

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY
EMPLOYEE HANDBOOK



Athens
Clarke County
Human Resources

Unified Government of Athens-Clarke County Human Resources Department
375 Satula Ave. | Athens, GA 30603 | phone: 706.613.3090
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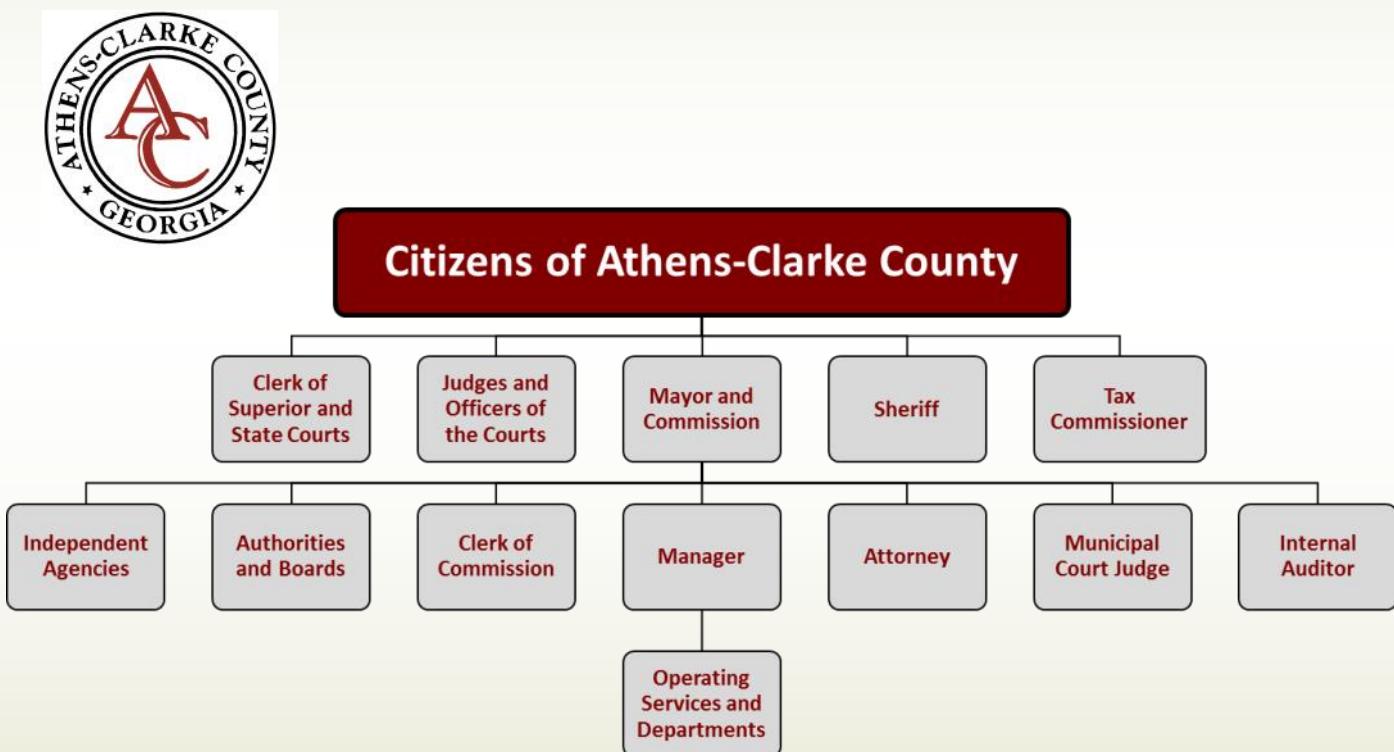
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The information in this material is intended to provide information only. It is not intended and should not be taken as a statement of legal rights and responsibilities. While every effort has been made to ensure the accuracy of information included herein, discrepancies or errors are possible. In the case of a discrepancy between this document and the Summary Plan Documents, ordinances, and policies governing benefits adopted by the Mayor and Commission, the official plan documents, ordinances and policies will prevail. The Summary Plan Documents, ordinances, and policies on which the information in this document is based are subject to change or termination at any time by action of the Mayor and Commission.

ACCGOV ORGANIZATION

The Unified Government of Athens-Clarke County Organizational Chart Overview



BENEFITS OVERVIEW

Effective January 1 — Dec 31

Benefits for You and Your Family

The Unified Government of Athens-Clarke County (ACCGov) is pleased to introduce our benefits package, which is designed to help you stay healthy, feel secure, and maintain a great work/life balance. Offering a competitive benefits package is just one way we strive to provide our employees with a rewarding workplace. Please read the information provided in your *Benefit Guide for New Hires* carefully. For full details about the benefit plans, please refer to the Summary Plan Documents available from the Human Resources Department and online at www.ACCTGov.com/benefits.



Online Enrollment/Waiver must be completed prior to the start of your benefits. You may go online from any computer to http://unum_ACCTGov.bswift.com to complete your enrollment using the instructions provided to you in your Benefits Information and Enrollment email.

BENEFITS SUMMARY



Family Medical Leave Act

The Family Medical Leave Act of 1993 provides, upon approval, up to 12 weeks of unpaid, job-protected leave in a rolling 12 month period for the birth or adoption of a child or placement of a child in foster care; serious health condition of the employee; serious health condition of the employee's family member (spouse, child, parent); a qualifying situation which has arisen out of the fact that the spouse, son, daughter or parent of the employee is on or has been called to active duty in the Armed Forces in support of a contingency operation (war or combat); or the serious condition of a service member for whom the employee is the primary care giver for which up to 26 weeks of unpaid leave may be taken upon approval. For more information, please refer to your Family Medical Leave Handbook.

Short Term Disability Self-Funded Insurance Program

ACCGov provides you with Short Term Disability (STD) Insurance to offer you and your family financial security should you be unable to perform the full essential functions of your job due to a non-work related temporary total disability. This benefit is provided at no cost to you. Disability is defined as a bodily malfunction, accidental injury, pregnancy complications, or mental illness. Eligibility for this benefit begins on the first day of the month following a full month of regular, full-time employment. There is a 15 working-day "elimination period," therefore, Short Term Disability payments begin on the sixteenth (16th) workday following the first day of scheduled work missed due to the onset of your illness or injury-causing disability. While you are still under a doctor's care, you will be paid at a rate of 60% of your base salary (not to exceed \$200 per day). Short Term Disability may continue for a maximum of twenty-six (26) weeks from the initial onset of the disability. For more information, please refer to your Short Term Disability Insurance Handbook.

Employee Emergency Assistance Fund

The Employee Emergency Assistance Fund may be available for those who find themselves experiencing an unexpected financial emergency, such as sudden loss of income or unmanageable medical bills. Contact a charity drive committee member or the HR office for more information.

Health Benefits



ACCGov employees are eligible for health insurance benefits on the first day of the month after a full month (30 days) of regular full-time employment (unless expressly stated otherwise under the description of the benefit).

ACCGov offers 1 traditional co-pay plan, the POS Conventional, and 2 high deductible health plans, the Consumer Healthy Solutions-Select and the Consumer Healthy Solutions-Value.

The CHS plans are coupled with a **Health Savings Account (HSA)**, which is a tax advantaged, interest bearing account that can be used to pay out-of-pocket medical, prescription, dental and vision expenses, and allows the member to better manage and budget health care expense. ACCGov makes annual contributions into employee's HSA according to their level of medical coverage.

BENEFITS SUMMARY

Tobacco Affidavit & Surcharge: All employees who enroll in the ACCGov health insurance plan are required to sign a Tobacco Status Affidavit. Employees who certify that they use tobacco or nicotine products will be charged a surcharge in addition to their health insurance premium. If an employee has a change in tobacco status at any time, he or she must immediately complete a new affidavit to change their status and be charged/not charged the Tobacco Surcharge accordingly. The Surcharge only applies to the employee, and not covered dependents.

Current Tobacco Users: Employees who use tobacco or nicotine products may have the Tobacco Surcharge removed if they successfully complete a tobacco cessation program, and remain tobacco/nicotine free.

Falsifying or failing to report one's tobacco status will result in disciplinary action up to and including termination of employment. In addition, an employee who willingly makes a false or fraudulent statement may be subject to insurance fraud which carries a penalty of a \$1,000 fine, 5-years imprisonment, or both pursuant to O.C.G.A. Section 16-10-20.

Tobacco Cessation: If you are interested in quitting tobacco or nicotine use, please contact the ACCGov Wellness Team, at 706-613-3934 for cessation program options.

Spousal Surcharge: All employees who enroll in the ACCGov health insurance plan are required to sign a Spousal Affidavit/Waiver form. Employees who enroll their spouse or certified domestic partner in an ACCGov health plan, and waive their spouse's employer sponsored health plan, will be charged a surcharge in addition to their health insurance premium. If an employee's spouse has a change in status at any time, he or she must immediately complete a new affidavit to change their status and be charged/not charged the Spousal/Domestic Partner Surcharge accordingly. (The Marketplace, Tricare, Medicare, and Medicaid are not considered other employer sponsored health coverage.)

Retiree Health Benefits: Employees entering retirement who are electing dependent health insurance coverage must have had their dependent covered on their health insurance for a minimum of one year prior to retirement in order for the dependent to be eligible for health insurance in retirement.

Medical Flexible Spending (FSA)

The FSA is a pre-tax deduction, which can be used to reimburse oneself for eligible, out-of-pocket health care expenses. The purpose of the FSA is to cover most out-of-pocket expenses not covered under your medical, dental, or vision plan. Due to IRS regulations regarding Flexible Spending and Health Savings Accounts, Flexible Spending benefits are only available to employees who opt out of ACCGov health insurance (CHS plan). Please contact the Benefits and Wellness Division of the Human Resources Department for more information.

Dependent Care Flexible Spending

This FSA benefit lets you use pre-tax dollars to pay for eligible employment-related dependent care expenses. It sets money aside from your paycheck before taxes are taken out. You can then use these funds to pay for eligible dependent care expenses throughout the plan year. You save money on expenses you're already paying for like day care and preschool. Setting aside pre-tax dollars means you pay fewer taxes from your payroll. Please contact the Benefits and Wellness Division of the Human Resources Department for more information.

BENEFITS SUMMARY

Vision Benefits

ACCGov provides group vision coverage as a voluntary benefit, paid 100% by the employee, for vision-related expenses. Routine eye exams can detect visual defects and eye diseases, such as glaucoma, cataracts, and macular degeneration. Furthermore, many employees and their family members wear some sort of corrective lenses that require periodic lens replacement. ACCGov offers employees the means to obtain a group insurance rate for this vital service. The Blue Cross Blue Shield Blue View Vision plan can provide discounted costs for routine exams, frames, and lenses through a wide network of participating providers.

Dental Benefits



ACCGov's dental insurance is a voluntary benefit, paid 100% by the employee and is designed to reduce the costs of regular dental care. The plan pays 100% of approved costs for periodic exams and cleanings; and 50-80% of approved costs for other procedures, based on the type of procedure, after a \$50 annual deductible is met. There is a \$1,200 calendar year maximum benefit for covered expenses.

Long Term Disability Insurance Program

ACCGov is committed to providing you with additional income protection beyond the short-term disability benefit should the duration of your medical condition persist longer than six (6) months. If a medical condition prevents you from returning to work for more than 6 months, you may qualify to receive long-term disability income replacement. If your claim is approved, the monthly benefit will pay 60% of your regular monthly earnings up to a maximum benefit of \$7,000 per month. You must have 2-years of full-time service with ACCGov to be eligible to enroll in long term disability insurance. You will

have the opportunity to enroll during the annual Open Enrollment period following completion of 2 years of service. This is a voluntary benefit and is paid 100% by the employee.



Basic Life Insurance & Accidental Death and Dismemberment

Basic Life Insurance is provided by ACCGov, at no cost to you, in an amount equal to twice your annual salary plus \$5,000. Should you pass away due to illness, accident or natural causes, this benefit will be paid to your designated beneficiary or estate. Accidental Death and Dismemberment (AD&D) Insurance is provided to you as an added benefit to your Basic Life Insurance. The schedule of covered losses and benefit amounts may vary depending on the loss. The amount for loss of life is payable to the beneficiary. The amount for loss of limb(s), eyesight, hearing and/or paralysis is payable to the insured. The loss must occur within 365 days after the date of the accident and be a direct result of bodily injury sustained from that accident, independent of other causes. Certain exclusions and other details regarding this benefit are listed in the Summary Plan Document.

BENEFITS SUMMARY

Additional Employee Life Insurance

You may choose to purchase Contributory Life Insurance at a minimal cost. Medical proof of insurability is not required during your initial enrollment period for any total coverage amount under \$250,000. However, satisfactory medical evidence of insurability will be necessary for later enrollments, or if you increase the amount of your Contributory Life Insurance at a future open enrollment period. You may have a combined amount of Basic Life Insurance and Contributory Life Insurance coverage up to \$500,000. This is a voluntary benefit and is paid 100% by the employee.

Dependent Life Insurance

You may purchase Dependent Life Insurance in the amount of \$5,000, \$10,000 or \$15,000 for each eligible child and \$15,000, \$25,000 or \$50,000 for your spouse for a minimal cost. Dependent Life Insurance coverage for a child is for newborn to age 26. This is a voluntary benefit and is paid 100% by the employee.

Whole Life Insurance

Whole Life Insurance offers living benefits you can use when you need them, as well as, a death benefit. It features cash value, a living benefit rider, and long term care rider. You may also keep your Whole Life coverage after you retire. Rates are age-based when you purchase, and do not increase as you get older. This is a voluntary benefit and is paid 100% by the employee.

Group Accident Insurance

Group Accident Insurance is financial protection coverage that can provide benefits to you for covered accidents while you are on the road to recovery. The benefit provides a lump sum payment directly to you based on the type of injury (or covered incident) you, or your covered dependent, sustain or the type of treatment you need. This is a voluntary benefit and is paid 100% by the employee.

Group Critical Illness Insurance

Critical Illness Insurance may pay a lump sum benefit directly to you at the diagnosis of a covered critical illness. You can choose to purchase a \$15,000 or \$25,000 policy. You may use the benefit payment any way you wish. If you receive a full benefit payout for a covered illness, your coverage can be continued for other remaining covered conditions. This is a voluntary benefit and is paid 100% by the employee.

Employee Assistance Program

The ACCGov Work-Life Balance Employee Assistance Program (EAP) is designed to help you and your family deal with the problems associated with stress, marriage, family, children, anxiety, depression, money, alcohol, drugs, grief, or any other personal problem. For more information, or to arrange an appointment with a counselor to discuss these issues, please contact EAP at 1-800-854-1446, available 24 hours a day, 7 days a week, or visit www.unum.com/lifebalance.

Worldwide Emergency Travel Assistance

You must be enrolled in the Life Insurance benefit to utilize this benefit. If you, or your dependent children, are at least 100 miles from home, Assist America's medically certified personnel are ready to help 24/7 by providing services including hospital admission assistance, emergency medical evacuation, medical transportation home, emergency message service, transportation for a friend or family member to join the hospitalized patient, care of minor children, emergency trauma counseling, prescription assistance, and legal and interpreter referrals. To access services: Within the U.S. 800-872-1414, Outside the U.S. +(U.S. Access Code) 609-986-1234, Reference Number 01-AA-UN-762490

CONTINUATION COVERAGE RIGHTS UNDER COBRA

Introduction

This notice is for all employees enrolled in coverage under an ACCGov group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct; or
- You become divorced or legally separated from your spouse.

CONTINUATION COVERAGE RIGHTS UNDER COBRA

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

For retirees under this plan, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- Commencement of a proceeding in bankruptcy with respect to the employer

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 30 days after the qualifying event occurs. You must provide this notice to the Benefits and Wellness Division of the Human Resources Department.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

CONTINUATION COVERAGE RIGHTS UNDER COBRA

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the Benefits and Wellness Division of the Human Resources Department. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) at 404-302-3900 or visit www.dol.gov/ebsa. For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from ACCGov, the state of Georgia has a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for the premium assistance programs, but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask about a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under an ACCGov plan, then you may enroll in an ACCGov plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call **1-866-444-EBSA (3272)**.

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2018. Contact your State for more information on eligibility –

ALABAMA – Medicaid	FLORIDA – Medicaid
Website: http://myalhipp.com/ Phone: 1-855-692-5447	Website: http://flmedicaidtplrecovery.com/hipp/ Phone: 1-877-357-3268
ALASKA – Medicaid	GEORGIA – Medicaid
The AK Health Insurance Premium Payment Program Website: http://myakhipp.com/ Phone: 1-866-251-4861 Email: CustomerService@MyAKHIPP.com Medicaid Eligibility: http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx	Website: http://dch.georgia.gov/medicaid Click on Health Insurance Premium Payment (HIPP) Phone: 404-656-4507
ARKANSAS – Medicaid	INDIANA – Medicaid
Website: http://myarhipp.com/ Phone: 1-855-MyARHIPP (855-692-7447)	Healthy Indiana Plan for low-income adults 19-64 Website: http://www.hip.in.gov Phone: 1-877-438-4479 All other Medicaid Website: http://www.indianamedicaid.com Phone 1-800-403-0864
COLORADO – Medicaid	IOWA – Medicaid
Medicaid Website: http://www.colorado.gov/hcpf Medicaid Customer Contact Center: 1-800-221-3943	Website: http://www.dhs.state.ia.us/hipp/ Phone: 1-888-346-9562

“THE WELL” WELLNESS REWARDS



Wellness Rewards Program

WELLNESS PROGRAM OVERVIEW

The Unified Government of Athens-Clarke County (ACCGov) has designed and implemented an aggressive worksite wellness program to create, support, and promote activities that foster good physical health and well-being for all employees and retirees. The incentive-based program, which began in April 2004, is dedicated to enhancing the mind, body, and spirit of ACCGov employees and designed to empower them to take personal responsibility for their health and well-being. Participation in The Well is voluntary and open to all full-time employees. As an incentive for active participation, employees who register in The Well by completing their annual Health Risk Assessment and track their healthy activities have the potential to earn up to \$700 annually (\$175.00 each quarter). PLUS receive \$50.00 each month applied toward their ACCGov health insurance for completing their HRA. Please see the *Benefit Guide for New Hires* for detailed information.

*Activity & Rewards Tracking Help
Fitness Schedules & Class Descriptions
Information & Resources*

www.ACCGov.com/wellness

Contacts:

Kendra Houghton: Kendra.houghton@ACCGov.com or 706-613-3934

Randi Baker: Randi.baker@ACCGov.com or 706-613-3090

Wellness Team: wellnessteam@ACCGov.com

WELLNESS EEOC NOTICE

ACCess Wellness is a voluntary benefit available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). HRA completion requires you to have results from a biometric screening, which are obtained via a blood test for total cholesterol, HDL, LDL, triglycerides, and glucose, as well as measurements for weight, waist circumference, and blood pressure. The blood test and measurements may be performed by a personal physician or through participation in the ACC Wellness annual blood draw. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will be eligible to earn an incentive of up to \$700 per year by using The Well activity tracking website. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive access to and earn rewards via The Well. Additionally, employees who complete the HRA and elect health insurance benefits with The Unified Government of Athens-Clarke County (ACCGov) may earn the HRA credit of \$600 per year.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. You also are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and ACCGov may use aggregate information it collects to design a program based on identified health risks in the workplace, ACCess Wellness will never disclose any of your personal information either publicly or to the employer, except as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness benefits, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness benefits or receiving an incentive.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact your Benefits and Wellness Administrator at 706-613-3090.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

This is your *Notice of Privacy Practices for Protected Health Information* from the Unified Government of Athens-Clarke County, as the Plan Sponsor of the employee health, dental, and vision plans, and the Short-Term and Long-Term Disability plans.

Please read it carefully.

You have received this notice because you are covered under one or more of Athens-Clarke County's health, dental, or vision plans that the Government maintains for its employees and their dependents (the "Plans"). Athens-Clarke County strongly believes in protecting the confidentiality and security of employee information.

The Plans are required to provide this notice to you by the Health Insurance Portability and Accountability Act (HIPAA). This notice refers to the Plans sponsored by the Unified Government of Athens-Clarke County by using the terms "us," "we," or "our."

Request Information about HIPAA

For additional information or questions you may have about our HIPAA medical information privacy policy as outlined in this notice, you should contact the Privacy Officer:

Traci Mason, Benefits and Wellness Administrator
Unified Government of Athens-Clarke County
Human Resources Department
PO Box 1868
Athens, GA 30603
Or, if you prefer, you may call 706-613-3090.

Additional Notices

You may also receive a separate HIPAA Privacy Notice from insurance companies that provide benefits under one or more of the Plans. Those separate notices are being provided to you by the Plans, as required by law, because the insured Plans are being amended to restrict the ability of insurance companies to share Protected Health Information with ACCGov Human Resources Department employees for the limited purposes described in this notice.

As a result of those amendments to the Plans, the insured Plans may disclose Protected Health Information only to specified employees of ACCGov who are involved with the administration of those Plans. This notice is to further assure you that the Plans, and the Unified Government of Athens-Clarke County as the Plan Sponsor, are required to comply with the requirements of HIPAA regarding your Protected Health Information.

Your Protected Health Information

This notice describes how we safeguard the Protected Health Information we have about you and your covered dependents that relates to your coverage under one or more of the Plans, and how we may use and disclose this information. Protected Health Information, or "personal health information," includes individually identifiable information that relates to your past, present or future health, treatment, or payment for health care services. This notice also describes your rights with respect to that Protected Health Information and how you can exercise those rights.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

We are required by law to:

- maintain the privacy of your Protected Health Information;
- provide you this notice of our legal duties and privacy practices with respect to your Protected Health Information;
- and follow the terms of this notice.

As Allowed or Required by Law

We ensure the privacy of your Protected Health Information from inappropriate use or disclosure. Athens-Clarke County employees, and those companies that help us service the Plans, such as insurance companies and third party administrators of our self-insured plans, are required to comply with the requirements that guarantee the confidentiality of Protected Health Information.

We are required to maintain written agreements that provide for privacy of your Protected Health Information with other organizations to which we may disclose your Protected Health Information in connection with the administration of the Plans. Employees who assist with the administration of the Plans and those organizations that help service the Plans may look at, use and disclose your Protected Health Information only when there is an appropriate reason to do so in connection with the administration of the Plans or for the other purposes permitted by HIPAA, as discussed below.

We ***will not use*** your Protected Health Information for marketing purposes, and we ***will not disclose*** your Protected Health Information to any public or private entity for their use in marketing products to you. However, as described below, we will use and disclose Protected Health Information about you for purposes relating to your health, dental, vision and/or disability coverage(s) under the Plans.

As your employer, the Unified Government of Athens-Clarke County may access or receive Protected Health Information to enroll you and your eligible dependents in the Plans. The Unified Government of Athens-Clarke County will never use or disclose the Protected Health Information for employment decision-making or other benefit or benefit plan determinations, except as required by law.

As a plan sponsor, the Unified Government of Athens-Clarke County may receive summary health information to use to obtain bids for health, dental, vision or disability insurance or to determine whether to modify, amend or terminate any of its Plans. Summary health information is aggregated claims history, claims expenses or types of claims experienced by Plan enrollees, from which the enrollee identifiers have been removed.

Use of Your Protected Health Information

Certain Human Resources Department employees of the Unified Government of Athens-Clarke County may receive Protected Health Information, in connection with the administration of the Plans, and may use or disclose the Protected Health Information, without your consent or authorization in the following instances:

- for general plan administration to include eligibility and enrollment, reporting, auditing, premium payment, to assist in administration of a dispute or inquiry, and any other authorized function related to plan administration;

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

- in the case of the Unified Government of Athens-Clarke County's self-insured Plans, so you can receive treatment from providers of health care services;
- in the case of the Unified Government of Athens-Clarke County's self-insured Plans, to get payment for your treatment. For example, we may use and disclose your Protected Health Information so that the Plan can make sure that your health care providers are paid correctly for the health care services you received under the Plans.

In the case of the Unified Government of Athens-Clarke County's self-insured Plans, to operate the business of the Plans. For example, we may use your Protected Health Information in order to review and improve the quality of health care services you receive. We may also provide Protected Health Information to our accountants, attorneys, consultants and others to make sure we are in compliance with laws that affect us. Before we share Protected Health Information with other organizations, they must agree in writing to keep your Protected Health Information private:

- as required for computer programming, consulting or other work done in respect to the computer programs or systems utilized by the Plans;
- other uses relating to plan administration which are approved in writing by the Plan Administrator or Plan Privacy Officer;
- at the request of an individual, to assist in resolving claims the individual may have with respect to benefits under the Plans;
- for processing Short Term Disability claims;
- for processing Long Term Disability claims;
- for legal purposes as required by federal, state or local laws;
- to report public health activities such as births or deaths;
- for health oversight activities such as a government investigation or inspection of a health care provider or organization;
- to avoid harm such as a serious threat to the health or safety of a person or the public when the sharing of such information could lessen the threat;
- for specific government functions such as national security reasons;
- for Workers' Compensation purposes;
- in response to a request as part of a regulatory or legal proceeding;
- to share information with you relating to your individual benefits; and
- review, coordinate, and negotiate with regards to the employee Wellness Program and relevant data from the Health Risk Assessment questionnaire and/or annual blood work required for the program.

We will not share your Protected Health Information:

- with organizations that help find organs, eyes or tissue to be donated or transplanted;
- for research purposes;
- for marketing or fundraising purposes;
- as a part of any employment decision or decisions about other benefits or benefit plans; or
- for any other uses and disclosures (other than those described above which do not require your consent or authorization) without your prior written authorization.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

If we are required to obtain your written authorization before we use or disclose your Protected Health Information for a purpose not described above, and you later tell us in writing that you no longer want to authorize that use or disclosure of your Protected Health Information, we will then stop using and disclosing your Protected Health Information as you request. However, if we have already used or disclosed your Protected Health Information, and we had your authorization to use or disclose it when we used or disclosed it, you cannot take back your authorization for those prior uses or disclosures of your Protected Health Information.

Your Rights

Under **HIPAA**, you have the following rights regarding your Protected Health Information:

The right to inspect and copy your Protected Health Information. In most cases, you have the right to inspect and obtain a copy of your Protected Health Information that we maintain. You must submit your request in writing to the Privacy Officer. However, in very limited circumstances, certain types of Protected Health Information will not be available for inspection and copying. If we deny your request to inspect and copy your Protected Health Information, you may request that the denial be reviewed. The review will be conducted by an individual chosen by us who was not involved in the original decision to deny your request, and we will comply with the outcome of that review.

The right to amend or supplement your Protected Health Information. We may deny your request if it is not in writing, if it does not include a reason supporting the request, or if you ask us to amend Protected Health Information that:

- is accurate and complete;
- was not created by us, unless the person or entity that created the Protected Health Information is no longer available to make the amendment;
- is not part of the Protected Health Information kept by or for us; or
- is not part of the Protected Health Information which you would be permitted to inspect and copy.

The right to a list of disclosures of your Protected Health Information made by us in the six years prior to your request of such disclosures except for disclosures:

- to carry out treatment, payment, and healthcare operations;
- to you about yourself;
- incident to a use or disclosure otherwise permitted or required by HIPAA;
- made pursuant to authorization from you;
- to persons involved in your medical care;
- for national security or intelligence purposes;
- to correctional institutions or with respect to law enforcement custodial situations;
- which are part of a limited data set furnished under a limited use and disclosure agreement for health care operations of the Plans or for public health purposes; or
- that occurred prior to April 14, 2003.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

The right to request restrictions or limitations on Protected Health Information we use or disclose about you for treatment, payment or health care operations, or that we disclose to someone who may be involved in your care or payment for your care, like a family member or friend. While we will consider your request, we are not required to agree to it, and we will not in any case agree to restrictions on Protected Health Information uses or disclosures that are legally required, or that are necessary to administer the Plans. ***Any request for restrictions must include:***

- what information you want to restrict;
- whether you want to limit our use, disclosure or both; and
- to whom you want the limits to apply.
-

The right to request that communications with you about Protected Health Information be made in a certain way or at a certain location to maintain confidentiality of that information. You must make your request in writing to the Government's Privacy Officer, and we will accommodate all reasonable requests.

The right to file a complaint with us or with the Secretary of the Department of Health and Human Services if you believe your privacy rights have been violated. All complaints must be in writing. You will not be penalized or retaliated against for filing a complaint.

The right to obtain a paper copy of this notice upon request.

Requests and Complaints

Requests and complaints regarding your rights as listed above should be addressed in writing to the Athens-Clarke County Unified Government Privacy Officer:

Traci Mason, Benefits and Wellness Administrator
Unified Government of Athens-Clarke County
Human Resources Department
PO Box 1868
Athens, GA 30603

Changes to HIPAA Notice

The Unified Government of Athens-Clarke County reserves the right to change the terms of this notice at any time. We reserve the right to make the revised or changed notice effective for Protected Health Information we already have about you as well as any Protected Health Information we receive in the future. You will receive a copy of any revised notice from us by mail. You always have a right to have a paper copy of this notice, and any revised or changed notice.

TUITION REIMBURSEMENT PROGRAM

Tuition Reimbursement Program (TRP)

Eligibility:

All regular, full-time (40 hours per week), active employees who have been employed with ACCGov for at least two consecutive years at the time of application and are enrolled in a relevant educational degree program that is job-related. Part-time, temporary, supplemental, and employees on leave of absence are not eligible to participate in the TRP.

Factors for Consideration of Applicant:

Applicants will be considered for the program if the HR Department finds, based on the materials submitted in the application and a review of all applicable factors, that approval will satisfy the purpose of the program.

Prior to enrollment:

1. Fully completed applications will be reviewed in the order received. Submit the TRP Application Form to Human Resources. Funding is limited each fiscal year. Completed TRP application must be submitted to Human Resources by January 1st for spring semester, by August 1st for fall semester, and two weeks prior to beginning of scheduled courses for summer term.
2. Academic institution must be accredited through United States Department of Education and a regional accrediting organization recognized by the United States Department of Education (e.g., Southern Association of Colleges and Schools; Northwest Commission on Colleges and Universities).
3. Employee must demonstrate capability of continued employment with the organization (satisfactory PMP score from past year(s); good disciplinary record; supervisor and Department Director Recommendation).
4. Employee must meet length of service requirement with the organization. Minimum of two years of full-time creditable service is required by time of application. Probationary status employees will not be eligible for this benefit.
5. Employee must complete written statement in the designated area of the **TRP Application** (Form 1). This written statement will be reviewed for strength and relevancy regarding purpose, intentions, personal commitment and professional objectives supporting completion of the degree coursework.
6. Supervisor and Department Director must submit written statement supporting the application of the employee. Areas for supervisor and Director statements are found within the TRP application Form (Form 1).
7. The relevancy of the degree to the job will be reviewed. Degree needs to relate to functions and responsibilities related to the employee's position as outlined in job descriptions, performance evaluation criteria, etc. Priority will be given to degree programs that address organizational and succession planning needs.
8. Other financial assistance being received by the applicant, aside from student loans, must be disclosed within TRP Application Form.

TUITION REIMBURSEMENT PROGRAM

Prior to enrollment cont.:

9. Classes should be scheduled so as to not interfere with normally scheduled working hours or shift assignments. When this is not practical, employee must seek approval from their Director for any potential schedule accommodations (approvals must be in writing).
10. Employees must meet the residency requirement for in-state tuition. Employees not meeting in-state residency requirements will receive tuition equal to that of in-state tuition.
11. Previously approved employees who want to be considered for reimbursement for a subsequent semester must submit **TRP Continuing Applicant Form** (Form 2) to Human Resources. **TRP Continuing Applicant Form** must be submitted to Human Resources by January 1st for spring semester, by August 1st for fall semester, and two weeks prior to beginning of scheduled courses for summer term.

After end of course(s)/semester:

1. If an employee is dropped from a class or withdraws from a class, the class will not be reimbursed by ACCGov. Also, the employee may not be eligible for tuition reimbursement for the subsequent semester- determinations will be made on a case-by-case basis.
2. A final grade of "B-" or higher is required in order to be reimbursed for a course. This grade should be reflected on an official transcript from the institution attended.
3. Official transcripts (indicating school, term, course(s) and grade(s)), invoice (indicating school and tuition amount), and receipt from institution must be submitted to Human Resources within 30 days from course completion date. These should be submitted along with **Request for Reimbursement Form** (Form 3). Note that Invoice and receipt might be reflected within the same document- employee should check with school's Student Accounts unit.

Reimbursement:

Up to 80% of tuition. Maximum allocation for the year is **\$5,000** per eligible employee. Selected applicants will receive reimbursement within approximately 30 days after receipt of required documents provided all requirements are met. Reimbursement will **not** be provided for the following: Books; Supplies; Lab fees; Parking; or any other non-tuition expense.

Commitment of Service to ACCGov and Exceptions:

All employees that have been approved and receive reimbursement dollars through the TRP are expected to work for ACCGov for a period of no less than two consecutive years from date of last reimbursement. If this condition is not met, the employee will be required to pay ACCGov 100% of the assistance received during the two year period preceding the date of termination or retirement, in full, by the employee's termination date. Employee must sign affidavit acknowledging this condition after completion of semester in order to be reimbursed. The Unified Government of Athens-Clarke County reserves the right to pursue legal options to obtain repayment of the tuition assistance if necessary. An employee who is terminated due to a reduction in force or elimination of the job, or who is involuntarily transferred within the Unified Government (conceivably making the degree irrelevant), will not be required to reimburse funds received under this program.

TUITION REIMBURSEMENT PROGRAM

Transfers will be evaluated on a case-by-case basis. If an employee is terminated due to a reduction in force, elimination of the job, or is transferred within the Unified Government during the academic semester (after pre-approval but prior to receiving reimbursement), the employee may still be eligible to be reimbursed for amount of costs incurred up to the date of termination or involuntary transfer.

If an employee's status changes to part-time during the academic semester, the employee will no longer be eligible for reimbursement. If an employee's status changes to part-time after being reimbursed, but prior to meeting time requirement of two years of consecutive and full-time employment, the employee must pay the Unified Government back the full reimbursement amount by effective date of status change.

If an employee is pre-approved for reimbursement, but is subsequently approved for leave of absence, the employee will no longer qualify for reimbursement that particular semester.

Ineligible Programs:

Employees will not be reimbursed for courses of study that are ineligible under the TRP. These ineligible programs, or courses of study, include academic courses in the following professional schools: dental, law, medical, pharmacy, veterinary, or comparable graduate school programs. Other ineligible programs, or courses of study, include: PhD Programs, workshops, seminars, continuing education courses, courses for certifications such as P.E. or C.P.A. certification, and related types of programs or classes. Independent courses (not leading to a degree) will not be reimbursed.

Tuition Reimbursement Program Forms:

Form	Need to Submit...	Timeframe
TRP Application (<u>Form 1</u>)	...if applying for TRP for the first time. Also, former applicants that have been inactive for more than one semester (not counting Summer term) need to resubmit Form 1.	By January 1 st for spring semester, by August 1 st for fall semester, and two weeks prior to beginning of scheduled courses for summer term
TRP Continuing Applicant (<u>Form 2</u>)	...if already submitted a Tuition Reimbursement Program Application (Form 1) and have been previously approved for reimbursement (applying for a subsequent semester).	By January 1 st for spring semester, by August 1 st for fall semester, and two weeks prior to beginning of scheduled courses for summer term.
TRP Post-Completion Reimbursement Request (<u>Form 3</u>)	...after completion of semester for which reimbursement was requested (if applicant was pre-approved).	Needs be submitted within 30 days of course completion, along with official transcripts, invoice, and receipt.

TUITION REIMBURSEMENT PROGRAM

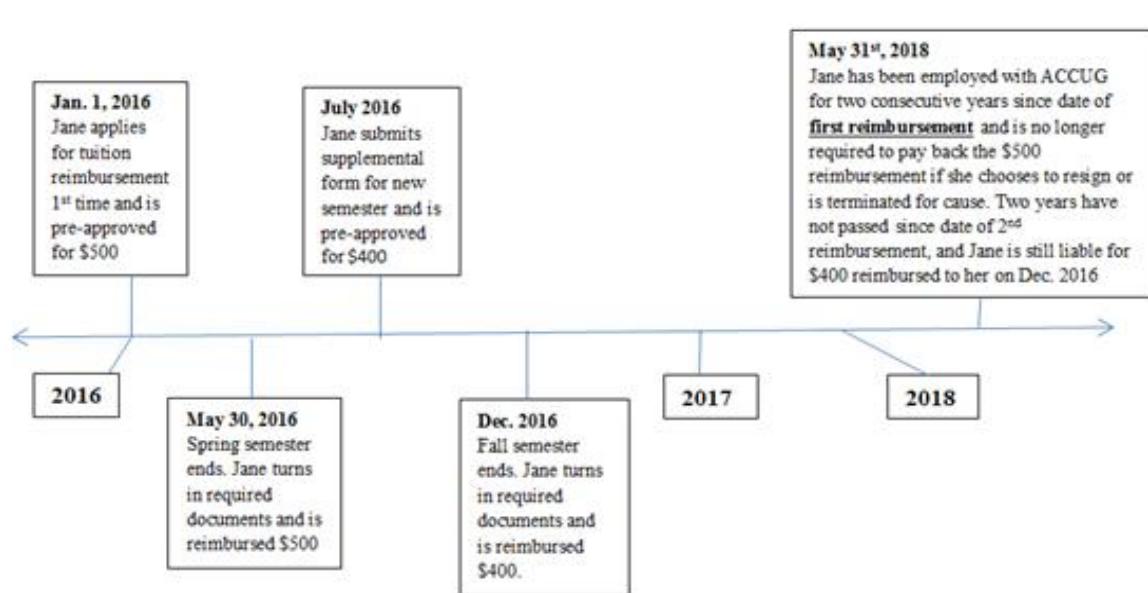
Scenario 1

1. Jane is a full-time, active employee who has worked for more than 2 years in full-time capacity with the Unified Government. She is interested in enrolling in a degree program -from an accredited institution- that is relevant to her position within the Unified Government. In January 1, 2016, Jane obtains a Tuition Reimbursement Application Form from Human Resources Department. She completes the application, and receives approval from her direct supervisor and Department Director.
2. Jane submits the completed form to Human Resources in a timely manner (as outlined in this document). Human Resources reviews Jane application and decides to either pre-approve her for reimbursement, or not, based on a number of factors (outlined within this policy document) including relevancy of degree to Jane's job, the strength of Jane's purpose statement on her application, length of service, budgetary constraints, etc.
3. Jane receives a decision from HR prior to the beginning of the semester. Assuming HR pre-approves Jane for reimbursement, Jane completes her course(s) with a "B-" or above while remaining an active, full-time employee with the Unified Government. She sends HR the required documentation (official transcript, invoice, receipt of payment) within 30 days of completion along with TRP Form 3, sometime in May or June of 2016.
4. Human Resources approves Jane. She is reimbursed with a check for \$500 (requested through the application and reflected in her invoice and receipt) sometime in May or June, and within 30 days following submission of TRP Form 3 and required documents.

Scenario 2

1. Jane goes through Scenario 1. In July 2016, Jane submits TRP Form 2 (Continuing Applicant Form) declaring courses she will take, to be considered for reimbursement for costs that will be incurred the upcoming semester. Jane requests \$400. The process occurs the same way as before, and sometime in December of 2016 or January of 2017, she is reimbursed \$400.
2. It is now July, 2018. Jane has decided to resign from her position with ACCGov. In this case, Jane would be required to pay back ACCGov the \$400 reimbursed to her on December 2016/January 2017, since two years have not passed since Jane received this reimbursement. Jane would not be required to pay back the \$500 she received under this program in May/June 2016, since she had remained a full-time employee with ACCGov for the minimum required two years.

TUITION REIMBURSEMENT PROGRAM



Disclaimer:

The Tuition Reimbursement Program is intended to be a benefit for employees interested in the program. It is not intended, and should not be taken, as a statement of legal rights and responsibilities. While every effort has been made to ensure the accuracy of information included herein, discrepancies or errors are possible. In the case of a discrepancy between this program and the ordinances and policies governing benefits adopted by the Mayor and Commission, the actual ordinances and policies will prevail. The ordinances and policies from which the information in this document is based are subject to change or termination at any time by action of the Mayor and Commission.

RETIREMENT & FINANCIAL PLANNING

457(b) Deferred Compensation Plans

ACCGov provides access to retirement investing opportunities through a variety of deferred compensation plan providers. You are in control of your investment and retirement needs with this option. ACCGov will contribute \$0.25 for every \$1.00 you contribute, up to 1% of your salary. So, when you contribute 4% of your salary to a 457(b) investment account, ACCGov will contribute 1% to a 401(a) match account (you must contact AIG to initiate the match account).

As a new employee you will be **automatically enrolled in the 457(b) Deferred Compensation Plan**.

Beginning with the first paycheck you are benefit eligible, an amount equal to 4% of your compensation will be deducted from your paycheck and contributed as an elective deferral into your retirement account. Your contributions will be 100% invested in the Fixed Interest Option, a fixed income fund. You may opt out of making this 4% automatic contribution, or you may contribute a different percentage of your compensation by completing the Enrollment and Salary Reduction forms and returning them to your Human Resources Department prior to completion of 90 days of employment. Your updated election will be effective for the first and all subsequent pay periods until superseded by a later election on your part.

457 Roth Deferred Compensation Plan Option

AIG also offers a Roth 457 option! Like a Roth IRA, a Roth 457 plan offers a way to set aside after-tax money. When you retire, you make tax-free withdrawals on principal, interest, and earnings if certain conditions are met. You may find a Roth 457 plan appealing if you:

- Cannot contribute to a Roth IRA due to income limits
- Are young and in lower income brackets than you would be in retirement
- Are financially stable, but view tax hikes as inevitable
- Want tax diversity and flexibility in retirement

Planning to retire from ACCGov? Here are some things to consider:

- ◆ Employees considering electing ACCGov health insurance in retirement must be enrolled in an ACCGov health insurance plan for a minimum of one year prior to retirement.
- ◆ Employees considering electing dependent health or dependent life insurance coverage in retirement must have had their dependent(s) on their health or dependent life insurance coverage for a minimum of one year prior to retirement for dependent(s) to be eligible for insurance in retirement.
- ◆ Basic Life Insurance for retirees is in the amount of \$10,000. All other Basic and Contributory Life Insurance coverage amounts may be converted to an individual policy which are subject to individual rates at the time of retirement. If you enroll in the Whole Life Insurance plan, you may build cash value that may continue into retirement. Please see the Summary Plan Document for details.
- ◆ “Catch-up” contributions are available for the Deferred Compensation Plans and HSA. See Plan Administrator for details.

See the Contacts List, located on the last page of your annual Benefits Guide, for the names of representatives associated with each retirement savings provider, or ask a Human Resources representative for more information.

RETIREMENT & FINANCIAL PLANNING

Pension Plan and Retirement Benefits

The purpose of the Unified Government of Athens-Clarke County Pension Plan is to provide additional monthly income for you and your family to make financial security and independence more attainable. The ACCGov retirement plan was designed to supplement Social Security along with your personal savings and retirement investments. You are eligible to participate in the plan after the completion of one (1) year of continuous service. You are vested in the plan after completing ten (10) years of continuous creditable service. There are provisions for early retirement (before age 62) in the plan.

Normal Retirement Guidelines

Must be retirement eligible, vested with 10 years of credited service, and be at least:

60 years of age for sworn public safety officers
62 years of age for all other employees

You may take early retirement at the age of 55 if vested with 10 years of creditable service. However, there is a 4% benefit reduction factor (.333 per month) for each year prior to normal retirement age.

Rules of Conversion of Sick Leave

The program was approved for implementation on July 1, 2005.

One Month of credited service = 20 days, or 160 hours, of sick leave.

At the request, and in accordance with the election, of a participant in connection with his or her application for retirement benefits, unused accrued sick leave, may be converted to credited service or age (not both).

Unused sick leave accruals may not be used for increasing a participant's credited service for purposes of vesting in a benefit. (Ex: employee with 9 ½ years of service and 6 months of accrued sick leave is not considered vested and would not be able to use the accrued sick leave to get to the required 10 year vesting period).

Conversion of Sick Leave – Credited towards Years of Service

Accrued sick leave can be converted into an equivalent number of months and added to the total years of credited service.

Example: Employee is 55 ½ years old and has 25 years of credited service with 980 hours of accrued sick leave. The 980 hours could be applied to credited service.

- Calculate 980 hours divided by 8 hours = 122 days.
- Divide 122 days by 20 days in a month = 6 additional months of credited service.
 - The new years of credited service would equal 25 years and 6 months.

Note: All sick leave credited service is in one (1) month increments, there are no partial months.

RETIREMENT & FINANCIAL PLANNING

Conversion of Sick Leave – Credited towards Age

Accrued sick leave can be converted into an equivalent number of months and added to the age of a participant:

Example: Employee is 55 ½ years old and has 25 years of credited service with 980 hours of accrued sick leave. The 980 hours could be applied to age and add an additional 6 months to age so this participant would retire with age factor of 56 with 25 years of service.

Note: This method will reduce the penalty for early retirement.

Pension Plan Death Benefit

The Athens-Clarke County Pension Plan includes provisions for pre-retirement death benefits for **vested** employees:

If you pass away before your earliest retirement age, your surviving spouse will receive 50% of the retirement benefit that would be payable if you:

- Separated from service at the earliest retirement date or the date of death;
- Survived to the earliest retirement date; or
- Retired with a life annuity at the earliest retirement age.

This benefit would begin at the first of the month following the deceased employee's 55th birthday.

If you are a working, vested employee, who dies after your earliest retirement date, but before the normal retirement date, then your surviving spouse would be entitled to 50% of your early retirement benefit. This benefit would be based upon your years of service to the month in which the death occurred. The benefit may be paid until the spouse's remarriage or death.

If you are a working, vested employee who dies after your normal retirement date, then your surviving spouse may receive the actuarial equivalent of your vested benefit based on service to the month in which death occurred. This amount would be paid until the earlier of: 120 monthly payments (ten (10) years); the spouse's remarriage; or the death of the spouse.

Retiree Benefits

Pension Plan: The Athens-Clarke County Pension Plan is a benefit provided to eligible retirees from the ACCGov Government. An employee is "vested" and eligible for benefits from the Pension Plan after completing 10 years of continuous creditable service with the ACCGov Government. The Plan pays lifelong retirement benefits to the employee. At retirement you may chose one of the three following pension plan options: Normal Whole Life Annuity; 5, 10, 15 year term certain; Joint and Survivor. Once a pension option is selected, that option cannot be changed. Likewise with options that include a designated beneficiary, the designated beneficiary may not be changed.

RETIREMENT & FINANCIAL PLANNING

Retiree Benefits cont.

Health Care Plan: Upon retirement and provided that the retiree has health insurance coverage for at least 12 months prior to the retirement commencement date, a retiree may be eligible to elect health coverage. Retiree health insurance plans, for retirees under 65 years of age, are currently offered at the same monthly rate as active-employee health plans. Premiums are subject to change each new plan year by the Mayor and Commission. **NOTE: Employees hired after 07/01/2002 must work full-time with ACCGov until actual retirement date to qualify for benefits.**

Retirees may not add additional dependents to their health insurance plans after retirement. Dropping dependents from the health insurance plan permanently ends their health insurance benefits with ACCGov. In the case of losses of coverage due to a retiree's death, divorce or legal separation or a dependent child ceasing to be a dependent under the terms of the plan, dependent coverage may be continued for up to 36 months through COBRA.

Retirees are required to enroll in Medicare A and B at age sixty-five (65) and may elect health coverage through the health insurance marketplace via a vendor selected by ACC. A Health Reimbursement Account (HRA) may be established, through a vendor selected by ACC, on behalf of each eligible post-65 retiree provided the retiree completes the enrollment requirements, through the vendor, and is eligible based on the ACC Code of Ordinances.

Dental Plan: Retirees are eligible to enroll in dental coverage for themselves and their families. Contact the Benefits and Wellness Division at 706-613-3090 for cost and additional information regarding dental coverage.

Vision Plan: Retirees are eligible to enroll in vision coverage for themselves and their families. Contact the Benefits and Wellness Division at 706-613-3090 for cost and additional information regarding dental coverage.

Life Insurance: Currently each ACCGov retiree is provided \$10,000 of life insurance by the ACCGov Government. Spouses may be eligible for \$2,000 in benefits if covered for one full year prior to the employee's retirement.

This document is intended to provide information only. It is not intended and should not be taken as a statement of legal rights and responsibilities. The legal documents that govern employees are the Unified Government of Athens-Clarke County Personnel System, and the policies, procedures, and the ordinances adopted by the Mayor and Commission. The ordinances and policies from which this information is taken are subject to change at any time by the Unified Government of Athens-Clarke County.

PAYROLL INFORMATION

DIRECT DEPOSIT: A REQUIREMENT FOR ALL NEW EMPLOYEES

Direct deposit gives you convenient access to your money. Your paycheck is deposited directly into the bank of your choice. If you have not already done so, please submit an Employee Direct Deposit Authorization Form in person only to either your Department's administrative assistant in charge of submitting payroll documents or to HR Payroll personnel along with either a voided check (must include the ABA routing number) or a signed account specification sheet from your bank. You may receive a "real" check for the pay period following the submission of this form if the bank requires a "test run" to ensure accuracy in your direct deposit ("pre-noting"). If you do receive a paper check for your first payment, all subsequent paychecks should automatically be deposited into your requested account, and you will have online access to a direct deposit stub as a record of your earnings.

Employees may elect to deposit their earnings in either one or two separate accounts, either by a percentage of the total earned amount or by a pre-designated amount each pay period. A voided check (must include the ABA routing number) or a signed account specification sheet from your bank must be provided for each account number.

If you need to change your direct deposit from one account to another, please follow the Direct Deposit guidance above, submitting the required documents in person only to either your Department's administrative assistant in charge of submitting payroll documents or to HR Payroll personnel. Pre-noting practices may apply with these changes as described above.

Tax Withholdings: If you need to make changes or have questions about your federal and/or state income tax withholdings, please contact HR Payroll at 706-613-3090.

Change of Name, Address, Telephone Number: If you have a change in your name, address, telephone number or emergency contact information, please complete an Employee Status Change Form and return it to the Human Resources Department. This form may be obtained from Human Resources, your Department's administrative assistant, or online at www.acgov.com. If you are requesting a name change, you must also submit a social security card or other documentation (e.g., a divorce decree) as legal proof of the change.

Have Additional Payroll Questions? Please contact HR Payroll at 706-613-3090 for assistance.

Holiday Schedule for 2024

New Year's Day	Monday	January 1, 2024
Martin Luther King Holiday	Monday	January 15, 2024
Earth Day	Monday	April 22, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
July Fourth	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Indigenous People's Day	Monday	October 14, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day After Thanksgiving Day	Friday	November 29, 2024
Christmas Eve	Tuesday	December 24, 2024
Christmas	Wednesday	December 25, 2024

PAYROLL SCHEDULE

CALENDAR YEAR 2024

Pay #	PAYROLL PAY PERIOD	SUBMIT CHANGES DEADLINE DATE	TIME SHEET DEADLINE DATE	DATE CHECKS TO BE ISSUED
01	Dec. 24 - Jan. 06	January 04, 2024	January 08, 2024	January 12, 2024
02	Jan. 07 - Jan. 20	January 18, 2024	January 22, 2024	January 26, 2024
03	Jan. 21 - Feb. 03	February 01, 2024	February 05, 2024	February 09, 2024
04	Feb. 04 - Feb. 17	February 15, 2024	February 19, 2024	February 23, 2024
05	Feb. 18 - Mar. 02	February 29, 2024	March 04, 2024	March 08, 2024
06	Mar. 03 - Mar. 16	March 14, 2024	March 18, 2024	March 22, 2024
07	Mar. 17 - Mar. 30	March 28, 2024	April 01, 2024	April 05, 2024
08	Mar. 31 - Apr. 13	April 11, 2024	April 15, 2024	April 19, 2024
09	Apr. 14 - Apr. 27	April 25, 2024	April 29, 2024	May 03, 2024
10	Apr. 28 - May 11	May 09, 2024	May 13, 2024	May 17, 2024
11	May 12 - May 25	May 22, 2024	May 24, 2024	May 31, 2024
12	May 26 - June 08	June 06, 2024	June 10, 2024	June 14, 2024
13	June 09 - June 22	June 20, 2024	June 24, 2024	June 28, 2024
14	June 23 - July 06	July 03, 2024	July 08, 2024	July 12, 2024
15	July 07 - July 20	July 18, 2024	July 22, 2024	July 26, 2024
16	July 21 - Aug. 03	August 01, 2024	August 05, 2024	August 09, 2024
17	Aug. 04 - Aug. 17	August 15, 2024	August 19, 2024	August 23, 2024
18	Aug. 18 - Aug. 31	August 28, 2024	August 30, 2024	September 06, 2024
19	Sep. 01 - Sep. 14	September 12, 2024	September 16, 2024	September 20, 2024
20	Sep. 15 - Sep. 28	September 26, 2024	September 30, 2024	October 04, 2024
21	Sep. 29 - Oct. 12	October 09, 2024	October 11, 2024	October 18, 2024
22	Oct. 13 - Oct. 26	October 24, 2024	October 28, 2024	November 01, 2024
23	Oct. 27 - Nov. 09	November 06, 2024	November 08, 2024	November 15, 2024
24	Nov. 10 - Nov. 23	November 21, 2024	November 25, 2024	November 29, 2024
25	Nov. 24 - Dec. 07	December 05, 2024	December 09, 2024	December 13, 2024
26	Dec. 08 - Dec. 21	December 17, 2024	December 19, 2024	December 27, 2024

STATUS CHANGES MUST BE SUBMITTED BY NOON OF DEADLINE DATE

TIME SHEETS MUST BE SUBMITTED BY 10:00 A.M. OF DEADLINE DATE

FOR EARLY DEADLINE DAYS (HIGHLIGHTED), SUBMIT BY 12:00 P.M. / NOON

SAFETY AND RISK MANAGEMENT

Americans with Disabilities Act (ADA)

The Athens-Clarke County Unified Government takes great pride in its efforts to comply with Title II of the ADA. Each request for a reasonable accommodation should be made through the departments and then forwarded to Safety & Risk for review.

Environmental Regulatory Compliance

Most of the departments within the Unified Government of Athens-Clarke County have some form of environmental regulatory compliance requirement. Any questions or concerns related to environmental compliance should be directed within your department and then to either Safety & Risk or ACC Environmental Coordinator.

Vehicle Collision in Government Vehicle

If you are involved in a collision while driving a government vehicle:

- Check for injuries
- Call 911 & Notify your supervisor
- Notify the Safety and Risk Administration at 706-613-3101 during normal business hours (8am—5pm Monday—Friday), or 706-202-5869 outside of normal business hours
- DO NOT leave the scene of the accident prior to release by law enforcement
- DO pull your vehicle out of traffic to the adjacent road shoulder if safe to do so
- DO NOT make any statements that the collision is your fault or that the Government will pay for damages.
- Complete a Post-Accident Drug and Alcohol Test as instructed by Safety & Risk
- The employee should complete a Loss Notice form and send it to the Safety and Risk Administration, with a copy to Fleet Management, within 24 hours of the collision.
- The supervisor should complete the Supervisor's Investigative Report and forward to the Safety and Risk Administration within 24 hours of the collision.

ACCGov Property Damage

- If you are operating or using ACCGov equipment or property and damage incurs, please notify your supervisor and the Safety and Risk Administration immediately.
- If you discover that ACCGov property has been vandalized, destroyed, or damaged please notify your supervisor and the Safety and Risk Administration upon discovery.
- Complete a Loss Notice form, and submit to the Safety and Risk Administration.

SAFETY AND RISK MANAGEMENT

Lawsuits

ACCGov will indemnify you as an employee if legal action is brought against you as a result of your employment with the government. Upon receipt of service of a lawsuit, *immediately*:

- Notify your supervisor and Department Director.
- Hand-deliver the documents to Safety and Risk Management.
- Do not make any statements without first consulting the Safety and Risk Management Administration.

Workers' Compensation - Work Related Injury

The Unified Government of Athens-Clarke County cares about the safety and well-being of its employees. The goals of the Human Resources Safety & Risk Administration are to provide employees with safety training and tools to effectively perform their job duties and to educate employees of their rights and responsibilities under the Georgia Workers' Compensation Law.

If you are injured on the job:

- Notify your supervisor immediately of your injury even if you do not wish to seek medical treatment at the time of the injury.
- Seek medical treatment by selecting an approved panel physician to treat your injury.
- Complete a Post-Accident Drug and Alcohol Test.
- Complete the First Report of Injury form and submit to your supervisor within 24 hours of the injury.
- Follow all orders given to you by your doctor. Make an effort to attend every appointment.
- Report all doctor visits and submit work status reports to your supervisor.
- The supervisor should: document injured employee's name, accident location, time, and what the employee was doing at the time of the accident. Ask the questions: Who, What, When, and Where?
- The supervisor should sign the First Report of Injury form and submit to Safety & Risk within 48 hours of the accident.

We are committed to returning employees back to meaningful work and their normal activities. The Safety & Risk Administration will work with your supervisor and authorized treating physician to find you suitable work through job modification and/or transitional duties where possible, to meet your work restrictions after an on-the-job injury.

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

BILL OF RIGHTS FOR THE INJURED WORKER

As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee's Rights

- If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury.
- Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.
- Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.
- You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.
- Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$575 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-0849.
- In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$575 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$383 per week, not to exceed 350 weeks.
- When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than \$383 per week for no longer than 350 weeks.
- Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to \$7,500 and two-thirds of your average weekly wage, but not more than \$575 per week. A widowed spouse with no children will be paid a maximum of \$230,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.
- If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: <http://www.sbcc.georgia.gov>. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629.

Employee's Responsibilities

- You should follow written rules of safety and other reasonable policies and procedures of the employer.
- You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits.
- An employee has a continuing obligation to cooperate with medical providers in the course of their treatment for work related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board may suspend your benefits.
- No compensation shall be allowed for an injury or death due to the employee's willful misconduct.
- You must notify the insurance carrier/employer of your address when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-time or part-time work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.
- A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.
- You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended.
- If you believe you are due benefits and your insurance carrier/employer denies these benefits, you must file a claim within one year after the date of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits.
- If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or lose the right to these benefits.
- Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was incurred.
- If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied.
- You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.

OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days.

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about worker' compensation. The employer will furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics. Further, this panel shall include one minority physician, whenever feasible. (See Rule 201 for definition for minority physician) One change of doctor, from the list, may be made without permission. Further changes require the permission of the employer of the State Board of Workers' Compensation

State Board of Workers' Compensation
270 Peachtree Street, N. W., Atlanta, Georgia 30303-1299
404-656-3818 Or 1-800-533-0682

Ashford ENT Clinic	Jing Dong, MD
1000 Hawthorne Avenue, Suite T	651 S. Milledge Avenue
Athens, GA 30606	Athens, GA 30605
(706) 247-6860	(706) 546-9290
Athens Bone & Joint	Regional First Care
1010 Prince Avenue, Ste 115 South	485 Highway 29 North
Athens, GA 30606	Athens, GA 30601
(706) 583-9000	(706) 353-6000
Athens Orthopedic Clinic, P.A.	Resurgens Orthopedic
1735 Old West Broad St. Bldg. #2	758 Old Norcross Road
Athens, GA 30606	Lawrenceville, GA 30240
(706) 549-1663	(770) 962-4300
Georgia Neurological Surgery & Comprehensive Spine	St. Mary's Industrial Clinic
2142 W. Broad Street	Kelly Dixon-Martin, MD
Athens, GA 30606	4017 Atlanta Highway
(706) 548-6881	Bogart, GA 30622
	(706) 389-2222

The insurance company providing coverage for this business under Workers' Compensation Law is:

Athens-Clarke County Government (Self-Insured)
P.O. Box 1868, Athens Georgia 30603 (706) 613-3101

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to
Penalties of up to \$10,000 per violation (O.C.G.A. 34-9-19) (Revised 01 / 2016)

DEFINITIONS

ACCGov: The Unified Government of Athens-Clarke County.

Anthem: Parent company partnering with BCBS to deliver FSA and CHS/HSA benefits.

Auto-Enrollment: A benefit which requires no action on your part to become enrolled.

Basic Life Insurance: Life insurance provided by ACCGov at no cost to eligible employees, in the amount of 2 times your annual salary + \$5,000.

BCBS: Blue Cross Blue Shield (also BCBSGA)

Beneficiary (Primary): Person(s) named to receive a survivor benefit upon your death.

Beneficiary (Secondary): Person(s) named to receive a survivor benefit upon your death and the death of your primary beneficiary(ies).

CHS Plan: Consumer Healthy Solutions. A health insurance plan option.

Copay: A specified amount of money POS members will pay for doctor visits and prescriptions. There are no copays in the CHS plan.

Coinsurance: The portion of the billed medical services that the employee/plan pays, usually a percentage.

Contributory: A life insurance election that is optional and supplements your basic life insurance coverage.

Deductible: The amount that you are responsible to pay before the insurance plan will pay any coinsurance.

Dependent (Eligible): An employee's spouse, a qualified (unmarried) domestic partner, or any biological or legally adopted children from birth to 26 years. A dependent adult child who is Totally Disabled, unmarried, and primarily dependent on the employee for support and maintenance will be eligible regardless of age.

Dependent (Ineligible): Any dependent who does not meet the Eligible Dependent description, including a parent/parent-in-law who resides with you and who is dependent upon you for your support and maintenance, a legally separated or divorced spouse, children/grandchildren for which the employee does not have legal guardianship, or stepchildren who do not reside in the employee's household.

Dismemberment: The loss of a bodily limb or facial

feature which causes permanent impairment.

Domestic Partner: A person to whom you are not married but are living together and have legally registered your relationship with the Athens-Clarke County Municipal Court.

Election: When an employee chooses his/her type and level of benefit coverage.

FSA: Flexible Spending Account. An FSA may be used to reimburse qualifying health-related expenses.

Group Accident Insurance: Accident insurance provides added protection to cover out-of-pocket expenses for accidents and accident related injuries.

Group Critical Illness Insurance: Coverage that pays a lump sum cash payment if policy holder, or elected dependent, is diagnosed with a named critical illness.

Hospice: A Provider which offers care for terminally ill patients and their families, either directly or on a consulting basis with the patient's Physician. It must be licensed by the appropriate agency.

HSA: Health savings account. A health savings account is available only with a Consumer Healthy Solutions plan, and can be used to pay for qualifying health-related expenses.

Health Insurance Identification Card: The most current card given to you showing your identification and group numbers, the type of coverage you have, and the date this coverage became effective.

In-Network: A group of physicians and facilities/providers that agree to the insurance plan contract rates and are subject to lower out-of-pocket rate schedules.

Inpatient: A Member who is treated as a registered bed patient in a Hospital and for whom a room and board charge is made.

Medically Necessary: BCBS and Anthem reserve the right to determine whether a service or supply is Medically Necessary. The fact that a Physician has prescribed, ordered, recommended or approved a service or supply does not, in itself, make it Medically Necessary.

Member: Individuals, including the Subscriber and his/her Dependents, who have satisfied the Plan's eligibility

DEFINITIONS

requirements, applied for coverage, and are enrolled in the Plan.

Mental Health Disorders: Includes (whether organic or non-organic, whether of biological, non-biological, genetic, chemical or non-chemical origin, and irrespective of cause, basis or inducement) mental disorders, mental illnesses, psychiatric illnesses, mental conditions, psychiatric conditions and drug, alcohol or chemical dependency. This includes, but is not limited to, psychoses, neurotic disorders, schizophrenic disorders, affective disorders, chemical dependency disorders, personality disorders, and psychological or behavioral abnormalities associated with transient or permanent dysfunction of the brain or related neuro hormonal systems.

Non-Covered Services: Services that are not benefits specifically provided under the Plan, are excluded by the Plan, are provided by an Ineligible Provider, or are otherwise not eligible to be Covered Services paid by the plan.

Open Access: A Member has direct access to primary and specialty care directly from any In-network Physician.

Out-of-Network: Physicians and facilities/providers that do not agree to the plan contract rates and are subject to an alternative out-of-pocket rate schedule.

Out-of-Pocket Calendar Year Maximum: These are coinsurance costs typically not including copays or deductibles, that the employee pays until reaching the maximum, at which point the insurance will cover 100% of approved claims for the remainder of the calendar year.

POS Plan: Point of Service. A health insurance plan option not available to newly hired employees.

Preferred Generics: A program that allows you to save money on your prescriptions by choosing a generic medication rather than a comparable brand name.

Preventive Care: Program of health care designed for the prevention and/or reduction of illnesses by providing such services as regular physical examinations. This care is in opposition to curative care, which goes into effect only after the occurrence of an illness. Preventive care is covered by the POS and CHS plans at 100% of approved charges.

Provider: A duly licensed professional or Facility that provides health care services within the scope of an applicable license and is approved by the Claims Administrator. Covered Providers are described throughout this Benefit Booklet. If you have a question about a Provider not described in this Benefit Booklet, please call the number on the back of your Identification Card.

Qualifying Event: Life events that may allow a reason for change in insurance coverage, such as marriage, death, divorce, birth of a child, loss of coverage, etc. Legally registering a domestic partner relationship does not qualify.

Roth 457(b): A 457(b) account, available through your voluntary workplace retirement plan that allows you to designate some or all of your elective contributions as an AFTER-TAX contribution, exempting it from taxation during the retirement disbursement period. *Subject to contribution maximums.*

Summary Plan Document (SPD): Full document of plan benefits. Available for all plans on the ACCGov website, or by contacting Human Resources.

Tax Dependent: A legally declared domestic partner, spouse, or child (regardless of age) that can be claimed as a dependent on your tax return.

Traditional 457(b): A 457(b) account, available through your voluntary workplace retirement plan, that allows you to designate some or all of your elective contributions as a PRE-TAX contribution, which will be subject to taxation during the retirement disbursement period. *Subject to contribution maximums.*

Urgent Care: A licensed health care Facility that is organizationally separate from a Hospital and whose primary purpose is the offering and provision of immediate, short-term medical care, without appointment, for urgent care.

The Well: An ACCGov Wellness benefit where employees participate in, and log online, preapproved wellness activities in exchange for rewards.



TO: All Employees of the Unified Government of Athens-Clarke County

FROM: Blaine Williams, *Blw*

DATE: June 10, 2016

SUBJECT: **CODE OF CONDUCT**

Since its inception, the Unified Government of Athens-Clarke County (Unified Government) and its employees have been committed to ethical practices, honesty, fair-dealing, and full compliance with all laws and regulations affecting the Unified Government's activities. This code of conduct is general in nature and is not meant to cover all possible situations. In order to support the mission of the Unified Government, employees are committed to the following principles:

1. **Integrity:** All Unified Government employees have a responsibility to adhere to these basic principles of conduct and to all policies and ordinances of the Unified Government in their daily activities on behalf of the government. Citizens observe our actions each day. Even minor mishaps and policy violations can project a negative view in the mind of the public. For example, littering, smoking in restricted areas, and violations of parking ordinances and traffic laws can damage the respect that citizens have for local government employees. We are all held to a high standard and must avoid any appearance of disrespect for the ACCUG policies, ordinances, and laws. Commit to being dedicated to the highest ideals of honor and integrity in all public and personal relationships.
2. **Truthfulness and Honesty:** Honesty is an essential part of behaving with decency and professional integrity. Members of the public must be able to believe and place their trust in information shared by any employee of the Unified Government. Any substantiated breach of trust, being untruthful, making misleading statements and/or the deliberate act of dishonesty for personal gain is unacceptable. Examples include, but are not limited to:
 - Claiming to have qualifications that you do not possess;
 - Improperly or incorrectly claiming to have a special level of expertise, skill or training, when this is not the case;
 - Making a claim or statement that is not capable of being substantiated or justified; and
 - Making untrue statements on documents.

OFFICE OF THE MANAGER

THE UNIFIED GOVERNMENT OF ATHENS- CLARKE COUNTY, GEORGIA

P.O. Box 1868 • Athens, Georgia 30603

(706) 613-3020 • Fax (706) 613-3029

www.athensclarkecounty.com

Similarly, truthfulness and honesty are essential to cultivating strong working relationships where co-workers, supervisors and management are accountable to each other. Any breach of trust, being untruthful, making misleading statements and/or deliberate acts of dishonesty is unacceptable.

3. **Quality:** Everything we do has our signature on it. Anything worth doing is worth doing right. Services we provide and the work we perform should be a source of pride for us and for the members of this community.
4. **Respect:** The Unified Government and each employee is obliged to treat all people within this organization and throughout the community with the highest respect. In return, the Unified Government expects its employees to be treated in the same manner. As a guide, we should strive to treat each member of this community, customer, and fellow employee in the same way we would treat a member of our own family under similar circumstances.
3. **Efficiency and Economy:** The Unified Government strives to provide innovative, high quality services and responsible stewardship of the community's resources to benefit current and future generations. Each employee is to give a full day's labor for a full day's pay. Give your earnest effort and best thought, and seek to find and employ the most efficient and economical means to get tasks accomplished.
4. **Loyalty:** Each employee has the duty to actively support the Vision, Mission, Values and Goals of the Unified Government, and to act in accordance with its needs and goals. This commitment to the organization means that we are to act only in the best interest of the community and avoid any perception to the contrary. The interests of the Athens-Clarke County community and this local government can never be served by compromising our principles.
6. **Principles of Ethical Conduct:** Every employee has the obligation to conduct himself/herself according to the highest ethical standards and to comply with these principles of ethical conduct and all policies of the Unified Government. For example:
 - a. Equipment and property of the ACCUG must only be used for purposes that are proper in conducting the work of the Unified Government.
 - b. All payments for goods or services must be for proper purposes and shall be set forth in documentation supporting the payment.
 - c. All entries made to the financial records must be true, complete, accurate and consistent with generally accepted accounting principles, with no omissions.
7. **Conflict of Interest:** Never engage in business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of your governmental duties. We are held to a high standard to avoid the appearance of dispensing special favors or privileges to anyone. Employees should not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has

been acquired by them in the course of their official duties. Information that may be in the public domain or accessible by means of an open records request, is not confidential. Employees may assist in preparing and presenting materials to assist their governing body in matters that affect the operations and/or fiscal capacity. Employees have the right and responsibility to voice their opinion on public issues only when doing so does not conflict with the performance of their official duties. Employees are expected to support their chain of command and communicate through the chain of command when communicating with the Mayor and/or Commissioners.

8. **Political Activity:** An employee may not be involved in any political activity which would constitute a conflict of interest; including participating in any aspect of local political campaigns on behalf of or opposition to any candidate or any office within the Athens-Clarke County jurisdiction. An employee may not knowingly solicit, accept, or receive political contributions from any person to be used in support of or in opposition to any candidates for election within Athens-Clarke County. No employee shall be hired, promoted, favored, or discriminated against with respect to employment because of his/her political opinions or affiliations.
9. **Workplace Bullying:** Workplace Bullying is repeated, health harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is: threatening, humiliating, or intimidating, or Work interference – sabotage – which prevents work from being done, or verbal abuse. This type of behavior will not be tolerated.

Management Inquiry and Review:

Report any violations of these standards to management. The Unified Government's policy is to investigate all such complaints. If the management inquiry and review confirms that the behavior in question is improper, the Unified Government will take corrective action, including such discipline as deemed to be appropriate, up to and including termination of employment.

The Unified Government of Athens-Clarke County recognizes that intentional and malicious false accusations of misconduct can have a serious effect on innocent parties. Employees falsely accusing another of misconduct will be disciplined in accordance with the nature and extent of the false accusation. Employees are encouraged to raise questions they may have regarding this policy to their immediate supervisors.

It is each employee's responsibility to understand and comply with these principles. Anyone who has questions or concerns about the meaning or intent of these principles or any doubt about the propriety of any action or intended action should contact their supervisor, Department Director, Human Resources or the Manager's Office.

AN ORDINANCE TO AMEND THE CODE OF ATHENS-CLARKE COUNTY, GEORGIA WITH
RESPECT TO **DRUG AND ALCOHOL TESTING**; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. Chapter 1-13 of the Code of Athens-Clarke County, Georgia, entitled "DRUG AND ALCOHOL TESTING" is hereby deleted in its entirety and the following substituted in lieu thereof:

CHAPTER 1-13. - DRUG AND ALCOHOL TESTING

- Sec. 1-13-1. Drug and alcohol use prohibited.
- Sec. 1-13-2. Employees subject to testing.
- Sec. 1-13-3. Pre-employment drug and alcohol testing.
- Sec. 1-13-4. Employees subject to random drug and alcohol testing.
- Sec. 1-13-5. Drug and/or alcohol screening test based on reasonable suspicion.
- Sec. 1-13-6. Testing after accidents or injury.
- Sec. 1-13-7. Prescription drug use.
- Sec. 1-13-8. List of medications.
- Sec. 1-13-9. Acknowledgement; notification.
- Sec. 1-13-10. Consent.
- Sec. 1-13-11. Refusal to consent.
- Sec. 1-13-12. Testing procedures.
- Sec. 1-13-13. Confidentiality of test results.
- Sec. 1-13-14. Disciplinary and termination policy.
- Sec. 1-13-15. Employee assessment.
- Sec. 1-13-16. Voluntary employee assistance program.
- Sec. 1-13-17. Drug and alcohol criminal charges and dispositions.

Sec. 1-13-1. - Drug and alcohol use prohibited.

Athens-Clarke County employees are a most valuable resource, and it is Athens-Clarke County's goal to provide a healthy, satisfying work environment which promotes personal opportunities for growth. Athens-Clarke County's policy is to: (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and (4) encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

Drug and alcohol use by Athens-Clarke County employees during assigned working hours, in government buildings or on government grounds, or otherwise while on government business, is prohibited. This shall include the use of illegal substances, the abuse of prescription medications and the use of alcohol.

Sec. 1-13-2. - Employees subject to testing.

For the purposes of this chapter, employees shall be divided into the following categories:

Category I. Safety-Sensitive Employees. The following employees are considered to be in safety-sensitive positions:

1. Mechanics, commercial driver's license holders, and other operators of assigned motorized equipment needed to perform daily job duties.
2. Employees who transport children.
3. Lifeguards, pool managers, assistant pool managers, and lakefront safety supervisors.
4. Ben Epps Airport: All employees whose job duties include any responsibility for maintenance or operation of aircraft, maintenance or operation of flight or ground control communications, handling fuel, or maintenance or operation of fire safety equipment.
5. Water and wastewater treatment: Athens-Clarke County Water Treatment Plant and Water Reclamation Plant personnel who are responsible for the operation and maintenance of water filtration or pollution control equipment.
6. Public Safety:
 - a. Athens-Clarke County Police Department: All sworn personnel, communications officers, and school crossing guards;
 - b. Athens-Clarke County Fire Department: All certified employees;
 - c. Clarke County Sheriff's Office: All sworn personnel;
 - d. Athens-Clarke County Probation Office: All sworn personnel;
 - e. Athens-Clarke County Department of Corrections: All sworn personnel and all personnel having direct contact with inmates or Diversion Center residents;

Category II. For the purposes of this chapter, Category II employees are all employees of Athens-Clarke County to include those in Category I, above. Employees in Category II shall be subject to alcohol and drug testing due to reasonable suspicion and after accidents and/or work related injury requiring medical treatment. Employees in Category II shall be subject to all provisions of this chapter.

Category III. Athens Transit System Employees. For purposes of this chapter, Category III employees are all employees of the Athens Transit System subject to the Athens-Clarke County Transit System Substance Abuse Policy as adopted by resolution of the Commission.

Sec. 1-13-3. – Pre-employment drug and alcohol testing.

- A. All job applicants being considered for employment in Category I and Category III positions shall be required to pass a drug and alcohol screening test as the final step prior to being hired. All job applicants shall be informed in advance that said testing shall be required.
- B. For purposes of administering drug and alcohol testing for Category I and Category III positions, pre-employment testing may be required not only for new hires but also for the employment actions of promotion, demotion, and re-employment to a safety sensitive position, unless the requirement is waived by the Human Resources Director because the employee has passed a drug and alcohol test within the last 30 days.

Sec. 1-13-4. - Employees subject to random drug and alcohol testing.

- A. Only those employees set forth in section 1-13-2, Category I and Category III, shall be subject to random testing for drugs and alcohol. A statistically valid computer-based random selection method will be used to select employees for random drug and alcohol testing, thus allowing each employee in a Category I and Category III position to have an equal chance of being tested.
- B. Random testing shall be done just before, during, or just after scheduled duty hours. The testing dates and times shall be with unpredictable frequency throughout the year. Category I and Category III employees hired during the year shall be added to the selection pool during the month following their hire. Some Category I and Category III employees may be tested more than once a year; some may not be tested at all depending upon the random selection. All Category I and Category III employees remain in the random selection pool at all times, regardless of whether they have been previously selected randomly for testing. Employees are to receive no prior notification of the random testing. Employees shall report to the designated testing facility for testing within two (2) hours of receipt of the notification form from their supervisor.

Sec. 1-13-5. - Drug and/or alcohol screening test based on reasonable suspicion.

- A. *Reasonable suspicion.* Reasonable suspicion testing shall be conducted when there are reasonable and specific grounds to believe that an employee's poor performance or unsafe acts are due to drug or alcohol use by the employee. Specific observations shall be made of appearance, speech, behavior, and/or body odor.

Situations that may give rise to a conclusion that an employee is under the influence of drugs and/or alcohol include, but are not limited to, the following:

1. An employee is involved in a physical or verbal altercation on the job.
2. An employee has an accident on the job, or he or she does not exercise reasonable care which causes potential for, or actual damage to a person or property.
3. An employee exhibits unusual behavior such as slurred speech or unsteady walking or movement on the job.
4. An employee has an odor of alcohol on his or her person on the job.
5. An employee is in possession of alcohol or drugs on the job that indicate recent use.

B. An employee shall be required to submit to alcohol and/or drug testing when there is reasonable suspicion he or she is under the influence of alcohol and/or drugs during assigned working hours or while otherwise on government duty or in control of government property. If testing cannot be done within a two-hour window, the supervisor must document the reason.

C. Supervisors who suspect that an employee is under the influence of drugs and/or alcohol shall immediately report the incident to their division manager and department director.

D. The determination of whether reasonable suspicion exists shall be made by the department director or by the highest ranking supervisory staff on duty at the time. The facts underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the demand to submit to testing is made, and written confirmation of behaviors shall be provided to the employee.

E. Following the determination that reasonable suspicion exists, the employee shall immediately be transported to and from the testing site by the employee's supervisor or a designee. If an employee is found to be in violation of these regulations, then following the testing procedure, the person transporting the employee shall make appropriate arrangements to transport the employee home.

F. Supervisors shall be required to document in writing, within the next 24 hours, the specific facts, symptoms or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. All documents created in connection with the determination of reasonable suspicion shall be forwarded to the ACCUG Safety and Risk Manager.

G. Athens-Clarke County shall conduct a training program to assist supervisory personnel in identifying drug and alcohol use by employees. Such training shall be directed toward helping supervisors to recognize the conduct and behavior giving rise to a reasonable suspicion of drug or alcohol use.

Sec. 1-13-6. - Testing after accidents or injury.

Whenever any employee of Athens-Clarke County has been involved in a work-related accident, or receives a work-related injury, alcohol and drug testing shall be conducted within a reasonable time after the accident or incident, or when applicable, within a period of time as prescribed by law or an established ACCUG policy, when:

- A. There is vehicle/equipment damage or bodily injury; or
- B. There is a fatality; or
- C. Driver is cited with a traffic violation; or
- D. There is reasonable suspicion to believe that the employee's behavior or appearance may indicate alcohol or drug use; or
- E. When an employee sustains a work-related injury; or
- F. If an employee, within the scope of his or her employment, is engaged in the use of force and causes serious bodily injury or death to another person.

Sec. 1-13-7. - Prescription drug use.

- A. While on the job, employees shall adhere strictly to the medical directions as listed on their prescription medication. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication(s) while the employee is performing his or her duties. The employee shall be responsible for notifying his or her supervisor of any restrictions that may affect or prevent the safe performance of the required duties.
- B. An employee who tests positive for a prescription medication that was not prescribed to him or her shall be suspended for three (3) days with pay pending termination.
- C. The abuse of legally prescribed drugs is prohibited. Any employee whose job performance or attendance deficiencies result from such abuse shall be suspended for three (3) days with pay pending termination. If an employee's behavior and/or job performance gives rise to a reasonable suspicion as determined under the standards set forth in Section 1-13-5 that the employee is abusing prescription drugs, the employee may be required to submit to drug testing and must not be permitted to return to duty in accordance with section 1-13-5.

Sec. 1-13-8. - List of medications.

Employees and job applicants shall at the time of testing provide a list of those prescriptions and over-the-counter medications that he or she has recently used. The list of medications shall be kept confidential until test results are available. The list of medications shall be disclosed only to the medical review officer who will determine whether the positive result was due to the lawful use of any of the listed medications.

Sec. 1-13-9. - Acknowledgement; notification.

Every employee subject to alcohol and drug testing shall be required to sign a form issued by the employee's supervisor acknowledging the date, time and location of his or her test.

Sec. 1-13-10. - Consent.

Before a drug and/or alcohol test is administered, employees and job applicants shall be asked to sign a consent form authorizing the test and permitting release of test results to the employer and the medical review officer. The consent form shall provide a space for employees and job applicants to acknowledge that they have been notified of the requirements of this chapter.

Sec. 1-13-11. - Refusal to consent.

- A. *Job applicants.* Any applicant for a Category I job with the Athens-Clarke County Government who refuses to consent to a drug and alcohol test shall be denied employment.
- B. *Employees.* Any employee who refuses to sign the consent form referenced in section 1-13-10, or to submit to a drug and alcohol test as required herein shall be suspended for three (3) days with pay pending termination.
- C. *Failure to appear.* Employees who fail to appear without justification (absent emergency circumstances) at the designated collection site within the designated time to be tested when so directed shall be considered to have refused testing and shall be suspended for three (3) days with pay pending termination.
- D. Additional employee actions that are considered as refusals for which the employee shall be suspended for three (3) days with pay pending termination include:
 1. Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation and after sufficient time has been allowed to provide such samples; or

2. Tampering with or attempting to adulterate a testing specimen or the collection procedure; or
3. Leaving the scene of an accident without a valid reason before the tests have been conducted.

Sec. 1-13-12. - Testing procedures.

- A. All testing procedures shall be administered and accounted for by an approved Department of Health and Human Services (HHS) laboratory and/or medical facility that is operated in compliance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines in accordance with 49 CFR Part 40. These procedures and guidelines shall be available for inspection by contacting the Athens-Clarke County Safety and Risk Manager.
- B. In accordance with HHS and SAMHSA guidelines, all urine drug testing specimens must be collected as "split" specimens. The term "split" specimen means that one urine specimen will be divided into two (2) separately sealed specimen bottles for submission to the laboratory – one bottle (primary to be split with one half used for initial screening and the other half for the confirmation screening) and a secondary bottle for split sample testing if it is requested.
- C. Whenever an initial test is found to be positive, an automatic confirmation test will be performed. If result is positive, then that employee has 72 hours from the time of the initial notice to request from the medical review officer that the secondary bottle for split sample testing be sent to a second lab.
- D. If the employee does not contest the results, or if the secondary bottle of the split sample also tests positive, then the employers shall, within five (5) working days after receipt of a positive confirmed test result from the laboratory, notify the employee in writing of the positive results. Such notification shall include the results, the option to contest the results within five (5) working days of such notice, and the consequences of such results being suspension for three (3) days with pay pending termination. If the secondary bottle produces a negative result, or for any reason the secondary bottle is not available, then the test shall be considered negative, and no sanctions shall be imposed on the employee.
- E. Breath Alcohol Test (BAT). If results of BAT are positive, then a confirmation test must be conducted at least 15 minutes, but not more than 20 minutes, after the completion of the initial test.
- F. Following administration of a drug test as prescribed in this chapter, the analysis of samples shall be performed by a laboratory and/or medical facility that is certified

by the Department of Health and Human Services (HHS) and the Substance Abuse and Mental Health Services Administration (SAMHSA) to determine the presence of drugs described hereinafter. A DOT or Non-DOT test will be administered as applicable based upon the safety-sensitive category of the employee, and/or if the test is required by current FTA/DOT standards.

Following are the list of drugs tested for in the Non-DOT and DOT screenings:

A. NON-DOT/11- panel drug screen testing/checks specific gravity & creatinine

- Amphetamines (speed, uppers – to include MDMA - Ecstasy)
- Methamphetamines
- Barbiturates
- Benzodiazepine (valium, xanax)
- Cocaine
- Methadone
- Opioids (Lortab, codeine, morphine – to include 6-Acetylmorphine – Heroin-specific metabolite, Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone)
- Oxycodone (Percocet)
- Phencyclidine (PCP)
- Propoxyphene (Darvocet)
- THC (marijuana)

B. DOT/5 panel drug screen testing

- Amphetamines (speed, uppers – to include MDMA - Ecstasy)
- Cocaine
- Opioids (Lortab, codeine, morphine – to include 6-Acetylmorphine – Heroin-specific metabolite, Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone)
- Phencyclidine (PCP)
- THC (marijuana)

DOT testing shall be performed for drivers holding a Georgia Commercial Driver's License (CDL) when:

- a) An accident involves a human fatality, whether or not the CDL driver receives a citation.
- b) An accident involves bodily injury with immediate medical treatment away from the scene (to any party), when the CDL driver has been issued a citation.
- c) There is disabling damage to any motor vehicle requiring tow away, when the CDL driver has been issued a citation.

Sec. 1-13-13. - Confidentiality of test results.

All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the department director, human resources director, safety and risk manager and those with a need to know, as determined by the human resources director, for compliance with state and federal law concerning confidentiality of medical records. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or job applicant, or pursuant to a legally-sufficient court order or subpoena.

Sec. 1-13-14. - Disciplinary and termination policy.

Immediate termination. Any of the following actions shall be grounds for termination of an employee:

1. Being in possession of or distributing controlled substances while on the job.
2. Operating a government vehicle or motorized equipment while under the influence of drugs and/or alcohol.
3. Felony conviction for violation of drug laws.
4. Testing positive for drugs or alcohol during assigned working hours.

Employees who test positive for use of an illegal drug, use of a prescription drug for which they do not have a current prescription, or for abuse of a legally prescribed drug (Sec. 1-13-7) shall be suspended for three (3) days with pay pending termination.

Any employee who has been terminated for violation of this chapter may be reconsidered for rehire after two years from termination date.

Sec. 1-13-15. - Employee assessment.

Employees who have been terminated under the provisions of this chapter shall be provided with the names, addresses and telephone numbers of substance abuse professionals, counseling, and treatment programs that can determine what assistance, if any, the employee may need to help him or her resolve any problems associated with substance abuse. Athens-Clarke County shall not be responsible to pay for such evaluation, treatment, rehabilitation, or counseling for said employee.

Sec. 1-13-16. - Voluntary employee assistance program.

Voluntary participation in an employee assistance program prior to an employee being requested to submit to a test is encouraged and such participation shall be kept confidential. No disciplinary action shall be implemented because an employee volunteers to participate in such a program. Employees who, prior to being requested to take a drug and/or alcohol test, voluntarily identify themselves as a drug user or alcohol abuser and obtain counseling and rehabilitation as recommended by the Athens-Clarke County employee assistance program shall not be disciplined for their drug use and/or alcohol abuse if they thereafter refrain from violating the prohibitions of this chapter. Except as described above in this section, all employees can be disciplined for violation of this chapter.

Sec. 1-13-17. - Drug and alcohol criminal charges and dispositions.

Any employee in Category I or Category III shall be required to report to his or her department director any arrest or citation for alleged violation of a drug or alcohol statute or ordinance. Such report shall be made within five (5) working days of such arrest or citation. Any employee in Category I or Category III shall be required to report any conviction, judicial disposition or entry into a pretrial diversion program related to a criminal drug or alcohol statute or ordinance. Such report shall be made within five (5) working days of such action. The department director shall then investigate and make appropriate recommendation to the human resources director.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

DRUG & ALCOHOL FREE WORKPLACE

Policy Statement

Athens-Clarke County Government (hereafter known as ACC) recognizes the use and abuse of alcohol and drugs as potential risks to the health, safety and security of employees, customers and the general public. Accordingly, ACC's policies are directed at providing a safe workplace by eliminating the potential for accidents and injury caused, or contributed to by the use or abuse of drugs or alcohol. All ACC employees are expected to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with ACC's policies is made a condition of continued employment.

ACC prohibits employees from the unlawful manufacture, possession, use, distribution, or purchase of non-prescribed drugs and intoxicants, or the abuse of prescription medications on government premises and from working, or reporting to work, or otherwise on government business, under the influence of alcohol, illegal drugs, or intoxicants. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

ZERO TOLERANCE POLICY

An employee found to be under the influence of alcohol or illegal drugs, or other illicit chemical substances while on duty, on government premises, or otherwise on government business shall be subject to immediate termination of employment, and shall be expelled from government premises, in accordance with the Athens-Clarke County Drug and Alcohol Ordinance and Drug Free Workplace Policy, and Employee Orientation. Any use of alcohol, illegal drugs, the abuse of prescription medications or other illicit chemical substances shall be treated as a violation of ACC policy, resulting in disciplinary actions up to and including termination, if such use leaves any detectable amount of substance within the person's body fluids when that individual is on duty, or on government premises, or otherwise on government business.

DISCRIMINATION AND HARASSMENT POLICY

Policy Statement

The Unified Government of Athens-Clarke County (“ACCGOV”) is committed to a work environment that promotes equal employment opportunities and is free from discriminatory practices, including harassment and retaliation. Further, we believe that all employees, applicants, citizens, vendors, and visitors should be treated with professionalism and respect as outlined in the ACCGOV Code of Conduct, which applies to all ACCGOV employees.

Harassment, like other offensive behavior, can create an unwelcome and offensive work environment. Such behavior also creates unwanted distraction in the workplace for those involved in the behavior, as well as others who may witness or otherwise be impacted by such behavior. To help individuals make their best and most successful contribution to the organization and our community, ACCGOV is committed to ensuring a safe work environment free from discrimination, harassment, and retaliation for every employee, applicant, citizen, visitor, and third party provider.

Prohibited Conduct

It is illegal and against the policy of ACCGOV for any person to harass, threaten, or intimidate another employee, or any applicant, citizen, vendor, or visitor on the basis of their sex (including pregnancy), sexual orientation, gender identity, race, color, religion, disability, national origin, citizenship, military or veteran status, genetic information, age, or any other status or classification protected by applicable federal, state, or local laws.

Discrimination

It is a violation of this policy to discriminate in the terms or conditions of employment, the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person’s sex (including pregnancy), sexual orientation, gender identity, race, color, religion, disability, national origin, citizenship, military or veteran status, genetic information, age, or any other status or classification protected by applicable federal, state, or local laws.

Harassment

For purposes of this policy, harassment may take the form of verbal, physical, or visual conduct and is prohibited if (1) enduring the conduct is made either an explicit or implicit term or condition of employment or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would find intimidating, hostile, or abusive. Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and/or interference with work performance. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of violation of this policy; but may violate the ACCGOV Code of Conduct. To be a violation of this policy, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people. ACCGOV prohibits harassment of its employees by anyone, including any elected officials, appointed officials, constitutional officers, charter officers, supervisory or management personnel, coworkers, vendors, contractors, citizens, or any other third parties.

Sexual Harassment

Sexual harassment is a form of prohibited harassment under this policy and is made unlawful by Title VII of the Civil Rights Act of 1964. Sexual harassment may include: unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature. For

example:

- Verbal sexual harassment may include offensive jokes, name calling, or unwanted sexual advances.
- Physical sexual harassment may include unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, or forced sexual intercourse or assault.
- Visual sexual harassment may include offensive objects or images, whether in print or on a screen of any type.

Harassment does not have to be of a sexual nature to be covered by this policy. For example, offensive remarks about a person's gender are prohibited. As with harassment generally, ACCGOV prohibits sexual harassment of its employees by anyone, whether or not they are employed by ACCGOV. Further, the victim and harasser can be of opposite sexes or the same sex. The policy does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious. Harassment is a violation of this policy when it is so frequent or severe that it creates a hostile or offensive work environment, or when it results in an adverse employment decision (such as the victim being fired or demoted). Conduct that does not rise to the level of violation of this policy may violate the ACCGOV Code of Conduct, which could result in disciplinary action up to and including termination.

No Retaliation

No employee, applicant, or other covered person who, in good faith, exercises his or her right to make a complaint about discrimination or harassment in violation of this policy will be subjected to any retaliation or incur any penalty or adverse consequence. Discrimination and/or harassment in the workplace will not be tolerated and employees who believe they have experienced such discrimination or harassment or have witnessed the harassment of another have an obligation to report such unlawful conduct, in order that ACCGOV can investigate it.

Reporting/Complaint Procedure

ACCGOV wants and needs to know about possible discrimination and harassment so that it can be investigated. Employees and other individuals should not assume ACCGOV is aware of a problem. Employees and other individuals should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. If you believe that you have witnessed or been targeted by discriminatory, harassing, or retaliatory behavior, you must report the matter immediately to (a) your Department Director/Elected Official/Appointed Official (b) the Human Resources Director (c) Assistant Human Resources Director; (d) the Employment & Employee Relations Administrator; or (e) via email to HRHelpDesk@accgov.com. Any supervisory employee who becomes aware of conduct that is in violation of this policy is also urged to report it to one of the individuals or the e-mail listed above.

Any reported allegations of harassment or retaliation will be investigated promptly and as confidentially as possible, and ACCGOV will take appropriate remedial action. Remedial action may also focus on the complainant or others adversely affected by the policy violations in question. Among other things, the resources of the Employee Assistance Program through the ACCGOV Human Resources Department may be made available.

It is extremely important that any unlawful harassment be reported immediately. Failure to report conduct in violation of this policy or a delay in reporting it may impede ACCGOV from

taking preventive or corrective measures. Any supervisory or management personnel or employee who has engaged in discrimination, harassment, or retaliation in violation of this policy will be subject to appropriate disciplinary action up to and including termination.

ACCGOV encourages any employee to raise questions he or she may have regarding discrimination, harassment, or retaliation with the ACCGOV Human Resources Department. Questions or concerns may be directed to the Assistant Human Resources Director or the Human Resources Director.

ACKNOWLEDGEMENT

I acknowledge receipt of this document as it appears in the ACCGOV Discrimination and Harassment Policy and the Employee Orientation. I have read and understand my responsibilities and ACC's Discrimination and Harassment Ordinance Section 1-17-1 prohibiting unlawful harassment as it relates to this "Policy." I also understand that I should direct any questions I have concerning this policy to the Assistant Human Resources Director or Human Resources Director.

(Print Name)

(Signature)

(Department)

(Date)

POLICY AND PROCEDURE STATEMENT
**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY,
GEORGIA**

POLICY SUBJECT: Information Systems Acceptable Use Policy

POLICY AND PROCEDURE NUMBER: IT-001

EFFECTIVE DATE: June 1, 2016

I. Purpose

Use of electronic information systems and services owned, maintained or operated by the Unified Government of Athens-Clarke County (the "Unified Government") are a privilege, not a right, and therefore must be used with respect and in accordance with the goals and policies of the Unified Government.

The objectives of this policy are to outline appropriate and inappropriate use of the Unified Government's information systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

II. Scope

This policy applies to all information systems and services owned by the Unified Government or made available to the Unified Government by contract, all information systems account users/holders at the Unified Government (both temporary and permanent), and all county contractors, vendors, and third parties.

III. Account Activation/Termination

Information systems access at the Unified Government is controlled through individual accounts and passwords. Each user of the Unified Government's information systems is required to read and sign a copy of this acceptable use policy prior to receiving an information systems access account and password. It is the responsibility of the employee to protect the confidentiality of account and password information.

Information systems access will be terminated when the employee terminates his or her association with the Unified Government.

IV. Appropriate Use

Individuals at the Unified Government are encouraged to use information systems to further the goals and objectives of the Unified Government. Systems, including computers of all kinds, are the property of the Unified Government, and access to, and use of, information systems and the components that form them will be monitored and controlled at all times.

The software tools provided and the data they create and manipulate are the property of the Unified Government, or are furnished to the Unified Government by contract.

Software is to be used for its intended purpose only. It is not to be copied, distributed, installed, or deleted without appropriate authorization and shall be used in accordance with any applicable contract provisions. Such activities will be monitored and controlled at all times.

Data is to be used for its intended purpose. It is not to be copied, distributed, edited, appended,

or deleted without appropriate authorization. Such activities will be monitored and controlled at all times.

V. Inappropriate Use

The Unified Government's information systems and services are not to be used for purposes that could be reasonably expected to strain storage resources or bandwidth. Network storage of non-work related personal files, including but not limited to, pictures, video, or music, is prohibited. Information systems use at the Unified Government will comply with all applicable laws, all Unified Government policies, and all Unified Government contracts. Use in a manner that is not consistent with the mission of the Unified Government, that misrepresents the Unified Government, or that violates any Unified Government policy is prohibited.

The following activities are deemed inappropriate uses of Unified Government information systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:

- Use of information systems for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of information systems in any way that violates the Unified Government's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of information systems accounts or files belonging to the Unified Government, or another individual, without authorized permission. Violations could be found in direct conflict with O.C.G.A 16-9-93.
- Sharing information systems account passwords with another person, or attempting to obtain another person's information systems account password. Information systems accounts are only to be used by the registered user.
- Sharing or forwarding of information, materials, or other media inappropriate for the work place or otherwise in violation of Unified Government policy.

VI. Monitoring and Confidentiality

The information systems and services used at the Unified Government are owned by the Unified Government or used by the Unified Government pursuant to contract. Such ownership or contractual right of use gives the Unified Government the right to monitor any and all traffic passing through its information systems at any time and for any reason. This monitoring may include, but is not limited to, inadvertent reading by Information Technology staff during the normal course of managing the information systems, review by the legal team during the data discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

In addition, archival and backup copies of information systems data may exist, despite end-user deletion, in compliance with the Unified Government's records retention requirements. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by county delegates for a variety of management and legal

needs. Both backups and archives are governed by the county's document retention requirements.

If the Unified Government discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, information systems records may be retrieved and used to document the activity in accordance with due process.

Employees shall have no expectation of personal privacy in, or to, the content of traffic passing through the Unified Government's information systems or any related data, and employees shall assume that all such traffic and related data are subject to public disclosure under the Georgia Open Records Act unless subject one of the Act's specific exemptions.

VII. Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology.

VIII. Disclaimer

The Unified Government assumes no liability for direct and/or indirect damages arising from the user's use of the Unified Government's information systems and services.

Users are solely responsible for the content they disseminate. The Unified Government is not responsible for any third-party claim, demand, or damage arising out of use of the Unified Government's information systems or services.

IX. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Unified Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Unified Government's information systems and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of information services access;
- Disciplinary action according to applicable Unified Government policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Recommended by:



Date: 04/08/2016

Steve Davis
Information Technology Director

Approved by:



Date: 06/02/2016

Blaine Williams
Manager

POLICY AND PROCEDURE STATEMENT
THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Email Acceptable Use Policy

POLICY AND PROCEDURE NUMBER: IT-002 **EFFECTIVE**

DATE: June 1, 2016

I. Purpose

Email is a critical mechanism for business communications at the Unified Government of Athens-Clarke County (the “Unified Government”). However, use of the Unified Government’s electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Unified Government.

The objectives of this policy are to outline appropriate and inappropriate use of the Unified Government’s email systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

II. Scope

This policy applies to all email systems and services owned by the Unified Government, all email account users/holders at the Unified Government (both temporary and permanent), and all county email records.

III. Account Activation/Termination

Email access at the Unified Government is controlled through individual accounts and passwords. Each user of the Unified Government’s email system is required to read and sign a copy of this email acceptable use policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of account and password information.

Email access will be terminated when an employee terminates his or her association with the Unified Government.

IV. General Expectations of End Users

The Unified Government often delivers official communications exclusively via email. As a result, employees of the Unified Government with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important county announcements and updates, as well as for fulfilling business and role-oriented tasks.

Email users are responsible for mailbox management, including organization and cleaning. The Unified Government currently limits the size of e-mail boxes to eight gigabytes. All users should make every effort to use the archive feature of the e-mail service and keep the e-mail mailbox itself as small as possible. Archived e-mail should be placed on a media type that is safe and capable of holding e-mail records for the required retention period or placed in an Information Technology provided network storage area (recommended). Archived e-mail and non-archived e-mail are subject to open record requests and are to be considered in fulfilling any open record request.

Email records must be maintained in accordance with applicable law and Unified Government policy, including without limitation the Georgia Open Records Act and applicable records retention schedules. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that his or her current email address changes.

Email users are expected to remember that email sent from email accounts reflects on the Unified Government. Please comply with normal standards of professional and personal courtesy and conduct.

To ensure proper virus protection, spam and content filtering, along with the ability to comply with open records requests, Unified Government business conducted by email should be done within the Unified Government's supplied email system using the registered domain name rather than third party email accounts.

V. Appropriate Use

Individuals at the Unified Government are encouraged to use email to further the goals and objectives of the Unified Government. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of the Unified Government, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

E-mail broadcasted to all users in the Unified Government (a.k.a. World email) requires Information Technology approval before being sent. Approval can be obtained by placing a service call to Information Technology. Broadcast e-mail will only be approved if it is specifically related to Unified Government functions, does not violate sections of this policy, and is of a nature that makes it beneficial to all users.

Signatures on e-mail should give the basic information necessary for identifying the e-mail author. E-mail signatures should be limited to work related contact information: name, title, physical address, phone number, fax number, and web site address.

Personal expressions such as graphics, quotes, and/or sayings are not allowed as part of the e-mail signature or e-mail body. The Unified Government's logo is the only

acceptable graphic for e-mail correspondence. From time to time, the Unified Government may attach messages to all emails that are relevant to the Unified Government's mission, goals, or activities.

With the approval of the Department Director, users may place the following disclaimer statement below the email signature. Additions to the disclaimer statement require the Manager's approval.

"The Unified Government of Athens-Clarke County is a public entity that is subject to Georgia's Open Records laws. Email messages are covered under such laws and may be released to other parties unless it contains information specifically protected by law."

VI. Inappropriate Use

The Unified Government's email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive). Individual email use will not interfere with others' use and enjoyment of the Unified Government's email system and services. Email use at the Unified Government will comply with all applicable laws, all Unified Government policies, and all Unified Government contracts. Use in a manner that is not consistent with the mission of the Unified Government, that misrepresents the Unified Government, or violates any Unified Government policy is prohibited.

The following activities are deemed inappropriate uses of Unified Government email systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of email in any way that violates the Unified Government's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of email accounts or files belonging to the Unified Government or another individual without authorized permission.
- Sending of unreasonably large email attachments. The total size of an individual email message sent to an individual or small group (including attachment) should be 5 Megabytes or less. The total size of an email message sent to a group of more than ten people (including attachment) should be 1 Megabyte or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are to be used only by the registered user.
- Excessive personal use of Unified Government email resources. The Unified Government allows limited personal use for communication with family and

friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal amount of resources. The Unified Government prohibits personal use of its email systems and services for unsolicited mass mailings, non- Unified Government commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

- Sharing or forwarding of information, materials, or other media inappropriate for the work place or otherwise in violation of Unified Government policy.
- Users may not send unencrypted information in, or attached to, an e-mail where such e-mail contains identity information (name, social security number, and date of birth) and/or other sensitive information that could result in damages or violates federal and/or state law (e.g., information protected by HIPPA) or local policy.

VII. Monitoring and Confidentiality

The email systems and services used at the Unified Government are owned by the Unified Government, and are therefore its property. This gives the Unified Government the right to monitor any and all email traffic passing through its email system at any time and for any reason. This monitoring may include, but is not limited to, inadvertent reading by Information Technology staff during the normal course of managing the email system, review by the legal team during the email discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

In addition, archival and backup copies of email messages may exist, despite end-user deletion, in compliance with the Unified Government's records retention requirements. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by county delegates for a variety of management and legal needs. Both backups and archives are governed by the county's records retention requirements.

If the Unified Government discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of the Unified Government become the property of the receiver. Consider not communicating anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply All" command during email correspondence to ensure the resulting message is not delivered to unintended recipients.

Employees shall have no expectation of personal privacy in or to the content of emails sent or received by employees and shall assume that all emails are subject to public disclosure under the Georgia Open Records Act unless subject one of the Act's specific exemptions.

VIII. Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

IX. Disclaimer

The Unified Government assumes no liability for direct and/or indirect damages arising from the user's use of the Unified Government's email system and services. Users are solely responsible for the content they disseminate. The Unified Government is not responsible for any third-party claim, demand, or damage arising out of use of the Unified Government's email systems or services.

X. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Unified Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Unified Government's email systems and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of email access;
- Disciplinary action according to applicable Unified Government policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Recommended by: Steve Davis Date: 04/08/2016

Steve Davis
Information Technology Director

Approved by: Blaine Williams Date: 06/02/2016

Blaine Williams
Manager

POLICY AND PROCEDURE STATEMENT

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Selection and Protection of Passwords on Athens-Clarke County's Network and Computer Systems

POLICY AND PROCEDURE NUMBER: 01-045

EFFECTIVE DATE: 8-21-2006

POLICY STATEMENT: Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Athens-Clarke County's entire network of computer systems and information. As such, all Athens-Clarke County employees (including contractors and vendors with access to Athens-Clarke County systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

I. Policy Requirements and Guidelines:

A. Requirements:

1. Password Construction Minimum Requirements:

a. Each password must meet all of the following requirements:

- Password should have a minimum of 6 characters.
- At least one character must be a numeral.
- Password must not be easily guessed.

An example password fulfilling the minimum requirements is "ghi3jw".

b. Examples of easily guessed passwords that must not be used:

- Words found in a dictionary.
- Any information about the user that is known or is easy to learn (user id, nickname, birthday, telephone number, Social Security Number, hobbies, schools, etc.). This also applies to information about the user's friends and family.
- Slang words.
- Obscenities.
- Popular acronyms.
- Technical terms (computer hardware or software, jargon from the user's area of employment).
- Passwords composed of the same character (example: "222222").
- Simple pattern based on position of characters on a keyboard/keypad (examples: "qwerty", "741963")

- Simple pattern of characters (examples: "abcabc", "abccba").
- The reverse of any of the above.

This list of examples mentions only some of the kinds of passwords that is considered weak. The user must take care when selecting a new password. The user may refer to the "Stronger Password Construction Guidelines" for suggestions on creating stronger passwords.

2. **Password Protection Requirements:**

- Passwords must not be shared with others unless the user is authorized to do so. The disclosure of a password without authorization may be a violation of Georgia law.
- Passwords must not be stored in a manner that allows unauthorized access. Examples of unacceptable storage are writing down the password and attaching it to the computer monitor or under the keyboard.
- Passwords should be memorized. If passwords must be written down, they must be stored in a secure location (examples: safe, locked cabinet).
- Do not store passwords in a file on any computer system, including Personal Digital Assistants, thumb drives, or similar devices, without encryption and password protection.
- Passwords must not be inserted into e-mail messages or other forms of electronic communication.
- Users cannot circumvent password entry with auto logon, application remembering, embedded scripts or hard coded passwords in client software. Exception may be made for specific applications (example: automated backup) with approval from the Computer Information Services (CIS) department.
- Passwords must be changed at minimum every 90 days.
- Reuse of an account's prior 12 passwords will not be permitted.
- Passwords cannot be changed until one day after having been changed.
- All vendor defined default passwords must be changed before the system is used.
- Systems should be configured to log off and/or block the user after no more than 3 unsuccessful login attempts. Users should then be required to wait 15 minutes before 3 more attempts can be tried. For some computer systems, CIS will have to unlock the account before additional login attempts.
- Computers must not be configured to login without a password. This includes computers connected and not connected to the network.

- Computing devices must not be left unattended without locking the device requiring a password (as required by this policy) to regain entry or logging off the device completely.
- Do not use same password for ACC accounts as for other access (examples: personal ISP account, bank accounts, news groups, outside email accounts,...etc.).
- Unique passwords must be used across applications unless the Windows Active Directory account is used.
- If the security of a password is in doubt, the password must be changed immediately and the incident reported to CIS.

B. Stronger Password Construction Guidelines:

Although the minimum requirements for selecting a password have been discussed above, there are reasons for selecting a password that is stronger than what would be considered adequate for the minimum requirements. The selection of a password should include careful thought concerning the value of the information or resources to which the user account has access. An intern who only needs to read e-mail can safely select a password just meeting the minimum requirements; whereas, the administrator of a critical server should select a much stronger password. (It is interesting to note that a password consisting of six characters can usually be broken by brute force in eight to ten hours; while, a password of seven to eight using the same brute force method can take weeks. This is all based on the speed of computer currently and the tools used by hackers.)

The following guidelines suggest several methods of creating stronger passwords. Multiple methods can be used in combination. Example, a pass-phrase can be used to create a password of long length. That password then can have some of the letters capitalized and other letters replaced by password mangling to increase the number of character types used.

1. Longer Password Length:

Passwords composed of a longer character length are generally considered to be stronger than passwords composed of a shorter character length. As an example, the password "Tjg0fZhrowkh" (12 characters) is considered stronger than the password "Tjg0fZ" (6 characters).

2. Use of Multiple Types of Characters in Password:

A password using just letters is generally considered to be weaker than a password of the same length using numerals and/or non-alphanumeric characters in addition to the letters. The four character sets that can be used in creating passwords are:

- Lower case letters ("a" to "z")
- Upper case letters ("A" to "Z")
- Base 10 numerals ("0" to "9")
- Non-alphanumeric characters (examples: "/", "_", "-")

A person trying to guess a password composed of just lower case letters only needs to try combinations of characters from a set of 26 characters. If a password of the same length used both upper and lower case letters, then the possible character set is increased to 52 characters. Again, adding numerals with the upper and lower case letters to a password of the same length increases the character set to 62 characters. Finally, adding non-alphanumeric characters with the other character types increases the possible character set even larger.

The system on which the password is to be used determines what characters are allowed. Some systems do not recognize the case of letters (upper case and lower case are considered identical). Some systems may allow some non-alphanumeric characters but not others.

3. Use of a Pass-phrase:

The idea of using a pass-phrase allows a user to construct a strong password that can be remembered rather than having to be written down. The user selects a memorable phrase, such as a line from a book, song, movie, or a well-known saying. That pass-phrase becomes the basis of constructing the password. The password is created by forming an acronym from the first letter of each word of the pass-phrase. For example, the pass-phrase "the quick brown fox jumped Over the lazy dog" becomes the password "tqbfj0tld".

4. Password Mangling:

Password Mangling is the process of introducing additional characters into the password by replacing letters with other characters. Possible letter replacements include:

- Replacing the letter "O" with the numeral "0" (zero).
- Replacing the letter "G" with the numeral "6".
- Replacing the letter "E" with the numeral "3".
- Replacing the letter "A" with "@" (at sign).
- Replacing the letter "L" with the numeral "1".
- Replacing the letter "T" with "+" (plus sign).
- Replacing the word "FOR" with the numeral "4".
- Replacing the words "TO", "TWO", "TOO" with the numeral "2".
- Replacing the word "AND" with "&" (ampersand).
- Replacing the word "NOT" with "!" or "<>" (logical negation).

As an example, the relatively weak password "together" may be improved by password mangling into the better password "2g3+her". Notice that the second "e" was not replaced. If all replaceable letters were substituted, the number of possible characters available for the password would be reduced. This also allows the same base word to be transformed into multiple possible passwords.

II. Failure to Comply with this Policy:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

In addition, disclosure of a password may violate the 'Georgia Computer Systems Protection Act' (O.C.G.A. 16-9-90 through 16-9-94). The act describes the definition and criminal penalties of computer password disclosure.

O.C.G.A. 16-9-93(e) states "Computer Password Disclosure. Any person who discloses a number, code, password, or other means of access to a computer or computer network knowing that such disclosure is without authority and which results in damages (including the fair market value of any services used and victim expenditure) to the owner of the computer or computer network in excess of \$500.00 shall be guilty of the crime of computer password disclosure."

O.C.G.A. 16-9-93(h)(2) states "Any person convicted of computer password disclosure shall be fined not more than \$5,000.00 or incarcerated for a period not to exceed one year, or both."

III. Policy Approval:

Recommended By:



Date: 8-7-06

Lanny Robinson
Computer Information Services Director

Approved By:



Date: 8/8/06

W. Alan Reddish
Athens-Clarke County Manager

POLICY AND PROCEDURE STATEMENT
THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Internet Acceptable Use Policy

POLICY AND PROCEDURE NUMBER: IT-004

EFFECTIVE DATE: June 1, 2016

I. Purpose

Internet usage is a critical mechanism for conducting business at the Athens Clarke-County Unified Government (the “Unified Government”). However, use of the Unified Government’s Internet services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Unified Government.

The objectives of this policy are to outline appropriate and inappropriate use of the Unified Government’s Internet services, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

II. Scope

This policy applies to all Internet services provided by the Unified Government, all information systems account users/holders at the Unified Government (both temporary and permanent), and all county contractors, vendors, and third parties.

III. Account Activation/Termination

Internet access at the Unified Government is controlled through individual accounts and passwords. Each user of the Unified Government’s Internet services is required to read and sign a copy of this acceptable usage policy prior to receiving an information systems access account and password. It is the responsibility of the employee to protect the confidentiality of account and password information.

Internet access will be terminated when the employee terminates his/her association with the Unified Government.

IV. Appropriate Use

Individuals at the Unified Government are encouraged to use the Internet to further the goals and objectives of the Unified Government. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of the Unified Government, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

V. Inappropriate Use

The Unified Government's Internet services are not to be used for purposes that could be reasonably expected to strain storage resources or bandwidth. Individual Internet use will not interfere with others' use of the Unified Government's information systems and services or Internet availability. Internet use at the Unified Government will comply with all applicable laws, all Unified Government policies, and all Unified Government contracts. Use in a manner that is not consistent with the mission of the Unified Government, that misrepresents the Unified Government, or that violates any Unified Government policy is prohibited.

The following activities are deemed inappropriate uses of Unified Government Internet services, and are strictly prohibited. Inappropriate use includes, but is not limited to:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- The Internet may not be used in any way that violates the Unified Government's policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of the Unified Government, misrepresents the Unified Government, or violates any Unified Government policy is prohibited.
- Limited Personal Use of the Unified Government's Internet services is limited by the following considerations:
 - It shall not cause any additional expense to the Unified Government or department.
 - It shall be infrequent and brief.
 - It shall not have a negative impact on overall employee productivity.
 - It shall not interfere with the normal operation of your department or work unit.
 - It will not compromise your department or the Unified Government in any way.

- Individuals may not establish Unified Government computers as participants in any peer-to-peer network, unless approved by the Director of Information Technology.
- In the interest of maintaining network performance, users should not stream audio or video data except for Unified Government business purposes.

VI. Monitoring and Filtering

The Unified Government may monitor any Internet activity occurring on Unified Government equipment or accounts. The Unified Government currently does employ filtering software to limit access to sites on the Internet. If the Unified Government discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used as a basis for disciplinary action in accordance with due process.

Employees shall have no expectation of personal privacy in or to any Internet activity on Unified Government equipment or Internet accounts and shall assume that all such activity is subject to public disclosure under the Georgia Open Records Act unless subject one of the Act's specific exemptions.

VII. Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology.

VIII. Disclaimer

The Unified Government assumes no liability for direct and/or indirect damages arising from the user's use of the Unified Government's Internet services. Users are solely responsible for the content they disseminate. The Unified Government is not responsible for any third-party claim, demand, or damage arising out of use of the Unified Government's Internet services.

IX. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Unified Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the Unified Government's Internet services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of information systems access;
- Disciplinary action according to applicable Unified Government policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Recommended by: Steve Davis Date: 04/08/2016

Steve Davis
Information Technology Director

Approved by: Blaine Williams Date: 06/02/2016

Blaine Williams
Manager

POLICY AND PROCEDURE STATEMENT
THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Remote Access Policy

POLICY AND PROCEDURE NUMBER: IT-005

EFFECTIVE DATE: June 1, 2016

I. Purpose

The purpose of this policy is to define standards, procedures, and restrictions for connecting to internal network(s) owned, maintained or operated by the Unified Government of Athens-Clarke County (the “Unified Government”) from external hosts via remote access technology, and/or for utilizing the Internet for business purposes via third-party wireless Internet service providers (a.k.a. “hotspots”). The Unified Government’s resources (i.e. data, computer systems, networks, databases, etc.) must be protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue, and damage to our public image. Therefore, all remote access and mobile privileges for Unified Government employees to enterprise resources, and for wireless Internet access via hotspots, must employ only county approved methods.

II. Scope

This policy applies to all Unified Government employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize county or personally owned computers to remotely access the county’s data and networks. Employment at the Unified Government does not automatically guarantee the granting of remote access privileges.

Any and all work performed for the Unified Government on said computers by any and all employees, through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other county application used over the Internet. Remote access is defined as any connection to the Unified Government’s network and/or other applications from off-site locations, such as the employee’s home, a hotel room, airports, cafés, satellite office, wireless devices, etc.

III. Supported Technology

All remote access will be centrally managed by the Unified Government's Information Technology department and will utilize encryption and strong authentication measures. Remote access connections covered by this policy include (but are not limited to) Internet, remote access/control software, Metro-Ethernet, frame relay, ISDN, DSL, cell technology, VPN, SSH, cable modems, dial-up modems, etc.

IV. Eligible Users

All employees requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the employee needs should his or her application be accepted. Application forms must be approved and signed by the employee's department head before submission to the Information Technology department.

Employees may use privately owned connections (under 'Supported Technology') for business purposes. If this is the case, the Information Technology department may approve the connection as being secure and protected. However, the county's Information Technology department cannot and will not technically support a third-party ISP connection or hotspot wireless ISP connection. All expense forms for reimbursement of cost (if any) incurred due to remote access for business purposes (i.e. Internet connectivity charges) must be submitted to the appropriate department head for consideration. Financial reimbursement for remote access is not the responsibility of the Information Technology department.

V. Appropriate Use

It is the responsibility of any employee of the Unified Government with remote access privileges to ensure that his or her remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Unified Government business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:

- General access to the Internet by residential remote users through the Unified Government's network is discouraged. No one is to use Internet access through county networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing employee policies.
- Employees will use secure remote access procedures. This will be enforced through encrypted strong passwords in accordance with the Unified Government's password policy. Employees agree to never disclose their passwords to anyone.
- All remote computer equipment and devices used for business interests, whether personal, or county owned, must display reasonable physical security measures.

Computers will have installed antivirus software and all components must be kept current.

- Remote users using public hotspots for wireless Internet access must employ for their devices a county approved personal firewall, VPN, or any other security measure deemed necessary by the Information Technology department. VPNs supplied by the wireless service provider should also be used, but only in conjunction with the Unified Government's additional security measures.
- Any remote connection (i.e. hotspot, DSL, etc.) that is configured to access Unified Government resources must adhere to the authentication requirements of the Unified Government's Information Technology department.
- Employees, contractors, and temporary staff will make no modifications of any kind to the remote access connection without the express approval of the Unified Government's Information Technology department. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.
- Employees, contractors, and temporary staff with remote access privileges must ensure that their computers are not connected to any other network while connected to the Unified Government's network via remote access, with the obvious exception of Internet connectivity.
- In order to avoid confusing official county business with personal communications, employees, contractors, and temporary staff with remote access privileges must never use non-county e-mail accounts (e.g. Hotmail, Yahoo, etc.) to conduct Unified Government business.
- All remote access connections must include a "time-out" system. In accordance with Unified Government's security policies, remote access sessions will time out after 60 minutes of inactivity, and will terminate after 12 hours of continuous connection. Both time-outs will require the user to reconnect and re-authenticate in order to re-enter county networks. Should a remote user's account be inactive for a period of 180 days, access account privileges will be suspended until the Information Technology department is notified. Non-employee accounts will be activated for 14 consecutive days and then suspended until the Information Technology department is notified.
- If a personally-owned, or Unified Government-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying his or her manager and the Unified Government's Information Technology department immediately.
- The remote access user also agrees to report immediately to his or her manager and the Unified Government's Information Technology department any incident or suspected incidents of unauthorized access and/or disclosure of county resources, databases, networks, etc.

- The remote access user also agrees to and accepts that his or her access and/or connection to the Unified Government's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by external parties.
- The Unified Government will not reimburse employees for business-related remote access connections made over non- Unified Government Internet connections.

VI. Disclaimer

The Unified Government assumes no liability for direct and/or indirect damages arising from the user's use of the Unified Government's Remote Access services. The Unified Government is not responsible for any third-party claim, demand, or damage arising out of use of the Unified Government's Internet services.

VII. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Unified Government. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Unified Government's Remote Access services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of information systems access;
- Disciplinary action according to applicable Unified Government policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Recommended by:



Date: 04/08/2016

Steve Davis
Information Technology Director

Approved by:



Date: 06/02/2016

Blaine Williams
Manager

SMOKING POLICY- ACCUG ORDINANCE CHAPTER 4-3.

- Sec. 4-3-1 . Definitions.
- Sec. 4-3-2 . Smoking prohibited in Athens-Clarke County facilities.
- Sec. 4-3-3 . Regulation of smoking in public places.
- Sec. 4-3-4 . Regulation of smoking in places of employment.
- Sec. 4-3-5 . Exemptions.
- Sec. 4-3-6 . Declaration of nonsmoking places.
- Sec. 4-3-7 . Responsibility of owner/manager.
- Sec. 4-3-8 . Violation and penalty.
- Sec. 4-3-9 . Severability.

Sec. 4-3-1. - Definitions.

The following words and phrases whenever used in this chapter shall be construed as defined in this section:

Bar means an establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food is only incidental to the consumption of those beverages, including, but not limited to, taverns, nightclubs, cocktail lounges, and cabarets.

Business means any corporation, sole proprietorship, partnership, limited partnership, limited liability corporation, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether for profit or nonprofit.

Employee means an individual who is employed by a business in consideration for direct or indirect monetary wages or profit.

Employer means an individual or a business that employs one or more individuals.

Enclosed area means all space between a floor and ceiling that is enclosed on all sides by solid walls or windows, exclusive of doorways, which extend from the floor to the ceiling. Such term also means all space between a floor and ceiling that is enclosed on all but one side by solid walls or windows, exclusive of doorways, which extend from the floor to the ceiling.

Health care facility means an office or institution providing care or treatment of diseases, whether physical, mental, or emotional, or other medical, physiological, or psychological conditions, including, but not limited to, hospitals, rehabilitation hospitals or other clinics, including weight control clinics, homes for the chronically ill, laboratories, and offices of surgeons, chiropractors, physical therapists, physicians, dentists, and all specialists within these professions. This definition shall include all waiting rooms, hallways, private rooms, semiprivate rooms, and wards within health care facilities. This definition shall not include long-term care facilities as defined in paragraph (3) of O.C.G.A. § 31-8-81.

Infiltrate means to permeate an enclosed area by passing through its walls, ceilings, floors, windows, or ventilation systems to the extent that an individual can smell secondhand smoke.

Local governing authority means a county or municipal corporation of the state.

Place of employment means an enclosed area under the control of an employer that employees utilize during the course of employment, including, but not limited to, work areas, employee lounges, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, and hallways. A private residence is not a place of employment unless it is used as a licensed child care, adult day-care, or health care facility. This term shall not include vehicles used in the course of employment.

Private club means a facility owned or operated by a nonprofit fraternal or civic association or corporation organized and existing under the laws of Georgia. Such association or corporation must have at least 75 members who regularly pay monthly, quarterly or semiannual dues and who select the directors or management of such corporation or association, and which is organized and operated exclusively for fraternal brotherhood, pleasure, recreation or other nonprofitable purposes. No part of the net earnings of such corporation may inure to the benefit of any stockholder or member. Entry to such facility is restricted to members and guests of members.

Public place means an enclosed area to which the public is invited or in which the public is permitted, including, but not limited to, banks, bars, educational facilities, health care facilities, laundromats, public transportation facilities, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, shopping malls, sports arenas, theaters, and waiting rooms. A private residence is not a public place unless it is used as a licensed childcare, adult day-care, or health care facility.

Restaurant means an eating establishment, including, but not limited to, coffee shops, cafeterias, sandwich stands, and private and public school cafeterias, which gives or offers for sale food to the public, guests, or employees, as well as kitchens and catering facilities in which food is prepared on the premises for serving elsewhere. The term shall include a bar area within any restaurant.

Retail tobacco store means a retail store utilized primarily for the sale of tobacco products and accessories and in which the sale of other products is merely incidental.

Secondhand smoke means smoke emitted from lighted, smoldering, or burning tobacco when the person smoking is not inhaling, smoke emitted at the mouthpiece during puff drawing, and smoke exhaled by the person smoking.

Service line means an indoor line in which one or more persons are waiting for or receiving service of any kind, whether or not the service involves the exchange of money.

Shopping mall means an enclosed public walkway or hall area that serves to connect retail or professional establishments.

Smoking means inhaling, exhaling, burning, or carrying any lighted tobacco product including cigarettes, cigars, and pipe tobacco.

Smoking area means a separately designated enclosed room which need not be entered by an employee in order to conduct business that is designated as a smoking area and, when so designated as a smoking area, shall not be construed as to deprive employees of a nonsmoking lounge, waiting area, or break room.

Sports arena means enclosed stadiums and enclosed sports pavilions, gymnasiums, health spas, boxing arenas, swimming pools, roller and ice rinks, bowling alleys, and other similar places where members of the general public assemble to engage in physical exercise, participate in athletic competition, or witness sports or other events.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-2. - Smoking prohibited in Athens-Clarke County facilities.**

Smoking shall be prohibited in all enclosed facilities of, including buildings owned, leased, or operated by the Unified Government of Athens-Clarke County. Smoking shall be prohibited within the boundaries of any park, youth sports complex, or recreation area owned, leased, or operated by the Unified Government of Athens-Clarke County, including any open area within such park, youth sports complex, or recreation area.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-3. - Regulation of smoking in public places.**

Except as otherwise specifically authorized in this chapter, smoking shall be prohibited in all enclosed public places in Athens-Clarke County.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-4. - Regulation of smoking in places of employment.**

(a)

Except as otherwise specifically provided in this chapter, smoking shall be prohibited in all enclosed areas within places of employment in Athens-Clarke County, including, but not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities.

(b)

Such prohibition on smoking shall be communicated to all current employees no later than August 1, 2005, and to each prospective employee upon such employee's application for employment.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-5. - Exemptions.**

(a)

Notwithstanding any other provision of this chapter, the following areas shall be exempt from the provisions of Code sections 4-3-3 and 4-3-4:

(1)

Private residences, except when used as a licensed child care, adult day-care, or health care facility;

(2)

Hotel and motel rooms that are rented to guests and are designated as smoking rooms; provided, however, that not more than 20 percent of rooms rented to guests in a hotel or motel may be so designated;

(3)

Retail tobacco stores, provided that secondhand smoke from such stores does not infiltrate into areas where smoking is prohibited under the provisions of this chapter;

(4)

Private and semiprivate rooms in health care facilities licensed under [O.C.G.A.] Title 31 that are occupied by one or more persons, all of whom have written authorization by their treating physician to smoke;

(5) Smoking areas designated by an employer or banquet or meeting rooms when such rooms are being used for private functions which shall meet the following requirements:

(A) The smoking area shall be located in a nonwork area where no employee, as part of his or her work responsibilities, shall be required to enter, except such work responsibilities shall not include custodial or maintenance work carried out in the smoking area when it is unoccupied;

(B) Air handling systems from the smoking area shall be independent from the main air handling system that serves all other areas of the building and all air within the smoking area shall be exhausted directly to the outside by an exhaust fan of sufficient size and capacity for the smoking area and no air from the smoking area shall be recirculated through or infiltrate other parts of the building; and

(C) The smoking area shall be for the use of employees only. The exemption provided for in this paragraph shall not apply to restaurants and bars; and

(6) Private clubs. Provided, however, that smoking is prohibited at any event at a private club in which the general public is permitted to attend.

(b) In order to qualify for exempt status under subsection (a) of this Code section, any area described in subsection (a) of this Code section, except for areas described in paragraph (1) of subsection (a) of this Code section, shall post conspicuously at every entrance a sign indicating that smoking is permitted.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-6. - Declaration of nonsmoking places.**

Notwithstanding any other provision of this chapter, an owner, operator, manager, or other person in control of an establishment, facility, or outdoor area may declare that entire establishment, facility, or outdoor area as a nonsmoking place. Smoking shall be prohibited in any place in which a sign conforming to the requirements of subsection (a) of Code section 4-3-7 is posted.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-7. - Responsibility of owner/manager.**

(a) "No Smoking" signs or the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it shall be clearly and conspicuously posted by the owner, operator, manager, or other person in control in every public place or place of employment where smoking is prohibited by this chapter.

(b) All ashtrays shall be removed from any area where smoking is prohibited by this chapter by the owner, operator, manager, or other person in control of the area, unless such ashtray is permanently affixed to an existing structure.

(c) The following described sign shall be clearly and conspicuously posted by the owner, operator, manager, or other person in control in every public place and place of employment where smoking

is prohibited by this chapter: "Athens-Clarke County prohibits smoking in this establishment at all times. To report violations, call (706) 613-3345. Athens-Clarke County Code, Secs. [4-3-3](#) and [4-3-4](#)".

(d)

Notwithstanding any other provisions of this Code, the holder of an Athens-Clarke County alcoholic beverages license shall not be subject to a civil fine, administrative hearing for suspension, revocation, probation or other administrative or judicial action with respect to such license based upon violations of this chapter occurring in the premises of such holder until no fewer than three convictions for violation of the provisions of this chapter have occurred on such licensed premises within the preceding 12 months.

(e)

The Athens-Clarke County Attorney shall be authorized to bring an action to abate a public nuisance or to obtain appropriate equitable relief to protect the public health, safety and welfare in cases where repeated violations of this chapter occur in a public place or place of employment where smoking is prohibited, and the owner, operator, manager, or other person in control of such place has failed after notice to take action to prevent such violations.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-8. - Violation and penalty.**

A person who violates any provision of this chapter shall be guilty of an offense and, upon conviction, shall be punished by a fine of not less than \$100.00 nor more than \$500.00.

(Ord. of 7-5-2005, § 1)

- **Sec. 4-3-9. - Severability.**

If the provisions of any section, subsection, paragraph, subdivision or clause of this chapter shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision or clause of this chapter.

(Ord. of 7-5-2005, § 1)

REPORTING PROCEDURES FOR WORK RELATED INJURIES

If you are injured on the job:

- If life threatening, **CALL 911**; then notify your Supervisor
- If not life threatening, notify your Supervisor immediately
- Notify Safety and Risk Administration AT 706-613-3090
- Workers' Compensation coverage is dictated by the Georgia State Board of Workers' Compensation. See "State Board of Workers' Compensation Bill of Rights for the Injured Worker".

Injured Employee Responsibilities:

- Complete the "First Report of Injury" with details of the incident
- Attend all medical appointments as scheduled.
- Follow the medical plan as determined by the medical providers.
- Any deviations from scheduled appointments must be discussed and approved by Safety and Risk Administration.
- Follow up with Safety and Risk Administration after every medical treatment with any questions or concerns that may arise.

Supervisor's Responsibility:

- Report the injury to the Safety and Risk Administration immediately upon awareness.
- Forward the completed "First Report of Injury" form to the Safety and Risk Administration within 24 hours of occurrence of injury.
- Any questions regarding coding of time for Workers' Compensation related absences should be directed to the Safety and Risk Administration.

Safety and Risk Administration's Responsibilities

- Coordinates appropriate medical treatment for Illness/Injury.
- Communication with employees on an ongoing basis
- Receives certification of disability from employee or authorized treating physician. Informs supervisor and payroll as needed of certified absences with estimated disability dates.
- Coordinates with supervisors for temporary alternative assignments as needed.
- Coordinates all absences due to a work-related injury must be documented and approved by the panel physician.
- Ensures all workers compensation notes are properly documented in the workers comp systems.
- Employee return to restricted or regular work status shall be coordinated with Safety and Risk Administration approval.
- Informs the Safety and Risk Administrator of any changes in employee status.

Safe Driving Policy - 2010

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Safe Driving

POLICY AND PROCEDURE NUMBER: 01-1000

EFFECTIVE DATE: September 1, 2010

The Unified Government of Athens-Clarke County, herein after referred to as "Unified Government", strives to provide a safe working environment and to protect its employees from job-related injuries and illnesses. The intent of this policy is to guide employees in the required use of safety belts and the expected use of telecommunication devices. It is the goal of the Unified Government to eliminate driver distractions by its employees due to talking or texting on a telecommunication device while operating a vehicle during the commission of their official duties. In addition to this Safe Driving Policy, all employees covered by this policy are expected to know and to abide by the Georgia Uniform Rules of the Road, found in O.C.G.A. Sections 40-6-1 through 40-6-397.

I. Definitions

- A. **Vehicle** - Every motor vehicle, including, but not limited to, pickup trucks, vans, and sport utility vehicles, designed to carry ten passengers or fewer and used for the transportation of persons.
- B. **Telecommunication Device** – Any device capable of sending and/or receiving voice, text, photographic, video, or other communication wirelessly via analog, digital, or any other technology that may be carried on or about a person. Examples include cellular telephone, text messaging device, personal digital assistant, stand alone computer, or any other similar wireless device that can be used to initiate or receive a wireless communication.
- C. **Driving** – Operating a motor vehicle or equipment on a roadway, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise. It does not include being in a vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to park.
- D. **Text Messaging** – Reading from or entering data into any handheld or other telecommunication device, including for the purpose of short message service texting, emailing, instant messaging, or engaging in any other form of electronic data retrieval or electronic data communication.

II. Applicability

This policy applies to all employees who operate or drive Unified Government-owned vehicles and equipment and to employees who receive an automobile allowance and

drive privately-owned or rented vehicles while conducting official government business.

Exclusions: The portions of this policy relevant to the use of a telecommunication device do not apply to the following employees or situations:

1. Reporting a traffic accident, medical emergency, fire, serious road hazard, or a situation in which the employee reasonably believes a person's health or safety is in immediate jeopardy;
2. Reporting the perpetration or potential perpetration of a crime;
3. A public utility employee or contractor acting within the scope of his or her employment when responding to a public utility emergency;
4. A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties; or
5. Engaging in wireless communication while a motor vehicle is off the roadway where it is safe and legal to park.
6. Using a Unified Government - issued two-way radio device (e.g., 800 MHz radio) for time-sensitive communications or a GPS navigation device provided that all due care is taken to ensure the safe operation of the vehicle.

III. Safety Belt Use

- A. Unified Government employee motor vehicle accidents represent a large portion of the overall cost for both lost work time due to related injuries and property damage. To potentially reduce the severity of injuries and property damage, employees and passengers are required to wear a properly adjusted and fastened safety belt.
- B. All mowing, grading, and similar equipment which has the capability to exceed 15 mph during travel shall be equipped with a roll over protection device and safety belts which shall be worn by the operator.
- C. No employee shall allow any person to ride as a passenger on a trailer or in the bed of a pickup truck or any other towed equipment.
- D. Safety Belt Maintenance

It is the direct responsibility of the driver and the supervisor to ensure that:

1. Safety belts are inspected daily.
2. Safety belts are always visible and readily accessible for use.
3. Safety belts are regularly cleaned and are operational at all times.
4. No Unified Government vehicle shall be allowed to operate with missing or defective safety belts.

IV. Distracted Driving

- A. Employees shall exercise due care in operating a motor vehicle and shall not engage in any actions which distract employees from the safe operation of vehicles and equipment.
- B. Except for the exclusions noted in Section II: Applicability, all uses of telecommunication devices including hands free equipment and technology while driving are prohibited. No employee shall operate a motor vehicle on any public road, street, or highway while using a telecommunication device to talk, write, send, or read any text based communication, including but not limited to a text message, instant message, electronic mail, or internet data when conducting official government business.
- C. In the event that a phone call must be made or a text message must be sent or received, the employee shall find a location off the roadway where it is safe and legal to park to use the device.

V. Supervisor Responsibility

The provisions of this policy shall be enforced by all supervisors, administrators, and directors.

VI. Disciplinary Action

Failure to enforce or otherwise comply with the provisions of this policy may result in driving privileges being revoked which may prohibit an employee from fulfilling the duties and responsibilities of their position and/or disciplinary action up to and including termination.

Approved by: W. Alan Reddish
W. Alan Reddish, Manager

Date: August 27, 2010

INTER-DEPARTMENTAL MEMORANDUM

TO: The Unified Government of Athens-Clarke County Employees

FROM: Jeff Hale
Human Resources Director

RE: Hands Free Georgia Law

DATE: June 26, 2018

The purpose of this memo is to ensure the safety and compliance of all Unified Government of Athens-Clarke County (ACCGOV) employees who may operate a county owned vehicle or their personal vehicles for the official business of the organization. The information contained herein shall reinforce the new Hands Free Georgia Law and The Unified Government of Athens-Clarke County's Safe Driving Policy.

Georgia's Hands Free Law will take effect on July 1, 2018. Under the new law, a driver cannot operate a motor vehicle while holding or supporting, with any part of the body, including your lap, any wireless telecommunication device or stand-alone electronic device. Wireless telecommunication and stand-alone electronic devices includes devices that store audio or video data files, cell phones, portable telephones or text-messaging devices, stand-alone computers, GSP receivers, and any other similar device used to send/receive communications or data. Exceptions includes earpiece, wireless headphone, speakerphone, smart watch, or phone connection to the vehicle.

When operating a stand-alone or wireless telecommunications device without an acceptable device, the vehicle must be lawfully parked (off or beside the road in an area open to parking). Operating a cell phone while at a stoplight is prohibited.

Circumstances for Permitted use:

- A. Speaking or texting with using hands-free technology
- B. Using a GPS system only while vehicle is lawfully parked. The screen may be viewed while the vehicle is in motion but may not be held or supported by any part of the body.
- C. Holding your phone to report an emergency or hazardous road condition
- D. Emergency personnel using a phone while driving
- E. Under official duties, police, firefighters, emergency medical personnel, ambulance

drivers, and other first responders. Also, utility employees or contractors responding to a utility emergency.

In addition to the Hands Free Law, the Safe Driving Policy of The Unified Government of Athens-Clarke County further prohibits the use of telecommunication devices, including hand-free equipment and technology while driving. All telecommunication devices may only be used when an employee is lawfully parked while conducting business for the organization.

Employees should take time to familiarize yourself with the Hands Free Law and are expected to comply fully with the law and the Safe Driving Policy of ACCGOV.

By signing below, I _____ acknowledge that I have received and read the Hands Free Georgia Law Memorandum. I agree to comply with the provisions of the Hands Free Law and understand that violation of the law may result in my driving privileges being revoked, which may prohibit me from fulfilling the duties and responsibilities of my position and/or disciplinary action up to and including termination.

Employee signature

Date

POLICY AND PROCEDURE STATEMENT
THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

POLICY SUBJECT: Social Media

POLICY AND PROCEDURE NUMBER: HR-003

EFFECTIVE DATE: July 1, 2016

I. Purpose

The purpose of this policy is to define standards, procedures, and implications of improper use of social media by the employees of the Unified Government of Athens-Clarke County.

V. Scope

This policy applies to all employees of the Unified Government of Athens-Clarke County (ACCUG) without regard to whether their social media activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms. Use of social media for official ACCUG communications is covered in the separate Policy for Unified Government of Athens-Clarke County Social Media Accounts.

At ACCUG, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities.

VI. General Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media include all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with ACCUG, as well as any other form of electronic communication.

VII. Know and Follow the Rules

Carefully read these guidelines and follow ACCUG policies to ensure your posts are consistent with these policies. Inappropriate postings (including those with discriminatory or harassing remarks, or threats of violence or similar inappropriate or unlawful conduct) will not be tolerated and may subject you to disciplinary action, up to and including termination.

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etc. (even if previously approved) if such posted material constitutes a violation of this policy or other ACCUG policies.

XI. Using Social Media at Work

Refrain from using social media while on work time or on equipment provided by ACCUG, unless it is work-related as authorized by your department head on an authorized social media account. Do not use ACCUG email addresses to register on social networks, blogs, or other online tools visited for personal use.

Use of social media, cannot interfere with the performance of an employee's necessary job duties. Please remember that employees have no expectation of privacy on government equipment. ACCUG reserves the right to inspect or monitor any social media activity engaged in by its employees using ACCUG-owned computers or other electronic equipment or devices. In addition, employees may be required to provide access to any social media websites or other applications in which they participate upon a determination by ACCUG that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other ACCUG policy.

XII. Elections and Political Activity

Employees are required to follow Sec. 1-9-12(f) of the Athens-Clarke County Code of Ordinances related to employee political activity and speech.

XIII. Duty to Report Violations

All employees have an ongoing duty to report any violations of this policy by any other employee. ACCUG considers this duty to report to be a critical component of its efforts to enforce this policy and thereby ensure the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

XIV. Retaliation is Prohibited

ACCUG prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

XV. Interpretation and Application

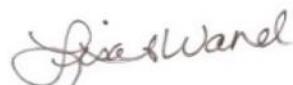
Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state rights to engage in any statutorily-protected activity.

Any employee unsure about the application of this policy to any particular personal social media activity should seek guidance from the Human Resources Department before engaging in such activity.

This policy is intended for internal use of ACCUG only and should not be construed as establishing a higher duty or standard of care for purposes of any third party civil claims against ACCUG and/or its employees. A violation of this policy by an employee provides only a basis for corrective and/or disciplinary action up to and including termination against such employee by ACCUG.

The Unified Government assumes no liability for direct and/or indirect damages arising from the user's use of social media. The Unified Government is not responsible for any third-party claim, demand, or damage arising out of the use of social media.

Recommended by:



Date: 6/30/16

Lisa Ward, Director of Human Resources

Approved by:



Date: 6/30/16

Blaine Williams, Manager

ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT**HEPATITIS B****VACCINATION AGREEMENT/WAIVER FORM**

*Please complete the section in the box and then sign either accepting or declining the vaccine series.
Please return the completed form to Safety & Risk. Thank you.*

(Print Full Name)

(Employee Number)

(Title/Department)

(Date of Birth)

(email address)

(Cell Phone No.)**I WISH TO****DECLINE THE VACCINE:**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B infections. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline to receive the Hepatitis B vaccine series at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Signature)

(Date)**OR****I WISH TO****ACCEPT THE VACCINE:**

I have received education regarding Hepatitis B, the diseases and the vaccine. I have had the opportunity to ask questions. I understand the benefits and risks of the vaccine. I know that I may be at some risk of exposure to Hepatitis B in my occupation. I request that the vaccine series be given to me, realizing that immunity is not guaranteed.

(Signature)

(Date)**If Accepting the vaccine, Please choose the hours and weekdays for which you might be available. (Check box for 8am,9,etc)**

We will contact you to confirm an appointment time. (Note: Though we make every effort to schedule appointments at times convenient for each employee, much depends on the availability of the medical professionals performing the testing.)

Mondays				Tuesdays				Wednesdays				Thursdays				Fridays			
AM		PM		AM		PM		AM		PM		AM		PM		AM		PM	
8	9	1	1	1	1	2	3	4	8	9	1	1	1	1	2	3	4	8	9
0	1	2							0	1	2					0	1	2	



EXPOSURE INCIDENT REPORT (page 1 of 2)

EMPLOYEE INFORMATION:

Name of Employee: _____ DOB: _____

Home Address: _____

Employee No.: _____ Home/Cell Phone: _____ Work Phone: _____

Department & Division: _____

Name of Supervisor: _____ Date Notified: _____

EXPOSURE INFORMATION:

Exposure To: Blood Body Fluid (specify type) _____ Other: _____

Date of Exposure: _____ Time of Exposure: _____

Location/address where incident occurred: _____

Route of exposure (stick, splash, etc.) and circumstances under which exposure occurred: _____

Check all that apply:

Employee had an open sore or cut where infected blood or body fluid could enter.
Location of open wound: _____

Employee cut his/herself on glass or was pricked by a needle that was contaminated with blood from an infected person.

Infected blood or body fluid got into the employee's eyes, nose, or mouth.

List any known diseases carried by source: _____

Was employee wearing personal protective equipment (PPE): Yes No

If yes, describe PPE worn/used: _____

What actions were taken immediately following exposure (hand washing, clean up with Clorox and water, etc.)?

Was Safety & Risk notified: Yes No If yes, date of notification: _____ Time: _____

Tell how this type of exposure can be prevented: (Use additional sheet if needed.)



EXPOSURE INCIDENT REPORT (page 2 of 2)

DATE:

TO: Safety & Risk

FROM:

SUBJECT: Exposure Testing for Incident on

(Date of exposure to blood, bodily fluids, chemicals, etc.)

Please complete the appropriate section below:

I am (check one and sign):

- Declining to have the exposure testing being offered as a result of the above incident.

- Requesting that exposure testing be performed. I will contact Safety & Risk for authorization and then report to the designated testing site.

Employee Name (please print)

Department/Division

Employee Signature

Date

ATHENS-CLARKE COUNTY

FIRST REPORT OF INJURY

1. The employee to complete within 24 hours
2. Print your response
3. Answer all questions fully

Name: _____	Employee #: _____	Marital Status: _____
Home Address: _____	City: _____	Zip: _____
Department/Division: _____	Job Title: _____	
Date of Hire: _____	Time of incident: _____	Date of Incident: _____
Did Incident require lost workday? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date first missed: _____	Hourly Wage: _____
Has employee returned to work? _____	Date supervisor was notified: _____	
Location of incident: _____	Name of Witness: _____	
Fully describe incidents: _____		
Employees Signature: _____		

Treatment Received by a panel physician: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what treatment was received? _____
Physician Seen: _____ Address: _____
Hospital: _____
Body Part Injured (Indicate (R) right (L) left) _____
Nature of Injury/ Illness: (Type of Injury i.e. strain, cut) _____

Supervisors Signature: _____ Date: _____
Director's Signature: _____ Date: _____

ATHENS-CLARKE COUNTY

VEHICLE/EQUIPMENT LOSS NOTICE

Complete & Return a Copy to: The Safety and Risk Administration and Fleet Management within 24Hrs.

BASIC INFORMATION

Date of Loss:	Time of Loss:
Description of Loss: (Property) _____	
Description of Accident: (Vehicle) _____	

EMPLOYEE INFORMATION

Name: _____	Department: _____
Date of Birth: _____	Drivers License: _____
Department Vehicle Identification Number: _____	
Year, Make Model of Vehicle: _____	
Vehicle Identification Number: _____	Tag Number: _____
Description of Vehicle Damage: _____	
Current Location of Vehicle: _____	
Is the vehicle drivable: _____	Name of the police authority notified: _____
Was Safety & Risk Adminstration notified: _____ Case # _____	

OTHER DRIVER INFORMATION

Name: _____	Address: _____
Date of Birth: _____	Driver License: _____
Telephone Numbers: (H) _____	(W) _____
Year, Make, & Model of Vehicle: _____	
Vehicle Identification Number: _____	Tag Number: _____
Current Location of Vehicle: _____	
Is the vehicle driveable: _____	Insurance Company and/or Agency: _____
Policy Number: _____	

INJURED

Name: _____	Address: _____
Telephone (H) _____	Telephone (W) _____
Extent of Injury: _____	

WITNESSES OR PASSENGERS

Name: _____	Address: _____
Telephone (H) _____	Telephone (W) _____
Remarks: _____	

Indicate on diagram what happened including street names, direction of travel and point of impact.



Contributing Factors:

Prevention (what actions could have been taken to prevent this incident):

Employees Remarks:

Supervisors Remarks:

Employee Signature:

Supervisors Signature:

SUPERVISOR'S INVESTIGATION REPORT

DEPARTMENT					
LOCATION:	ON EMPLOYERS PREMISES: YES / NO	DATE OF OCCURRENCE:		TIME:	DATE REPORTED:
PERSONAL INJURY OR ILLNESS			PROPERTY DAMAGE (IF APPLICABLE)		
NAME:			PROPERTY DAMAGE		
JOB TITILE:		AGE:	ESTIMATED COSTS	ACTUAL COST	
NATURE OF ILLNESS:			NATURE OF DAMAGE		
DESCRIPTION	DESCRIBE CLEARLY WHAT TOOK PLACE:				
ANALYSIS	USING THE GUIDE ON THE REVERSE PAGE, QUESTION (WHY, WHAT, WHERE, WHEN, WHO, HOW) EACH OPERATING FACTOR AND THE MANAGEMENT CONTROLS INVOLVED. DESCRIBE EACH MANAGEMENT DEFICIENCY CONTRIBUTING TO THE LOSS.				
PREVENTION	DESCRIBE WHICH CONTROLS REQUIRE ADDITIONAL ATTENTION AND WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE				
INVESTIGATED BY	PHONE	DATE	DEPARTMENT DIRECTOR	DATE	

Get the facts by studying the job and the situation involved. Question each management control to determine the deficiencies and the corrective action, which must be taken to control the actual causes of the loss. The questioning guide will assist but may not contain all of the questions necessary.

OPERATING FACTORS	MANAGEMENT CONTROL	QUESTIONING GUIDE
PEOPLE	Placement	WHO WAS INVOLVED? What qualifications are necessary to perform the task? Who is most qualified? Why was this employee selected if not most qualified
	Training	What instructions or training was provided? What additional training is needed?
	Enforcement	What instruction or rules were not followed? What additional rules or enforcement action should be established?
	Motivation	What positive measures have been taken to promote correct behavior? What additional measures are necessary?
EQUIPMENT	Design & Arrangement	WHAT EQUIPMENT WAS INVOLVED? What was the equipment used? What equipment should be used? What guards were or were not taken? What arrangement problems were present? What additional design and arrangement controls are necessary?
	Purchasing	How did the quality of hazards of the equipment contribute to the loss? What additional purchasing controls are necessary?
	Maintenance	What maintenance problems were evident? When should maintenance be performed? How can maintenance be improved?
	Personal Protective Equipment	What Personal Protective Equipment is provided? When should Personal Protective Equipment be used? What Personal Protective Equipment should be provided?
MATERIAL	Design & Arrangement	WHAT MATERIAL WAS INVOLVED? What design characteristics contributed to the loss? How should the material be designed? How was the material arranged, handled and used? How should the material be arranged, handled and used? Where should the material be arranged?
	Purchasing	Why was this material being used? What material should be used?
ENVIRONMENT	Design & Arrangement	WHAT ENVIRONMENTAL FACTORS WERE INVOLVED? Why was it design or arranged this way? How should it be designed and arranged?
	Purchasing	What purchasing controls are necessary?
	Housekeeping	When should housekeeping be performed? How should housekeeping be improved?
	Maintenance	What maintenance problems are evident? When should maintenance be performed? How should maintenance be improved?



EMPLOYEE ACKNOWLEDGEMENT OF POLICIES 2018

Should I have any questions or concerns regarding any of the Policies listed below, I will consult with my supervisor, Department management and/or the Human Resources Department to ensure my understanding and compliance.

I acknowledge that all of the following Policies are subject to change by ACCUG and that current versions are available on the official ACCUG Intranet site or through the Human Resources Department. Please initial next to each policy.

1. _____ MGR- Code of Conduct 2016*
2. _____ Personnel System, ACCUG Code of Ordinances **, 1-9
3. _____ Harassment and Discrimination Policy, ACCUG Code of Ordinances, 1-17
4. _____ Drug and Alcohol Policy, ACCUG Code of Ordinances, 1-13
5. _____ Drug and Alcohol Free Workplace – New Hire Orientation
6. _____ Smoking Policy, ACCUG Code of Ordinances, 4-3
7. _____ Worker's Compensation and Safety & Risk Accident/Injury Procedures – New Hire Orientation
8. _____ MGR-004 Safe Driving Policy 2010 / Hands-Free law acknowledgement
9. _____ IT-001 Information Systems Acceptable Use Policy 2016
10. _____ IT-002 E-mail Acceptable Use Policy 2016
11. _____ IT-003 Passwords Policy 2006
12. _____ IT-004 Internet Acceptable Use Policy 2016
13. _____ IT-005 Remote Access Policy 2016
14. _____ HR-003 Social Media Policy 2016
15. _____ Class C Operator Fuel Site Training for EPD***- New Hire Orientation

*Current ACCUG Policies may be accessed and reviewed at any time on the official ACCUG Intranet.

**Current ACCUG Code of Ordinances may be accessed and reviewed at any time on the official ACCUG Intranet and via the Municode website.

***Available at the Human Resources Department

I hereby acknowledge by my signature below that I have received the following Unified Government of Athens-Clarke County (ACCUG) Policies, and that it is my responsibility to read and understand the contents of each policy listed herein.

Employee Name (print): _____ Dept. _____

Employee Signature: _____ Date: _____