



**Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Thursday, November 19, 2020 10:30 AM
Commission Meeting Room**

HUMAN RESOURCES COMMITTEE MEETING AGENDA

COMMITTEE MEMBERS: **Commissioner Donald Elliott, Chairman**
Commissioner Cornell Harvey
Commissioner Wayne Neal
Executive Director Andrew Burroughs

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated

PRESENTATION/DISCUSSION

BGJWSC Safety Council – Meeting Procedures

APPROVAL

- 1. Minutes from October 15, 2020 Human Resources Committee Meeting (*subject to any necessary changes.*)**
- 2. Human Resources SOP / Employee Handbook Revisions – A. Burroughs**
 - **Section 7.3 – Code of Conduct**
 - **Section 4.19 - Travel**

DISCUSSION

- 1. Human Resources SOP / Employee Handbook Revisions – A. Burroughs**
 - **Section 4.14 – Uniform Dress Code**

MEETING ADJOURNED

All citizens are invited to attend.

There is a possibility of a quorum of Commissioners being present.



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, November 19, 2020 at 10:30 AM

HUMAN RESOURCES COMMITTEE
MEETING MINUTES

PRESENT: Donald Elliott, Committee Chairman
Cornell Harvey, Commissioner
Wayne Neal, Commissioner
Andrew Burroughs, Executive Director

ALSO PRESENT: Ben Turnipseed, Commission Chairman
Charles Cook, Commissioner
LaDonnah Roberts, Deputy Director
Cindy Barnhart, Teamwork Services, Inc.
Jeffrey Singletary, Teamwork Services, Inc.
Jay Sellers, Director of Administration
Janice Meridith, Exec. Commission Administrator

MEDIA PRESENT: None

Chairman Elliott called the workshop to order at 10:30 AM.

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Committee, Chairman Elliott closed the Public Comment Period.

PRESENTATION / DISCUSSION

BGJWSC Safety Council – Meeting Procedures

Safety Council Chairman Mark Hopkins began the “mock” Safety Council Meeting to order. He announced that several members would not be present due to responsibilities in the field. Due to this reason for absence, a motion and vote would be taken to excuse these members from the meeting. The Safety Council follows a formal agenda at each meeting. This agenda contained the following items: 1.) Call to order at 9:00 AM; 2.) Approval of Minutes from previous meeting; 3.) Review of Incidents/Accidents by Jeffrey Singletary (Group thoroughly discussed and voted on matters/safety issues regarding the 2 “mock” incidents); 4.) Discussion Items – a.) Safety Manual Revisions, and b.) Open Floor Discussion; 5.) Suggestion Box. Safety Council members present: Mark Hopkins, Matt Lane, Jay Sellers, Jeffrey Singletary, Beth Brockwell, Dana Read, Denise Pinkney, and Janice Meridith.

APPROVAL

1. Minutes from October 14, 2020 Human Resources Committee Meeting

Commissioner Neal made a motion seconded by Commissioner Harvey to move to approve the minutes from the October 14, 2020 Human Resources Committee Meeting. Motion carried 3-0-0.

2. Human Resources SOP / Employee Handbook Revisions – A. Burroughs

- **Section 7.3 – Code of Conduct**

Mr. Burroughs recalled for the Committee that the Code of Conduct Policy from the HR SOP Section 7.3 was discussed at the previous Human Resources Committee meeting. Mr. Burroughs gave a thorough summarized the edits as discussed at the October meeting, and provided a redlined copy of the draft version for the Committee to review for forwarding to the full Commission for final approval.

Commissioner Neal made a motion seconded by Commissioner Harvey to move that the Human Resources Committee recommend approving the edits to Section 7.3 of the Human Resources Standards of Practice as presented. Motion carried 3-0-0.

- **Section 4.19 – Travel**

Mr. Burroughs also recalled for the Committee that at the October meeting the Travel Policy was also discussed for editing purposes. Section 4.19 covers travel procedures for all JWSC staff members and was in need of updating and of some clarifications. The edits as provided at this meeting were recommended by both the Committee and staff. Mr. Burroughs provided and covered in detail a redlined draft version of this policy for the Committee to review for recommendation. Commissioner Harvey commented that these changes are in-depth and reflect what the Committee has discussed.

Commissioner Harvey made a motion seconded by Commissioner Neal to move that the Human Resources Committee recommend approving the edits to Section 4.19 of the Human Resources Standards of Practice as presented. Motion carried 3-0-0.

DISCUSSION

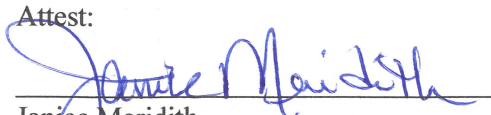
1. Human Resources SOP / Employee Handbook Revision – A. Burroughs

- **Section 4.14 – Uniform Dress Code**

Mr. Burroughs provided a draft copy of the proposed Employee Uniform Policy revisions for the Commissioners' review and discussion. The Employee Uniform Policy purpose and brief introductory policy statement were first presented. Mr. Burroughs provided the new listing of Employee Categories for which all positions will be assigned to one of the three categories to determine which uniform and clothing allotment is to be provided to each individual. The three categories were presented as follows. Category I: Field Services – Physical Work; Category II: Field Services – Public Contact/Less Intensive Physical Work; and, Category III – Office Personnel. Each category is provided different uniform and clothing allotment amounts on an annual basis. Mr. Burroughs discussed and provided a very detailed review of the drafted policy as recommended for presenting to the Committee at the next meeting for recommendation to forward to the full Commission. Mr. Burroughs will email the draft of the recommended revised Employee Uniform Policy to all Commissioners for their additional review and suggestions.

With no further business to discuss, Committee Chairman Elliott adjourned the meeting at 11:43 a.m.


Donald Elliott, Committee Chairman

Attest:

Janice Meredith,
Executive Commission Administrator



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: Human Resources Committee
From: Andrew Burroughs, Executive Director
Date: Thursday, November 19, 2020
Re: APPROVAL – Code of Conduct Edits

Background

The JWSC Human Resources Standards of Practice Section 7.3 covers the code of conduct expected from all JWSC staff members. At the Human Resources Committee meeting on October 15, 2020, this policy was discussed with the Committee and changes were recommended by both the Committee and staff.

Staff Report

Section 7.3 was edited to include the changes discussed at the October 15, 2020 Human Resources Committee meeting. A redlined version of the edits is attached. These edits have been reviewed by JWSC legal counsel and Teamwork Services.

Recommended Action

Staff recommends approving the edits to Section 7.3 of the JWSC Human Resources Standards of Practice as shown in the attached.

Recommended Motion

“I move that the Human Resources Committee recommend approving the edits to Section 7.3 of the Human Resources Standards of Practice as presented.”

Enclosures

Draft Section 7.3

CODE OF CONDUCT

STANDARD

The Code of Conduct is intended to be guidelines for the safe and efficient operation of the JWSC. They are not absolute, inflexible rules, but must be tempered with common sense on the part of JWSC employees. In the absence of a reasonable basis for departure from the guidelines, failure to perform and behave according to the Code of Conduct will result in corrective and/or disciplinary action, up to and including termination of employment. Degrees of discipline may be used to ensure that the employee has the opportunity to correct or improve his or her job performance. Disciplinary action may be initiated as management deems appropriate including, but not limited to, cases involving any one of the following types of misconduct. When instances arise of unacceptable conduct not listed below, the JWSC may find it necessary and appropriate to initiate disciplinary proceedings in accordance with policies and procedures contained in JWSC's Standards of Practice and/or written division operational rules and policies.

PRACTICE GUIDELINES

1. Attendance:

- A. Failure to work assigned hours, including overtime.
- B. Taking more than the specified time for meals or rest period.
- C. When operations are continuous, leaving post at the end of the scheduled shift without being relieved by a supervisor or fellow employee on the incoming shift.
- D. Excessive absenteeism, the effect of which is to disrupt or to diminish the operational effectiveness of the employee's division.
- E. Absence without authorized leave.
- F. Habitual unauthorized late arrivals or early departures from work.
- G. Improper or unauthorized use or abuse of sick leave, including failure to properly report an abuse due to illness.
- H. Falsifying any facts to obtain FMLA leave.
- I. Failure to return to work after an approved leave of absence, regardless whether the leave was with or without pay.

2. Safety:

- A. Violation or neglect of any safety rule, policy or practice, or contributing to hazardous conditions.
- B. Failure to immediately report a work-related accident or injury.
- C. Creating or contributing to unsafe or unsanitary conditions, or poor housekeeping within the division or work area or vehicle.
- D. Failure of drivers or passengers to wear seat belts while driving or riding in JWSC vehicles.
- E. Failure to use headlights at all times while driving a JWSC vehicle.
- F. Failure to wear safety gear or to enforce the use of safety gear.
- G. Possession of firearms, explosives or weapons on JWSC premises, the job site, or in any JWSC vehicle.
- H. Failure to properly wear a complete JWSC uniform when required by the division.
- I. Refusal to cooperate with accident or incident investigations or interference with an investigation.
- J. Unauthorized use of any JWSC vehicle or equipment by any employee.
- K. Operating a vehicle on JWSC business with a revoked or suspended operator's permit or driver's license or a citation for driving under the influence of alcohol or illegal drugs.

- L. Failure to report license suspension or revocation or any change or violation arising from vehicle operation, including failure to report a traffic violation that may jeopardize the employee's safe driving record.
- M. Failure to properly inspect, use, maintain and/or repair equipment or vehicles.
- N. Failure to properly follow and enforce all safety rules and procedures included in these Standards of Practice.
- O. Failure to timely report a motor vehicle accident.
- P. Operating a vehicle under the influence of alcohol, narcotics, illegal drugs, or other drugs that may impair ability.
- Q. Operating a vehicle while using or holding a wireless telecommunications or standalone electronic device, except when utilizing a hands-free system like Bluetooth. Proper emergency use of such device, as provided by law, shall not violate this section.

3. Behavior:

- A. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job, or similar types of disorderly conduct.
- B. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, the JWSC, or its operations, or abuse of JWSC's grievance procedure.
- C. Any act or conduct that is intended to be discriminatory in nature, **as defined in the JWSC's Harassment and Workplace Violence policy**, directed toward the public, JWSC officials, or co-workers.
- D. Any act or conduct that is offensive, such as the use of offensive language or profanity, directed toward the public, JWSC officials, or co-workers.
- E. Any act or conduct that is discourteous of the public or other employees, including harassing, coercing, threatening, intimidating others, bullying, or the use of abusive language.
- F. The use or possession of another employee's tools or equipment without that employee's consent.
- G. Provoking or instigating a fight, or fighting at any time on JWSC property or while working.
- H. Immoral, unlawful or improper conduct, or indecency which would tend to affect the employee's relationship with fellow workers, reputation or good will in the community, or ability to perform his or her job duties.
- I. Deliberate misuse, destruction, or damaging of JWSC equipment, property, or property of another employee.
- J. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or workers' compensation insurance benefits.
- K. Conviction of a felony or other crime involving moral turpitude.
- L. Engaging in criminal, dishonest, immoral or disgraceful conduct or conviction of a crime which is in opposition to the best interests of the JWSC.
- M. Failure to report an incident of harassment or workplace violence **in accordance with the JWSC's Harassment and Workplace Violence policy**.
- N. Falsification, removal, or destruction of information or records related to employment, payroll, or work-related records or reports including, but not limited to, personal or JWSC records, application for employment, accident records, purchase orders, time cards, or any action or lack of action that materially effects the employment of an individual employee or class of employees.
- O. Soliciting, dispensing or accepting special favors or privileges or making private promises to anyone or accepting favors which might be construed as influencing the performance of JWSC duties, or otherwise violating JWSC policies regarding acceptance of gifts and gratuities.
- P. Soliciting outside work for personal gain during business hours **or the use of JWSC equipment in the performance of such work**.

- Q. Lying to, stealing from, or cheating co-workers, supervisors, JWSC officials or the public, or when an employee has knowledge of same or fails to disclose same to his or her supervisor, and which is in opposition to the best interests of the JWSC.
- R. Unauthorized removal of any JWSC property.
- S. Revealing information received confidentially in the performance of JWSC duties or the release of other confidential information. Confidential information includes, but is not limited to, computer access password, sealed bid data, medical records or similar files, social security number of an employee or a customer, and any matter under investigation except on a need to know basis.
- T. Posting or removing any matter on bulletin boards on JWSC property at any time unless authorized by the **Executive Director**.
- U. Failure to report to the division head or Director a request for information or receipt of a subpoena from a law firm, court, or attorney.
- V. Failure or refusal to participate in educational programs or training programs.
- W. Violating JWSC policies regarding use, abuse, and misuse of JWSC supplies, equipment, tools, vehicles, and other resources.
- X. Political activity that is prohibited by these Standards of Practice.
- Y. Violation of the Drug-Free Workplace Policy.
- Z. Violating the JWSC's **Harassment and Workplace Violence** policy.
- AA. Conduct designed to materially interfere with the management of the JWSC's operations or reflecting discredit on the JWSC, or which poses an unreasonable risk to the health and safety of the employees, the public, or the JWSC or its finances.
- BB. Failure to submit a travel expense report within five (5) business days from return from travel, and/or failure to submit such report with the requisite receipts and travel advances.
- CC. Falsely reporting any misconduct, including but not limited to, acts of harassment or workplace violence of others.
- DD. Failure to notify the JWSC of a criminal drug or alcohol conviction or plea.
- EE. Failure to bring a physician's statement for illness as required.
- FF. Improper or unauthorized use or abuse of sick leave, including failure to properly report an absence due to illness.
- GG. Insubordination by the refusal to perform assigned work or to comply with written or verbal instructions of a supervisor, refusal to sign a performance evaluation or counseling form, or discourtesy to other persons during the performance of JWSC work.
- HH. Gambling or engaging in any other game of chance at JWSC workstations and facilities at any time.
- II. Refusing to take or submit to any alcohol or drug screening test, tampering with any alcohol or drug screening test, or receiving a test result of positive for the use or presence of alcohol or drugs pursuant to JWSC's policies.
- JJ. Refusing to take a drug test when reasonable suspicion exists that an employee is using illegal drugs.
- KK. Careless, negligent, or improper use of JWSC property, equipment or funds, including unauthorized removal or use for private purpose, or use involving damage or unreasonable risk of damage to such property.
- LL. Willful or reckless violation of rules, regulations, policies, or repeated directives.
- MM. Violating the Uniform Dress Code in these Standards of Practice.

4. Performance:

- A. Inefficiency, incompetence, carelessness, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt and competent manner.
- B. Productivity or workmanship not up to required standards of performance.
- C. Careless disregard and/or willful neglect in the performance of assigned duties.
- D. Sleeping during work hours.
- E. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
- F. Refusing to accept a reasonable and proper assignment from an authorized supervisor.
- G. Careless, negligent, or improper use of JWSC property, equipment or funds, including unauthorized removal or use for private purpose, or use involving damage or unreasonable risk of damage to such property.
- H. Concerted curtailment or restriction of production or interference with work in or about the JWSC's work stations including, but not limited to, participating in any walkout, strike, sit-down, stand-in, slowdown, or refusal to return to work at the scheduled time for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of JWSC employment.
- I. Stopping work, wasting time, loitering, loafing or leaving assigned work area during working hours without permission.
- J. Washing up or changing clothes during work hours without specific permission of supervisor.
- K. Improper use or abuse of any electronic communications equipment, or technology systems.
- L. Failure to carry out a direct order from a supervisor, except when the employee's safety may be unreasonably jeopardized by the order or when such order constitutes a violation of law or policy.
- M. Outside employment, including self-employment, which presents a conflict of interest with JWSC employment, and/or failure to report outside employment in violation of these Standards of Practice.
- N. Failure to obtain and maintain required state licenses and certifications as required by law, or as otherwise required by the JWSC.



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: Human Resources Committee
From: Andrew Burroughs, Executive Director
Date: Thursday, November 19, 2020
Re: APPROVAL – Travel Policy Edits

Background

The JWSC Human Resources Standards of Practice Section 4.19 covers travel procedures for all JWSC staff members. At the Human Resources Committee meeting on October 15, 2020, this policy was discussed with the Committee and changes were recommended by both the Committee and staff.

Staff Report

Section 4.19 was edited to include the changes discussed at the October 15, 2020 Human Resources Committee meeting. A redlined version of the edits is attached. These edits have been reviewed by JWSC legal counsel and Teamwork Services.

Recommended Action

Staff recommends approving the edits to Section 4.19 of the JWSC Human Resources Standards of Practice as shown in the attached.

Recommended Motion

“I move that the Human Resources Committee recommend approving the edits to Section 4.19 of the Human Resources Standards of Practice as presented.”

Enclosures

Draft Section 4.19

TRAVEL

STANDARD

The JWSC recognizes that employees will be required to travel for work-related reasons. The JWSC will reimburse employees for allowable travel expenses. The JWSC will also provide guidelines which employees are to follow in traveling on behalf of the JWSC. Travel is defined as the use of a JWSC vehicle, use of a personal vehicle, use of other forms of transportation, lodging, meals and incidental expenses associated with conducting JWSC business or for professional development of JWSC employees. This may include, but is not limited to, travel for meetings, conferences, educational workshops, seminars and training, and conventions from which the employee and the JWSC would benefit. Approval to travel must be requested and approved by the division head and Executive Director as provided herein. Payment will occur only for travel expenses that are reasonable and necessary; travel expenses are public information and must be able to sustain the test of public review.

PRACTICE GUIDELINES

1. Approval; Attendance; Reports:

- A. Each employee and division head is to exercise sound and prudent judgment when arranging for, incurring and approving travel expenditures.
- B. Request for travel must be submitted for approval within ten to fourteen (10-14) business days in advance of the date of intended travel. A list of all occupants traveling will need to accompany each request. **Each occupant will submit a signed copy of the JWSC Travel Policy indicating understanding of the provisions hereinafter with each request for travel.**
- C. All travel must be pre-approved by the division head and the Executive Director. All travel and accommodations shall be arranged by the Executive Director's office **or other staff as deemed appropriate by the Executive Director.**
- D. Employees are not guaranteed attendance at conferences and training seminars. Managers and division heads have the authority and the responsibility to approve or disapprove requests for conferences, training seminars, and other business travel. Divisions are encouraged to provide these opportunities appropriately and fairly.
- E. The Executive Director must approve requests when multiple employees are requesting attendance at the same event outside Glynn County and when overnight travel is involved. This approval is required even if these employees are from different divisions.
- F. Upon return from travel, employees must submit a travel expense report, including receipts, to their division head for review and approval within five (5) working days of return. Failure to do so may result in disciplinary action and revocation of travel privileges. The division head shall submit the approved or disapproved travel expenses to the JWSC Finance Division for reimbursement to the employee within two (2) weeks of receipt. Disapproved expenses must be reimbursed by the employee to the JWSC.
- G. All advance travel requests will be completed on JWSC Request for Travel Form and completed within the time frame stated above. An official copy of the course or events agenda must be attached to this

form.

2. Transportation:

- A. The most direct, practical and economical mode and route of travel will be arranged and used. Transportation is paid only if it is reasonable and necessary to accomplish the JWSC's business.
- B. Personal vehicles may be used for transportation for local, day or overnight travel only when a JWSC vehicle is not available or use of a JWSC vehicle is highly inconvenient. Any employee using a privately owned vehicle must provide a current certificate of insurance and a copy of a valid driver's license. **If a JWSC employee elects to use a personal vehicle when a JWSC vehicle is available, the employee will not be reimbursed for mileage or gas expenses.**
- C. Payment is provided for travel that is necessary during the course of the workday. The distance normally traveled from home to the work site (or the equivalent distance) is not payable. If an employee is required to go home and return to work, the division head, depending on the circumstances, may approve mileage reimbursement.
- D. Airplane, Train, Taxi, Shuttle Bus, Public Transportation, and Rental Car: Transportation is to be shared by employees traveling together whenever possible. Rental cars may be used only when necessary for official purposes while traveling. Expenses will be reimbursed at actual cost. Receipts are required for expenses.
- E. Mileage for pre-approved travel is reimbursed for personal vehicles at the standard IRS rate, or as otherwise adopted by the JWSC.
- F. Non-JWSC employees are not permitted to accompany employees within a JWSC owned or any vehicle leased or rented by the JWSC.

3. Lodging:

- A. Accommodations are arranged on a single occupancy basis and should be arranged at (or close to) the site of business, unless it is more cost efficient to make alternative arrangements. **It is preferable for accommodations to be arranged in advance at hotels with block rates for the specific travel purposes, if available. Should the block rate not be available, lodging must be approved by the Executive Director prior to booking.**
- B. Lodging for overnight stays must be necessary and reasonable to accomplish the JWSC's business. It is at the division head's discretion (with consideration of circumstances such as distance from home and times that training begins and ends) as to what constitutes a legitimate need for overnight lodging. **The JWSC will only pay for the cost of lodging for JWSC business. Should an employee individually choose to extend his or her stay, the JWSC will not reimburse for lodging that is not necessary for JWSC business. In some cases, it may be more cost effective for an employee to stay an additional night in lieu of traveling after hours. These cases must be approved by the Executive Director prior to booking.**

4. Meals and Incidental Expenses:

- A. Meals, including tax and tips, will be reimbursed at actual cost capped at **the General Services Administration Per Diem Rates at the time of travel for the specific location. Travel days may be capped at 75% of the Per Diem Rate for travel days in which travel time is less than 12 hours. Exceptions must be approved by the Executive Director in advance of travel. Reimbursement for tips**

may not exceed 25% of the purchase price of any meal. Receipts are required for reimbursement.

- B. If meals are provided at the conference, or seminar, etc, at no additional cost to the employee, the employee may not claim reimbursement for these meals. Division heads have the right to review travel plans and expense accountability statements.

5. Telephone Calls:

- A. Business Calls: While on overnight travel, work-related telephone calls (e.g., to the office, to voice mail, or other necessary business calls) will be allowed using the most economical method available. **Should the employee be issued a JWSC cell phone, the employee will not be reimbursed for phone calls made by other methods.** All phone calls should be only as long as necessary to carry out the JWSC's business. Calls not billed to a hotel room may be documented and reimbursed as incidental expenses.
- B. Personal Call: While on overnight travel, a telephone call to home equal to or less than five (5) minutes is reimbursable. **Should the employee be issued a JWSC cell phone, the employee will not be reimbursed for phone calls made by other methods.**

6. Payment of Travel Expenses:

- A. While the JWSC recognizes that a number of different payment methods (direct billing, JWSC credit card, and/or expense advance) may be used when traveling, the employee is responsible for ensuring that the JWSC is not double-billed in any way. When several employees share automobile transportation using a personal vehicle, only the employee responsible for the vehicle will be reimbursed mileage.
- B. Personal and non-allowable travel expenses include, but are not limited to, the following:
 - (1) Costs of alcoholic beverages, even during meals. **Should an employee choose to have an alcoholic beverage during meals, separate receipts must be obtained for the meal and for any alcoholic beverages. The JWSC will not reimburse for any portion of a meal containing alcoholic beverages on the receipt. Alcohol should not be consumed during normal business hours, even if a separate receipt is requested.**
 - (2) Personal expenses, such as laundry, haircuts, valet service, and personal telephone calls beyond five minutes.
 - (3) Expenses for any social or recreational activities, such as golf, tours, movies, including in-room movies and video rental fees.
 - (4) Insurance premiums paid by the traveler.
 - (5) Any funds or personal belongings lost or stolen.
 - (6) Expenses incurred if travel stay has been extended due to personal choice or if an additional personal side trip accompanies JWSC business travel.
 - (7) **JWSC employees who are issued a JWSC cell phone with Mobile Hotspot capabilities will not be reimbursed for charges associated with wireless internet access at hotels. Should the employee not be issued a JWSC cell phone with Mobile Hotspot capabilities, internet charges at hotels may be reimbursed if previously approved by the Executive Director.**
- C. Additional expenses incurred by a spouse or other guest traveling with an employee will not be reimbursed. **Should an employee choose to have a spouse or other guest join him or her at**

meal times, separate receipts should be obtained for the employee meal and the spouse or guest meal. The JWSC may not reimburse for any portion of a meal containing charges incurred by non-JWSC employees.

- D. The JWSC will not reimburse additional expenses incurred by a spouse traveling with an employee, unless the spouse is also an employee and is traveling on JWSC business.
- E. An employee may request a travel advance from the Finance Division when necessary. Failure to submit a travel expense report within (5) working days of return from the trip may result in a payroll deduction of the travel advance amount, as well as revocation of travel privileges. Failure to follow the provisions of this Section may result in disciplinary action up to and including termination of employment.

DRAFT

Brunswick-Glynn County Joint Water and Sewer Commission

Employee Uniform Policy

Purpose

The Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) recognizes the need to provide clothing and/or uniforms to some employees in order to prevent damage to personal items as a result of the work required for certain jobs as well as to help promote employee identification in the field.

The purpose of this Employee Uniform Policy is to identify what clothing items should be provided to employees by the department using utility funds and to provide guidance for the appropriate acquisition of such clothing.

Policy

Appropriate attire depends upon the degree of public contact, nature of work, and safety issues. While each employee is responsible for utilizing these guidelines to decide what is appropriate to wear for work, management reserves the right to determine the appropriateness of any disputed attire. Failure to follow these guidelines may result in disciplinary action.

Employee Categories

This policy covers all JWSC employees. All positions will be assigned to one of three categories to determine which uniform and clothing allotment is to be provided to each individual:

- **Category I: Field Services – Physical Work:** includes positions that require the employee to spend most of their time in the field or in more- industrial-type settings, performing physical work. As a result, the wear and tear on clothing is more significant than for other positions. There is also a need for recognition as a JWSC employee (with a JWSC logo) when in public.
- **Category II: Field Services – Public Contact/Less Intensive Physical Work:** includes positions that require the employee to spend time in the field where public contact often occurs and/or performing work where some wear and tear on clothing is expected, but where the physical nature of the role is not intense. For example, this may include engineers, laboratory employees, employees who enter businesses, etc. There is also a need for recognition as a JWSC employee (with a JWSC logo) when in public.
- **Category III: Office Personnel:** includes positions that require employees to spend the majority of their time in an office setting. There may be occasional opportunities when recognition as a JWSC employee (with JWSC logo) in public is helpful.

Each category is provided different uniform and clothing allotment amounts on an annual basis. A listing of positions in each category can be found in Attachment A. Newly created positions will be assigned to one of the three categories by the workgroup superintendent, with approval

from the Executive Director, based on the guidelines and how similar positions are already categorized.

Employees and supervisors are reminded that the purchase of clothing and uniforms by the JWSC for its employees is not a right or an entitlement. Instead, it is considered equipment necessary to do the work on behalf of the department and JWSC. Individual preferences for style and color choices are only considered when appropriate.

Uniforms

The JWSC will coordinate the order and purchase of uniforms on behalf of the employees who are required to wear them on the job. Because these items are tax-exempt, they must be purchased with JWSC funds – either by the vendor submitting an invoice to the JWSC to be paid through the Innoprise financial system or with a JWSC purchasing card.

I. Category I

A. Employees will wear JWSC provided uniforms while on duty.

1. Upon employee hiring or in the case that the employee's job class is newly identified as a Category I class, employees will be provided with the following initial inventory of uniforms:

- a) Seven (7) gray or high visibility yellow T-shirts with JWSC logo
- b) Seven (7) pairs blue work pants
 - a. Blue jeans may be allowed by discretion of department superintendent.
 - b. Blue jeans must be clean and in good repair if allowed by department superintendent.
 - c. JWSC will not purchase and/or provide blue jeans for employees to wear.
 - d. Shorts may be allowed by discretion of department superintendent and applicable safety protocols.
 - e. Shorts must be clean and in good repair if allowed by department superintendent.
 - f. JWSC will not purchase and/or provide shorts for employees to wear.
- c) One (1) light fall/winter jacket with JWSC logo and high visibility striping
- d) One (1) heavy winter jacket with JWSC logo and high visibility striping

OR:

- e) Four (4) gray golf-style shirts and JWSC logo
 - a. Options with reflective striping will be available
 - f) Three (3) gray or high visibility yellow T-shirts with JWSC logo
 - g) Seven (7) pairs blue work pants
 - a. Blue jeans may be allowed by discretion of department superintendent.
 - b. Blue jeans must be clean and in good repair if allowed by department superintendent.
 - c. JWSC will not purchase and/or provide blue jeans for employees to wear.
 - d. Shorts may be allowed by discretion of department superintendent and applicable safety protocols.
 - e. Shorts must be clean and in good repair if allowed by department superintendent.
 - f. JWSC will not purchase and/or provide shorts for employees to wear.
 - h) One (1) light fall/winter jacket with JWSC logo and high visibility striping
 - i) One (1) heavy winter jacket with JWSC logo and high visibility striping
2. Annually, at the beginning of the fiscal year, Category I employees will be given a \$250 allotment to order uniforms from the JWSC to replace existing used uniforms.
 3. Depending on the type of shirt worn by the employee, employee will be required to wear a high visibility mesh vest as required for safely working in roadways.
 4. Category I employees will be provided with up to \$125 towards the purchase of safety-toed work boots each year. Purchases must be made through JWSC-approved vendors. If an employee purchases boots that exceed \$125, the difference may be deducted from the employee's paycheck until paid in full.
 5. Baseball style hats with the JWSC logo may be available for purchase from the employee's annual uniform budget. Baseball style hats without the JWSC logo may not be worn.
 6. Employee uniforms will not be laundered by the JWSC. Laundry facilities are available at the Academy Creek Water Pollution Control Facility and the Systems Pumping and Maintenance Operations Building should an

employee wish to utilize this equipment for the laundering of JWSC-purchased uniforms only.

II. Category II

A. Employees will wear JWSC provided uniforms while on duty.

1. Upon employee hiring or in the case that the employee's job class is newly identified as a Category II class, employees will be provided with the following initial inventory of uniforms:

- a) Seven (7) gray or navy golf-style shirts with JWSC logo
 - a. Options with reflective striping will be available
- b) Seven (7) pairs blue or khaki slacks in style of Dockers or other makers of cotton, synthetic, wool or flannel pants
- c) One (1) light fall/winter jacket with JWSC logo and high visibility striping
- d) One (1) heavy winter jacket with JWSC logo and high visibility striping

OR:

- e) Four (4) gray or navy golf-style shirts with JWSC logo
 - a. Options with reflective striping will be available
- f) Three (3) gray or navy dress shirts with JWSC logo
 - a. Options with reflective striping will be available
- g) Seven (7) pairs blue or khaki slacks in style of Dockers or other makers of cotton, synthetic, wool or flannel pants
- h) One (1) light fall/winter jacket with JWSC logo and high visibility striping
- i) One (1) heavy winter jacket with JWSC logo and high visibility striping

2. Annually, at the beginning of the fiscal year, Category II employees will be given a \$150 allotment to order uniforms from the JWSC to replace existing used uniforms.

3. Employees will be required to wear a high visibility mesh vest as required for safe working in roadways.

4. Category II employees will be provided with up to \$125 towards the purchase of safety-toed work boots each year. Purchases must be made

through JWSC-approved vendors. If an employee purchases boots that exceed \$125, the difference will be deducted from the employee's paycheck until paid in full.

5. Baseball style hats with the JWSC logo may be available for purchase from the employee's annual uniform budget. Baseball style hats without the JWSC logo may not be worn.
6. Employee uniforms will not be laundered by the JWSC. Laundry facilities are available at the Academy Creek Water Pollution Control Facility and the Systems Pumping and Maintenance Operations Building should an employee wish to utilize this equipment for the laundering of JWSC-purchased uniforms only.

III. Category III

- A. Employees will not be provided JWSC uniforms and are responsible for compliance with applicable dress codes.
- B. There may be situations where it would be beneficial for a Category III employee to have JWSC-logoed apparel. Should a specific job classification included in Category III require this apparel, it will be provided by the JWSC and replaced as necessary. Approval for these purchases must be obtained through the Executive Director.
- C. A business casual dress code, at a minimum, is appropriate for Category III employees Monday through Thursday.
 1. Appropriate business casual dress:
 - a) Clothing that projects a professional image. All clothing shall be clean, pressed and without tears, patches, rips, or holes.
 - b) Slacks, dress pants, or pants similar in style to Dockers or other makers of cotton, synthetic, wool or flannel pants.
 - c) Casual shirts, dress shirts, sweaters, vests, golf-type shirts, and turtlenecks.
 - d) Suit jackets and sport jackets.
 - e) Dress shoes, dress boots, and open toe shoes (excluding flip flops)
- D. A casual dress code is acceptable for JWSC employees on Fridays. Employees are expected to present a neat appearance and will not wear items classified as "Unacceptable Attire."

1. Appropriate casual Friday dress:

- a) Jeans/denim skirts in good condition (i.e. not ripped or tattered)
- b) Sweatshirts/t-shirts
- c) Casual dresses and skirts
- d) Football team attire will be allowed on the day of, or the Friday before, games.

2. Unacceptable Attire:

- a) Clothing that is tight, sheer, or otherwise reveals the midriff, buttocks, or cleavage.
- b) Clothing that is so loose/baggy that undergarments or skin are visible when moving around, bending, or reaching.
- c) Clothing that contains offensive words, cartoons, images or that references drugs, alcohol, weapons, violence, adult style commentary or promotes specific products.
- d) Clothing that contains political statements, slogans, or campaign-related information.
- e) If an employee may influence the determination of a contract with a vendor, the employee will not wear any type of clothing, footwear or headgear that contains the name of the company or corporation that the BGJWSC contracts with or uses as a vendor.
- f) Blue denim jeans (with the exception of casual Fridays), bib overalls, sweatpants, exercise pants, warm-up suits, and any spandex-like material pants.
- g) Shorts/culottes/skorts, tight skirts, mini-skirts, strapless dresses, and spaghetti strap shirts/dresses, midriff tops, halter tops, and tube tops.
- h) Shower footwear, flip flops, or slippers.
- i) Any tattoos that are or may be interpreted as offensive (profanity, weapons, violence, nudity, blood, etc.) are to be covered by clothing or a bandage.
- j) Baseball style hats

Position Title	Category
Construction Crew Leader	I
Construction Crew Member	I
I&I Technician	I
Inventory Technician	I
Lab Analyst	I
Line Cleaning Crew Member	I
Maintenance and Security Crew Leader	I
Plant Maintenance Mechanic	I
Pumping Systems Crew Leader	I
Pumping Systems Tech	I
SCADA Systems Administrator	I
Senior Lab Analyst	I
Systems Analyst	I
Treatment Operator	I
Utility Inspector	I
Utility Locator	I
Wastewater Technician	I
Water Operator	I
Work Crew Leader	I
Work Crew Member	I
<hr/>	
AMI/IT Technician	II
Assistant Customer Service Manager	II
Backflow Compliance Coordinator	II
Customer Service Data Coordinator	II
Customer Service Manager	II
Customer Service Representative	II
Field Service Investigator	II
Fleet Maintenance Manager	II
GIS Analyst	II
GIS Supervisor	II
Line Cleaning Crew Supervisor	II
Meter Services Manager	II
Plant Maintenance Crew Leader	II
Pumping Systems Supervisor	II
Senior Utility Inspector	II
Systems Monitoring Coordinator	II
Systems Pumping and Maintenance Superintendent	II
Wastewater Construction Supervisor	II
Wastewater Pretreatment Coordinator	II
Wastewater Treatment Superintendent	II
Wastewater Treatment Supervisor	II
Water Distribution Superintendent	II
Water Production Superintendent	II
Work Crew Supervisor	II
<hr/>	

Accounts Payable Coordinator	III
Accounts Receivable Coordinator	III
Administrative Assistant	III
Administrative Coordinator	III
Asset Management Manager	III
Assistant Engineer	III
Billing Coordinator	III
Billing Manager	III
Call Center Representative	III
Collections Specialist	III
Customer Systems Information Analyst	III
Deputy Executive Director	III
Director of Administration	III
Director of Engineering	III
Director of Finance	III
Director of Procurement	III
Enterprise Applications Administrator	III
Executive Commission Administrator	III
Executive Director	III
Planning & Development Coordinator	III
Procurement Coordinator	III
Project Manager	III
Senior Accountant	III
Senior Financial Analyst	III
Service Review Specialist	III