisfactory completion of the probationary period;

2. Receipt of a satisfactory performance evaluation;
3. Approval by the City Manager.

The probationary period will not end until the above three conditions are met. The aforementioned date will be used to determine the timing of subsequent merit increase eligibility and performance evaluations while in the currently held position.

**H.** Any regular employee who accepts a promotion will serve a six-month probationary period. During that period the employee will be entitled to all benefits of a regular employee. The City will evaluate the employee's performance at the conclusion of the six-month probationary period. If the employee's progress is satisfactory, he is eligible upon approval of the City Manager for a merit increase and achievement of regular employee status. The employee's anniversary date will be the date after the end of the probationary period. If the employee's progress is not satisfactory, he shall be returned to his former position, if available or placed in another position for which he is qualified, or subject to the provisions of Policy No. 3.02 Terminated. Any probationary employee that accepts a promotion must serve both the one year from hire probation, and the six-month promotional probation. These probationary periods will run concurrent.

**I.** An incumbent will not serve a probationary period as a result of his position being reclassified provided he/she has already served the appropriate probationary period.

## City of Morrow

### PERSONNEL RULES AND REGULATIONS

Subject: Jury Duty Leave  
Policy No.: 6.06  
Page One of One  
Effective Date: Revision effective November 23, 2010

**I. POLICY:** The City's employees are expected to fulfill civic and legal obligations. Employees who respond to a call for jury duty, a jury panel or a subpoena to be a witness in a court case involving the City and to which they are not a party will be compensated by the City for such time as follows if they have properly notified their supervisor and have submitted the notice of subpoena from the Clerk of the Court.

**II. PROCEDURE:**

**A.** Employees must notify their supervisor in writing immediately upon receipt of a jury summons or subpoena so that a replacement may be secured.

**B.** Full-time employees will be eligible for payment up to eight (8) hours pay per day based on the number of hours for the jury duty required. Part-time employees are eligible for compensation only for scheduled hours missed due to jury duty. All jury duty stipends paid while receiving pay from the City, will be turned in to the Finance Department.

**C.** The intent and purpose hereof is to compensate the employees for lost time during the normal work week and therefore excludes payments for non-scheduled time such as scheduled days off, holidays, vacation, layoffs, and leaves of absences of any kind.

**D.** Each City employee serving as a juror or witness will dress appropriately. Men will wear at least a clean pair of pants and shirt (blue jeans and t-shirts are not acceptable). Police and Fire personnel are encouraged to wear uniforms, except for Detectives. Women will dress in a similar level of formality as men.

**E.** If jurors or witnesses are excused early, they should return to work immediately unless it is necessary to go home to change clothes first.

**F.** City personnel required to attend court for City business during non-scheduled hours will have those hours considered as compensable provided that the employee involved is not overtime exempt and that any witness fee received is submitted to the City of Morrow.

## City of Morrow

### PERSONNEL RULES AND REGULATIONS

Subject: Rules of Personal Conduct  
Policy No.: 7.01  
Page One of Three

Effective Date: Revision effective November 23, 2010

**I. POLICY:** Certain guidelines of personal behavior for all City employees are essential for safe and orderly operation of the City. City employees are to use common sense and abide by accepted standards of honesty and decency and professionalism.

**II. PROCEDURE:**

**B.** Listed below are examples of behavior which cannot be tolerated. These acts may result in immediate termination.

1. Possession, use, or selling of alcohol, narcotics, drugs or other psycho-active substances on City property (excluding off duty consumption of alcohol at City approved events);
2. Unauthorized possession or use of firearms on City property;
3. Theft; misuse or misappropriation of City property;
4. Insubordination or willful disobedience of directions and instructions necessary to the City's operation;
5. Disclosure of confidential information;
6. Willful falsification of attendance records or other City records or documents;
7. Fighting or horse-play on the job or on City property;
8. Violation of the Substance Abuse Prevention Program as defined by that policy;
9. Conviction of a criminal offense involving matters prejudicial to the effective performance of an employee's job;

Subject: Rules of Personal Conduct  
Policy No.: 7.01  
Page Two of Three

10. Reckless, careless, hazardous, or other behavior which endangers persons or property;
  11. Lying or misrepresenting the truth;
  12. Failure to notify the supervisor of loss of drivers license if the job requires a driver's license.
- C. Listed below are other acts which cannot be tolerated. These acts may result in one of the disciplinary actions set forth in Policy No. 7.03 depending on the nature and severity of the offense.
1. Unexcused absences or repeated tardiness in reporting to work;
  2. Failure to report immediately a personal injury sustained while on City property or damage to City property;
  3. Use of profanity;
  4. Willful disregard for assigned housekeeping tasks;
  5. Abuse of City property;
  6. Operating a vehicle in a careless or dangerous manner while on the job or on City property;
  7. Disregard for safety requirements or violation of the City Safety Rules or Policies;
  8. Abandoning the job during working hours without permission;
  9. Violation of City or departmental work rules;
  10. Incompetence or inefficiency in performance of work related duties;
  11. Gambling, betting, or participating in games of chance on City premises;
  12. [Unauthorized s](#)leeping on the job;

Subject: Rules of Personal Conduct  
Policy No.: 7.01  
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13. Excessive use of telephones for personal use without permission and not in emergencies;
14. Failure to cooperate in an investigation;
15. Loss of driver's license, if driver's license is required by the job description; or
16. Other activity, which is not compatible with good public service.

The above rules are merely examples of conduct which cannot be tolerated and do not in any way limit the ability of the City to discipline or discharge an employee, depending on the circumstances. The City of Morrow may discipline employees for violating any work rules which are established by the City.

Receipt of a total of three written warnings for different violations or two written warnings for the same violation within a twelve month period, whether given under this or any other policy may result in termination. In the event a single violation of any work rule is severe in the opinion of City management, the City, may, at its discretion impose additional disciplinary action up to and including discharge.

D. At the City's discretion, employees may be subject to a polygraph or voice stress analysis examination to be administered by an examiner of the City's choosing. The following rules shall govern any such exam. The employee will be informed:

1. That the questions will relate specifically and narrowly to the performance of official duties;
2. That the answers cannot be used against the employee in any subsequent criminal prosecution; and
3. That the penalty for refusal is dismissal.

The City's request for polygraph or voice stress examination in any given situation shall be in accordance to Georgia Law.