

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION R20-1131

A RESOLUTION AUTHORIZING CERTAIN AMENDMENTS TO THE PERSONNEL MANUAL; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

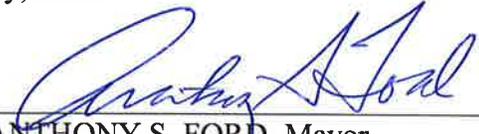
WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, the City finds it necessary to amend certain provisions in the Personnel Policy and Procedure of the City.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

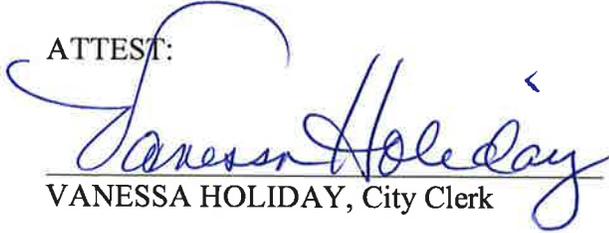
1. **Approval of Execution.** The City hereby approves the amendments to the Personnel Policy and Procedures attached hereto as Exhibit A. All other policies and regulations of the City previously in existence which relate to the Personnel Policy and Procedures shall remain in full force and effect.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
3. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 28th day of January, 2020.



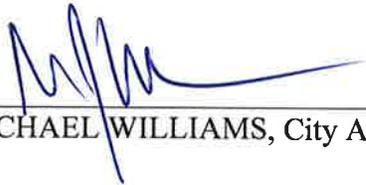
ANTHONY S. FORD, Mayor

ATTEST:



VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:



MICHAEL WILLIAMS, City Attorney

EXHIBIT A

AMENDMENTS TO PERSONNEL MANUAL

January 28, 2020

The following items have been updated/revised in the employee manual:

Section 450.000 - Drugs and Alcohol-Free/Smoke-Free Workplace Policy

In addition, under the Georgia Smoke free Act, the law prohibits smoking in all enclosed facilities, including buildings owned, leased or operated by the State or local governing authorities. Smoking is prohibited in all enclosed public places, except as indicated in code section 31-12A-6. Smoking is prohibited in all enclosed areas within places of employment unless authorized in code section 31-12A-6. Examples include restrooms, elevators, hallways, employee lounges, conference rooms common work areas, stairs, meeting room and all other enclosed areas.

Section 620.000 – Work Weeks and Hours of Work

The work week is defined as running from Monday through Sunday.

Section 640.300 – Merit Pay Increases

Each calendar year the City Manager and the Treasurer will determine the pool of merit increase funds available through the budget process. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process. Merit pay is used to reward successful performance. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall.

Eligibility

To be eligible for a merit increase, an employee must be employed with at least one year of continuous service before the merit award date.

An employee whose pay is at the maximum of the salary range may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position.

Review of Merit Increase

Salary increase requests/justification must be supported by a performance appraisal for salary change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained.

HR will review all merit pay increase requests to ensure compliance with city policy and that they fall within the provided guidelines. HR will consult with the City Manager on the request and the City Manager makes the final decision on all merit pay increases/adjustments, and if merit pay funds are available